

Meeting commenced at 2.00pm.

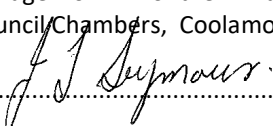
BUSINESS:

- 1) Apologies
- 2) a. Confirmation of Minutes of the Meeting held 20th June, 2019.
b. Matters arising out of Minutes. (Not elsewhere reported)
- 3) Mayoral Minute
- 4) Correspondence
 - a. Agenda A (Information Only)
 - b. Agenda B
- 5) General Manager's Report
 - 5.1 General Manager's Report
 - 5.2 Executive Manager, Corporate & Community Services' Report
 - 5.3 Executive Manager, Engineering & Technical Services' Report
 - 5.4 Executive Manager, Development & Environmental Services' Report
- 6) Recommendations of a Committee of a Whole Meeting held 18th July, 2019.
- 7) Reports: Delegates/Mayor/Councillors

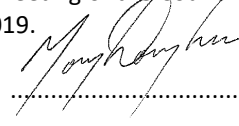
PRESENT: Clrs John Seymour, Bruce Hutcheon, David McCann, Jeremy Crocker, Kathy Maslin, Clr Colin McKinnon and Clr Alan White.

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

APOLOGIES: Clr Steve Jones and Clr Kerrilee Logan.


.....

MAYOR


.....

GENERAL MANAGER.

1) APOLOGIES

RESOLVED on the motion of Clr Maslin and seconded by Clr Hutcheon that the apologies of Clr Jones and Clr Logan be accepted. 141/07/2019

2a) CONFIRMATION OF MINUTES OF THE MEETING HELD 20TH JUNE, 2019.

RESOLVED on the motion of Clr McCann and seconded by Clr Crocker that the Minutes of the Meeting held 20th June, 2019 as circulated be confirmed and adopted. 142/07/2019

2b) MATTERS ARISING OUT OF THE MINUTES

There were no matters arising out of the Minutes.

3) MAYORAL MINUTE

At the recent Queen's Birthday Honours, Coolamon Shire Council was proud to be advised that Clr Dave McCann received a Medal of the Order of Australia. This was awarded for his services to the community through various local bodies.

These include:

Coolamon Shire Council

- Councillor, since 2008
- Council Delegate, Coolamon/Junee Police Community Consultative Committee, current.
- Deputy Chairman, Goldenfields Water County Council, current
- Member of various Council Committees, current

The Returned and Services League of Australia – Coolamon Sub-Branch

- President, 2017-current
- Vice President, since 2000
- Sub-Branch Welfare Officer and Museum Curator, current
- Member, since 2000
- Coordinator, Coolamon Anzac Day and Remembrance Day ceremonies, since 2000
- Vice President, South-West District Council, current

Coolamon Lions Club

- Secretary, current
- Member, since 2000
- President, 2 terms
- Secretary and Bulletin Editor, 8 terms

Coolamon Rural Bushfire Brigade

- Secretary, since 2012
- Member, since 2008

Retired Police Association of NSW

- Secretary and Treasurer, Riverina Branch, since 2017
- Member, since 2010

Other

- Weekly community news columnist, Temora Independent, current
- Police Officer (retired with the rank of Sergeant), NSW Police, 1994-2010
- Serving Member, Royal Australian Air Force, 1980s-1990s

Awards and Recognition includes:

- Commendation for Brave Conduct, 2004
- Centenary Medal, 'for service to policing and the community', 2001
- OAM (Mil), 'for service to the RAAF as a Loadmaster instructor at 5 Squadron, RAAF Base Fairbairn', 1990

As indicated this Award now adds to a previous OAM that Dave received during his Military Service.

I take this opportunity to extend a hearty congratulations to Clr McCann on receiving this well deserved and most prestigious honour.



Clr John Seymour
Mayor

RESOLVED on the motion of Clr Seymour that the Mayoral Minute be adopted.

143/07/2019

4) CORRESPONDENCE

AGENDA A (FOR INFORMATION ONLY)

1a) ACTIVITY REPORTS

- 1) Operating Statistics of the Coolamon Shire Library for June 2019.
Attachment No. 1.1
- 2) Community Development Officer's Report for June 2019.
Attachment No. 1.2
- 3) Tourism and Business Development Officer's Report for June 2019.
Attachment No. 1.3
- 4) Road Safety Officer's Activity Report for June 2019.
Attachment No. 1.4

General Manager's Note

- ➔ The above reports are operating reports only for use by Senior Staff. They are submitted to Council as part of Agenda A for information only. Attachment No. 1

RESOLVED on the motion of Clr Hutcheon and seconded by Clr McKinnon that the Correspondence listed in Agenda A be received and noted. 144/07/2019

5) GENERAL MANAGER'S REPORT

5.1 GENERAL MANAGER REPORTS

GM1) CHANGES TO THE LOCAL GOVERNMENT ACT (L.05-01, SC273)

- The new Minister for Local Government, the Honourable Shelley Hancock MP, has advised Council of changes to the Local Government Act that came into effect on the 25th June, 2019. A summary of the significant changes as they relate to Coolamon Shire are increasing the threshold for competitive tendering and confirming the extension for Councils to determine whether to enter into arrangements with the Electoral Commission or not. Full details of the correspondence received is attached for your information. [Attachment No. 2](#)

From this information the new Local Government Minister appears to be engaged with the sector and active in resolving issues.

Recommendation

For Council information.

RESOLVED on the motion of Clr White and seconded by Clr Maslin that the report be received. [145/07/2019](#)

GM2) WAGGA WAGGA CITY COUNCIL – OFFER OF SYDNEY CBD OFFICE SPACE (C.11-01, SC137)

- Coolamon Shire Council has received an offer from Wagga Wagga City Council to participate in a programme whereby an office space is made available in Sydney CBD to be used by Country Councils to attract staff. A copy of the letter of offer is attached with the information papers. [Attachment No. 3](#)

The terms of the lease are initially for one year with a 2 x 1 year option to follow. This will depend on the take up across the State of this offer. At this point the cost per square metre of the office space is \$771.75m².

Wagga have committed to 330m² and are now enquiring as to whether other Country Councils would like to take up a part of this offer.

It has long been Coolamon Shire Council's position to attract staff to live in the communities of the Coolamon Shire, in the belief that this increases our

community capacity and offers a lifestyle choice that once people become aware of are quite happy to follow.

Access to meeting rooms can be achieved within Sydney by organizing them as they are needed. \$20,000 would equate to approximately 25m² of office space. It is believed that Council are not in a position to commit to a space within a Sydney office and should decline the offer.

Recommendation

That Council decline the offer

RESOLVED on the motion of Clr McCann and seconded by Clr Hutcheon that Council decline the offer. 146/07/2019

GM3) MURRAY DARLING ASSOCIATION (W.01-04, SC435)

Council has received an invite to join the Murray Darling Association (MDA).

→ A copy of the invitation has been attached with the information papers together with each Councillor receiving a brochure. Attachment No. 4

Whilst Council believe in the concept and process associated with Murray Darling Association and the representations that it makes, Coolamon Shire Council has found little relevance with the issues discussed. This is because Coolamon Shire Council is at the top of the catchment without any distinct or permanent water courses that run through its Shire boundaries. The issue of water purchasing and irrigation are not issues that regularly require our attention.

The broader environmental concerns of the way water is dealt with in eastern Australia is obviously of relevance, but Council makes comment to the relevant authorities when and if this is required.

In the past Council has been a member of the Murray Darling Association but resolved several years ago not to continue this membership due to the above reasons.

Recommendation

That Council decline membership of the Murray Darling Association.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr McKinnon that Council decline membership of the Murray Darling Association. 147/07/2019

GM4) OCTOBER COUNCIL MEETING (C.11-04, SC140)

The date of the Local Government NSW Annual Conference is set down for the week of Council's October Meeting. The meeting date as per Council's endorsed third Thursday of the month will be the 17th October, 2019. It is suggested that in order to prepare appropriately for the meeting, and give any feedback from the Conference, that this meeting be moved to Thursday, 24th October, 2019.

Recommendation

For Council consideration.

RESOLVED on the motion of Clr McCann and seconded by Clr Maslin that the October 2019 Council meeting be held on Thursday, 24th October, 2019 and that the August 2019 Council meeting be held on Thursday, 22nd August, 2019.

148/07/2019

At this point Clr Hutcheon advised that he would be unavailable for the October Meeting and requested a leave of absence.

RESOLVED on the motion of Clr McCann and seconded by Clr Maslin that Clr Hutcheon be granted leave of absence for the October Meeting. 149/07/2019

GM5) STRONGER COUNTRY COMMUNITIES ROUND THREE (G.03-67, SC1229)

The NSW State Government has announced that the Stronger Country Community Fund will deliver a third round of funding across the State.

This round has a youth focus, with a minimum of half of the allocated funds to be spent on youth based projects. The other half may be spent on new or improving community infrastructure. Coolamon Shire Council has been allocated \$768,762.

This round includes some significant changes to the process:

- Eligible community groups can apply directly to SCCF, and are not required to apply through Council.
- Projects can include programing as well as infrastructure projects.
- Three-year completion period for successful projects.
- Increased requirements in regards to evidence of community consultation.

