

**Meeting commenced at 3.00pm.**

**BUSINESS:**

- 1) Apologies
- 2) a. Confirmation of Minutes of the Meeting held 14th May, 2020.  
b. Matters arising out of Minutes. (Not elsewhere reported)
- 3) Deputation in accordance with the Model Code of Meeting Practice - Mr Ian Edyvean
- 4) Mayoral Minute
- 5) Correspondence
  - a. Agenda A (Information Only)
  - b. Agenda B
- 6) General Manager's Report
  - 6.1 General Manager's Report
  - 6.2 Executive Manager, Corporate & Community Services' Report
  - 6.3 Executive Manager, Engineering & Technical Services' Report
  - 6.4 Executive Manager, Development & Environmental Services' Report
- 7) Recommendations of the Local Heritage Fund Committee Meeting held 2<sup>nd</sup> June, 2020.
- 8) Reports: Delegates/Mayor/Councillors

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

**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.

**APOLOGIES:** Nil

**1) APOLOGIES**

There were no apologies.

**2a) CONFIRMATION OF MINUTES OF THE MEETING HELD 14<sup>TH</sup> MAY, 2020.**

**RESOLVED** on the motion of Clr Hutcheon and seconded by Clr Crocker that the Minutes of the Meeting held 14<sup>th</sup> May, 2020 as circulated be confirmed and adopted. 98/06/2020

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

There were no matters arising out of the Minutes.

**3) DEPUTATION IN ACCORDANCE WITH THE MODEL CODE OF MEETING PRACTICE - MR IAN EDYVEAN**

**RESOLVED** on the motion of Clr Maslin and seconded by Clr McCann that the Executive Manager, Development and Environmental Services Report (HS3) be brought forward. 99/06/2020

**HS3) REQUEST FOR VARIATION TO KEEPING OF HORSES WITHIN THE COOLAMON SHIRE POLICY (A.08-07, SC27; RT1001041)**

**Summary**

This report presents information to Council on a horse complaint matter and a request for Councils consideration from the owners of the land known as 3145 Canola Way, Coolamon, to vary the provisions of the 'Keeping of Horses within the Coolamon Shire Policy'.

**Background**

Over a period of approximately 7 months, Council has received complaints from adjoining land owners regarding the dust being generated by equine activities being undertaken at the property known as 3145 Canola Way, Coolamon.

Complaints were first received in late 2019 regarding the state of the premises that the horses were located at, in particular, the dust that was being generated by equine training activities that were being undertaken.

In response to the complaint and in accordance with the Council's Keeping of Horses Policy, Council issued the owners of the premise correspondence letter requesting that:

- The yard be kept free from a build-up of manure, be kept free of odour and not overgrazed to cause a dust nuisance.

No further action was undertaken in relation to the abovementioned complaint by Council after the correspondence was issued.

In May 2020, Council received another complaint regarding the subject property, the keeping of horses and dust that was emanating from equine activities being conducted on the land which was affecting adjoining land owners. In response to this complaint, an inspection of the property, by Council Officers, was undertaken on 19<sup>th</sup> May 2020.

The inspection identified that the keeping of horses was not compliant with Council's Keeping of Horses Policy or the provisions of the Local Government (General) Regulation 2005.

The non-compliances that were identified at the time of inspection, included the following:

- The Keeping of Horse Policy allows a maximum of two (2) horses on the RU5 (Village) zoned land (the lot is located within this zone) – at present there are five horses located on the land.
- The yard must not be overgrazed as to cause a dust nuisance – the inspection revealed that the yard is overgrazed and therefore is likely to create a dust nuisance.
- The floors of stables are required to be constructed of a suitable dust free and impervious surface – the existing stable located on the site does not have dust free and impervious flooring.

Furthermore, the inspection revealed that premises appears to be utilized as an 'Animal Training Establishment', used for horse training purposes. This activity is defined in the Coolamon Local Environmental Plan 2011 as being an Animal Training Establishment and is prohibited in the RU5 (Village) zone.

Council proceeded to issue a cover letter to the owner with an attached Notice of Intention to Issue an Order and Draft Order in respect to the issues that were identified. The Draft Order was issued under Section 124, for Orders No. 15 & 18 of the Local Government Act 1993 (LGA 1993).

Orders 15 and 18 of the LGA 1993, respectively require:

- Not to conduct, or to cease conducting, an activity on a premises (whether or not the activity is approved under this Act);
- Not to keep birds or animals on premises, other than of such kinds, in such numbers or in such manner as specified in the order.

The terms of the draft order required the owner to undertake the following actions:

- Reduce the number of horses on the land to two (2).
- Provide a suitable dust free and impervious surface to the existing stable floor.
- Implement appropriate dust suppression measures to ensure that there is no dust as a result of carrying out horse related activities on the site.
- Cease over grazing the premises.
- Cease conducting horse training type activities on the land.

The owners were advised that before Council issued the full order, they were able to make representations as to why the Order(s) should not be given or as to the terms of, or any period for compliance with, the Order. Any representations were required to be made to Council on or before Tuesday the 2nd of June 2020.

The owners provided representations on the 2<sup>nd</sup> June 2020 and have met with Council Staff to discuss the matter. The following response was provided by the owners as to why the orders should not be given:

- The owners have been training harness racing horses on the property for over 20 years.
- Since the first complaint, they have been trying to undertake dust mitigation measures associated with equine training activities at the site.
- They do not work/train the animals on the property every day and also use the Coolamon Showground/Harness Racing Track for such purposes.
- The property is not overgrazed.
- They are willing to set up a tank and spray bar on the ute to further wet down the track and reduce dust problem.
- They don't believe all the dust problem comes from their property or activities.

- They have 4 horses at present (have removed 1 horse from the site following receipt of Councils correspondence) and the horses are kept at front half of property and away from neighbouring properties.
- The land was zoned rural when they purchased it and they wish to keep more 2 horses on the property and continue to train horses there.

### **Policy/Legislative Implications**

Councils keeping of Horses Policy, as it applies to this property requires the following:

#### The objective of the Policy:

To provide for the safety of horses on land zoned RU5 – Village and RU4 – Primary Production Small Lots, whilst maintaining existing landholder rights to enjoy their property as they have done so for numerous years and the neighbour rights to enjoy their land in accordance with the amenity of urban living.

#### General Provisions:

- Notwithstanding these exclusion zones, properties that house or keep horses must at all times be kept to a satisfactory standard.
- All areas where horses are to be kept are to be maintained free of manure. All manure is to be collected daily and stored in bins with sealable lids until disposed of at the waste landfill depot.
- All the areas where horses are kept must be kept free from odour, flies and vermin.
- All areas where horses are kept must not be overgrazed to create a barren paddock. A good vegetation cover must be kept to ensure that the area does not create dust and run-off problems.
- The construction of all new stables must be approved by Council. Any proposed stable must be advertised to surrounding properties for comment prior to assessment. The only exception to this requirement will be if a proposed stable complies with the requirements of the State Environmental Planning Policy (Exempt & Complying Development Codes) 2008, with specific reference made to Part 2 (Exempt Development) Division 1 (General Exempt Development Code) Subdivision 3A (Animal Shelters) Clauses 3 & 4.

Provisions for Land within the RU5 Village Zone:

- All horses shall be stabled and these stables shall be located in the rear yard of the subject property and comply with all other requirements of this code.
- No horses are to be kept on RU5 zoned land less than 2,000 square metres.  
*Note: Existing stables that have been erected and operated satisfactorily are exempt from this clause.*
- A maximum of one horse can be kept on land with a total area up to 3,000 square metres.  
*Note: Existing stables that have been erected and operated satisfactorily are exempt from this clause.*
- **No more than two horses can be kept on any property within the residential zoning no matter the land area.**
- The floors of stables must be constructed of a suitable dust free and impervious surface. They must be properly graded to drain. This drain must be directed to ensure no adverse effect on the subject land or any neighbouring property.
- The horse yards and stable must be so enclosed as to prevent the escape of any horses.
- If horses are allowed out of the stables for any period at all, they must be kept a minimum of 3 metres from any side or rear boundary.
- In regard to items 7 & 8 the owners of property are required to provide adequate screening and landscaping to enhance the visual amenity of the area.
- Having regard to the disparate development within the RU5 zones of the Coolamon Shire, that Council reserves the right to determine each application for approval for the keeping of a horse by undertaking a merit assessment, even in the event that the application meets the terms of the policy.

As previously mentioned the most recent inspection identified that the property did not comply with the policy provisions relating to:

- Number of horses – they have 4 and only 2 is allowed.

- Stables – the current stables are not constructed so as to provide dust free and impervious surfaces to the stable floor.
- Implementing appropriate dust suppression measures to ensure that there is no dust as a result of carrying out horse related activities on the site.
- Overgrazing - the land / specifically the training track is Cease over grazing the premises.
- Dust – dust is being generated as a result of horse training activities being conducted on land.

Coolamon Local Environmental Plan 2011

The subject land is zoned RU 5 Village and identified as being flood prone under the provisions of Coolamon Local Environmental Plan 2011.

The owner has advised Council that he is a licensed harness racing trainer and that racing the horses is the only source of income and that he uses the premises for the training of horses.

The characterisation/definition of such activity / development under the Coolamon Local Environmental Plan would be that of an *animal boarding or training establishment*. Such a use means:

*“Animal boarding or training establishment means a building or place used for the breeding, boarding, training, keeping or caring of animals for commercial purposes (other than for the agistment of horses), and includes any associated riding school or ancillary veterinary hospital”.*

**An animal training establishment is prohibited development in the RU5 Village Zone.**

Under the provisions of the previous Environmental Planning Instrument, the Coolamon Local Environmental Plan 1995, was Zoned:

- Zone No 1 (c) (Rural Small Holdings).

Within this zone, development consent would have been required for the use of the land for horse training activities. There are no records that indicate that any consent was ever granted by Council for such a use and thus the land cannot rely on *continued use or existing use rights*.

**The Site**

As previously mentioned the site is known as 3145 Canola Way, Coolamon (Lot: 149 DP: 750846).

The site has a land area of 2.43 with a dwelling, harness racing track and associated outbuildings located upon it.



**Image 1: Subject Property Identifying Harness Racing Training Track**



**Image 2: Planning Layer Identifying Subject Land**



## Options

The owner has requested that Council increase the number of horses that are allowed on the land from 2 to 4 horses, they have indicated a willingness to undertake actions to further reduce dust by the methods previously identified in this report. The owner makes this request as they are a licensed harness racing trainer and this is their only source of income.

- **Option 1:**

Council could consider varying the provisions of the 'Keeping of Horses within the Coolamon Shire Policy' by varying the number of horses allowed on RU5 (Village) zone land, which is currently 2, to allowing a maximum of 4 on the subject land.

If Council endorses such an option, the current compliance action in relation to horse numbers could be modified. The owner would then only be required to:

- Ensure that the yard is not be overgrazed as to cause a dust nuisance.
- Ensure that the floors of stables be constructed of a suitable dust free and impervious surface.
- Cease using the training track on the site as such a land use is prohibited on the site.

Council could consider endorsing the request for a trial period on a 12 month trial period.

- **Option 2:**

Refuse the request by the landowner to vary the provisions of the 'Keeping of Horses within the Coolamon Shire Policy' and require that the number of horses be reduced on the site to 2 horses and to ensure that all the matters identified in the draft order are all complied with.

Under this option Council would proceed to issue the full Order on the owner.

## Consultation

Internal consultation has been undertaken with relevant council staff in regards to this request.

### Financial Implications

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

### Attachments:

- ➔ Keeping of Horses within the Coolamon Shire Policy. Attachment No. 11

### Recommendation

- 1) That Council note the report titled Request For Variation To Keeping Of Horses Within the Coolamon Shire Policy; and
- 2) That Council consider the request by the Landowner to vary the Policy to allow a greater number of horses to be located on the land, than what is currently specified in the policy, whilst at the same time requiring that the landowner comply with all other aspects of the Policy and ensure compliance with the requirements of the Coolamon Local Environmental Plan 2011, which would require the cessation of training activities on the land.

**RESOLVED on the motion of Clr White and seconded by Clr McCann:** 100/06/2020

- 1) **That Council note the report titled Request For Variation To Keeping Of Horses Within the Coolamon Shire Policy; and**
- 2) **That Council permit the request by the Landowner to vary the Policy to allow a greater number of horses (4) to be located on the land, than what is currently specified in the policy, whilst at the same time requiring that the landowner comply with all other aspects of the Policy and ensure compliance with the requirements of the Coolamon Local Environmental Plan 2011, which would require the cessation of training activities on the land.**
- 3) **This decision is based on the recognition that the zoning of the land has changed during the current ownership of the property**

**The Mayor called for a Division.**

**Those voting in favour of the motion: All present**

**Those voting against the motion: Nil**

**4) MAYORAL MINUTE**

At the recent Queen's Birthday Honours, Coolamon Shire Council was proud to be advised that Mr Tony Donoghue was awarded the Public Service Medal.

I offer my congratulations, both personally, and on behalf of the Councillors on Tony receiving recognition for the work he has undertaken for Coolamon Shire and for the region.



Clr John Seymour  
Mayor

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

101/06/2020

## 5) CORRESPONDENCE

### AGENDA A (FOR INFORMATION ONLY)

#### 1a) ACTIVITY REPORTS

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

#### General Manager's Note

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

#### 2a) INFORMATION PAPERS

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

- ➔ 1) Minutes of the Advance Ardlethan Committee Meeting held 1<sup>st</sup> June, 2020.  
Attachment No. 2.1
- ➔ 2) Minutes of the Advance Ganmain Committee Meeting held 3<sup>rd</sup> June, 2020.  
Attachment No. 2.2
- ➔ 3) Email from the Ardlethan Show Society.  
Attachment No. 2.3

## AGENDA B

### 1b) COOLAMON ROTARY CLUB (C.07-03, SC90; A.05-02, SC7)

Forwarding a donation of \$2,000.00 to assist in the purchase of equipment for the use in the care of residents at Allawah Lodge.

General Manager's Note

- A copy of the letter is attached to the information papers for Councillor's information. **Attachment No. 3**

**RESOLVED on the motion of Cllr Crocker and seconded by Cllr Jones that the Correspondence listed in Agenda A and Agenda B be received and adopted.**

102/06/2020

## 6) GENERAL MANAGER'S REPORT

### 6.1 GENERAL MANAGER REPORTS

#### GM1) FEDERAL GOVERNMENT FUNDING - LOCAL ROADS AND INFRASTRUCTURE PROGRAMME (G.03-72, SC1348)

The Federal Government have initiated a Local Roads and Community Infrastructure Programme (LRCI).

- It would appear that this is basically an additional R2R payment that has a more flexible spend which allows it to be used on Local Roads and/or Community infrastructure. The amount Council has available is \$772,405.00. The Fact Sheet and Media Release are provided for your information. [Attachment No. 4.1](#)

It should be noted that this money must be spent on Council owned infrastructure and should be additional to any pre COVID-19 Works Programme for the 2020/2021 Financial Year. Work can commence on the 1<sup>st</sup> July 2020, however, there is no set date for submission/approval of projects. This is similar to how the R2R is determined and acquitted.

This money is greatly appreciated and will go some way towards the economic recovery needed from the ramifications of the COVID-19 Pandemic.

This funding will come on the back of some significant infrastructure support. Over the last three years, Council has received three rounds of Stronger Country Communities Fund, two rounds of the Drought Community Programme as well as other additional Restart NSW money.

- This means that there is a significant amount of community infrastructure that has been provided and undertaken in the recent past. It is thought the best way to start this discussion is to highlight the Council owned projects that have been identified but yet to receive any, or the total funding required. On this table there are also projects that would benefit Council and that meet the criteria. Please find attached table. [Attachment No. 4.2](#)

Council will be conducting a Workshop prior to the meeting and as a result will be providing recommendations from this Workshop to the Meeting.

#### Recommendation

That the report be noted.

**RESOLVED** on the motion of Clr Logan and seconded by Clr Maslin that the following projects be submitted: 103/06/2020

- Beckom Park Playground Equipment - \$50,000
- Ardlethan Museum Internal Fit out - \$80,000
- Ardlethan Caravan Dump Point - \$10,000
- Landscaping – Ganmain Plaza, Allawah Road Reserve, Ardlethan Town Entries - \$90,000
- Paths – Marrar, Ganmain, Coolamon and Ardlethan - \$160,000
- Town Entrance Signs - \$50,000
- Solar Provision – Ardlethan Museum and Ardlethan Preschool - \$20,000
- Bike Trail Extension - \$40,000
- Fog line marking Marrar South Road - \$15,000
- Wildmans Road & Dunrobin Street, Coolamon Upgrades - \$70,000
- Up-to-Date Store Improvements - \$187,445

## **GM2) FUNDING GRANTS AND PROGRESS WORKS (G.03-01, SC201)**

In addition to (GM1) and the Workshop necessary to determine work under the Local Road and Infrastructure Programme, it is thought appropriate that Council is provided with an update of the current works in progress under various Funding Agreements.

➔ In order to try and explain this best, there are several tables that have been attached. Attachment No. 5

Attachment 1: Sets out the funding work and its current status in regard to completion, commenced or yet to start.

Attachment 2: Indicates the amount allocated to each project from the relevant funding body and to which town they relate.

Attachment 3: Indicates what has been spent on each project and breaks down different community provisions.

As can be seen staff have been quite busy together with community representatives rolling out these funding programmes.

In conclusion there has been some significant infrastructure that has seen improvements to the facilities that are provided within our community.

Recommendation

That the report be noted.

**RESOLVED on the motion of Clr McCann and seconded by Clr White that the report be noted.** 104/06/2020

**GM3) COUNCIL HOUSE – 29 LEWIS STREET SOUTH, COOLAMON (H.06-01)**

Council constructed the residence at 29 Lewis Street South, Coolamon in 2011.

