

**Meeting commenced at 2.00pm.**

**BUSINESS:**

- 1) Apologies
- 2)
  - a. Confirmation of Minutes of the Meeting held 17th May, 2018.
  - 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 21<sup>st</sup> June, 2018.
- 6) Reports: Delegates/Mayor/Councillors
- 7) Recommendations of the Local Heritage Fund Committee Meeting held 5<sup>th</sup> June, 2018.

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

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

**APOLOGIES:** Nil.

**1) APOLOGIES:**

There were no apologies

**2a) CONFIRMATION OF MINUTES OF THE MEETING HELD 17<sup>TH</sup> MAY, 2018.**

**RESOLVED** on the motion of Clr McCann and seconded by Clr Crocker that the Minutes of the Meeting held 17<sup>th</sup> May, 2018 as circulated be confirmed and adopted. 110/06/2018

**2b) MATTERS ARISING OUT OF THE MINUTES**

There were no matters arising out of the Minutes.

**3) CORRESPONDENCE**

**AGENDA A (FOR INFORMATION ONLY)**

**1a) INFORMATION PAPERS**

→ The following papers have been **distributed** with Council's supplementary material as being matters of information/interest to Councillors. If Councillors desire any further information on the matters distributed then that can be raised with the General Manager. Attachment No. 1

- 1) Draft Minutes of the Advance Marrar Committee Meeting held 10<sup>th</sup> April, 2018.
- 2) A copy of the May 2018 RERO Newsletter.
- 3) Minutes of the Advance Ardlethan Committee Meeting held 7<sup>th</sup> May, 2018 and 4<sup>th</sup> June, 2018.

**2a) ACTIVITY REPORTS**

- 1) Operating Statistics of the Coolamon Shire Library for May 2018.
- 2) Youth & Community Development Officer's Report for May 2018.

General Manager's Note

→ The above reports are operating reports only for use by Senior Staff. They are submitted to Council as part of Agenda A for information only. Attachment No. 2

## **AGENDA B**

### **1b) STEPH COOKE MP (P.06-01, SC310)**

Forwarding a Media Release titled: "Budget Presents an Exciting Future for Regional NSW".

#### General Manager's Note

- ➔ A copy of the Media Release has been distributed with the information papers for Councillors information. **Attachment No. 12**

### **2b) LOCAL GOVERNMENT NSW (L.07-01, SC277)**

Advising that LGNSW staff are in the NSW State Budget lock-up and are reviewing the Budget Papers and preparing to bring updates on issues relevant to Local Government and Communities. Rolling updates will be provided via a live blog on LGNSW's website at [www.lgnsw.gov.au](http://www.lgnsw.gov.au)

#### General Manager's Note

- ➔ A copy of the NSW Budget 2018/19 Live Analysis has been distributed with the information papers for Councillors information. **Attachment No. 13**

**RESOLVED on the motion of Clr McCann and seconded by Clr White:** **111/06/2018**

- 1) That the correspondence listed in Agenda A and Agenda B be received and noted.**
- 2) That Council write to Member for Cootamundra, Steph Cooke MP, expressing our concerns about the funding reduction in Public Libraries and also that Grants and Subsidies for Local Government be cut by \$25.2 Million.**

## 4) GENERAL MANAGER'S REPORT

### 4.1 GENERAL MANAGER REPORTS

#### GM1) ARDLETHAN SEWER (S.03-02, SC361)

- A Meeting of the Ardlethan Sewerage Committee was held on the 24<sup>th</sup> May, 2018 and a copy of the Minutes of the Meeting are provided for your information.

Attachment No. 3.1

- Of importance to note is that a 3<sup>rd</sup> Frequently Asked Questions will be sent out shortly to all residents within the proposed sewer footprint. Attachment No. 3.2

In addition, a Public Information Session is proposed for Thursday, 5<sup>th</sup> July, 2018. This will run from 2.00pm and finish at approximately 5.30pm with relevant Senior Staff and the Contract Manager on hand to discuss items with individual property owners.

#### Recommendation

For Council information.

**RESOLVED on the motion of Clr Jones and seconded by Clr McKinnon that the report be noted.** 112/06/2018

#### GM2) COUNTRY CHANGE (I.03-08, SC244)

- Council has received a proposal from Regional Development Australia (RDA) to support its Country Change Campaign by continuing its membership and social media marketing. Attachment No. 4

As pointed out Council did participate last year in the Country Change Expo which was a joint programme run in conjunction with Temora, Junee, Cootamundra-Gundagai and ourselves. It involved a marquee and stand that was set up leading into the Temora Show and was undertaken on the back of Coolamon Shire's recent and impressive media exposure that was occurring at the time.

Staff indicated that the previous social media campaign surrounding the Expo was a success and engaging. It should bring more visitors to our social media sites, build on our following, and promoting more visitors. Endorsing the programme would continue the benefits achieved last year.

As part of this contribution Council are not required to participate in the expression of interest to host or participate in the 2018 Country Change Expo, as this is additional. This can be decided on the merits of such a proposal at the time of considering if Coolamon Shire would like to participate.

Last year Council contributed approximately \$10,000.00 to Country Change, which include the Expo and promotional campaign. This year's contribution is set at \$2,000.00.

The addition of the Riverina Job Search engine is a positive outcome that will allow business to add opportunities to prospective employees and further encourage relocation. Council will be interested in the actual data this can produce.

Recommendation

That Council continue its membership in the Country Change Campaign.

**RESOLVED on the motion of Clr White and seconded by Clr Maslin that Council continue its membership in the Country Change Campaign.** 113/06/2018

**GM3) SOUTHERN SPORTS ACADEMY – SPONSORSHIP (S.07-01, SC589)**

Council has had a long involvement with the Southern Sports Academy in providing support to young participants from within this Local Government Region.

→ Council has received correspondence from Andrew Bell the Chairman, advising that three students who reside in the Shire are currently within programmes offered by the Southern Sports Academy. Attachment No. 5

Council has in the past provided \$200.00 to elite young athletes who are identified within this programme. Council can see no reason why this should not continue.

Recommendation

That Council contribute \$200.00 each to support Ruby Alchin, Gus Richardson and Grace Masterson in the Southern Sports Academy Elite Young Athletes Programme.

**RESOLVED on the motion of Clr McKinnon and seconded by Clr White that Council contribute \$200.00 each to support Ruby Alchin, Gus Richardson and Grace Masterson in the Southern Sports Academy Elite Young Athletes Programme.** 114/06/2018

**GM4) DETERMINATION OF LOCAL GOVERNMENT REMUNERATION (C.12-03, SC146)**

Each year Council are required to set the remuneration for Councillors and Mayors.

The Local Government Remuneration Tribunal has determined an increase of 2.5% to the Mayoral and Councillor fees for the 2018/19 financial year.

Coolamon Shire Council are allocated a range by the Tribunal that determines a maximum and minimum amount to be paid.

Category	Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee	
	Minimum	Maximum	Minimum	Maximum
Rural	8,970.00	11,860.00	9,540.00	25,880.00

Coolamon Shire Council has historically accepted the minimum amount for Councillors with an additional amount allocated to the Mayor (currently \$13,460.00). This has been granted in consideration of the additional work and responsibilities associated with the Mayoral role.

Recommendation

That Council continue with the current allocation and include the addition of the 2.5%.

**RESOLVED on the motion of Clr McCann and seconded by Clr White that Council continue with the current allocation and include the addition of the 2.5%.**

115/06/2018

**Councillor Logan entered the meeting at 2.13pm.**

**GM5) COUNCIL DELIVERY PROGRAM 2018-2022 & OPERATIONAL PLAN 2018-2019 (S.11-06, SC516)**

Reference is made to Council's report on Council's Delivery Program & Operational Plan as presented to the April Council Meeting. In accordance with the Local Government Act, the Program & Plan and amended fees have been advertised for Community comment and no submissions have been received.

Council has been advised that 50% of the 2018/2019 Financial Assistance Grant will be paid before 30 June 2018. This will increase the operating result for the

current financial year by \$1,703,733 and decrease the operating result for the 2018/2019 financial year to \$4,557,922.

Council has also been advised that the legislated fees for the registration of Companion Animals have been increased by CPI and will be as follows from 1 July 2018

- Desexed animal: \$57 (from \$55)
- Animal under 6 months not desexed: \$57 (from \$55)
- Non-desexed animal: \$207 (from \$201)
- Breeder (Recognised) concession: \$57 (from \$55)
- Pensioner concession (desexed animal only): \$24 (from \$23)
- Pound/Shelter animal 50% discount (desexed): \$28.50 (from \$27.50)

Council's Fees & Pricing Schedule will be updated to reflect the new fees.

The recommendations as listed below are put forward for Council consideration.

Recommendation

- 1) The Delivery Program 2018-2022 and Operational Plan 2018-2019 (including the Organisational Structure) be formally adopted by Council.
- 2) The list of fees for all principle activities as detailed in the Delivery Program 2018-2022 and Operational Plan 2018-2019 being the fees applicable for the year 2018-2019 be likewise adopted by Council.
- 3) The Budget for future years 2019-2020, 2020-2021 and 2021-2022 be adopted in principle by Council noting that detailed consideration of each of the years will be the subject of further consideration by Council at the time of preparation of the respective year's estimates.
- 4) The 10 Year Long Term Financial Plan be adopted as a guide to be utilised in future Delivery Program & Operational Plan formulation.
- 5) The proposed rate structure incorporating the use of minimum rates be adopted.
- 6) Expenditure required to finance works and services and commitments of Council for the financial year of 2018-2019 be approved and voted in accordance with the provisions of Regulation 211 of the Local Government (General) Regulation 2005 as hereunder:-

Total Operating Income – Consolidated Funds	\$20,450,000
Total Operating Expenditure - Consolidated Funds	\$14,183,000
Operating Result	\$6,267,000
Finance from Rates & Annual Charges	\$3,483,000
Finance from Grants and Contributions	\$12,101,000
Total Capital Expenditure – Consolidated Funds	\$11,157,387
Cash Deficit	\$194,000

7) RATES - MAKING AND LEVYING OF 2018-2019 RATES

Whereas the estimates of income and expenditure of the consolidated funds of the Council for the year 2018-2019 were adopted by the Council on the 26<sup>th</sup> April, 2018 and following the due public notice of Council's intention to levy rates and charges through its Delivery Program 2018-2022 and Operational Plan 2018-2019 exhibited for a period of 28 days and whereas the Council has considered submissions relating to the publicly exhibited Delivery Program and Operational Plan, it is hereby RESOLVED that the Council does now make and levy the rates and charges for all ordinary rates, special rates and sewerage service charges for the financial year commencing on the first day of July, Two Thousand and Seventeen as specified hereunder:-

A. ORDINARY RATES

- i) Residential (Ardlethan) rate of 2.13¢ in the dollar in terms of Section 516 and 529 of the Local Government Act 1993 calculated on the land value in respect of rateable land the dominant use of which is for residential purposes situated in the Ardlethan Township-

A minimum rate of \$279.00 for each parcel of land as prescribed under Section 548 of the Local Government Act 1993 shall apply for this rate.

- ii) Residential (Ganmain) - The rate of 1.02¢ in the dollar terms of Section 516 and 529 of the Local Government Act 1993 calculated on the land value in respect of rateable land the dominant use of which is for residential purposes situated in the Ganmain Township.



A minimum rate of \$279.00 for each parcel of land as prescribed under Section 548 of the Local Government Act 1993 shall apply for this rate.

- iii) Residential (Coolamon) - The rate of 0.59¢ in the dollar terms of Section 516 and 529 of the Local Government Act 1993 calculated on the land value in respect of rateable land the dominant use of which is for residential purposes situated in the Coolamon Township.

A minimum rate of \$279.00 for each parcel of land as prescribed under Section 548 of the Local Government Act 1993 shall apply for this rate.

- (iv) Residential (Ordinary) rate of 0.48¢ in the dollar terms of Section 516 and 529 of the Local Government Act calculated on the land value of all rateable land the dominant use of which is for residential purposes not situated in any other sub category.

A minimum rate of \$279.00 for each parcel of land as prescribed under Section 548 of the Local Government Act 1993 shall apply for this rate.

- (v) Business (Ardlethan) - Rate of 2.13¢ in the dollar calculated on the land value of all rateable land in the Ardlethan Township in terms of Section 518 and 529 of the Local Government Act 1993 excluding land defined as residential and farmland.

A minimum rate of \$279.00 for each parcel of land as prescribed under Section 548 of the Local Government Act 1993 shall apply for this rate.

- (vi) Business (Ganmain) - Rate of 1.02¢ in the dollar calculated on the land value of all rateable land in the Ganmain Township in terms of Section 518 and 529 of the Local Government Act 1993 excluding land defined as residential and farmland.

A minimum rate of \$279.00 for each parcel of land as prescribed under Section 548 of the Local Government Act 1993 shall apply for this rate.

- (vii) Business (Coolamon) - Rate of 0.59¢ in the dollar calculated on the land value of all rateable land in the Ganmain Township in terms of Section 518 and 529 of the Local Government Act 1993 excluding land defined as residential and farmland.

A minimum rate of \$279.00 for each parcel of land as prescribed under Section 548 of the Local Government Act 1993 shall apply for this rate.

- (viii) Business (Ordinary) - Rate of 0.48¢ in the dollar calculated on the land value of all rateable land in terms of Section 518 and 529 of the Local Government Act 1993 excluding lands defined as residential and farmland and those lands defined as Business Ganmain, Business Ardlethan and Business Coolamon.

A minimum rate of \$279.00 for each parcel of land as prescribed under Section 548 of the Local Government Act 1993 shall apply for this rate.

- (ix) A farmland rate of 0.3415¢ in the dollar calculated on the land value of all rateable land which in Council's opinion qualifies as farmland as defined in Section 515 of the Local Government Act 1993.

A minimum rate of \$279.00 for each parcel of land as prescribed under Section 548 of the Local Government Act 1993 shall apply to this rate.

**B. SEWERAGE CHARGE**

A minimum charge for each built on assessment be \$475.00 on occupied lands with a minimum charge of \$237.00 on unoccupied lands, plus an additional charge of \$127.00 for each water closet and urinal in excess of two.

An additional charge of \$330.00 per assessment where the capital contribution has not been paid in the sewered area of Ganmain.

**C. ARDLETHAN EFFLUENT CHARGE**

A minimum charge for each built on assessment be \$237.00

D. DOMESTIC WASTE MANAGEMENT CHARGES

- i) A Domestic Waste Management charge of \$186.00 per service for a once weekly service rendered in the Villages of Coolamon, Ganmain, Ardlethan, Marrar, Matong and Beckom within the scavenging areas as defined in those Villages charged in accordance with the provisions of Section 496 of the Local Government Act 1993.
- ii) A Domestic Recycling charge of \$89.00 per service for a fortnightly service rendered in Villages of Coolamon, Ganmain, Ardlethan, Marrar, Matong and Beckom within the scavenging areas as defined in those Villages charged in accordance with the provisions of Section 496 of the Local Government Act 1993.
- iii) A Domestic Organics charge of \$58.00 per service for a fortnightly service rendered in Villages of Coolamon and Ganmain within the scavenging areas as defined in those Villages charged in accordance with the provisions of Section 496 of the Local Government Act 1993.
- iv) A minimum Domestic Waste Management charge of \$38.00 for vacant lots in the scavenging areas of the Villages of Ardlethan, Coolamon, Ganmain, Matong, Beckom and Marrar. Such charges being levied in accordance with the provisions of Section 496 of the Local Government Act 1993.
- v) A Domestic Waste Tip Access Charge of \$53.00 (inc. GST) for occupied assessments. Such charges being levied in accordance with the provisions of Section 501 of the Local Government Act 1993.
- vi) A Commercial Waste Management charge of \$259.00 (inc. GST) for weekly service rendered in Villages of Coolamon, Ganmain, Ardlethan, Marrar, Matong and Beckom for Commercial Properties. Such charges being levied in accordance with the provisions of Section 501 of the Local Government Act 1993.

E. STORMWATER MANAGEMENT CHARGES

- i) A Residential Stormwater Management Charge of \$25.00 per assessment for occupied properties categorised as

residential within the urban land of Coolamon, Ganmain and Ardlethan charged in accordance with the provisions of Section 496A of the Local Government Act 1993. The urban areas being those areas zoned RU5 in the Coolamon Local Environmental Plan 2011.

- ii) A Business Stormwater Management Charge of \$25.00 per 350m<sup>2</sup> of land up to a maximum of \$300.00 per assessment for occupied properties categorised as business within the urban land of Coolamon, Ganmain and Ardlethan charged in accordance with the provisions of Section 496A of the Local Government Act 1993. The urban areas being those areas zoned RU5 in the Coolamon Local Environmental Plan 2011.

F. SEWERAGE SERVICE CHARGES

The Sewerage Service Charges in respect of non-rateable land within the sewered areas of Coolamon and Ganmain shall be \$127.00 for each water closet and urinal.

G. EXTRA CHARGE (INTEREST) ON OVERDUE RATES

That in accordance with Section 566 (3) of the Local Government Act 1993 interest on overdue rates and charges shall accrue on a daily simple basis at the maximum rate of 7.5% per annum as allowed by the Office of Local Government for the period 1st July, 2018 to the 30th June, 2019.

**RESOLVED on the motion of Clr McCann and seconded by Clr Maslin that:**  
116/06/2018

- 1) **The Delivery Program 2018-2022 and Operational Plan 2018-2019 (including the Organisational Structure) be formally adopted by Council.**
- 2) **The list of fees for all principle activities as detailed in the Delivery Program 2018-2022 and Operational Plan 2018-2019 being the fees applicable for the year 2018-2019 be likewise adopted by Council.**
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- 5) The proposed rate structure incorporating the use of minimum rates be adopted.
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lands, plus an additional charge of \$127.00 for each water closet and urinal in excess of two.

An additional charge of \$330.00 per assessment where the capital contribution has not been paid in the sewerred area of Ganmain.

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- iv) A minimum Domestic Waste Management charge of \$38.00 for vacant lots in the scavenging areas of the Villages of Ardlethan, Coolamon, Ganmain, Matong, Beckom and Marrar. Such charges being levied in accordance with the provisions of Section 496 of the Local Government Act 1993.
- v) A Domestic Waste Tip Access Charge of \$53.00 (inc. GST) for occupied assessments. Such charges being levied in accordance with the provisions of Section 501 of the Local Government Act 1993.



- vi) **A Commercial Waste Management charge of \$259.00 (inc. GST) for weekly service rendered in Villages of Coolamon, Ganmain, Ardlethan, Marrar, Matong and Beckom for Commercial Properties. Such charges being levied in accordance with the provisions of Section 501 of the Local Government Act 1993.**

**E. STORMWATER MANAGEMENT CHARGES**

- i) **A Residential Stormwater Management Charge of \$25.00 per assessment for occupied properties categorised as residential within the urban land of Coolamon, Ganmain and Ardlethan charged in accordance with the provisions of Section 496A of the Local Government Act 1993. The urban areas being those areas zoned RU5 in the Coolamon Local Environmental Plan 2011.**
- ii) **A Business Stormwater Management Charge of \$25.00 per 350m<sup>2</sup> of land up to a maximum of \$300.00 per assessment for occupied properties categorised as business within the urban land of Coolamon, Ganmain and Ardlethan charged in accordance with the provisions of Section 496A of the Local Government Act 1993. The urban areas being those areas zoned RU5 in the Coolamon Local Environmental Plan 2011.**

**F. SEWERAGE SERVICE CHARGES**

**The Sewerage Service Charges in respect of non-rateable land within the sewerred areas of Coolamon and Ganmain shall be \$127.00 for each water closet and urinal.**

**G. EXTRA CHARGE (INTEREST) ON OVERDUE RATES**

**That in accordance with Section 566 (3) of the Local Government Act 1993 interest on overdue rates and charges shall accrue on a daily simple basis at the maximum rate of 7.5% per annum as allowed by the Office of Local Government for the period 1st July, 2018 to the 30th June, 2019.**

**GM6) JOINT ORGANISATIONS (R.06-01, SC329; L.05-05, SC275)**

Council will recall that the Coolamon Shire has resolved to be in a Riverina Joint Organisation. This includes the Councils of Bland, Temora, Junee, Lockhart, Greater Hume, Cootamundra-Gundagai. It should be noted that the Councils of Wagga and Snowy Valleys decided not to be part of the Riverina JO.

The Joint Organisation has subsequently been proclaimed by the State Government, however, at the date of proclamation the regulations setting out the administrative provisions of the Joint Organisation had not yet been provided. These regulations have subsequently been provided.

The Councils that indicated participation in the Riverina Joint Organisation have now had time to read the regulations and prior to making a final decision would like to seek further clarification from the State Government in regard to these regulations.

Council representatives will be part of a delegation that has requested to meet with the Deputy Premier and the Local State Members to discuss these issues and concerns.

Recommendation

For Council information.