Coolamon Shire Council will, as with previous rounds, open the application process to community groups who wish to apply through Council. Conversations

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18TH JULY, 2019.

with Steph Cook indicate that this method is considered favourable by the political process as it demonstrates community consultation and consideration.

The proposed timeline for the application process to be presented and considered by Council is as follows:

DATE	
Monday, 1st July 2019	Official Announcement
Monday, 8th July 2019	Community Information Session – Hosted by CSC
Friday, 30th August 2019	Community applications due to Council
Thursday, 19 th September 2019	Council Meeting – successful projects decided
Friday, 27 th September 2019	Final applications due

The above timeline allows community groups adequate time to prepare applications to present to Council. The timeline also allows Council staff time to polish the endorsed project applications ready for submission to the State Government following the September Council Meeting.

Recommendation

That Council note and endorse the proposed timeline and process for Stronger Country Communities Round 3 applications to Council.

RESOLVED on the motion of Clr McCann and seconded by Clr Hutcheon that Council note and endorse the proposed timeline and process for Stronger Country Communities Round 3 applications to Council. 150/07/2019

**GM6) IPART REVIEW OF COSTS OF CONDUCTING LOCAL GOVERNMENT
ELECTIONS (E.01-08, SC1129)**

IPART have released a draft report which outlines recommendations on a costing methodology to be applied in determining the amount the NSW Electoral Commission (NSWEC) charges Councils for Local Government Election Services. Councils are invited to make a submission by Friday, 19th July, 2019.

→ A Media Release and Fact Sheet detailing the draft recommendations is provided for your information. [Attachment No. 5.1](#)

Currently the NSWEC competes in an open market to conduct Council Elections. The belief is that NSWEC subsidise a portion of this cost across all Councils and are therefore competing unfairly with other providers.

The theory being that if IPART can determine appropriate and actual costs to the NSWEC, then increased competition from external providers will drive the price down.

As can be seen from the recommendations the proposal is that under this model there will be an increased cost to Councils of around 62% compared to the 2016-17 Elections. It then indicates that: ***“Despite these substantial increases, IPART expects any impact on ratepayers to be modest as election costs account for a small proportion of Councils’ total costs”.***

This statement appears naive at best, particularly when considering that the position of this increase follows the Emergency Service Levy increases of 25% and the increased audit costs that we are facing. All of which have been a process of cost shifting to Local Government that impacts significantly on our bottom line.

The naivety of their statements is reinforced with their belief that ***“Councils would pay for 97% of the NSWEC’s costs of administering Local Government Elections. The NSW Government (or NSW taxpayers) would pay the NSWEC’s remaining costs of administering Local Government Elections”.*** The fact that the NSW taxpayers need to be singled out as the contributors of the NSW Government component ignores the fact that NSW taxpayers are also the people who pay Councils rates.

→ A table indicating the proposed financial costs and the percentage increases has been included in the report. The page identifying Coolamon Shire costs is attached with the information papers. [Attachment No. 5.2](#)

As can be seen this Council is expected to have a 220% increase to \$29,000 from the 2016-17 Election. It must be noted that Council did not require an election in that year and the \$9,000 cost relates to the nomination process only.

It is believed appropriate that Coolamon Shire Council provide a submission to this draft report based on the following:

- IPART's terms of reference are to determine "the costing methodology required to minimise the financial burden on Councils and ratepayers" This appears to be inconsistent with the recommendation of increasing costs to Councils by an average of 62%.
- This methodology results in higher costs to smaller Rural Councils compared to Metropolitan Councils. The full table of indicative bills as identified in the report shows the majority of those Councils with over 62% increase are rural. As has been discussed on numerous occasions, Rural Councils do not have the capacity to generate additional own source revenue outside of the rate pegg. This appears to be yet another impost on Rural and Regional areas.
- The statement that a 62% increase is "relatively modest" when an accumulative impact of the decision together with other recent increases, (eg: Emergency Service Levy and Auditing costs) will have a significant impact on Council's financial position and therefore the ratepayers of Coolamon Shire.

Council's Delivery Plan has an allocation that would cover this cost, however, the principle of confirmed cost increases above rate pegging from external sources needs to be raised and the point made with IPART that this cannot continue to the detriment of Local Government and their communities.

Recommendation

That Council provide a submission in accordance with the above report.

RESOLVED on the motion of Clr McCann and seconded by Clr Maslin that Council provide a submission in accordance with the above report. 151/07/2019

**GM7) CONSTRUCTION OF RESIDENTIAL DWELLING IN COOLAMON (RFT
2019/05) (D.03-01, SC154; LF599)**

Coolamon Shire Council called for tenders to construct a residential dwelling on Lot 14 DP 1231611, 155 Wallace Street, Coolamon. Council advertised this call for tenders from 14th June, 2019 until 16th July, 2019.

As per Council's report to Committee of a Whole dated 21st February 2019, Council will proceed with managing the construction of the dwelling for Dr Amir who will repay Council the construction costs.

➔ At the completion of this timeframe, Council received five (5) tenders, a table indicating the tenders received by Council has been attached. Attachment No. 9

The cheapest quote received was from Paul Tokley for \$527,617.00.

Other quotes received were from:

- | | |
|---------------------------|--------------|
| • Coolamon Carpentry | \$528,108.00 |
| • AJ & VA Rudd | \$536,083.00 |
| • John Lyng (Act) Pty Ltd | \$725,635.18 |
| • Condron Constructions | \$642,412.00 |
| • Paul Tokley | \$527,617.00 |

As can be seen there were 3 quotes around a similar figure that needed further investigation. As specifically highlighted in some of the quotes was the inclusion/exclusion of landscaping and the use of colorbond ultra. In order to ensure Council are comparing appropriate quotes, the 3 closest prices were required to advise if landscaping costs (above the allowance) were included and whether or not the quote was for colorbond ultra. It was decided that the prices that were close to \$200,000 over on landscaping and \$90,000 for colorbond would not have materially affected the final decision. All this information is included in the attached table.

The requirement for colorbond ultra is questioned and may be a saving on the construction costs.

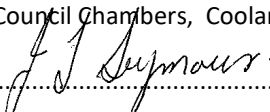
Recommendation

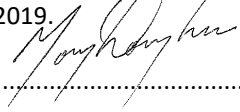
- 1) That Council engage Paul Tokley at \$512,698.00 to undertake the construction of a residential dwelling at Lot 14, DP 1231611, 155 Wallace Street, Coolamon.
- 2) That the Seal of Council be affixed to any documents if required.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr Maslin: 152/07/2019

- 1) That Council engage Paul Tokley at \$512,698.00 to undertake the construction of a residential dwelling at Lot 14, DP 1231611, 155 Wallace Street, Coolamon.

- 2) That the Seal of Council be affixed to any documents if required.


..... MAYOR


.....GENERAL MANAGER.

5.2) EXECUTIVE MANAGER, CORPORATE & COMMUNITY SERVICES' REPORTS

CS1) FINANCE REPORT TO 30TH JUNE 2019

RESOLVED on the motion of Clr Crocker and seconded by Clr White that the report be received. 153/07/2019

DATE INVESTED	INSTITUTION	RATING	INVESTMENT TYPE	AMOUNT INVESTED	TERMS (days)	RATE	MATURITY DATE
21-01-19	AMP	A1/A	Term Deposit	\$ 1,000,000	182	2.75%	22-07-19
22-01-19	AMP	A1/A	Term Deposit	\$ 500,000	181	2.75%	22-07-19
01-02-19	AMP	A1/A	Term Deposit	\$ 1,000,000	182	2.75%	02-08-19
15-02-19	AMP	A1/A	Term Deposit	\$ 2,000,000	182	2.80%	16-08-19
21-06-19	Bankwest	A2/BBB	Term Deposit	\$ 1,000,000	60	1.90%	20-08-19
26-06-19	Bank of QLD	A2/BBB	Term Deposit	\$ 1,000,000	63	1.95%	28-08-19
30-08-18	NAB	A1+/AA-	Term Deposit	\$ 1,000,000	365	2.70%	30-08-19
09-09-18	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	2.70%	09-09-19
14-09-18	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	2.70%	14-09-19
23-09-18	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	2.70%	23-09-19
24-10-18	NAB	A1+/AA-	Term Deposit	\$ 1,000,000	365	2.70%	24-10-19
02-11-18	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	2.70%	02-11-19
10-11-18	Beyond Bank	A2/BBB	Term Deposit	\$ 2,000,000	365	2.70%	10-11-19
26-06-19	AMP	A1/A	Term Deposit	\$ 500,000	154	2.25%	27-11-19
21-12-18	Beyond Bank	A2/BBB	Term Deposit	\$ 1,700,000	365	2.80%	21-12-19
04-02-19	NAB	A1+/AA-	Term Deposit	\$ 1,000,000	365	2.70%	04-02-20
TOTAL INVESTED				\$ 17,700,000			

I hereby certify that the above investments have been made in accordance with Section 625 of the *Local Government Act 1993*, clause 212 of the *Local Government (General) Regulation 2005* and Council's Investment Policies.