The property was recently vacated by the tenant and Council staff believe that it is no longer necessary to continue to hold the asset. Council's current housing stock includes the following:

- 28 Booth Street, Coolamon – 4 bedroom residence constructed in 2005.
- 29 Lewis Street South, Coolamon – 4 bedroom residence constructed in 2011.
- 6 William Kelly Drive, Coolamon – 4 bedroom residence constructed in 2018.
- Kindra Lodge, 65 Mirrool Street South, Coolamon – 8 x 1 bedroom units unknown construction date.
- Centenary Lodge 85 Mirrool Street North, Coolamon – 6 x 1 bedroom units constructed in approximately 1975.
- Carpathia Court, Mithul Street, Ardlethan – 6 x 1 bedroom units constructed in approximately 1996.

Recommendation

- 1) That Council instruct its Solicitors, Commins Hendriks to prepare the necessary Contract for Sale for 29 Lewis Street South, Coolamon and that Ray White be appointed Agents for this sale.
- 2) That the General Manager be delegated authority to negotiate the final sale price and authority to affix the Common Seal of Council to the Contract Documents.

**RESOLVED on the motion of Clr Hutcheon and seconded by Clr Crocker:** 105/06/2020

- 1) **That Council instruct its Solicitors, Commins Hendriks to prepare the necessary Contract for Sale for 29 Lewis Street South, Coolamon and that Ray White be appointed Agents for this sale, and**



- 2) That the General Manager be delegated authority to negotiate the final sale price and authority to affix the Common Seal of Council to the Contract Documents.

**GM4) OPENING DOORS FOUNDATION (S.16-04, SC1289)**

- Coolamon Shire Council has received correspondence from a not for profit Organisation known as Opening Doors Foundation Ltd (ODF). (See attachments). This Organisation would like to undertake residential and community housing for affordable and social housing projects. Attachment No. 6

A preliminary meeting was held between the Mayor, General Manager and Representatives from ODF with discussions around a partnership for the provision of this type of housing in Coolamon.

At the time of discussion, it was flagged that new land could potentially become available for this type of housing as part of the purchase of State Government land on the corner of Mimosa and Douglas Streets.

In accordance with their letter, ODF are asking that this land be sold at a discounted rate and that all infrastructure costs be provided by Council.

The Community Housing Model that is proposed is based on leasing properties charged at market rates with tenants selected on their age and financial disadvantage. These tenants are then eligible for rental assistance.

Council already have and operate aged social housing within Coolamon at two locations being Centenary and Kindra Lodges. There is also a facility located in Ardlethan.

As per the correspondence, at this stage ODF are seeking to initiate formal discussions with Council to see if this project is possible.

Recommendation

That Council meet formally with Opening Doors Foundation to determine the opportunities that exist for a Community Housing Development in Coolamon.

**RESOLVED on the motion of Clr White and seconded by Clr McKinnon that Council meet formally with Opening Doors Foundation to determine the opportunities that exist for a Community Housing Development in Coolamon.**

106/06/2020

**GM5) COVID-19 ECONOMIC STIMULUS PACKAGE (L.05-01, SC273)**

→ Council has received the Funding Agreement from the Office of Local Government.  
Attachment No. 7.1

This Funding Agreement is to be signed under Council Seal and returned to the Office of Local Government by the close of business 24<sup>th</sup> June 2020.

As has been mentioned at the May Council Meeting, Council had some concerns over the Stimulus Package, namely:

- Realistic access to the Job Retention Allowance Subsidy.
- Tying the ESL payment to maintaining membership to the Joint Organisation for a minimum of 2 years.
- Access to TCorp loans being inaccessible to Country Councils that support their Community Banks.

→ A copy of the letter sent to our Local Member Steph Cooke in regard to this matter has been attached. Attachment No. 7.2

Notwithstanding the above concerns, the support by the State Government to pay Council's Emergency Service Levy increases, is significant and Council needs to consider how this is managed.

Ongoing discussions continue with RivJO and REROC in order to see how the region can continue to be represented in a cost effective and sustainable manner that suit both Council and this requirement by the Office of Local Government.

It seems somewhat ironic that an announcement has recently been made that a full review of the Joint Organisations will be undertaken very shortly. If this is to be a true, robust and independent review, how, or why, is this Funding Agreement tied to maintaining the Joint Organisation for a minimum of 2 years.

The whole wording of this Agreement appears very autocratic and does not seem to be in the spirit of the assistance being provided.

Advice from Local Government NSW is that Councils should sign the Agreement and apply for the package to indicate to the Office of Local Government the need for this support.

Recommendation

That Council sign the Deed under Seal, within the timeframe presented and continue to work with Regional Organisations to maintain an effective and viable regional voice whilst still receiving the Emergency Service Levy support.

**RESOLVED on the motion of Clr McCann and seconded by Clr Hutcheon that Council sign the Deed under Seal, within the timeframe presented and continue to work with Regional Organisations to maintain an effective and viable regional voice whilst still receiving the Emergency Service Levy support.** 107/06/2020

**GM6) COUNCIL DELIVERY PROGRAM 2020-2024 & OPERATIONAL PLAN 2020-2021 (S.11-06, SC516)**

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

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

Recommendation

- 1) The Delivery Program 2020-2024 and Operational Plan 2020-2021 (including the Organisational Structure) be formally adopted by Council.
- 2) The list of fees for all principle activities as detailed in the Delivery Program 2020-2024 and Operational Plan 2020-2021 being the fees applicable for the year 2020-2021 be likewise adopted by Council.
- 3) The Budget for future years 2021-2022, 2022-2023 and 2023-2024 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 2020-2021 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	\$18,067,000
Total Operating Expenditure - Consolidated Funds	\$15,191,000
Operating Result	\$2,876,000
Finance from Rates & Annual Charges	\$3,932,000
Finance from Grants and Contributions	\$8,629,000
Total Capital Expenditure – Consolidated Funds	\$7,228,754
Cash Surplus	\$135,000

7) RATES - MAKING AND LEVYING OF 2020-2021 RATES

Whereas the estimates of income and expenditure of the consolidated funds of the Council for the year 2020-2021 were adopted by the Council on the 14<sup>th</sup> May 2020 and following the due public notice of Council's intention to levy rates and charges through its Delivery Program 2020-2024 and Operational Plan 2020-2021 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 Twenty as specified hereunder:-

A. ORDINARY RATES

- i) Residential (Ardlethan) rate of 2.3¢ 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 \$293.00 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 1.08¢ 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 \$293.00 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 0.516¢ 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 \$293.00 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 0.409¢ 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 \$293.00 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 2.3¢ 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 \$293.00 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 1.08¢ 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 \$293.00 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 0.516¢ 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 \$293.00 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 0.409¢ 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 \$293.00 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 0.1814¢ 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 \$293.00 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 \$490.00 on occupied lands with a minimum charge of \$245.00 on unoccupied lands, plus an additional charge of \$133.00 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.

An additional charge of \$202.00 per assessment where the capital contribution has not been paid in the sewered area of Ardlethan.

C. DOMESTIC WASTE MANAGEMENT CHARGES

- i) A Domestic Waste Management charge of \$195.00 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 \$92.00 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 \$60.00 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 \$40.00 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 \$55.00 (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 \$272.00 (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.

D. 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.

E. SEWERAGE SERVICE CHARGES

The Sewerage Service Charges in respect of non-rateable land within the sewered areas of Coolamon and Ganmain shall be \$133.00 for each water closet and urinal.

F. 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 for the period 1 July 2020 to 31 December 2020 (inclusive) will be 0.0% and for the period 1 January 2021 to 30 June 2021 (inclusive) interest shall accrue on a daily simple basis at the maximum rate of 7.0% per annum as allowed by the Office of Local Government for the period.

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

108/06/2020

- 1) **The Delivery Program 2020-2024 and Operational Plan 2020-2021 (including the Organisational Structure) be formally adopted by Council.**
- 2) **The list of fees for all principle activities as detailed in the Delivery Program 2020-2024 and Operational Plan 2020-2021 being the fees applicable for the year 2020-2021 be likewise adopted by Council.**
- 3) **The Budget for future years 2021-2022, 2022-2023 and 2023-2024 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 2020-2021 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	\$18,067,000
Total Operating Expenditure - Consolidated Funds	\$15,191,000
Operating Result	\$2,876,000
Finance from Rates & Annual Charges	\$3,932,000
Finance from Grants and Contributions	\$8,629,000
Total Capital Expenditure – Consolidated Funds	\$7,228,754
Cash Surplus	\$135,000

7) **RATES - MAKING AND LEVYING OF 2020-2021 RATES**

Whereas the estimates of income and expenditure of the consolidated funds of the Council for the year 2020-2021 were adopted by the Council on the 14<sup>th</sup> May 2020 and following the due public notice of Council's intention to levy rates and charges through its Delivery Program 2020-2024 and Operational Plan 2020-2021 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 Twenty as specified hereunder:-

A. **ORDINARY RATES**

- i) Residential (Ardlethan) rate of 2.3¢ 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 \$293.00 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 1.08¢ 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 \$293.00 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 0.516¢ 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 \$293.00 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 0.409¢ 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 \$293.00 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 2.3¢ 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 \$293.00 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 1.08¢ 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 \$293.00 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 0.516¢ 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 \$293.00 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 0.409¢ 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 \$293.00 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 0.1814¢ 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 \$293.00 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 \$490.00 on occupied lands with a minimum charge of \$245.00 on unoccupied**

lands, plus an additional charge of \$133.00 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.

An additional charge of \$202.00 per assessment where the capital contribution has not been paid in the sewered area of Ardlethan.

**C. DOMESTIC WASTE MANAGEMENT CHARGES**

- i) A Domestic Waste Management charge of \$195.00 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 \$92.00 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 \$60.00 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 \$40.00 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 \$55.00 (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 \$272.00 (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.**

**D. 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.**

**E. SEWERAGE SERVICE CHARGES**

**The Sewerage Service Charges in respect of non-rateable land within the sewered areas of Coolamon and Ganmain shall be \$133.00 for each water closet and urinal.**

**F. 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 for the period 1 July 2020 to 31 December 2020 (inclusive) will be 0.0% and for the period 1 January 2021 to 30 June 2021 (inclusive) interest shall accrue on a daily simple basis at the maximum rate of 7.0% per annum as allowed by the Office of Local Government for the period.**

**GM7) GOLDENFIELDS WATER COUNTY COUNCIL – WATER CONNECTION (W.01-02, SC433)**

- Council has received a letter from a ratepayer explaining the difficulties being experienced in trying to have a water connection supplied within the township of Coolamon. See attached. [Attachment No. 12.1](#)

Whilst the majority of concerns raised relates specifically to Goldenfields Water County Council (GWCC) policies revolving around connection to the Network, there are some issues that warrant Council’s consideration.

- The land in question is for Lot 283, Jerricks Lane, Coolamon and the information provided by GWCC indicates that the landowner would be required to pay between \$168,000 to \$182,000 for the connection. The main reason for this rather large figure is the upgrade required to the existing Network. Specifically, the inclusion of a new line linking the southern Water Tower to Millwood Road and the completion of a loop from Millwood Road through to the connection of Angels and Jerricks Lane. See attached. [Attachment No. 12.2](#)

This property is currently located within the defined boundaries of the Coolamon Township, although it must be noted that it is located on an unformed and unclassified road. This road has been identified on Council’s strategic work schedules for future work (10-15 years). Any Development Application for a dwelling on this land would require access at the cost of the applicant.

Currently, Goldenfields Water’s policy requires that when any developer, or in this case landowner, requires connection outside the existing Network (as defined by Goldenfields), then the full cost of all upgraded infrastructure is at the cost of the applicant. This has been something that Council has raised in the past with State Governments and Infrastructure Service Providers such as GWCC, electricity and gas.

The issue for Council is that policies like this may be stifling development within areas that Council has planned for future growth. We would like to think that once areas of growth, particularly infill development, are negotiated with service providers that they would be flexible on how these areas can be serviced without total infrastructure upgrade being all at the initial developers cost. Particularly when the upgrade work is not directly related to the land in question.

GWCC currently have significant reserves, approximately \$50 Million (FY 2019 Annual Report - \$54 Million April 2020), but advise that these are required for existing infrastructure replacement. With the exception of the recent Mandamah Rural Water Supply Scheme project, it would appear that there is no future growth proposal from GWCC other than a developer pays strategy. Council would

prefer to see a more equitable and strategic approach to identified growth areas as this is very important to the survival of our Communities.

Recommendation

That Coolamon Shire Council meet with Goldenfields Water County Council to discuss the growth and infill residential areas of our towns to determine a mutually beneficial outcome that supports this growth in an equitable manner.

*Clr Crocker declared a pecuniary interest in GM7 as a ratepayer subject to the Water Connection requirements of Goldenfields Water County Council and left the meeting at 3.40pm.*

**RESOLVED** on the motion of Clr McCann and seconded by Clr McKinnon that Coolamon Shire Council meet with Goldenfields Water County Council to discuss the growth and infill residential areas of our towns to determine a mutually beneficial outcome that supports this growth in an equitable manner. 109/06/2020

*Clr Crocker returned to the meeting room at 4.07pm.*

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

### CS1) FINANCE REPORT AS AT 31<sup>ST</sup> MAY, 2020

RESOLVED on the motion of Clr Hutcheon and seconded by Clr Maslin that the report be received and noted. 110/06/2020

NO.	DATE INVESTED	INSTITUTION	RATING	INVESTMENT TYPE	AMOUNT INVESTED	TERMS (days)	RATE	MATURITY DATE
2	4/03/2020	Macquarie Bank	A1/A+	Term Deposit	\$ 1,000,000	91	1.70%	3/06/2020
19	6/03/2020	Macquarie Bank	A1/A+	Term Deposit	\$ 1,000,000	90	1.70%	4/06/2020
10	12/03/2020	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	90	1.70%	10/06/2020
9	14/03/2020	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	92	1.75%	14/06/2020
18	24/02/2020	Macquarie Bank	A1/A+	Term Deposit	\$ 1,000,000	119	1.60%	22/06/2020
12	23/03/2020	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	92	1.70%	23/06/2020
11	17/01/2020	AMP	A2/BBB+	Term Deposit	\$ 500,000	182	1.80%	17/07/2020
3	31/01/2020	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	180	1.80%	29/07/2020
1	14/02/2020	AMP	A2/BBB+	Term Deposit	\$ 2,000,000	181	1.80%	13/08/2020
13	17/04/2020	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	182	1.85%	16/10/2020
16	27/05/2020	AMP	A2/BBB+	Term Deposit	\$ 500,000	182	1.65%	25/11/2020
15	27/05/2020	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	182	1.65%	25/11/2020
8	24/04/2020	Macquarie Bank	A1/A+	Term Deposit	\$ 1,000,000	273	1.65%	22/01/2021
14	2/05/2020	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	304	1.70%	2/03/2021
6	10/05/2020	Beyond Bank	A2/BBB	Term Deposit	\$ 2,000,000	304	1.70%	10/03/2021
17	19/05/2020	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	304	1.70%	19/03/2021
4	29/05/2020	Beyond Bank	A2/BBB	Term Deposit	\$ 2,000,000	304	1.70%	29/03/2021
7	23/04/2020	Macquarie Bank	A1/A+	Term Deposit	\$ 1,000,000	365	1.70%	23/04/2021
<b>TOTAL INVESTED</b>					<b>\$ 20,000,000</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 Policy.

*S Jennings* pm @

(Samantha Jennings, Finance Manager)

#### RESTRICTED CASH, CASH EQUIVALENTS & INVESTMENTS

##### EXTERNAL RESTRICTIONS AS AT 30TH JUNE, 2019

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

##### INTERNAL RESTRICTIONS AT 30TH JUNE, 2019

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



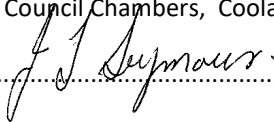
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> JUNE, 2020.

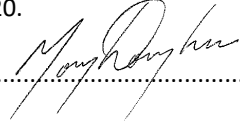
COOLAMON SHIRE COUNCIL  
INCOME STATEMENT

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

	MAY 2020	APRIL 2020	MARCH 2020	2019/2020 BUDGET	2018/2019 ACTUAL
<b>Income from continuing operations</b>					
<i>Revenue:</i>					
Rates & annual charges	3,739,459.70	3,739,772.00	3,739,940.75	3,577,000.00	3,586,756.61
User charges & fees	4,677,320.61	4,307,182.04	3,637,770.86	3,848,000.00	3,805,820.23
Interest and investment revenue	301,369.02	251,986.39	237,475.21	476,000.00	503,315.46
Other revenues	734,578.70	658,296.85	609,500.04	543,000.00	753,083.72
Grants & contributions provided for operating purposes	6,899,510.76	4,049,421.50	3,935,534.23	5,435,000.00	7,010,338.91
Grants & contributions provided for capital purposes	3,541,546.92	3,211,676.32	3,046,459.32	3,021,000.00	2,293,609.12
Internals	0.00	0.00	1,500.00		0.00
<i>Other income:</i>					
Net gain from the disposal of assets	383,795.34	383,795.34	263,795.34	168,000.00	-116,980.54
<b>Total revenues from continuing operations</b>	<b>20,277,581.05</b>	<b>16,602,130.44</b>	<b>15,471,975.75</b>	<b>17,068,000.00</b>	<b>17,835,943.51</b>
<b>Expenses from continuing operations</b>					
Employee benefits and on-costs	5,726,072.39	5,129,983.68	4,675,797.77	6,405,000.00	6,276,729.02
Borrowing costs	11,192.13	11,192.13	9,001.02	6,000.00	15,744.57
Materials & contracts	3,653,421.82	3,418,711.88	3,900,030.66	3,949,000.00	3,261,551.81
Depreciation, amortisation & impairment	2,236,212.48	2,187,891.15	2,139,422.65	4,069,000.00	3,827,454.53
Other expenses	1,452,968.67	1,313,009.18	1,225,956.76	1,474,000.00	1,582,729.70
Net loss from the disposal of assets					
<b>Total expenses from continuing operations</b>	<b>13,079,867.49</b>	<b>12,060,788.02</b>	<b>11,950,208.86</b>	<b>15,903,000.00</b>	<b>14,964,209.63</b>
<b>Operating result from continuing operations</b>	<b>7,197,713.56</b>	<b>4,541,342.42</b>	<b>3,521,766.89</b>	<b>1,165,000.00</b>	<b>2,871,733.88</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>	<b>3,656,166.64</b>	<b>1,329,666.10</b>	<b>475,307.57</b>	<b>-1,856,000.00</b>	<b>578,124.76</b>

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 18<sup>th</sup> June, 2020.