**RESOLVED on the motion of Clr McCann and seconded by Clr Jones that that the report be noted.** 117/06/2018

## 4.2 EXECUTIVE MANAGER, CORPORATE & COMMUNITY SERVICES' REPORTS

### CS1) FINANCE REPORT AS AT 31<sup>ST</sup> MAY, 2018

RESOLVED on the motion of Clr Crocker and seconded by Clr Maslin that the report be received and noted. 118/06/2018

DATE INVESTED	INSTITUTION	RATING	INVESTMENT TYPE	AMOUNT INVESTED	TERMS (days)	RATE	MATURITY DATE
15/06/2017	AMP	A1/A	Term Deposit	\$ 2,000,000	365	2.60%	15/06/2018
19/06/2017	AMP	A1/A	Term Deposit	\$ 1,000,000	365	2.60%	19/06/2018
26/09/2017	AMP	A1/A	Term Deposit	\$ 500,000	273	2.60%	26/06/2018
9/09/2017	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	2.70%	9/09/2018
14/09/2017	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	2.70%	14/09/2018
1/03/2018	NAB	A1+/AA-	Term Deposit	\$ 1,000,000	182	2.50%	30/08/2018
23/09/2017	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	2.50%	23/09/2018
24/10/2017	NAB	A1+/AA-	Term Deposit	\$ 1,000,000	365	2.50%	24/10/2018
2/05/2018	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	184	2.60%	2/11/2018
10/11/2017	Beyond Bank	A2/BBB	Term Deposit	\$ 2,000,000	365	2.70%	10/11/2018
21/12/2017	Beyond Bank	A2/BBB	Term Deposit	\$ 1,700,000	365	2.75%	21/12/2018
8/05/2018	AMP	A1/A	Term Deposit	\$ 1,000,000	272	2.75%	4/02/2019
9/05/2018	Bankwest	A2/BBB	Term Deposit	\$ 1,000,000	271	2.70%	4/02/2019
<b>TOTAL INVESTED</b>				<b>\$ 15,200,000</b>			

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



(Samantha Jennings, Finance Manager)

#### RESTRICTED CASH, CASH EQUIVALENTS & INVESTMENTS

##### EXTERNAL RESTRICTIONS AS AT 30TH JUNE, 2017

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

##### INTERNAL RESTRICTIONS AT 30TH JUNE, 2017

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

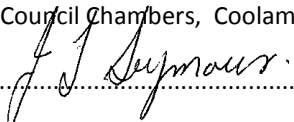
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> JUNE, 2018.

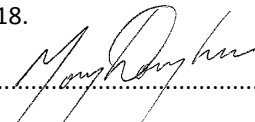
COOLAMON SHIRE COUNCIL  
INCOME STATEMENT

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

	MAY 2018	APRIL 2018	MARCH 2018	2017/2018 BUDGET	2016/2017 ACTUAL
<b>Income from continuing operations</b>					
<b>Revenue:</b>					
Rates & annual charges	3,419,138.44	3,420,270.52	3,420,354.90	3,410,000.00	3,342,541.82
User charges & fees	3,209,893.67	2,886,503.87	2,667,071.24	2,813,000.00	2,931,783.71
Interest and investment revenue	194,353.39	116,915.84	114,803.33	404,000.00	448,073.57
Other revenues	686,058.76	643,896.55	597,757.53	491,000.00	771,690.93
Grants & contributions provided for operating purposes	4,627,559.19	3,841,730.12	3,671,264.03	4,122,000.00	8,416,616.93
Grants & contributions provided for capital purposes	1,878,821.13	1,629,096.51	1,070,594.51	3,429,000.00	1,354,954.49
Internals	0.00	0.00	0.00		
<b>Other income:</b>					
Net gain from the disposal of assets	996,877.27	896,906.26	828,724.44	190,000.00	0.00
<b>Total revenues from continuing operations</b>	<b>15,012,701.85</b>	<b>13,435,319.67</b>	<b>12,370,569.98</b>	<b>14,859,000.00</b>	<b>17,265,661.45</b>
<b>Expenses from continuing operations</b>					
Employee benefits and on-costs	5,065,376.95	4,569,110.45	4,056,841.38	5,043,000.00	5,348,989.28
Borrowing costs	7,006.32	6,770.02	6,611.07	30,000.00	70,026.65
Materials & contracts	2,652,732.16	2,269,125.45	2,040,021.12	2,397,000.00	3,300,065.85
Depreciation, amortisation & impairment	2,944,993.08	2,672,494.86	2,409,639.38	3,022,000.00	2,790,897.03
Other expenses	1,328,884.31	1,192,789.00	1,128,994.03	1,578,000.00	1,390,196.61
Net loss from the disposal of assets					222,922.14
<b>Total expenses from continuing operations</b>	<b>11,998,992.82</b>	<b>10,710,289.78</b>	<b>9,642,106.98</b>	<b>12,070,000.00</b>	<b>13,123,097.56</b>
<b>Operating result from continuing operations</b>	<b>3,013,709.03</b>	<b>2,725,029.89</b>	<b>2,728,463.00</b>	<b>2,789,000.00</b>	<b>4,142,563.89</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>	<b>1,134,887.90</b>	<b>1,095,933.38</b>	<b>1,657,868.49</b>	<b>-640,000.00</b>	<b>2,787,609.40</b>

This is Page No. 20 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 21<sup>st</sup> June, 2018.

..... MAYOR

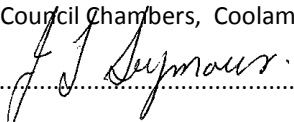
..... GENERAL MANAGER.

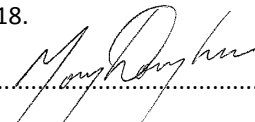
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> JUNE, 2018.

COOLAMON SHIRE COUNCIL  
INCOME STATEMENT BY FUND

	May 2018		
	CONSOLIDATED		TOTAL
	GENERAL FUND	SEWERAGE FUND	
<b>Income from continuing operations</b>			
<b>Revenue:</b>			
Rates & annual charges	2,901,889.89	517,248.55	3,419,138.44
User charges & fees	3,201,757.67	8,136.00	3,209,893.67
Interest and investment revenue	192,251.72	2,101.67	194,353.39
Other revenues	673,486.41	12,572.35	686,058.76
Grants & contributions provided for operating purposes	4,472,777.86	154,781.33	4,627,559.19
Grants & contributions provided for capital purposes	1,843,994.03	34,827.10	1,878,821.13
Internals	0.00	0.00	0.00
<b>Other income:</b>			
Net gain from the disposal of assets	996,877.27	0.00	996,877.27
<b>Total revenues from continuing operations</b>	<b>14,283,034.85</b>	<b>729,667.00</b>	<b>15,012,701.85</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	4,920,064.84	145,312.11	5,065,376.95
Borrowing costs	7,006.32		7,006.32
Materials & contracts	2,355,713.85	297,018.31	2,652,732.16
Depreciation & amortisation	2,737,278.65	207,714.43	2,944,993.08
Other expenses	1,287,737.63	41,146.68	1,328,884.31
<b>Total expenses from continuing operations</b>	<b>11,307,801.29</b>	<b>691,191.53</b>	<b>11,998,992.82</b>
<b>Operating result from continuing operations</b>	<b>2,975,233.56</b>	<b>38,475.47</b>	<b>3,013,709.03</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>	<b>1,131,239.53</b>	<b>3,648.37</b>	<b>1,134,887.90</b>

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 21<sup>st</sup> June, 2018.

.....  
  
 ..... MAYOR

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

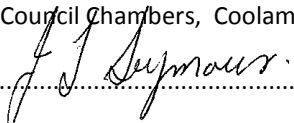
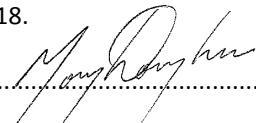
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> JUNE, 2018.

COOLAMON SHIRE COUNCIL  
BALANCE SHEET

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

	MAY 2018	APRIL 2018	MARCH 2018	2017/2018 BUDGET (ADJ FOR OPENING BALS)	2016/2017 ACTUAL
<b>ASSETS</b>					
<b>Current assets</b>					
Cash and cash equivalents	2,203,409.08	834,591.10	1,167,560.55	1,807,816.66	1,352,453.37
Investments	15,200,000.00	15,200,000.00	15,200,000.00	15,900,000.00	15,200,000.00
Receivables	881,883.37	1,459,384.92	1,236,748.48	438,603.96	938,409.07
Inventories	1,282,804.83	1,291,220.97	1,285,091.88	368,169.98	1,383,565.16
Other					
<b>Total current assets</b>	<b>19,568,097.28</b>	<b>18,785,196.99</b>	<b>18,889,400.91</b>	<b>18,514,590.60</b>	<b>18,874,427.60</b>
<b>Non-current assets</b>					
Investments					
Receivables	3,925.13	3,925.13	3,925.13	326,297.13	3,925.13
Inventories	102,397.55	102,397.55	102,397.55	2,000.00	1,941.00
Infrastructure, property, plant & equipment	217,471,128.02	217,194,011.43	216,388,036.30	228,691,172.68	212,611,209.09
Accumulated Dep'n - Infrastructure, PP&E	(45,406,880.89)	(45,206,703.23)	(44,943,847.75)	(49,374,774.74)	(43,473,384.70)
Accumulated Imp't - Infrastructure, PP&E	(1,456,499.18)	(1,456,499.18)	(1,456,499.18)	(156,499.18)	(1,456,499.18)
Other					
<b>Total non-current assets</b>	<b>170,714,070.63</b>	<b>170,637,131.70</b>	<b>170,094,012.05</b>	<b>179,488,195.89</b>	<b>167,687,191.34</b>
<b>Total assets</b>	<b>190,282,167.91</b>	<b>189,422,328.69</b>	<b>188,983,412.96</b>	<b>198,002,786.49</b>	<b>186,561,618.94</b>
<b>LIABILITIES</b>					
<b>Current liabilities</b>					
Payables	7,908,983.17	7,339,240.80	6,896,033.59	7,585,387.96	7,191,922.68
Overdraft					
Interest bearing liabilities	1,157.00	1,157.00	1,157.00	1,846.00	1,157.00
Provisions	1,563,053.48	1,561,635.77	1,562,494.14	1,557,596.01	1,573,274.03
<b>Total current liabilities</b>	<b>9,473,193.65</b>	<b>8,902,033.57</b>	<b>8,459,684.73</b>	<b>9,144,829.97</b>	<b>8,766,353.71</b>
<b>Non-current liabilities</b>					
Payables	990.91	990.91	990.91	798.98	990.91
Interest bearing liabilities	1,448.86	1,448.86	1,448.86	(2,179.14)	1,448.86
Provisions	1,095,890.93	1,095,890.93	1,095,890.93	1,099,682.86	1,095,890.93
<b>Total non-current liabilities</b>	<b>1,098,330.70</b>	<b>1,098,330.70</b>	<b>1,098,330.70</b>	<b>1,098,302.70</b>	<b>1,098,330.70</b>
<b>TOTAL LIABILITIES</b>	<b>10,571,524.35</b>	<b>10,000,364.27</b>	<b>9,558,015.43</b>	<b>10,243,132.67</b>	<b>9,864,684.41</b>
<b>Net assets</b>	<b>179,710,643.56</b>	<b>179,421,964.42</b>	<b>179,425,397.53</b>	<b>187,759,653.82</b>	<b>176,696,934.53</b>
<b>EQUITY</b>					
Retained earnings	87,716,183.82	87,427,504.68	87,430,937.79	89,685,581.01	84,702,474.79
Reserves	91,994,459.74	91,994,459.74	91,994,459.74	98,074,072.81	91,994,459.74
Internal Assets/Liabilities	0.00	0.00	0.00		0.00
<b>Total equity</b>	<b>179,710,643.56</b>	<b>179,421,964.42</b>	<b>179,425,397.53</b>	<b>187,759,653.82</b>	<b>176,696,934.53</b>

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 21<sup>st</sup> June, 2018.

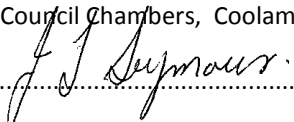
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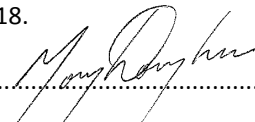
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> JUNE, 2018.

COOLAMON SHIRE COUNCIL  
BALANCE SHEET BY FUND

May 2018			
	CONSOLIDATED GENERAL FUND	SEWERAGE FUND	COOLAMON SHIRE TOTAL
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents	168,005.65	2,035,403.43	2,203,409.08
Investments	15,200,000.00		15,200,000.00
Receivables	815,119.01	66,764.36	881,883.37
Inventories	1,282,804.83		1,282,804.83
Other			0.00
<b>Total current assets</b>	<b>17,465,929.49</b>	<b>2,102,167.79</b>	<b>19,568,097.28</b>
<b>Non-current assets</b>			
Investments			0.00
Receivables	3,925.13		3,925.13
Inventories	102,397.55		102,397.55
Infrastructure, property, plant & equipment	201,241,087.36	16,230,040.66	217,471,128.02
Accumulated Depreciation	(39,298,871.44)	(6,108,009.45)	(45,406,880.89)
Accumulated Impairment	(1,456,499.18)		(1,456,499.18)
Other			0.00
<b>Total non-current assets</b>	<b>160,592,039.42</b>	<b>10,122,031.21</b>	<b>170,714,070.63</b>
<b>Total assets</b>	<b>178,057,968.91</b>	<b>12,224,199.00</b>	<b>190,282,167.91</b>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Payables	7,908,983.17	0.00	7,908,983.17
Interfunding			0.00
Interest bearing liabilities	1,157.00		1,157.00
Provisions	1,563,053.48		1,563,053.48
<b>Total current liabilities</b>	<b>9,473,193.65</b>	<b>0.00</b>	<b>9,473,193.65</b>
<b>Non-current liabilities</b>			
Payables	990.91		990.91
Interest bearing liabilities	1,448.86		1,448.86
Provisions	1,095,890.93		1,095,890.93
<b>Total non-current liabilities</b>	<b>1,098,330.70</b>	<b>0.00</b>	<b>1,098,330.70</b>
<b>TOTAL LIABILITIES</b>	<b>10,571,524.35</b>	<b>0.00</b>	<b>10,571,524.35</b>
<b>Net assets</b>	<b>167,486,444.56</b>	<b>12,224,199.00</b>	<b>179,710,643.56</b>
<b>EQUITY</b>			
Retained earnings	81,489,555.11	6,226,628.71	87,716,183.82
Reserves	85,996,889.45	5,997,570.29	91,994,459.74
Internal Assets & Liabilities	0.00		0.00
<b>Total equity</b>	<b>167,486,444.56</b>	<b>12,224,199.00</b>	<b>179,710,643.56</b>

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 21<sup>st</sup> June, 2018.

..... MAYOR

..... GENERAL MANAGER.

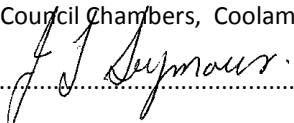
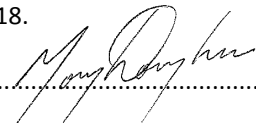
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> JUNE, 2018.

COOLAMON SHIRE COUNCIL  
INTERNAL & EXTERNAL RESTRICTIONS

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

	MAY 2018	APRIL 2018	MARCH 2018	2017/2018 BUDGET (ADJ FOR OPENING BALS)	2016/2017 ACTUAL
<b>GENERAL FUND</b>					
<i>EXTERNALLY RESTRICTED</i>					
Grants & Susidies & Other	495,343.67	252,035.40	215,118.64	305,461.01	305,461.01
Waste Management	1,178,895.08	1,158,556.98	1,102,834.80	970,303.67	944,034.25
Allawah Lodge Accommodation Payments	4,049,343.71	3,550,651.71	3,537,982.19	3,799,148.19	3,706,673.19
Allawah Village Loan-Licence	3,795,181.00	3,795,181.00	3,600,181.00	3,087,162.15	2,977,399.15
	9,518,763.46	8,756,425.09	8,456,116.63	8,162,075.02	7,933,567.60
<i>INTERNALLY RESTRICTED</i>					
Plant Replacement Reserve	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00
Employees Leave Entitlements Reserve	970,000.00	970,000.00	970,000.00	980,000.00	970,000.00
Stormwater Management Reserve	22,815.86	22,815.86	22,815.86	-32,725.00	
Swimming Pools Reserve				0.00	
Deferred Works Reserve	110,000.00	149,080.19	116,636.68	679,000.00	739,000.00
Ardlethan Preschool	53,883.25	63,032.80	35,026.30		17,791.45
Financial Assistance Grant					1,683,001.00
Community Housing Programme Reserve				0.00	
Allawah Lodge Asset Mgt Reserve	550,302.32	544,418.58	388,700.26	714,334.75	602,759.22
Allawah Village Asset Mgt Reserve	183,044.35	207,686.88	209,936.76	371,162.15	260,407.31
CECC Asset Mgt Reserve	260,184.09	275,709.38	278,265.14	212,964.81	203,907.81
Gravel Pits Rehabilitation Reserve	152,000.00	152,000.00	152,000.00	167,000.00	152,000.00
	3,302,229.87	3,384,743.69	3,173,381.00	4,091,736.71	5,628,866.79
Asset Management/Available for Working Funds	2,547,012.32	1,838,297.41	2,650,655.27	953,450.52	1,110,298.78
<b>Total Cash Balance - General Fund</b>	<b>15,368,005.65</b>	<b>13,979,466.19</b>	<b>14,280,152.90</b>	<b>13,207,262.25</b>	<b>14,672,733.17</b>
<b>SEWERAGE FUND</b>					
Sewerage Fund	2,035,403.43	2,055,124.91	2,087,407.65	1,937,371.83	1,879,720.20
	2,035,403.43	2,055,124.91	2,087,407.65	1,937,371.83	1,879,720.20
<b>Total Cash Balance - Sewerage Fund</b>	<b>2,035,403.43</b>	<b>2,055,124.91</b>	<b>2,087,407.65</b>	<b>1,937,371.83</b>	<b>1,879,720.20</b>
<b>TOTAL CONSOLIDATED CASH</b>	<b>17,403,409.08</b>	<b>16,034,591.10</b>	<b>16,367,560.55</b>	<b>15,144,634.08</b>	<b>16,552,453.37</b>

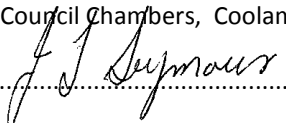
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.....  ..... MAYOR .....  ..... GENERAL MANAGER.



RATE COLLECTIONS

	ARREARS BFWD	LEVIES INC. INTEREST	TOTAL	COLLECTIONS TO DATE	% TO TOTAL	ADJUSTMENTS INC. PENS CONCESSIONS	ADJ TOTAL	% TO TOTAL	COLLECTABLE BALANCE
31/05/2004	280,098.47	2,045,302.43	2,325,400.90	1,888,683.81	81.22%	120,229.66	2,205,171.24	85.65%	316,487.43
31/05/2005	181,374.69	2,092,592.29	2,273,966.98	1,927,319.56	84.76%	108,041.34	2,165,925.64	88.98%	238,606.08
31/05/2006	163,566.58	2,176,435.35	2,340,001.93	1,934,571.99	82.67%	107,793.79	2,232,208.14	86.67%	297,636.15
31/05/2007	185,519.90	2,262,041.00	2,447,560.90	2,036,562.24	83.21%	109,260.30	2,338,300.60	87.10%	301,738.36
31/05/2008	236,912.33	2,429,275.62	2,666,187.95	2,166,314.80	81.25%	124,273.08	2,541,914.87	85.22%	375,600.07
31/05/2009	277,343.62	2,508,993.83	2,786,337.45	2,250,587.90	80.77%	126,121.57	2,660,215.88	84.60%	409,627.98
31/05/2010	239,371.45	2,636,020.57	2,875,392.02	2,247,247.58	78.15%	123,622.81	2,751,769.21	81.67%	504,521.63
31/05/2011	309,194.09	2,747,900.55	3,057,094.64	2,535,677.11	82.94%	171,970.32	2,885,124.32	87.89%	349,447.21
31/05/2012	239,162.46	2,882,996.94	3,122,159.40	2,654,843.72	85.03%	129,310.61	2,992,848.79	88.71%	338,005.07
31/05/2013	207,935.41	3,047,958.51	3,255,893.92	2,760,305.60	84.78%	128,237.52	3,127,656.40	88.25%	367,350.80
31/05/2014	230,807.22	3,156,297.08	3,387,104.30	2,836,485.73	83.74%	125,373.22	3,261,731.08	86.96%	425,245.35
31/05/2015	263,562.88	3,307,233.59	3,570,796.47	2,941,005.00	82.36%	124,151.75	3,446,644.72	85.33%	505,639.72
31/05/2016	335,520.44	3,423,317.00	3,758,837.44	3,213,321.79	85.49%	125,293.18	3,633,544.26	88.43%	420,222.47
31/05/2017	300,944.76	3,514,542.49	3,815,487.25	3,241,994.09	84.97%	123,996.02	3,691,491.23	87.82%	449,497.14
<b>2017-2018</b>									
31/07/2017	303,728.87	3,573,820.19	3,877,549.06	172,064.39	4.44%	114,532.52	3,763,016.54	4.57%	3,590,952.15
31/08/2017	303,728.87	3,567,981.97	3,871,710.84	1,194,571.78	30.85%	116,519.77	3,755,191.07	31.81%	2,560,619.29
30/09/2017	303,728.87	3,557,918.45	3,861,647.32	1,379,589.62	35.73%	116,266.64	3,745,380.68	36.83%	2,365,791.06
31/10/2017	303,728.87	3,562,633.59	3,866,362.46	1,444,201.69	37.35%	117,122.89	3,749,239.57	38.52%	2,305,037.88
30/11/2017	303,728.87	3,565,800.57	3,869,529.44	1,927,430.49	49.81%	117,922.90	3,751,606.54	51.38%	1,824,176.05
31/12/2017	303,728.87	3,567,187.50	3,870,916.37	2,074,337.04	53.59%	117,732.28	3,753,184.09	55.27%	1,678,847.05
31/01/2018	303,728.87	3,571,577.54	3,875,306.41	2,121,682.19	54.75%	117,563.53	3,757,742.88	56.46%	1,636,060.69
28/02/2018	303,728.87	3,574,224.52	3,877,953.39	2,617,048.00	67.49%	118,069.79	3,759,883.60	69.60%	1,142,835.60
31/03/2018	303,728.87	3,576,653.01	3,880,381.88	2,766,747.07	71.30%	118,594.79	3,761,787.09	73.55%	995,040.02
30/04/2018	303,728.87	3,577,008.25	3,880,737.12	2,879,814.99	74.21%	118,679.17	3,762,057.95	76.55%	882,242.96
31/05/2018	303,728.87	3,584,975.35	3,888,704.22	3,317,771.64	85.32%	119,119.80	3,769,584.42	88.01%	451,812.78

.....  ..... MAYOR

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

**CS2) ACCOUNTING TREATMENT FOR RURAL FIRE SERVICE ASSETS (F.03-11,  
SC459)**

The Rural Fires Act 1997 established the Rural Fire Service to co-ordinate bush firefighting and prevention throughout the state and to provide rural fire services for New South Wales.