(Samantha Jennings, Finance Manager)

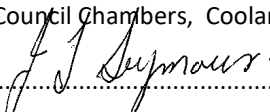
RESTRICTED CASH, CASH EQUIVALENTS & INVESTMENTS

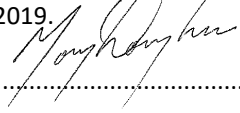
EXTERNAL RESTRICTIONS AS AT 30TH JUNE, 2018

Allawah Lodge - Accommodation Bonds/Payments	\$ 4,049,012.71
Allawah Village - Loan-Licence	\$ 3,688,781.28
Developer Contributions	\$ 3,398.37
Specific Purpose Unexpended Grants & Contributions & Other Funding	\$ 559,206.24
Sewerage Fund	\$ 2,044,259.35
Waste Management	\$ 1,106,984.12
	<u>\$ 11,451,642.07</u>

INTERNAL RESTRICTIONS AT 30TH JUNE, 2018

Asset/Plant Replacement	\$ 1,000,000.00
Employees Leave Entitlements	\$ 1,160,000.00
Deferred Works	\$ 195,800.00
Ardlethan Preschool	\$ 47,101.19
Asset Management (inc. unrestricted cash)	\$ 2,083,751.22
Allawah Lodge Asset Mgt Reserve	\$ 536,927.45
Allawah Village Asset Mgt Reserve	\$ 325,655.84
CECC Asset Mgt Reserve	\$ 263,052.78
Financial Assistance Grant	\$ 1,766,160.00
Swimming Pools	\$ -
Rehabilitation of Gravel Pits	\$ 162,000.00
	<u>\$ 7,540,448.48</u>
	<u>\$ 18,992,090.55</u>


..... MAYOR


.....GENERAL MANAGER.

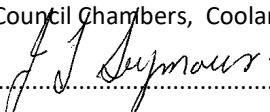
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18TH JULY, 2019.

COOLAMON SHIRE COUNCIL
INCOME STATEMENT

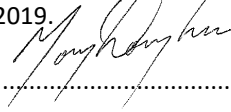
for the period 1st July 2018 to 30th June 2019

	JUNE 2019	MAY 2019	APRIL 2019	2018/2019 BUDGET	2017/2018 ACTUAL
Income from continuing operations					
<i>Revenue:</i>					
Rates & annual charges	3,521,167.77	3,522,606.85	3,523,256.85	3,483,000.00	3,418,398.58
User charges & fees	3,764,067.30	3,270,081.21	2,889,368.30	3,473,000.00	3,571,344.54
Interest and investment revenue	250,965.19	228,077.16	204,718.05	463,000.00	447,205.86
Other revenues	735,456.40	573,474.73	504,519.92	780,000.00	834,547.58
Grants & contributions provided for operating purposes	7,071,731.75	4,862,391.04	4,335,159.27	6,054,000.00	6,592,101.64
Grants & contributions provided for capital purposes	2,077,403.70	1,665,440.73	1,492,400.73	6,047,000.00	2,408,411.30
Internals	(1,200.00)	(1,200.00)	(1,200.00)		
<i>Other income:</i>					
Net gain from the disposal of assets	295,085.50	512,868.14	506,507.53	145,000.00	258,633.44
Total revenues from continuing operations	17,714,677.61	14,633,739.86	13,454,730.65	20,445,000.00	17,530,642.94
Expenses from continuing operations					
Employee benefits and on-costs	6,068,143.25	5,518,345.66	5,029,209.25	5,977,000.00	5,571,764.55
Borrowing costs	15,744.57	15,744.57	15,744.57	21,000.00	5,848.71
Materials & contracts	3,564,862.67	3,125,661.05	2,682,304.69	3,071,000.00	3,410,283.95
Depreciation, amortisation & impairment	3,661,094.65	3,418,447.62	3,152,855.65	3,617,000.00	2,965,294.87
Other expenses	1,515,795.17	1,362,998.87	1,275,356.36	1,497,000.00	1,499,968.07
Net loss from the disposal of assets					
Total expenses from continuing operations	14,825,640.31	13,441,197.77	12,155,470.52	14,183,000.00	13,453,160.15
Operating result from continuing operations	2,889,037.30	1,192,542.09	1,299,260.13	6,262,000.00	4,077,482.79
Net operating result for the year before grants and contributions provided for capital purposes					
	811,633.60	-472,898.64	-193,140.60	215,000.00	1,669,071.49

This is Page No. 14 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18th July, 2019.


.....

MAYOR


.....

GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18TH JULY, 2019.

COOLAMON SHIRE COUNCIL
INCOME STATEMENT BY FUND

	June 2018		TOTAL
	CONSOLIDATED GENERAL FUND	SEWERAGE FUND	
Income from continuing operations			
Revenue:			
Rates & annual charges	2,972,384.01	548,783.76	3,521,167.77
User charges & fees	3,755,536.11	8,531.19	3,764,067.30
Interest and investment revenue	248,475.52	2,489.67	250,965.19
Other revenues	728,456.75	6,999.65	735,456.40
Grants & contributions provided for operating purposes	6,869,533.29	202,198.46	7,071,731.75
Grants & contributions provided for capital purposes	2,035,266.15	42,137.55	2,077,403.70
Internals	85,135.00	(86,335.00)	-1,200.00
Other income:			
Net gain from the disposal of assets	295,085.50	0.00	295,085.50
Total revenues from continuing operations	16,989,872.33	724,805.28	17,714,677.61
Expenses from continuing operations			
Employee benefits and on-costs	5,894,312.05	173,831.20	6,068,143.25
Borrowing costs	15,744.57		15,744.57
Materials & contracts	3,223,650.36	341,212.31	3,564,862.67
Depreciation & amortisation	3,533,054.77	128,039.88	3,661,094.65
Other expenses	1,464,540.75	51,254.42	1,515,795.17
Total expenses from continuing operations	14,131,302.50	694,337.81	14,825,640.31
Operating result from continuing operations	2,858,569.83	30,467.47	2,889,037.30
Net operating result for the year before grants and contributions provided for capital purposes	823,303.68	-11,670.08	811,633.60

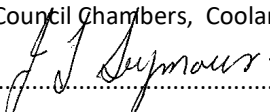
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18TH JULY, 2019.

COOLAMON SHIRE COUNCIL
BALANCE SHEET

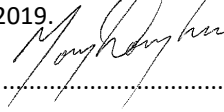
for the period 1st July 2018 to 30th June 2019

	JUNE 2019	MAY 2019	APRIL 2019	2018/2019 BUDGET (ADJ FOR OPENING BALS)	2017/2018 ACTUAL
ASSETS					
Current assets					
Cash and cash equivalents	2,639,990.66	2,749,908.04	1,840,891.48	2,985,638.30	2,792,090.55
Investments	17,700,000.00	16,200,000.00	17,200,000.00	15,200,000.00	16,200,000.00
Receivables	546,085.66	(165,839.33)	633,636.93	895,702.48	896,111.55
Inventories	344,276.86	574,360.45	587,004.14	1,520,583.28	605,810.67
Other					
Total current assets	21,230,353.18	19,358,429.16	20,261,532.55	20,601,924.06	20,494,012.77
Non-current assets					
Investments					
Receivables	0.00	0.00	0.00	294,231.87	0.00
Inventories	102,397.55	102,397.55	102,397.55	102,000.00	102,397.55
Infrastructure, property, plant & equipment	229,275,343.62	228,707,957.68	227,972,269.81	234,211,291.56	224,642,652.60
Accumulated Dep'n - Infrastructure, PP&E	(51,669,900.27)	(51,427,253.24)	(51,173,122.02)	(52,429,415.10)	(48,814,098.80)
Accumulated Imp't - Infrastructure, PP&E	(486,730.78)	(486,730.78)	(486,730.78)	(486,730.78)	(486,730.78)
Other	(370.12)	(142.79)	(170.97)		
Total non-current assets	177,220,740.00	176,896,228.42	176,414,643.59	181,691,377.55	175,444,220.57
Total assets	198,451,093.18	196,254,657.58	196,676,176.14	202,293,301.61	195,938,233.34
LIABILITIES					
Current liabilities					
Payables	7,745,859.62	7,231,550.89	7,544,474.46	8,069,457.89	8,072,600.76
Overdraft					0.00
Interest bearing liabilities	0.00	0.00	0.00	(1,157.00)	0.00
Provisions	1,577,004.20	1,574,178.01	1,575,904.96	1,658,910.58	1,582,184.61
Total current liabilities	9,322,863.82	8,805,728.90	9,120,379.42	9,727,211.47	9,654,785.37
Non-current liabilities					
Payables	1,603.25	1,603.25	1,603.25	1,612.34	1,603.25
Interest bearing liabilities	0.00	0.00	0.00	(291.86)	0.00
Provisions	1,083,547.48	1,100,129.30	1,100,129.30	1,149,849.63	1,127,803.39
Total non-current liabilities	1,085,150.73	1,101,732.55	1,101,732.55	1,151,170.11	1,129,406.64
TOTAL LIABILITIES	10,408,014.55	9,907,461.45	10,222,111.97	10,878,381.58	10,784,192.01
Net assets	188,043,078.63	186,347,196.13	186,454,064.17	191,414,920.03	185,154,041.33
EQUITY					
Retained earnings	91,668,994.88	89,972,499.67	90,079,217.71	95,041,296.02	88,779,957.58
Reserves	96,374,083.75	96,374,083.75	96,374,083.75	96,373,624.01	96,374,083.75
Internal Assets/Liabilities	0.00	0.00	0.00		0.00
Trust Transfer					
Total equity	188,043,078.63	186,346,583.42	186,453,301.46	191,414,920.03	185,154,041.33

This is Page No. 16 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18th July, 2019.


