

Meeting commenced at 3.00pm.

BUSINESS:

- 1) Apologies
- 2) a. Confirmation of Minutes of the Meeting held 19th December, 2019.
b. Matters arising out of Minutes. (Not elsewhere reported)
- 3) Correspondence
 - a. Agenda A (Information Only)
 - b. Agenda B
- 4) General Manager's Report
 - 4.1 General Manager's Report
 - 4.2 Executive Manager, Corporate & Community Services' Report
 - 4.3 Executive Manager, Engineering & Technical Services' Report
 - 4.4 Executive Manager, Development & Environmental Services' Report
- 5) Recommendations of a Committee of a Whole Meeting held 20th February 2020.
- 6) Minutes of the Audit, Risk & Improvement Committee Meetings held 8th March 2018; 3rd July 2018; 3rd July 2019; and 6th November 2019.
- 7) Reports: Delegates/Mayor/Councillors.

PRESENT: Clr John Seymour, Clr David McCann, Clr Kathy Maslin, Clr Kerrilee Logan Clr Jeremy Crocker, Clr Bruce Hutcheon, Clr Colin McKinnon and Clr Steve Jones.

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.

APOLOGY: Clr Alan White.

1) APOLOGY

RESOLVED on the motion of Clr McCann and seconded by Clr Maslin that the apology of Clr Alan White be received and accepted. 01/02/2020

2a) CONFIRMATION OF MINUTES OF THE MEETING HELD 19TH DECEMBER, 2019.

RESOLVED on the motion of Clr Logan and seconded by Clr Maslin that the Minutes of the Meeting held 19th December, 2019 as circulated be confirmed and adopted. 02/02/2020

2b) MATTERS ARISING OUT OF THE MINUTES

There were no matters arising out of the Minutes.

3) CORRESPONDENCE

AGENDA A (FOR INFORMATION ONLY)

1a) ACTIVITY REPORTS

- 1) Operating Statistics of the Coolamon Shire Library for December 2019 and January 2020. Attachment No. 1.1
- 2) Community Development Officer's Report for December 2019 and January 2020. Attachment No. 1.2
- 3) Tourism and Business Development Officer's Report for December 2019 and January 2020. Attachment No. 1.3

General Manager's Note

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

2a) INFORMATION PAPERS

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

- 1) Minutes of the Coolamon Showground Management Committee Meeting held 16th December 2019. Attachment No. 2.1
- 2) Draft Minutes of the Advance Marrar Committee Meeting held 9th October, 2019. Attachment No. 2.2

3a) DEPARTMENT OF PLANNING, INDUSTRY & ENVIRONMENT (P.03-01, SC297)

Forwarding a letter congratulating Council on successfully uploading the Coolamon Shire Council Local Strategic Planning Statement 2019-2039 (LSPS) to the Department's Planning Portal.

General Manager's Note

→ A copy of the letter has been distributed with the information papers.
Attachment No. 17

AGENDA B

1b) STEPH COOKE MP, MEMBER FOR COOTAMUNDRA (E.01-08, SC1129)

Forwarding a response from the Minister for Local Government, the Hon Shelley Hancock MP regarding the NSW Electoral Commission's cost estimate for conducting Council's upcoming Election.

General Manager's Note

→ A copy of the correspondence is attached with the information papers.
Attachment No. 3

2b) STEPH COOKE MP, MEMBER FOR COOTAMUNDRA (E.03-01, SC163; F.03-11, SC459; F.03-12, SC183)

Forwarding a response from the Minister for Police and Emergency Services, the Hon David Elliott MP regarding Council's concerns with the Emergency Services Levy.

General Manager's Note

➔ A copy of the correspondence is attached with the information papers.

Attachment No. 4

RESOLVED on the motion of Clr Hutcheon and seconded by Clr McKinnon that the Correspondence listed in Agenda A and Agenda B be received and noted.

03/02/2020

4) GENERAL MANAGER'S REPORT

4.1 GENERAL MANAGER REPORTS

GM1) COUNCIL COMMUNITY TOUR (P.11-01, SC315)

On Thursday, 6th February 2020, Council conducted the annual Community Tour. All communities were visited and representatives from the Advance Committees had the opportunity to meet with Councillors and Senior Staff to discuss issues and matters of concern.

Councillors also took the opportunity to look at numerous capital projects that have received grant funding.

All projects or ideas raised by the community were noted and where appropriate, costings will be established and included in the budget process for consideration.

Recommendation

For Council information.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr Jones that the report be received. 04/02/2020

GM2) 2020 AUSTRALIA DAY (A.13-14, SC1020)

The 2020 Australia Day Awards were conducted in Coolamon and all involved should be congratulated on a great morning. Councillor Dave McCann was the MC, and both Rotary and Lions supported the event as volunteers. In addition, Mel Mayer was there to make sure the sound system ran perfectly, and with Council's Jess Inch and Laura Munro, the day ran smoothly.

Michael McCormack, the Deputy Prime Minister attended and the Australia Day Ambassador, Bryce Collins spoke well.

The timing of the event meant that we dodged the heat of the day.

The Award winners on the day were as follows:

- Citizen of the Year: **Phillip Furnell**
- Young Citizen of the Year: **Madison Marshall**
- Shane Till Memorial Award for Sportsperson of the Year: **Len Brill**

- Young Sportsperson of the Year: **Sam Neale**
- Community Event/Community Group of the Year: **Moonie's March and The Matong Public School Centenary Celebrations**

➔ It is now Council's role to determine who will hold the event for 2021 and accordingly, I have attached both the location of the previous communities where it was held and the indicative location moving forward. Attachment No. 5

Recommendation

That Council choose a location for the 2021 event.

RESOLVED on the motion of Clr Maslin and seconded by Clr McKinnon that the Beckom Community be invited to hold the 2021 Australia Day celebrations.

05/02/2020

GM3) ART ACQUISITION POLICY (P.12-01, SC316)

As per the previous resolution of Council, the General Manager has liaised with the President of the Advance Ardlethan Committee to establish a process for determining the Ardlethan Art Show Prize.

➔ Accordingly, the current Coolamon Shire Council Art Acquisition Policy has been revised to reflect this position. A copy of the Policy has been provided for your information. Attachment No. 6

Recommendation

That the new Policy be adopted as per the changes made.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr Crocker that the amended "Art Acquisition Policy" be adopted. 06/02/2020

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 20TH FEBRUARY, 2020.



COOLAMON SHIRE COUNCIL
ART ACQUISITION POLICY

Date Adopted	20 February 2020		
Council Minute	06/02/2020		
Version	Version 4		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 Years		
Last Review Date	February 2020	Next Scheduled Review Date	February 2024

OBJECTIVE

To support local Art Shows and Artists in the pursuit of their artistic talents by the purchase of artworks for display in Council buildings.

SCOPE OF POLICY

- 1) This policy shall apply to the purchase of artwork on an annual basis from:
 - a) the Annual Up2Date Art Exhibition; and
 - b) the Ardlethan Art Show.
- 2) The artwork will be selected after judging by the Mayor / General Manager or their delegates of Council.
- 3) The acquisition will be titled:
 - a) "Coolamon Shire Council Acquisition Prize" for the Up2Date Art Exhibition; and
 - b) "Coolamon Shire - Ardlethan Art Prize" for the Ardlethan Art Show.
- 4) The value of the artwork will be at the discretion of the Mayor and General Manager.

ELIGIBILITY

For:

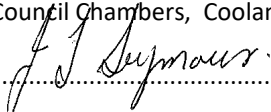
- a) The Up2Date Art Exhibition - Eligible local Artists shall be persons who reside in the Coolamon Shire Local Government Area.
- b) The Ardlethan Art Prize – A piece of artwork that appropriately reflects the Ardlethan District.

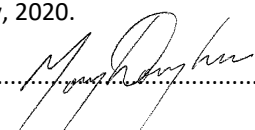
REVIEW

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.

COOLAMON SHIRE COUNCIL
ADM.02.15 ART ACQUISITION POLICY

This is Page No. 7 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 20th February, 2020.

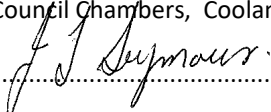
.....
..... MAYOR

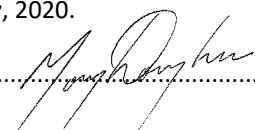
.....
..... GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 20TH FEBRUARY, 2020.

Version 4 Adopted: Council Meeting held 20 February 2020 (Minute No 06/02/2020)
Version 3 Re-Adopted: Council Meeting held 21 September 2017 (Minute No 175/09/2017)
Version 3 Adopted: Council Meeting held 16 October 2014 (Minute No 264/10/2014)
Version 2 Adopted: Council Meeting held 16 December 2008 (Minute No.359 /12/2008)
Version 1 Adopted: Council Meeting held 16 August 2007 (Minute No. 261/8/2007)

This is Page No. 8 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 20th February, 2020.


..... MAYOR


..... GENERAL MANAGER.

GM4) AUSTRALIAN CITIZENSHIP CEREMONY – DRESS CODE (P.12-01, SC316)

In accordance with the new Guidelines developed as part of the Australian Citizenship Ceremony, Council is required to have and apply a Dress Code Policy.

This Policy relates to how people attend the Citizenship Ceremony and in what clothing they are presented.

Council has never previously had concerns raised about this issue, with attendees very respectful of the Ceremony. Notwithstanding this, any dress code that reflects a Citizenship Ceremony should be neat, tidy and in good taste. They should not be offensive.

- ➔ The current Coolamon Shire Council Australian Citizenship Ceremony Policy has been revised to include the dress code. A copy of the Policy has been provided for your information. Attachment No. 7

This will mean that Council Staff will now become the abitur of good taste in clothing which may cause some negative feedback if refusal of any attire is required.

Recommendation

That the new Policy be adopted as per the changes made.

RESOLVED on the motion of Clr McCann and seconded by Clr McKinnon that the amended “Citizenship Ceremony Policy” be adopted. 07/02/2020

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 20TH FEBRUARY, 2020.



COOLAMON SHIRE COUNCIL
CITIZENSHIP CEREMONY POLICY

Date Adopted	20 February 2020		
Council Minute	07/02/2020		
Version	Version 2		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 Years		
Last Review Date	February 2020	Next Scheduled Review Date	February 2024

OBJECTIVE

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

FUNCTION DATES

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

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

DRESS CODE

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

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

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

The following attire is not suitable on the day:

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

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

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 20TH FEBRUARY, 2020.

REVIEW

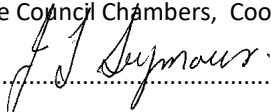
This policy may be reviewed at any time or as required in the event of legislative changes.
Unless otherwise required, the policy will be reviewed at least once during a term of Council.

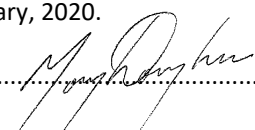
Version 2 Adopted: Council Meeting held 20 February 2020 (Minute No. 07/02/2020)

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

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

This is Page No. 11 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held
in the Council Chambers, Coolamon on the 20th February, 2020.


..... MAYOR


..... GENERAL MANAGER.

**GM5) ELECTIONS 2020 – PRE-ELECTION SEMINARS/WORKSHOPS FOR
PROSPECTIVE COUNCILLORS (E.01-08, SC1129)**

Council has received an offer from Wagga Wagga City Council for existing or prospective Councillors within the Coolamon Shire Council to attend pre-election Seminars or Workshops.

This combined process with neighbouring Councils is considered an appropriate use of resources and Council should advertise these programmes and pay for any attendees from within our Shire.

Recommendation

That Council support the programmes run by Wagga Wagga City Council and advertise for people to attend them.

RESOLVED on the motion of Clr Maslin and seconded by Clr Jones that Council support the programmes run by Wagga Wagga City Council and advertise for people to attend them. 08/02/2020

GM6) MURRUMBIDGEE LANDCARE – INVITATION (L.01-01, SC264)

→ Coolamon Shire Council has received an invitation from Murrumbidgee Landcare inviting Council to become a member of the Organisation. A copy of the information has been attached. Attachment No. 8

Whilst the annual cost is small (\$30.00), this would be more of a symbolic gesture in supporting the Landcare movement.

This approval to join as a member is not able to be undertaken under delegated authority and would be required by Council through resolution.

Recommendation

That Council join Murrumbidgee Landcare as a member.

RESOLVED on the motion of Clr Logan and seconded by Clr Jones that Council join Murrumbidgee Landcare as a member. 09/02/2020

GM7) COMMUNITY FUNDRAISER – SHOALHAVEN COUNCIL (S.05-02, SC558)

On Saturday, 25th January, 2020 a Fundraiser was held by members of the Community with all funds being raised to be provided to support bushfire victims in the Shoalhaven district.

The reason for this fundraising effort was to support our Sister Local Government Community.

In total \$1,245.00 was raised. It was requested that this money be used to support local Bushfire Brigades in the Shoalhaven district or community infrastructure within the same region.

It is thought that Council could, at a minimum, match this fundraising effort.

Recommendation

That Council, at a minimum, match this fundraising effort and provide it to Shoalhaven City Council to administer for community infrastructure and/or local RFS Brigades within the Shoalhaven Local Government Area.

RESOLVED on the motion of Clr Maslin and seconded by Clr Hutcheon that Council contribute \$5,000 in addition to the fundraising effort of \$1,245 and provide it to Shoalhaven City Council to administer for community infrastructure that would not receive any other bushfire relief funding within the Shoalhaven Local Government Area. 10/02/2020

GM8) PROJECT REPORT – DROUGHT COMMUNITIES PROGRAM (G.03-66, SC1136)

COMMUNITY DROUGHT EVENTS 2020 - DITCH THE DUST UPDATE

The following events will be funded with the allocated \$30,000 from Round One of the Drought Communities Program:

- Gourmet Ganmain -\$5,000
- Ardlethan Art Prize - \$5,000
- Coolamon Drought Event - \$20,000

This report provides an update on the Coolamon Drought Event. The event has been named “Ditch the Dust”. The date for the event is Saturday 11 April, Easter Saturday. The initial date proposed conflicted with another local event. Discussions and meetings have been held with various groups in the community

and it was agreed that Easter Saturday presented as a good option for residents and potential travellers.

Council staff continue to meet with Coolamon Rotary and the Bike Track Committee to discuss the plans for a family bike ride and party in the park. The event will include two major parts:

- Part 1 – Family bike ride (with Ganmain check-point) and walk
- Part 2 – Party in the Park

Outlined below are details to date regarding the two parts:

PART 1 – Family Bike Ride and Walk

- To be managed by the Bike Track Committee and Coolamon Rotary Club alongside Coolamon Shire Council Staff.
- Official opening of the new trails. Special guest invitations have been sent to Mr Michael McCormack, Deputy Prime Minister and Ms Steph Cook, Member for Cootamundra. This formal part of the day will include short speeches and cutting of the ribbon to symbolise the track is ‘open’.
- Start time 12noon with finishing time of 2.00pm.
- Three track options available:
 - Gilgai Track (Riders Only) – Coolamon to Ganmain 32km return. The ride will include the long distance which will be 16km to Ganmain and return. Riders will also have the option to turn around at any point along the track.
 - Kindra Forest (Riders Only) – 10km tracks within Coolamon Kindra Forest
 - Coolamon Urban Track (Walkers Only) – 8km track around Coolamon

Water stations and first aid will be provided along the way.

- Riders making the full distance to Ganmain will be encouraged to stop and rest in Ganmain before making their way back to Coolamon. Council staff are in discussions with Advance Ganmain and Ganmain businesses about what we can offer at this stop point.
- Online registrations will be available.
- Riders and walkers are then encouraged to stay on for Party in the Park.

PART 2 – Party in the Park

- Located in Redgrave Park (Methul Street) Coolamon. Methul Street will be closed to traffic. The duration of the event will be 2pm to 9pm.
- This will be coordinated by Coolamon Shire Council Staff.
- This component will include live music, food and drink stalls, entertainment, children’s activities, Youth Fest and fireworks.
- Fireworks used at Ditch the Dust are the cancelled fireworks from NYE. Council staff have been in discussions with Sinister Fireworks (provider) about logistics and costings to use the cancelled fireworks. Council had already paid for the pre-booked fireworks for NYE. Payment had been made prior to the decision to cancel for NYE. Council staff have been determined to use these at another community event. Ditch the Dust presented as the most suitable option for the following reasons:
 - It’s a community event
 - The launch pad for fireworks is a similar location to NYE

Council are required to pay an additional \$850 (approx.) for new permit and insurance. The fireworks display will be using the same product intended for NYE, this is to the value of \$7k.

- Event marketing and promotion has commenced. Facebook has already seen a large amount of interest. Save the date poster is attached below; this provides a snapshot of the branding/design that will be carried out for the event. A final poster will be created once additional details are confirmed.
- Council staff are seeking food and alcohol vendors along with musicians and bands for the event. Council staff are working with community groups and organisations to bring a program of events together for the day. At the time of this report, musicians and bands had yet to be locked in.
- Youth Week is 1-9 April 2020. Each year Council holds an event for youth called ‘Youth Fest’. This year Youth Fest will be incorporated into Ditch the Dust. A youth exclusive zone will be created on the skatepark site. Details are yet to be confirm, but proposed to have a DJ, silent movie
- A small working group has been established which includes:
 - Council Staff
 - Members from Rotary Coolamon

- Bike Trail Committee
- Members from Up2Date Art Challenge

Events usually held in Coolamon on Easter Saturday are the Up2Date Art Challenge and Rotary Markets. Council staff have been in discussions with members from these two groups inviting them to join Ditch the Dust. These two events have decided to remain as usual and operate in the morning. Council will continue to advertise these events.