  
..... MAYOR

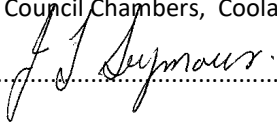
  
..... GENERAL MANAGER.

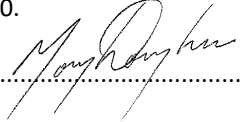
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> JUNE, 2020.

COOLAMON SHIRE COUNCIL  
INCOME STATEMENT BY FUND

	May 2019		TOTAL
	GENERAL FUND	SEWERAGE FUND	
<b>Income from continuing operations</b>			
<i>Revenue:</i>			
Rates & annual charges	3,160,500.69	578,959.01	3,739,459.70
User charges & fees	4,668,572.61	8,748.00	4,677,320.61
Interest and investment revenue	299,277.46	2,091.56	301,369.02
Other revenues	729,299.94	5,278.76	734,578.70
Grants & contributions provided for operating purposes	6,899,510.76	0.00	6,899,510.76
Grants & contributions provided for capital purposes	1,020,741.09	2,520,805.83	3,541,546.92
Internals	0.00	0.00	0.00
<i>Other income:</i>			
Net gain from the disposal of assets	383,795.34	0.00	383,795.34
<b>Total revenues from continuing operations</b>	<b>17,161,697.89</b>	<b>3,115,883.16</b>	<b>20,277,581.05</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	5,562,658.64	163,413.75	5,726,072.39
Borrowing costs	11,192.13		11,192.13
Materials & contracts	3,381,991.58	271,430.24	3,653,421.82
Depreciation & amortisation	2,127,933.16	108,279.32	2,236,212.48
Other expenses	1,405,048.90	47,919.77	1,452,968.67
<b>Total expenses from continuing operations</b>	<b>12,488,824.41</b>	<b>591,043.08</b>	<b>13,079,867.49</b>
<b>Operating result from continuing operations</b>	<b>4,672,873.48</b>	<b>2,524,840.08</b>	<b>7,197,713.56</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>			
	<b>3,652,132.39</b>	<b>4,034.25</b>	<b>3,656,166.64</b>

This is Page No. 34 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18<sup>th</sup> June, 2020.

..... MAYOR

..... GENERAL MANAGER.

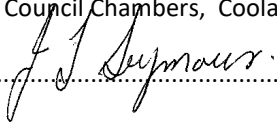
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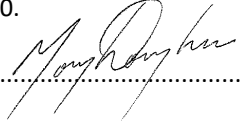
COOLAMON SHIRE COUNCIL  
BALANCE SHEET

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

	2019/2020				2018/2019 ACTUAL
	MAY 2020	APRIL 2020	MARCH 2020	BUDGET (ADJ FOR OPENING BALS)	
<b>ASSETS</b>					
<b>Current assets</b>					
Cash and cash equivalents	3,309,847.27	450,020.35	1,445,350.89	105,854.17	2,724,043.82
Investments	20,000,001.00	20,000,001.00	20,000,001.00	16,700,000.00	17,700,000.00
Receivables	(1,080,889.13)	(424,889.37)	(365,119.64)	1,318,076.65	1,317,873.23
Inventories	354,695.95	357,051.84	357,436.16	258,238.56	344,142.68
Other					
<b>Total current assets</b>	<b>22,583,655.09</b>	<b>20,382,183.82</b>	<b>21,437,668.41</b>	<b>18,382,169.38</b>	<b>22,086,059.73</b>
<b>Non-current assets</b>					
Investments					
Receivables	0.00	0.00	0.00	780,000.00	0.00
Inventories	102,397.55	102,397.55	102,397.55	102,543.45	102,397.55
Infrastructure, property, plant & equipment	228,968,645.28	228,144,460.24	226,791,965.10	229,575,961.90	221,371,714.08
Accumulated Dep'n - Infrastructure, PP&E	(47,098,794.75)	(47,050,473.42)	(47,002,004.92)	(49,352,860.18)	(45,283,528.98)
Accumulated Imp't - Infrastructure, PP&E	0.00	0.00	0.00	0.00	0.00
Other	(1,082.18)	(854.85)	(883.03)	(370.12)	(370.12)
<b>Total non-current assets</b>	<b>181,971,165.90</b>	<b>181,195,529.52</b>	<b>179,891,474.70</b>	<b>181,105,275.05</b>	<b>176,190,212.53</b>
<b>Total assets</b>	<b>204,554,820.99</b>	<b>201,577,713.34</b>	<b>201,329,143.11</b>	<b>199,487,444.43</b>	<b>198,276,272.26</b>
<b>LIABILITIES</b>					
<b>Current liabilities</b>					
Payables	6,982,347.43	6,664,343.09	7,768,543.96	8,143,344.18	8,248,808.28
Overdraft				0.00	
Interest bearing liabilities	0.00	0.00	0.00	0.00	
Provisions	1,726,179.62	1,723,447.45	1,739,815.88	1,872,698.99	1,728,883.60
<b>Total current liabilities</b>	<b>8,708,527.05</b>	<b>8,387,790.54</b>	<b>9,508,359.84</b>	<b>10,016,043.17</b>	<b>9,977,691.88</b>
<b>Non-current liabilities</b>					
Payables	2,368.84	2,368.84	2,368.84	2,765.59	2,368.84
Interest bearing liabilities	0.00	0.00	0.00	0.00	0.00
Provisions	481,057.11	481,057.11	481,057.11	487,769.72	481,057.11
<b>Total non-current liabilities</b>	<b>483,425.95</b>	<b>483,425.95</b>	<b>483,425.95</b>	<b>490,535.31</b>	<b>483,425.95</b>
<b>TOTAL LIABILITIES</b>	<b>9,191,953.00</b>	<b>8,871,216.49</b>	<b>9,991,785.79</b>	<b>10,506,578.48</b>	<b>10,461,117.83</b>
<b>Net assets</b>	<b>195,362,867.99</b>	<b>192,706,496.85</b>	<b>191,337,357.32</b>	<b>188,980,865.95</b>	<b>187,815,154.43</b>
<b>EQUITY</b>					
Retained earnings	98,849,405.02	96,193,033.88	95,173,458.35	92,817,486.73	91,651,691.46
Reserves	96,163,462.97	96,163,462.97	96,163,462.97	96,163,379.22	96,163,462.97
Internal Assets/Liabilities	0.00	0.00	0.00		
Trust Transfer	350,000.00	350,000.00	436.00		
<b>Total equity</b>	<b>195,362,867.99</b>	<b>192,706,496.85</b>	<b>191,337,357.32</b>	<b>188,980,865.95</b>	<b>187,815,154.43</b>

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 18<sup>th</sup> June, 2020.

..... MAYOR

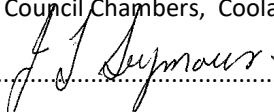
..... GENERAL MANAGER.

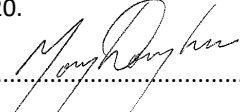
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> JUNE, 2020.

COOLAMON SHIRE COUNCIL  
BALANCE SHEET BY FUND

	May 2019		COOLAMON SHIRE TOTAL
	CONSOLIDATED GENERAL FUND	SEWERAGE FUND	
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents	1,395,124.67	1,914,722.60	3,309,847.27
Investments	20,000,001.00		20,000,001.00
Receivables	(1,196,540.33)	115,651.20	(1,080,889.13)
Inventories	354,695.95		354,695.95
Other			0.00
<b>Total current assets</b>	<b>20,553,281.29</b>	<b>2,030,373.80</b>	<b>22,583,655.09</b>
<b>Non-current assets</b>			
Investments			0.00
Receivables	0.00		0.00
Inventories	102,397.55		102,397.55
Infrastructure, property, plant & equipment	209,870,239.13	19,098,406.15	228,968,645.28
Accumulated Depreciation	(40,272,999.71)	(6,825,795.04)	(47,098,794.75)
Accumulated Impairment	0.00		0.00
Other	(1,082.18)		(1,082.18)
<b>Total non-current assets</b>	<b>169,698,554.79</b>	<b>12,272,611.11</b>	<b>181,971,165.90</b>
<b>Total assets</b>	<b>190,251,836.08</b>	<b>14,302,984.91</b>	<b>204,554,820.99</b>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Payables	6,982,347.43	0.00	6,982,347.43
Interfunding			0.00
Interest bearing liabilities	0.00		0.00
Provisions	1,726,179.62		1,726,179.62
<b>Total current liabilities</b>	<b>8,708,527.05</b>	<b>0.00</b>	<b>8,708,527.05</b>
<b>Non-current liabilities</b>			
Payables	2,368.84		2,368.84
Interest bearing liabilities	0.00		0.00
Provisions	481,057.11		481,057.11
<b>Total non-current liabilities</b>	<b>483,425.95</b>	<b>0.00</b>	<b>483,425.95</b>
<b>TOTAL LIABILITIES</b>	<b>9,191,953.00</b>	<b>0.00</b>	<b>9,191,953.00</b>
<b>Net assets</b>	<b>181,059,883.08</b>	<b>14,302,984.91</b>	<b>195,362,867.99</b>
<b>EQUITY</b>			
Retained earnings	90,170,706.17	8,678,698.85	98,849,405.02
Reserves	90,539,176.91	5,624,286.06	96,163,462.97
Internal Assets & Liabilities			0.00
Trust Transfer	350,000.00		350,000.00
<b>Total equity</b>	<b>181,059,883.08</b>	<b>14,302,984.91</b>	<b>195,362,867.99</b>

This is Page No. 36 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18<sup>th</sup> June, 2020.

..... MAYOR

.....GENERAL MANAGER.

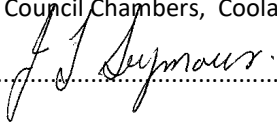
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> JUNE, 2020.

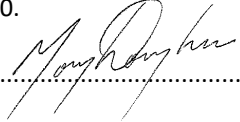
COOLAMON SHIRE COUNCIL  
INTERNAL & EXTERNAL RESTRICTIONS

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

	2019/2020				2018/2019
	MAY 2020	APRIL 2020	MARCH 2020	BUDGET (ADJ FOR OPENING BAL)	ACTUAL
<b>GENERAL FUND</b>					
<i>EXTERNALLY RESTRICTED</i>					
Grants & Subsidies & Other	2,253,918.56	1,497,415.99	2,002,169.78	246,993.64	516,527.09
Developer Contributions	118,517.61	118,517.61	57,333.79	6,842.03	6,842.03
Waste Management	907,174.61	869,856.34	895,656.10	827,414.34	768,038.60
Allawah Lodge Accommodation Payments	3,799,510.36	3,979,429.63	3,934,891.90	4,443,863.65	4,096,670.11
Allawah Village Loan-Licence	3,622,096.42	3,622,096.42	3,315,962.54	3,304,876.36	3,458,390.67
	10,701,217.56	10,087,315.99	10,206,014.11	8,829,990.03	8,846,468.50
<i>INTERNALLY RESTRICTED</i>					
Plant Replacement Reserve	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00
Employees Leave Entitlements Reserve	1,260,000.00	1,160,000.00	1,260,000.00	1,080,000.00	1,260,000.00
Stormwater Management Reserve	83,253.16	101,900.64	102,550.88	42,883.58	93,011.25
Swimming Pools Reserve	15,000.00	15,000.00	15,000.00	0.00	15,000.00
Deferred Works Reserve	99,290.00	99,290.00	121,895.00	280,000.00	401,895.00
Ardlethan Preschool	97,332.47	109,336.57	82,436.14	56,489.02	67,229.76
Financial Assistance Grant	1,950,938.00	0.00	0.00	104,074.00	1,905,806.00
Allawah Lodge Asset Mgt Reserve	1,130,533.03	1,009,490.78	1,111,670.67	806,305.92	979,366.67
Allawah Village Asset Mgt Reserve	369,206.98	486,659.03	887,804.37	313,168.11	593,072.35
CECC Asset Mgt Reserve	519,681.27	537,586.68	513,175.96	181,293.82	234,682.57
Gravel Pits Rehabilitation Reserve	250,000.00	162,000.00	127,744.09	132,744.09	127,744.09
	6,775,234.91	4,681,263.70	5,222,277.11	3,996,958.54	6,677,807.69
Asset Management/Available for Working Funds	3,918,673.20	3,966,444.01	4,172,444.37	1,963,806.68	2,800,242.80
<b>Total Cash Balance - General Fund</b>	<b>21,395,125.67</b>	<b>18,735,023.70</b>	<b>19,600,735.59</b>	<b>14,790,755.24</b>	<b>18,324,518.99</b>
<b>SEWERAGE FUND</b>					
Sewerage Fund	1,914,722.60	1,714,997.65	1,844,616.30	1,541,263.18	2,099,524.83
	1,914,722.60	1,714,997.65	1,844,616.30	1,541,263.18	2,099,524.83
<b>Total Cash Balance - Sewerage Fund</b>	<b>1,914,722.60</b>	<b>1,714,997.65</b>	<b>1,844,616.30</b>	<b>1,541,263.18</b>	<b>2,099,524.83</b>
<b>TOTAL CONSOLIDATED CASH</b>	<b>23,309,848.27</b>	<b>20,450,021.35</b>	<b>21,445,351.89</b>	<b>16,332,018.42</b>	<b>20,424,043.82</b>

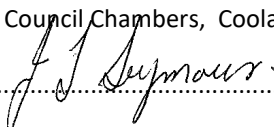
This is Page No. 37 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18<sup>th</sup> June, 2020.

.....  
  
..... MAYOR

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

RATE COLLECTIONS

	ARREARS B/FWD	LEVIES INC. INTEREST	TOTAL	COLLECTIONS TO DATE	% TO TOTAL	ADJUSTMENTS INC. PENS CONCESSIONS	ADI 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
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
31/05/2019	319,410.16	3,694,691.79	4,014,101.95	3,405,230.57	84.83%	118,643.12	3,895,458.83	87.42%	490,228.26
<b>2019/2020</b>									
31/07/2019	368,193.86	3,773,598.63	4,141,792.49	312,745.32	7.55%	115,528.25	4,026,264.24	7.77%	3,713,518.92
31/08/2019	368,193.86	3,776,704.41	4,144,898.27	1,188,590.24	28.68%	115,820.44	4,029,077.83	29.50%	2,840,487.59
30/09/2019	368,193.86	3,780,749.28	4,148,943.14	1,442,955.19	34.78%	115,061.06	4,033,882.08	35.77%	2,590,926.89
31/10/2019	368,193.86	3,782,998.90	4,151,192.76	1,577,874.73	38.01%	115,986.06	4,035,206.70	39.10%	2,457,331.97
30/11/2019	368,193.86	3,785,534.13	4,153,727.99	2,044,361.24	49.22%	116,486.06	4,037,241.93	50.64%	1,992,880.69
31/12/2019	368,193.86	3,786,443.13	4,154,636.99	2,237,860.45	53.86%	116,332.93	4,038,304.06	55.42%	1,800,443.61
31/01/2020	368,193.86	3,790,224.11	4,158,417.97	2,290,636.20	55.08%	116,176.68	4,042,241.29	56.67%	1,751,605.09
29/02/2020	368,193.86	3,791,764.40	4,159,958.26	2,771,029.51	66.61%	117,204.81	4,042,753.45	68.54%	1,271,723.94
31/03/2020	368,193.86	3,794,132.70	4,162,326.56	2,908,398.40	69.87%	117,329.15	4,044,997.41	71.90%	1,136,599.01
30/04/2020	368,193.86	3,797,956.97	4,166,150.83	3,031,053.90	72.75%	117,497.90	4,048,652.93	74.87%	1,017,599.03
31/05/2020	368,193.86	3,779,329.51	4,147,523.37	3,496,231.93	84.30%	117,560.40	4,029,962.97	86.76%	533,731.04



MAYOR



GENERAL MANAGER.

**CS2) INTERNAL AUDIT & AUDIT, RISK & IMPROVEMENT COMMITTEE (A.12-02  
SC35)**

Tony Donoghue and Courtney Armstrong conducted a meeting with representatives from the Member Councils of the Internal Audit Alliance (Bland, Cootamundra-Gundagai, Junee, Lockhart and Temora) to review the current year's internal audit performance and confirm the internal audit plan for the coming year. The topics completed in the current financial year were Payroll/HR and Section 355 Committee. During the recent COVID-19 restrictions, Council deferred its contract Internal Auditor from performing on-site work, this has resulted in the proposed report on Records Management being delayed.

As a result of the deferral of the Ordinary Election of Councillors until September 2021, the legislative requirement to have in place an Audit, Risk and Improvement Committee is now due in March 2022. The Office of Local Government released a discussion paper on a new risk management and internal audit framework in September last year to which both Council and REROC made submissions. To date no further guidance has been provided by the Office of Local Government. It was therefore decided at the Alliance Meeting to continue the current internal audit arrangements for the next 12 months.

The Alliance Members discussed a number of possible areas that could be subject to an internal audit for the coming year and it was decided that the Records Management audit should be completed along with auditing Grant Management and Depot Inventory Management. Members also discussed the possibility of engaging another suitably qualified provider to undertake a Cyber Crime audit and it was thought appropriate that this could be considered a project by either REROC or RivJO. It was also decided that recommencing the Records Management audit now would not leave enough time to undertake the appropriate field work and preparation of a report for the usual July meeting of each Council's committee meetings and that it would be more appropriate to present both the Records Management and Grants Management reports to a November meeting of the Committees and that the scheduled July meeting not be held.