.....

MAYOR


.....

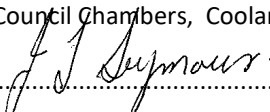
GENERAL MANAGER.

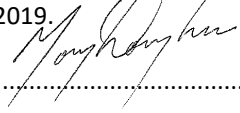
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18TH JULY, 2019.

COOLAMON SHIRE COUNCIL
BALANCE SHEET BY FUND

	June 2018		COOLAMON SHIRE TOTAL
	CONSOLIDATED GENERAL FUND	SEWERAGE FUND	
ASSETS			
Current assets			
Cash and cash equivalents	583,662.38	2,056,328.28	2,639,990.66
Investments	17,700,000.00		17,700,000.00
Receivables	494,668.44	51,417.22	546,085.66
Inventories	344,276.86		344,276.86
Other			0.00
Total current assets	19,122,607.68	2,107,745.50	21,230,353.18
Non-current assets			
Investments			0.00
Receivables	0.00		0.00
Inventories	102,397.55		102,397.55
Infrastructure, property, plant & equipment	212,761,924.54	16,513,419.08	229,275,343.62
Accumulated Depreciation	(44,917,930.71)	(6,751,969.56)	(51,669,900.27)
Accumulated Impairment	(486,730.78)		(486,730.78)
Other	(370.12)		(370.12)
Total non-current assets	167,459,290.48	9,761,449.52	177,220,740.00
Total assets	186,581,898.16	11,869,195.02	198,451,093.18
LIABILITIES			
Current liabilities			
Payables	7,745,859.62	0.00	7,745,859.62
Interfunding			0.00
Interest bearing liabilities	0.00		0.00
Provisions	1,577,004.20		1,577,004.20
Total current liabilities	9,322,863.82	0.00	9,322,863.82
Non-current liabilities			
Payables	1,603.25		1,603.25
Interest bearing liabilities	0.00		0.00
Provisions	1,083,547.48		1,083,547.48
Total non-current liabilities	1,085,150.73	0.00	1,085,150.73
TOTAL LIABILITIES	10,408,014.55	0.00	10,408,014.55
Net assets	176,173,883.61	11,869,195.02	188,043,078.63
EQUITY			
Retained earnings	85,444,134.13	6,224,860.75	91,668,994.88
Reserves	90,729,749.48	5,644,334.27	96,374,083.75
Internal Assets & Liabilities	0.00		0.00
Trust Transfer			
Total equity	176,173,883.61	11,869,195.02	188,043,078.63

This is Page No. 17 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18th July, 2019.


..... MAYOR


.....GENERAL MANAGER.

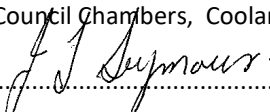
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18TH JULY, 2019.

COOLAMON SHIRE COUNCIL
INTERNAL & EXTERNAL RESTRICTIONS

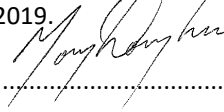
for the period 1st July 2018 to 30th June 2019

	JUNE 2019	MAY 2019	APRIL 2019	2018/2019 BUDGET (ADJ FOR OPENING BALS)	2017/2018 ACTUAL
GENERAL FUND					
<i>EXTERNALLY RESTRICTED</i>					
Grants & Subsidies & Other	873,104.88	702,771.25	668,929.05	304,948.24	559,206.24
Developer Contributions	45,556.76	41,855.54	41,855.54		3,398.37
Waste Management	746,063.67	792,435.27	842,730.07	974,652.08	1,106,984.12
Allawah Lodge Accommodation Payments	4,096,670.11	3,797,282.82	3,798,275.82	4,045,371.71	4,049,012.71
Allawah Village Loan-Licence	3,458,390.67	3,579,912.28	3,575,912.28	3,688,781.28	3,688,781.28
	9,219,786.09	8,914,257.16	8,927,702.76	9,013,753.31	9,407,382.72
<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	1,160,000.00	1,160,000.00	1,160,000.00	1,206,000.00	1,160,000.00
Stormwater Management Reserve	107,923.05	108,923.05	108,923.05	7,600.00	0.00
Swimming Pools Reserve	15,000.00	15,000.00	15,000.00	0.00	0.00
Deferred Works Reserve	121,895.00	121,895.00	128,019.44	85,800.00	195,800.00
Ardlethan Preschool	62,033.62	79,838.50	90,183.78		47,101.19
Financial Assistance Grant	1,905,806.00	0.00	0.00	0.00	1,766,160.00
Community Housing Programme Reserve	0.00	0.00	0.00	0.00	0.00
Allawah Lodge Asset Mgt Reserve	680,926.32	715,508.28	780,376.48	730,505.37	536,927.45
Allawah Village Asset Mgt Reserve	350,580.40	221,879.49	263,035.40	321,449.13	325,655.84
CECC Asset Mgt Reserve	235,229.32	248,665.67	248,567.59	262,502.78	263,052.78
Gravel Pits Rehabilitation Reserve	167,000.00	162,000.00	162,000.00	192,000.00	162,000.00
	5,806,393.71	3,833,709.99	3,956,105.74	3,805,857.28	5,456,697.26
Asset Management/Available for Working Funds	3,257,482.58	4,077,472.81	3,979,031.78	2,016,061.75	2,083,751.22
Total Cash Balance - General Fund	18,283,662.38	16,825,439.96	16,862,840.28	14,835,672.35	16,947,831.20
SEWERAGE FUND					
Sewerage Fund	2,056,328.28	2,124,468.08	2,178,051.20	1,528,588.95	2,044,259.35
	2,056,328.28	2,124,468.08	2,178,051.20	1,528,588.95	2,044,259.35
Total Cash Balance - Sewerage Fund	2,056,328.28	2,124,468.08	2,178,051.20	1,528,588.95	2,044,259.35
TOTAL CONSOLIDATED CASH	20,339,990.66	18,949,908.04	19,040,891.48	16,364,261.30	18,992,090.55

This is Page No. 18 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18th July, 2019.


.....

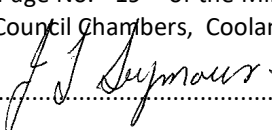
MAYOR


.....

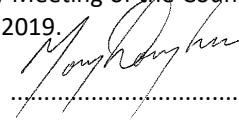
GENERAL MANAGER.

RATE COLLECTIONS

	ARREARS BFWD	LEVIES INC. INTEREST	TOTAL	COLLECTIONS TO DATE	% TO TOTAL	ADJUSTMENTS INC. PENS CONCESSIONS	ADJ TOTAL	% TO TOTAL	COLLECTABLE BALANCE
30-06-2003	306,605.81	1,898,703.89	2,205,309.70	1,835,999.04	83.25%	91,588.07	2,113,721.63	86.86%	277,722.59
30-06-2004	280,098.47	2,046,478.99	2,326,577.46	2,026,927.48	87.12%	120,381.35	2,206,196.11	91.87%	179,268.63
30-06-2005	181,374.69	2,093,391.77	2,274,766.46	2,007,655.59	88.26%	108,062.35	2,166,704.11	92.66%	159,048.52
30-06-2006	163,566.58	2,177,733.43	2,341,300.01	2,053,546.06	87.71%	107,810.50	2,233,489.51	91.94%	179,943.45
30-06-2007	185,519.90	2,263,824.06	2,449,343.96	2,109,364.30	86.12%	109,735.74	2,339,608.22	90.16%	230,243.92
30-06-2008	236,912.33	2,430,638.25	2,667,550.58	2,270,148.93	85.10%	125,016.41	2,542,534.17	89.29%	272,385.24
30-06-2009	277,343.62	2,510,814.21	2,788,157.83	2,430,968.28	87.19%	126,285.29	2,661,872.54	91.33%	230,904.26
30-06-2010	239,371.45	2,620,971.16	2,860,342.61	2,439,927.60	85.30%	124,428.43	2,735,914.18	89.18%	295,986.58
30-06-2011	309,194.09	2,751,252.92	3,060,447.01	2,665,018.26	87.08%	172,137.54	2,888,309.47	92.27%	223,291.21
30-06-2012	239,162.46	2,889,022.55	3,128,185.01	2,813,831.03	89.95%	129,574.37	2,998,610.64	93.84%	184,779.61
30-06-2013	207,935.41	3,050,359.63	3,258,295.04	2,922,614.40	89.70%	128,513.54	3,129,781.50	93.38%	207,167.10
30-06-2014	230,807.22	3,161,011.38	3,391,818.60	3,001,406.31	88.49%	126,448.22	3,265,370.38	91.92%	263,964.07
30-06-2015	263,562.88	3,312,496.60	3,576,059.48	3,115,763.68	87.13%	124,775.36	3,451,284.12	90.28%	335,520.44
30-06-2016	335,520.44	3,429,230.03	3,764,750.47	3,338,175.03	88.67%	125,630.68	3,639,119.79	91.73%	300,944.76
30-06-2017	300,944.76	3,516,272.23	3,817,216.99	3,388,713.96	88.77%	124,774.16	3,692,442.83	91.77%	303,728.87
30-06-2018	303,728.87	3,587,269.31	3,890,998.18	3,450,508.13	88.68%	119,664.22	3,771,333.96	91.49%	320,825.83
2018-2019									
31-07-2018	319,410.16	3,661,117.73	3,980,527.89	3,211,821.40	8.08%	113,914.23	3,866,613.66	8.32%	3,544,792.26
31-08-2018	319,410.16	3,661,932.07	3,981,342.23	1,222,999.11	30.72%	114,757.98	3,866,584.25	31.63%	2,643,585.14
30-09-2018	319,410.16	3,664,590.37	3,984,000.53	1,417,736.71	35.59%	114,981.86	3,869,018.67	36.64%	2,451,281.96
31-10-2018	319,410.16	3,669,568.75	3,988,978.91	1,488,272.81	37.31%	115,319.36	3,873,659.55	38.42%	2,385,386.74
30-11-2018	319,410.16	3,677,190.88	3,996,601.04	1,994,532.91	49.91%	115,488.11	3,881,112.93	51.39%	1,886,580.02
31-12-2018	319,410.16	3,680,819.26	4,000,229.42	2,144,059.11	53.60%	116,456.86	3,883,772.56	55.21%	1,739,713.45
31-01-2019	319,410.16	3,684,008.34	4,003,418.50	2,203,946.62	55.05%	117,886.86	3,886,531.64	56.72%	1,681,585.02
28-02-2019	319,410.16	3,687,013.32	4,006,423.48	2,669,939.74	66.64%	118,055.62	3,888,367.86	68.66%	1,218,428.12
31-03-2019	319,410.16	3,689,035.22	4,008,445.38	2,851,671.64	71.14%	117,993.12	3,890,452.26	73.30%	1,038,780.62
30-04-2019	319,410.16	3,691,794.29	4,011,204.45	2,891,796.23	72.09%	117,993.12	3,893,211.33	74.28%	1,001,415.10
31-05-2019	319,410.16	3,694,691.79	4,014,101.95	3,405,230.57	84.83%	118,643.12	3,895,458.83	87.42%	490,228.26
30-06-2019	319,410.16	3,696,639.96	4,016,050.12	3,528,791.27	87.87%	119,064.99	3,896,985.13	90.55%	368,193.86