Save the Date

DITCH THE DUST



Easter Saturday 11th April	Family bike ride & party in the park	Redgrave Park Coolamon
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Recommendation

That Council note event preparations for Ditch the Dust and proceed with preparations presented in this report.

RESOLVED on the motion of Clr McCann and seconded by Clr Jones that Council note event preparations for Ditch the Dust and proceed with preparations presented in this report. 11/02/2020

GM9) 2020 EVENT FUNDING PROGRAM – JANUARY/FEBRUARY EVENT APPLICATIONS (E.07-01, SC491)

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

Funds will be available until money has been exhausted.

Applicants can apply for funds from a pool of \$6,000 (maximum of \$3,000 per application, no minimum amount), which will be assessed and allocated as per the program guidelines. The event must be held between 1 January 2020 to 31 December 2020. The application process opened in November 2019.

Four event funding applications have been received.

The applicant details:

- 1) **Event: Ardlethan Country Music Festival** – Amount requested: \$3,000. Date: 3, 4, 5 April 2020.
- 2) **Event: NSW Men’s Sandgreen Championships at Coolamon Sport & Recreation Club** – Amount requested: \$1,600. Date: 17, 18 October 2020.
- 3) **Event: Up2Date Art Challenge and Exhibition** - Amount requested: \$2,500. Date: Art Wars: 11 April 2020 Art Exhibition: 1 – 16 August 2020.
- 4) **Event: Ganmain Historical Society Museum Open Day** – Amount requested: \$870. Date: 21 March 2020.

Attachment:

➔ Assessment Report (January 2020) [Attachment No. 9](#)

Recommendation

That Council:

- 1) Award the following events with 2020 funding:
 - a) NSW Mens Sandgreen Championships – Awarded full amount of \$1,600.

- b) Ardlethan Country Music Festival – Awarded partial amount of \$1,500.
 - c) Up2Date Art Challenge and Exhibition – Awarded partial amount of \$1,500.
 - d) Ganmain Historical Society Museum Open Day – Awarded full amount \$870.
- 2) Endorse that funds of \$530 remain in the funding pool for additional events throughout the 2020 year

RESOLVED on the motion of Clr Maslin and seconded by Clr McCann that Council: 12/02/2020

- 1) **Award the following events with 2020 funding:**
- a) **NSW Men’s Sandgreen Championships – Awarded full amount of \$1,600.**
 - b) **Ardlethan Country Music Festival – Awarded partial amount of \$1,500.**
 - c) **Up2Date Art Challenge and Exhibition – Awarded partial amount of \$1,500.**
 - d) **Ganmain Historical Society Museum Open Day – Awarded full amount \$870.**
- 2) **Endorse that funds of \$530 remain in the funding pool for additional events throughout the 2020 year**

GM10) DRAFT RIVERINA REGIONAL LIBRARY (RRL) MANAGEMENT PLAN (L.03-03, SC269)

➔ Council has received the Draft Riverina Regional Library (RRL) Management Plan. In this Plan, Council needs to use the budget allocation and fees and charges to plug into Council’s Budget. The Management Plan is tabled for your reference with financial information attached. Attachment No. 18

As can be seen from the Management Plan, Council’s costs are set at \$114,249 for the next Calendar year. The RRL continues to provide good service to Ardlethan through the Mobile Library and support for the Static Library in Coolamon.

The next meeting of the RRL will also discuss the matter of whether Member Councils would be willing to contribute a percentage of the State Government grant increases to running more regional based projects. At this point Staff have

indicated that it agrees in principle with a regional approach, but would need to see the detail prior to committing.

Recommendation

That Council note and endorse the 2020/2021 draft RRL budget.

RESOLVED on the motion of Clr Jones and seconded by Clr Crocker that Council note and endorse the 2020/2021 draft RRL budget. 13/02/2020

GM11) LOCAL GOVERNMENT ELECTIONS – SEPTEMBER 2020 – (E.01-08, SC1129)

Council has commenced receiving information from the NSW Electoral Office regarding the Local Government Elections in September this year. Some of this information relates to when and what Council need to do to prepare, whilst other information relates to how candidates are to get ready for the process.

- A series of bulletins will be released over the coming months that provide critical information about the Election for prospective candidates. The first one is out now and has been attached.

Attachment No. 19

These bulletins will be included on the following links:

https://www.elections.nsw.gov.au/lge2020?utm_source=website&utm_medium=Homepage&utm_campaign=Tile1

<https://www.elections.nsw.gov.au/About-us/Media-centre/2020-NSW-Local-Government-elections-bulletins>

Please take the opportunity to ensure you are aware of all appropriate dates and legislative requirements. The appropriate links will be provided in the next Council bulletin.

Recommendation

For Council information.

RESOLVED on the motion of Clr Logan and seconded by Clr Jones that the report be received. 14/02/2020

4.2 EXECUTIVE MANAGER, CORPORATE & COMMUNITY SERVICES' REPORTS

CS1) FINANCE REPORT

RESOLVED on the motion of Cllr Crocker and seconded by Cllr McCann that the report be received. 15/02/2020

DATE INVESTED	INSTITUTION	RATING	INVESTMENT TYPE	AMOUNT INVESTED	TERMS (days)	RATE	MATURITY DATE
2/11/2019	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	92	1.80%	2/02/2020
4/02/2019	NAB	A1+/AA-	Term Deposit	\$ 1,000,000	365	2.70%	4/02/2020
16/08/2019	AMP	A2/BBB+	Term Deposit	\$ 2,000,000	182	2.05%	14/02/2020
24/10/2019	Macquarie Bank	A1/A+	Term Deposit	\$ 1,000,000	120	1.60%	21/02/2020
29/11/2019	Macquarie Bank	A1/A+	Term Deposit	\$ 1,000,000	96	1.60%	4/03/2020
9/12/2019	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	91	1.75%	9/03/2020
14/12/2019	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	91	1.75%	14/03/2020
23/12/2019	Beyond Bank	A2/BBB	Term Deposit	\$ 1,005,237	91	1.70%	23/03/2020
17/01/2020	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	91	1.75%	17/04/2020
23/01/2020	Macquarie Bank	A1/A+	Term Deposit	\$ 1,000,000	91	1.60%	23/04/2020
20/01/2020	Macquarie Bank	A1/A+	Term Deposit	\$ 1,000,000	95	1.60%	24/04/2020
10/11/2019	Beyond Bank	A2/BBB	Term Deposit	\$ 2,000,000	182	1.75%	10/05/2020
28/11/2019	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	181	1.90%	27/05/2020
27/11/2019	AMP	A2/BBB+	Term Deposit	\$ 500,000	182	1.90%	27/05/2020
17/01/2020	AMP	A2/BBB+	Term Deposit	\$ 500,000	182	1.80%	17/07/2020
31/01/2020	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	180	1.80%	29/07/2020
TOTAL INVESTED				\$ 17,005,237			

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, 2019

Allawah Lodge - Accommodation Bonds/Payments	\$ 4,096,670.11
Allawah Village - Loan-Licence	\$ 3,458,390.67
Developer Contributions	\$ 6,842.03
Specific Purpose Unexpended Grants & Contributions & Other Funding	\$ 516,527.09
Stormwater Management	\$ 93,011.25
Sewerage Fund	\$ 2,099,524.83
Waste Management	\$ 768,038.60
	<u>\$ 11,039,004.58</u>

INTERNAL RESTRICTIONS AT 30TH JUNE, 2019

Asset/Plant Replacement	\$ 1,000,000.00
Employees Leave Entitlements	\$ 1,260,000.00
Deferred Works	\$ 401,895.00
Ardlethan Preschool	\$ 67,229.76
Asset Management (inc. unrestricted cash)	\$ 2,800,242.80
Allawah Lodge Asset Mgt Reserve	\$ 979,366.67
Allawah Village Asset Mgt Reserve	\$ 593,072.35
CECC Asset Mgt Reserve	\$ 234,682.57
Financial Assistance Grant	\$ 1,905,806.00
Swimming Pools	\$ 15,000.00
Rehabilitation of Gravel Pits	\$ 127,744.09
	<u>\$ 9,385,039.24</u>
	<u>\$ 20,424,043.82</u>

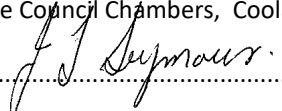
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 20TH FEBRUARY, 2020.

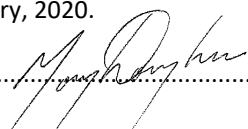
COOLAMON SHIRE COUNCIL
INCOME STATEMENT

for the period 1st July 2019 to 30th June 2020

	JANUARY 2020	DECEMBER 2019	NOVEMBER 2019	2019/2020 BUDGET	2018/2019 ACTUAL
Income from continuing operations					
<i>Revenue:</i>					
Rates & annual charges	3,741,093.22	3,740,936.97	3,740,147.75	3,577,000.00	3,586,756.61
User charges & fees	2,805,242.33	2,280,452.24	1,714,821.43	3,848,000.00	3,805,820.23
Interest and investment revenue	156,699.90	117,941.20	56,321.05	476,000.00	503,315.46
Other revenues	505,037.44	466,453.54	402,705.17	543,000.00	753,083.72
Grants & contributions provided for operating purposes	3,131,094.34	2,529,719.25	2,481,592.25	5,435,000.00	7,010,338.91
Grants & contributions provided for capital purposes	2,501,422.43	1,907,061.57	1,457,001.57	3,021,000.00	2,293,609.12
Internals	0.00	0.00	0.00		0.00
<i>Other income:</i>					
Net gain from the disposal of assets	235,158.98	218,998.93	258,039.62	168,000.00	-116,980.54
Total revenues from continuing operations	13,075,748.64	11,261,563.70	10,110,628.84	17,068,000.00	17,835,943.51
Expenses from continuing operations					
Employee benefits and on-costs	3,493,626.35	3,001,380.59	2,434,994.96	6,405,000.00	6,276,729.02
Borrowing costs	6,991.68	6,991.68	6,991.68	6,000.00	15,744.57
Materials & contracts	2,833,792.29	2,557,140.02	1,949,190.43	3,949,000.00	3,261,551.81
Depreciation, amortisation & impairment	1,992,703.27	1,992,703.27	192,105.74	4,069,000.00	3,827,454.53
Other expenses	988,671.79	908,039.35	788,167.69	1,474,000.00	1,582,729.70
Net loss from the disposal of assets					
Total expenses from continuing operations	9,315,785.38	8,466,254.91	5,371,450.50	15,903,000.00	14,964,209.63
Operating result from continuing operations	3,759,963.26	2,795,308.79	4,739,178.34	1,165,000.00	2,871,733.88
Net operating result for the year before grants and contributions provided for capital purposes					
	1,258,540.83	888,247.22	3,282,176.77	-1,856,000.00	578,124.76

This is Page No. 21 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 20th February, 2020.

..... MAYOR

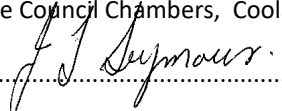
..... GENERAL MANAGER.

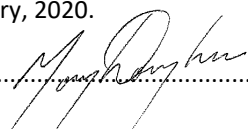
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 20TH FEBRUARY, 2020.

COOLAMON SHIRE COUNCIL
INCOME STATEMENT BY FUND

	January 2019		
	CONSOLIDATED		
	GENERAL FUND	SEWERAGE FUND	TOTAL
Income from continuing operations			
<i>Revenue:</i>			
Rates & annual charges	3,161,992.01	579,101.21	3,741,093.22
User charges & fees	2,796,494.33	8,748.00	2,805,242.33
Interest and investment revenue	155,392.41	1,307.49	156,699.90
Other revenues	504,357.43	680.01	505,037.44
Grants & contributions provided for operating purposes	3,131,094.34	0.00	3,131,094.34
Grants & contributions provided for capital purposes	874,753.60	1,626,668.83	2,501,422.43
Internals	0.00	0.00	0.00
<i>Other income:</i>			
Net gain from the disposal of assets	235,158.98	0.00	235,158.98
Total revenues from continuing operations	10,859,243.10	2,216,505.54	13,075,748.64
Expenses from continuing operations			
Employee benefits and on-costs	3,392,426.35	101,200.00	3,493,626.35
Borrowing costs	6,991.68		6,991.68
Materials & contracts	2,636,496.10	197,296.19	2,833,792.29
Depreciation & amortisation	1,885,685.60	107,017.67	1,992,703.27
Other expenses	962,625.35	26,046.44	988,671.79
Total expenses from continuing operations	8,884,225.08	431,560.30	9,315,785.38
Operating result from continuing operations	1,975,018.02	1,784,945.24	3,759,963.26
Net operating result for the year before grants and contributions provided for capital purposes	1,100,264.42	158,276.41	1,258,540.83

This is Page No. 22 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 20th February, 2020.

..... MAYOR

..... GENERAL MANAGER.

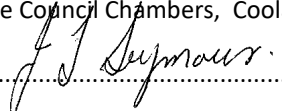
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
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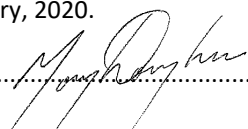
COOLAMON SHIRE COUNCIL
BALANCE SHEET

for the period 1st July 2018 to 30th June 2019

	JANUARY 2020	DECEMBER 2019	NOVEMBER 2019	2019/2020	2018/2019 ACTUAL
				BUDGET (ADJ FOR OPENING BALS)	
ASSETS					
Current assets					
Cash and cash equivalents	2,387,262.61	3,815,930.59	3,777,507.20	105,854.17	2,724,043.82
Investments	18,005,236.62	16,000,000.00	16,700,000.00	16,700,000.00	17,700,000.00
Receivables	1,357,257.15	1,116,439.21	2,032,689.12	1,318,076.65	1,317,873.23
Inventories	365,583.65	367,365.58	370,805.18	258,238.56	344,142.68
Other					
Total current assets	22,115,340.03	21,299,735.38	22,881,001.50	18,382,169.38	22,086,059.73
Non-current assets					
Investments					
Receivables	0.00	0.00	0.00	780,000.00	0.00
Inventories	102,397.55	102,397.55	102,397.55	102,543.45	102,397.55
Infrastructure, property, plant & equipment	226,119,681.71	225,821,101.90	224,405,850.93	229,575,961.90	221,371,714.08
Accumulated Dep'n - Infrastructure, PP&E	(46,855,285.54)	(46,855,285.54)	(45,176,791.17)	(49,352,860.18)	(45,283,528.98)
Accumulated Imp't - Infrastructure, PP&E	0.00	0.00	0.00	0.00	0.00
Other	(683.88)	(712.06)	(484.73)	(370.12)	(370.12)
Total non-current assets	179,366,109.84	179,067,501.85	179,330,972.58	181,105,275.05	176,190,212.53
Total assets	201,481,449.87	200,367,237.23	202,211,974.08	199,487,444.43	198,276,272.26
LIABILITIES					
Current liabilities					
Payables	7,697,242.26	7,543,964.85	7,438,284.21	8,143,344.18	8,248,808.28
Overdraft				0.00	
Interest bearing liabilities	0.00	0.00	0.00	0.00	
Provisions	1,725,663.97	1,729,383.21	1,735,921.15	1,872,698.99	1,728,883.60
Total current liabilities	9,422,906.23	9,273,348.06	9,174,205.36	10,016,043.17	9,977,691.88
Non-current liabilities					
Payables	2,368.84	2,368.84	2,368.84	2,765.59	2,368.84
Interest bearing liabilities	0.00	0.00	0.00	0.00	0.00
Provisions	481,057.11	481,057.11	481,057.11	487,769.72	481,057.11
Total non-current liabilities	483,425.95	483,425.95	483,425.95	490,535.31	483,425.95
TOTAL LIABILITIES	9,906,332.18	9,756,774.01	9,657,631.31	10,506,578.48	10,461,117.83
Net assets	191,575,117.69	190,610,463.22	192,554,342.77	188,980,865.95	187,815,154.43
EQUITY					
Retained earnings	95,411,654.72	94,447,000.25	96,390,869.80	92,817,486.73	91,651,691.46
Reserves	96,163,462.97	96,163,462.97	96,163,462.97	96,163,379.22	96,163,462.97
Internal Assets/Liabilities	0.00	0.00	0.00		
Trust Transfer				10.00	
Total equity	191,575,117.69	190,610,463.22	192,554,342.77	188,980,865.95	187,815,154.43

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 20th February, 2020.

 MAYOR

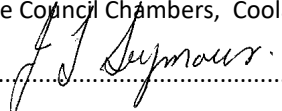
 GENERAL MANAGER.

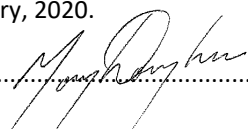
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 20TH FEBRUARY, 2020.