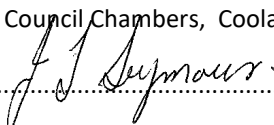
- Council staff have also undertaken a review of the Internal Audit Committee Charter (originally adopted by Council in December 2009) to reflect that the Committee has matured to now have responsibilities with regards to risk management, control framework, external accountability, legislative compliance and external audit as well as internal audit and have prepared the attached Draft Audit, Risk & Improvement Committee Charter. **Attachment No. 8**

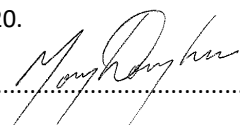
Recommendation

- 1) That Council endorse the 2020/2021 Internal Audit Plan encompassing the Audits of Records Management, Grants Management & Depot Inventory Management.
- 2) That Council adopt the Audit, Risk & Improvement Committee Charter.

**RESOLVED on the motion of Clr Crocker and seconded by Clr Hutcheon:** 111/06/2020

- 1) **That Council endorse the 2020/2021 Internal Audit Plan encompassing the Audits of Records Management, Grants Management & Depot Inventory Management, and**
- 2) **That Council adopt the Audit, Risk & Improvement Committee Charter.**

..... MAYOR

.....GENERAL MANAGER.



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

➔ As part of Council's ongoing Policy Review, the following draft policies are presented for adoption:

- Procurement Procedures **Attachment No. 9.1**
- Prudential Standards Policy **Attachment No. 9.2**
- Contract Management Policy **Attachment No. 9.3**
- Investment Policy **Attachment No. 9.4**
- Credit & Purchase Card Policy **Attachment No. 9.5**
- Procurement Policy **Attachment No. 9.6**
- Social Media Policy **Attachment No. 9.7**

Recommendation

That the following policies be adopted:

- Procurement Procedures
- Prudential Standards Policy
- Contract Management Policy
- Investment Policy
- Credit & Purchase Card Policy
- Procurement Policy
- Social Media Policy

**RESOLVED on the motion of Clr McCann and seconded by Clr Logan that the following policies be adopted:** **112/06/2020**

- **Procurement Procedures**
- **Prudential Standards Policy**
- **Contract Management Policy**
- **Investment Policy**
- **Credit & Purchase Card Policy**
- **Procurement Policy**
- **Social Media Policy**

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> JUNE, 2020.



COOLAMON SHIRE COUNCIL  
PROCUREMENT PROCEDURES

Date Adopted	18 June 2020		
Council Minute	112/6/2020		
Version	Version 1		
Procedure Responsibility	Corporate & Community Services		
Review Timeframe	Annually		
Last Review Date	May 2020	Next Scheduled Review Date	May 2021

**OBJECTIVE**

The following procedures are designed to ensure that all expenditure of public and ratepayer funds on the purchase of goods and services result in the best value for Coolamon Shire Council and the Community.

These procedures must be read in conjunction with Council's *Procurement Policy* and other related policies and procedures.

**AUTHORITY & LEVELS**

Only those with appropriate authorization and/or delegation can purchase goods and services on behalf of Council. These delegations and authorisations are formally approved by Council and the General Manager.

The following table is a guide to the various levels of procurement levels within Council.

Dollar Value	Procurement Process
Up to \$5,000	Direct negotiation and use of local suppliers wherever possible.
\$5,000 - \$20,000	1 written quotation
\$20,000 - \$100,000	At least 2 written quotations
\$100,000 - \$250,000	Quotations to be sought via advertisement. In exceptional circumstances, sourcing of quotations can be Authorised by the General Manager
\$250,000 +	Tender in accordance with <i>Local Government Act &amp; Regulations</i>

**METHODS OF PURCHASING**

Tender

Where the total value of goods and services sought exceeds the tender threshold, Council will follow the statutory tender process.

Council will not engage with order splitting to avoid exceeding the tender threshold

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> JUNE, 2020.

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Purchase Orders

Except for items specifically excluded in other policies and procedures, all Council purchases of goods and services will require a valid purchase order to be generated prior to the purchase of the good or service.

Credit & Purchase Cards

Council may permit the use of credit or purchase cards for the purchase of goods or services on behalf of Council. Such use will be subject to the *Credit & Purchase Card Policy*.

Petty Cash

The use of petty cash for minor purchases (ie less than \$100) is encouraged. Whilst quotations are not required, Council officers will still follow the principle of best value.

**PROCUREMENT OPTIONS**

Preferred Supplier Arrangements

In accordance with the *Local Government Act 1993*, preferred supplier arrangements allow individual purchases to be made without calling for tenders or quotations. Council is continuing to appoint Preferred Suppliers through the formal Tendering or Request for Quotation (RFQ) process and a list of these suppliers can be found in Council's Preferred Supplier Register.

It is expected that such arrangements will be in place for large volume, or frequently purchased goods and services, thus eliminating the need to obtain quotations for purchases. The results for Council will be reduced prices on core, large volume products and services and more efficient use of internal resources.

If large volumes of particular goods or services are required, then Council officers have the right to call for open quotations as required, even if the required goods or services are currently under a preferred supplier arrangement.

Existing Contracts

If a contract already exists for the goods or services required, then it is at Council's discretion whether it wishes to tender separately or use an existing contract. The organisations that administer contracts for a range of goods and services that Council can access are:

- NSW Procurement Board
- Local Government Procurement

Joint Purchasing Arrangements

Joint purchasing arrangements can provide opportunities for councils to achieve efficiencies through economies of scale and other processes. Section 355 of the *Local Government Act 1993* provides that a function of Council may, subject to certain conditions, be exercised in a number of ways. For example, a Council may exercise its functions:

- Jointly by the Council and another Council or Councils, or

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> JUNE, 2020.

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- By a delegate of the Council, this may be a Regional Organisation of Councils or Joint Organisation of which the Council is a member.

While Section 355 of the *Local Government Act* provides that a Council may, by resolution, delegate certain functions to its General Manager or any other person or body (not including another employee of the Council), the provision does not include "the acceptance of tenders which are required under the *Act* to be invited by the Council." As Councils are unable to delegate the power to determine whether to accept those tenders required by the *Local Government Act*, Councils would clearly specify which functions of the tendering process are to be delegated and to whom, especially in relation to joint purchasing arrangements.

Councils could choose to engage in joint purchasing arrangements with other Councils or groups of Council such as Regional Organisations of Councils or Joint Organisation. However, the functions of deciding to tender, either generally or in regard to a specific tender, and accepting the tender remain the function of the individual elected Council and cannot be delegated.

The delegations of certain functions does not divest the individual elected Councils as principle bodies, of their responsibilities to ensure that accountability and probity is maintained in the procurement process.

#### EMERGENCY PROCEDURES

An emergency purchase is where the immediate non-supply of the goods and/or services would pose a health, safety or financial risk to the Coolamon Shire Council and/or the community.

If there is a situation where you do not have access to provide an office Council order or officer with delegated authority and require goods urgently, obtain approval from the General Manager or an Executive Manager prior to purchase. **Your name must be given to the supplier so that reference can be made to you on any associated paper work in relation to the emergency order.** Proof of purchase is to be recorded/obtained and an order must be given to the supplier as soon as practicable.

#### TENDERING PROCEDURE –GOODS AND SERVICE IN EXCESS OF \$250,000 INCLUDING GST

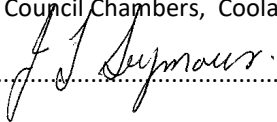
All tenders and expressions of interest (EOI) where the anticipated expenditure for the life of the contract is greater than \$250,000 inclusive of GST will be subject to this procedure.

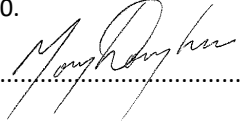
The detailed requirements for tendering are contained in Section 55 of the *Local Government Act 1993* and part 7 of the *Local Government (General) Regulation 2005* and include:

- Tendering requirements
- Prerequisites for tendering
  - Open tendering or selective tendering
  - Tender documents
  - Tender periods

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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 18<sup>th</sup> June, 2020.

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..... MAYOR

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..... GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> JUNE, 2020.

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- Submission and opening of tenders
  - Submission of tenders
  - Custody of tenders after receipt
  - Opening of tenders
  - Certain circumstances allowing for the variation of tenders
- Determination of successful tenderer
  - Consideration of tenders
  - Acceptance of tenders
  - Notification of acceptance of successful tender

**Tender Evaluation & Selection**

The general areas to be taken into consideration when evaluation of a tender include:

**Price** – while price is one of the most important aspects of Procurement, it does not always follow that the lowest price will always win the contract. The requirement is for the most commercially favorable and advantageous tender to be accepted. This may not necessarily be the cheapest tender, but it may address more adequately other areas of evaluation

**Quality** – The goods and/or services must meet the required standard or need of Council.

**Commercial Considerations** – these might include the ability of the supplier to deliver the goods and/or services as and when required; the capacity of the supplier to meet environment and WHS standards; any previous supply performances; product quality; ability to meet appropriate standards as set by Council; suitability of tendered product

**Financial Considerations** – the financial viability and stability of the supplier

Once the preferred supplier has been chosen, a Purchase Order to be raised at either time of order (plant), commencement of contract (construction of house) or at time of engaging supplier to provide goods/services under a unit rate contract (stabilisation, sealing)

Procedural Requirements

Dollar Value	Process	Documentation
\$250,000 and above	Formal Tender Process	Advertisement Tender Documents including: <ul style="list-style-type: none"> <li>• Detailed Specification</li> <li>• Statement of Business Ethics</li> <li>• Code of Conduct</li> </ul> Schedule of Tenders Tenders Received Council Report Letter/email to successful tenderer Letter/email to unsuccessful tenderer Signed tender documentation including: <ul style="list-style-type: none"> <li>• Memorandum of Understanding</li> <li>• "A" Notification of Acceptance by Council</li> <li>• "B" Successful tender submission</li> <li>• "C" Tender Specs</li> </ul> Purchase Order/s

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> JUNE, 2020.

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		Invoice/s Final report to Council on Tender Payments
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**PURCHASING PROCEDURE – GOODS AND SERVICE LESS THAN \$250,000 INCLUDING GST**

The calling of formal tenders for goods and services with a value below \$250,000 is **NOT** a legislative requirement, however, the following thresholds and procedural requirements will apply

Dollar Value	Process	Documentation
Up to \$5,000	Direct negotiation and use of local suppliers wherever possible.	Quotation Record Form (where quotes were sourced) Purchase Order Invoice
\$5,000 - \$20,000	1 written quotation	Quotation Record Form Quotation received Purchase Order Invoice
\$20,000 - \$100,000	At least 2 written quotations	Quotation Record Form Quotations received Purchase Order Invoice
\$100,000 - \$250,000	Quotations to be sought via advertisement. In exceptional circumstances, sourcing of quotations can be Authorised by the General Manager	Advertisement Quotations Documents including: <ul style="list-style-type: none"> <li>• Detailed Specification</li> <li>• Statement of Business Ethics</li> <li>• Code of Conduct</li> </ul> Schedule of Quotations Quotations received Declaration of Interest Forms Schedule of Quotations Quotation Evaluation Detailed Process Documentation Letter notifying suppliers of outcome Purchase Order/s Invoice/s

**Purchase Order requirements**

Council Purchase Orders are to be issued in respect all purchases except for refunds, reimbursements, donations, subscriptions, annual contributions and utility accounts ie electricity, water, telecommunications.

All purchase orders should include enough detail so that they can be matched with supplier invoices. This means that multiple lines should be entered onto a Purchase Order detailing where the purchase should be costed, quantities, unit cost and the description of goods.

The use of general comments like "Assorted items" will not be tolerated.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
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It is the requisitioner's (person who wants the purchase order) responsibility to provide enough information so that the purchase order can be completed. The requisitioner should be noted on the Purchase Order in the Requisitioner Field.

Purchaser Orders are to be signed by a person with the appropriate delegated authority prior to the actual order being placed with the supplier.

The supplier should quote the Purchase Order on all documentation relating to the supply of goods and/or services (ie delivery dockets and invoices) to ensure timely processing of payment for the goods and /or services. Council reserves the right to refuse payment for goods and/or services if the supplier fails to quote a Purchase Order on an invoice.

Goods or services received under a purchase order are to be acknowledged on Council's copy of the purchase order.

#### CREDIT/PURCHASE CARD PROCEDURE

Council takes advantage of credit facilities that enable efficient procurement. The following procedural requirement will apply with the use of credit facilities.

##### Westpac Credit Cards

When a Westpac Credit Card is to order or pay for goods and/or services, a Purchase Order is to be raised in Authority (AP1886.01 - Westpac Credit Card). The order should be filled out so that the Requisitioning Officer (the person that requires the goods/service) is identified and the Purchase Order should be signed by the Credit Card Holder. The Requisitioning Officer is responsible to advise where the purchase should be costed.

Any printed receipt or invoice should be attached with the Purchase Order and forwarded to the Executive Assistant – Finance so that they can be collated when the credit card statement is delivered.

When the statement arrives, it will be reconciled and any charges that do not have a Purchase Order will be questioned. In the event that the cardholder cannot provide supporting evidence of the charge, they will be required to provide a written declaration detailing the nature of the expense, stating that the 'all expenditure is of a business nature'. The Mayor or General Manager will have the discretion to approve the expense. Should approval of the expense be denied, recovery of the expense shall be met by the cardholder.

For incidental expenditure (ie meals or taxi fares) an order should be completed as soon as possible after the purchase has taken place. Cash advances are not permitted.

Following collation, the credit card statement should be signed by the card holder. The statement should then be countersigned by the Mayor for the General Manager's card or by the General Manager or Executive Manager, Corporate & Community Services for all other cards.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
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**Fuel Cards & CabCharge Cards**

Employees with fuel and CabCharge cards are responsible to keep all receipts relating to fuel purchases. In the event that they cannot provide receipts they will be required to provide a written declaration detailing the nature of the expense, stating that the 'all expenditure is of a business nature'. The Mayor or General Manager will have the discretion to approve the expense. Should approval of the expense be denied, recovery of the expense shall be met by the cardholder.

Receipts are to be provided to Finance Manager or Executive Assistant – Finance to be reconciled with the monthly account.

**PROCUREMENT FLOWCHART**

**Step 1**

- a. Is the purchase an emergency purchase?

*Note: An emergency purchase for the purpose of this procedure is where the immediate non-supply of the goods and/or services would pose a health, safety or financial risk to the Coolamon Shire Council and/or the community.*

**Yes** – Approval is to be sought from the General Manager or an Executive Manager prior to purchase. Quotations do not need to be sourced. Proof of purchase is to be recorded and a covering purchase order is to be documented as soon as practical.

**No** – continue to Step 2

**Step 2**

- a. Will the total price of the supply exceed \$250,000 inc GST?

**Yes** - Purchase in accordance with the provisions of the *Local Government Act 1993*, *Local Government (General) Regulations 2005* and Coolamon Shire Council Tendering Procedure. Purchase Order to be raised at either time of order (plant), commencement of contract (construction of house) or at time of engaging supplier to provide goods/services under a unit rate contract (stabilisation, sealing)

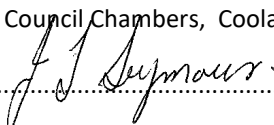
Dollar Value	Process	Documentation
\$250,000 and above	Formal Tender Process	Advertisement Tender Documents including: <ul style="list-style-type: none"> <li>• Detailed Specification</li> <li>• Statement of Business Ethics</li> <li>• Code of Conduct</li> </ul> Schedule of Tenders Tenders Received Council Report Letter/email to successful tenderer Letter/email to unsuccessful tenderer Signed tender documentation including:

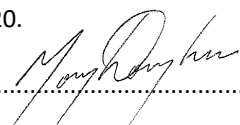
Coolamon Shire Council – Procurement Procedures

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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 18<sup>th</sup> June, 2020.

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 ..... MAYOR

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 ..... GENERAL MANAGER.



MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> JUNE, 2020.

		<ul style="list-style-type: none"> <li>• Memorandum of Understanding</li> <li>• "A" Notification of Acceptance by Council</li> <li>• "B" Successful tender submission</li> <li>• "C" Tender Specs</li> </ul> Purchase Order/s Invoice/s Final report to Council on Tender Payments
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No – continue to Step 3.

**Step 3**

a. Is the supply available under a Council approved Preferred Supplier Arrangement?

**Yes** – It is not mandatory to source quotations, but quotations are to be sourced if the supply of goods/services is greater than \$5,000. A purchase order is to be provided to the supplier at the time of engaging the supplier. For those suppliers where multiple supplies are provided over a month a monthly purchase order will be raised at the start of the month and employees will be required to add line items to the order as the month progresses.

**No** – all other purchases are subject to the following transaction limits:

Dollar Value	Process	Documentation
Up to \$5,000	Direct negotiation and use of local suppliers wherever possible.	Quotation Record Form (where quotes were sourced) Purchase Order Invoice
\$5,000 - \$20,000	1 written quotation	Quotation Record Form Quotation received Purchase Order Invoice
\$20,000 - \$100,000	At least 2 written quotations	Quotation Record Form Quotations received Purchase Order Invoice
\$100,000 - \$250,000	Quotations to be sought via advertisement. In exceptional circumstances, sourcing of quotations can be Authorised by the General Manager	Advertisement Quotations Documents including: <ul style="list-style-type: none"> <li>• Detailed Specification</li> <li>• Statement of Business Ethics</li> <li>• Code of Conduct</li> </ul> Schedule of Quotations Quotations received Declaration of Interest Forms Schedule of Quotations Quotation Evaluation Detailed Process Documentation Letter notifying suppliers of outcome Purchase Order/s Invoice/s

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> JUNE, 2020.

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COOLAMON SHIRE COUNCIL  
PRUDENTIAL STANDARDS  
POLICY

Date Adopted	18 June 2020		
Council Minute	112/6/2020		
Version	Version 2		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 years		
Last Review Date	May 2020	Next Scheduled Review Date	May 2024

**Purpose**

Coolamon Shire Council as an approved residential aged care provider is required to comply with four (4) prudential standards, which are set out in the *Fees and Payments Principles 2014 (No. 2)* (the Principles).