MAYOR



GENERAL MANAGER.

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

- Under the Integrated Planning and Reporting requirements the General Manager is required to provide progress reports to the Council with respect to the principal activities in the Delivery Program on a six monthly basis. Attached please find the "Progress Report" that has been prepared for the reporting period 1st January 2019 to 30th June 2019. Attachment No. 6

Recommendation

That the Progress Report be received.

RESOLVED on the motion of Clr McCann and seconded by Clr Maslin that the progress report be received. 154/07/2019

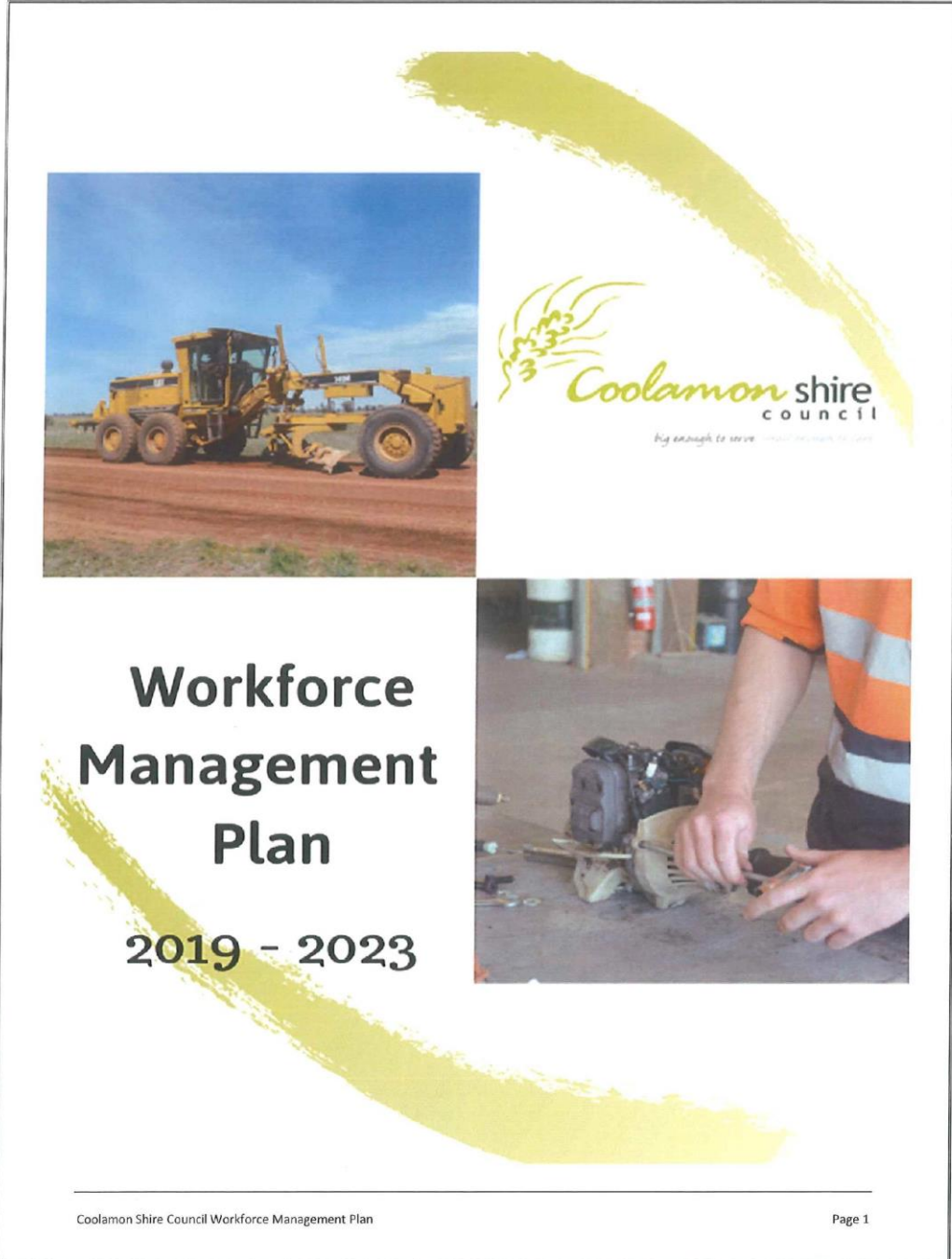
CS3) POLICY REVIEW – WORKFORCE MANAGEMENT PLAN (P.12-01, SC316)

- As part of Council's ongoing policy review an updated copy of Council's Workforce Management Plan has been prepared and is presented to Council for adoption. The Workforce Management Plan is part of the resourcing strategy to deliver the community's priorities and aspirations, as expressed in the Community Strategic Plan. Attachment No. 7

Recommendation

That the Workforce Management Plan as presented be adopted.

RESOLVED on the motion of Clr Crocker and seconded by Clr McCann that the Workforce Management Plan as presented be adopted. 155/07/2019



**Workforce
Management
Plan**

2019 - 2023

Coolamon Shire Council Workforce Management Plan Page 1

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 18th July, 2019.

J. J. Seymour
..... MAYOR

Matthew Douglas
.....GENERAL MANAGER.

Policy Responsibility	Human Resources		
Review Timeframe	4 years		
Last Review Date	June 2019	Next Scheduled Review Date	June 2023

INTRODUCTION

Workforce planning is an important part of Council’s integrated planning and reporting framework.

Council’s Workforce Management Plan forms part of the Resourcing Strategy, helping to resource the organisation to deliver the community’s priorities and aspirations, as expressed in the Community Strategic Plan.

Simply put, workforce planning it is about having the right people in the right places with the right skills doing the right jobs at the right time. The Plan enables Council to plan future workforce needs in order to deliver services it provides, focuses on the medium- and long-term requirements and provides a framework for dealing with immediate challenges in a consistent way.

Council has a long history of providing a stable and skilled employment base to support the Coolamon Shire community, Council will ensure the balance between service delivery and operational efficiencies, and aims to show leadership in contributing to the economic and social fabric of the local community..

“OUR COMMUNITIES 2030” – A PLAN FOR THE COOLAMON SHIRE

As the result of legislation enacted in October 2009 all NSW Local Councils are required by the Local Government Act to develop a Resourcing Strategy. Included within the Resourcing Strategy is a Workforce Management Plan which is a strategic approach to managing the workforce needs for the next four years.

Figure 1 and Figure 2 illustrate how Workforce Planning combines with Long Term Financial Planning and Asset Management to support Council’s Resourcing Strategy that in turn details how Council will resource the strategies that it is responsible for within the Community Strategic Plan, Delivery Program and Operational Plan.



Figure 1: Resourcing Strategy



Figure 2: Integrated Planning and Reporting

WORKFORCE PLANNING

To continue to meet its responsibilities in the delivery of essential services to the Community it is imperative that Council has in place a process to ensure that there are sufficient people and resources with the right skills in the right place at the right time to meet the changing needs of the Community and able to respond in an effective and efficient way.