COOLAMON SHIRE COUNCIL
BALANCE SHEET BY FUND

	January 2019		COOLAMON SHIRE TOTAL
	CONSOLIDATED GENERAL FUND	SEWERAGE FUND	
ASSETS			
Current assets			
Cash and cash equivalents	525,371.55	1,861,891.06	2,387,262.61
Investments	18,005,236.62		18,005,236.62
Receivables	1,113,232.88	244,024.27	1,357,257.15
Inventories	365,583.65		365,583.65
Other			0.00
Total current assets	20,009,424.70	2,105,915.33	22,115,340.03
Non-current assets			
Investments			0.00
Receivables	0.00		0.00
Inventories	102,397.55		102,397.55
Infrastructure, property, plant & equipment	207,837,973.58	18,281,708.13	226,119,681.71
Accumulated Depreciation	(40,030,752.15)	(6,824,533.39)	(46,855,285.54)
Accumulated Impairment	0.00		0.00
Other	(683.88)		(683.88)
Total non-current assets	167,908,935.10	11,457,174.74	179,366,109.84
Total assets	187,918,359.80	13,563,090.07	201,481,449.87
LIABILITIES			
Current liabilities			
Payables	7,697,242.26	0.00	7,697,242.26
Interfunding			0.00
Interest bearing liabilities	0.00		0.00
Provisions	1,725,663.97		1,725,663.97
Total current liabilities	9,422,906.23	0.00	9,422,906.23
Non-current liabilities			
Payables	2,368.84		2,368.84
Interest bearing liabilities	0.00		0.00
Provisions	481,057.11		481,057.11
Total non-current liabilities	483,425.95	0.00	483,425.95
TOTAL LIABILITIES	9,906,332.18	0.00	9,906,332.18
Net assets	178,012,027.62	13,563,090.07	191,575,117.69
EQUITY			
Retained earnings	87,472,850.71	7,938,804.01	95,411,654.72
Reserves	90,539,176.91	5,624,286.06	96,163,462.97
Internal Assets & Liabilities			0.00
Trust Transfer			0.00
Total equity	178,012,027.62	13,563,090.07	191,575,117.69

This is Page No. 24 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 20th February, 2020.

 MAYOR

 GENERAL MANAGER.

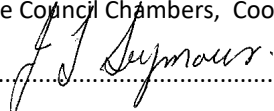
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 20TH FEBRUARY, 2020.

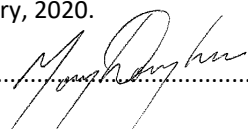
COOLAMON SHIRE COUNCIL
INTERNAL & EXTERNAL RESTRICTIONS

for the period 1st July 2018 to 30th June 2019

	2019/2020				2018/2019
	JANUARY 2020	DECEMBER 2019	NOVEMBER 2019	BUDGET (ADJ FOR OPENING BALS)	ACTUAL
GENERAL FUND					
<i>EXTERNALLY RESTRICTED</i>					
Grants & Subsidies & Other	804,208.97	514,431.76	514,431.76	246,993.64	516,527.09
Developer Contributions	74,779.63	30,505.77	30,505.77	6,842.03	6,842.03
Waste Management	913,915.27	941,257.81	960,598.73	827,414.34	768,038.60
Allawah Lodge Accommodation Payments	4,290,055.43	4,113,063.06	4,113,063.06	4,443,863.65	4,096,670.11
Allawah Village Loan-Licence	3,513,935.14	3,317,935.14	3,317,935.14	3,304,876.36	3,458,390.67
	9,596,894.44	8,917,193.54	8,936,534.46	8,829,990.03	8,846,468.50
<i>INTERNALLY RESTRICTED</i>					
Plant Replacement Reserve	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00
Employees Leave Entitlements Reserve	1,260,000.00	1,260,000.00	1,260,000.00	1,080,000.00	1,260,000.00
Stormwater Management Reserve	133,000.88	135,350.88	135,350.88	42,883.58	93,011.25
Swimming Pools Reserve	15,000.00	15,000.00	15,000.00	0.00	15,000.00
Deferred Works Reserve	121,895.00	135,462.52	135,462.52	280,000.00	401,895.00
Ardlethan Preschool	112,744.27	105,887.60	105,887.60	56,489.02	67,229.76
Financial Assistance Grant	0.00	0.00	0.00	104,074.00	1,905,806.00
Allawah Lodge Asset Mgt Reserve	605,310.35	881,885.87	780,325.42	806,305.92	979,366.67
Allawah Village Asset Mgt Reserve	498,593.32	688,920.22	512,186.30	313,168.11	593,072.35
CECC Asset Mgt Reserve	195,151.15	196,439.88	201,997.35	181,293.82	234,682.57
Gravel Pits Rehabilitation Reserve	127,744.09	127,744.09	127,744.09	132,744.09	127,744.09
	4,069,439.06	4,546,691.06	4,273,954.16	3,996,958.54	6,677,807.69
Asset Management/Available for Working Funds	4,864,274.67	4,747,101.35	5,647,634.79	1,963,806.68	2,800,242.80
Total Cash Balance - General Fund	18,530,608.17	18,210,985.95	18,858,123.41	14,790,755.24	18,324,518.99
SEWERAGE FUND					
Sewerage Fund	1,861,891.06	1,604,944.64	1,619,383.79	1,541,263.18	2,099,524.83
	1,861,891.06	1,604,944.64	1,619,383.79	1,541,263.18	2,099,524.83
Total Cash Balance - Sewerage Fund	1,861,891.06	1,604,944.64	1,619,383.79	1,541,263.18	2,099,524.83
TOTAL CONSOLIDATED CASH	20,392,499.23	19,815,930.59	20,477,507.20	16,332,018.42	20,424,043.82

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 20th February, 2020.

..... MAYOR

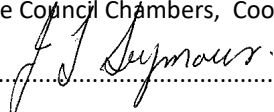
..... GENERAL MANAGER.

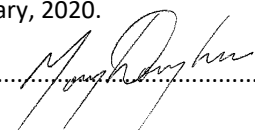
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 20TH FEBRUARY, 2020.

RATE COLLECTIONS

	ARREARS BFWD	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
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
31/01/2019	319,410.16	3,684,008.34	4,003,418.50	2,203,946.62	55.05%	117,886.86	3,885,531.64	56.72%	1,681,585.02
2019/2020									
31/07/2019	368,193.86	3,773,598.63	4,141,792.49	312,745.32	7.55%	115,528.25	4,026,264.24	7.77%	3,713,518.92
31/08/2019	368,193.86	3,776,704.41	4,144,898.27	1,188,590.24	28.68%	115,820.44	4,029,077.83	29.50%	2,840,487.59
30/09/2019	368,193.86	3,780,749.28	4,148,943.14	1,442,955.19	34.78%	115,061.06	4,033,882.08	35.77%	2,590,926.89
31/10/2019	368,193.86	3,782,998.90	4,151,192.76	1,577,874.73	38.01%	115,986.06	4,035,206.70	39.10%	2,457,331.97
30/11/2019	368,193.86	3,785,534.13	4,153,727.99	2,044,361.24	49.22%	116,486.06	4,037,241.93	50.64%	1,992,880.69
31/12/2019	368,193.86	3,786,443.13	4,154,636.99	2,237,860.45	53.86%	116,332.93	4,038,304.06	55.42%	1,800,443.61
31/01/2020	368,193.86	3,790,224.11	4,158,417.97	2,290,636.20	55.08%	116,176.68	4,042,241.29	56.67%	1,751,605.09

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 20th February, 2020.

 MAYOR

 GENERAL MANAGER.

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

- Attached please find Delivery Program Progress Report for the period 1st July 2019 to 31st December 2019. [Attachment No. 10](#)

Recommendation

For Council information.

RESOLVED on the motion of Clr McKinnon and seconded by Clr Maslin that the report be received. [16/02/2020](#)

CS3) QUARTERLY BUDGET REVIEW AS AT 31 DECEMBER 2019 (F.02-02, SC178)

- Enclosed with the attachments is the Quarterly Budget Review Statements to the 31 December 2019 for Council's information. The Review reveals a change in Council's anticipated operating result after capital amounts from an original surplus of \$1,165,301 to a surplus of \$4,547,151. [Attachment No. 11](#)

Council's anticipated nett cash position has decreased from an original deficit of \$3,617,813 to a deficit of \$2,581,799 being a favourable variance of \$1,036,014.

The following items have been subject to material forecast changes:

**Income
Administration**

Item	Original Budget	YTD 31/12/2019	Amended Budget	Variance (\$)	Variance (%)
Profit on Sale of Plant & Equipment	113,341	45,941	145,000	31,659	27.93 F

Profit on Sale of Plant & Equipment – The replacement of one of Council's Loaders was deferred until this financial year. The profit related to this replacement was therefore not included in Council's original budget.

Public Order & Safety

Item	Original Budget	YTD 31/12/2019	Amended Budget	Variance (\$)	Variance (%)
OLG – ESL Grant	0	0	36,000	36,000	F

OLG – ESL Grant – Council's original budget did not allow for the receipt of this grant. It is offset by the additional contribution required to be paid by Council to the State Government for emergency services (SES, Fire & Rescue NSW & RFS).

Environment

Item	Original Budget	YTD 31/12/2019	Amended Budget	Variance (\$)	Variance (%)
Organics Grant	0	39,016	39,016	39,016	F

Organics Grant – Council finalized the acquittal of an organics grant that saw the final instalment received. This was not included in Council’s original budget.

Community Services & Education

Item	Original Budget	YTD 31/12/2019	Amended Budget	Variance (\$)	Variance (%)
Ardlethan Preschool Funding	132,000	127,613	157,957	25,957	19.66 F

Ardlethan Preschool Funding – Drought and disability funding was not included in Council’s original budget.

Recreation & Culture

Item	Original Budget	YTD 31/12/2019	Amended Budget	Variance (\$)	Variance (%)
Drought Communities Programme Round 2 – Operating Income	0	0	50,000	50,000	F
Drought Communities Programme Round 2 – Capital Income	0	0	220,928	220,928	F

Drought Communities Programme Extension Round 2 – Council’s application to the funding round, included \$50,000 to account for the works proposed at the Ganmain Showground and Marrar Gymkhana Reserve. Capital income was increased by \$220,928 to account for the contributions to the Ardlethan Museum, Redgrave Tennis Club Toilets, Marrar Park Toilets & Beckom Hall kitchen. This income is offset by both increases to operating and capital expenditure.

Mining, Manufacture & Construction

Item	Original Budget	YTD 31/12/2019	Amended Budget	Variance (\$)	Variance (%)
Construction Certificates & Inspection Fees	48,000	48,384	65,000	17,000	35.42 F

Construction Certificates & Inspection Fees – Council’s year to date income has already exceeded the original budget allowance.

Transport & Communication

Item	Original Budget	YTD 31/12/2019	Amended Budget	Variance (\$)	Variance (%)
Repair Program	200,000	0	232,484	32,484	16.24 F
Active Transport	47,813	0	0	-47,813	100.00 U

Repair Program – Council’s original budget allowance has been increased to meet the actual allocation for the 2019/2020 year.

Active Transport – Council’s works proposed for the Ganmain and Marrar pedestrian railway crossing has been deferred and grant funding will not be received.

Economic Affairs

Item	Original Budget	YTD 31/12/2019	Amended Budget	Variance (\$)	Variance (%)
Tourism Sundry Income	0	77,699	77,699	77,699	F
NYE Fest	0	8,364	10,761	10,761	F
Drought Communities Programme Extension - Round 2 Capital Income	0	0	750,000	750,000	F

Tourism Sundry Income – Buy-in from stakeholders for the production of the Canola Trail tourism booklet was not included in the current financial year. This is offset by the cost of production

NYE Fest – income generated from wristband sales, stallholder fees and sponsorship was not included in Council’s original budget.

Drought Communities Programme Extension – Round 2 - Council’s application to the funding round included \$750,000 to contribute to the alteration works at Allawah Lodge.

Expenditure Administration

Item	Original Budget	YTD 31/12/2019	Amended Budget	Variance (\$)	Variance (%)
Field Staff Overheads charged to other works	-500,000	-235,063	-450,000	-50,000	10.00 U

Field Staff Overheads charged to other works – At the last budget review an unfavourable variance of \$90,000 was presented. Based on year to date figures, this has been reduced by \$40,000

Public Order & Safety

Item	Original Budget	YTD 31/12/2019	Amended Budget	Variance (\$)	Variance (%)
Emergency Services Levy	204,000	116,605	233,210	-29,210	14.22 U

Emergency Services Levy – Council’s original budget did not allow for the increase to the levy for worker’s compensation for firefighters. This increase is offset this year by the grant received from the Office of Local Government.

Community Services & Education

Item	Original Budget	YTD 31/12/2019	Amended Budget	Variance (\$)	Variance (%)
Ardlethan Preschool	137,592	77,867	163,549	25,957	18.87 U

Ardlethan Preschool – Operating expenditure for the preschool has been increased to account for the expenditure of additional grant funds received.

Housing & Community Amenities

Item	Original Budget	YTD 31/12/2019	Amended Budget	Variance (\$)	Variance (%)
Street Lighting Maintenance	271,000	3,200	275,000	0	

Street Lighting Maintenance – At the last budget review funds to replace the existing street lighting with LED lights was removed. It is now believed that it may be advantageous to pursue the early replacement due to the offer of payment for the residual value of the infrastructure that will be replaced.

Recreation & Culture

Item	Original Budget	YTD 31/12/2019	Amended Budget	Variance (\$)	Variance (%)
Drought Communities Program Extension – Round 2	0	0	50,000	50,000	U
Swimming Pool Complex Depreciation	134,500	99,292	198,800	64,300	47.81 U
Sporting Grounds Other Structures Depreciation	14,000	13,054	26,200	12,200	46.56 U
Parks & Gardens Other Structures Depreciation	17,100	17,416	34,900	17,800	104.09 U

Drought Communities Programme Round 2 – the proposed works at the Ganmain Showground and Marrar Gymkhana grounds were not included in Council’s original budget.

Swimming Pool Complex, Parks & Gardens & Sporting Grounds Depreciation – following the finalization of the revaluations last year for other structures, the original allowance for the depreciation of other structure assets will be exceeded.

Transport & Communication

Item	Original Budget	YTD 31/12/2019	Amended Budget	Variance (\$)	Variance (%)
Roads, Footpaths, K&G and Bridges Depreciation	945,997	2,032,200	1,895,288	136,912	6.74 F

Roads, Footpaths, K&G and Bridges Depreciation– following the finalization of the revaluations last year for roads infrastructure, the year to date figures indicate that there will be a favourable variance.

Economic Affairs

Item	Original Budget	YTD 31/12/2019	Amended Budget	Variance (\$)	Variance (%)
Tourism Projects – Canola Trail	0	97,293	97,293	-97,293	U
Allawah Village Maintenance	60,000	78,635	95,000	-35,000	58.33 U

Tourism Projects – Canola Trail – the production of the Canola Trail booklet was not included in Council’s original budget. The additional expenditure is partially offset by stakeholder buy-in with the remaining being covered by existing reserves.

Allawah Village Maintenance – a number of units have required maintenance this year including airconditioners, flooring, painting, powdercoating, blinds and garden rejuvenation resulting in the original budget already being exceeded.

Capital Expenditure

Item	Original Budget	YTD 31/12/2019	Amended Budget	Variance (\$)	Variance (%)
Ardlethan Museum	118,440	15,619	354,422	-235,982	199 U
Town Works Priorities	194,816	70,063	126,962	67,584	34.69 F
Drought Communities Programme Round 2	0	0	850,000	850,000	U

Ardlethan Museum – The previous review allowed for an additional \$115,055 but the receipt of tenders indicated that there were not enough funds to complete the works. Additional funding allocated from Drought Communities Programme Round 2 together with an additional contribution from Advance Ardlethan will see the project completed.

Town Works Priorities – The deferral of the railway pedestrian crossings at Marrar and Ganmain and the unsuccessful grant application for a path in Gresham Street has resulted in this favourable variance.

Drought Communities Programme Round 2 – works proposed in the grant application for Redgrave Park Tennis Club Toilets, Matong Park, Beckom Hall and Allawah Lodge have resulted in this unfavourable variance. The expenditure is offset by capital income.

Responsible Accounting Officer Statement

It is my opinion that the Quarterly Budget Review as presented to Council for the quarter ended 31st December 2019 indicates that Council's projected financial position at 30th June 2020 will be satisfactory, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Recommendation

That the Quarterly Budget Review Statements as at 31st December 2019 be received and noted and the revised budgeted income and expenditure be voted.