The NSW Rural Fire Fighting Fund holds all contributions required to meet the costs of the service and is maintained by the NSW Treasury. Annual contributions to the fund are currently sourced as follows:

- NSW Government 14.6%
- Local Government 11.7%
- Insurance Companies 73.7%

→ Attached to this report is a copy of the Client Service Report for the year ended 30th June 2017 from the NSW Audit Office. Councillors would recall that the NSW Audit Office identified an uncorrected misstatement in Council's 2016/2017 Financial Statements relating to Rural Fire Service Assets. [Attachment No. 6](#)

The NSW Audit Office advised that they believed that the "red fleet" assets and plant and equipment should be recognized in Council's financial statements. This meant the NSW Audit Office believed that Council's asset and retained earnings were understated by the net asset value of the "red fleet" and plant and equipment and that Council's comprehensive income was overstated as Council had not accounted for the depreciation of the those Rural Fire Service assets.

Coolamon Shire Council does recognise land and buildings used by the NSW Rural Fire Service on land that is either owned or controlled by Council **but** Council does not account for those buildings that are not located on Council owned or controlled land.

**Asset Recognition**

The criteria for asset recognition are contained in various sections of the *Framework for the Preparation and Presentation of Financial Statements* and *AASB116* of the Australian Accounting Standards.

The Framework provides the following relevant information:

*An asset is defined as a resource that is controlled by the entity as a result of past events and from which future economic benefits are expected to flow to the entity (49).*

*Attention needs to be given to its underlying substance and economic reality and not merely its legal form (51).*

*In respect of not-for-profit entities, economic benefit is synonymous with service provision or enabling them to meet their objectives to beneficiaries (54).*

*The right of ownership is not essential to the determination of control (57).*

AASB 116 requires that an asset can only be recognised if it is probable that future economic benefits associated with the item will flow to the entity.

Therefore there are effectively two issues in determining whether an asset should be recognised:

- where does effective control lie; and
- where does responsibility for the function lie.

### **Control**

The Rural Fire Act 1997 under Section 119 provides that

- All firefighting equipment acquired from the fund is to be vested in the Council of the area;
- A council must not dispose of such equipment without the written consent of the Commissioner; and
- That the Fund is entitled to the share of the proceeds from disposal based on the original cost of purchase. This means that if the Fund paid 100% of the original cost, 100% of the proceeds are to be credited to the Fund and that Local Government is not entitled to any of the proceeds as a contributor to the fund.

The Rural Fire District Service Agreement between Council and the Commissioner includes a basic section on District equipment (section 5):

- Council will allow the Rural Fire Service to use the equipment which is owned by, vested in or under the control of the Council;
- The Commissioner agrees to maintain the equipment on behalf of the Council; and
- The Rural Fire Service will maintain and supply to Council a register of the equipment.

This can be compared to a very detailed section on Land and Buildings (section 6) which specifically states that the legal right to possession and control over the

premises and land remains vested in Council and the Rural Fire Service only has right of occupation. In addition:

- Council must maintain the premises in good repair;
- Council must pay all utility costs associated with the premises; and
- Council must pay all insurances associated with the building and public risk.

### ***Accounting Recognition of Assets***

SAC 4 “Definition and Recognition of the Elements of Financial Statements” sets the basis on which an “Asset” should be recognised. There are two major factors to determine;

- The Entity must receive future economic benefits; and
- The Entity must have control over those future economic benefits.

### **Future Economic Benefits**

The Rural Fire Service is funded directly by the State; both operating and capital acquisitions are made directly by Rural Fire Service Officers. Council has no input into the operations or capital acquisitions of the Rural Fire Service.

The Fire Services Act provides that:

The NSW Rural Fire Service has the function to provide rural fire services for New South Wales [9 (1) (a)].

It is considered therefore that it is the Rural Fire Service and not Local Government that receive future economic benefit from firefighting equipment assets in terms of both net cash flows and service provision.

### **Control of Assets**

SAC 4 defines “control of an asset” as; *the capacity of the entity to benefit from the asset in the pursuit of the entity's objectives and to deny or regulate the access of others to that benefit.*

### **Land & Buildings**

The Rural Fire District Service Agreement clearly identifies that Council retains full legal right to possession and control over premises occupied by the Rural Fire Service. Councils are required to maintain buildings, pay all utility costs associated with the building and pay all insurances on the buildings and public risk associated with the use of the building.

This is similar to a lease agreement, and as such Council retains control of the building and is required to hold the land and associated building as an asset.

The existing Service Level Agreement identifies a number of buildings that are situated on land that is not owned or controlled by Council. Council does not have a legal right to those parcels of land and therefore the Service Level Agreement is deficient, in that Council has agreed for the Rural Fire Service to occupy and use premises located on those parcels of land.

### Equipment

Section 119 (3) of the Rural Fires Act 1997 stipulates that Council must not sell or otherwise dispose of any firefighting equipment ... without the consent of the Commissioner. Section 119 (4) requires any funds received from sale must be credited to the Fund.

The Rural Fire Service Zone manager makes all decisions about capital improvements and new assets, while Council may be consulted in these decisions it takes no part in the final decision.

The Rural Fire Service insures all plant and equipment.

In practice the Rural Fire Service makes all decisions to switch fleet and equipment to other fire districts as it feels necessary.

Council has no access to and is not permitted to use of any plant and equipment held by the Rural Fire Service.

Council has taken the view that it has no control over the purchase, use or sale of any Rural Fire Service equipment. As such the requirements SAC 4 have not been met and Rural Fire Service equipment should not be included as assets in Councils accounts.

### **CONCLUSION**

It is clear that the AASB Accounting Standards require a standard higher than ownership when accounting for assets. Entities may own an asset, but unless they have control of that asset and can clearly identify future economic benefits flowing to the entity from that asset, then it cannot be recognised as an asset.

When all criteria of asset recognition included in the AASB Accounting Framework and Standards are taken into account, Council retains effective control of associated land and buildings where Council owns or controls the land, but the Rural Fire Service retains control of plant and equipment. In relation to

buildings on land not owned or controlled by Council, the landholder should be considered as the party that retains effective control.

It is also considered that in regard to the objectives of financial reporting, Council's obligation and commitment to the rural fire fighting function is fully and accurately reflected in the statutory contribution expense made and the net cost of other relevant facilities provided under the District Service Agreement.

The Local Government Code of Accounting Practice and Financial Reporting (Update 26) states that '*Council needs to assess whether they control any RFS assets and recognise in their financial statements any material assets under their control*'. Given the information provided above it can be concluded that Council does not have control over the RFS Plant & Equipment assets or those buildings located on land that is not owned or controlled by Council and therefore these assets should not be recognised in the financial statements.

#### Recommendation

That Council endorse the accounting practice that only those Rural Fire Service assets that meet the requirements of *SAC4, AASB16* and the *Framework for the Preparation and Presentation of Financial Statements* be recognised as assets in Council's financial statements.

**RESOLVED on the motion of Clr McCann and seconded by Clr McKinnon that Council endorse the accounting practice that only those Rural Fire Service assets that meet the requirements of *SAC4, AASB16* and the *Framework for the Preparation and Presentation of Financial Statements* be recognised as assets in Council's Financial Statements.** 119/06/2018

#### **CS3) SECTION 355 HANDBOOK (C.09-01, SC113)**

→ Attached please find an updated version of the Section 355 Handbook for Council's endorsement. Attachment No. 7

The handbook was developed so that Section 355 Committees and their members can understand the relationship between Council and the Committee and the various requirements that flow down from Council, ie Code of Conduct, financial reporting etc.

#### Recommendation

That Council endorse the June 2018 version of the Section 355 Handbook.

**RESOLVED on the motion of Clr Maslin and seconded by Clr McKinnon that Council endorse the June 2018 version of the Section 355 Handbook.** 120/06/2018

**CS4) POLICY REVIEW (P.12-01, SC316)**

➔ As part of Council's ongoing policy review, the following policies are presented by staff for adoption/re-adoption: Attachment No. 8

- Variable Working Hours – Salaried Staff Policy – no change
- Variable Working Hours – Wages Staff Policy – no change
- Training Policy – no change
- Statement of Business Ethics – no change
- Sick Leave Policy – no change
- Draft Volunteer Policy – updated for position change and associations and relationships
- Draft Sun Protection Policy – updated for position change and additional examples of staff
- Draft Enterprise Risk Management Policy – developed following a recommendation from an Internal Audit on Risk Management

Recommendation

That the following policies be adopted:

- Variable Working Hours – Salaried Staff Policy
- Variable Working Hours – Wages Staff Policy
- Training Policy
- Statement of Business Ethics
- Sick Leave Policy
- Volunteer Policy
- Sun Protection Policy
- Enterprise Risk Management Policy

**RESOLVED on the motion of Clr Crocker and seconded by Clr Jones that the following policies be adopted:** 121/06/2018

- **Variable Working Hours – Salaried Staff Policy**
- **Variable Working Hours – Wages Staff Policy**
- **Training Policy**
- **Statement of Business Ethics**
- **Sick Leave Policy**
- **Volunteer Policy**
- **Sun Protection Policy**
- **Enterprise Risk Management Policy**



## COOLAMON SHIRE COUNCIL

### VARIABLE WORKING HOURS – SALARIED STAFF POLICY

Date Adopted	<b>21 June 2018</b>		
Council Minute	<b>121/06/2018</b>		
Version	<b>Version 5</b>		
Policy Responsibility	<b>Corporate &amp; Community Services</b>		
Review Timeframe	<b>Every 4 years</b>		
Last Review Date	<b>June 2018</b>	Next Scheduled Review Date	<b>June 2022</b>

#### OBJECTIVE

To allow salaried staff flexibility on their working hours to provide for a 14 day 3 week cycle of working hours.

#### ELIGIBILITY

This Policy shall apply to salaried staff who are required to work 5 days (35 hours) per week.

#### GENERAL

That a variable work hour system be implemented for salaried staff and that such a system operate on a 14 day, 3 weekly cycle in accordance with the following Agreement:-

- 1) The introduction of such working arrangements will not result in:-
  - 1.1) Any reduction in the standard of service to the general public;
  - 1.2) Increase in operating costs by way of extra staff, overtime, travelling time or higher grade pay.
- 2) Such working arrangements will be introduced wherever practicable subject to work requirements within all Departments for members of those unions with whom agreement has been reached.
- 3) The following conditions will apply to the variable working hour proposal:-
  - 3.1) The days will be worked from Monday to Friday inclusive and time worked per day and per 3 week period will be as follows:-
    - 105 hours per 3 week period,
  - 3.2) As far as practicable to meet the requirements of the service, employees will be permitted to elect 14 days per 3 week period. However, Council reserves the right to require an employee to change from one scheme of working hours to another to meet work requirements.
  - 3.3) Overtime continuous with a days work will only be paid for time worked which is in excess of an appropriate daily hours.
  - 3.4) Days off may be rostered on any day of the week Monday to Friday inclusive accordingly to work commitments. Rostered days off may be regular or by rotation as necessary.



MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> JUNE, 2018.

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- 3.5) Should an employee be required to work within his ordinary hours of duty on what would have been his rostered day off, overtime will not be paid. However, time off in lieu in respect of such time worked will be granted by a mutually arrangement with the General Manager.
- 3.6) An award holiday which falls on what would otherwise have been a rostered working day will be deemed to be a day worked of the appropriate length specified. When an award holiday falls on what would have been a rostered day off no extra payment will be made for such holiday. The employee will be permitted to take a day off in lieu, by mutual arrangement with the General Manager
- 3.7) Sick leave will not be paid or approved where an employee is sick or injured on a Rostered Day Off. Employees are not required for duty on their Rostered Day Off and where an employee becomes ill on the rostered day off the situation will be treated no differently to an employee becoming ill on any other day when they are not required to attend for duty such as on a weekend or public holiday.
- 3.8) Special leave (eg: compassionate leave) will be deemed to be a day of the appropriate length
- 3.9) Unless otherwise proved on compassionate grounds, an employee once having elected to participate will not be permitted to change to a different working arrangement within six months. An employee who has requested and been permitted to change his working arrangements after six months will not be permitted to make a further change within twelve months (unless compassionate grounds exist).
- 3.10) Higher grade pay will not be paid to cover the absence of an officer on his rostered day off.
- 3.11) On termination of employment a financial adjustment will be made for any time not worked
- 3.12) Wages and Salaries will continue to be paid on a weekly basis of five working days per week.
- 3.13) The standard lunch break will be 60 minutes.
- 3.14) Rostered days off shall not be accumulated beyond the appropriate three week period and if said day remains untaken at the end of such period will be deemed to be forfeited unless variation is authorised as per section 3.2.

#### REVIEW

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

**Version 5 Re-adopted: Council Meeting held 21 June 2018 (Minute No. 121/06/2018)**

**Version 5 Re-adopted: Council Meeting held 15 May 2014 (Minute No. 105/05/2014)**

**Version 5 Re-adopted: Council Meeting 19 September 2013 (Minute No 232/09/2013)**

**Version 5 Adopted: Council Meeting 21 June 2012 (Minute No. 160/06/2012)**

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

**Version 3 Adopted: Council Meeting held 20 March 2008 (Minute No. 48/03/2008)**

**Version 2 Adopted: Council Meeting held 18 October, 2007 (Minute No. 331/10/2007)**

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

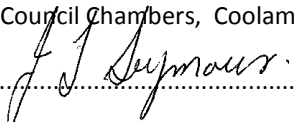
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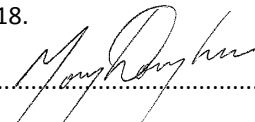
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Page 2

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This is Page No. 33 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 21<sup>st</sup> June, 2018.

.....  
  
..... MAYOR

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



**COOLAMON SHIRE COUNCIL**

**VARIABLE WORKING HOURS  
WAGES STAFF POLICY**

Date Adopted	<b>21 June 2018</b>		
Council Minute	<b>121/06/2018</b>		
Version	<b>Version 5</b>		
Policy Responsibility	<b>Corporate &amp; Community Services</b>		
Review Timeframe	<b>Every 4 years</b>		
Last Review Date	<b>June 2018</b>	Next Scheduled Review Date	<b>June 2022</b>

**OBJECTIVE**

To allow wages (Outdoor) staff flexibility in their working hours to provide for a 14 day 3 week cycle of working hours.

**ELIGIBILITY**

This policy shall apply to wages (Outdoor) staff who are required to work a 5 day 38 hour work.

**GENERAL**

That a variable work hour system be implemented for wages staff and that such a system operate on a 14 day, 3 weekly cycle in accordance with the following Agreement:-

- 1) The introduction of such working arrangements will not result in:-
  - 1.1) Any reduction in the standard of service to the general public;
  - 1.2) Increase in operating costs by way of extra staff, overtime, travelling time or higher grade pay.
- 2) Such working arrangements will be introduced wherever practicable subject to work requirements within all Departments for members of those unions with whom agreement has been reached.
- 3) The following conditions will apply to the variable working hour proposal:-
  - 3.1) The days will be worked from Monday to Friday inclusive and time worked per day and per 3 week period will be as follows:-
    - 114 hours per 3 week period
  - 3.2) Overtime continuous with a days work will only be paid for time worked which is in excess of an appropriate daily hours.
  - 3.3) The General Manager is authorized to apply the Rostered Day Off Policy in a flexible manner that suits the implementation of varying working hours.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> JUNE, 2018.

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- 3.4) Should an employee be required to work within his ordinary hours of duty on what would have been his rostered day off, overtime will not be paid. However, time off in lieu in respect of such time worked will be granted by a mutually arrangement with the General Manager.
- 3.5) An award holiday which falls on what would otherwise have been a rostered working day will be deemed to be a day worked of the appropriate length specified. When an award holiday falls on what would have been a rostered day off no extra payment will be made for such holiday. The employee will be permitted to take a day off in lieu, by mutual arrangement with the General Manager.
- 3.6) Special leave (eg: compassionate leave) will be deemed to be a day of the appropriate length
- 3.7) Sick leave will not be paid or approved where an employee is sick or injured on a Rostered Day Off. Employees are not required for duty on their Rostered Day Off and where an employee becomes ill on the rostered day off the situation will be treated no differently to an employee becoming ill on any other day when they are not required to attend for duty such as on a weekend or public holiday.
- 3.8) Unless otherwise proved on compassionate grounds, an employee once having elected to participate will not be permitted to change to a different working arrangement within six months. An employee who has requested and been permitted to change his working arrangements after six months will not be permitted to make a further change within twelve months (unless compassionate grounds exist).
- 3.9) Higher grade pay will not be paid to cover the absence of an officer on his rostered day off.
- 3.10) On termination of employment a financial adjustment will be made for any time not worked.
- 3.11) Wages and Salaries will continue to be paid on a weekly basis of five working days per week.
- 3.12) The standard lunch break will be 50 minutes.
- 3.13) Rostered days off shall not be accumulated beyond the appropriate three week period and if said day remains untaken at the end of such period will be deemed to be forfeited unless variation is authorised as per section 3.3.

#### REVIEW

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

**Version 5 Re-adopted:** Council meeting held 21 June 2018 (Minute No. 121/06/2018)

**Version 5 Re-adopted:** Council Meeting held 15 May 2014 (Minute No. 105/05/2014)

**Version 5 Adopted:** Council Meeting 21 June 2012 (Minute No. 160/06/2012)

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

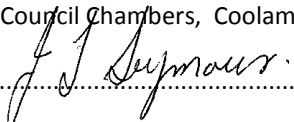
**Version 3 Adopted:** Council Meeting held 20 March 2008 (Minute No. 48/03/2008)

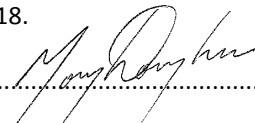
**Version 2 Adopted:** Council Meeting held 18 October, 2007 (Minute No. 331/10/2007)

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

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This is Page No. 35 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 21<sup>st</sup> June, 2018.

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..... MAYOR

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..... GENERAL MANAGER.



## COOLAMON SHIRE COUNCIL

### TRAINING POLICY

Date Adopted	<b>21 June 2018</b>		
Council Minute	<b>121/06/2018</b>		
Version	<b>Version 4</b>		
Policy Responsibility	<b>Corporate &amp; Community Services</b>		
Review Timeframe	<b>Every 4 years</b>		
Last Review Date	<b>June 2018</b>	Next Scheduled Review Date	<b>June 2022</b>

#### OBJECTIVE

To provide all employees with the opportunity to obtain qualifications or skills which can be utilised in the performance of their duties for the benefit of Coolamon Shire Council.

#### ELIGIBILITY

This policy shall apply to all staff of Coolamon Shire Council.

#### GENERAL

- Council promotes and financially supports the training of its employees.
- The training shall be structured to:
- Improve the employee's ability to perform current job more efficiently and effectively.
- Enable the employee to be multi-skilled.
- Enable the employee to follow a career path in the organisation.
- Provide more flexibility in the workforce.
- Continuously improve the products and services of the organisation.

#### TRAINING ARRANGEMENTS

Council will consider provision of various levels of leave and financial support, as detailed below: -

**Category A: Compulsory Defined Courses  
(Condition of Employment)**

Training is a necessary requirement for the current position, classification, or work agreement.

**Category B: Directly Related Courses  
(Progression Purposes)**

Training is a necessary requirement for job progression within the department, section etc.

**Category C: Indirectly Related Courses  
(Own Initiative Purposes)**

Training is an optional work related course, beneficial to both Council and the employee's career path.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> JUNE, 2018.

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**CATEGORY DEFINITIONS**

**CATEGORY A: COMPULSORY DEFINED COURSES  
(CONDITION OF EMPLOYMENT)**

Example: Rates Clerk, Plant Operator, Accountancy, Environmental Health,  
Engineering and Planning.