WORKFORCE PLANNING BENEFITS

The intention of preparing this Workforce Management Plan is not that this plan shall be complicated in its delivery. Its aim is to undertake a simple analysis of Council's current staffing structure and identify the direction for both now and in the immediate future. The implementation of this plan will deliver a number of benefits to the organisation such as:

- Identify and reduce potential skills shortages earlier
- Improve efficiency, effectiveness and productivity
- Respond to change in the market and take appropriate steps to retain and strengthen Council's workforce for service delivery
- Identification of staff development needs
- Job satisfaction and retention of employees
- Assist with the identification and management of people
- The recruitment, development or retention of appropriate staff required to meet the future needs of the organisation
- Ensure employees possess the right skills and are suitable for the job at hand which will improve the efficiency, effectiveness and productivity.

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

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

Management are required to provide an annual report to Council on performance of the Workforce Management Plan.

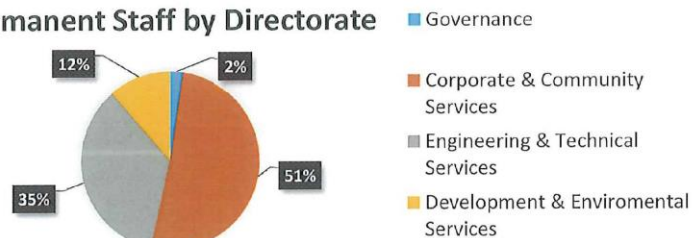


Our Workforce

The aim of this plan is to ensure the workforce is adequate and meets the needs of Council at present and in the future. In order to make this plan a working document the various sectors of the organisation will be broken down as detailed hereunder. This explains the varied nature of our workforce and the diversified roles they undertake.

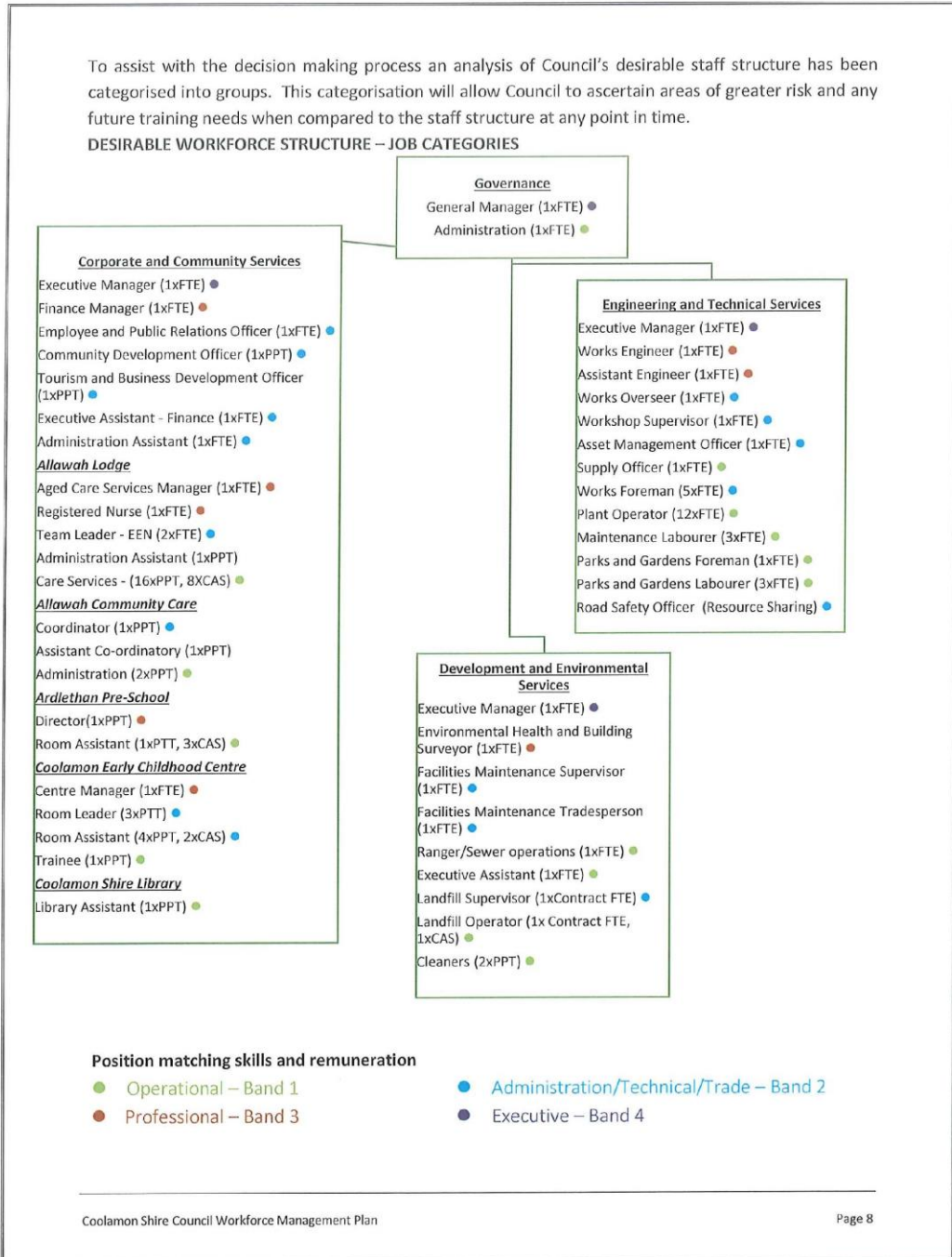


Permanent Staff by Directorate





Desirable Workforce Structure



J. J. Seymour

MAYOR

Paul Douglas

GENERAL MANAGER.

AGEING WORKFORCE

Currently, Council has a workforce of 88 full time and part time equivalent employees. 13.6% of this workforce is aged between 18-30, 39.8% aged between 31-50 and 46.6% between 51-75.

In order to ensure that Council maintains a well-balanced workforce structure in future years, the strategies that Council has adopted in this workforce plan with the actions it proposes to implement throughout the course of this plan which are designed to address the various areas of concern for the future and should cover Council's requirements in this regard.

In formulating its Succession Plan, Council recognizes that the following criteria/limitations apply:

1. The need to observe EEO practices.
2. The difficulties in attracting qualified staff to rural areas
3. That any Succession Plan is only relevant at a particular point in time.

Council's Succession Plan is appropriate for each of the managerial/professional positions and highlights the need for training and developing the capacity from within Council.

GENDER BREAK-UP

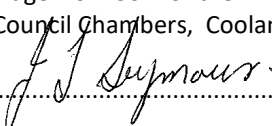
Current, some 55.7% of Council's workforce is female with 44.3% male. Council has 5 females represented at management level, Council intends to continue to encourage more opportunities for all staff including females by providing flexible working hours for those with family commitments together a training policy that encourages people to further their skills in their various areas of the workforce. Council will continue to monitor and upgrade its training program to keep abreast with the changing employment requirements.



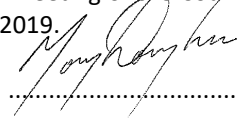
STRATEGIES AND ACTION PLAN

Although Council has been able to attract suitably qualified staff to provide for and administer the necessary delivery of services, in order to ensure this situation is retained, Council will need to have in place suitable strategies and actions to retain its position as a leading employer within the Community. Proposed ongoing initiatives include:

Objectives	Action
<i>Promote Council as a preferred employer</i>	<ul style="list-style-type: none"> • Ensure Council's conditions of employment are maintained to meet market expectations in rural areas. • Regularly review Council's salary system together with job evaluation and staff review in an objective format. • Maintain good relationships with staff and employee unions. • Maintain fourteen day, three week working systems, where applicable
<i>Provide quality recruitment and retention</i>	<ul style="list-style-type: none"> • Effectively promote Council's vacant positions to attract skilled staff through various media as applicable to the position advertised. • Ensure advertisements are eye-catching and promotes a consistent image. • Provide flexible working hours to staff with family commitments to retain skilled staff. • Review the induction process to engage and support a diverse, skilled and knowledgeable workforce. • Ensure all award conditions are complied with in relation to employee's benefits. • Transfer of knowledge to appropriate staff in order to facilitate Council succession plan. • Conduct exit interviews and analyse information to identify trends that may appear
<i>Provide a highly skilled and diverse workforce</i>	<ul style="list-style-type: none"> • Undertake an annual skills and capabilities audit on all positions • Conduct annual performance appraisals on all staff • Complete regularly employee satisfaction surveys • Provide study leave and financial support for career development in line with staff training policy. • Provide structured and specialist training programs for staff when necessary. • Encourage apprenticeships and traineeships for various staff members.
<i>Attractive and accessible work environment</i>	<ul style="list-style-type: none"> • Implement and support initiatives from the Disability Inclusion Action Plan • Maintain assets in good condition to facilitate staff working conditions. • Keep abreast with modern technology to ensure high standards are retained. • Regularly upgrade computer systems, hardware and software. • Maintain a modern fleet including construction equipment, vehicles and miscellaneous plant. • Operate in a financially responsible manner.
<i>Safe workplace environment.</i>	<ul style="list-style-type: none"> • Provisions of employee assistance program. • Active WH&S committee that works to reduce workplace hazards. • Continued support to the work health and safety committee. • Proactive approach to health and safety.



MAYOR



GENERAL MANAGER.

This Workforce Management Plan should also be read in conjunction with Council's Human Resources documentation and Policies.

The Policies and documentation further expand on Council's obligations towards its employees. This plan is aimed at providing Council with the opportunity to be in a position to achieve what is required and plan for the future through an annual review process and adjustment of the Workforce Plan.