RESOLVED on the motion of Clr Crocker and seconded by Clr Jones that the Quarterly Budget Review Statements as at 31st December 2019 be received and noted and the revised budgeted income and expenditure be voted. 17/02/2020

4.3 EXECUTIVE MANAGER, ENGINEERING & TECHNICAL SERVICES REPORTS

ES1) SHIRE ROAD RESHEETING, STABILISATION AND MAINTENANCE

1) MAINTENANCE

- Ramp Road (Murrulebale Road to Coffin Rock Road)
- Turnbolls Lane (Matong North Road to Pamandi Road)
- Whites Lane (Matong North Road to Pamandi Road)
- Hawthornes Lane (Rannock Road to Carlisle Park Road)
- Logans Lane (Canola Way to Croziers Lane)
- Booths Lane (Kockibitoo Road to gate)
- Halbischs Lane (Canola Way to Pritchards Lane)
- Carlisle Park Road (Hawthornes Lane to bitumen)
- Rands Tank Road (Grave Street to boundary)
- Yarrowong Road (Matong North Road to Pamandi Road)
- Ashbridge School Lane (Matong North Road to Ashbridge Road)
- Derrain North Road (Canola Way to Ashbridge Road)
- Harrisons Lane (Matong North Road to Pamandi Road)
- Parmenters Lane (Coolamon Road to Tooyal Road)
- Seberrys Lane (East West Road to Walleroobie Road)

2) RESHEETING

- Ashbridge School Lane (Matong North Road to Ashbridge Road)
- East West Road (Methul Road to Mary Gilmore Way)
- Derrain North Road (Canola Way to Ashbridge Road)

With staff trickling back from the Christmas break, January is generally a quieter period and works are mainly focused on maintenance issues. A full quote of staff is achieved following Australia Day and two of the grader gangs then focus on reconstruction works.

ES2) FIXING COUNTRY ROADS

MARRAR SOUTH ROAD (11.00 TO 13.54KMS) 2.54KMS

Reconstruction works on the second and final stage he commenced on this section of the Junee Shire Council Sealed Local Road. Formation and alignment corrections are currently occurring with stabilisation and seal to follow in early March.

ES3) ROADS TO RECOVERY PROGRAMME 2019/2020

1) MIRROOL SOUTH ROAD (0.0 TO 1.31KMS) 1.31KMS

Reconstruction works have commenced on this section of Council's Local Sealed Network. Suitable gravel material is currently being applied to achieve formation and alignment corrections with stabilization and seal to follow early March.

2) RURAL LOCAL RESEALS

Bitumen reseals have recently been completed by Contractors on the Rural Local Roads of:

- Seberrys Lane (0.0 to 0.66kms) 0.66kms
- Marrar South Road (5.29 to 6.80kms) 1.51kms

ES4) TOWN WORKS

1) LAST STREET AND HIGH STREET, GANMAIN – CONSTRUCTION

A solid base and pavement have been completed by Council in preparation of bitumen seal. Due to the flat terrain in the area further minor table drain maintenance is to occur and project scheduled for completion mid March.

2) ARDLETHAN KERB AND GUTTER REPAIRS

Council's Concrete Contractor has completed repairs to buckled sections of kerb and gutter across the urban area of Ardlethan. Council staff will follow up with bitumen maintenance at kerb lip.

3) COOLAMON POST OFFICE RAMP

Council's Concrete Contractor has commenced the construction of a ramp and stairs at the Coolamon Post Office to permit disabled access. The concrete poured will be allowed to cure prior to laying of pavers and anticipated to be completed by the end of meeting week.

RESOLVED on the motion of Clr Crocker and seconded by Clr McKinnon that the Executive Manager, Engineering & Technical Services' Reports (ES1 to ES4) be received. 18/02/2020

ES5) ARDLETHAN QUICKFILL STATION

Goldenfields have completed the installation and commissioning of the Quickfill Station. Council have performed additional earthworks around the Station to ensure drainage flows do not have a detrimental impact and a two coat bitumen seal has been scheduled for early March.

RESOLVED on the motion of Clr McKinnon and seconded by Clr Jones that the report be received. 19/02/2020

ES6) SCCF COOLAMON-GANMAIN BIKE AND WALKING TRAIL

With some financial assistance from Coolamon Rotary, the two picnic seat/tables have been installed along the trail near Lesterfield Rail Crossing and Brushwood Silos.

The installation of some additional directional signs has brought this project to a conclusion with an opening day possibly scheduled to coincide with the Drought Event on Saturday, 11th April, 2020. The Trail Committee have ideas on expanding on the success of this project and will continue to pursue additional funding.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr Logan that the report be received. 20/02/2020

ES7) NOXIOUS WEEDS OFFICER'S REPORT

Noxious Weeds Advisory Officer Reports

Activities

- High risk roadways inspected across the Shire.
- Jeremy and Gary have completed roadside inspections of high risk pathways.
- Coolatai inspected and treated.
- Silverleaf Nightshade inspected and treated.
- Blue Helitrope inspected and treated.
- Prickly Pear treated on strip reserve (crown land) on Bygoo Rd Ardlethan, funds provided through a partnership with Crown lands Wagga.
- Application made to the Federal Governments Communities Combating Pest and Weeds Grants Stream. Project will consist of on-ground control, public awareness activities and workshops to limit the spread of Silverleaf Nightshade. Application totalled \$115,480 for the 3 RENWA Shires.

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

Recommendation

For Council information.

RESOLVED on the motion of Clr Logan and seconded by Clr Maslin that the report be received. 21/02/2020

ES8) ARDLETHAN SEWERAGE SCHEME - PROJECT STATUS REPORT TO 13TH FEBRUARY 2020 (S.03-02, SC361)

Project Status

A number of significant milestones have been achieved since the last project status update report. Both the rail underbore and the civil installation of the sewer pump station have been completed. Flow on effects from the widespread bushfires across NSW have had a small impact on some elements of the project.

The sewer pump station was delivered and installed on 18 and 19 December 2019. The inlet manhole has since been constructed and connected to the pump station, following the completion of the rail underbore. The pump station and inlet manhole have now been backfilled and compacted to finished levels.

The rail underbore was completed from 14th to 17th January 2020. The underbore had to be rescheduled three (3) times due to contractor and subcontractor staff and equipment availability issues associated with bushfires in different parts of the state. John Holland Rail were quite understanding and accommodating when these program amendments were required. The main was installed under the rail line with nil impact on the rail infrastructure or freight movements.

In the coming months, the contractor will complete the mechanical installation of the pump station and continue with the construction of the gravity reticulation system. The rate of progress should increase as the contractor works upstream from the mains become shallower.

Works at the treatment plant have also been impacted slightly by the bushfires with the contractor committing staff and plant to various firegrounds during

January. Works have recommenced with final trim now completed in preparation for the installation of pipework, transfer structures, spillways and rock lining.

Time

The duration of the construction program for the gravity reticulation system, rising main and pump station installation is 44 weeks from commencement of works. The program has been delayed intermittently by rain events and the presence of rock in some locations.

The duration of the construction program for the sewerage treatment plant is 18 weeks from commencement of works. The program has been delayed considerably due to the unavailability of water for construction.

The following are some estimated key milestone dates:

Construction of treatment plant completed	March 2020
Construction of reticulation, rising main and pump station completed	April 2020
Ardlethan Sewerage Scheme completed and commissioned	May 2020
Payment of capital contribution by ratepayers	end May 2020

Quality

The design for the Ardlethan Sewerage Scheme has been based on the applicable Water Services Association Codes, Australian Standards, contemporary best practice and Council standards. These requirements have been incorporated into the design and technical specification. It is a requirement of the construction contract(s) that the contractor prepares a comprehensive Project Quality Plan reflecting these requirements and inclusive of an Inspection and Test Plan. Some elements of compliance testing will be undertaken by Council via independent specialists as required.

Quality testing is being undertaken to prequalify the contractors' construction methods. Once the construction methods have been prequalified a less frequent, random testing regime will be implemented. Testing undertaken to date on both the sewerage treatment plant and gravity reticulation elements of the project has confirmed that the specifications have been met.

Risk

Issues Register	
Issue	S60 Approval
Actions to Date	Contact made with NSW DOI 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. Concept design forwarded to Dol Water. Positive contact made with Dol Water confirming receipt of concept design. Feedback received from Dol Water on the concept design. Detailed design forwarded to Dol Water. Discussions held with Dol Water on the detailed design and opportunities for improvements. Feedback received from Dol Water on the detailed design.
Further Actions	Prepare correspondence to Dol Water formally requesting S60 approval on the basis of incorporation of Dol feedback into the detailed design.
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. Application made for in principal approval of rail crossing. Application made for the installation of the rail crossing. Ongoing discussions and negotiations with John Holland Rail to obtain the required approval. All information required to support the application for approval provided to John Holland Rail. Additional information requested by and provided to John Holland Rail. Property licence for the rail underbore executed and returned to Transport for NSW via John Holland Rail. Works complete.
Further Actions	Provide as built details to John Holland Rail as required.
Issue	Burley Griffin Way Crossing(s)
Actions to Date	Contact to be made with NSW Roads and Maritime Services to ascertain engineering standards and requirements. Application made for in principal approval of road crossings. Application made for the installation of the road crossings. Approval received for road crossings. Works complete.
Further Actions	No further action.
Issue	Acquisition of Land for Pump Station
Actions to Date	Critical dates for finalisation of pump station location incorporated into design brief. The proposed location of the pump station site has been amended to refine the design, reduce cost and use already available land negating the requirement for further acquisition.
Further Actions	No further action.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 20TH FEBRUARY, 2020.

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. Refinements made to the concept design to minimise the number of crossings of the new road alignment. Further adjustments made to sewer alignment and property service connections to minimise interaction with and impact on/by the future road.
Further Actions	No further action.
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. Concept design layout completed confirming that the treatment plant lies outside of the 1 in 100 year flood extent. Council resolution obtained confirming the floodplain extent for the purposes of project planning and environmental impact assessment.
Further Actions	No further action.
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. Construction contracts awarded to appropriately qualified and experienced contractors.
Further Actions	No further action.
Issue	Construction Cost vs Available Budget
Actions to Date	Discussions held with DoI Water on opportunities to reduce cost. Further design refinements made to reduce complexity and cost of pump station, rising main and treatment plant. Some elements of the reticulation system deferred for later construction as development occurs. Construction of the third evaporation basin at the treatment plant deferred until required by load and/or climatic conditions. Construction contract broken into three (3) components, resulting in lower cost than appointing a single contractor. Some materials and services required for the project to be provided by Council.
Further Actions	Ongoing cost control during construction. Identify any further opportunities for cost savings during construction.

Procurement

With the main contracts for construction and the supply of the packaged pump station awarded, procurement activities are now limited to the items to be

supplied by Council such as trench fill material, rock for treatment plant lining, road base, tree removal, utility connections, fencing and geotechnical testing.

These minor procurements have commenced and will be undertaken on an ongoing basis throughout the duration of the project.

Activities Since Last Report

- Ongoing construction
- Installation of sewer pump station
- Completion of rail underbore
- Upcoming Activities
- Mechanical and electrical installation of pumps and control system for the sewer pump station
- Ongoing construction of gravity reticulation system
- Construction of pipework, transfer structures and rock lining at the sewerage treatment plant

Project Management Hours

Since last report

66

Total

792

RESOLVED on the motion of Clr Maslin and seconded by Clr Jones that the report be received. 22/02/2020

ES9) NATIONAL CLASS 2 ROAD TRAIN AUTHORISATION NOTICE 2020 (R.09-05, SC339)

- ➔ Council has received a request from the NHVR to provide consent to the new National Notice for Road Train access which will replace the current notice that expires in June 2020. In considering the notice, the regulator has provided an information sheet, operators guide, copy of notice and consent form for Road Manager's information. Attachment No. 16.1

As indicated in the attached information sheet, the notice comprises two main parts:

- 1) The requirements of a heavy vehicle(s) eligible to operate under the notice - principally its configuration.
- 2) The roads on which an eligible heavy vehicle may operate.

The request for consent only applies to the first part and is not proposing to modify or add to the Road Train Network.

- Council do not have any pre-approved or gazetted Road Train routes within its managed roads and the only Road Train routes within the Shire are the RMS controlled State Roads of the Newell Highway and Burley Griffin Way, refer to attached Plans. Attachment No. 16.2

As the new notice is only clarifying the definition of a Road Train, (ie. number and type of trailers, mass and dimension) and any extension of the Network will be via separate operator consent request through the regulator, the notice provides no negative impact to Council.

Recommendation

That Council provide consent to the National Class 2 Road Train Authorisation Notice 2020.

RESOLVED on the motion of Clr McCann and seconded by Clr Jones that Council provide consent to the National Class 2 Road Train Authorisation Notice 2020.

23/02/2020

4.4 EXECUTIVE MANAGER, DEVELOPMENT & ENVIRONMENTAL SERVICES REPORTS

HS1) DEVELOPMENT ACTIVITY REPORT THE PERIOD ENDING 31ST JANUARY, 2020

Summary

This report advises of the Development Application activity for the months of December 2018 and January 2020.

Development Activity Table

Application Number	Type	Address	Determination	Value
DA 2019/83	New Childcare Centre	Mirrool Street South, Coolamon	Approved	\$675,000.00
DA 2019/84	New Shed	21 Wilson Street, Ardlethan	Approved	\$9,500.00
DA 2019/87	New Single Dwelling & Attached Garage	25-27 Menangle Street, Ganmain	Approved	\$433,112.00
DA 2019/88	Allawah Lodge: Alterations and Additions Stage 2 and 3 Works	Mirrool Street South, Coolamon	Approved	\$550,000.00
DA 2019/89	Demolition of Dwelling	23 Spring Street, Ganmain	Approved	N/A
DA 2019/91	New Shed	45 York Street, Marrar	Approved	\$5,000.00
CDC 2019/14	New In ground Swimming Pool	30 Loughnan Street, Coolamon	Approved	\$35,500.00
DA 2019/90	New Shed	116 Wallace Street North, Coolamon	Approved	\$15,000.00
DA 2019/85	New Shed & Home Office	44 Lewis Street South, Coolamon	Approved	\$29,000.00
DA 2019/86	New Pool Room	15 Hannah Street, Ganmain	Approved	\$25,000.00
DA 2019/97	New Shed	30-32 Mann Street, Coolamon	Approved	\$4,500.00
CDC 2020/01	New In ground Swimming Pool	4761 Canola Way, Ganmain	Approved	\$33,750.00
DA 2020/01	Continued use of Existing Verandah	8 Angels Lane, Coolamon	Approved	N/A
TOTAL: 13			13	\$1,815,362.00

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, 2020.

RESOLVED on the motion of Clr Maslin and seconded by Clr Crocker that Council receive and note this report on development activity for the period up to 31st January, 2020. 24/02/2020

HS2) FIRE STATION MUSEUM AND VISITOR INFORMATION CENTRE LEASE (LD34/63, LF414)

An existing Lease between Council and Christopher and Joanne Berry for the leasing of the premises known as the Coolamon Fire Station Museum and Visitor Information Centre, lapsed on 21st December, 2019.

The premises are located at Lot 1, DP 1099329 or 46 Loughnan Street, Coolamon.

✍ A new Lease Agreement for the premises, which is Council Managed Crown Land, has been prepared and is now ready for execution (to be signed under the Seal of Council by the Mayor and General Manager).

Recommendation

- 1) That Council endorse and affix the Council Seal to the Lease Agreement between Council and Christopher and Joanne Berry for the use of the premises known as Lot 1, DP 1099329 or 46 Loughnan Street, Coolamon; and
- 2) That Council provide delegation to the Mayor and General Manager to enter into Lease Agreements and affix the Seal of Council to any future Lease Agreements on Council Managed Crown Land – where such a lease is proposed to be entered into.

RESOLVED on the motion of Clr Logan and seconded by Clr McCann: 25/02/2020

- 1) **That Council endorse and affix the Council Seal to the Lease Agreement between Council and Christopher and Joanne Berry for the use of the**

**premises known as Lot 1, DP 1099329 or 46 Loughnan Street, Coolamon;
and**

- 2) That Council provide delegation to the Mayor and General Manager to enter into Lease Agreements and affix the Seal of Council to any future Lease Agreements on Council Managed Crown Land – where such a lease is proposed to be entered into.**

HS3) REVIEW OF IMPOUNDING ACT 1993 (I.01-01, SC241)

Summary

This report presents information to Council regarding a Review of Impounding Act 1993 and provides Council with an opportunity to contribute to a Council submission.

Background

The State Government has announced the first comprehensive review of the Impounding Act 1993 (Act) since its commencement on 1st July 1993.

The Act was introduced as companion legislation to the Local Government Act 1993 and aims to protect public health, safety and amenity in public spaces by giving Councils and other Public Land Managers powers to impound abandoned and unattended articles and animals left in public places and on private property.

It should be noted that this review does not apply to dogs or cats as such matters are regulated under separate legislation (Companion Animals Act 1998). The Impounding Act 1993 relates to straying stock, vehicles and other items.

The Office of Local Government (OLG) has released a Discussion Paper about the review of the Act for public comment. The Discussion Paper asks a series of strategic and operational questions to inform the review of the Act.

The substance of the feedback that the OLG is seeking from the community is about whether the Act remains effective for managing stray animals (excepting dogs and cats) and other items left unattended or abandoned in public places, given matters such as emerging technologies and the ever-changing use of public spaces in New South Wales.

The feedback on the Discussion Paper will help to ensure that the Act remains fit for purpose in future and will inform the next stages of the review process into 2020, including any proposals for reform.

SECTION ONE STRATEGIC DIRECTIONS:

- **How can the Act help to manage our public spaces to meet community needs into the future?**

Comment:

By ensuring that there is a relevant and effective legislative framework that ensures that public spaces are free from abandoned items. Any framework / amendments should be workable and easy to apply for responsible agencies and should reduce red tape to ensure appropriate and timely responses.