Council may provide: -

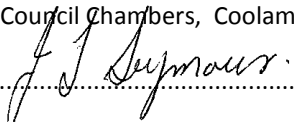
- Paid leave to attend compulsory residential schools and examinations at tertiary institutions. (Note: Employees do not receive payment for time spent attending weekly lectures/seminars etc for private study).
- Course Fees – subject to review by General Manager.
- Travel, Accommodation and Sustenance fees if required, as per Council's Payment of Expenses and Provision of Facilities to Staff Policy.
- Provision for transport if required.
- Purchase of Course books/materials up to a maximum of \$1,000.00 per annum. These books to be retained by Council as part of its Reference Library.
- The payment of HECS fees and additional courses shall be at the determination of the General Manager.

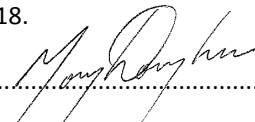
The employee shall: -

- Attend all required classes, lectures, excursions, practical exercises and examinations.
- Council's financial support shall be conditional on satisfactory completion of stages and subjects of the course. Repeats of subjects or stages shall be carried out at the employee's expense. The employee shall provide evidence of attendance and completion of the course. In the situation of an apprenticeship, diploma, or degree, a report shall be provided to Council at the end of each year by the employee on the progress of the course.

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This is Page No. 37 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 21<sup>st</sup> June, 2018.

.....  
  
..... MAYOR

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

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> JUNE, 2018.

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**CATEGORY B: DIRECTLY RELATED COURSES  
(PROGRESSION PURPOSES)**

Example: Supervisor Courses, Computer Software.

Council may provide: -

- Paid leave to attend compulsory residential schools and examinations up to a maximum of 2 weeks at tertiary institutions. (Note: Employees do not receive payment for time spent attending weekly lectures/seminars etc for private study).
- Course Fees – subject to review by General Manager up to a maximum of \$2,000.00pa
- 50% of Travel, Accommodation and Sustenance fees if required, as per Council's Payment of Expenses and Provision of Facilities to Staff Policy.
- Purchase of Course Reference books up to a maximum of \$800.00. These books to be retained by Council as part of its Reference Library.

The employee shall: -

- Attend all required classes, lectures, excursions, practical exercises and examinations.
- Council's financial support shall be conditional on satisfactory completion of stages and subjects of the course. Repeats of subjects or stages shall be carried out at the employee's expense. The employee shall provide evidence of attendance and completion of the course. In the situation of a diploma or degree, a report shall be provided to Council at the end of each year by the employee on the progress of the course.

**CATEGORY C: INDIRECTLY RELATED COURSES  
(OWN INITIATIVE PURPOSES)**

Example: Certificates, Diplomas, Degrees etc, not directly related to job position.

Council may provide: -

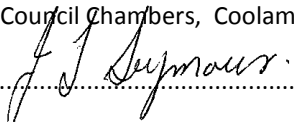
- Course Fees - 50% up to a maximum of \$1,000.00 per year, at Council's discretion.

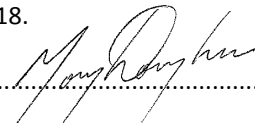
The employee shall: -

- Attend all required classes, lectures, excursions, practical exercises and examinations.
- Be responsible for any other expenses, including accommodation in relation to the course.
- Purchase any necessary reference books for the employees own personal use.
- Council's financial support shall be conditional on satisfactory completion of stages and subjects of the course. Repeats of subjects or stages shall be carried out at the employee's expense. The employee shall provide evidence of attendance and completion of the course. In the situation of a diploma or degree, a report shall be provided to Council at the end of each year by the employee on the progress of the course.

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This is Page No. 38 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 21<sup>st</sup> June, 2018.

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MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> JUNE, 2018.

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**CRITERIA TO BE OBSERVED**

- All training is subject to approval by the General Manager and the Departmental Manager.
- Training is subject to financial constraints as defined in Council's Budget.
- Training approval must observe category priority, with regards to Council's Budget (A through to C).
- Yearly progression and continuation of Council Training Policy would be subject to satisfactory results in courses.
- Application for training is subject to an assessment of the appropriateness of the course.

**RETURN OF SERVICE OBLIGATION (RSO)**

Employees who receive financial assistance under this policy may be required to commit to a Return of Service Obligation (RSO) subject to an agreement with the General Manager.

**REVIEW**

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

**Version 4 Re-adopted:** Council Meeting held 21 June 2018 (Minute No. 121/06/2018)

**Version 4 Adopted:** Council Meeting held 15 May 2014 (Minute No. 105/05/2014)

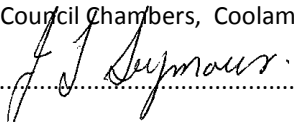
**Version 3 Adopted:** Council Meeting held 19 February 2009 (Minute No.26/02/2009)

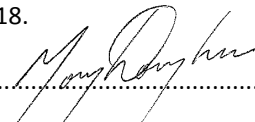
**Version 2 Adopted:** Council Meeting held 15 November 2007 (Minute No. 366/11/2007)

**Version 1 Adopted** Council Meeting held 20 October 2005 (Minute No. 392/10/2005)

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This is Page No. 39 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 21<sup>st</sup> June, 2018.

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**COOLAMON SHIRE COUNCIL**

**STATEMENT OF BUSINESS  
ETHICS**

Date Adopted	<b>21 June 2018</b>		
Council Minute	<b>121/06/2018</b>		
Version	<b>Version 5</b>		
Policy Responsibility	<b>Corporate &amp; Community Services</b>		
Review Timeframe	<b>Every 4 years</b>		
Last Review Date	<b>June 2018</b>	Next Scheduled Review Date	<b>June 2022</b>

**BUSINESS PRINCIPLE**

Council will use as its core, for all business relationships with private sector suppliers of goods and services, the principle of best value for money.

However, best value for money does not automatically mean the lowest price. Council will balance the various factors in assessing the best value for money. These factors include initial cost, quality, reliability, whole of life running costs and timeliness in determining the true value for money.

Council will ensure all its business relationships are honest, ethical, fair and consistent in obtaining a best value for money. Council business dealings will be transparent and opened to public scrutiny wherever possible.

Council is committed to the purchase of goods, equipment and services through established suppliers where possible and reasonably practical.

**What Can Be Expected From Council**

Council will ensure that all its policies, procedures and practices relating to tendering contract in the purchases of goods and services are consistent with best practice and the highest standards of ethical conduct. Council's staff is bound by its code of conduct when doing business with the private sector.

1. Council staff are expected to abide by the law and all relevant policies and procedures;
2. Staff are accountable for their actions and are expected to act in the public interest;
3. Staff are always expected to act with due care and diligence;
4. Staff are expected to use public resources effectively and efficiently;
5. Avoid any conflicts of interest (whether real or perceived).

In addition to Council procurement, activities are guided by the following core business principles:

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



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

**What Council Asks of the Private Sector?**

Council requires all private sector providers of goods and services to observe the following principle when doing business with the Coolamon Shire Council:

1. Provide accurate and reliable advice and information when required;
2. Declare actual or perceived conflicts of interest as soon as you become aware of the conflict;
3. Respect for the obligation of Council's staff to act in accordance with the Statement;
4. Act ethically, fairly and honestly in all dealings with Council;
5. A commitment not to exert pressure on Council staff to act in ways that contravene the business ethics or code of conduct of your organization;
6. Refrain from engaging in any form of collusive practice, including offering Council employees inducements or incentives designed to improperly influence the performance of their duties.
7. Commitment to not offer Council staff inducements or incentives such as money, gifts, benefits, entertainment or employment opportunities;
8. Assist Council to prevent unethical practices in its business relationship.

**Why Should the Private Sector Comply with the Statement?**

By complying with Council's Statement of Business Ethics you will be able to advance your business such as the opportunity to bid for public sector work on a level playing field and enhance your capacity to undertake public sector work with similar compliance requirements in future. As all Council suppliers of goods and services are required to comply with this statement, no provider will be disadvantaged in any way.

By complying with Council's principles this will also prepare your business for dealing with the ethical requirements of other government agencies, should you wish to do business with them.

Consequences for not complying with the principles of business ethics as outlined in this statement can be significant for both public officials and people doing business with the organisation which needs to be made clear.

Consequences for Council staff include investigation, disciplinary action, dismissal or potential criminal charges.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> JUNE, 2018.

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Consequences for private sector contractor/partners could lead to:

1. Investigation for corruption or other offences;
2. Possible loss of work;
3. Damage to reputation;
4. Termination of contracts;
5. Loss of rights
6. Matters being referred for criminal investigation.

**Incentives – Gifts, Benefits, Hospitality, Meals, Travel and Accommodation**

In general, Council expects its staff to decline gifts, benefits, hospitality, travel and accommodation offered during the course of their work. The private sector should refrain from offering any such incentives to Council staff. All such offers will be promptly reported.

Council staff must not:

1. Seek or accept a bribe or other improper inducement;
2. By virtue of their position acquire a personal profit or advantage which has a monetary value other than a token value;
3. Must not seek or accept payment, gift or benefit intended or likely to influence or that could be reasonably perceived by an impartial observer as intended or likely to influence them to act in a particular way, fail to act in a particular circumstance, otherwise deviate from the proper exercise of their official duties.

Council staff may only accept gifts if they are token and of a nominal value and if they do so they must abide with Council's Code of Conduct and the Acceptance of Donations Policy.

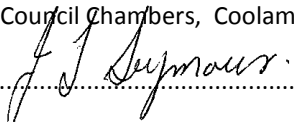
Generally speaking token gifts and moderate acts of hospitality could include:

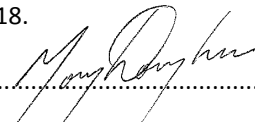
1. Gifts of single bottles of reasonably priced alcohol to Council officials at end of year functions;
2. Free or subsidised meals of a modest nature and/or beverages provided infrequently that have been arranged primarily for, or in connection with discussion of official business;
3. Free meals of a modest nature and/or beverages provided to Council staff who formally represent their Council at work related events such as training, education sessions, workshops;
4. Refreshments of a modest nature provided at conferences where the Councillor or staff may be a speaker;
5. Ties, scarves, coasters, pins, tiepins, diaries, chocolates, flowers and small amounts of beverages;

If a gift is accepted the Council requires the staff member to provide a written report to the General Manager to ensure that any gifts received are recorded in a gifts register.

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This is Page No. 42 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 21<sup>st</sup> June, 2018.

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..... GENERAL MANAGER.

#### Conflicts of Interest

All Council staff are required to disclose any potential conflicts of interest. Council also extends this requirement to its business partners, contractors and suppliers. A conflict of interest can be two types:

1. Pecuniary – A pecuniary interest is an interest that a person or company has in a matter because of a reasonable likelihood or expectation of a financial gain or loss to the person. A person will also be taken to have a pecuniary interest in a matter if that person's spouse or de facto partner or a relative of the person or the partner or employer of the person, or a company or other body of with the person, or a nominee, partner or employer of the person is a member, has a pecuniary interest in the matter
2. Non-Pecuniary – Non-pecuniary interests are private or personal interests the council official has that do not amount to a pecuniary interest as defined by the Local Government Act 1993. These commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

Any complaints about possible conflicts of interest should be directed to Council's General Manager for attention.

#### Confidentiality

Information that is considered sensitive and may have commercial implications for Council together with staff matters of personal nature will be considered as confidential.

Under the *Government Information (Public Access) Act 2009*, confidential information may be accessed upon payment of the appropriate application fees and application to Council's Privacy Officer.

#### Communications between Parties/Organisations

Communication should be clear, direct and accountable to minimise a risk of perception of inappropriate influence being bought to bear on any business relationship.

If communication needs to be confidential for commercial in confidence or other personal reasons the communication shall still abide by the principles of clear direct and accountability.

#### Use of Council Resources

All Council resources must be used ethically, effectively, efficiently and carefully in the course of official business and must not be used for private purposes (except when supplied by part of a contract of employment) unless this is lawfully authorised and proper payment is made where appropriate.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> JUNE, 2018.

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**Secondary Employment**

Under the *Local Government Act 1993* all Council staff must obtain the consent of the General Manager for any secondary employment that relates to business of Council or might conflict with their Council duties. The General Manager will make the final determination whether to grant or refuse consent. Secondary employment will not be approved if it has the potential to create a real or perceived conflict of interest between the staff members public official role and their private interest.

Private organisations shall not make offers of employment to Council's staff that may be construed to obtain an unfair advantage in the public eye.

**Contractors and Sub-Contractors**

All contracted and sub-contracted employees are to comply with the Council's Statement of Business Ethics. If you employ sub-contractors in your work for Council you must make them aware of this statement.

**Intellectual Property Rights**

In business relationships with Council, parties will respect each others intellectual property rights and will formally negotiate any access, license or use of intellectual property.

**Who to Contact**

If you are concerned about a possible breach of this statement or about any conduct that could involve fraud, corrupt conduct, maladministration or serious and substantial waste of public funds please contact the General Manager, Coolamon Shire Council either by:

Letter: PO Box 101, Coolamon NSW 2701;  
Phone: 02 6930 1800  
Fax: 02 6927 3168 or  
Email: [council@coolamon.nsw.gov.au](mailto:council@coolamon.nsw.gov.au).

People reporting corrupt conduct are protected by the Protected Disclosures Act 1994. This Act protects individuals disclosing corruption/related matters from reprisal or detrimental action and ensures that disclosures are properly investigated and dealt with.

**REVIEW**

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

**Version 5 Re-adopted:** Council Meeting held 21 June 2018 (Minute No. 121/06/2018)

**Version 5 Adopted:** Council Meeting held 15 May 2014 (Minute No. 105/05/2014)

**Version 4 Adopted:** Council Meeting 19 September 2013 (Minute No 232/09/2013)

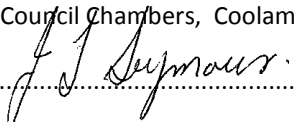
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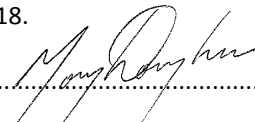
Electronic version on TRIM (Subject Container SC617) is the controlled version.  
Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

Page 5

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This is Page No. 44 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 21<sup>st</sup> June, 2018.

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..... GENERAL MANAGER.



**COOLAMON SHIRE COUNCIL  
SICK LEAVE POLICY**

Date Adopted	<b>21 June 2018</b>		
Council Minute	<b>121/06/2018</b>		
Version	<b>Version 2</b>		
Policy Responsibility	<b>Corporate &amp; Community Services</b>		
Review Timeframe	<b>Every 4 years</b>		
Last Review Date	<b>June 2018</b>	Next Scheduled Review Date	<b>June 2022</b>

**OBJECTIVE**

To provide to Staff an incentive, outside of the conditions of the award system, that if they suffer death from illness or misadventure then their estate will receive the benefit of their accumulated sick leave at the time of death.

**GENERAL**

That all employees be given the opportunity to accumulate sick leave and that such sick leave shall be paid in its entirety at the current rate of pay for that particular employee upon termination of the employee's services with the Coolamon Shire Council when that termination is by reason of death from illness or misadventure.

**REVIEW**

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

**Version 2 Re-adopted:** Council Meeting held 21 June 2018 (Minute No. 121/06/2018)  
**Version 2 Adopted:** Council Meeting held 16 May 2013 (Minute No. 117/05/2013)  
**Version 1 Adopted:** Council Meeting held 14 September 2005 (Minute No. 373/9/2005)

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..... GENERAL MANAGER.



## COOLAMON SHIRE COUNCIL

### VOLUNTEER POLICY

Date Adopted	<b>21 June 2018</b>		
Council Minute	<b>121/06/2018</b>		
Version	<b>Version 2</b>		
Policy Responsibility	<b>Corporate &amp; Community Services</b>		
Review Timeframe	<b>Every 4 years</b>		
Last Review Date	<b>June 2018</b>	Next Scheduled Review Date	<b>June 2022</b>

#### OBJECTIVE

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

#### POLICY STATEMENT

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

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

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

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

#### DEFINITIONS

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

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

*Volunteer Leader* – volunteer in charge of a group of volunteers

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

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> JUNE, 2018.

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**RESPONSIBILITIES**

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

**Council will:**

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

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

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

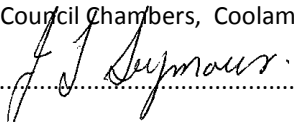
- The Volunteer Policy and Procedures are effectively implemented in there are of control.
- Agreed Position Descriptions for volunteers are negotiated and documented.
- Designated Supervisors of volunteers have the support necessary, and are held accountable for their specific responsibilities
- Employees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

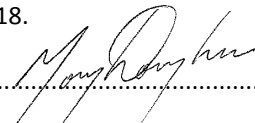
**Designated Supervisors and Volunteer Leaders** are responsible and accountable for:

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

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This is Page No. 47 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 21<sup>st</sup> June, 2018.

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MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> JUNE, 2018.

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**Volunteers** are responsible, and will be held accountable for:

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

**Employee & Public Relations Officer** is responsible for:

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

**ASSOCIATIONS & RELATIONSHIPS**

Legislation	<i>Work Health and Safety Act 2011</i>
Policies	
Procedures/Protocols, Statements, Documents	<i>Volunteer Application and Approval Process Volunteer Application Form Volunteer Agreement Volunteer Position Description Section 355 Handbook</i>

**REVIEW**

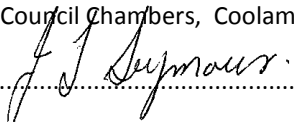
This policy may be reviewed at any time or as required in the event of legislative changes. Unless otherwise required the policy will be reviewed at least once during a term of Council.

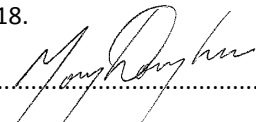
**Version 2 Adopted:** *Council Meeting Held 21 June 2018 (Minute No. 121/06/2018)*

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

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This is Page No. 48 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 21<sup>st</sup> June, 2018.

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..... GENERAL MANAGER.





## COOLAMON SHIRE COUNCIL

### SUN PROTECTION POLICY

Date Adopted	<b>21 June 2018</b>		
Council Minute	<b>121/06/2018</b>		
Version	<b>Version 7</b>		
Policy Responsibility	<b>Corporate &amp; Community Services</b>		
Review Timeframe	<b>Every 4 years</b>		
Last Review Date	<b>June 2018</b>	Next Scheduled Review Date	<b>June 2022</b>

#### OBJECTIVE

To provide all of Councils staff with protection from the harmful effects of ultra violet radiation.

Minimize the potential for skin disorders including a range of skin cancers, drying and aging of skin, sunburn and various other conditions common to outdoor workers, including heat stress, dehydration and heat stroke, through exposure to harmful ultra violet radiation.

#### ELIGIBILITY

This policy shall apply to all staff of Coolamon Shire Council.

#### STRATEGIES

##### CONDITIONS RELATING TO STAFF WORKING OUTDOORS

##### CATEGORY 1

All staff required to work outside an office, building or workshop during working hours, are required to wear, for the whole working day, protective clothing including wide brimmed hat and sunscreen cream to reduce the harmful effects of ultra violet radiation from the sun. Baseball caps are not acceptable.

This group would include, but not limited to, all operations staff in Civil Works, Parks and Building, Waste Services, Garbage Staff, Engineering Staff, Surveyors, Survey Assistants, Supervisors, and any other Outdoor Staff. (This will include those employees in Categories 2 or 3 who work outside for any period in aggregate greater than 30 minutes).

##### CATEGORY 2

Groups of employees required to work outdoors regularly for short periods only, in exposed situations, including Planning & Environmental Services Staff, Engineering & Technical Services Staff, Administrative Staff, Childcare Educators and similar, should wear a hat and are encouraged to wear protective clothing and sun screen cream to reduce the harmful effects of ultra violet radiation from the sun when they are outdoors. Baseball caps are not acceptable.

**CATEGORY 3**

All other employees who do not work in direct sunlight are considered to be low risk and will not be required to wear special sun protection clothing or equipment.

*Background information - Exposure to ultra violet radiation is cumulative and in effect means that six exposures of ten minutes is equivalent to one hour of continuous exposure.*

**PROTECTIVE CLOTHING AND OTHER MEASURES**

All shirts must have long sleeves and be made of material which gives good protection from ultra violet radiation.

It is a requirement that knee length shorts or skirts or long trousers, long skirts or slacks be worn by those staff in Category 1.

Wide brimmed or legionnaire style hats shall be worn at all times of exposure to direct sunlight, by categories 1, 2, & 3. Baseball caps are not acceptable.

To protect other areas of the body including hands and face, 30+ block-out cream and safety sunglasses should be used.

Where appropriate shade structures are available and the functions of the job permit, then exposure should be minimized by utilization of these structures.

Every employee who is exposed to sunlight for short periods of their normal working day is encouraged to wear appropriate clothing and or sun screen.

**EXEMPTIONS**

Council does not foresee any need for staff to be exempted from the wearing or sun protective clothing and equipment. Staff who believe they have a legitimate reason for not complying with this Policy will need to approach their individual Supervisors, from where the matter will be referred to Council's Employee & Public Relations Officer before any consideration will be made for an exemption to this Policy other than as specified.