PROFESSIONAL DEVELOPMENT

All Managers require the appropriate skills and attributes to implement the desired objectives outlined in this plan.

Such skills and attributes include;

- Manage and control staff, budgets and work programs utilizing leadership evaluation and monitoring skills
- Ability to generate innovative approaches to more effectively deploy resources, meet changing circumstances and improve service delivery
- Motivate staff at all levels by leading and influencing others to achieve complex objectives.

Ongoing training and support is available and explored to give staff the opportunity for professional development. Internally Council's Employee and Public Relations Officer offers support and guidance on documentation, templates and supporting documentation relating to the workforce.

FURTHER DOCUMENTATION INFORMATION & RELATIONSHIPS

Related Legislation	Local Government Act 1993 Equal Employment Opportunity Act 1987 Disability Inclusion Act 2014
Related Policies	<ul style="list-style-type: none"> • Human Resources Policies and procedures
Related Procedures/Protocols, Statements, Documents	<ul style="list-style-type: none"> • Operational plan • Delivery Program • Disability Inclusion Action Plan

5.3) EXECUTIVE MANAGER, ENGINEERING & TECHNICAL SERVICES' REPORTS

ES1) SHIRE ROADS RESHEETING, STABILISATION AND MAINTENANCE

The following roads have received attention:

1) MAINTENANCE

- East West Road (Methul Road to Ardlethan Road)
- Derrain North Road (Brills Lane to Ashbridge Road)
- Brushwood North Road (Canola Way to Ardlethan Road)
- Ashbridge Road (Poverty Lane to bitumen)
- Hodges Lane (Marrar North Road to bitumen)
- McIntyres Lane (Marrar North Road to boundary)
- Mattinglys Lane (Derrain North Road to Matong North Road)
- Redgraves Lane (Hodges Lane to Johnsons Hill Road)
- Turners Lane (Hodges Lane to Johnsons Hill Road)
- Murphys Lane (Brushwood North Road to Dullah Road)
- Carrolls Lane (Dullah Road to Devlin Road)
- Devlin Road (Ashbridge Road to Poverty Lane)
- Whites Lane (Matong North Road to Pamandi Road)
- Walshs Lane (Whites Lane to Yarrawong Road)
- Stewarts Lane (Bygoo Road to boundary)

2) RESHEETING

- Woodens Lane (Canola Way to McIntyres Lane)
- Ashbridge Road (Poverty Lane to bitumen)
- Brushwood North Road (Canola Way to Ardlethan Road)

Intermittent rainfall has permitted Council's three Grader Gang to continue with gravel resheeting and maintenance works. Grader gangs will continue with these works into September, weather permitting.

ES2) TOWN WORKS

DEVLIN STREET DRAINAGE

Extension of the Drainage Network has occurred collecting overland flows along Devlin Street (Wallace Street to Iverach Street) and discharging south of the intersection of Devlin Street/Iverach Street. With recent development in the area, increased flows have resulted in overland drainage paths impacting residential

developments. The recently completed works will retain overland flows within the road reserve and eliminate impact on private property.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr Crocker that Executive Manager, Engineering & Technical Services Reports (ES1 to ES2) be received. 156/07/2019

ES3) NOXIOUS WEEDS OFFICER'S REPORT (N.02-01, SC284)

Noxious Weeds Officer Reports

Activities

- 151 private property inspections carried out in the town and village areas. A focus was put on smaller lifestyle blocks with no significant issues identified.
- African boxthorn and Bridal Creeper continue to be an issue, RENWA will seek funding from Council to engage a subcontractor or to complete work with its own staff.
- Coolatai control undertaken at Marrar by both RENWA and John Holland staff.
- High risk roadways inspected across the Shire.
- Staff have completed inspections of high-risk pathways and sites.
- Jeremy Crocker attended the Mid Murrumbidgee North Local Landcare Coordinator Steering Committee.

WAP targets addressed:

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

Recommendation

That the Executive Manager, Engineering & Technical Services' Reports (ES1 to ES3) be noted.

RESOLVED on the motion of Clr McCann and seconded by Clr Maslin that the report be received. 157/07/2019

**ES4) ARDLETHAN SEWERAGE SCHEME - PROJECT STATUS REPORT – 12TH JULY
2019 (S.03-02, SC361)**

Project Status

Construction of the sewerage treatment works is progressing well with bulk earthworks approaching 50% completion. Bulk earthworks for maturation ponds A and B are complete and evaporation ponds A and B are 60% complete.

Rain has occasionally delayed works but has provided the benefit of additional moisture to fill material lower down in the soil profile.

The construction of the gravity reticulation system has been hampered by a number of issues. Wet weather has caused some delays. At the start of construction, the contractor experienced some difficulties in excavating the trenches with a smaller excavator. The natural material is much stiffer than anticipated at depth, possibly due to prolonged dry weather. The contractor has introduced a larger machine to overcome this problem. The downside is that excavation in areas where space is restricted may be a little more difficult with a larger excavator. A number of minor relocations have been necessary on some lines to avoid and create clearance between other underground services.

Now that these issues have been resolved the rate of construction progress has improved markedly and reflects completion rates in the construction program. Approval has been received for the Burley Griffin Way road crossings. There are a few additional details required for the approval for the rail crossing from John Holland Rail. The contractor is currently finalising these details. Discussions with John Holland Rail indicate that there should be no issues in granting approval once these details are provided due to the relatively low impact of the works.



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 duration of the construction program for the sewerage treatment plant is 18 weeks from commencement of works.

The following are some estimated key milestone dates:

Construction of treatment plant completed	September 2019
Construction of reticulation, rising main and pump station completed	March 2020
Ardlethan Sewerage Scheme completed and commissioned	April 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 will be a requirement of the construction contract(s) that the contractor prepare 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.

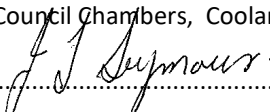
Quality testing is being undertaken to prequalify the contractors' construction methods. Once the construction methods have been prequalified a less frequent, random testing regime will be implemented.

Risk

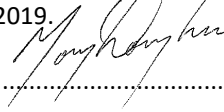
Issues Register	
Issue	S60 Approval
Actions to Date	Contact made with NSW DOI Water Manager Water and Sewerage and Regional Manager Water and Sewerage Nil feedback or input provided to date despite numerous attempts to make further contact S60 approval process requirements incorporated into design brief

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18TH JULY, 2019.

		<p>Relevant NSW DPI Water contact details provided to the design consultant</p> <p>Concept design forwarded to DoI Water</p> <p>Positive contact made with DoI Water confirming receipt of concept design</p> <p>Feedback received from DoI Water on the concept design</p> <p>Detailed design forwarded to DoI Water</p> <p>Discussions held with DoI Water on the detailed design and opportunities for improvements</p> <p>Feedback received from DoI Water on the detailed design</p>
Further Actions		Prepare correspondence to DoI Water formally requesting S60 approval on the basis of incorporation of DoI feedback into the detailed design
Issue		Rail Crossing
Actions to Date	to	<p>Contact made with John Holland Rail regarding requirements for rail line service crossings</p> <p>Engineering standards provided to the design consultant</p> <p>John Holland Rail contact details provided to the design consultant</p> <p>Application made for in principal approval of rail crossing</p> <p>Application made for the installation of the rail crossing</p> <p>Ongoing discussions and negotiations with John Holland Rail to obtain the required approval</p>
Further Actions		<p>Provide additional detail on methodology and timing of works to support application for rail line service crossing</p> <p>Ongoing discussions and negotiations</p>
Issue		Burley Griffin Way Crossing(s)
Actions to Date	to	<p>Contact to be made with NSW Roads and Maritime Services to ascertain engineering standards and requirements</p> <p>Application made for in principal approval of road crossings</p> <p>Application made for the installation of the road crossings</p> <p>Approval received for road crossings</p>
Further Actions		No further action
Issue		Acquisition of Land for Pump Station
Actions to Date	to	<p>Critical dates for finalisation of pump station location incorporated into design brief</p> <p>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</p>
Further Actions		No further action


.....

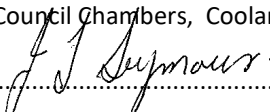
MAYOR


.....

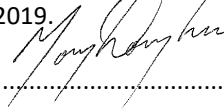
GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18TH JULY, 2019.

Issue		Bygoo Road Realignment Project
Actions to Date	to	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	to	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	to	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	to	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


.....

MAYOR


.....

GENERAL MANAGER.

	<p>Some elements of the reticulation system deferred for later construction as development occurs</p> <p>Construction of the third evaporation basin at the treatment plant deferred until required by load and/or climatic conditions</p> <p>Construction contract broken into three (3) components, resulting in lower cost than appointing a single contractor</p> <p>Some materials and services required for the project to be provided by Council</p>
Further Actions	<p>Ongoing cost control during construction</p> <p>Identify any further opportunities for cost savings during construction</p>

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
- Prequalification of construction methods
- Approval from NSW Roads and Maritime Services for the Burley Griffin Way road crossings
- Ongoing discussions and negotiations with John Holland Rail and RMS regarding approvals to underbore the rail line and Burley Griffin Way

Upcoming Activities

- Meeting with Ardlethan Sewerage Committee
- Ongoing discussions and negotiations with John Holland Rail and RMS regarding approvals to underbore the rail line and Burley Griffin Way

Recommendation

For Council information.