- **How can we best balance protecting safety and amenity with supporting convenient innovation and technology that makes our lives easier?**

Comment:

By ensuring that any review and subsequent amendments to the legislation are developed on the notion of principle and outcome based legislation that has the ability to adapt to changing social norms / behaviours and technologies and by ensuring that comments received from stakeholders are fully considered and utilised to shape amendments.

- **How can the Act promote better use of public spaces, in line with the Premier's priority for a greater number of greener spaces?**

Comment:

By ensuring the amendments and legislation protect and promotes the unencumbered use of public space for public use and community enjoyment i.e. ensuring legislation is responsive and flexible enough to initiate action immediately when required as opposed to issuing notices and providing offenders with timeframes that see abandoned items remaining at public places for unreasonable periods of time which affect the usability and amenity of public places.

- **Is the framework for the Act still 'fit for purpose'?**

Comment:

Council believes there is a need for a legislative framework and that review is timely so as to ensure relevancy and usability of the provisions into the future.

- **Should the Act continue to focus on process, or should it be based around the outcome of promoting safety and amenity in public spaces?**

Comment:

See responses above – the Act should be premised on promoting safety and amenity in public spaces.

- **Should the current level of detail remain in the Act, or should it be moved to regulations?**

Comment:

No comment.

- **Do you feel the objectives of the Act need to change? If so, how?**

Comment:

The existing objectives of the Act are reactive in nature and not proactive. Additional objectives should be included that ensure the promotion of public safety and amenity.

- **Is there any other relevant legislation that needs to be considered during the review of the Act?**

Comment:

No comment.

- **What are the current issues with interaction between the Impounding Act and other NSW policies or legislation?**

Comment:

Council agrees that the following legislation and their interactions with the Impounding Act 1993, should be considered in the review:

- Local Government Act 1993
- Companion Animals Act 1998
- Environmental Planning and Assessment Act 1979
- Local Land Services Act 2013
- Prevention of Cruelty to Animals Act 1979
- Protection of the Environment Operations Act 1997
- Roads Act 1993
- Biosecurity Act 2015.

- **How do we get the incentives right in the Act to influence responsible behaviour?**

Comment:

The notion of incentives to influence responsible behaviour may be the politically correct term, the reality is that disincentives are a real incentive to encouraging responsible behaviour so penalties should be increased substantially.

- **Are those responsible for abandoning items and leaving animals unattended paying for the cost of regulation? If not, how might they be made more accountable?**

Comment:

The cost of regulation, should always be based on the premise of cost recovery and this should be all inclusive and capture and include resourcing costs associated with ensuring compliance with legislation.

- **Are the current offences in the Act right? Are the penalties for those offences commensurate with the seriousness of the offences?**

Comment:

Council has not had to use these provisions in recent times – it appears that the cost of fines is really low and should definitely be increased by substantial amounts to act as disincentives. It is also suggested that a portion of revenue raised from fines be pooled into a central fund to be shared by Councils/Agencies in NSW for community education purposes and for infrastructure purposes that will serve to reduce dumping incidences etc.

- **Is it appropriate to create positive incentives that reward good behaviour? Could this be done in the legislation? If so, what could these be?**

Comment:

Require more detail and how this would work – what is being proposed – examples.

- **How do we ensure the Act will effectively help to protect safety and amenity in public spaces into the future?**

Comment:

See above responses.

- **What are some current and emerging/potential future issues with items that impact safety and amenity in public spaces?**

Comment:

No comment.

- **How can we create a framework that can anticipate and respond quickly to problems with these items that arise? Do we need to create a bespoke solution in the Act every time?**

Comment:

By removing some of the red tape and by ensuring provisions are flexible and responsive and can be delivered in a timely manner – so agencies can address issues in real time.

- **How can we create a framework that can use emerging/potential future technology to help solve some of these issues?**

Comment:

By creating principle and outcome based legislation that has the ability to adapt to changing social norms / behaviours and technologies and by ensuring that comments received from stakeholders are fully considered and utilised to shape amendments

SECTION TWO OPERATIONAL DIRECTIONS

- **Are the impounding of animal provisions working well? If not, what is not working well? What could be improved?**

Comment:

No comment – haven't utilised these provisions. Considerations in the review should take into account matters such as cost recovery for compliance actions, the ability to locate owners, temporary impounding provisions, biosecurity and implications for neighbours.

Shopping Trolleys:

- **Are the provisions to deal with abandoned shopping trolleys adequate? If not, what is not working well?**

Comment:

Don't have this problem.

- **What are some suggestions for better managing abandoned shopping trolleys in the community?**

Comment:

No comment – haven't used these provisions in recent times. Not an issue Council has experienced.

Impounding of items:

- **Are these provisions working well? If not, what is not working well? What could be improved?**

Comment:

No comment – haven't used these provisions in recent times. Considerations for the sale and disposal of impounding items need to be reviewed and streamlined to assist local government in applying impounding provisions.

How impounded items are to be dealt with:

- **Are these provisions working well? If not, what is not working well? What could be improved?**

Comment:

No comment – haven't used these provisions in recent times.

Impounding Fees and Charges:

- **Are the fees and charges provisions working well? If not, what is not working well? What could be improved?**

Comment:

Fees and charges should be based on full cost recovery principles. Noting that such a principle is only beneficial when owners and offenders can be identified and located.

Establishing Pounds:

- **Are the pound's provisions working well? If not, what is not working well? What could be improved?**

Comment:

No comment – haven't used these provisions in recent times.

Offences and Penalties:

- **Are the offences provisions working well? If not, what is not working well? What could be improved?**

Comment:

No comment – haven't used these provisions in recent times.

Miscellaneous:

- **Are the miscellaneous provisions working well? If not, what is not working well? What could be improved?**

Comment:

No comment – haven't used these provisions in recent times.

General comments:

- **Any general comments?**

Comment:

Consultation

Internal Consultation has occurred with internal Council Staff members with feedback being utilised to address questions posed within the discussion paper.

This report presents an opportunity for Councillors, if they should so desire, to contribute and provide feedback in regards to matters raised in the discussion paper.

The deadline for lodging submissions with the OLG is 5:00pm on 20th March 2020.

Attachments

➔ OLG Discussion Paper Attachment No. 12

Recommendation

It is recommended that Council note the report on the Review of the Impounding Act 1993 and endorse a Council submission to be prepared by Staff to be based generally on the responses to the questions based in the discussion paper prepared by the Office of Local of Government.

RESOLVED on the motion of Clr Maslin and seconded by Clr McKinnon that Council note the report on the Review of the Impounding Act 1993 and endorse a Council submission to be prepared by Staff to be based generally on the responses to the questions based in the discussion paper prepared by the Office of Local of Government. 26/02/2020

HS4) REPORT FOR DEVELOPMENT APPLICATION 2019/71: LANDSCAPING MATERIAL SUPPLIES AND LIGHT INDUSTRY (CONCRETE SLEEPER/PRODUCT MANUFACTURING) B.05-03, SC58; RT1002977, DD010.2019.0000071.001)

Applicant	John Petty
Owner	Michaeli Joy Talbot
Development Cost	N/A – Change of Use
Development Description	The proposal involves the production of concrete sleepers for use in retaining walls, pavers, posts, panels and related concrete products via the use of pre cast moulds. No concrete batching will be undertaken at the site and it is proposed that concrete will be delivered to the site from local concrete company. The process involves the pouring of concrete into pre cast moulds which will be located on a vibrating table, where steel reinforcement will be added to the product, moulds will be vibrated in the moulds to compact concrete and then removal of moulds with products located to a

	<p>designated curing area for curing purposes. Once the product has cured concrete products will be delivered to customers or for onsite pick up by customers.</p> <p>The development also proposes landscaping material supplies and will involve the propagation of plants and trees for use in the landscaping industry, the stockpiling for sale of sand, aggregate, loam, mulch, coir, gravel and cracker dust for both use in on site propagation and for wholesale to members of the public via delivery and on site pickup.</p> <p>The development does not involve retail sales.</p> <p>The development will utilise existing steel framed buildings located on the site for concrete product manufacture, potting of plants and propagation of seedlings, whilst other areas of the site will be utilised for stockpiling, storage and car parking purposes.</p> <p>The proposal will utilise the following plant and equipment:</p> <ul style="list-style-type: none">• Vibrating table• 3 phase generator• Curing racks• Precast moulds• Break away table• Packing table• Forklift• Bobcat• Excavator• Scissor lift• Delivery truck <p>The proposal seeks to employ a maximum 4 persons at any one time and seeks approval to operate Monday – Friday 7.00am to 6.00pm and Saturday from 7.00am to 4.30pm.</p>
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Key Considerations

- The development is permitted in the RU4 (Rural Small Holdings) Zone with Council consent.
- The Development Proposal complies with all Statutory (Local Environmental Plan) and Non Statutory (Development Control Plan) Development Controls.
- Upgrade of Coopers Lane.
- The application has received one (3) submissions during development notification period.

Assessment

Criteria for the Development Application Report

Determination Body Reason

The application has been referred to Council for determination as it has received submissions during the application notification period.

Consultation

The application was notified to adjoining land owners in accordance with Section 14.3 of the CDCP 2015.

The development was notified in accordance with Section 14.3 of the CDCP 2015 on two (2) separate occasions, the first:

From 14 October to 28 October 2019 (2 submissions were received for this – but are redundant as amended application was received and notified).

From 28 November to 12 December 2019 (amended application) and 3 submissions were received.

The submissions for the amended application only, are outlined in the following table and are accompanied by a Council Assessment Staff comment:

Submission	Comment
Excess stormwater, spillage or sewerage will run through our block and to the flood way between Quarry Road and Orr Street	The development will not result in stormwater, spillage or sewerage leaving the site. The applicant will be required to demonstrate via condition of consent that stormwater will be effectively managed on site and retained at pre development flow rates. The existing septic tank that services the site is considered adequate for the proposed populations that will utilise the development – which is essentially a maximum of 4 staff, with occasional usage by site visitors.
The development will be in the centre of future residential development.	Future residential development will continue to occur. The development is permissible under both statutory and non-statutory planning frameworks and with the imposition of and compliance with conditions of development approval, it is anticipated that the development will not create any adverse effects that prevent future residential development from occurring.
The applicant supposedly had Coolamon Council consent for	Council has previously issued approval for the construction of residential storage sheds.

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<p>construction of "storage sheds". Have Coolamon Council representatives inspected the site at 8 Coopers Lane for building, plumbing or drainage approval?</p>	<p>Council has undertaken most inspections as required as condition of development approval and it is noted that only the occupation certificate inspection is outstanding at this point in time.</p>
<p>The proposed hours of operation, 7.00 am to 6.00 pm Monday to Friday, 7.00 am to 4.30 pm Saturday would be completely unsuitable in the centre of a residential area.</p>	<p>The proposal seeks approval to operate Monday – Friday 7.00 am. to 6.00 pm. and Saturday from 7.00 am. to 4.30 pm. It is proposed that if Council grant consent, modified hours of operation be imposed - Monday – Friday 7.00 am. to 5.00 pm. and Saturday from 8.00 am. to 1.00 pm – to ensure the protection of rural residential amenity.</p> <p>The NSW Industrial Noise Policy establishes amenity noise levels for different types of areas at different times and it should be noted that for a rural residential area the amenity criteria is set as follows:</p> <p>Day – 50 dba Evening – 45 dba Night – 40 dba.</p> <p>Where an industrial use interface exists (applicable only to residential noise amenity areas) – the policy adds an additional 5 dba to the above dba criteria.</p> <p>Any consent would be conditioned to ensure that any noise generated at the development shall not exceed background amenity noise levels by more than 5 dba at the worst affected residential boundary.</p>
<p>Coolamon Council, we suggest should not be encouraging the applicant's operation that has been constructed and operating in stealth! If Coolamon Council are compelled to support the applicant, assist him to relocate to the newly funded Industrial Area on Wade Street Coolamon.</p>	<p>Council have provided the same assistance and advice to the applicant as it would consistently do with all other applicants in relation to development applications.</p> <p>The application has been assessed on its merits as all application should be.</p> <p>The proposed Wade Street Industrial land is currently undertaking a rezoning proposal with the NSW Department of Planning, Industry and Environment and is at least 12 months away from realisation. Industrial development should be assessed on individual merit on a site by site / case by case basis.</p>
<p>Have Coolamon Council or New South Wales compliance Officers inspected the applicants "Factory Site" to verify the applicants claim "all equipment and activity on the block" is really in compliance?</p>	<p>Council has undertaken inspections in relation to the previous approval for the residential storage sheds. At the time of inspection, it was noted that the site was being used for non-residential purposes and Council has been working with the applicant to have the required applications lodged and assessed for the uses being undertaken on the site.</p>

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	Council is not the appropriate regulatory body for the purpose of inspecting work places or equipment – this is the responsibility of NSW Work Cover.
The applicants "storage shed", Factory, is very visible from our backyard, 120 metres to the south, uphill and we are downwind!!	The existing shed is not the subject of this application – the shed was erected under a previous approval and the assessment for the approved application determined that the structure was appropriate in terms of bulk and scale and height and there are sufficient setbacks to soften any visual impact on streetscape. No complaints have been previously received about the size of the approved sheds located on the subject site.
Have Coolamon Council inspected the existing domestic septic system, still in place from the home destroyed by fire?? Is it suitable for the use the applicant is proposing?	Yes and yes.
Why do Coolamon Council need to allow another Industrial Site on Coopers Lane?	The site is zoned RU4 (Rural Small Holdings) and light industry and landscape material supplies are uses that are permissible with consent in the zone.
While the current permitted use of the RU4 zoning allows for light industrial we ask Council to also consider the appropriateness of the development in its rural/residential setting and the impact this will have on the amenity of neighbouring properties. We do not believe this change of usage adds value to our immediate surrounds or the quiet enjoyment of our homes.	The development is considered to be appropriate within the RU4 Zone, it proposes a light industrial use (concrete product manufacture that involves no onsite batching) and wholesale landscape materials supply. The development is permissible with consent in the zone. The development is located on a suitably sized lot and with screening and operational conditions will not adversely affect the existing setting or amenity. With appropriate conditions of consent, it is considered that there will be no detrimental effect on the amenity of the area.
The sheds currently in place were constructed for the purpose of storage and as such, design considerations for a pre-fabricated sleeper business would not have been taken into account to limit the impact on neighbouring properties. This is a distinct deviation from the original approved use and introduces a dramatic departure from passive, silent storage to a manufacturing operation that requires a diesel	The design of the sheds is considered satisfactory for the purpose of the development. The sheds have in essence been converted to accommodate sleeper manufacture and the sheds are structurally designed / structurally sound and considered appropriate for proposed use. It is acknowledged that the applicant has been undertaking light industrial uses at the premises, in the form of concrete sleeper manufacturing. Council has required that the applicant submit a development application for the activities being

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<p>generator, vibrating table, on-site cutting and welding of steel, two forklifts, a bobcat, an excavator, scissor lift and delivery truck.</p> <p>The 3.4 metre opening between the overhanging roofs does not allow for noise insulation and combined with the single skin building we believe this may not be a sufficient barrier to restrict the noise from this site. While we understand that Council approved the initial buildings for storage, we cannot understand why we have over the years experienced significant noise disturbance from this property (industrial crunching, mechanical and vehicular noise) clearly heard all the way to our home in Quarry Road.</p>	<p>carried out at the site.</p> <p>The unauthorised and current use has been carried out for at least 18 months and Council has not received any written complaints regarding the subject premises or the uses occurring there prior to the current application being notified.</p> <p>The applicant will be required to ensure that legislative noise amenity levels are achieved / not exceeded for the development. In the event that activities at the site exceed prescribed noise levels – then the applicant will need to undertake actions to ensure compliance.</p>
<p>Concerns on the appropriateness of this particular operation in this rural setting remain.</p> <p>This DA will be ongoing and we ask Council to also consider not only the current applicant's intentions, but any future owner of this site that may choose to operate a much more intensive operation from within the requested operating hours and within the existing buildings.</p>	<p>The development is permissible with consent in the RU4 Zone.</p> <p>Any development approval that may be issued by Council is attached to the land and any future owners that seek to continue with an approval issued will be required to comply with all conditions of consent. No intensification of operations can occur without the prior approval of Council.</p>
<p>This change of use has the ability to create significant dust issues as well as wear and tear on the road. Our concern also exists for dust that may be generated by this activity and the combined additional traffic movements on Coopers Lane.</p>	<p>Council will regulate dust issues via conditions of consent. It is considered that dust will be mostly generated by vehicle movements across the site and conditions will include the requirement to create designated internal access roads at and all weather standard (i.e. compacted gravel/road base). There will be no concrete batching processes carried out under this proposal. A dust management plans will be required to be submitted and approved by Council prior to operations commencing.</p>
<p>We do not agree with the applicant that there is sufficient room between buildings and residences to mitigate air and noise emissions. The current building has a 3.4 metre opening and the building is only a single skin. We believe this totally insufficient to screen industrial noise from neighbours.</p>	<p>The NSW Industrial Noise Policy establishes amenity / background noise levels/criteria for different types of areas at different times and it should be noted that for a rural residential area the amenity criteria is set as follows:</p> <p>Day – 50 dba Evening – 45 dba Night – 40 dba.</p>