The standards are:-

1. The **Liquidity Standard** - An approved provider must maintain sufficient liquidity to ensure the approved provider can refund any refundable deposit balances, accommodation bond balances or entry contribution balances that can be expected to fall due in the following 12 months in accordance with the *Aged Care Act 1997* and the Principles, Part 5 Division 2.
2. The **Records Standard** - An approved provider must establish and maintain a register (the refundable deposit register) as required by the Principles Part 5 Division 3.
3. The **Governance Standard** - An approved provider that holds one or more refundable deposit balances or accommodation bond balances must implement and maintain a governance system as required by the Principles Part 5 Division 4.
4. The **Disclosure Standard** - An approved provider must disclose information about refundable deposits and accommodation bonds held to the Department of Health and to the resident or the resident's representative as by the Principles Part 5 Division 5.

This Policy outlines Council's process for implementing each component of the required Standards as outlined in the Prudential Standards - Part 5 in the *Fees and Payments Principles 2014 (No.2)*.

**Scope**

This policy applies to the operation of Coolamon Shire Council's residential aged care facility, Allawah Lodge.

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..... MAYOR

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..... GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> JUNE, 2020.

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**Policy**

**Legislative Framework**

The principle objectives of the above prudential standards are to assist the financial management practices, enhance financial sustainability and reduce the risk of default on the refund of refundable deposits and accommodation bond balances or bonds used for other than permitted uses.

The *Aged Care Act 1997* and the Principles set out the requirements for approved providers holding refundable deposits, accommodation bonds or pre-1997 entry contributions.

**Liquidity Standard**

**Purpose**

To apply a systematic approach to determine the level of funding that will be required to meet expected refundable deposits and accommodation bond balance refunds as they fall due. This should include a nominated minimum level of funding that will be maintained in liquid form.

The key purpose of the Liquidity Standard is to ensure that Coolamon Shire Council has access to sufficient liquidity to allow Coolamon Shire Council to meet expected refundable deposits and accommodation bond and entry contribution refunds (exclusive of retention amounts and any outstanding interest liabilities) as they fall due over the next 12 months.

**Requirements for Sufficient Liquidity**

Maintain sufficient liquidity to ensure that Coolamon Shire Council can refund balances as they fall due over the following 12 months.

**Coolamon Shire Council Requirements**

Maintain at all times access to all refundable deposits and bond monies required to be refunded. The minimum amount to be held at all times is \$2,000,000.

To comply with this Standard Coolamon Shire Council will maintain the minimum level of liquidity as cash and/or deposits that meet Council's Investment Policy.

**Factors considered in determining minimum level of liquidity**

1. Council has always endeavoured to "cash back" refundable deposits and bonds paid by residents of Allawah Lodge.
2. Over the past 10 years the net difference between the closing and opening balances of all refundable deposits and bonds and the bond repayments have been as follows:

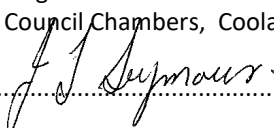
Year	Opening Balance	Closing Balance	Net Difference	Repayments
2018/2019	\$ 4,049,012.71	\$ 4,096,670.11	\$ 47,657.40	\$ 832,299.49
2017/2018	\$ 3,706,673.19	\$ 4,049,012.71	\$ 342,339.52	\$ 919,358.34
2016/2017	\$ 3,535,278.12	\$ 3,706,673.19	\$ 171,395.07	\$ 563,433.00
2015/2016	\$ 2,751,503.00	\$ 3,535,278.12	\$ 783,775.12	\$562,015.00
2014/2015	\$ 1,477,881.29	\$ 2,751,503.00	\$ 1,273,621.71	\$ 550,920.75
2013/2014	\$ 1,229,723.33	\$ 1,477,881.29	\$ 247,495.96	\$ 106,744.00
2012/2013	\$ 879,730.82	\$ 1,229,723.33	\$ 349,992.51	\$ 150,562.00
2011/2012	\$ 882,853.50	\$ 879,730.82	-\$ 3,122.68	\$ 105,238.50
2010/2011	\$ 1,002,384.50	\$ 882,853.50	-\$ 119,531.00	\$ 380,018.82

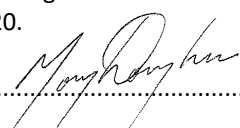
Coolamon Shire Council – Prudential Standards Policy

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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 18<sup>th</sup> June, 2020.

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..... MAYOR

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.....GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> JUNE, 2020.

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**Records Standard**

**Purpose**

The purpose of the Records Standard is to ensure that accurate, comprehensive and up to date information of refundable deposits and accommodation bond holdings (including pre-1997 entry contributions) is collected and maintained. This record will be in the form of an 'Accommodation Payment Register'.

The Accommodation Payment Register provides a powerful management reporting tool and also provides the basis for compliance based monitoring and reporting as well as reporting to residents on refundable deposits and accommodation bond balances.

**Requirements**

All providers must establish and maintain a Refundable Deposits Register as outlined in Part 5 Division 3 of the Principles. Coolamon Shire Council's Accommodation Payment Register is maintained in eRAD (a software package to manage the refundable deposits and accommodation bonds) and excel and is available on application in electronic or hard copy form.

**Governance Standard**

**Purpose**

The Governance Standard requires approved providers who hold refundable deposits and accommodation bonds to have in place a governance system for refundable deposits and accommodation bonds. It does not prescribe the particular type of system, instead it describes the key outcomes that need to be achieved. They are designed to assist approved providers develop sound governance systems to ensure refundable deposits and accommodation bonds are only used for permitted uses and are refunded in accordance with the timeframes required by the *Aged Care Act 1997* and sound business practices.

The Governance Standard also requires approved providers that invest in particular financial products to implement and maintain an Investment Management Strategy (IMS).

**Requirements**

Requirements of the Governance Standard are outlined in Part 5 Division 4 of the Principles.

***Organisational Approval Processes and Permitted Uses***

Legislative reference: s49 and s63 and s64 the Principles; s52N-1 of the *Aged Care Act 1997* (the Act):-

- i) Who can negotiate Refundable Deposits and Accommodation Bonds
- ii) Who can sign resident agreements
- iii) Permitted Uses for Refundable Deposits and Accommodation Bonds
- iv) Review Process.

Coolamon Shire Council has delegated authority to the General Manager for the purposes of negotiating refundable deposits and accommodation bonds with new residents or their representatives.

Coolamon Shire Council has delegated authority to the General Manager for the purposes of signing resident agreements and refundable deposit or accommodation bond agreements on behalf of the Coolamon Shire Council.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
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Any subsequent delegation by the General Manager to other Council officers to negotiate Refundable Deposits and Accommodation Bonds and to sign resident agreements will be listed in the Coolamon Shire Council Delegations Register.

***Permitted Uses for Refundable Deposits and Accommodation Bonds***

Coolamon Shire Council holds all refundable deposits and accommodation bonds as cash and/or deposits that meet Council's Investment Policy, ensuring the use of refundable deposits and accommodation bonds is in accordance with the permitted uses as identified within the *Aged Care Act 1997* and *Fees and Payments Principles 2014 (No. 2)*.

Coolamon Shire Council has delegated authority to the General Manager for the purposes of authorising use of refundable deposits and accommodation bonds on permitted uses.

Any subsequent delegation by the General Manager to other Council officers to authorise the use of refundable deposits and accommodation bonds will be listed in the Coolamon Shire Council Delegations Register.

***Investment Management Strategy (IMS)***

Coolamon Shire Council has a separate Investment Policy that provides a framework for the investing of Council's funds at the most favourable rate of return available at the time whilst having due consideration of risk and security for that investment type and ensuring that liquidity and legislative requirements are being met.

***Responsible Personnel Training***

Staff receive refundable deposit and accommodation bond related training when the need is triggered by a change in legislation affecting refundable deposit and accommodation bond management, or when a change in position or responsibility for existing staff members occurs.

***Review of Governance System***

Key compliance (and non-compliance) requirements are able to be identified through an effective review process of the provider's governance system. The following governance framework has been implemented by Coolamon Shire Council:-

- i. Policy review process
- ii. Delegated Authority - monitoring and controlling - Delegations Register reviewed at least annually in line with legislation changes affecting delegations of authority; and changes in responsibilities of Officers with delegated authority.

**Disclosure Standard**

**Compliance with Disclosure Standard**

Approved providers will be required to confirm that they comply with the Governance Standard as part of annual reporting to the Department of Health through the completion of Annual Prudential Compliance Statement.

Council complies with this standard ensuring all disclosures are given to existing and prospective care recipients and the completion of an audited annual compliance statement.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> JUNE, 2020.

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**Associations & Relationships**

Legislation	<i>Aged Care Act 1997</i> <i>Fees and Payments Principles 2014 (No. 2)</i>
Policies	<i>Coolamon Shire Council Investment Policy</i>
Procedures/Protocols, Statements, Documents	<i>eRAD</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 18 June 2020 (Minute No. 112/6/2020)**

**Version 1 Adopted Council Meeting held 14 December 2017 (Minute No. 235/12/2017)**

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> JUNE, 2020.

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**COOLAMON SHIRE COUNCIL  
CONTRACT MANAGEMENT  
POLICY**

Date Adopted	18 June 2020		
Council Minute	112/6/2020		
Version	Version 1		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every four years		
Last Review Date	May 2020	Next Scheduled Review Date	May 2024

**1. PURPOSE/OBJECTIVES**

This policy outlines Council's requirements and advises on the management of contracts with suppliers of goods and services.

This policy includes information relating to:

- The benefits of undertaking effective contract management
- The key requirements of the contract management framework

**2. SCOPE**

This policy applies to contracts greater than \$250,000, although the contract management framework can be applied to contracts less than \$250,000.

Whilst the policy is relevant for all contracts over \$250,000, the policy provides significant benefits to contracts that are high in value, risk or complexity, that are delivered over a longer period of time, have significant implementation issues and involve complex performance measures. Many one-off purchases that have minimal management tasks may not require, or benefit from a formal contract management approach.

The contract management activities outlined in this policy may also prove relevant when Council is required to meet the requirements of relevant funding deeds with other levels of government.

**3. COOLAMON SHIRE COUNCIL STATEMENT OF BUSINESS ETHICS**

The Coolamon Shire Council Statement of Business Ethics outlines Council's commitment to suppliers of goods and services and sets out what suppliers can expect from Council when they do business with Council.

The Statement of Business Ethics requires that:

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.

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Page 1

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

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*Margaret*  
..... GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
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4. DEFINITIONS

*Contract Management* is the process of pro-actively managing a contractual relationship between a supplier and Council, including addressing risks and disputes that arise, to achieve the agreed contractual outcomes.

The *Contract Management Framework* outlines the key process and activities to be undertaken by council to achieve effective contract management outcomes. The framework comprises both organizational requirements that apply more generally and transactional requirements that apply to specific contracts.

The *Contract Management Plan* is an internal document outlining key strategies, activities and tasks required for managing a contract including but not limited to roles and responsibilities, timelines, performance management and financial matters.

The *Contract Manager* is the person nominated to be responsible for the management of the day-to-day matters of a contract.

5. CONTRACT MANAGEMENT FRAMEWORK

As contract management is a key stage of the procurement process, it is essential that a contract management framework be in place.

Contract management focuses on the activities to be undertaken after the contract has been awarded and executed, but is strongly influence by what has occurred in the previous stages of the procurement process: acquisition planning and supplier selections. Effective contract management:

- Supports the achievement of value for money outcomes by ensuring that all parties to the contract meet or exceed their obligations in line with the contract performance measures, timeframes and expected deliverables,
- Minimizes the risks to Council, Council employees, Council suppliers and the general public
- Holds the supplier to account
- Prevents misunderstandings about the contract scope
- Promotes innovation and improvement in supplier performance
- Assists in developing the capability of both the supplier and Council

The contract management framework outlines the key processes and activities to be undertaken by Council to achieve contract management outcomes. The frameworks comprises both organizational requirements that apply more generally and transactional requirement that apply to specific contracts. The contract management framework may include plans, policies, procedures, guidelines, checklists, training, reports, audits, surveys and computer systems.

The organizational level incorporate the following key aspects:

- Privacy and confidentiality
- Probity, ethical behavior, accountability and transparency
- Stakeholders

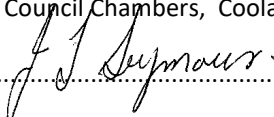
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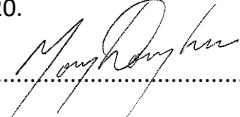
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The transactional level incorporates the following key processes:

- Prepare to manage a contact
- Implement a contract management strategy
- Implement the contract
- Monitor and maintain the performance of the contract
- Complete and review the contract.

**ASSOCIATIONS & RELATIONSHIPS**

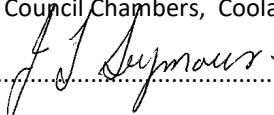
Legislation	
Policies	Statement of Business Ethics Code of Conduct Procurement Policy
Procedures/Protocols, Statements, Documents	Guide for Contract Management Contract Management Plan Template Contract Management Checklist

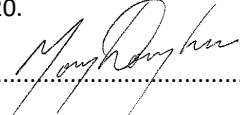
**REVIEW**

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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..... MAYOR

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..... GENERAL MANAGER.



**COOLAMON SHIRE COUNCIL  
GUIDE FOR CONTRACT  
MANAGEMENT**

**6. ORGANISATIONAL REQUIREMENTS**

Privacy and confidentiality

In accordance with Council's Statement of Business Ethics, Council business dealings will be transparent and opened to public scrutiny wherever possible.

Confidential or commercial client and supplier information is to be handled appropriately throughout the contact management process in accordance with confidentiality and privacy clauses contained in the contract and in accordance with legislation that applies to Council as a public authority (GIPA, Privacy, Health Records)

Probity, Ethical Behaviour, Accountability and Transparency

The Statement of Business Ethics requires that Council's policies, procedures and practices are consistent with best practice and the highest standards of ethical conduct. Councillors, Council staff and Council volunteers are bound by the Code of Conduct when doing business.

Practices and actions that strengthen probity, ethical behavior, accountability and transparency include:

- Maintain a written record of all decisions, contract management meeting outcomes, key discussions with suppliers and significant contract management issues including approvals and the rationale for decisions made.
- Undertaking supplier audits and accessing supplier information where necessary
- Undertaking site visits to verify contract undertakings and outcomes
- Establishing processes for identifying, declaring and managing conflicts of interest
- Providing regular reports on supplier performance to senior management
- The use of a gift register

The risk of unethical behavior is an important and real consideration during the contract management phase and involves balancing several issues in relation to:

- Adhering to Council's Statement of Business Ethics
- Adhering to Council's Code of Conduct
- Achieving contract outcomes

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- Maintain a professional and respectful relationship with the supplier
- Avoiding the potential for and the perception of unethical behavior and conflict of interest.

Stakeholders

Implementing effective contract management strategies involves managing the needs and expectations of internal and external stakeholders who may include end users, customers or clients, managers, suppliers, technical or functional experts or advisors. The type and frequency of interaction and communication with stakeholders will vary according to the value, risk and complexity of the contract.

**7. TRANSACTIONAL REQUIREMENTS**

**7.1 PREPARE TO MANAGE A CONTRACT**

Appointing a Contract Manager

For contracts valued at \$250,000 and significant contracts below (as determined by the General Manager) an adequately resourced and skilled contract manager must be appointed.

The early appointment of the contract manager allows them to influence the final contract and develop the contract management plan as soon as possible in the procurement process and prior to the contract being awarded. Complex or high risk contract may require the appointment of a contract management team.

The key roles of the contract manager are to:

- Understand the contract requirements and obligations
- Make sure the contract outcomes are achieved
- Identify opportunities for realizing additional value
- Manage and address contract risks
- Maintain effective relationships with the supplier and schedule regular contract management meetings,
- Communicate with users, stakeholders and clients
- Ensure that performance measures are met and provide performance reports to senior management and/or Council
- Certify payments to the supplier for work done (where applicable)
- Address problems and conflicts that may arise
- Assess and (where required) seek approval for any variations to the contract.

Contract Management Plan

The contract management plan:

Is an internal document for documenting key strategies, activities and tasks required to manage the contract

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Provides a systematic and accountable method to ensure that both parties fulfil their contractual obligations

Is used by Council to review the performance of the contract and monitor the achievement of the contract outcomes.

For contracts over \$250,000 and significant contracts below \$250,000 (as determined the General Manager) an approved contract management plan must be developed, implemented and monitored, except for contracts that are of a one-off nature and have minimal management tasks.

The contract management plan is normally drafted before the contract is executed with the involvement of the contract manager where appropriate.

An example of effective contract management plan is provided in Appendix 1.

Completing the contract management plan requires professional judgement to determine the level of detail for each heading, which may range from a simple statement to more comprehensive detail and information, depending on the value, risk and the complexity of the contract.

For smaller value, less risk and less complex contracts, a contract management checklist that comprising key contract management activities can be utilized. An example is provided in Appendix 2.

Governance and Oversight

For contracts of high value, risk or complexity, a team from Council's Senior Management may be designated to oversee a specific contract/

Contract Risks

Managing risk is central to effective contract management and involves developing and monitoring relevant risk minimization strategies, including those related to contract risks previously identified in the acquisition planning and supplier selection phases.

**7.2 IMPLEMENT A CONTRACT MANAGEMENT STRATEGY**

Relationship Management

Wherever possible, Council and suppliers need to work collaboratively, respectfully and flexibly to achieve agreed outcomes. An effective professional supplier relationship underpins achieving contract outcomes, the contract manager being the key link between Council and the supplier.

An ineffective or difficult relationship may result in the supplier taking a more adversarial approach or being less will to provide quality services.

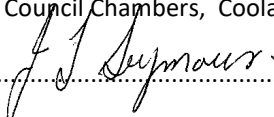
Communication

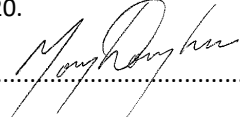
Good communication is crucial in developing and maintaining a professional relationship. Communication strategies may include:

- Setting up regular meetings with the supplier to review progress and discuss opportunities for improvement
- A system to monitor milestones and key deliverables
- Advising uses/customers of the key aspects of the contract and the supplier/s
- Ensuring the flow of relevant information at critical stages of the contract

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Formal communication in relation to the contract is preferably channeled through the contract manager.