RESOLVED on the motion of Clr McKinnon and seconded by Clr Crocker that the report be received. 158/07/2019

**ES5) SPRAYED BITUMINOUS SURFACING CONTRACT 2018/05 – EXTENSION
(T.03-04, SC419; LF571)**

- Council is in receipt of an email from Downer offering an extension of the 2018/05 Contract. The Contract document states the duration of the Contract as:
Attachment No. 8

“This Contract is for 12 months. The Contract may be extended for a period not exceeding 12 months at the discretion of the Council”.

The offer states that bitumen would still be subject to a rise and fall with adjustments made according to the current market value of \$1,215 per tonne. All other components of the Contract such as sweeping, traffic control, aggregate etc., operates under a schedule of rates and will be retained at 2018 rates.

Council has been fully satisfied with the services provided by Downer over the previous twelve months and considers their rates still to be the lowest overall. Taking into consideration the heavy 2019/2020 Works Programme, Council have a preference to extend the full service Contract for an additional twelve months.

Recommendation

That the offer of extension of Sprayed Bituminous Surfacing, Contact 2018/05 for a further twelve months be accepted.

RESOLVED on the motion of Clr Maslin and seconded by Clr White that the offer of extension of Sprayed Bituminous Surfacing, Contact 2018/05 for a further twelve months be accepted. 159/07/2019

ES6) ROADS TO RECOVERY PROGRAMME 2019/2020 (R.07-05, SC332)

Since presenting the 2018/2019 Works Programme, Council have been advised of an additional \$772,445 provided under the Roads to Recovery 19/20 to 23/24 Programme. These additional funds will be split evenly across the five years of the programme equating to \$154,489/year.

To expend these additional funds, the next priority works identified as per Council's condition rating assessment is Mirrool South Road (1.51 to 2.96kms) 1.45kms reconstruction from Newell Highway. These works will build onto reconstruction works performed on Mirrool South Road over recent years.

Recommendation

Reconstruction of Mirrool South Road (1.51 to 2.96kms) 1.45kms from Newell Highway be adopted under the Roads to Recovery Programme 2019/2020 at a value of \$161,820.

RESOLVED on the motion of Clr Maslin and seconded by Clr Crocker that Reconstruction of Mirrool South Road (1.51 to 2.96kms) 1.45kms from Newell Highway be adopted under the Roads to Recovery Programme 2019/2020 at a value of \$161,820. 160/07/2019

ES7) STABILISATION CONTRACT 2018/04 (T.03-07, SC422)

Council's current Stabilisation Contract (RFQ 2018/04) awarded to Stabilised Pavements Aust (SPA) for the 2018/2019 year has now reached the 12 month period. Under the terms of the Contract at Council's discretion, it has the option to extend the Contract for one additional 12 month term.

- Correspondence has been received from SPA advising that they are able to retain the 18/19 rates for an additional 12 months, with a minor increase to the supply of lime product. This increase is less than CPI, will still provide the cheapest rate from 2018/2019 contract submissions, can be contained within the existing budget allocations and presents the best value for money contractor for Council.
Attachment No. 10

Council are satisfied with the services SPA provide and recommend extending the Contract for an additional 12 months.

Recommendation

That Council extend Stabilisation Contract 2018/04 for an additional 12 months at the 2019/2020 submitted rates.

RESOLVED on the motion of Clr McKinnon and seconded by Clr White that Council extend Stabilisation Contract 2018/04 for an additional 12 months at the 2019/2020 submitted rates. 161/07/2019

ES8) 2019-2020 ACTIVE TRANSPORT PROGRAMME (R.07-08, SC333)

- ➔ Council has received correspondence from RMS of its success with regards to the Active Transport - Walking Communities Programme. Funding is provided to the value of \$6,750.00 and this will be utilized to upgrade pram ramps in the towns of Coolamon (13), Ardlethan (5), Beckom (2) and Marrar (3) to current Australian standards. Attachment No. 11

Council also submitted a number of applications under the Active Transport – Cycleways Programme and are yet to be advised of their success.

Recommendation

For Council information.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr McCann that the report be received. 162/07/2019

5.4) EXECUTIVE MANAGER, DEVELOPMENT & ENVIRONMENTAL SERVICES' REPORTS

HS1) DEVELOPMENT ACTIVITY REPORT FOR THE PERIOD ENDING 30TH JUNE, 2019 (B.05-03, SC58)

Summary

This report advises of the Development Application activity for the month of June 2019.

Development Activity Table

Application Number	Type	Address	Determination	Value
CDC 2019/04	New Single Dwelling & Attached Garage	1 Ashbridge Road, Ganmain	Approved	\$387,878.00
DA 2019/28	Alterations & Additions to Dwelling & Replacement of Verandah	61 Cowabbie Street, Coolamon	Approved	\$80,000.00
DA 2019/30	New Secondary Dwelling (Installation of Manufactured Home)	1 Coopers Lane, Coolamon	Approved	\$195,000.00
DA 2019/31	New Shed	23 Iverach Street South, Coolamon	Approved	\$9,500.00
DA 2019/32	Continued use water storage works – increasing dam capacity	10 Jerricks Lane, Coolamon	Approved	N/A
DA 2019/34	New Single Dwelling & Attached Garage	155 Wallace Street North, Coolamon	Approved	\$480,000.00
DA 2019/37	New Single Dwelling & Attached Garage	99 Campbells Lane, Coolamon	Approved	\$325,000.00
DA 2019/38	Shed Extension	40 Cowabbie Street, Coolamon	Approved	\$1,500.00
TOTAL: 8			8	\$1,478,878.00

Financial Implications

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

Consultation

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

Recommendation

That Council receive and note this report on development activity for the period up to 30th June, 2019.

RESOLVED on the motion of Clr McKinnon and seconded by Clr Crocker that Council receive and note this report on development activity for the period up to 30th June, 2019. 163/07/2019

† ADJOURNMENT

RESOLVED on the motion of Clr McCann and seconded by Clr McKinnon 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. 164/07/2019

Council adjourned at 3.15pm into Committee of a Whole and reconvened at 3.21pm.

6) RECOMMENDATION OF A COMMITTEE OF A WHOLE MEETING HELD 18TH JULY, 2019.

RESOLVED on the motion of Clr Maslin and seconded by Clr White that the Recommendations of a Committee of a Whole Meeting held 18th July, 2019 be adopted. 165/07/2019

7) REPORTS: DELEGATES/MAYOR/COUNCILLORS

There were no reports.

Meeting Closed at 3.53pm.

Confirmed and signed during the Meeting held this 22nd day of August, 2019.

.....
MAYOR

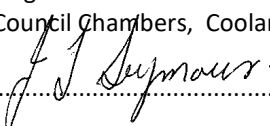
ATTACHMENTS FOR THE MEETING HELD 18TH JULY, 2019

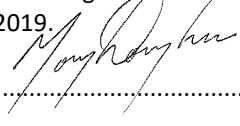
ITEMS DISTRIBUTED WITH THE AGENDA

- 1) **ACTIVITY REPORTS**
 - 1) Operating Statistics of the Coolamon Shire Library for June 2019.
 - 2) Community Development Officer's Report for June 2019.
 - 3) Tourism and Business Development Officer's Report for June 2019.
 - 4) Road Safety Officer's Activity Report for June 2019.
Refer Correspondence Item (2a).
- 2) Correspondence from the Hon Shelley Hancock MP regarding change to the Local Government Act.
Refer General Manager's Report (GM1), [File No. L.05-01].
- 3) A copy of the letter from the City of Wagga Wagga regarding the offer of office space in the Sydney CBD.
Refer General Manager's Report (GM2), [File No. C.11-01].
- 4) Correspondence from the Murray Darling Association inviting Council to join MDA.
Refer General Manager's Report (GM3), [File No. W.01-04].
- 5) Correspondence from IPART regarding the Review of Costs of Conducting Local Government Elections.
Refer General Manager's Report (GM6), [File No. E.01-08].
- 6) A copy of the Delivery Program Progress Report for the six months January to June 2019.
Refer Executive Manager, Corporate & Community Services' Report (CS2), [File No. S.11-06].
- 7) A copy of the Workforce Management Plan.
Refer Executive Manager, Corporate & Community Services' Report (CS3), [File No. P.12-01].
- 8) Correspondence from Downer EDI Works Pty Ltd regarding the extension of the Sprayed Bituminous Surfacing Contract 2018/05.
Refer Executive Manager, Engineering & Technical Services' Report (ES5), [File No. T.03-04].
- 9) A table of the tenders received for the construction of a residential dwelling at Lot 14, DP 1231611, 155 Wallace Street, Coolamon.
Refer General Manager's Report (GM7), [File No. D.03-01].

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18TH JULY, 2019.

- 10) Correspondence from Stabilised Pavements Aust regarding the extension of the Stabilisation Contract 2018/04.
Refer Executive Manager, Engineering & Technical Services' Report (ES7), [File No. T.03-07].
- 11) Correspondence from RMS regarding the 2019-2020 Active Transport Programme.
Refer Executive Manager, Engineering & Technical Services' Report (ES9), [File No. R.07-08].


..... MAYOR


.....GENERAL MANAGER.