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<p>The use of a diesel generator is of concern and we ask Council to review the specifications of the actual machine to fully understand its noise impact. Our own research on a 30kva (slightly smaller than that proposed by the applicant) 3 phase Diesel powered silent running power plant has a noise level of 63dBA at 7 metres (Source: Kruger brand specs). Combine this with a vibrating table (97-102dB), welding/steel cutting (100dB), external forklift (85dB), bobcat (85 dB), truck activity (80dB), concrete delivery (85dB) and we believe the EPA's industrial noise guidelines will be difficult to adhere to and protect neighbouring properties. (Figures provided by Safe Work Australia and Sonetics Corp).</p>	<p>Where an industrial use interface exists (applicable only to residential noise amenity areas) – the policy adds an additional 5 dba to the above dba criteria.</p> <p>Any consent would be conditioned to ensure that any noise generated at the development shall not exceed background amenity noise levels by more than 5 dba at the worst affected residential boundary.</p> <p>It should also be noted that routine agricultural activities that use heavy machinery can occur on land zoned RU4 (Rural Small Holdings) i.e. use of generators, use of heavy plant and machinery (trucks and farm machinery) without the need for any approval.</p> <p>The development will be required to implement landscape screening to boundaries, machinery use will be predominately undertaken in the sheds which act as additional screening and hours of operation will restrict hours that machinery operates.</p>
<p>We are unaware if the plant will be producing its own perlite and vermiculite and seek Council's guidance if this is the case.</p>	<p>Both vermiculite and perlite are inorganic products, both are relatively sterile, and both are often used as soil additives. Vermiculite is a soft, spongy material made from super-heating mica. Perlite is a hard, highly porous material made by super-heating volcanic glass.</p> <p>There will be no production of perlite and vermiculite on the site.</p>
<p>Visual Privacy: With our intention (subject to Council approval) to subdivide and build our home, the visual privacy issues of this change of use are very important to us.</p> <p>Landscape plans do not indicate any hedging/tree planting on our boundary or a safety fence consistent with industrial use.</p> <p>No dimensions (height or width) were supplied for the polytunnel or geodesic dome so we seek Council's input in order to accurately comment.</p>	<p>The proposed development is permissible with consent on the subject land. The development will be screened via landscaping which will be required to be maintained for the life of the development.</p> <p>The proposal is located on a large lot and is surrounded by adjoining large lots – which create buffer distances between land uses.</p> <p>The approval will not be for the polytunnel or geodesic dome – any consent that may be issued will condition the approval to exclude these structures and require the submission of a separate application that provide required detail to allow for adequate assessment.</p>
<p>We ask Council to consider any impact that concrete wash water may have on the immediate and surrounding environment. Concrete</p>	<p>The application does not propose any concrete batching on site. Concrete will be batched offsite and transported to the site.</p>

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<p>wash water, which is generated in this moulding process, has an extremely high alkaline pH value (nearly 12 and compares with Drano, the commercial drain cleaner having a pH value of 11). The pH range is from 0 (pure acid) to 14 (pure alkali). The treatment of this waste water needs to be in accordance with EPA and Council guidelines. We are unsure of what measures Council is proposing for the liquid washout waste and the washing down of concrete trucks, sleeper moulds, vibrating table, pumps, mixers, chutes, agitator bowls and the hosing down of the batch plant yard. The Cement, Concrete and Aggregate Assoc of NSW highlights this as an important consideration when dealing with concrete.</p> <p>We are also unsure of the proposed facilities provided by the applicant to manage concrete washout from both inside and outside the premises. In particular, the applicant states that "Cleaning with a pressure washer" after moulds are vibrated will occur and further states that runoff from both processes will be fed to trees on the property. This raises a large concern regarding contamination of ground water and neighbouring properties, where stock and crops are located.</p>	<p>There will be no waste water produced on site that contains any concrete batching production waste.</p> <p>Waste water from the concrete products will essentially comprise concrete breakaway material and debris from shed floors which will be captured in a series of waste traps. The waste will be removed and utilised as driveway base/hardstand for offsite applications.</p> <p>Council will stipulate that all and any waste water from production will be required to be addressed in accordance with EPA guidelines and where required be treated on site.</p> <p>The subject site is not flood prone and no waste water generated by the development will be permitted to leave the site.</p>
<p>A further cause of concern is that the property is situated between two elements of Coolamon's LEP 2011 Flood Planning Area (North of Quarry Rd and South of Coopers Lane) making this a particularly environmentally sensitive site for potential groundwater contamination if adequate control measures are not in place and regularly monitored.</p>	<p>The subject site is not flood prone and no waste water generated by the development will be permitted to leave the site.</p>
<p>Timeframe for plantings/landscaping</p>	<p>Landscaping will be required to be implemented prior to an occupation certificate being issued and will be required to be maintained for the life of the development.</p>
<p>What happens if applicant doesn't comply with conditions of consent?</p>	<p>Council will undertake suitable compliance options. Options includes penalty infringement notices, the issuing of orders and the commencement of proceedings at the NSW Land and Environment Court.</p>
<p>How will council ensure that the block is kept in a tidy state?</p>	<p>Via the enforcing of conditions of development consent.</p>

Road Construction

The development is of a type and of a nature that requires consideration of ensuring that the road, Coopers Lane, be upgraded.

Council staff recommend the upgrading of Coopers Lane, from the Coolamon Road intersection to the eastern most property access point to council standard (2 coat bitumen seal) and the cost of which will need to be borne in full by the developer.

It should be noted that Council has recently made application for grant funding for road upgrade works to Coopers Lane and if this is successful, Councils engineers have agreed to only requiring a ¼ contribution from the applicant for the cost of works for this portion of roadway. The costs of which are estimated to be \$50,000.00 (for portion applicable to this application). A ¼ contribution will be \$12,500.00 – this contribution rate will only be if Council is successful with the grant application.

The applicant has addressed the road construction requirements in the attached statement of environmental effects and provides that:

- The amount of traffic on the road that I would be responsible for is a fraction of what's happening. Currently the road is a bus route, a water filling station for council trucks, and a short-cut to the tip used by as many as 100 cars each week. So I don't think we should have to pay to tar the road all the way from Wagga Road, there are three residences that would greatly benefit, and they have already contributed to a road.
- I have used all my resources and am still paying off the starting. We still need to upgrade the moulds so that we can improve the costs of the sleepers as competitors are starting up in Albury and Wodonga, and are taking business from us. I have designed new moulds for the sleepers that will bring costs down, but this will cost money, and so won't happen for a while.
- In time I hope to employ 4 people to ramp up production, and if I can do this then I can hopefully make enough money to build the facility to commercially grow wheat-grass for the drought effected farmers, which will create another 6 jobs. However, it may take one or two years before we can achieve this, as we have 2 years of payments left to go on business loans.

The applicant has requested that he only be required to pay a contribution of \$2500 each year for 3 years – which would total \$7,500.00.

It is proposed that Council consider staged payment of both the total costs i.e. \$50,000.00 (estimated) and for the reduced contribution of \$12,500.00 (estimate) over time period that it deems suitable – alternately not agree to a time dispensation for road upgrade works.

Road upgrade works will form a condition of consent and the proposed condition is as follows:

Prior to the operation of the development, the applicant, at full cost, shall seal to Council standard (2 coat bitumen seal) from the intersection of Coolamon Road to the eastern most property access point on Coopers Lane.

The works shall include the provision of street/road drainage where necessary.

Note 1: The applicant shall contribute full cost for all road and drainage works provided for under this condition.

Note 2: Council has recently made application for funding for the upgrade of Coopers Lane and if successful, the applicant shall only be required to contribute ¼ the costs of road works identified in this condition or \$12,500.00 whichever is the greater.

Note 3: This condition is deferred for a maximum period of 12 months from the date of this consent on the provision that the applicant immediately lodges with Council a \$4,500.00 bond. If council is successful with the grant, the applicants remaining contribution amount of \$8,000.00, shall be paid in full within 12 months from the date of this consent.

Note 4: If Council is unsuccessful with road upgrade funding application for Coopers Lane, the applicant shall under all works required under this condition at full cost and to council's satisfaction within 12 months from the date of this consent.

REASON: The development is of a type and nature that requires the upgrade of the existing road standard and associated drainage. Sections 4.15(1)(b) of the Environmental Planning and Assessment Act 1979, as amended.

Reasons for Approval (Summary)

The Staff assessment has identified that:

- The application is for a use which is permitted in the RU4, Rural Small Holdings Zone.

- The Development Proposal complies with all Statutory (Local Environmental Plan) and Non Statutory (Development Control Plan) Development Controls.
- The development complies with the requirements of the Environmental Planning and Assessment Act 1979 and will not compromise the outcomes sought for the Coolamon Local Environmental Plan 2011 and Coolamon Development Control Plan 2015.
- The proposal after taking into account the full range of matters for consideration under Section 4.15 of the Environmental Planning and Assessment 1979 (as discussed within Section 4.15 Assessment Report) is not inconsistent with the public interest.

Site Location

The site is located 8 Coopers Lane, Coolamon, Lot: 31 DP: 1091860 on RU4 Rural Small Holdings zoned land. The site is 2.15 Ha in area and houses two (2) large residential storage sheds, one (1) small residential shed, five (5) shipping containers and a dam.

Surrounding properties consist of a Rural Small Holdings Zoned Land and rural residential land uses.

Power and water are available and currently service the land – sewerage is disposed of via an existing on site system of sewerage management (Septic Tank). The site slopes from south to north and contains some dispersed remnant vegetation.

The subject land does not contain any known easements or covenants.



Image 1: Site and Locality Plan

Policy

Coolamon Local Environmental Plan 2011
Coolamon Development Control Plan 2015

Quadruple Bottom Line Analysis

For a complete analysis of the social, environmental, economic and governance considerations please refer to s 4.15 Report, attached.

Risk Management Issues from the Council

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

Internal / External Consultation

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

➔ Attachments

1. Site Plan [Attachment No. 13.1](#)
2. Statement of Environmental Effects [Attachment No. 13.2](#)
3. Plan [Attachment No. 13.3](#)
4. Section 4.15 Assessment Report [Attachment No. 13.4](#)
5. Redacted Public Submissions [Attachment No. 13.5](#)

Recommendation

- 1) That Council approve Development Application 2019/71 for Landscaping Material Supplies and Light Industry (Concrete Sleeper/products manufacturing), located at 8 Coopers Lane, Coolamon (Lot: 31 DP: 1091860), subject to the conditions listed in the attached Section 4.15 Assessment Report; and
- 2) That Council consider the request from the applicant in regards to road construction contribution and timing of payment.

RESOLVED on the motion of Clr Logan and seconded by Clr Maslin: [27/02/2020](#)

- 1) **That Council approve Development Application 2019/71 for Landscaping Material Supplies and Light Industry (Concrete Sleeper/products**

manufacturing), located at 8 Coopers Lane, Coolamon (Lot: 31 DP: 1091860), subject to the conditions listed in the attached Section 4.15 Assessment Report; and

- 2) That Council require payment in full with regard to the contribution towards the road, requiring the removal of notes 2 to 4 in proposed Condition 35; and
- 3) That Council include an additional condition requiring removal of the existing batching plant

*The Mayor called for a division
Those voting in favour of the motion: 5 Councillors
Those voting against the motion: 2 Councillors*

HS5) COOLAMON SHIRE COUNCIL LOCAL ENVIRONMENTAL PLAN 2011 MINOR AMENDMENTS - GATEWAY ALTERATION (P.03-03, SC299)

Summary

This report requests Council to resolve to endorse a request to the NSW Department of Planning, Industry and Environment to alter a Gateway Determination issued in relation to an existing planning proposal to rezone land, amend Clause 5.4 controls for secondary dwellings, and insert a new LEP clause to make provision for Exceptions to Minimum Lot Sizes for Rural Subdivisions within Coolamon LEP 2011.

The alteration specifically relates to adding additional land to the rezoning component of the planning proposal.

Background

Council may recall that at the Ordinary Council Business Meeting held on 21st November 2019, Council resolved to:

- 1) **Receive and note the report on the Coolamon Shire Council Local Environmental Plan 2011 Minor Amendments Planning Proposal; and**
- 2) **Forward the group planning proposal to the Department of Planning and Environment under section 3.34 (1), requesting that the Minister issue a “gateway determination” that will allow the planning proposal to proceed.**

Council staff forwarded the Planning Proposal to the Department of Planning Industry and Environment and Council was subsequently issued Gateway Determination / Approval on 11 December 2019.

It has come to Council's attention that additional land is required to be included in the Rezoning component of the Planning Proposal and Council will now need to request that the Department of Planning, Industry and Environment re-issue the gateway approval with the additional land included in the planning proposal.

All other aspects of the planning proposal remain the same.

Zoning Map Amendments – Alterations

The rezoning component of the planning proposal seeks to rezone land from SP2 Infrastructure to IN2 Light Industrial. Originally the land proposed for rezoning was identified as being only Lot: 2 DP: 838319, Wade Street Coolamon. It has now been identified that for infrastructure servicing purposes, 12 metres of land from Lot: 2, DP 1221837 will now also be required to be rezoned from SP2 Infrastructure to IN2 Light Industrial.

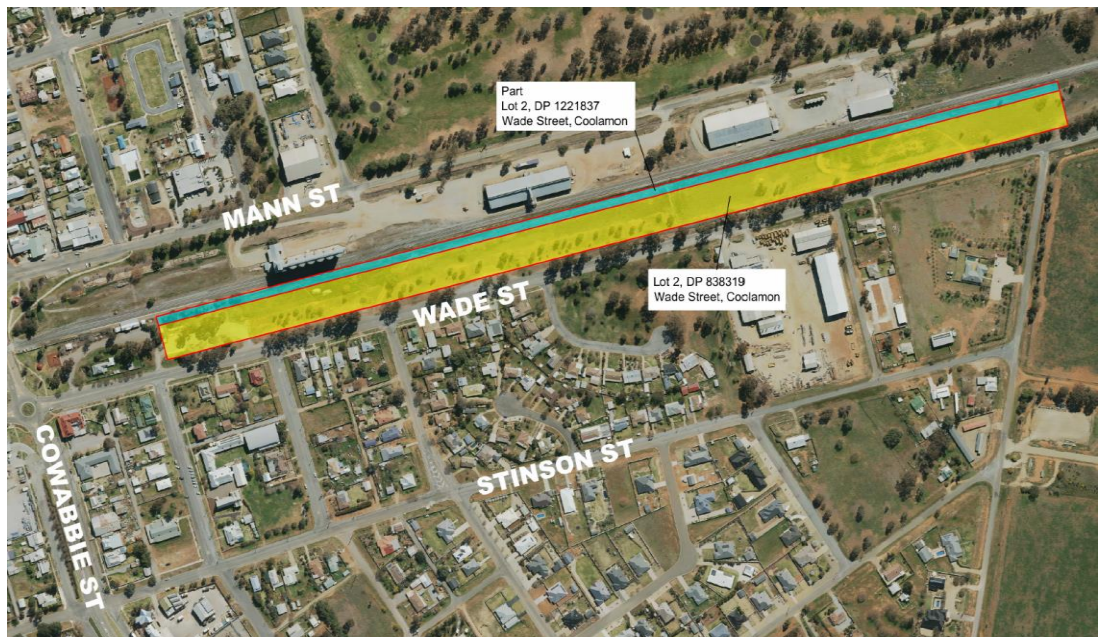


Figure 1: Location of proposed IN2 Light Industrial Zone in Coolamon (Blue denotes additional 12 metres of land to be rezoned for required infrastructure servicing etc.)

The re zoning is considered to be relatively minor and appropriate for the subject land as:

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 20TH FEBRUARY, 2020.

- There is currently no land zoned IN2 Light industrial under the Coolamon Local Environmental Plan 2011 (CLEP2011).
- There are no natural or man-made hazards present on the land.
- Since the gazettal of the CLEP 2011 there has been an increasing number of development types such as mechanics (vehicle repair station), cabinet / joinery makers, plumbers and other trades (light industrial), landscaping businesses (landscape and garden supplies) seeking to establish their respective developments on land that is zoned RU5 Village or RU4 Rural Small Holdings. To date and where appropriate such developments have been carried out under the banner of Home Business or Home Industry.
- An opportunity to purchase vacant SP2 Infrastructure Land has availed itself to council in a prime location that is considered to be most suitable for light industrial land development.
- The rezoning of such land is considered to present an ideal opportunity to provide for a zone within the LGA that can more appropriately house light industrial land uses.
- The changes do not have any adverse economic, environmental or social impacts as they are not policy changes, in fact the rezoning would promote positive triple bottom line outcomes within and for the LGA.