**RESPONSIBILITIES**

- a. An employee has the responsibility to wear clothing and equipment in accordance with this Policy.
- b. It is the responsibility of Supervisory Staff to ensure each employee complies with the requirements of this Policy.
- c. Where safety clothing is provided by Council, employees found not wearing the appropriate clothing and/or equipment and who have been not granted an exemption shall be directed to change into the correct attire or be sent home immediately to get appropriate attire.  
*Note: Time away from work will not be paid.*
- d. Failure to comply will result in the incident being reported by the supervisor to the Department Head who shall initiate appropriate disciplinary action.
- e. Where safety clothing is provided by Council, employees noting defects in clothing or equipment shall report as soon as practicable to the Supply Officer/Storeman who shall arrange replacement and withdrawal of the defective item for examination and action.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> JUNE, 2018.

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- f. Employees whose exemption requirements cannot be satisfactorily resolved will be removed to areas not requiring the use of protective clothing or equipment, provided suitable work can be found.
- g. Where Council provides clothing for other safety reasons then such clothing should be of a type that will meet the requirements of this policy as well.

**EDUCATION AND TRAINING**

As part of it's commitment to it's staff's well being, Council will undertake to introduce and implement an on-going training program to educate staff about the dangers and long term effects of exposure to strong light sunlight. This information will be brought to the attention of new staff in the induction program.

**PENALTIES**

All staff should note that, under the provisions of the *Work, Health and Safety Act 2011* and requirements, breaches of safety requirements can attract on-the-spot fines by the Workcover Authority Inspectors.

Council reserves the right to vary or revoke this policy at any time.

**DISCIPLINARY PROCEDURE FOR NOT WEARING SAFETY GEAR**

A specific disciplinary procedure for not wearing or using safety equipment will apply. This disciplinary procedure will be as follows: -

- a) If an employee fails to wear or use safety equipment as required by Council they will be given a verbal warning by their supervisor or department head. A written record will be kept of this warning in the supervisors own notes.
- (b) If the employee again fails to wear or use appropriate safety equipment then they will be warned in writing by the appropriate Department Manager.
- (c) If the employee again fails to wear or use safety equipment within six months of the second suspension, then termination of the employee may occur in accordance with the Local Government (State) Award.

**REVIEW**

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

**Version 7 Adopted:** Council Meeting held 21 June 2018 (Minute 121/06/2018)  
**Version 6 Adopted:** Council Meeting held 15 May 2014 (Minute No. 105/05/2014)  
**Version 5 Adopted:** Council Meeting held 24 September 2009 (Minute No.292/09/2009)  
**Version 4 Adopted:** Council Meeting held 19 February 2009 (Minute No.26/02/2009)  
**Version 3 Adopted:** Council Meeting held 15 May 2008 (Minute No.129/05/2008)  
**Version 2 Adopted:** Council Meeting held 18 October, 2007 (Minute No. 331/10/2007)  
**Version 1 Adopted** Council Meeting held 19 August 2004 (Minute No. 277/8/2004)

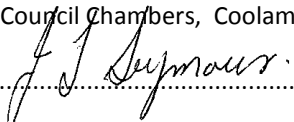
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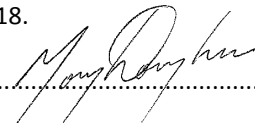
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Page 3

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This is Page No. 51 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 21<sup>st</sup> June, 2018.

.....  
  
..... MAYOR

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..... GENERAL MANAGER.



**COOLAMON SHIRE COUNCIL  
POLICY  
ENTERPRISE RISK  
MANAGEMENT FRAMEWORK**

Date Adopted	21 June 2018		
Council Minute	121/06/2018		
Version	Version 1		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 years		
Last Review Date	March 2018	Next Scheduled Review Date	March 2022

Contents

**MESSAGE TO STAFF**..... 1

**INTRODUCTION**..... 2

    RISK MANAGEMENT..... 2

    TYPES OF RISK..... 3

**RISK MANAGEMENT POLICY**..... 5

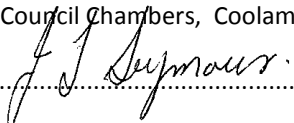
**ROLES AND RESPONSIBILITIES FOR RISK MANAGEMENT** ..... 6

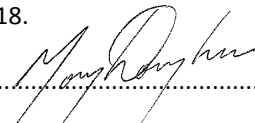
**RISK APPETITE**..... 6

**RISK MANAGEMENT OBJECTIVES AND KPIS** ..... 7

**RISK MANAGEMENT TOOLS AND TRAINING**..... 7

**ATTACHMENT A – RISK ASSESSMENT CRITERIA**..... 8

.....  ..... MAYOR

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

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> JUNE, 2018.

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**MESSAGE TO STAFF**

This corporate policy and framework for managing risk is part of Coolamon Shire Council's ongoing focus on risk management and sound corporate governance.

Council is committed to a comprehensive, coordinated and systematic approach to managing risk, that is, Enterprise Risk Management. Risk management must be incorporated into Council's governance arrangements and be utilised in Council's business planning and monitoring to ensure that Council achieves its objectives. It is needed to support managers at all levels to anticipate uncertain events, exploit opportunities, and to respond appropriately to potential weaknesses.

Managing risk is good business practice and all staff should therefore include risk management as part of their everyday management practices. It should be included as an integral part of planning, decision making, reporting and evaluation processes.

The management of risk, however, is not just the responsibility of management; it is everybody's responsibility. Council therefore documents the processes and structures to assist staff to implement and be part of a coordinated risk management process.



Tony Donoghue  
General Manager  
June 2018

## INTRODUCTION

The purpose of this document is to establish and communicate to Council's staff, contractors, volunteers, and stakeholders Council's Enterprise Risk Management Policy and Framework.

The purpose of this Policy and Framework is to provide reasonable assurance that decisions are being made based on a sound and consistent approach to considering the risks to achieving objectives and to ensure that appropriate actions are taken to mitigate risks and take advantage of opportunities.

The Policy and Framework confirms that the use of risk management by all staff members, contractors, and volunteers is mandatory in their day-to-day activities. It also recognises that there are a number of areas within Council that already employ specialist risk identification and assessment methodologies. These specialist methodologies form an integral element of Council's overarching risk management framework.

## Risk Management

Risk Management is the term applied to a logical and systematic approach to identifying, analysing, evaluating, treating, monitoring, and communicating risks associated with any activity, function or process in a way that will enable Council to achieve its objectives, minimise losses and maximise opportunities.

It is not physically possible or financially responsible to completely eliminate risk. The key to successfully managing risk within Council is to ensure sufficient controls and mitigation strategies are in place to bring risks within acceptable levels. In order to determine whether a risk is within, or outside of, acceptable limits, Council follows the process espoused by ISO31000.

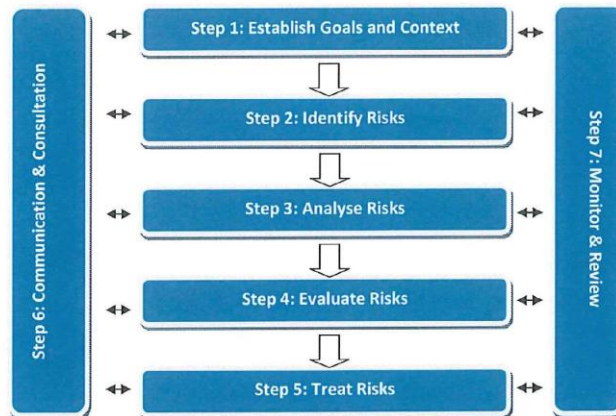
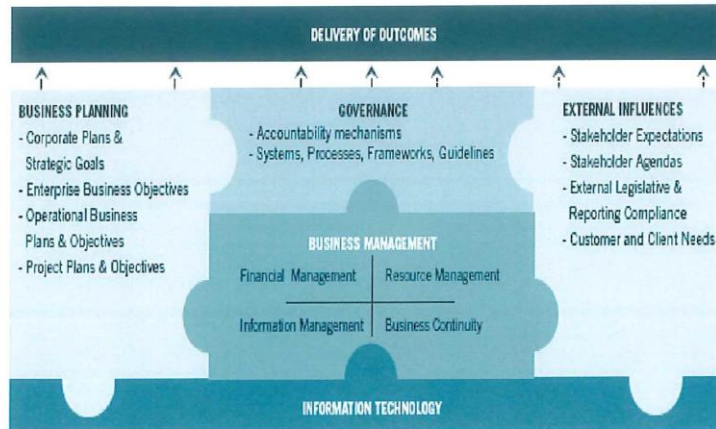


Figure 1: The Risk Management Process

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> JUNE, 2018.

**Types of Risk**

Risks can be found in all facets of Council's activities. The diagram below indicates areas of the organisation in which staff are to be cognisant of the risks to achieving organisational objectives.



The following table provides an overview of the key areas/levels of risk and functional responsibilities.

Risk Level	Description	Responsibility	Monitoring
Enterprise	Those risks that can affect the achievement of high level organisational objectives. They tend to be risks that could affect the entire organisation and cross program areas, requiring a consolidated approach to mitigating them.	Senior Management Team. Executive Managers are to monitor the activities within their areas of responsibility in terms of possible impact on enterprise risks.	Enterprise risks are discussed at Senior Manager's meetings. The GM and Executive Managers are to alert the meeting to any activities within their areas of responsibility that could impact upon enterprise risks.
Business/Operational/ Fraud	Business, operational, and fraud/corruption risks are identified as part of the business planning process and the internal audit function across all areas of Council. Results of business risk assessments will be considered when reviewing the enterprise risk management framework.	Executive Managers are responsible for the ongoing identification and management of these risks as part of day-to-day operations.	The Audit, Risk & Improvement committee considers these risks as part of the internal audit monitoring process.
WHS/Public Liability	Risks relating to WHS and also insurable risks are managed at an operational level.	Managers.	WHS and Insurable risks that could impact upon enterprise risks are to be reported at Senior Manager's meetings.

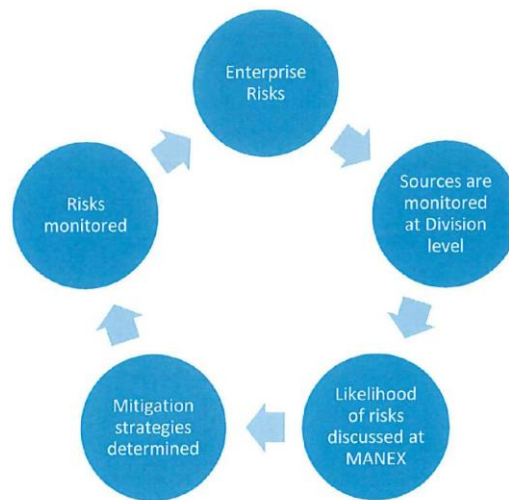
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> JUNE, 2018.

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The enterprise level risks that are to be the focus of Council's risk management framework have been identified as follows:

- A. Failure to deliver essential services in a timely manner
- B. Failure to provide essential services within budget
- C. Legislative requirements are not met
- D. Serious injury to staff, volunteers, or contractors
- E. Serious fraud or misconduct
- F. Legal proceedings brought against Council

The following diagram illustrates the flow of risk related information that underpins this Enterprise Risk Framework.



Related documents that should be read in conjunction with this Enterprise Risk Management Framework include:

- Business Risk Assessment
- Fraud and Corruption Risk Assessment
- WHS Policy
- Business Continuity Plan
- Code of Conduct.

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This is Page No. 56 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 21<sup>st</sup> June, 2018.

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

.....*Maughan*..... GENERAL MANAGER.



MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> JUNE, 2018.

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**RISK MANAGEMENT POLICY**

This Risk Management Policy and Framework supports the ongoing development of a comprehensive, cohesive and robust approach to risk identification and management.

Under this policy, Council will manage risk in accordance with accepted international best practice. To achieve this, Council has developed its approach to managing risk across the organisation based on the ISO Standard 31000. This Standard provides a generic framework for identifying, evaluating and mitigating risk. Council is therefore committed to a comprehensive, coordinated and systematic approach to risk management that is directed towards supporting managers and staff at all levels to anticipate uncertain events, exploit opportunities, and to respond appropriately to potential weaknesses.

Through their accountabilities, Council staff will:

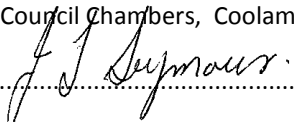
- Understand and manage risks arising from Council's relationships with the public and other organisations;
- Protect people and assets;
- Harness resources to manage more effectively the risk to achieving objectives; and
- Ensure risk management processes and decisions are consistent with Council values and codes of conduct.

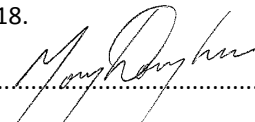
The management of risk is the responsibility of every staff member and Council is continually developing and refining processes and structures to enable effective risk management. Council's approach to managing risk provides assurance to Council and stakeholders that Council has a formal, systematic and pro-active approach to the identification, management and monitoring of risk. Risk management in Council is to be a part of everyday management practice, particularly in terms of planning, decision making, reporting, and evaluation.

Identification and analysis of risk is an integral component of Council's activities. As a result there are a number of risk management plans already in place across the organisation. The overarching framework for managing risk relies on managers utilising available risk management tools as the basis for risk based decision making. Risk tools are developed as reference tools for managers, however, given the many and varied aspects of risk management within Council the tools are not designed to be prescriptive. There may be a need to modify available risk tools to ensure they are fit-for-purpose, however, managers are to ensure at all times that the underlying principles are consistent with this policy and framework.

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This is Page No. 57 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 21<sup>st</sup> June, 2018.

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MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> JUNE, 2018.

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**ROLES AND RESPONSIBILITIES FOR RISK MANAGEMENT**

The General Manager has overall responsibility for risk management, and for ensuring compliance with ISO31000.

Council's Audit, Risk & Improvement Committee is responsible for the ongoing monitoring and review of the risk management framework, including the actions agreed to in this Risk Management Plan.

Council Management must exhibit to staff and clients a genuine and strong commitment to risk management as an essential element of good business management and corporate governance. They are responsible for promulgating risk management policies and practices, and for managing individual business risks and for implementing the treatments identified in this Risk Management Plan.

Senior Management Team is responsible for ensuring that the appropriate processes are in place to ensure that the enterprise and business risks in Council are well managed.

All Council staff, volunteers and contractors have the responsibility of ensuring that decisions are made with risk management in mind. Risk is to be part of day to day operations. In addition, all staff are required to familiarise themselves with the risk management policies, procedures, plans and strategies that are in place to enable the achievement of organisational objectives.

Risk management will form part of the business planning and budgeting cycles and will contribute to business performance through the minimisation of Council's risks. It provides senior management and the Audit, Risk & Improvement Committee with solid evidence that risk management is occurring within Council, which, in turn makes the achievement of strategic objectives more likely.

**RISK APPETITE**

Council's risk appetite, or risk tolerance, is the degree to which Council is prepared to accept risk as part of day-to-day business. It is the criteria against which risk is measured in order to determine whether the risk is acceptable to the organisation or, whether additional mitigation strategies need to be developed and implemented to bring that risk within acceptable levels.

The risk appetite developed as part of this framework is to be used when identifying and managing all risks across Council.

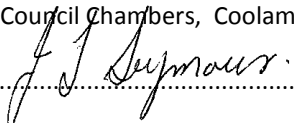
The risk appetite developed by Council considers the likelihood of risks occurring and the consequences should that risk occur, particularly in terms of the impact on people, reputation, business processes and systems, and the financial management of Council.

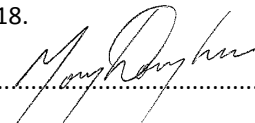
The matrix that specifies how risks are to be evaluated is provided at Attachment 1 of this document. Any risks that are rated as High or Extreme, or any foreseeable activities or events that could impact upon enterprise risks are considered unacceptable. These risks must be brought to the attention of the senior management team for their consideration.

Risks rated as Medium require analysis to ascertain whether it is worthwhile developing additional strategies to reduce the level of risk. Where it is determined that additional strategies are not required, Medium level risks must be monitored periodically to ensure that existing controls continue to adequately manage that risk.

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This is Page No. 58 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 21<sup>st</sup> June, 2018.

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MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> JUNE, 2018.

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Risks rated as Low will generally be considered as acceptable. Periodic monitoring and review is required for these risks to ensure that existing controls continue to be effective.

**RISK MANAGEMENT OBJECTIVES AND KPIS**

The key objectives of implementing Council's risk management framework are to:

- Provide an integrated approach to all risk management activities across Council;
- Ensure commitment from the Coolamon Senior Management Team to making the consistent application of risk management part of day-to-day business;
- Provide a systematic approach for managers to take advantage of opportunities based on effective risk based decision making;
- Enhance the ability of Coolamon to ensure openness and transparency by providing the tools required to document decision making;
- Establish a risk communication and training framework through the development and dissemination of appropriate risk management tools; and
- To continue to enhance the risk culture across Coolamon.

The effectiveness of the implementation of the Coolamon risk management framework will be measured through the establishment and monitoring of a number of key performance indicators (KPIs).

Every four years, as part of the periodic review of the enterprise risk management plan, Coolamon will review the effectiveness of the risk management framework. This will be done through obtaining feedback from a selection of Coolamon staff regarding their understanding of the policies, procedures, and tools developed to encourage the consistent application of risk management. The results of the review will be provided to the Senior Management Team and the Audit, Risk & Improvement Committee and will address each of the objectives identified above.

**RISK MANAGEMENT TOOLS AND TRAINING**

To facilitate the implementation of the risk management framework, Council staff maintain associations with Regional Groups of members of Statewide Mutual and StateCover as well as being a member of an Internal Audit, where risk mitigation strategies can be shared.

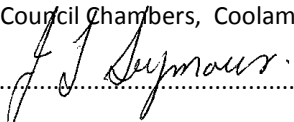
As the risks facing the Councils within these groups are similar, and in the spirit of sharing resources to achieve better results, members are encouraged to share innovative approaches to risk mitigation including policies, procedures, strategies and systems.

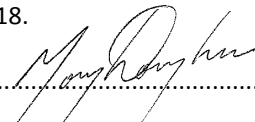
**REVIEW**

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.

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This is Page No. 59 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 21<sup>st</sup> June, 2018.

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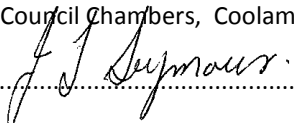
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> JUNE, 2018.

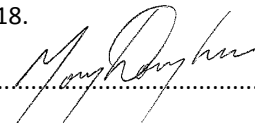
ATTACHMENT A – RISK ASSESSMENT CRITERIA

The level of risk is defined by the relationship between likelihood and consequence applicable to the area of risk or area under review. The risk criteria developed as part of the risk management framework set the risk appetite (or risk tolerance) of Coolamon.

The table (below) specifies how risks are to be considered and evaluated.

			Consequence					
			People	Injuries or ailments not requiring medical treatment.	Minor injury or minor impact on staff morale.	Serious injury or impact requiring management attention to address morale.	Life threatening injury or impact likely to cause loss of staff.	Death or impact leading to serious industrial action or separations
(E) Extreme risk – detailed action plan required (H) High risk – needs senior management attention (M) Medium risk – specify management responsibility (L) Low risk – manage by routine procedures  High or Extreme risks must be reported to Senior Management and require detailed treatment plans to reduce the risk to acceptable levels.			Reputation	Managed as part of normal business	Scrutiny required by internal committees or internal audit to prevent escalation.	Scrutiny required by external committees, external auditors	Intense public, political and media scrutiny.	Government inquiry or adverse national media.
			Business Process & Systems	Minor errors requiring corrective action, or minor delay.	Policy or procedural rule occasionally not met.	One or more key accountability requirements not met.	Strategies not consistent with Government's agenda.	Critical system failure, bad policy advice or ongoing non-compliance.
			Financial	1% of operational/departmen- tional budget	2.5% of operational/departme- ntal budget	> 5% of operational/departme- ntal budget	> 10% of operational/departme- ntal budget	>20% of operational/departme- ntal budget
						Indignifant	Minor	Moderate
Likelihood	Probabilities	Historical						
	>1 in 10	Is expected to occur in most circumstances	Almost Certain	M	H	H	E	E
	1 in 10 - 100	Will probably occur at some stage	Likely	M	M	H	H	E
	1 in 100 - 1,000	Might occur at some time in the future	Possible	L	M	M	H	H
	1 in 1,000 - 10,000	Could occur but doubtful	Unlikely	L	L	M	M	H
	1 in 10,000 - 100,000	Only in exceptional circumstances	Rare	L	L	L	M	M

 MAYOR

 GENERAL MANAGER.

#### **4.3 EXECUTIVE MANAGER, ENGINEERING & TECHNICAL SERVICES' REPORTS**

##### **ES1) SHIRE ROADS RESHEETING, STABILISATION AND MAINTENANCE**

The following roads have received attention:

##### 1) MAINTENANCE

- Pearces Lane (Marrar North to gate)
- Brushwood North Road (Canola Way to Ardlethan Road)
- Ariaah Road (East West Road to Mollers Lane)
- East West Road (Mary Gilmore Way to Rannock Road)
- Blairs Lane (Ariaah Road to Rannock Road)
- Dennis Lane (Blairs Lane to Mannings Lane)
- Mannings Lane (Dennis Lane to Rannock Road)
- East West Road (Methul Road to Ardlethan Road)
- Jones Lane (East West Road to gate)
- Lynham Lane (Seymours Lane to Lawrences Lane)
- Tooyal Road (Williamsons Lane to Parmenters Lane)
- Plemings Lane (Ardlethan Road to gate)
- Lucas Lane (Ardlethan Road to Rannock Road)
- Ashbridge Road (Ashbridge School Lane to bitumen)

##### 2) RESHEETING

- Armstrongs Lane (Marrar North to Seymours Lane)
- East West Road (Methul Road to Gilmores Lane)
- East West Road (Methul Road to Ardlethan Road)
- Lawrences Lane (Lynham Lane to Bradshaws Lane)
- McPhails Lane (Wallerobie Road to London Hill Road)

##### **ES2) 2017/2018 ROADS TO RECOVERY PROGRAMME**

##### KOCKIBITOO ROAD CAUSEWAY/CULBERT RENEWAL

Council and Contractors have completed the culvert renewal, concreting of causeway and erosion mitigation works with the road reopened on Monday, 28<sup>th</sup> May, 2018.