**7.3 IMPLEMENT THE CONTRACT**

Start-up Tasks

Initial tasks undertaken by the contract manager include:

- Conveying an initial contract management meeting with suppliers, Council representatives and stakeholders to ensure all parties have a clear understanding of their responsibilities and obligations.
- Confirming the contract risks and developing strategies to manage these risks
- Enabling the supplier to commence work including arranging induction to the work site and any other requirements
- Establishing files to record or store relevant documentation

Implementing the Contract

The implementation period commences at the execution of the contract and can last some time before contract management and monitoring activities take precedence. Effective contract implementation:

- Ensures that a new contract is quickly established and operational to deliver the required goods or services
- Involves communicating the existence of the contract to stakeholders describing what goods and service the contract will provide, who is responsible for the key contract tasks and how to utilize the contract

Methods of communicating may include newsletters, face to face briefings and email. Communication may be undertaken by procurement staff, the contract manager, supplier representatives and user representatives.

Service Continuity and Transition

Transition from one supplier to another or from one contract to another involves careful planning and communication to ensure a smooth handover and the continuity of service provision. The transition period can involve high risks and stress on all parties.

A transition plan may be warranted to manage the transition and is useful where there are:

- Complex or essential service contracts in place
- Significant assets or intellectual property that will become the property of the Council or new suppliers
- Security of safety issues

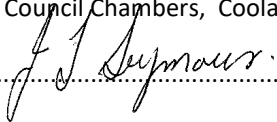
A transition plan identifies and addresses risks allowing the transition to occur with minimal disruption to existing services and for improving systems and procedures.

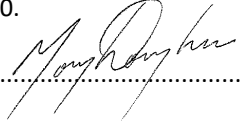
The new supplier may also have several issues to consider including:

- Outstanding warranty matters

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- Obtaining previous contractual records and information
- Obtaining access to premises and assets
- Understanding any areas in which the previous supplier did not perform adequately

In complex cases, the transition period may occur over a period of time but still finish prior to the original contract ending. Where this cannot occur, it may be necessary to extend the original contract before it expires.

A review of the transition phase may be useful in determining improvements and identifying issues that may have to be addressed in the contract management phase.

Payments

Timely payments made in accordance with the contract are important in maintaining a good supplier relationship and ensuring the supplier can continue to provide the contracted goods and services.

Payments are subject to a compliant tax invoice and the contract manager (or other appropriate person) certifying, where relevant the satisfactory receipt of the goods or services and/or the achievement of relevant performance measures or outcomes.

Record Keeping and Documentation

Keeping records and significant documents that relate to the contract management phase is a crucial aspect of good contract management in accordance with the legislative requirements of Council. These records may include, but are not limited to:

- Risk monitoring and assessments
- The original contract and contract management plan
- Minutes of contract management meetings
- Significant communications with the suppliers
- Record of payments
- Performance reports, assessments, feedback or non-compliance issues
- Variations or extensions to the contract
- Legal or technical advice received.

**7.4 MONITOR AND MAINTAIN THE PERFORMANCE OF A CONTRACT**

Performance Measures and Data Collection

Performance measures link to the original procurement objectives as documented in the contract. Effective performance measures tend to be outcome focused, able to be measured objectively, understood by all parties and reflect the key aspects of the contract. Examples of performance measures include:

- Targets to be met
- Outcomes to be met
- Key steps of milestones

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- Achieving payment deadlines
- Client feedback or customer service metrics
- Technical considerations
- Quality, safety, environmental or social outcomes

Systems for collecting relevant data (financial, quality, safety or technical aspects of the supplier's performance) are best established from the commencement of the contract, with the data discussed with all parties at the regular contract meetings. Qualitative data may also be collected through ratepayer and user surveys.

In some cases, (ie in contracts relating to complex or highly technical matters) an independent assessment or periodic audit can determine whether the performance measures have been met.

Stakeholder and User Feedback

Feedback can be obtained from key stakeholders throughout the life of the contract on the quality and level of services they are receiving, in line with the contract. Feedback can be collected via surveys, incident log books, questionnaires, telephone or face-to-face enquiries.

Feedback is best considered with other performance data to provide a more comprehensive view. By itself, client feedback may not represent the total or majority client/user experience as can skew towards the negative as more unsatisfied clients are likely to log an issue.

Contract management meetings

Council's *Statement of Business Ethics* is underpinned by the importance of engaging with suppliers to identify opportunities for improvement and remove barriers to good procurement practice. Regular scheduled contract management meetings with the supplier are important to monitor contract activities and to discuss improvement opportunities.

The frequency of contract management meetings varies. For example, the majority of medium to longer term contracts may require contract management meetings on a quarterly basis, with short term contracts (less than six months) or higher risk contracts requiring meetings on a more regular basis.

A formal agenda is good practice and assists to guide the discussion towards improving contract outcomes. Key contract management meeting outcomes need to be documented.

Performance management

Where the supplier's performance is found to be inadequate, the issue is to be discussed with the supplier and solutions to remedy the situation agreed. These discussions are to be documented and outcomes monitored at contract management meetings.

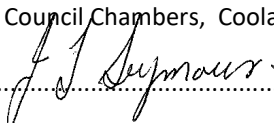
Performance monitoring of contracts needs to be commensurate with the risks involved and the previous experience and performance of the supplier.

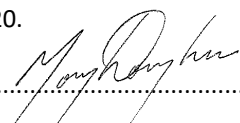
Contract Reviews

Formal contract reviews are an important aspect of managing a contract. An annual contract review must be completed for all contracts valued above \$250,000 and significant contracts (as determined by the General Manager) for senior management and/or Council.

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Questions to consider in undertaking a formal annual contract review may include:

- Have the contract key performance indicators been met?
- What is the status in completing the contract milestones or agreed outcomes?
- What are the areas where implementation has not been completed?
- What is the status of risk management strategies?
- Are there any unresolved performance issues, problems of contractual matters which need to be addressed with the suppliers?
- What are the learnings to date?
- What opportunities are there to improve contract outcomes?
- Are there any other relevant issues for future procurements?

All other contracts are to be reviewed on regular basis commensurate with its value, risk, complexity and length with the General Manager best placed to determine the frequency of these reviews.

In some cases, the nature and timing of reviews are outlined in the contract. In addition, there may be occasions where an ad-hoc contract review is warranted, for example, in addressing a serious breach in service delivery.

Dispute Resolution

In an environment of trust and co-operation, most disputes are relatively minor and can be resolved quickly. However, no matter how well a contract is managed, disputes can occur over the life of the contract. The key is for problems to be anticipated, where possible, and resolved at an early stage before they become more difficult to address.

Dispute resolution processes are usually outlined in the contract including mechanisms for resolving formal disputes such as negotiation, arbitration, mediation and litigation. Advice from experts should be sought before formal actions is taken in all disputes.

Disputes often relate to definitions of deliverables or performance measures, disagreements over requirements, delivery schedules, price changes, additional tasks, contract scope, payment schedules and complaints by third parties. Suppliers need to be informed of any problems in writing and given an opportunity to respond.

Formal disputes are to be avoided where possible as they can affect the goods or services provided and undermine the relationship. However, if necessary, the contract manager is to protect the interests of Council.

Termination and legal action are only to be considered as a last resort after all reasonable attempts to resolve the issues have been made.

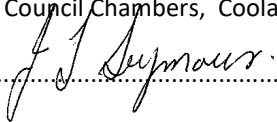
Exercising Contract Extension Options

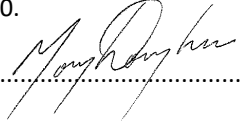
A contract extension is the exercising of a contract option to extend the contract for a further period, subject to the agreement of both parties. Contract extension options are outlined in the contract and state who can exercise the contract option (ie one or both parties). Extension options are approved in accordance with the process outlined in the contract.

In exercising an extension option, consideration is to be given to whether the extension option provides value for money and whether the contract has achieved what was expected. Discussions to

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exercise an extension option generally commence well before the expiry date in case the extension is not taken up and a new procurement is undertaken.

Where a contract has expired without an approved variation to extend but the supply of goods and/or services under the expired contract is required to continue for a short time after the expiration, a new interim contract will need to be executed. In such situations, where the supplier/s are willing to continue supply under the same terms and conditions, procurement approval for the extended arrangements may be obtained via the same process used for variations. Although an acquisition plan is not required, Council still needs to consider risk and value for money by assessing the negative impact of the extended arrangements on the contract deliverables, price, timeframes and objects of the contract (including money outcomes, probity, transparency and accountability).

This option is to be utilized only as an interim measure on the condition that a new procurement process is undertaken within a reasonable time-frame. For longer term extensions and/or those requiring complex negotiations, an acquisition plan should be used.

Contract Variations

A contract variation is an addition or alteration to the original contract. Variations may be proposed by either party and may refer to adding, removing or changing an existing contract provision and may include a change to:

- The scope of the contract
- The value of the contract
- The contract options to be exercised
- Contract prices
- Quantity purchased.

Procedures for varying and amending contracts are included in the contract and managed by the contract manager. All contract variations must be approved in writing in accordance with the contract and approved by the appropriate delegate.

An assessment of the proposed variation is to be made in terms of its impact on the contract deliverables, price, timeframes, value for money outcomes, probity, transparency and accountability. The level of variation is to be determined in terms of whether it is insignificant, minor, moderate or major.

Variations do not change the original objectives of the contract. The following guide is provided for each type of variation

Measure	Description	Approval Requirements
Insignificant	No potential to impact the contract deliverables, price, timeframes, value for money outcomes, probity, transparency and accountability	A note is recorded in the relevant file
Minor	Limited potential to impact the contract deliverables, price, timeframes, value for money outcomes, probity, transparency and accountability	A note is recorded in the relevant file
Moderate	Moderate potential to impact the contract deliverables, price, timeframes, value for money	Approval is sought from the approving

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	outcomes, probity, transparency and accountability	delegate of the acquisition plan
Major	High potential to impact the contract deliverables, price, timeframes, value for money outcomes, probity, transparency and accountability	Approval is sought from the approving delegate of the acquisition plan

In high risk or complex cases, it is recommended that legal advice be sought before such authorization is given.

Approval is to be sought from Council where the variation takes the total value of the contract above the Council's tender requirements. In the case of a contract/s which resulted from an original approval by Council or a contract where the Council has approved a previous variation due to the total value of the contract, the General Manager is required to assess the variations measure of impact to determine if further approval is required from Council.

#### 7.5 COMPLETE AND REVIEW THE CONTRACT

##### Post-Contract Review

A post-contract review (also known as a contract closure report) is conducted at the end of every contract period to review how the contract has performed and provides valuable lessons which can be used when a new procurement is undertaken or a contract is renewed.

A post contract review report must be prepared for Senior Management and/or Council for contracts valued above \$250,000 and significant contracts below \$250,000.

Questions to consider in reviewing the contract include:

- What was the supplier's overall performance?
- Were there particular performance issues with the supplier?
- Did the contract achieve value for money? How?
- What were the main overall benefits delivered by the Contract?
- Would you use the supplier again?
- What savings were achieved by the contract?
- Is the contract to be renewed?
- What are the learnings and opportunities to improve future contracts/procurements?
- Are there any other relevant issues for future procurements?
- Are there any other matters requiring attention?

##### End of Contract Process

Various matters are considered at the end of the contract including whether:

- All outstanding contract actions have been completed, including deliveries
- Required documents, equipment or other goods have been returned

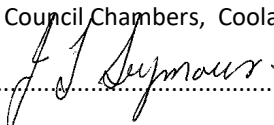
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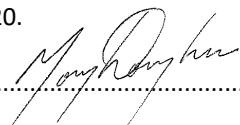
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- All payments and financial obligations have been completed and reconciled
- There are any outstanding reports or disputes
- Any warranty issues are still outstanding
- There are any legal rights and obligations on the parties that may survive after the contract has closed
- Access arrangements have been terminated or revoked.

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Appendix 1 – Contract Management Plan Template

Contract Name: #####

Contract Number: #####

Background information

*Details of the contract and successful supplier/s and how the need for the contact arose*

Purpose and objectives

*Purpose and objectives of the contract management plan*

Procurement description and key deliverables

*The objectives of the contract and the key deliverables of the contract*

Contract summary

*Key information on the contract (start and end date, estimated value, contract extension options etc.) and on key clauses such as warranties and intellectual property*

Roles and responsibilities and governance

*Key individuals and their roles in managing the contract, governance processes that are in place, management of documentation and information, key stakeholders and their information requirements*

Contract management meetings

*Information on the frequency of meetings, attendees, reporting requirements, agendas and minutes etc*

Implementation approach

*Details on the implementation approach to the contract including transition in requirements*

Risk management

*Details on key risks and how they will be managed*

Performance management

*Details on key performance measures and reporting requirements of the supplier/s*

Dispute resolution and termination

*The process for dispute resolution and the relevant contractual clauses as well as the process and contract clause for termination*

Payment terms and arrangements

*Details on payment and invoice approval requirements and the payment schedule if relevant*

Contract variations and extensions

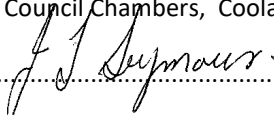
*The process for managing variations and contract extensions*

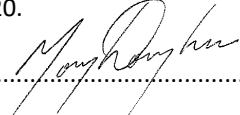
Contract finalization

*Includes transition out requirements and requirement to complete a post-contract review report.*

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.....  
  
..... MAYOR

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

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> JUNE, 2020.

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Appendix 2 – Contract Management Checklist

**CONTRACT MANAGEMENT CHECKLIST**

**Prepare and Manage a Contract**

- A suitably skilled contract manager has been appointed
- The contract has been ready by the contract manager and its requirements and conditions are understood
- A file has been established for the contract
- Roles and responsibilities for managing the contract have been identified and are understood by the relevant parties
- Obligations in relation to probity and ethical behavior are understood
- There is no conflict, or potential conflict, of interest in managing this contract.
- Contract risks and risk management strategies have been identified and will be implemented and monitored during the contract management phase

**Implement a Contract Management Strategy**

- Strategies to develop and maintain the supplier relationship have been developed and include regular contract meetings
- Effective communication will be undertaken with the supplier, stakeholders, users and persons involved in managing the contract
- Appropriate documentation will be kept including minutes of contract management meetings and key approvals

**Implement the Contract**

- Council *Statement of Business Ethics* and *Code of Conduct* will be observed and applied in managing the contract, particularly in relation to gifts.
- Payments to the supplier will be made after relevant contractual requirements have been met and verified and a compliant invoice received
- Transition in and transition out strategies will be developed and considered as appropriate

**Monitor and Maintain Performance of a Contract**

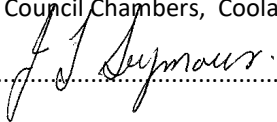
- Performance measures have been identified and will be used to monitor the success of the contract implementation.
- Appropriate data will be collected and reviewed (including client feedback) to ascertain the performance of the supplier against relevant performance measures and agreed outcomes
- Disputes will be managed and resolved in accordance with the agreed contractual dispute resolution process in a cooperative and professional manner
- Regular reports will be provided to the appropriate manager as required on the performance of the contract.
- Any required variations to the contract will be considered and approved by the appropriate delegate and a record kept in the file.

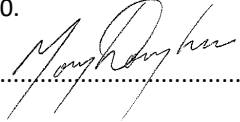
**Complete and review the Contract**

- A post-contract review is conducted at the end of the contract to review how the contract has performed and whether outcomes have been achieved and a report provided to the appropriate manager.
- Various end of contract matters are considered at the end of the contract including outstanding contract actions, payments and financial obligations, final reports or disputes, warranty issues and access and security arrangements.
- Appropriate documents are stored securely including risk assessments, contract management plan, review reports and written feedback.

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.......... MAYOR

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

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> JUNE, 2020.

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COOLAMON SHIRE COUNCIL  
INVESTMENT POLICY

Date Adopted	18 June 2020		
Council Minute	112/6/2020		
Version	Version 5		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 years		
Last Review Date	May 2020	Next Scheduled Review Date	May 2024

**OBJECTIVE**

To provide a framework for the investing of Council's funds at the most favourable rate of return available at the time whilst having due consideration of risk and security for that investment type and ensuring that liquidity requirements are being met.

While exercising the power to invest, consideration is to be given to:

- **Preservation of capital** is the principal objective of the investment portfolio. Investments are to be placed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- Investments should be allocated to ensure there is sufficient **liquidity** to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale or redemption of an investment.
- Investments are expected to achieve a market average **rate of return** in line with the Council's risk tolerance.
- Maximise earnings from authorised investments and ensure the security of Council funds whilst maintaining a **level of support** for financial institutions located with Coolamon Shire.
- Ensure **compliance** with statutory prudential requirements for accommodation bonds held by Council and ensure that residents of Council's aged care facility receive repayment of bond balance entitlements on a timely basis and within legislated time frames.

**DELEGATION OF AUTHORITY**

Authority for implementation of the Investment policy is delegated by Council to the General Manager in accordance with the *Local Government Act 1993*.

The General Manager may in turn delegate the day-to-day management of Council's investments to the Responsible Accounting Office or senior staff, subject to regular reviews.

Officers' delegated authority to manager Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations in this role.

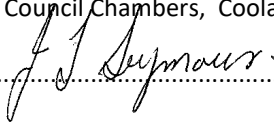
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 ..... MAYOR

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 ..... GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> JUNE, 2020.

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**PRUDENT PERSON STANDARD**

Investments will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage, Council's investment portfolio to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

**ETHICS AND CONFLICTS OF INTEREST**

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager.

**APPROVED INVESTMENTS**

Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government.

**PROHIBITED INVESTMENTS**

In accordance with the Ministerial Investment Order, this Investment Policy prohibits but is not limited to any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flows; and
- Stand alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

**RISK MANAGEMENT GUIDELINES**

Investments obtained are to be considered in light of the following criteria:

- Preservation of Capital – the requirements for preventing losses in an investment portfolio's total value (considering the time value of money);
- Diversification – setting limits to the amounts investment with a particular financial institution or government authority to reduce credit risk;
- Credit risk – the risk that a council has invested in fails to pay the interest and or repay the principal or an investment;
- Market risk – the risk that the fair value of future cash flows of an investment will fluctuates due to changes in market prices;
- Liquidity Risk – the risk an investor is unable to redeem the investment at a fair price within a timely period; and
- Maturity Risk – the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> JUNE, 2020.