Table 1: Land Use Zoning Map Amendments

Location	Property	Land use	Current Zoning	Amended Zoning	Min. Lot Size
Wade Street, Coolamon	Lot: 2 DP: 838319	Vacant – Railway Infrastructure Land	SP2 Infrastructure	IN2 Light Industrial	2000m2
Wade Street Coolamon	Lot: 2 DP 1221837 (12 metre portion for entire lot length – abutting abovementioned lot)	Vacant – Railway Infrastructure Land	SP2 Infrastructure	IN2 Light Industrial	2000m2

The Coolamon LEP 2011 does not currently include any IN2 Light Industrial Zone land therefore planning proposal will also insert the following land use table (mandated Objectives and land uses under Standard Instrument LEP highlighted in red).

IN2 Light Industrial

1) Objectives of zone

- To provide a wide range of light industrial, warehouse and related land uses.
- To encourage employment opportunities and to support the viability of centres.
- To minimise any adverse effect of industry on other land uses.
- To enable other land uses that provide facilities or services to meet the day to day needs of workers in the area.
- To support and protect industrial land for industrial uses.

2) Permitted without consent

- Home businesses; Home occupations; Roads.

3) Permitted with consent

Depots; Funeral homes; Garden centres; Hardware and building supplies; Industrial training facilities; Kiosks; Landscaping material supplies; Light industries; Liquid fuel depots; Neighbourhood shops; Oyster aquaculture; Places of public worship; Plant nurseries; Recreation facility (Indoor), Rural supplies; Self-storage units; Take away food and drink premises; Tank-based aquaculture; Timber yards; Vehicle repair station, Vehicle sales or hire premises; Veterinary hospitals; Warehouse or distribution centres.

4) Prohibited

Agriculture; Airports; Amusement centres; Animal boarding or training establishments; Biosolids treatment facilities; Camping grounds; Caravan parks; Cemeteries; Centre-based child care facilities; Commercial premises; Correctional centres; Crematoria; Eco-tourist facilities; Educational establishments; Entertainment facilities; Farm buildings; Forestry; Function centres; Health services facilities; Heavy industrial storage establishments; Heavy industries; Home-based child care; Home occupations (sex services); Information and education facilities; Livestock processing industries; Pond-based aquaculture; Recreation facilities (major); Registered clubs; Residential accommodation; Respite day care centres; Sawmill or log processing works; Stock and sale yards; Storage premises; Tourist and visitor accommodation; Water recreation structures; Wharf or boating facilities. Any other development not specified in item 2 or 3.

Consultation

There has been no public consultation on these proposed changes as yet, Council has not commenced any consultation following the issue of Gateway Determination given that it has been recognised that an alteration to the Gateway Determination is required.

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

Staff have had informal discussions with Officers from the NSW Department of Planning and Environment who have raised no objections to the proposal.

Conclusion

The proposed amendments to the rezoning component will simply incorporate additional land (12 metre strip for entire length of identified lot and adjoining Lot 2, DP 838319) to be zoned from SP2 Infrastructure to IN2 Light Industry. This additional land is required to facilitate infrastructure servicing requirements for the subsequent industrial land development.

Next Steps

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

Attachments

- ➔ Draft Planning Proposal to be submitted to NSW Department of Planning and Infrastructure and Environment. **Attachment No. 14**

Recommendation

- 1) That Council receive and note the report titled Coolamon Shire Council Local Environmental Plan 2011 Minor Amendments Gateway Alteration.
- 2) That Council forward the amended planning proposal to the Department of Planning, Industry and Environment under Section 3.34 (1), requesting that the Minister issue an "altered gateway determination" that will allow the planning proposal to proceed.

RESOLVED on the motion of Clr Crocker and seconded by Clr McCann: 28/02/2020

- 1) That Council receive and note the report titled Coolamon Shire Council Local Environmental Plan 2011 Minor Amendments Gateway Alteration, and
- 2) That Council forward the amended planning proposal to the Department of Planning, Industry and Environment under Section 3.34 (1), requesting that the Minister issue an “altered gateway determination” that will allow the planning proposal to proceed.

The Mayor called for a division
Those voting in favour of the motion: All those present
Those voting against the motion: Nil

**HS6) ADOPTION OF COOLAMON DEVELOPMENT CONTROL PLAN AMENDMENT
– INDUSTRIAL DEVELOPMENT CONTROLS (P.03-02, SC298)**

Summary

This report presents to Council the draft amendments to the industrial development controls contained in Section 28 ‘Commercial and Industrial Development’ of the Coolamon Development Control Plan, reporting on the outcomes of the public exhibition of the amendments and recommends the adoption the amended Development Control Plan.

Background

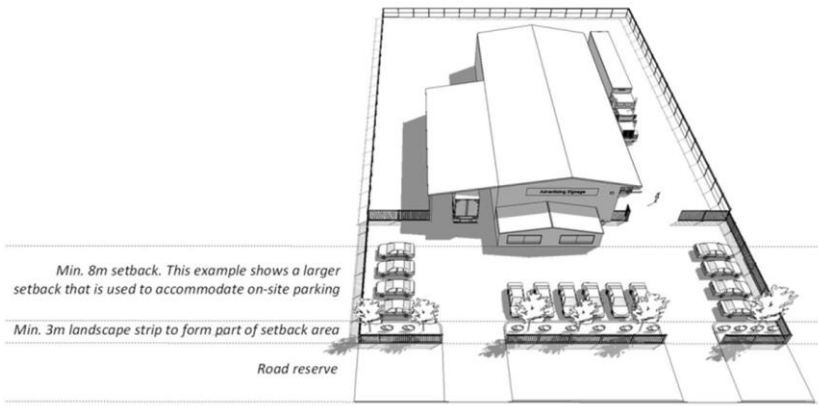
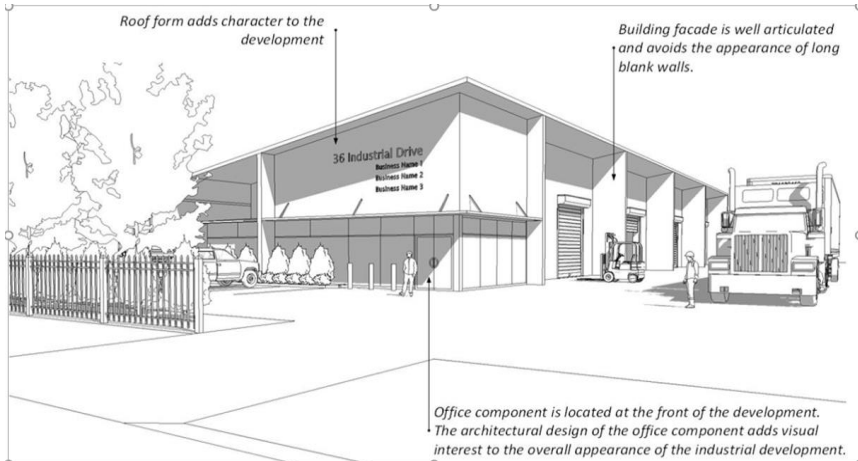
In response to Council initiating a recent rezoning of land in Wade Street Coolamon (from SP2 Infrastructure to IN2 Light Industrial) and to support the creation of ‘good’ development on the land, Council staff have undertaken a review of the industrial development controls contained in Section 28 of the CDCP 2015. The review has resulted in amendments to existing controls and the introduction of new development controls that will guide future industrial development at this site and within the Shire.

The proposed amendments are outlined in the following table:

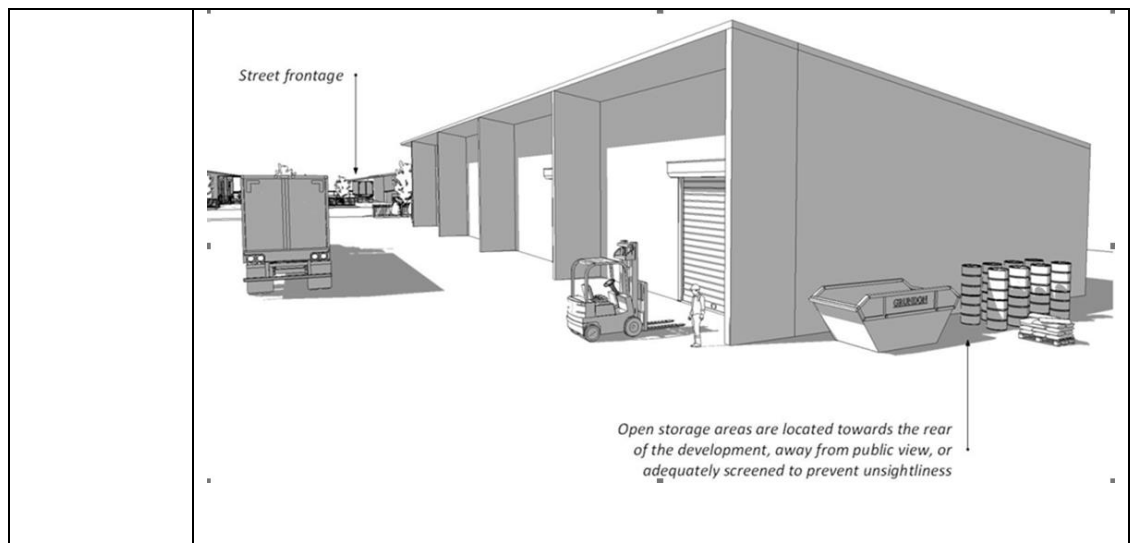
Proposed Amendments

Amendment	Proposed Control
<p>Proposed new Clause 28.1: Land-use Conflict & Pollution Management Controls</p>	<p>The design of industrial development should take account of the following impact mitigation strategies, particularly when the development is located in close proximity to residential or other sensitive land-uses:</p> <p>General</p> <ul style="list-style-type: none"> • Careful site planning should be used to maximise the distance between activities that have potential to generate noise, dust, odour etc., and sensitive uses or activities on adjoining land. • Consideration should be given to conducting noisy, dusty or odourous activities at limited times of the day. • The light industrial zoning should limit the type of industry that can be approved to minimal or tolerable impact. <p>Water</p> <ul style="list-style-type: none"> • Industrial activities that generate and discharge liquid trade waste to the reticulated sewerage system must obtain the relevant Liquid Trade Waste approval from Council. • Development involving construction works should implement an Erosion and Sediment Control Plan. <p>Dust</p> <ul style="list-style-type: none"> • Vehicle entry, exits, loading, unloading and internal manoeuvring areas should be concreted, sealed or topped with blue metal aggregate (as a minimum) to prevent the emission of dust from trafficable surfaces. <p>Noise</p> <ul style="list-style-type: none"> • Buildings used for noisy operations should be designed (orientated, insulated etc.) to inhibit the transmission of noise onto nearby properties used for residential or other noise sensitive purposes. • The design of industrial buildings should avoid vehicle entry doors, roller shutters and other frequently used openings in walls that adjoin residential and other sensitive uses. • Noisy operations including manufacturing and loading / unloading activities should be carried out at reasonable times. • Hours of operation and access to the site through residential streets may be restricted where the proposed development involves the generation of noise likely to affect residential areas. • An acoustic report from a suitably qualified acoustic consultant may be required to be submitted with a Development Application where there is reasonable likelihood that a proposed industrial activity will generate noise that impacts on residential amenity. The information provided in an acoustic report should include the minimum information recommended in the Noise Guide for Local Government 2013. A copy of the Noise Guide for Local Government 2013 can be downloaded from the following website address: http://www.epa.nsw.gov.au/noise/nlgq.htm

	<p>Visual</p> <ul style="list-style-type: none"> • The design of industrial buildings should avoid the use long blank walls with no articulation. • The design of industrial buildings should incorporate the use of building materials that do not have highly reflective properties. • Light sources, particularly those which may be used for loading and unloading operations should be directed away from adjoining properties. • Effective use of landscaping should be used to screen unsightly areas, improve streetscape appearance, and reduce the impact of pollutants emitted from industrial activities. • Careful site planning should be used to limit the amount of overshadowing on adjoining residential sites caused by bulky industrial buildings. • All waste is to be contained on site free from any view in a clean and tidy manner. <p>Odour</p> <ul style="list-style-type: none"> • Development involving odorous activities should be appropriately separated from residential or other sensitive land-uses.
<p>Amend existing Clause 28.2 to become Clause 28.3: 'Setback' to include the following:</p>	<p>Industrial</p> <ul style="list-style-type: none"> • The front of any industrial building is to be located a minimum of 8m behind the front boundary incorporating a minimum 3 metre landscaping strip. • Front setback areas larger than the minimum are encouraged where this area is used for on-site car parking. • Customer parking is permitted in this area, however vision of any such area must be softened by the provision of an adequately maintained landscaped area. • Front setback areas must not be used for storage or display of goods, excessive signage, or loading /unloading areas. • Side and rear setbacks shall conform to the requirements of the Building Code of Australia – except where industrial development is proposed next to existing residential land uses in this case the minimum side and rear setbacks shall be 6m <p>The following diagram conceptually illustrates the front setback requirements for industrial developments, incorporating a landscape strip:</p>

	
<p>Insert proposed new clause 28.4: Building Design & Form Controls</p>	<p>Industrial developments should be designed to be both functional and attractive. The creation of interesting building forms is encouraged as a way of improving the overall appearance and general amenity of industrial areas.</p> <p>Building Design</p> <ul style="list-style-type: none"> • Office components should be located at the street frontage of the structure, and should be architecturally differentiated to break up the facade. • Long blank walls and unbroken roof lines should be avoided facing the street or public domain. This can be achieved by incorporating one or more of the following techniques into the building facades: <ol style="list-style-type: none"> I. Wall plane projection or recesses. II. Windows. III. Variation of roof height. IV. Material changes. V. Landscaping. <p>The following diagram conceptually illustrates an industrial building with differentiated office component, creative architecture and good articulation:</p> 

	<p>Building Materials</p> <ul style="list-style-type: none"> • Masonry textured concrete or concrete block, render, brick or other earthen material, glass and metal is encouraged to be incorporated into building design. • External materials (particularly metal clad roofs and walls) should not be highly reflective if they are visible from a public road or residential area and there is a reasonable probability of glare affecting driver safety or residential amenity. • All external building materials including roofing should be of a neutral colour appropriate to the site. <p>Fencing:</p> <ul style="list-style-type: none"> • Security fencing should provide for the protection of property and should be avoided (where possible) around non-productive and exposed areas of the site such as car parking and landscaped areas. • Security fencing should not wholly obstruct the view of landscaping from the street. • Security fencing should preserve safe sight distances for all vehicle entry and exit locations, including those on adjoining properties. • Mesh security fencing should not be located in front of the main building wall towards the street and must not be erected to a height greater than 2.4 metres. Security fencing should not be the dominant visual component of the property.
<p>Insert proposed new clause 28.5: Open Storage Areas & Waste Management Controls</p>	<ul style="list-style-type: none"> • Storage areas should be located behind the building or another part of the site that cannot be seen from the street or from adjoining properties. Alternatively, these areas must be screened from public view. • Screen fences should be a maximum of 2.4 metres in height and goods should not to be stacked higher than the actual fence. • Landscaping is generally not an acceptable method of screening, unless it is already well established and the applicant can demonstrate that the storage area will be effectively screened. Landscaping may only be used for screening purposes when undertaken in conjunction with fencing, and other screening devices. • The storage of hazardous goods, materials or wastes will not be permitted in areas that adjoin residential or other sensitive land-uses. Sufficient space should be provided on-site for the loading and unloading of wastes. This activity is not to be undertaken on any public place. • Industrial activities that generate and discharge liquid trade waste to the reticulated sewerage system must obtain the relevant Liquid Trade Waste approval from Council. The industrial activity must comply at all times with the requirements of the Liquid Trade Waste Regulation Guidelines and any conditions of the Liquid Trade Waste Approval. <p>The following diagram conceptually illustrates an industrial building with its waste collection and storage area located behind the building and away from view from the public street.</p>



The amendments were presented to the Ordinary Council Business Meeting held on 21 November 2019 where it was resolved that:

Council endorse the public exhibition of the draft amendments to Section 28 'Commercial and Industrial Development' of the Coolamon Development Control Plan 2015 for a period of 28 days.

Council Staff subsequently arranged for the public exhibition of the amendments from 29 November 2019 to the 10 January 2020.

Legislative Implications

The Amendments to the Coolamon Development Control Plan 2015 have been prepared in accordance with Section 3.43, Preparation of development control plans, of the Environmental Planning and Assessment Act 1979.

Financial Implications

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

Consultation

As previously mentioned the amendments were publicly exhibited from 29 November 2019 to the 10 January 2020. The exhibition was undertaken in the following media and for the following dates:

- Temora Independent – 29th November, 6th and 13th December 2019.
- Daily Advertiser – 30th November and 6th December 2019.

- Council website from 29th November 2019 to the 10th January 2020.

Nil submissions were received.

Attachments

- ➔ Section 28 'Commercial and Industrial Development' of the Coolamon Development Control Plan 2015. **Attachment No. 15**

Recommendation

- 1) That Council note the Report titled 'Adoption of Coolamon Development Control Plan Amendment Industrial Development Controls'; and
- 2) That Council adopt the draft amendments to Section 28 'Commercial and Industrial Development' of the Coolamon Development Control Plan 2015.

RESOLVED on the motion of Clr McCann and seconded by Clr Maslin: **29/02/2020**

- 1) That Council note the Report titled 'Adoption of Coolamon Development Control Plan Amendment Industrial Development Controls'; and
- 2) That Council adopt the draft amendments to Section 28 'Commercial and Industrial Development' of the Coolamon Development Control Plan 2015.