**ES3) BLOCK GRANT**

Council's maintenance grader has commenced table drain and sucker clearing across the Regional road Network and once completed will then focus on Local Sealed Road.

**RESOLVED on the motion of Clr Jones and seconded by Clr McCann that the Executive Manager, Engineering & Technical Services' Reports (ES1 to ES3) be received.** 122/06/2018

**ES4) NOXIOUS WEEDS OFFICER'S REPORT (N.02-01, SC284)**

Noxious Weeds Officer Reports

- 41 Private property inspections in the Ardlethan Beckom area.
- No new weed incursions discovered.
- Attended a Bio-control presentation held by NSW DPI with other Local Government staff and Landcare, topics included new and existing agents and who to get them off.
- Attended a Silverleaf and Saggittaria Bio-control presentation in Griffith held by Vic DPI and Murrumbidgee Irrigation.
- Spraying of African boxthorn and Coolatai regrowth in Coolamon and Marrar.
- Attended Riverina Weeds Committee meeting
- LLS has appointed Tammy Galvin as the Regional Weeds Coordinator for Riverina from July 1<sup>st</sup>.

**ES5) ROAD SAFETY OFFICER'S REPORT (R.08-01, SC335)**

Road Safety Officer Reports

LOCAL GOVERNMENT ROAD SAFETY PROGRAM (LGRSP):

In July 2017, Coolamon Shire Council became a partner in the LGRSP along with Junee, Temora and Bland Shire Councils. The four-way Council split partners with Roads and Maritime Services (RMS) to deliver Road Safety Programs across the Local Government footprint via a Road Safety Officer (RSO) who develops and conducts the programs in each Shire.

Council's Road Safety Officer (RSO) recently conducted a workshop/seminar for older drivers, pedestrians and mobility scooter drivers, which was held at the Allawah Community Centre.

The workshop/seminar delivered information in relation to:

- mobility and staying active in the community,
- road safety (as a driver, pedestrian and mobility scooter user),
- how medications impact on ability to be mobile, and
- clarification of questions in relation to road laws and how they apply.

Relevant stakeholders were invited and attended the workshop, including Police Inspector Rob Vergano and the Local Police Officer, the local RN from Allied Health, and Riverina Scooters who brought along a selection of mobility scooters for attendees to try.

The RSO delivered a presentation, and each of the attending stakeholders (Police, Allied Health, and Riverina Scooters) also talked to a section of the presentation relevant to their area of expertise. Having these stakeholders in attendance provides not only authority information for attendees, but an opportunity for one on one questions and collaboration with influential community members.

To support the program, relevant brochures were distributed. Also, full A3 size posters advertising the details of the workshop were placed in prominent local venues including the library, at the chemist, at the medical centre, at the hospital, at IGA, and within the council reception area. Print media and social media were also conducted – with the Temora Independent newspaper running an ad along with the RSO's media release in both the main section of the TI as well as an ad and media release in the Coolamon News section. 13 people were in attendance on the day.

The Allawah Community Centre proved to be an excellent venue for the program, with plenty of room for the mobility scooters to be demonstrated and highlighted.

The program was well received and succeeded in delivering its objectives. A similar program will be conducted in 2019.

#### Recommendation

For Council information.

**RESOLVED on the motion of Clr Maslin and seconded by Clr White that the Executive Manager, Engineering & Technical Services' Reports (ES4 to ES5) be received.** 123/06/2018



#### **ES6) PARKS AND GARDENS OPERATIONAL REVIEW (P.01-01, SC513)**

➔ A review of the Parks, Recreation Areas and Cemeteries Maintenance Plan has been performed and is attached for Council's consideration. The purpose of the Plan is to: **Attachment No. 9**

- 1) Confirm park areas and hierarchical maintenance service levels.
- 2) Review current Parks staff, volunteers and/or Contractor and evaluate performance and efficiencies.
- 3) Review current Council, volunteer and/or Contractor plant resources to ensure operations are performed in efficient manner.
- 4) Consider new areas or existing areas that require upgrading.

Major outcomes of the review are as follows:

- Only minor alterations were required to Town Maintenance maps and these are mainly the result of a change in land ownership or land operation practice.
- A restructure of Parks and Gardens (P&G) in 2017 has resulted in a minor increase in P&G staff to 4.5. Staff numbers can be increased if required as seasonal conditions dictate with casual staff. The current staffing levels are considered satisfactory for the defined maintenance standards to be achieved.
- With the assistance of local Contractors (ie. bobcat operator), P&G staff have recently been gradually elevating the standard of the many garden beds which have been neglected for a number of years. It will take some time until all



garden beds achieve the desired standard but current operations indicate that P&G staff have the resources and time to address the issue.

- The resources available to the P&G staff are considered satisfactory for them to perform their duties in an efficient manner. Resources are at a level where it is possible for the gang to be split as required and service multiple areas at the same time. This permits multiple small areas to be serviced in an efficient manner or maintenance operations to continue whilst other staff are required elsewhere to address ratepayer enquiry, irrigation fault, effluent pumps etc.
- Council day labour staff generally do not have the time to perform major capital works (ie. large scale paving, installation of new irrigation systems etc) as it will detract from their ability to perform maintenance activities. Where time permits Council will perform these duties but where this is not the case external contractors will be engaged.
- Current P&G maintenance budget (includes operations, maintenance, renewal and upgrade) is \$263,000 with 2018/2019 allocation \$273,000. As of 1<sup>st</sup> June, 2018 expenditure is at \$240,700 and if forecast to be \$3,300 over spent by the end of the financial year. Considering the quantity of renewal and upgrade works performed this year the 2018/2019 allocation is considered sufficient for maintenance, renewal and upgrades to continue.
- Council's Contractor in Ardlethan has submitted rates which are considered excessive to provide the services. Council have attempted to negotiate an appropriate rate without success and it is considered more financially viable for Council to employ an additional staff member. Council already have the plant resources and the ability to split the gang. An additional full time staff member would permit Council to provide the services in Ardlethan and their time outside of what is required for Ardlethan would be utilized by Council's day labour in maintenance and capital improvement works.
- The negative of such a scenario is that Council would not have any representation in the north of the Shire for issues such as irrigation leaks, septic tank blockage, street cleaning, cleaning of toilets, unlocking depot yard and tip, cemetery issues, emergency call-outs ie. flooding, fallen limbs, general public enquiries etc. The issues are many and varied, Council would have difficulty in addressing the issues in a timely manner and the preference is certainly to retain a Contractor in the northern region of the Shire.

For Council to achieve the desired standards in the northern region of the Shire, the following options are available:

- Readvertise Contract.
  - Council employ additional staff member and perform maintenance with day labour staff.
  - Accept existing Contractor rates.
- Volunteers in the Villages of Beckom, Marrar and Matong provide a valuable service to Council and their community. Beckom and Marrar are very active but Matong has been in a period of recession. The level of volunteer operation in Matong will be monitored to ascertain if level of volunteer operation is satisfactory. Council will then decide if additional volunteers are required or best for Council to take over maintenance works.

Recommendation

That Council adopt the Parks, Recreation Areas and Cemeteries Maintenance Plan.

**RESOLVED on the motion of Clr Maslin and seconded by Clr McCann that Council adopt the Parks, Recreation Areas and Cemeteries Maintenance Plan.** 124/06/2018

**Councillor Hutcheon entered the meeting at 3.00pm.**



## ADJOURNMENT

**Council adjourned at 3.00pm for a presentation from Council's Aged Care Services Manager, Simone Fuller. Following the presentation Simone joined Councillors and Staff for afternoon tea.**

**Council reconvened at 4.10pm.**

#### 4.4 EXECUTIVE MANAGER, DEVELOPMENT & ENVIRONMENTAL SERVICES' REPORTS

##### HS1) DEVELOPMENT ACTIVITY REPORT FOR THE PERIOD ENDING 31<sup>ST</sup> MAY, 2018 (B.05-03, SC58)

###### Summary

This report advises of the Development Application activity for the month of May 2018.

###### Development Activity Table

Application Number	Type	Address	Determination	Value
DA 2018/37	New Single Dwelling	73 Campbells Lane, Coolamon	Approved	\$393,500.00
DA 2018/38	New Inground Swimming Pool	119 Gradys Lane, Coolamon	Approved	\$16,876.00
DA 2018/35	Subdivision of 3 Lots into 2 Lots	Plemings Lane, Coolamon	Approved	N/A
DA 2018/30	Subdivision of 5 Lots into 2 Lots (Rural)	Newell Highway, Ardlethan	Approved	N/A
DA 2018/40	New Verandah/Deck	67 Waterview Street, Ganmain	Approved	\$2,610.00
CDC 2018/04	New Inground Swimming Pool & Patio	24 Hare Street, Marrar	Approved	\$35,500.00
DA 2018/41	Redevelopment of Kindra Park Lighting System	Lewis Street North, Coolamon	Approved	\$267,707.00
DA 2018/39	Alterations and Additions to Dwelling	75 Wade Street, Coolamon	Approved	\$45,960.00
DA 2018/43	New Shed	52 Stinson Street, Coolamon	Approved	\$14,500.00
<b>TOTAL: 9</b>			<b>9</b>	<b>\$776,653.00</b>

###### 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 31<sup>st</sup> May, 2018.

**RESOLVED on the motion of Clr Logan and seconded by Clr McCann that Council receive and note this report on development activity for the period up to 31<sup>st</sup> May, 2018.** 125/06/2018

**HS2) LOCAL HERITAGE FUND COMMITTEE MEETING AND HERITAGE STRATEGY  
2018 – 2021 (H.04-09, SC235)**

**Summary**

This report provides information to Council in regards to a recently held Local Heritage Fund Committee Meeting and the Coolamon Shire Council 2018 – 2021 Heritage Strategy.

**Background**

The Office of Environment and Heritage (OEH) offers funding to local Councils to set up a Local Heritage Fund. Councils can then offer small grants for heritage projects. Funding should be used as an incentive to assist heritage-listed items in Local Environmental Plans (LEPs) as a first priority, over non-listed heritage items.

Funding can be used for a wide range of projects which will deliver good heritage and urban design outcomes that fit within the scope of these guidelines.

Projects funded through a Local Heritage Fund may include (and not be limited to):

- Conservation Works and Maintenance Works Projects
- Adaptive Reuse Projects
- Urban Design Projects that support Heritage
- Interpretation Projects
- Conservation Management Plans.

Generally funding should not be provided for:

- new buildings
- routine maintenance (e.g. lawn mowing, gutter cleaning or carpet cleaning)
- projects where adequate funding is available from the applicant or other sources
- new commemorative monuments or works
- purchasing heritage buildings
- relocating buildings or work done to relocated buildings

- private headstones, unless there is no possibility of descendent support for the project
- floodlighting of heritage buildings
- purchasing equipment
- moveable railway heritage items.

Council's Local Heritage Fund Committee met on 5th June, 2018 to assess the 2018/19 Local Heritage Fund applications.

### **The 2018/19 Grant Applications**

Council received a total of 4 applications for local heritage funding this year with 3 applications receiving funding. Further detail on applications are included in the Minutes of the Committee meeting attached to the Council report.

It may be viewed that the Local Heritage Fund is a great investment tool for Councils across NSW. For the relatively small dollars the Council contributes, such a fund generates positive, feel-good community attitudes and long-term on-the-ground heritage conservation outcomes.

### **Heritage Strategy 2018 – 2021**

A requirement of the NSW Heritage Grants Local Government Heritage Management Program is that each council must prepare, adopt and implement a three-year heritage strategy. This strategy must be based on Recommendations for local government on heritage management.

The 2014 – 2017 Heritage Strategy has lapsed and Council staff and heritage advisor have created a new strategy for the adoption by Council. A copy of the strategy is attached to this report.

### **Financial Implications**

Council was allocated \$6,000.00 in funding for the 2018/19 Local Place Grants, from the NSW Office of Heritage (OEH). The Funding Agreement requires a 1:1 contribution from Council, resulting in Council allocating \$6,000.00 and the total funding available for the 2017/18 Local Place Grants being \$12,000.00.

Council's contribution was budgeted for and it is considered that there will be no adverse financial impacts associated with the 2018/19 Local Place Grants.

There are nil adverse financial implications associated with the creation of the 2018 Coolamon Shire Council Heritage Strategy.

### Attachments

- Heritage Committee Meeting Minutes 5 June 2018 **Attachment No. 10.1**
- Heritage Advisors Report on Grant Applications **Attachment No. 10.2**
- Coolamon Heritage Strategy 2018 – 2021 **Attachment No. 10.3**

### Recommendation

That Council:

- 1) Note the report and adopt the Minutes and recommendations of the Local Heritage Fund Committee Meeting held 5th June, 2018; and
- 2) Note and adopt the Coolamon Shire Council Heritage Strategy 2018 – 2021.

**RESOLVED on the motion of Clr Maslin and seconded by Clr Jones that Council:**

**126/06/2018**

- 1) **Note the report and adopt the Minutes and Recommendations of the Local Heritage Fund Committee Meeting held 5th June, 2018; and**
- 2) **Note and adopt the Coolamon Shire Council Heritage Strategy 2018 – 2021.**

**HS3) LANDFILL FACILITY MANAGEMENT CONSIDERATIONS REPORT (G.01-01, SC529; LF564)**

### Summary

This report provides information and a recommendation for Councils consideration in regards to proposed operational amendments required for landfill sites in response to Council endorsing the employment of full time staff to operate Councils landfill sites.

### Background

Council may recall that in response to the recent landfill management tender, a report was presented to the May 2018, Ordinary Business Meeting of Council, where it was resolved that Council:

- **Note the Report on Landfill Management Tender 2018/03;**
- **Not enter into a contract for the Management of Council Landfill Facilities with either of the submitted tenderers; and**
- **Support the employment of a Council Staff Member/one Full Time Equivalent position for the management of Council Landfill Facilities.**

As a result of the abovementioned resolution, investigations into required operational amendments to support the employment of full time council staff at landfill facilities have been undertaken.

### **Landfill Management: Council Employees**

The recent tender process confirmed that there was merit in employing full time staff members to manage Council Landfill sites from both financial and better practice perspectives.

Council endorsed the employment of two (2) full time equivalent staff members to undertake the role of landfill management and replace the current contract system. The roles would be 38 hour/pw positions and would be subject to the relevant provisions of the NSW Local Government Industrial Award.

There are obvious advantages in Council employing staff to manage the landfill sites and these include no contracts to administer, positive financial associations and the creation of greater oversight and control of landfills with associated better practice outcomes.

The time has come to move from supervising Tips to managing Landfill operations.

As a result of proceeding with employment of landfill management staff, and to ensure that Council complies with the relevant provisions of the Local Government Award (the Award) consideration is required into the following matters:

- Job Description / Roles and Responsibilities
- Hours of Operation of Landfill Facilities / Employee Work Hours; and
- Required Infrastructure (Amenities, Plant and Equipment).

### **Job Description / Roles and Responsibilities**

It is proposed that the two (2) positions that are created comprise of:

- Landfill Supervisor
- Landfill Operator

The Landfill Supervisor Role will encompass the following key responsibilities:

- 1) Plan and coordinate the Solid Waste Team's work activities including plant, materials and contractors;
- 2) Undertake waste management labouring duties including managing the disposal of domestic, green, commercial and building waste, and contaminated waste; assisting in the operation of the waste transfer station; fencing and litter control; mowing, slashing and tree planting; traffic management; earthworks and waste cell construction; road and rubbish cell maintenance; and implementing and monitoring soil, sediment and pollution control measures; site rehabilitation works; and site safety and security;
- 3) Oversee the implementation of capital improvements and maintenance;
- 4) Oversee cash collection and undertake end-of-day reconciliation and banking ensuring compliance with procedures and protocols;
- 5) Ensure all operations at waste management facilities are undertaken in accordance with workplace safety compliance requirements including utilisation and maintenance all items of Council plant, equipment, tools (hand and power) and personal protective equipment and clothing (PPE/C);
- 6) Assist with the development and implementation of the annual work program and plans e.g. soil and water management plans, traffic control plans, work method statements;
- 7) Maintain, analyse and report on statistical data including waste facility usage;
- 8) Undertake waste management labouring duties including managing the disposal of domestic, green, commercial and building waste, and contaminated waste; assisting in the operation of the waste transfer station; fencing and litter control; mowing, slashing and tree planting; traffic management; earthworks and waste cell construction; road and rubbish cell maintenance; and implementing and monitoring soil, sediment and pollution control measures; site rehabilitation works; and site safety and security; and
- 9) Utilise and maintain systems of plant, equipment, tools (hand and power) and personal protective equipment and clothing (PPE/C) in accordance with Council standards.



The Landfill Operator Role will encompass the following key responsibilities:

- 1) Undertake waste management labouring duties including managing the disposal of domestic, green, commercial and building waste, and contaminated waste; assisting in the operation of the waste transfer station; fencing and litter control; mowing, slashing and tree planting; traffic management; earthworks and waste cell construction; road and rubbish cell maintenance; and implementing and monitoring soil, sediment and pollution control measures; site rehabilitation works; and site safety and security;
- 2) Utilise and maintain systems of plant, equipment, tools (hand and power) and personal protective equipment and clothing (PPE/C) in accordance with Council standards; and
- 3) Complete documentation relevant to the role e.g. standard forms, site safety documentation etc.

#### **Landfill Operating Hours**

The positions will be 38 hour per week positions and the change in landfill management arrangement also presents an opportunity to review the current operating days and times to seek operational efficiencies whilst balancing Award requirements with expected service delivery.

The following table provides for current opening days and times.

#### **Current Landfill Operating Days and Times**

Landfill Site	Day and Time						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Ardlethan			1pm – 5.00 pm		1pm – 5pm		9 am – 1 pm
Coolamon	9am – 1pm		1pm – 5pm		9am – 12pm	1pm – 5pm	
Ganmain	2pm – 5pm	2pm – 5pm	9am – 12pm			9am – 12pm	
Marrar		9am – 1pm			1pm – 5pm		

**Total 47 hours per week.**

***Proposed Operating Days and Times***

	Day and Time						
Landfill Site	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Ardlethan			1pm – 4pm	1pm – 4pm		8am – 11am	
Coolamon		1pm – 5pm	8am – 11am		9am – 12pm	1pm – 5pm	
Ganmain		9am – 12pm		8am – 11am	9am – 12pm	8 am – 11 am	
Marrar		1pm - 4pm			1pm – 4pm	1pm – 5 pm	

**Total of 45 hours per week**

**Key Changes:**

- The total opening hours for all four tips is proposed to be 45 hours. The total existing opening hours is 47 hours.
- The Ardlethan landfill is still proposed to be open three days a week. However, the total opening hours are proposed to be reduced from 12 hours to 9 hours.
- The Coolamon landfill is still proposed to be opened four days a week. However, the proposed total opening hours have been reduced from 15 hours to 14 hours.
- The Marrar landfill is open an additional day. The opening hours are proposed to be increased from 8 hours to 10 hours.

The above proposed changes will result in Council ensuring that employees will work a 38 hour week with two (2 days) off. The days nominated as weekend' being Sunday and Monday will need to be confirmed by an Enterprise Bargaining Agreement.

**Required Plant and Infrastructure**

It is proposed that the staff will start and finish from the Coolamon Landfill Site. Council will need to provide for plant and basic amenities infrastructure at all sites.

The following table is a list of required plant and infrastructure:

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> JUNE, 2018.

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Item	Location	Quantity	Estimated Cost
Rainwater Tank	Ardlethan, Coolamon, Ganmain, Marrar	4	\$15,000.00
Amenity Building* (Office, Lunch Room and Toilet)	Coolamon	1	\$25,000.00
Vehicle	To service all landfill sites	1	\$30,000.00
Truck (Single Axle Tipper) or Trailer		1	\$90,000.00
Skid Steer (half funded through grant)	To service all landfill sites	1	\$140,000.00
<b>Total</b>			<b>\$300,000.00</b>

**Note:** The proposed amenities building for Coolamon will be situated in the existing Community Recycling Centre Shed. At the time of the sheds construction, Council contributed additional funds to build an extra bay. This bay will be converted to office, lunch room and toilet/shower facilities.

### Financial Implications

As previously conveyed to Council the total cost of creating one FTE would be in the vicinity of \$87, 285.42 pa (including employee on costs 20%).

Two positions equate to an employee budget cost of circa \$174, 570.84 (including on costs).

Plant and Infrastructure costs have been discussed above and have been estimated to equate to a total of \$300,000.00.