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**REPORTING AND REVIEWING OF INVESTMENTS**

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

The documentary evidence must provide Council legal title to the investment.

Certificate must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

All investments are to be appropriately recorded in Council's financial records and reconciled at least on a monthly basis.

A monthly report will be provided to Council. The report will detail the investment portfolio in terms of institution (including credit rating), principal, performance, investment term, maturity date and restrictions.

**ASSOCIATIONS & RELATIONSHIPS**

Legislation	<i>Local Government Act 1993</i> <i>Local Government (General) Regulation 2005</i> <i>Ministerial Investment Order</i> <i>Local Government Code of Account Practice and Financial Reporting</i> <i>Australian Accounting Standards</i> <i>Office of Local Government Circulars</i> <i>Aged Care Act 1997</i> <i>User Rights Principles 1997</i> <i>Aged Care (Accommodation Payment Security) Act 2006</i> <i>Aged Care (Accommodation Payment Security) Levy Act 2006</i>
Policies	Prudential Standards Policy

**REVIEW**

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



MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> JUNE, 2020.

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**COOLAMON SHIRE COUNCIL  
CREDIT & PURCHASE CARD  
POLICY**

Date Adopted	18 June 2020		
Council Minute	112/6/2020		
Version	Version 6		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every four years		
Last Review Date	May 2020	Next Scheduled Review Date	May 2024

**PURPOSE**

The purpose of this policy is to:

- 1) Ensure that organisational transactions are carried out as efficiently as possible through the use of credit cards and transaction cards as appropriate.
- 2) Guard against any possible abuse of organisational credit cards.

**ELIGIBILITY & ISSUE OF CREDIT CARD**

An organisational credit card will only be issued under the authority of the General Manager and will only be issued to Staff members where their functions and duties would be enhanced by the use of an organisational credit card.

Each organisational credit card will be issued to a specific person, who will remain personally accountable for the card. Cardholders will be required to sign a Cardholder Agreement for each card issued to them.

Only the authorised signatory may use the card. No more than one type of card shall be issued per cardholder. Credit limits as appropriate shall be set for each card by the issuing authority.

The issue of credit cards will be limited to Westpac and Custom Fleet Fuel Cards.

**ACCEPTABLE USE**

Credit Cards are to be used for:

- a. Expenditure according to the delegated authority of the card holder
- b. Training courses, seminars and workshops,
- c. Business related travel expenses including airfares, taxis, accommodation and meals,
- d. Business related catering
- e. 'Petty Cash' items previously purchased by staff for reimbursement
- f. Online or phone ordering of goods or services

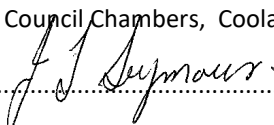
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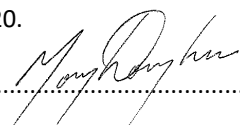
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Page 1

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This is Page No. 73 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18<sup>th</sup> June, 2020.

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..... MAYOR

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..... GENERAL MANAGER.

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**EXCLUSIONS OF USE**

Credit cards are not to be used for the following:

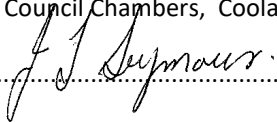
- a. Personal items
- b. Items that are supplied under a contracted supply arrangement or where an existing purchasing arrangement is in place (ie use of Purchase Orders)
- c. Items normally held in Council's stores
- d. Purchasing from a business not registered with an Australian Business Number (ABN)
- e. For avoiding the requirement of Council's Procurement Policy
- f. Cash advances

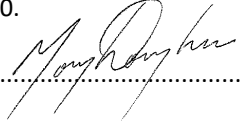
**CARDHOLDER'S RESPONSIBILITIES**

1. Ensure credit cards are maintained in a secure manner and guarded against improper use.
2. Credit cards are to be used only for official Council activities, there is no approval given for any private purchase.
3. All documentation regarding a credit card transaction is to be collated by the cardholder and provided as part of the reconciliation procedure. If no supporting documentation is available, the cardholder will provide a declaration detailing the nature of the expense and must state that 'all expenditure is of a business nature'. Approval of this expense is referred to the General Manager or Mayor for a decision. Should approval of expenses be denied by the Mayor or General Manager recovery of the expense shall be met by the cardholder.
4. Credit limits are not to be exceeded.
5. Purchases on credit cards are to be made in accordance with Coolamon Shire Council's Procurement Policy.
6. Reconciliation is to be completed within 14 days of the date of the credit card statement being issued.
7. Credit cards are to be returned upon request by the General Manager, on or before the employee's termination date or if the card is cancelled by the issuing authority. A full acquittal of expenses is to be provided with the returned card.
8. All cardholder responsibilities as outlined by the card provider.

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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 18<sup>TH</sup> JUNE, 2020.

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**APPROVING MANAGER RESPONSIBILITIES**

It is the responsibility of the approving manager to ensure that:

- a. Card use is monitored to ensure compliance to delegations, budget and relevant policies/procedures
- b. Identify any questionable transactions and make the necessary enquires
- c. Signoff on statement reconciliation.

**BREACH**

Any breach of this policy may result in:

1. The cardholder being liable for charges, and/or
2. Immediate and permanent withdrawal of the credit card facility from the cardholder, and/or
3. Disciplinary action in accordance with Council's policies and Code of Conduct.

**ASSOCIATIONS & RELATIONSHIPS**

Policies	Coolamon Shire Council Procurement Policy Coolamon Shire Council Code of Conduct
Procedures/Protocols, Statements, Documents	Cardholder Agreement Coolamon Shire Council Procurement Procedures

**REVIEW**

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

**Version 6: Adopted:** Council Meeting held 18 June 2020 (Minute No. 112/6/2020)

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

**Version 5 Adopted:** Council Meeting held 14 February 2012 (Minute No. 022/02/2012)

**Version 4 Adopted:** Council Meeting held 10 November 2011 (Minute No 324/11/2011)

**Version 3 Adopted:** Council Meeting held 20 November 2008 (Minute No.328/11/2008)

**Version 2 Adopted:** Council Meeting held 19 July 2007 (Minute No. 229/7/2007)

**Version 1 Adopted** Council Meeting held 14 February, 2007 (Minute No. 24/02/2007)

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
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**COOLAMON SHIRE COUNCIL  
CARDHOLDER AGREEMENT**

I, \_\_\_\_\_ acknowledge and agree to the following conditions regarding the use of the Coolamon Shire Council \_\_\_\_\_ card.

1. Ensure that the card is maintained in a secure manner and guarded against improper use.
2. The card is to be used only for official Council activities, there is no approval given for any private purchase.
3. All documentation regarding a card transaction is to be collated and provided as part of the reconciliation procedure. If no supporting documentation is available, a declaration detailing the nature of the expense is to be prepared and must state that 'all expenditure is of a business nature'. Approval of this expense is referred to the General Manager or Mayor for a decision. Should approval of expenses be denied by the Mayor or General Manager recovery of the expense shall be met by me.
4. Card limits are not to be exceeded.
5. Purchases on the card are to be made in accordance with Coolamon Shire Council's Procurement Policy.
6. Reconciliation is to be completed within 14 days of the date of the card statement being issued.
7. The card is to be returned upon request by the General Manager, on or before the employee's termination date or if the card is cancelled by the issuing authority. A full acquittal of expenses is to be provided with the returned card.
8. All cardholder responsibilities as outlined by the card provider.

I will immediately report the loss or theft of my Card to the issuer and the General Manager.

The use of the card is subject to the provisions of Council's Credit & Purchase Card Policy, Council's Procurement Policy & Council's Code of Conduct. Failure to comply may result in any liability arising being passed to myself, result in the card being withdrawn or serious transgression may result in an appropriate referral under the Crimes Act 1900 and/or termination of employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_

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

.....*Margaret*..... GENERAL MANAGER.

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COOLAMON SHIRE COUNCIL

PROCUREMENT POLICY

Date Adopted	18 June 2020		
Council Minute	112/6/2020		
Version	Version 2		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 years		
Last Review Date	May 2020	Next Scheduled Review Date	May 2024

**OBJECTIVE**

The purpose of this policy is to:

- Establish a framework to guide Council's procurement activities to meet legislative requirements, manage risk and achieve best value for Council
- Create an environment where Council's purchasing practise are ethical, accountable, transparent and effective.

**SCOPE**

This policy applies to all Council staff and all persons undertaking procurement on behalf of Council.

This policy *does not* apply to goods or services purchased from:

- Internal Council sources
- In an emergency
- By contractors or sub-contractors of Council.

**POLICY**

**VALUE FOR MONEY**

Council will use public funds to obtain the best return and performance from those funds.

Value for money is determined on a whole-of-life basis and taking into consideration factors including:

- The market maturity for the goods or services sought
- The performance history of each prospective supplier
- The relative risk of each proposal
- The flexibility to adapt to possible change over the good or service lifecycle
- Financial considerations including all relevant direct and indirect benefits and costs over the whole procurement cycle
- The anticipated price that could be obtained, or the cost that may be incurred, at the point of disposal
- The evaluation of contract options ie. contract extension options
- The suitability of the good/service to be procured

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
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- Potential obsolescence of a good/service in the near future.

**SUSTAINABLE PROCUREMENT**

Wherever possible, Council employees and contractors will pursue the following goals and adhere to the specified objectives when purchasing products and services (noting that these impacts should be considered during the entire life cycle of the product, ie. the production, distribution, usage and end of life stages).

- **Minimise Unnecessary Purchasing** – only purchase when a product or service is necessary.
- **Minimise Waste** – purchase in accordance with avoid, reduce, reuse and recycle strategies.
- **Save Water and Energy** – purchase products that save energy and/or water.
- **Minimise Pollution** – avoid purchasing products that pollute soils, air or waterways.
- **Non Toxic** – avoid purchasing hazardous chemicals that may be harmful to human health or ecosystems.
- **Biodiversity & Habitat Protection** – purchase in accordance with biodiversity and conservation objectives.
- **Value for Money** – purchase for best value for money in the long term.

Council's objectives through sustainable procurement are to:

- Eliminate unnecessary inefficiency, waste and expenditure.
- Contribute to the combined purchasing power of local government to further stimulate demand for sustainable products, including materials collected through Council's kerbside collection.
- Advance sustainability by participating in "closing the life-cycle loop".
- Increase awareness about the range and quality of products available.
- Deliver Council's commitments in relation to ecologically sustainable development (ESD) and other environmental and social objectives.
- Play a leadership role in advancing long term social and environmental sustainability.
- Support local businesses and organisations.

**ETHICAL STANDARDS**

Coolamon Shire Council has developed a *Statement of Business Ethics* which clearly defines Council's ethical standards and sets out the expectations of the standards that providers of goods and services will meet.

Council's *Code of Conduct* aims to deliver integrity, ethical conduct and accountability throughout the organisation. Staff are expected to act in accordance with this Code and to maintain high standards of ethical behaviour consistent with the positions held and the expectations of the community.

Equally, providers of goods and services and contractors are expected to demonstrate the equivalent behavioural standards.

Council's *Statement of Business Ethics* forms part of the procurement process and subsequent contractual arrangements with Council. The consequences for non-compliance by Council staff could include investigation and disciplinary action. For suppliers/contractors it could include termination of contracts or exclusion from tendering.

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**CONFLICT OF INTEREST**

Where a Council officer is involved in procurement activity, whether it be on a daily basis or part of a tender process, they are obliged to declare any interest or bias that they may have in regard to a particular supplier.

This conflict of interest could range from a pecuniary interest, to a personal interest such as a family member being involved in that business. The Council officer is obliged to declare this interest at the outset of the process to ensure that Council can put in place the necessary safeguards to avoid any supplier being treated in a way other than fairly and without bias.

**RISK MANAGEMENT**

Risk Management is the systematic identification of threats and opportunities for best use of resources. Throughout the procurement process, Council will ensure that all risks associated with any transaction are identified and are treated in accordance with Council's Risk Management Framework.

**LOCAL SUPPLIER PREFERENCE**

Council is committed to supporting the local economy and enhancing the capabilities of local business and industry. The objective is to create a framework that ensures Council gives due consideration to the actual and potential benefits to the local economy of sourcing goods and services locally where possible, whilst maintain a value for money approach at all times.

The intention of this policy supports Council's commitment to achieve the best value for money outcome to Council and the Community while maximising opportunities for local business to compete for Council business.

Council acknowledges that it has an important role to play in the local economy and is committed to assisting local industry to engage in business with Council. To assist local industry and local economic development, Council will ensure that buying practices, procedures and specifications do not disadvantage local suppliers and ensure transparency in quotation, tendering and contract management practices.

**BREACH OF POLICY**

All procurement activity must be conducted in accordance with this policy and the associated procedures. Failure to comply with this policy or associated procedures may result in disciplinary or legal action.

**ASSOCIATIONS & RELATIONSHIPS**

Legislation	<i>Local Government Act 1993 Local Government (General) Regulation 2005 Work Health &amp; Safety Act 2011 Work Health &amp; Safety Regulations 2017 Government Information (Public Access) Act 2009</i>
Policies	<i>Code of Conduct Statement of Business Ethics Contract Management Policy Credit &amp; Purchase Card Policy</i>
Procedures/Protocols, Statements, Documents	<i>Procurement Procedures</i>

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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 18 June 2020 (Minute No. 112/6/2020)*

*Version 1: Adopted Council Meeting held 17 May 2018 (Minute No. 99/05/2018)*

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in the Council Chambers, Coolamon on the 18<sup>th</sup> June, 2020.

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

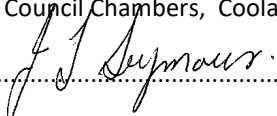
.....*Margaret*..... GENERAL MANAGER.

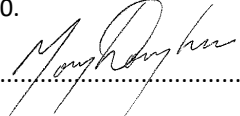


MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
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This is Page No. 81 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18<sup>th</sup> June, 2020.

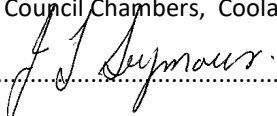
  
..... MAYOR

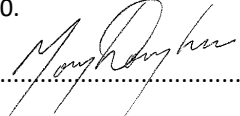
  
..... GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
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This is Page No. 82 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18<sup>th</sup> June, 2020.

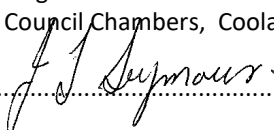
  
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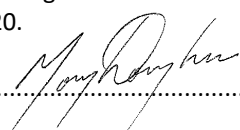
  
..... GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
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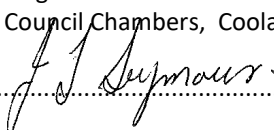
  
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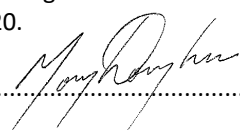
  
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..... MAYOR

  
..... GENERAL MANAGER.

**CS4) POLICY DEVELOPMENT – ELDER ABUSE POLICY (P.12-01, SC316)**

Recent changes to the Retirement Villages Regulation 2017 require Retirement Village operators to prepare a strategy for both staff and residents to better identify and respond to abuse of older people living in a retirement village.

As Council also provides a number of unrelated aged services – Commonwealth Home Support Programme, Home Care Packages and residential aged care, along with the aged persons units it was thought more appropriate that Council adopt an organisation wide policy and procedures to deal with elder abuse.

- The policy has been developed referencing the *Preventing and responding to abuse of older people (Elder Abuse) NSW Interagency Policy June 2018* and the *NSW Elder Abuse Toolkit 2016*. [Attachment No. 13](#)

Recommendation

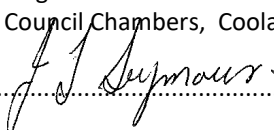
That the Elder Abuse Policy be adopted.

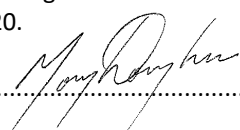
**RESOLVED on the motion of Clr McCann and seconded by Clr Maslin that the Elder Abuse Policy be adopted.** [113/06/2020](#)

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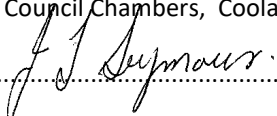
  
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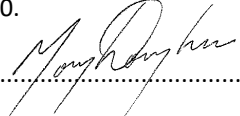
  
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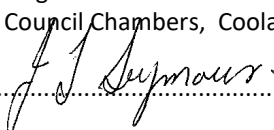
  
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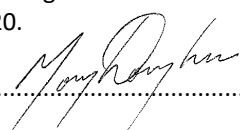
  
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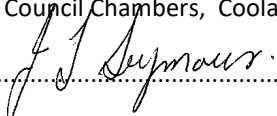
  
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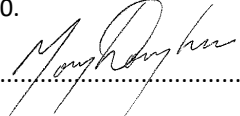


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..... MAYOR

  
..... GENERAL MANAGER.