*The Mayor called for a division
Those voting in favour of the motion: All those present
Those voting against the motion: Nil*

- 5) **MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD 8TH MARCH, 2018; 3RD JULY, 2018; 3RD JULY, 2019 AND 6TH NOVEMBER 2019**

RESOLVED on the motion of Clr Maslin and seconded by Clr Logan that the Minutes of the Audit, Risk & Improvement Committee Meeting held 8th March, 2018; 3rd July, 2018; 3rd July, 2019 and 6th November 2019 be adopted. **30/02/2020**

↑ **ADJOURNMENT**

RESOLVED on the motion of Clr Crocker 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. 31/02/2020

Council adjourned at 4.00pm into Committee of a Whole and reconvened at 4.39pm.

6) RECOMMENDATIONS OF A COMMITTEE OF A WHOLE MEETING HELD 20TH FEBRUARY 2020.

RESOLVED on the motion of Clr Jones and seconded by Clr Hutcheon that the Recommendations of a Committee of a Whole Meeting held 20th February 2020 be adopted. 32/02/2020

7) REPORTS: DELEGATES/MAYOR/COUNCILLORS

- *Clr McCann – Advised that Goldenfields Water had to implement Level 5 water restrictions at Ardlethan. This was due to an electrical failure of the pump at Oura. There were concerns that the restrictions would be extended for some time but Goldenfields staff have fixed the problem.*
- *Clr McKinnon – Representation from Barrie Logan extending congratulations to Jess Inch and Laura Munro for their involvement in the organization of the Senior Citizens Dinner in Ganmain.*
- *Clr McKinnon – Representation from Guy Purcell from Advance Ganmain Committee hoping to provide support and help to the Advance Matong Committee.*
- *Clr Crocker – attended Coolamon Showground Management Committee meeting. The proposed works to be funded by the Drought Communities Programme were agreed and it was decided that the expired management lease would not be renewed.*
- *Clr Jones – Ardlethan sewerage works are continuing well.*

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 20TH FEBRUARY, 2020.

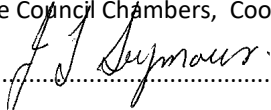
- *Clr Hutcheon – a number of representations regarding the dust associated with horses and whether too many horses are being housed on allotments.*

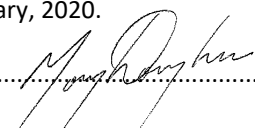
Meeting Closed at 4.47pm.

Confirmed and signed during the Meeting held this 19th day of March, 2020.

.....
MAYOR

This is Page No. 76 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 20th February, 2020.

.....  MAYOR

.....  GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 20TH FEBRUARY, 2020.

MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD AT THE COUNCIL
CHAMBERS, COOLAMON ON THURSDAY 8TH MARCH 2018 AT 9.00AM.

BUSINESS:

- 1) Apologies.
- 2) Confirmation of Minutes (9th November 2017)
- 3) Matters Arising from previous Minutes
- 4) Report on Action taken since last Meeting
- 5) Audits undertaken since last meeting
- 6) Notification of Incidents of Fraud or Investigation involving Coolamon Shire Council
- 7) General Business
- 8) Next Meeting

PRESENT: G Lavelle (Temora Shire Council), S Firth (Temora Shire Council) and Clr A White

STAFF: T Donoghue, General Manager
C Armstrong, Executive Manager, Corporate & Community Services
I Roberts (Blackadder & Associates)

APOLOGIES: Clr B Hutcheon and Clr D McCann

1) **APOLOGIES**

Apologies of Clr B Hutcheon & Clr D McCann were received and noted.

2) **CONFIRMATION OF MINUTES (9 NOVEMBER 2017)**

Recommendation

That the Minutes of the Meeting held 9 November 2017 as circulated be confirmed and adopted.

3) **MATTERS ARISING FROM MINUTES (9 NOVEMBER 2017)**

Nil

4) **REPORT ON ACTION TAKEN SINCE LAST MEETING**

A report showing the recommendations relating to the previous audits was presented to the committee.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 20TH FEBRUARY, 2020.

MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD AT THE COUNCIL
CHAMBERS, COOLAMON ON THURSDAY 8TH MARCH 2018 AT 9.00AM.

5) **AUDITS UNDERTAKEN SINCE LAST MEETING**

Debtors Management

Recommendation

That the "Report into Debtors Management" be adopted.

Delegations

The next audit topic was discussed by the Committee, with the Internal Auditor presenting the proposed methodology for the Delegations review.

Recommendation

That the internal audit on Delegations proceed as per the methodology presented.

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

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

7) **GENERAL BUSINESS**

The Committee discussed a number of issues regarding the implementation of the proposed guidelines for the Audit, Risk & Improvement Committee and the interaction of the External Auditor with the Committee into the future.

The Committee also reviewed the current list of potential Internal Audit topics to be considered by the alliance.

8) **NEXT MEETING**

The next meeting of the Audit, Risk & Improvement Committee is scheduled for Thursday 5 July 2018.

Meeting closed at 10.27am.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 20TH FEBRUARY, 2020.

MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD AT THE COUNCIL
CHAMBERS, COOLAMON ON TUESDAY 3RD JULY 2018 AT 2.10PM.

BUSINESS:

- 1) Apologies.
- 2) Confirmation of Minutes (8 March 2018)
- 3) Matters Arising from previous Minutes
- 4) Report on Action taken since last Meeting
- 5) Audits undertaken since last meeting
- 6) Notification of Incidents of Fraud or Investigation involving Coolamon Shire Council
- 7) General Business
- 8) Next Meeting

PRESENT: G Lavelle (Temora Shire Council), and Clr B Hutcheon

STAFF: T Donoghue, General Manager
C Armstrong, Executive Manager, Corporate & Community Services
I Roberts (Blackadder & Associates)

APOLOGIES: Clr A White and Clr D McCann

1) **APOLOGIES**

Apologies of Clr A White & Clr D McCann were received and noted.

2) **CONFIRMATION OF MINUTES (8 MARCH 2018)**

Recommendation

That the Minutes of the Meeting held 8 March 2018 as circulated be confirmed and adopted.

3) **MATTERS ARISING FROM MINUTES (8 March 2018)**

Nil

4) **REPORT ON ACTION TAKEN SINCE LAST MEETING**

A report showing the recommendations relating to the previous audits was presented to the committee.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 20TH FEBRUARY, 2020.

MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD AT THE COUNCIL
CHAMBERS, COOLAMON ON TUESDAY 3RD JULY 2018 AT 2.10PM.

5) **AUDITS UNDERTAKEN SINCE LAST MEETING**

Delegations

Recommendation

That the "Report into Delegations" and the associated Management Responses be adopted.

Procurement & Purchasing

The next audit topic was discussed by the Committee, with the Internal Auditor presenting the proposed methodology for the Procurement & Purchasing review.

Recommendation

That the internal audit on Procurement & Purchasing proceed as per the methodology presented.

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

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

7) **GENERAL BUSINESS**

Nil

8) **NEXT MEETING**

The next meeting of the Audit, Risk & Improvement Committee is scheduled for Tuesday 6 November 2019 at 2.00pm.

Meeting closed at 2.57pm.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 20TH FEBRUARY, 2020.

MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD AT THE COUNCIL
CHAMBERS, COOLAMON ON WEDNESDAY 3RD JULY 2019 AT 2.00PM.

BUSINESS:

- 1) Apologies.
- 2) Confirmation of Minutes (6 March 2019)
- 3) Matters Arising from previous Minutes
- 4) External Audit
- 5) Internal Audit
- 6) Notification of Incidents of Fraud or Investigation involving Coolamon Shire Council
- 7) General Business
- 8) Next Meeting

PRESENT: R Smith (Bland Shire Council), Clr B Hutcheon and Clr A White

STAFF: T Donoghue, General Manager
C Armstrong, Executive Manager, Corporate & Community Services
I Roberts (Blackadder & Associates)

APOLOGIES: A Casey

1) **APOLOGIES**

Apologies of A Casey was received and noted.

2) **CONFIRMATION OF MINUTES (6 MARCH 2019)**

Recommendation

That the Minutes of the Meeting held 6 March 2019 as circulated be confirmed and adopted.

3) **MATTERS ARISING FROM MINUTES (6 MARCH 2019)**

Nil

4) **EXTERNAL AUDIT – AUDIT ENGAGEMENT PLAN**

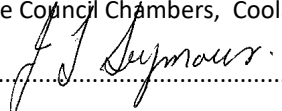
Courtney Armstrong advised that Council had yet to receive the Interim Management Letter and dates for the end of year financial audit.

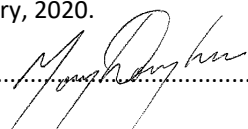
5) **INTERNAL AUDIT**

- a. Report On Action Taken Since Last Meeting

A report showing the recommendations relating to the previous audits was presented to the committee.

This is Page No. 81 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 20th February, 2020.

..... MAYOR

..... GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 20TH FEBRUARY, 2020.

MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD AT THE COUNCIL
CHAMBERS, COOLAMON ON WEDNESDAY 3RD JULY 2019 AT 2.00PM.

b. Current Internal Audit Topics

Ian Roberts presented the "Report into Legislative Compliance at Coolamon Shire Council" to the committee outlining the recommendations contained within the report.

Courtney Armstrong provided the management responses to the Recommendations.

Recommendation

That the "Report into Legislative Compliance at Coolamon Shire Council" and the associated Management Responses be adopted.

Payroll/HR

The next audit topic was discussed by the Committee, with the proposed methodology for the Payroll/HR review provided to the Committee.

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

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

7) **GENERAL BUSINESS**

Courtney Armstrong and Tony Donoghue advised that there are no active legal matters for the committee to be aware of.

8) **NEXT MEETING**

The next meeting of the Audit, Risk & Improvement Committee to be scheduled in November 2019 subject to the timetabling of all committee meetings for participating Internal Audit Alliance Councils.

Meeting closed at 2.35pm.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 20TH FEBRUARY, 2020.

MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD AT THE COUNCIL
CHAMBERS, COOLAMON ON WEDNESDAY 6TH NOVEMBER 2019 AT 2.09PM.

BUSINESS:

- 1) Apologies.
- 2) Confirmation of Minutes (3 July 2019)
- 3) Matters Arising from previous Minutes
- 4) External Audit
- 5) Internal Audit
- 6) Notification of Incidents of Fraud or Investigation involving Coolamon Shire Council
- 7) General Business
- 8) Next Meeting

PRESENT: R Smith (Bland Shire Council), Clr B Hutcheon and Clr D McCann

STAFF: T Donoghue, General Manager
C Armstrong, Executive Manager, Corporate & Community Services
I Roberts (Blackadder & Associates)

APOLOGIES: A White & A Balind (Bland Shire Council)

1) **APOLOGIES**

Apologies of A White & A Balind was received and noted.

2) **CONFIRMATION OF MINUTES (3 JULY 2019)**

Recommendation

That the Minutes of the Meeting held 3 July 2019 as circulated be confirmed and adopted.

3) **MATTERS ARISING FROM MINUTES (3 JULY 2019)**

Nil

4) **EXTERNAL AUDIT**

Courtney Armstrong presented the FY2019 Interim Management Letter, FY2019 Final Management Letter and the FY2019 Engagement Closing Report and Report on the Conduct of the Audit to the committee. A summary of all recommendations from Interim and Final Management letters was also presented to the committee.

5) **INTERNAL AUDIT**

- a. Report On Action Taken Since Last Meeting

A report showing the recommendations relating to the previous audits was presented to the committee.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 20TH FEBRUARY, 2020.

MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD AT THE COUNCIL
CHAMBERS, COOLAMON ON WEDNESDAY 6TH NOVEMBER 2019 AT 2.09PM.

b. Current Internal Audit Topics

Ian Roberts presented the "Report into Payroll/HR at Coolamon Shire Council" to the committee outlining the recommendations contained within the report.

Courtney Armstrong provided the management responses to the Recommendations.

Recommendation

That the "Report into Payroll/HR at Coolamon Shire Council" and the associated Management Responses be adopted.

Section 355 Committees

The next audit topic was discussed by the Committee, with the proposed methodology for the Section 355 Committees review provided to the Committee.

6) **RISK MANAGEMENT**

- a. StateCover WHS Audit Report 2019
- b. Statewide 2018-2019 CIP Workbook
- c. Statewide CIP Template 201-2020

Tony Donoghue & Courtney Armstrong explained the reports to the Committee so that they could have an appreciation of the activities undertaken by staff in relation to WHS and Insurable Risk.

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

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

8) **NEXT MEETING**

The next meeting of the Audit, Risk & Improvement Committee to be scheduled in March 2020 subject to the timetabling of all committee meetings for participating Internal Audit Alliance Councils.

Meeting closed at 2.55pm.

ATTACHMENTS FOR THE MEETING HELD 20TH FEBRUARY, 2020

ITEMS DISTRIBUTED WITH THE AGENDA

- 1) ACTIVITY REPORTS
 - 1) Operating Statistics of the Coolamon Shire Library for December 2019 and January 2020.
 - 2) Community Development Officer's Report for December 2019 and January 2020.
 - 3) Tourism and Business Development Officer's Report for December 2019 and January 2020.
Refer Correspondence Item (1a).
- 2) INFORMATION PAPERS
 - 1) Minutes of the Coolamon Showground Management Committee Meeting held 16th December 2019.
 - 2) Draft Minutes of the Advance Murrumbidgee Committee Meeting held 9th October, 2019.
Refer Correspondence Item (2a).
- 3) A copy of the response from the Minister for Local Government, the Hon Shelley Hancock MP regarding the NSW Electoral Commission's cost estimate for conducting Council's upcoming Election.
Refer Correspondence Item (1b), [File No. E.01-08].
- 4) A copy of the response from the Minister for Police and Emergency Services, the Hon David Elliott MP regarding Council's concerns with the Emergency Services Levy.
Refer Correspondence Item (2b), [File No. E.03-01, F.03-11, F.03-12].
- 5) A copy of the previous and current Australia Day Event locations.
Refer General Manager's Report (GM2), [File No. A.13-14].
- 6) A copy of the revised Coolamon Shire Council Art Acquisition Policy.
Refer General Manager's Report GM3, [File No. P.12-01].
- 7) A copy of the revised Coolamon Shire Council Citizenship Ceremony Policy.
Refer General Manager's Report GM4, [File No. P.12-01].
- 8) A copy of an invitation from Murrumbidgee Landcare inviting Council to become a member of the Organisation.
Refer General Manager's Report GM6, [File No. L.01-01].
- 9) A copy of Assessment report in regard to the 2020 Event Funding Programme.
Refer General Manager's Report GM9, [File No. E.07-01].

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 20TH FEBRUARY, 2020.

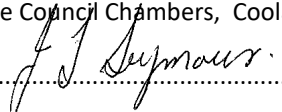
- 10) A copy of the 2019/2023 Delivery Program Progress Report for the Period 1st July 2019 to 31st December 2019.
Refer Executive Manager, Corporate & Community Services Report (CS2), [File No. S.11-06)
- 11) A copy of the Quarterly Budget Review as at 31st December 2019.
Refer Executive Manager, Corporate & Community Services Report (CS3), [File No. F.02-02)
- 12) A copy of Office of Local Government Discussion Paper regarding the Review of the Impounding Act 1993.
Refer Executive Manager, Development & Environment Services Report (HS3), [File No. I.01-01].
- 13) Correspondence in regard to Development Application 2019/71 – Landscaping Material Supplies and Light Industry (Concrete Sleeper/produce manufacturing).
Refer Executive Manager, Development & Environment Services Report (HS3), [File No. RT1002977].
- 14) A copy of the Draft Planning Proposal to be submitted to NSW Department of Planning and Infrastructure and Environment
Refer Executive Manager, Development & Environment Services Report (HS4), [File No. P.03-03].
- 15) A copy of the Section 28 ‘Commercial and Industrial Development’ of the Coolamon Development Control Plan 2015.
Refer Executive Manager, Development & Environment Services Report (HS5), [File No. P.03-02].
- 16) Correspondence in regard to the report on the National Class 2 Road Train Authorisation Notice 2020.
Refer Executive Manager, Engineering & Technical Services’ Report (ES9), [File No. R.09-05].
- 17) A copy of the letter from the Department of Planning, Industry & Environment regarding the Coolamon Shire Council Local Strategic Planning Statement 2019-2039.
Refer Correspondence Item (3a), [File No. P.03-01].
- 18) A copy of extracts from the Draft Riverina Regional Library Management Plan.
Refer General Manager’s Report GM10), [File No. L.03-03].
- 19) A copy of a Bulletin from the NSW Electoral Commission regarding the 2020 Local Government Elections.
Refer General Manager’s Report GM11), [File No. E.01-08].

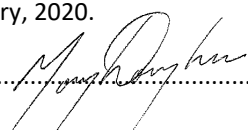
ITEMS TABLED AT THE MEETING

- 1) A copy of the Riverina Regional Library Management Plan 2020-2021.

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..... MAYOR

..... GENERAL MANAGER.