Whilst the employee costs will be ongoing/reoccurring budget items, the plant and infrastructure costs will be one off costs and will be offset over time as a result of less reliance on the current contractor costs incurred for the facilities. The total plant and infrastructure costs will be further offset by \$75,000.00 as this is a grant contribution amount that Council has received for the purchase of a Skid Steer for an Organics Project.

The total contractor costs (excluding the landfill management contract costs) for 2016/17 were \$81,866.62 in payments to other external contractors for services such as earthmoving and spraying etc., a significant proportion of such costs will be eliminated under the employee management option. At an estimated saving of \$50,000.00 pa from external contractor payments, the upfront infrastructure costs associated with this report would be written off over 5 years.

### Consultation

Internal consultation has occurred with relevant staff.

It will be important for Council to undertake extensive community notification if it proceeds with endorsing the proposed amendments to the landfill operating days and times.

Recommendation

That Council:

- 1) Note the Landfill Facility Management Considerations Report.
- 2) Endorse the proposed amended operating days and times for the Coolamon Landfill Facilities.

**RESOLVED on the motion of Clr Hutcheon and seconded by Clr White that Council:** 127/06/2018

- 1) **Note the Landfill Facility Management Considerations Report.**
- 2) **Endorse the proposed amended operating days and times for the Coolamon Landfill Facilities.**

**HS4) COOLAMON LANDFILL FACILITY OPTIONS REPORT (G.01-01, SC529)**

**Summary**

This options report provides information on the current lifespan status of the various landfill sites throughout the shire, in particular the Coolamon Landfill Site and provides options for the future operation and management of the Coolamon site.

**Background**

Council operates four (4) landfill sites within the LGA. These sites include:

- Ardlethan
- Coolamon
- Ganmain
- Marrar

Council has traditionally utilised contract arrangements for the management of its landfills. The management of landfills is undertaken and administered under two (2) separate contracts, these being:

- 1) Ardlethan Standalone Contract
- 2) Coolamon, Ganmain and Marrar Combined Contract.

Both contracts have expired and are due for renewal with Council recently calling for tenders for the management of its landfill sites under one contract, it was decided at the May 2018 Ordinary Council Business Meeting that Council would employ Council Staff for landfill management purposes.

Resource recovery practices at Councils landfills are relatively consistent across the Local Government Area. The most commonly collected materials for recovery are metals, cardboard, paper, electronics, gas bottles, motor oil and car bodies.

All sites accept green waste, with only Coolamon processing for alternative use, and in general the green waste that is collected is burnt when stockpiles reach a certain size. In most instances (with the exception of Coolamon), the green waste is burnt without being sorted and may therefore be contaminated with waste material, in particular plastics.

Landfill Tip Shop is currently operated at the Coolamon Tip by the Landfill Contractor.

#### Current Operational Details

The following table provides information on the operational times and waste streams that are processed at the current landfill sites:

Location	Days	Time	Waste Streams
Ardlethan Landfill Newell Highway, Ardlethan	Sunday	9am – 1pm	<ul style="list-style-type: none"> <li>• Residual waste</li> <li>• Green waste</li> <li>• Timber</li> <li>• DrumMUSTER</li> <li>• Recycling</li> <li>• Oil</li> <li>• Steel</li> </ul>
	Wednesday & Friday	1pm – 5pm	
Coolamon Landfill Dyces Lane, Coolamon	Saturday & Wednesday	1pm – 5pm	<ul style="list-style-type: none"> <li>• Residual waste</li> <li>• Green waste</li> <li>• Timber</li> <li>• DrumMUSTER</li> <li>• Recycling</li> <li>• Oil</li> <li>• Steel</li> <li>• Batteries</li> <li>• E-waste</li> <li>• Paint</li> <li>• Gas bottles</li> <li>• Fire extinguishers</li> </ul>
	Monday	9am – 1pm	
	Friday	9am – 12pm	

Ganmain Landfill Grave Street, Ganmain	Saturday & Wednesday	9am – 12pm	<ul style="list-style-type: none"> <li>• Residual waste</li> <li>• Green waste</li> <li>• Timber</li> <li>• Recycling</li> <li>• Steel</li> </ul>
	Monday & Tuesday	2pm – 5pm	
Marrar Landfill Easticks Lane, Marrar	Tuesday	9am – 1pm	<ul style="list-style-type: none"> <li>• Residual waste</li> <li>• Green waste</li> <li>• Timber</li> <li>• Recycling</li> <li>• Steel</li> </ul>
	Friday	1pm – 5pm	

**Table 1: Coolamon LGA Waste Infrastructure**

**Site Locations and Life Expectancies**

Life expectancy maps have been created for all of CSC landfill sites that identify the remaining lifespan/airspace capacity of each site. The maps have been informed by available records and staff knowledge. It has become apparent as a result of the life expectancy mapping exercise and site visits that the Coolamon Landfill Site is fast nearing its full life expectancy which is estimated to occur within the next 18 months.



**Figure 1: Ardlethan Landfill Life Expectancy Map**



Figure 2: Coolamon Landfill Life Expectancy Map

It must be noted that Coolamon has been built up, creating above ground cells and therefore additional space.



Figure 3: Ganmain Landfill Life Expectancy Map

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

*Maughan*  
 ..... GENERAL MANAGER.



**Figure 4: Marrar Landfill Life Expectancy Map**

**Discussion**

All of Councils landfill sites are subject to strict legislative conditions and controls. These sites also require routine and increasingly complex upgrades to ensure compliance, ongoing utility and community safety. The costs of such upgrades and works continue to rise as State Government regulation and standards increase, placing Council at a junction of determining the better fiscal choice: consolidation and closure or continued infrastructure investment at our existing sites.

In addition to these active sites, Council is the responsible manager of a number of landfills (Beckom and Matong), that have currently stopped being used. The potential future environmental risk and site rehabilitation costs of which are unknown.

Include into this mix the impending end of life of the Coolamon landfill site and the need to consider the sites future management options, these conditions, requirements and expectations make for a complex landfill management environment.

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

..... *Maughan* ..... GENERAL MANAGER.



All landfills have a lifespan and acknowledging that the Coolamon Landfill site is nearing its lifespan requires the consideration of future waste disposal and site management options. The Coolamon Landfill site in the 2016/17 financial year saw the deposit of an estimated 700 tonnes of waste. In February 2018 a new trench was excavated at a cost of \$37,000.00. The trench will provide space for waste for a period of approximately 12 months. There appears to be scope for the creation of one additional and last trench that will provide approximately the same amount of life.

Given the limited lifespan identified for the Coolamon landfill site, consideration needs to be given for future waste disposal and management options for the site and service options for the community.

### **Option 1: Closure of Coolamon Landfill Site**

One option to address the end of life/available trench space at the Coolamon landfill site is closure.

Landfill closures are increasingly common these days, but that doesn't mean the process has become any less complicated. The first step is preparing a conceptual design that meets current regulations (EPA). The concept should include plans, general specifications, quality control measures and other technical details that address and provide for the sites remediation. Whilst there is no legislative requirement for the creation of a Landfill Closure Plan for the Coolamon site (unlicensed landfills do not require an approved closure plan) such an exercise would be recommended to ensure that both Council and the NSW EPA are satisfied with the remediation of the site.

The closure of the Coolamon site from a reduced service perspective could potentially be managed by promoting and using the Marrar landfill site as the primary landfill site within the Shire and relocating existing infrastructure from the Coolamon site to Marrar (CRC shed etc.).

The closure of a landfill ensures operational finality with potential options for alternate uses occurring on the site in the form of compatible rural land uses, depots, industries and even the creation of public open space opportunities (Active or passive).

### ***Advantages of Proposal***

- No ongoing management / operational costs
- Eliminates a liability to Council and the community
- Removal of regulatory management burdens
- Site reuse opportunities

***Disadvantages of Proposal***

- Increased Transport costs to alternate disposal site
- Rehabilitation costs
- Managing Community sentiment

***Financial Implications***

Financial Implications associated with this option are estimated in the vicinity of \$200,000.00 for site remediation which would compose of creation of closure plan, removal / burial all residue waste material on the site, earthworks and landscaping works.

There would also be a cost estimated at \$150,000.00 for the removal and relocation of existing infrastructure in the form of the CRC Shed / new slab, organics infrastructure, waste oil structure and additional recycling bins pad and amenities to the Marrar site.

**Option 2: Transfer Station at Coolamon Landfill Site**

Traditionally local Councils within the region, have favoured the construction of landfills over transfer stations, however transfer stations can provide a viable opportunity to stockpile and store waste materials (metals, green waste, and batteries etc.) and transfer them to sites more suitable for the disposal of waste. Given the high cost and potential environmental issues associated with operating landfills, it should be acknowledged that there may be benefits in investigating opportunities to convert the Coolamon landfill site into a transfer station and use it to transport waste to larger, better managed, landfills within or internal to the Shire (Marrar).

It has been recognised that Councils that decide to convert landfills to transfer stations and transport waste to more cost effectively operated landfills also stand to save considerable amounts. The average industry cost of operating a transfer station is \$25 per tonne, a significantly lower cost than that of most landfills in the region.

A basic 'drive-up and tip-off' transfer station located at the Coolamon Site could operate as an alternative to a full landfill and allow people to drop waste into large suitably sized skip bins or on a concrete pad (s) to be then transported to a nearby landfill. Obviously the costs of transporting waste collected at the site to other sites would need to be calculated at an ongoing waste collection cost to both Council and the Community.

By creating a transfer station at Coolamon, the costs associated with relocating existing infrastructure at the Coolamon site to Marrar and estimated at \$150,000 would be eliminated.

Consideration of a transfer station needs to be weighed against the cost of establishing and operating such a facility compared to closure and whilst recognising the short distance that Coolamon residents would still maintain to the Ganmain and Marrar Landfill sites.

***Advantages of Proposal***

- Ensures that a facility remains available for the Coolamon community for waste deposition

***Disadvantages of the Proposal***

- Set up and establishment costs
- Ongoing management costs
- Delays inevitable rehabilitation of the site
- Remains a liability to Council and the Community

***Financial Implications***

The financial implications associated with a ‘transfer station option’ for the Coolamon landfill site is estimated at \$280,000, this cost comprises the following:

- Transfer station (bins, slab, drainage and associated site works) = \$80,000
- Truck \$200,000

The above costs do not capture the ongoing management costs for the site that could be estimated at \$15,000 per annum.

**Coolamon Landfill Operational Expenditure**

<b>Coolamon Landfill Expenses</b>	<b>2018 to date</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
Maintenance & Repairs	41,810.71	34,025.76	53,652.25	85,753.01	35,964.90
Supervision & Management	11,340.00	16,695.00	16,758.00	16,380.00	3,780.00
Operational/Consumable Costs	415.50	1,310.41	2,633.81		4,042.66
Slashing/Spraying	1,279.39	1,240.10	807.50		760.00
Town Cleanup	1,753.84	5,830.04	2,930.68		
Insurance	214.55				262.52
<b>Total</b>	<b>\$56,813.99</b>	<b>\$59,101.31</b>	<b>\$76,782.24</b>	<b>\$102,133.01</b>	<b>\$44,810.08</b>

**Table 2: Coolamon Landfill Expenditure**

Based on the evaluation of the future management options and the potential supervision and management costs for the Coolamon site it is clear that from a financial analysis that the creation of a transfer station at the Coolamon Site may be the preferred option. Total costs under this option, as a combination of required infrastructure investment and ongoing operational costs, are in the order of \$280,000 and then \$15,000 annually.

Council has also recently received grant funding under the NSW EPA's Organics Infrastructure (Large and Small) Grants Program – Product Quality stream. The grant amount was for \$97,565 with a \$100,000 contribution from Council.

The grant was obtained to enhance the current organics program conducted at the Coolamon Landfill site via the following:

- Site civil works - 300m2 Extension of earth formed pad
- Staff Training
- Skid Steer Loader
- Flip Screen
- Raw Landmark Tarps
- Temperature monitoring and recording equipment
- Meter and probe

The infrastructure identified under the grant will assist in offsetting some of the infrastructure costs under a Coolamon Transfer Station Option.

#### Recommendation

That Council note the Report and identify a preferred option for the Coolamon Landfill Site.

**RESOLVED on the motion of Clr Maslin and seconded by Clr McCann that Council note the Report and commence the work required to turn Coolamon Landfill into a Transfer Station.** 128/06/2018

**HS5) MATONG HOTEL - ENGINEERS REPORT (RT1000942)**

**Summary**

This report presents a structural engineers report and recommendations to Council on the Matong Hotel.

**The Site**

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

**Background**

As Council may recall, a number of reports on the Matong Hotel have been presented to Council since 2017, the most recent report being presented to the February 2018 Council Meeting. The report was titled MATONG HOTEL UPDATE REPORT (RT1000942) and presented information on compliance matters and Land and Environment Court Proceedings associated with the premises.

The report resulted in the following Council resolution (27/02/2018):

*That Council note the 'Matong Hotel Update Report'.*

Since the February Report, Council and the owners had reached an agreement which resulted in the discontinuance, for the moment, of legal proceedings in the Land and Environment Court NSW. The discontinuance of proceedings was undertaken by the owner on the basis that Council would revoke the demolition order. Council agreed to revoke the order on the provision that the owner of the premises agreed to:

1. Allowing the entry of a structural engineer appointed by Council to enter the building to undertake an inspection of the premises;
2. Agreed to lodge a development application, as required, for repair works identified in the structural engineers report; and
3. A meeting with Council and the owner occur to discuss a way forward.

The report presented to the February 2018 Council meeting communicated to Council, amongst other matters, future actions that were required to be undertaken in efforts to resolve the issues associated with the Hotel. Council through its solicitors, Marsdens Law Group, had committed to undertaking the following actions:

- Engaging a practicing structural engineer to inspect premises on Councils/community behalf;
- Arranging inspection of the premises with Engineer (Council appointed consulting engineer);
- Convening a meeting with the owner of the premises to discuss findings of report and lodgement of required development and associated applications;
- Monitoring the above to ensure that the matter is fully resolved to Council's satisfaction in a reasonable timeframe.

Council through its appointed solicitors have now completed item 1 above and engaged structural engineers who have carried out an inspection of the premises and formulated a report which is now tabled for Councils information. The finalisation and submission of the structural engineers report will now allow council to proceed with the remaining actions identified above.

### **Structural Engineers Report and Key Findings**

Sydney Engineers were commissioned by Marsdens Law Group on behalf of Coolamon Shire Council to visit the site and to assess and report on the current structural condition of the building known as the Matong Hotel and provide recommendations for the rectification of defects encountered where necessary.

Sydney Engineers visited the site and undertook an inspection of the premises on Monday 30th of April 2018.

The presentation of the inspection findings has been presented in a report and comprises the following parts:

- Site and Building Description
- General Observations
- Defect Analysis – Analysis of defect type occurrence within each part of the building; defect severity assessment; structural condition assessment; action notes.
- Conclusion – Structural assessment; Recommendations
- Appendix 'A' – Photographs – Each image is uniquely numbered; Caption and comments are provided as required.
- Appendix 'B' – Defect Types – Each defect type is provided with a unique identification code and an illustrative photograph taken on site.
- Appendix 'C' – Defect Severity Chart – Criteria for determining the level of importance and risk associated with defects.

## Key Items

### *Cause of Damage*

The serve wall cracking and damage noted mostly in the north-west section of the subject building structure was a combination of the following:

- a. Shallow and inadequate footings founded likely on reactive clay foundation soils.
- b. Poor stormwater drainage of the site and particularly along the western and southern external walls, where the ground along those external walls was noted to be lower than the surrounding ground, leading to water ponding along those particular perimeter walls during rain periods.
- c. Defective stormwater drainage system. Insufficient number or damaged down pipes and faulty roof guttering discharging into the foundations of the building.
- d. A number of wall vents to provide ventilation in subfloor area along the lower section of the two storey external wall (behind the internal stairs) noted to be on same level or lower than the external surrounding ground level.
- e. As result of the low wall vents stormwater would be entering and flooding the subfloor area during rainstorms. The flooding to subfloor area would inevitably cause weakening of the bearing capacity of the foundation soils of the structure leading to significant footing settlement and severe wall cracking in the walls above in that section of the structure as noted during the inspection.

In the view of the engineers, the western section of the building had suffered most damage due to significant settlement of the western side wall pulling away from the main structure and in the process causing significant wall cracking and damage in the walls of the building and in particular separation and crumbling of the arched wall section above the main entrance to the building and elsewhere.

- f. Tree root interference with the foundation soils in that section of the structure from the large trees growing in close proximity opposite the western side wall.  
Tree roots can cause damage to footings in two ways by either absorbing all moisture from the vicinity or underneath the footing causing footing settlement or by lifting footings if tree roots grow big enough directly under the footing.

- g. Lack of maintenance. The building had been left to deteriorate and damage appeared to have been getting worse for a number of years.
- h. Fire damage.

### **Structural stability and structural integrity**

With consideration to the visual inspection and analysis, the following conclusions were reached by the consultant engineers in relation to the main building structure.

#### *High risk items*

Some areas and parts of the building were considered unstable and liable to sudden collapse, with debris falling on public ground (roads and footpaths in the vicinity), with a risk of injury to the users.

The areas identified as prone to immediate collapse or structural failure, in their present state are:

- a. Roof structure of the main building.

In particular in respect of the roof structure the engineers emphasised:

- i. Underpurlin members are of inadequate size;
- ii. Roof Strutting members are of inadequate size;
- iii. Roof strutting is sitting on ceiling joists instead of being supported by strutting beams;
- iv. A roof sheet is missing in the proximity and behind the front facade;
- v. Inadequate cross bracing to roof rafters is evident;
- vi. No roof structure tie downs noted;
- vii. Insufficient support to ridge beams noted;
- viii. The above items are considered quite serious deficiencies;
- ix. The apparent improvisation of timberwork in the roof space area exhibits poor workmanship and a general standard that is unacceptable. The work must be rectified by licensed trades and in accordance with the advice and structural details of a practicing structural Engineer.

- b. Level 1 Balcony – Matong Street and Deepwater Road.

Balcony column instability and the deterioration of main structural elements and precarious connection of balcony to the main



building wall could cause this structure to fail and collapse under the action of sustained wind loads and normal service loads, in a manner similar to that described in (a) above.

- d. Main entrance decorative archway – Matong Street façade.

This element, already completely fractured and detached from the façade wall, and currently held in place by 'Acrow' props, could under action of modest lateral loads or removal of the prop collapse on the public footpath below.

- e. Ground floor passage decorative archway.

Similarly this element located internally in the vicinity of the internal stairs had been badly damaged and was supported by 'Acrow' props.

*Subsidence and differential settlement*

Some areas and parts mostly on the north-west section of the building are affected by foundation subsidence and differential settlement that are manifest by the presence of large cracks in load bearing walls, linings and finishes, evident tilting and deformation of the same and distortion of window and door frames. This type of defect appears throughout the building, but it appears particularly numerous and severe in the northwest section of the building.

Nevertheless, in spite of damage to walls and other structural components, these remain in general, stable in their present condition, and in the short term up to six months from the date of the report.

However there are two locations that in the engineers view are of high risk and liable to collapse at any time:

- a. Level 1 - southern side window wall, adjacent to main stairway.  
b. Ground level south side external storeroom. Masonry walls are affected by severe vertical fractures.

**Urgent Actions Required**

The engineers reports states that 'all parts of the main building, which in their present condition constitute a hazard to persons entering the site and for members of the public transiting in the vicinity, need to be made safe by eliminating the risk of collapse or structural failure'.

These building parts and associated actions are listed below in order of priority:

- **Roof structure – Main building**

Strengthening of the roof structure so as to render it compliant to AS1684 (Residential Timber Framing Code) and AS1270 (Timber Structures Code), rectifying above noted deficiencies. It is also crucial to ensure the structure is adequately tied-down to resist wind up-lift loads.

During the roof remediation works, it may be opportune to include the repair of the sarking membrane and to verify overall waterproofing adequacy, although the latter two have no bearing on structural safety.

- **Level 1 Balcony and associated Awning**

Strengthening of the timber structure so as to render it compliant to AS1270 and the BCA, and resistant to wind loads, including verification of the following:

- i. tie-down anchors;
- ii. connection to building facade;
- iii. awning cover integrity, including fastening to timber structure;
- iv. Replacement of some balcony columns and timber beams, and
- v. repair of decking.

Due to the extent of deformation and poor condition of the Balcony structure, demolition and reconstruction, may prove to be a more economic and convenient option.

- **Rear courtyard Pergola**

Similarly to point above, strengthening of the timber structure in order to achieve compliance with AS1270 and verification of corrugated steel sheeting cover. As the structure is in grave state of disrepair, it may be more convenient to opt for demolition and reconstruction.

- **Level 1 south side Window**

Replacement of all damaged brickwork above and below the subject window and replacement of damaged timber window.

- **Main entrance decorative archway – Matong Street façade**

Removal and replacement of damaged arched wall section.

- **Ground floor passage decorative archway**  
As in (e) above.

### **Future Actions**

In efforts to promote transparency and collaboration, Council has requested through its solicitors, Marsdens Law Group that a copy of the Engineers Report be sent to the owner's solicitor and owner (sent on 14 June 2018).

Council, as per the commitment it provided the owner will now work towards convening a meeting between the owner, Council and respective legal representatives to discuss findings of report and lodgement of required development and associated applications.