### 5.3 EXECUTIVE MANAGER, ENGINEERING & TECHNICAL SERVICES' REPORTS

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

The following roads have received attention:

1) MAINTENANCE

- East West Road (Methul Road to Rannock Road)
- Ariaah Road (East West Road to Tilyards Lane)
- East West Road (Rannock Road to Methul Road)
- English Lane (East West Road to Blairs Lane)
- Tilyards Lane (Rannock Road to Carlisle Park Road)
- Leahys Lane (Mary Gilmore Road to Methul Road)
- East West Road (Methul Road to Ardlethan Road)
- Woodens Lane (Canola Way to McIntyres Lane)
- Hodges Lane (Canola Way to Marrar North Road)
- Tilyards Lane (Rannock Road to Mary Gilmore Way)
- Carlisle Park Road (Ardlethan Road to Manglesdorfs Lane)
- Pattisons Lane (Mary Gilmore Way to Carlilse Park Road)
- Kellys Lane (Durrain North Road to Class Change)
- McIntyres Lane (Marrar South Road to Boundary)
- Langtrys Lane (Canola Way to Woodens Lane)
- McKelvies Lane (Canola Way to Woodens Lane)
- Pearces Lane (Marrar North Road to end)
- Leahys Lane (Methul Road to East West Road)
- Brangalgan Road (Ardlethan Road to Matong North Road)
- Murrel Creek Road (Ardlethan Road to Pamandi Road)

2) RESHEETING

- Tilyards Lane (Rannock Road to Ariaah Road)
- Hodges Lane (McNabbs Lane to Marrar North Road)
- McIntyres Lane (Marrar South Road to Boundary)
- Carlisle Park Road (Ardlethan Road to Manglesdorfs Lane)

**ES2) URBAN BITUMEN RESEALS PROGRAMME**

ARDLETHAN LANEWAY RESEAL

Contractors and Council have managed to prepare and seal the following additional rear laneways for sealing following installation of sewer main:

- Warri Street North (Wilson Street to Mithul Street)
- Warri Street North (Mithul Street to Yithan Street)
- Warri Street North (Yithan Street to Hawthorne Lane)

**ES3) URBAN DRAINAGE**

WALLACE STREET DRAINAGE (STINSON TO WADE STREETS) – WESTERN SIDE

Contractors have commenced extension of the existing piped stormwater network from the intersection of Stinson/Wallace Streets, down the western side of Wallace Street and across Canola Way for discharge. This piped network will redirect flow paths away from existing private unmaintained drainage paths and impacted urban development area.

**ES4) ROAD SAFETY OFFICER (RSO) (R.08-01, SC335)**

A new RSO (Karen Trethowan) has been appointed to be shared between the Councils of Bland, Temora, Junee and Coolamon. Karen is very much in the early stages of the role and will be able to provide monthly updates on her progress from this point on.

Recommendation

That the Executive Manager, Engineering & Technical Services' Reports (ES1 to ES4) be received and noted.

**RESOLVED on the motion of Cllr Jones and seconded by Cllr McKinnon that the Executive Manager, Engineering & Technical Services' Reports (ES1 to ES4) be received and noted.** 114/06/2020

**ES5) BIOSECURITY WEEDS REPORT (N.02-01, SC284)**

**Weeds Report June 2020**

**Activities**

- Some non face to face inspections have re-commenced, a strict sanitisation routine is being followed.
- Coolatai control undertaken at Marrar and Ardlethan by both RENWA and John Holland staff.
- High risk roadways inspected across the Shire.
- Staff have completed inspections of high risk pathways and sites.
- RENWA staff continue to work with Mid Murrumbidgee North Local Landcare on new projects and possible funding sources.
- Crown Land grants are now open, RENWA staff have prepared quotes for follow up control on the Crown land on Bygoo road Ardlethan.

WAP targets addressed:

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

Recommendation

That the report be received and noted.

**RESOLVED on the motion of Clr McCann and seconded by Clr White that the report be received and noted.** 115/06/2020

**ES6) ARDLETHAN SEWERAGE SCHEME - PROJECT STATUS REPORT TO THE 12TH JUNE 2020 (S.03-02, SC361)**

**Project Status**

Construction of the Ardlethan Sewerage Scheme is progressing well with all elements of the project nearing completion.

The rate of installation of the gravity reticulation network has increased as the contractor has moved into the shallower sections in the upper reaches of the

catchment. At current installation rates, construction of the gravity system and testing are expected to be completed mid July 2020.

Electricity and water supply have been connected to the sewer pump station.

There is some minor internal plumbing connections to be completed for connection to the well washer and provision of a supply point at the pump station. The majority of the electrical connections have been completed. The installation of the meter and a few minor instrumentation connections still need to be completed. The remaining plumbing and electrical works are scheduled to be completed next week. When this is done the pump station can be commissioned.

Works are progressing well at the sewerage treatment plant with the placement of rock armoring on the pond embankments, installation of pressure and gravity transfer lines and construction of transfer structures. The rockwork is approximately 70% complete. 85% of the transfer pipework has been installed.

The transfer structures at the oxidation ponds are nearing completion and works are progressing on the remaining structures. At current rates of progress, it is expected that the treatment plant will be completed late June or early July 2020.

#### Time

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

The duration of the construction program for the sewerage treatment plant is 18 weeks from commencement of works. The program has been delayed initially due to the unavailability of water for construction, then by subsequent rain events and issues with contractor resource availability largely due to plant allocation to bushfire fighting and recovery efforts during late 2019 and early 2020.

The following are some estimated key milestone dates:

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

### Quality

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

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

Testing of the gravity reticulation system is progressing well with no significant issues identified at this point.

### Risk

Issues Register	
Issue	S60 Approval
Actions to Date	Contact made with NSW DOI Water Manager Water and Sewerage and Regional Manager Water and Sewerage Nil feedback or input provided to date despite numerous attempts to make further contact S60 approval process requirements incorporated into design brief Relevant NSW DPI Water contact details provided to the design consultant Concept design forwarded to DoI Water Positive contact made with DoI Water confirming receipt of concept design Feedback received from DoI Water on the concept design Detailed design forwarded to DoI Water Discussions held with DoI Water on the detailed design and opportunities for improvements Feedback received from DoI Water on the detailed design
Further Actions	Prepare correspondence to DoI Water formally requesting S60 approval on the basis of incorporation of DoI feedback into the detailed design

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<b>Issue</b>		<b>Rail Crossing</b>
Actions to Date	to	Contact made with John Holland Rail regarding requirements for rail line service crossings Engineering standards provided to the design consultant John Holland Rail contact details provided to the design consultant Application made for in principal approval of rail crossing Application made for the installation of the rail crossing Ongoing discussions and negotiations with John Holland Rail to obtain the required approval All information required to support the application for approval provided to John Holland Rail Additional information requested by and provided to John Holland Rail Property license for the rail underbore executed and returned to Transport for NSW via John Holland Rail Works complete
Further Actions		Provide as built details to John Holland Rail as required
<b>Issue</b>		<b>Burley Griffin Way Crossing(s)</b>
Actions to Date	to	Contact to be made with NSW Roads and Maritime Services to ascertain engineering standards and requirements Application made for in principal approval of road crossings Application made for the installation of the road crossings Approval received for road crossings Works complete
Further Actions		No further action
<b>Issue</b>		<b>Acquisition of Land for Pump Station</b>
Actions to Date	to	Critical dates for finalisation of pump station location incorporated into design brief The proposed location of the pump station site has been amended to refine the design, reduce cost and use already available land negating the requirement for further acquisition
Further Actions		No further action
<b>Issue</b>		<b>Bygoo Road Realignment Project</b>
Actions to Date	to	Design requirements around the road realignment project, including critical dates, incorporated into design brief Image of road realignment plan overlaid on aerial imagery incorporated into the design brief Project deferred due to land acquisition issues Refinements made to the concept design to minimise the

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		number of crossings of the new road alignment Further adjustments made to sewer alignment and property service connections to minimise interaction with and impact on/by the future road
Further Actions		No further action
<b>Issue</b>		<b>Flood Works Approval for Treatment Plant</b>
Actions to Date	to	Research requirements for flood works approval Local analysis of flood extent and depth at treatment plant location Advice obtained from GHD regarding flood behaviour at treatment plant site (flood fringe low hazard and flood free) Concept process design and layout indicate that the treatment plant can be accommodated on the available land outside of the 1 in 100 year flood extent Concept design layout completed confirming that the treatment plant lies outside of the 1 in 100 year flood extent Council resolution obtained confirming the floodplain extent for the purposes of project planning and environmental impact assessment
Further Actions		No further action
<b>Issue</b>		<b>Availability of Suitable Contractors</b>
Actions to Date	to	Contact made with potential design consultants to ascertain interest in bidding for and completing the work Design contract awarded to a suitably qualified and experienced consultant Construction contracts awarded to appropriately qualified and experienced contractors
Further Actions		No further action
<b>Issue</b>		<b>Construction Cost vs Available Budget</b>
Actions to Date	to	Discussions held with DoI Water on opportunities to reduce cost Further design refinements made to reduce complexity and cost of pump station, rising main and treatment plant Some elements of the reticulation system deferred for later construction as development occurs Construction of the third evaporation basin at the treatment plant deferred until required by load and/or climatic conditions Construction contract broken into three (3) components, resulting in lower cost than appointing a single contractor Some materials and services required for the project to be provided by Council



Further Actions	Ongoing cost control during construction Identify any further opportunities for cost savings during construction
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### Procurement

With the main contracts for construction and the supply of the packaged pump station awarded, procurement activities are now limited to the items to be supplied by Council such as trench fill material, rock for treatment plant lining, road base, tree removal, utility connections, fencing and geotechnical testing. These minor procurements have commenced and will be undertaken on an ongoing basis throughout the duration of the project.

### Activities Since Last Report

- Ongoing construction
- Electrical and water supplies connected to the pump station
- Fitout of sewer pump station and connection to gravity and rising mains

### Upcoming Activities

- Completion of electrical and plumbing work for the pump station
- Commissioning of the pump station
- Completion of the gravity reticulation and rising mains
- Completion of the construction of the treatment plant

### Project Management Hours

Since last report  
75.5  
Total  
898.25

### Recommendation

That the report be received and noted.

**RESOLVED on the motion of Clr Jones and seconded by Clr White that the report be received and noted.** 116/06/2020

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

### HS1) DEVELOPMENT ACTIVITY REPORT FOR THE PERIOD ENDING 31<sup>ST</sup> MAY, 2020 (B.05-03, SC58)

#### Summary

This report advises of the Development Application activity for the month of May 2020.

#### Development Activity Table

Application number	Type	Address	Determination	Value
DA 2020/20	Construction of 2 New Sheds	17 Hakea Drive, Coolamon	Approved	\$6,500.00
DA 2020/23	New Shed	37 Hannah Street, Ganmain	Approved	\$19,200.00
DA 2020/24	New Shed	43-45 Devlin Street, Coolamon	Approved	\$38,600.00
DA 2020/25	New Shed & Fernery	22 Webb Street, Marrar	Approved	\$7,000.00
DA 2020/27	New Shed	35 Iverach Street, Coolamon	Approved	\$18,000.00
ADA 2018/07.2	Subdivision of 2 Lots into 4 Lots – Modification to remove Condition 3/ Removal of Vegetation	34-36 & 38-40 Bruce Street South, Coolamon	Approved	N/A
ADA 2018/09.2	Subdivision of 2 Lots into 4 Lots – Modification to remove Condition 3/ Removal of Vegetation	33-35 & 37-39 Methul Street South, Coolamon	Approved	N/A
CDC 2020/06	New Single Dwelling	33-35 Logan Street, Coolamon	Approved	\$430,000.00
CDC 2020/07	New Single Dwelling & New Inground Swimming Pool	11 Campbells Lane, Coolamon	Approved	\$372,000.00
DA 2020/28	Continued use of existing pergola	43 Lime Street, Marrar	Approved	N/A
<b>TOTAL: 10</b>			<b>10</b>	<b>\$891,300.00</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, 2020.

**RESOLVED on the motion of Clr Maslin and seconded by Clr Hutcheon that Council receive and note this report on development activity for the period up to 31<sup>st</sup> May, 2020.** 117/06/2020

## HS2) LOCAL HERITAGE FUND COMMITTEE MEETING (H.04-09, SC235)

### Summary

This report provides information to Council in regards to the Local Heritage Fund Committee Meeting held on 2<sup>nd</sup> June 2020.

### 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 2<sup>nd</sup> June, 2020 to assess the 2020/21 Local Heritage Fund applications.

### 2020/21 Grant Applications

Council received a total of 5 applications for local heritage funding this year with all applications receiving recommendations for funding.

Total funding allocation is \$14,660.00 and comprises the following:

### Final Funding Allocations

	Details of Funding	Value of Works \$	Amount Allocated \$
1	Palace Hotel – 76 Aria Street Ardlethan <i>Repairs to building &amp; new colour scheme</i>	200,000.00	5,000.00
2	Coolamon Cenotaph – Cowabbie Street Coolamon <i>Remove &amp; replace panels of cenotaph</i>	7,100.00	3,550.00
3	Ardlethan Memorial Hall, 46 Aria Street, Ardlethan <i>Resheet double back exterior stage doors</i>	1,240.00	620.00
4	Ganmain Historical Society – 44 Waterview Street Ganmain <i>New lighting to enhance visual presentation of displays</i>	984.00	490.00
5	Coolamon Post Office – 88 Cowabbie Street Coolamon <i>Paint exterior of building</i>	14,000.00	5000.00
	Total	\$223,324.00	\$14,660.00
<b>NOTE: A total funding amount of \$14,660.00 has been allocated to these projects.</b>			

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.

### **Financial Implications**

Council was allocated \$5,500.00 in funding for the 2019/20 and 2020/21 Local Place Grants, from the NSW Office of Heritage (OEH). The Funding Agreement requires a 1:1 contribution from Council, resulting in Council allocating \$10,000.00 and the total funding available for the 2020/21 Local Place Grants being \$15,500.00 (ex GST).

Council's contribution was budgeted for and it is considered that there will be no adverse financial impacts associated with this report.

### **Attachments**

- ➔ Heritage Committee Meeting Minutes 2<sup>nd</sup> June 2020. Attachment No. 10

### Recommendation

That Council note the report and adopt the Recommendations of the Local Heritage Fund Committee Meeting held 2<sup>nd</sup> June 2020.

**RESOLVED on the motion of Clr McCann and seconded by Clr Hutcheon that Council note the report and adopt the Recommendations of the Local Heritage Fund Committee Meeting held 2<sup>nd</sup> June 2020.** 118/06/2020

## **7) RECOMMENDATIONS OF THE LOCAL HERITAGE FUND COMMITTEE MEETING HELD 2<sup>ND</sup> JUNE, 2020.**

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

## **8) REPORTS: DELEGATES/MAYOR/COUNCILLORS**

- 1) Clr McCann raised the matter of the recent declaration of a "Scar Tree" on the Coolamon Golf Course. Mr Donoghue advised that Council was not party to the declaration and that the process of declaration is the responsibility of other bodies.
- 2) Clr Hutcheon raised the matter of the recent sale of the Coolamon Hotel and the worrying issues of the removal of the poker machines and TAB and

the ongoing financial viability of any remaining business that wants to operate from the premises.

Clr McCann questioned whether the heritage listing of a property allows Council to intervene early to ensure the maintenance of a property.

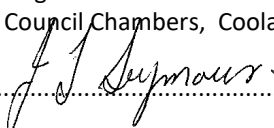
Mr Donoghue advised that he had contacted the Local Member regarding the same concerns that Councillors had raised.

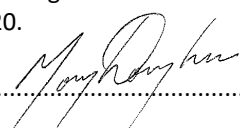
- 3) Clr Logan wanted it noted that the advertisement regarding a proposed development in Ford Street Ganmain was done in error.
- 4) Clr Maslin asked that Council contact Murrumbidgee Local Health District regarding the proposed alterations to the Ardlethan Medical Centre and training of relevant staff.
- 5) Clr White asked whether Council should be considering a change in Hierarchy for Coffin Rock Lane following a letter from a ratepayer. Mr Kelly advised that he would arrange a reply to the ratepayer and is happy to meet to discuss the matter on site.

***Meeting Closed at 4.42pm.***

Confirmed and signed during the Meeting held this 16<sup>th</sup> day of July, 2020.

.....  
**MAYOR**

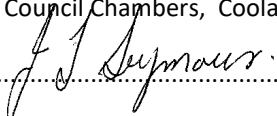
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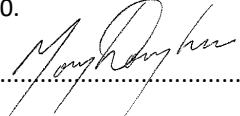
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This is Page No. 103 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18<sup>th</sup> June, 2020.

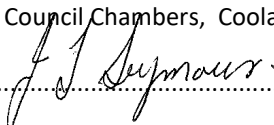
  
..... MAYOR

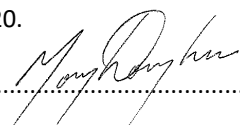
  
..... GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> JUNE, 2020.

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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 18<sup>th</sup> June, 2020.

  
..... MAYOR

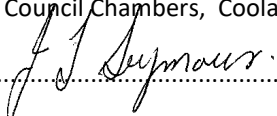
  
..... GENERAL MANAGER.

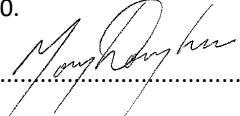


MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> JUNE, 2020.

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This is Page No. 105 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18<sup>th</sup> June, 2020.

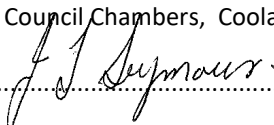
  
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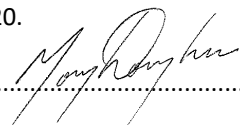
  
..... GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> JUNE, 2020.

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This is Page No. 106 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18<sup>th</sup> June, 2020.

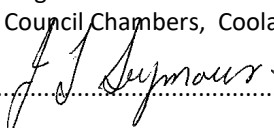
  
..... MAYOR

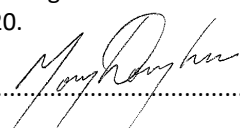
  
..... GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> JUNE, 2020.

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This is Page No. 107 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18<sup>th</sup> June, 2020.

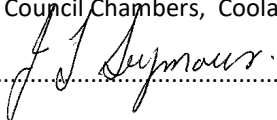
  
..... MAYOR

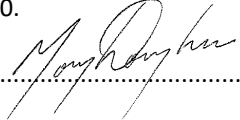
  
..... GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> JUNE, 2020.

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This is Page No. 108 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18<sup>th</sup> June, 2020.

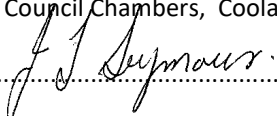
  
..... MAYOR

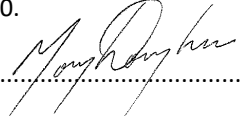
  
..... GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> JUNE, 2020.

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This is Page No. 109 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18<sup>th</sup> June, 2020.

  
..... MAYOR

  
..... GENERAL MANAGER.