Given the findings of the engineers report in respect of items of structural concern that constitute a hazard to persons entering the site and for members of the public transiting in the vicinity, Council staff recommend to Council that the order process be commenced via the issuing of a notice of intention to serve and order under the provisions of Schedule 5 Part 1 of the Environmental Planning and Assessment Act 1979.

The issuing of a notice of intention will allow for representations to be made by the owner to Council prior to the actual issue of the order. In essence the notice will serve to advise the owner that Council is considering to issue a 'Repair Order' (Order No. 5) which will require the owner to repair or make structural alterations to a building. The items being subject to the order will be those items identified in the structural engineers report as requiring immediate action. The order process can operate in parallel with discussions with the owner to ensure that works are undertaken and committed to within a defined timeframe.

It should be noted that the engineers report deals specifically with structural integrity matters for the building. Land use and future operation of the premises are matters that must be considered via the submission of development and associated applications.

Council had previously required that the owner of the building fence areas of the site and road reserve to restrict public access and reduce the opportunity for the building to injure site visitors and / or members of the public.

As previously reported to Council, the owner has failed to adequately fence the premises which required council to undertake such works. The findings of the structural engineer's report highlights the paramount need to ensure that site access continues to be adequately prevented, especially in those areas identified by the engineers as requiring immediate/urgent action. Council will work with the

owner to ensure that fencing is erected and maintained by them and will ensure that this is addressed at proposed future meeting between Council and the owner.

### **Consultation**

Consultation has been undertaken with internal Council Staff, externally with Council's Solicitor with and with Sydney Engineers.

### **Financial Implications**

Financial implications associated with this report include fees for legal representation by Marsdens Law Group in the vicinity of \$7,500 - \$15,000 and the cost of the consultant engineers report from Sydney Engineers of \$7,095.00.

### **Attachments** Attachment No. 11

- Sydney Engineers Structural Inspection Report for the Matong Hotel.

### Recommendation

That Council:

- 1) Note the report 'Matong Hotel Engineers Report';
- 2) Note that Council Staff in consultation with Councils Legal Representatives will seek a meeting with the owners of the Matong Hotel and respective legal representatives to discuss the findings of the engineers report and commitment from the owner to make the building structurally sound; and
- 3) Endorse the initiation of the order process under the provisions of the Environmental Planning and Assessment Act 1979 by issuing a notice of intention to issue an order under Schedule 5 Part 1 of the Act (Order No. 5) that requires the owner to repair or make structural alterations to a building for those items identified in the structural engineers report as requiring immediate action.

**RESOLVED on the motion of Clr Hutcheon and seconded by Clr McKinnon that Council:** 129/06/2018

- 1) **Note the report 'Matong Hotel Engineers Report';**
- 2) **Note that Council Staff in consultation with Councils Legal Representatives will seek a meeting with the owners of the Matong Hotel and respective legal representatives to discuss the findings of the**

**engineers report and commitment from the owner to make the building structurally sound; and**

- 3) Endorse the initiation of the order process under the provisions of the Environmental Planning and Assessment Act 1979 by issuing a notice of intention to issue an order under Schedule 5 Part 1 of the Act (Order No. 5) that requires the owner to repair or make structural alterations to a building for those items identified in the structural engineers report as requiring immediate action.**

**HS6) ARDLETHAN SEWERAGE SCHEME FLOOD PLANNING LEVEL (S.03-02, SC361)**

**Summary**

This report presents information to Council on the Ardlethan Sewerage Scheme specifically in relation to adopting a flood planning level for the purpose of informing the required Environmental Assessment required for the project.

**Background**

Council is in the process of implementing the Ardlethan Sewerage Scheme consisting of a gravity reticulation system, pump station, rising main and treatment plant. The current stage of the project is the design of the system and the assessment of the environmental impacts associated with the construction and ongoing operation of the system.

Some elements of the Ardlethan Sewerage Scheme are located on or adjacent to the floodplains of Mirrool Creek and Bygoo Creek.

Cardno, a consulting firm with considerable expertise in this field, has been engaged to complete the design and review of environmental factors.

GHD was engaged in 2013 to complete a Floodplain Risk Management Study and Floodplain Risk Management Plan for the village of Ardlethan. This body of work was completed in August 2015 and adopted by Council in September 2015.

There are some inconsistencies between the definition of a floodplain in the NSW planning legislation and the Coolamon Local Environmental Plan 2011(LEP).

A review of the land use planning pathway for the proposed Ardlethan Sewerage Scheme has been undertaken by Cardno. Cardno have contacted Council seeking confirmation of the appropriate planning pathway and of the floodplain extent

determine the appropriate level of environmental assessment required for the project.

### **Flood Study and Environmental Assessment**

A Floodplain Risk Management Study and Plan were undertaken by GHD for an area located in Ardlethan (predominately the Township and small area surrounding the town) in 2015. The Floodplain Risk Management Study and Plan were subsequently adopted by Council. The Floodplain Risk Management Plan identified a Flood Planning Area with a Flood Planning Level being adopted as the 100 year ARI flood level plus 500 mm freeboard. No Probable Maximum Flood (PMF) level or extent were identified in the Floodplain Risk Management Study. The absence of the PMF event in the Ardlethan Floodplain Risk Management Study (GHD, 2015) has resulted in some uncertainty in the approval pathway required for the project.

To date and as per available funding Council has only undertaken flood studies for Ganmain and Ardlethan Townships this has not extended to investigation of potential flood plain areas across the entire Local Government Area.

A PMF event defines the floodplain limits and therefore in the absence of this information for Ardlethan it cannot be determined whether the Sewerage Treatment Plant (STP) component of the scheme is located in a flood plain. The location of the STP effects whether the proposed works can be assessed under Part 5 of the EP&A Act without development consent, or is determined to be Designated Development requiring an Environmental Impact Statement.

The EP&A Act and associated regulation is the principal planning legislation for NSW. It provides a framework for the overall environmental planning and assessment of proposals.

Clause 106 of the State Environmental Planning Policy (Infrastructure) 2007 states that development for the purpose of sewage treatment plants and sewage reticulation systems may be carried out by or on behalf of a public authority without consent on land in the prescribed zone, for sewage treatment plants, and on any land, for sewage reticulation systems, however if such a proposal is located on a flood plain it would potentially be declared as designated development for the purposes of the Act and require a higher form of Environmental Assessment in the form of an Environmental Impact Statement.

Council Staff have investigated the issues raised by Cardno and are of the view that:

- The development is considered as to not being located on the Floodplain as Clause 6.5 (4) of the LEP provides that:
  - *A word or expression used in this clause has the same meaning as it has in the Floodplain Development Manual [ISBN 0 7 347 54760] published in 2005 by the NSW Government, unless it is otherwise defined in this clause.*
  - The word 'floodplain' is not used within Clause 6.5 of the LEP, so the floodplain definition under the Floodplain Development Manual (which defines the floodplain as the PMF) may not be included in the LEP. The use of definitions from the Floodplain Development Manual appears to be limited to 'this clause' (6.5) of the LEP not the whole LEP. Clause 6.5 does not discuss the floodplain.
- Based on the fact that the Coolamon Local Environmental Plan 2011 does not include a definition of Flood Plain and that the GHD Study did not identify a PMF event, Council can revert to the allowance in the EP&A Regulation to use the 1 in 100 year flood event (in the situation where the LEP does not provide an alternative definition).
- The project approval pathway is 'Development without Consent' as provided for under Clause 106 of the State Environmental Planning Policy (Infrastructure) 2007;
- The appropriate form of environmental assessment for this project is considered to be a Review of Environmental Factors. Council requests that project related environmental assessment proceed on this basis.

If Council does not define the floodplain for the Ardlethan Sewerage Scheme there is a very small risk that one of the State Government Agencies may object to the project proceeding on the basis of the form of environmental impact assessment used for the project. This has the potential to result in additional cost to Council and delays to the project. There is also a very slim risk that Council may be subject to future legal action due to the use of the incorrect form of environmental impact assessment for the Ardlethan Sewerage Scheme. These risks will be mitigated by accurately defining the floodplain for the Ardlethan Sewerage Scheme project.

It is recommended that for the project planning for the Ardlethan Sewerage Scheme that Council adopt the 100 year ARI as the definition of the floodplain for the Ardlethan Sewerage Scheme and direct Cardno to use this definition for project planning and environmental assessment purposes.

### **Consultation**

Consultation has been undertaken internally with relevant Council staff.

External consultation has occurred with Mr Alex Fenwick, who is the Council appointed project manager for the Ardlethan Sewerage Scheme and various members of the Cardno project team.

### **Financial Implications**

There are nil adverse financial implications resulting from this report.

### Recommendation

That Council note the report titled Ardlethan Sewerage Scheme Flood Planning Level and adopt the 100 year ARI flood extent for the purpose of informing project design and environmental assessment.

**RESOLVED on the motion of Clr McKinnon and seconded by Clr Maslin that Council note the report titled Ardlethan Sewerage Scheme Flood Planning Level and adopt the 100 year ARI flood extent for the purpose of informing project design and environmental assessment.** 130/06/2018

## **↑ ADJOURNMENT**

**RESOLVED on the motion of Clr McCann and seconded by Clr Hutcheon that Council resolve into Committee of a Whole for the purpose of considering confidential matters as listed in the Committee of a Whole agenda for the reason that such matters are considered to be of a confidential nature and in accordance with Council's policy thereto.** 131/06/2018

**Council adjourned at 5.10pm into Committee of a Whole and reconvened at 5.40pm.**

## **5) RECOMMENDATIONS OF A COMMITTEE OF A WHOLE MEETING HELD 21<sup>ST</sup> JUNE, 2018.**

**RESOLVED on the motion of Clr Hutcheon and seconded by Clr McCann that the Recommendations of a Committee of a Whole Meeting held 21<sup>st</sup> June, 2018 be adopted.** 132/06/2018



**6) RECOMMENDATIONS OF THE LOCAL HERITAGE FUND COMMITTEE  
MEETING HELD 5<sup>TH</sup> JUNE, 2018.**

This was dealt with under the Executive Manager, Development & Environmental Services' Report (HS2).

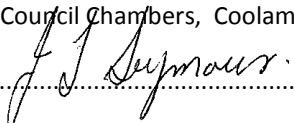
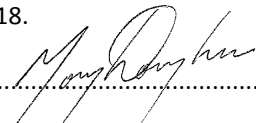
**7) REPORTS: DELEGATES/MAYOR/COUNCILLORS**

There were no reports.

***Meeting Closed at 5.50pm.***

Confirmed and signed during the Meeting held this 19<sup>th</sup> day of July, 2018.

.....  
**MAYOR**

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

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> JUNE, 2018.

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RECOMMENDATIONS OF THE LOCAL HERITAGE FUND COMMITTEE MEETING HELD AT THE  
COUNCIL CHAMBERS, COOLAMON ON WEDNESDAY, 5 JUNE, 2018 AT 10.00AM.

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**BUSINESS:**

- 1) Apologies.
- 2) Confirmation of the Minutes of the Meeting held 7<sup>th</sup> June, 2017.
- 3) Acquittal of previous Grant Funding.
- 4) Correspondence.
- 5) Applications for Heritage Funding 2018/2019.
- 6) General Business.
- 7) Next Meeting.

**PRESENT:** Clr John Seymour, Clr Dave McCann, Clr Alan White, Clr Kathy Maslin, Colby Farmer, Noel Thompson, Karen Wood, Cliff Hamilton & Guy Purcell.

**APOLOGIES:** Clr Bruce Hutcheon and Rose Higgins.

1) **APOLOGIES**

**RECOMMENDATION**

That the apologies of Clr Bruce Hutcheon and Rose Higgins be accepted.

2) **CONFIRMATION OF THE MINUTES OF THE MEETING HELD 7<sup>TH</sup> JUNE, 2017**

**RECOMMENDATION**

That the Minutes of the Meeting held 7<sup>th</sup> June, 2017 as circulated be confirmed and adopted.

3) **ACQUITTAL OF PREVIOUS GRANT FUNDING**

Discussion was held on the status of the 2017/18 Heritage Grant Funding Projects.

It was conveyed to the Committee that all bar one of the previous year's heritage grant application projects had been completed and acquitted.

The application for works to 67 Cowabbie Street, Coolamon (Replacement of weather boards and window awnings) did not proceed as advised by the applicant. The allocated funding of \$1000.00 was distributed equally between

RECOMMENDATIONS OF THE LOCAL HERITAGE FUND COMMITTEE MEETING HELD AT THE  
COUNCIL CHAMBERS, COOLAMON ON WEDNESDAY, 5 JUNE, 2018 AT 10.00AM.

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four (4) of the successful grant applications prior to the funding being acquitted with the Office of Environment and Heritage.

The Funding provided from the NSW Office of Heritage had also been successfully acquitted.

The Committee was advised that the total funding available for the 2017/18 Local Place Grants is \$12,000.00 + GST (\$: Office of Heritage and Council).

**4) CORRESPONDENCE**

No correspondence was received or discussed.

**5) APPLICATIONS FOR HERITAGE FUNDING 2018/2019**

**1) RSL, Loughnan Street, Coolamon (War Gun Restoration)**

Clr David McCain declared a non-pecuniary interest as an office bearer of the Coolamon RSL and left the room.

The application from the Coolamon RSL Sub Branch to refurbish a 1942, 25 pound Field Gun that is currently located at the RSL Museum premises. The proposed works involve the removal of the gun for restoration in the form of pre blast preparation, abrasive blasting, 3 protective coatings of paint and relocation to site.

A funding allocation of \$3000.00 was recommended.

Prior to works commencing final colours shall be provided to Council/Heritage Advisor for approval.

Clr McCain returned to the meeting.

**2) 55 Wade Street Coolamon (Repairs to Fence/Wall)**

The application was received from a private resident and involves the repair to a perimeter brick fence including reinstatement of front and side gates.

The subject premises is an item listed in Schedule 5 of the Coolamon Local Environmental Plan 2011 as an item of Environmental Heritage which was previously used as a private hospital.

RECOMMENDATIONS OF THE LOCAL HERITAGE FUND COMMITTEE MEETING HELD AT THE  
COUNCIL CHAMBERS, COOLAMON ON WEDNESDAY, 5 JUNE, 2018 AT 10.00AM.

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A condition of funding shall be that where new works are being undertaken, the applicant is to ensure that second hand bricks be used which match existing and that all work visible from the street use existing bricks where possible.

A funding allocation of \$2145.00 was recommended.

Prior to works commencing on site, the proposed new/replacement secondhand brick shall be provided to Council/Heritage Advisor for approval.

The applicant will also be required to make application for a minor works permit under Section 5.10 'Heritage Conservation' prior to any works commencing.

**3) Footpath Location at 117–121 Cowabbie Street Coolamon (Statue)**

The application was from a private resident that proposed the erection of a statue and information plaque to recognize the achievements of the late MO Curtis.

Mr Curtis was a prominent citizen from the Coolamon Shire who appears to have significantly shaped the areas farming policy and practices.

There was significant discussion with regards to this project with the committee recommending that at this time no funding be allocated.

The Committee was of the view that this type of project, citizen recognition, should have wider community and Council consideration. The application also lacked detail of the statue size, artist's impression, signage information and costing detail.

**4) Rannock Community Hall (Repair Works and Replacement Veranda)**

This application was submitted by the Rannock Community Centre Trust.

This project involves the removal of existing verandah, lifting and re-stumping selected wooden piers, replacement of bearers & joists with new steel sections and replacement of verandah decking with new Cyprus pine boards.

A funding allocation of \$1870.00 was recommended.

Prior to any work commencing the applicant shall provide detailed plans and specifications to Council that outline the scope and detail of the

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> JUNE, 2018.

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RECOMMENDATIONS OF THE LOCAL HERITAGE FUND COMMITTEE MEETING HELD AT THE  
COUNCIL CHAMBERS, COOLAMON ON WEDNESDAY, 5 JUNE, 2018 AT 10.00AM.

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project. The works shall ensure that no steel replacement sections are visible from the perimeter of the building.

**Final Funding Allocations**

	Details of Funding	Amount Requested \$	Amount Allocated \$
1	<b>RSL, Loughnan Street, Coolamon</b> <i>War Gun Restoration</i>	5,933.40	3,000.00
2	<b>55 Wade Street, Coolamon</b> <i>Repairs to Fence/Wall</i>	4,290.00	2,145.00
3	<b>Footpath Location at 117–121 Cowabbie Street Coolamon</b> <i>Statue</i>	30,000.00	Nil
4	<b>Rannock Community Hall (Repair Works and Replacement Verandah)</b> <i>Realignment of Front Verandah</i>	3,740.00	1,870.00
	<b>Total</b>	<b>\$43,963.40</b>	<b>\$7,015.00</b>

**NOTE: A total funding amount of \$7,015.00 has been allocated to these projects.**

The Committee noted that after project consideration and funding allocation that there remained \$6,185.00 (including GST) in surplus funds. The committee requested that a 2<sup>nd</sup> round of funding applications be called for in July/August 2018.

**RECOMMENDATION**

**That the above final funding allocations be endorsed and adopted by Council and that a second round funding call be advertised to the Community in July/August 2018 to address unspent funds.**

**6) GENERAL BUSINESS**

The Committee discussed under general business the following items:

- Noel Thompson reminded Council of the need to review and create an updated Heritage Strategy. The Coolamon Heritage Strategy 2014–17 has lapsed and Noel Thompson and Council Staff will work together to create an updated strategy to present to Council.
- Discussion was had on the creation of a dedicated Heritage Web page. Council staff will develop a landing page on Council's web page and include information on Heritage Advisor, Heritage Grants, Main Street Studies and other heritage related information.

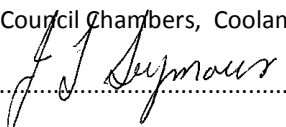
RECOMMENDATIONS OF THE LOCAL HERITAGE FUND COMMITTEE MEETING HELD AT THE  
COUNCIL CHAMBERS, COOLAMON ON WEDNESDAY, 5 JUNE, 2018 AT 10.00AM.

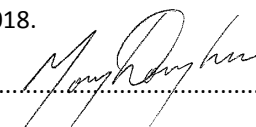
Council staff will investigate and work towards the completion of the  
abovementioned items.

**7) NEXT MEETING**

The next meeting will be determined after second round funding applications have  
been called for and received.

***Meeting Closed at 11.20am.***

..... MAYOR

.....GENERAL MANAGER.

**ATTACHMENTS FOR THE MEETING HELD 21ST JUNE, 2018**

**ITEMS DISTRIBUTED WITH THE AGENDA**

**1) INFORMATION PAPERS**

- 1) Draft Minutes of the Advance Marrar Committee Meeting held 10<sup>th</sup> April, 2018.
- 2) A copy of the May 2018 REROC Newsletter.
- 3) Minutes of the Advance Ardlethan Committee Meeting held 7<sup>th</sup> May, 2018 and 4<sup>th</sup> June, 2018.  
Refer Correspondence Item (1a).

**2) ACTIVITY REPORTS**

- 1) Operating Statistics of the Coolamon Shire Library for May 2018.
- 2) Youth & Community Development Officer's Report for May 2018.  
Refer Correspondence Item (2a).
- 3) Correspondence regarding the report on the Ardlethan Sewer.  
Refer General Manager's Report (GM1), [File No. S.03-02, SC361].
- 4) Correspondence from Regional Development Australia (RDA) regarding the Country Change Campaign.  
Refer General Manager's Report (GM2), [File No. I.03-08].
- 5) Correspondence from the Southern Sports Academy regarding sponsorship.  
Refer General Manager's Report (GM3), [File No. S.07-01].
- 6) A copy of the Client Service Report for the year ended 30th June 2017 from the NSW Audit Office.  
Refer Executive Manager, Corporate & Community Services' Report (CS2), [File No. F.03-11].
- 7) A copy of the updated version of the Section 355 Handbook.  
Refer Executive Manager, Corporate & Community Services' Report (CS3), [File No. C.09-01].
- 8) A copy of the Policies regarding the Policy Register Review.  
Refer Executive Manager, Corporate & Community Services' Report (CS4), [File No. P.12-01].
- 9) A copy of the Parks, Recreation Areas and Cemeteries Maintenance Plan.  
Refer Executive Manager, Engineering & Technical Services' Report (ES6), [File No. P.01-01].
- 10) Correspondence in regard to the report on the Local Heritage Fund Committee Meeting and Heritage Strategy 2018 – 2021.  
Refer Executive Manager, Development & Environmental Services' Report (HS2), [File No. H.04-09]

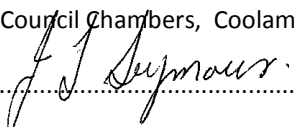
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> JUNE, 2018.

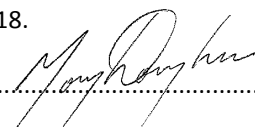
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- 11) A copy of the Sydney Engineer's Structural Inspection Report for the Matong Hotel.  
Refer Executive Manager, Development & Environmental Services' Report (HS5), [File No. RT1000942]
- 12) A copy of a Media Release from Steph Cooke MP titled: "Budget Presents an Exciting Future for Regional NSW".  
Refer Correspondence Item (1b), [File No. P.06-01].
- 13) A copy of the NSW Budget 2018/19 Live Analysis from LGNSW.  
Refer Correspondence Item (2b), [File No. L.07-01].

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This is Page No. 104 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 21<sup>st</sup> June, 2018.

..... MAYOR

..... GENERAL MANAGER.