

**Meeting commenced at 3.00pm.**

**BUSINESS:**

- 1) Apologies
- 2) Declarations of Interest.
- 3)
  - a. Confirmation of Minutes of the Meeting held 18<sup>th</sup> May 2023.
  - b. Matters arising out of Minutes. (Not elsewhere reported)
- 4) Correspondence
  - a. Agenda A (Information Only)
  - b. Agenda B
- 5) General Manager's Report
  - 5.1 General Manager's Report
  - 5.2 Executive Manager, Corporate & Community Services' Report
  - 5.3 Executive Manager, Engineering & Technical Services' Report
  - 5.4 Executive Manager, Development & Environmental Services' Report
- 6) Recommendations of a Committee of a Whole Meeting held 22<sup>nd</sup> June 2023.
- 7) Recommendations of the Local Heritage Fund Committee Meeting held 6<sup>th</sup> June 2023
- 8) Reports: Delegates/Mayor/Councillors

**PRESENT:** Clr David McCann, Clr Alan White, Clr Bronwyn Hatty, Clr Wayne Lewis, Clr Colin McKinnon, Clr Jeremy Crocker, Clr Kathy Maslin, Clr Bruce Hutcheon and Clr Garth Perkin.

**STAFF:** Tony Donoghue, General Manager  
Courtney Armstrong, Acting General Manager;  
Tony Kelly, Executive Manager, Engineering & Technical Services.  
Colby Farmer, Executive Manager, Development & Environmental Services

**APOLOGIES:** Nil

**1) APOLOGIES**

There were no Apologies.

**2) DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**3a) CONFIRMATION OF MINUTES OF THE MEETING HELD 18<sup>TH</sup> MAY 2023**

**RESOLVED** on the motion of Clr McKinnon and seconded by Clr White that the Minutes of the Meeting held 18<sup>th</sup> May 2023 as circulated be confirmed and adopted. 80/06/2023

**3b) MATTERS ARISING OUT OF THE MINUTES**

There were no matters arising out of the Minutes.

**4) CORRESPONDENCE**

**AGENDA A (FOR INFORMATION ONLY)**

**1a) ACTIVITY REPORTS**

1) Operating Statistics of the Coolamon Shire Library for May 2023.  
Attachment No. 1.1

2) Community Development Officer's Report for May 2023.  
Attachment No. 1.2

3) Tourism & Business Development Officer's Report for May 2023.  
Attachment No. 1.3

4) Allawah Community Care Report for May 2023  
Attachment No. 1.4

General Manager's Note

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

**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 Matong Committee Meeting held 8<sup>th</sup> May 2023.  
Attachment No. 2.1
- 2) Minutes of the Country Mayors Association of NSW Meeting held 26<sup>th</sup> May 2023. Attachment No. 2.2
- 3) Minutes of the Advance Ganmain Committee Meeting held 7<sup>th</sup> June 2023.  
Attachment No. 2.3
- 4) Minutes of the Beckom Hall & Community Committee Meeting held 29<sup>th</sup> March 2023. Attachment No. 2.4
- 5) Draft Minutes of the Advance Marrar Committee Meeting held 20<sup>th</sup> February 2023. Attachment No. 2.5
- 6) Minutes of the Advance Ardlethan Committee Meetings held:  
Attachment No. 2.6
  - 2<sup>nd</sup> May 2023
  - 3<sup>rd</sup> April 2023
  - 6<sup>th</sup> March 2023
  - 6<sup>th</sup> February 2023

*Note: The Minutes of the Section 355 Committees are for notation only and this does not necessarily mean any action recommended has been endorsed by Council. The Section 355 Committee will need to follow the appropriate due process to action any recommendations.*

**RESOLVED on the motion of Clr Hutcheon and seconded by Clr Hatty that the Correspondence listed in Agenda A be received.** 81/06/2023

## 5) GENERAL MANAGER'S REPORT

### 5.1 GENERAL MANAGER REPORTS

#### GM1) COUNCIL DELIVERY PROGRAM 2023-2027 & OPERATIONAL PLAN 2023-2024 (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 at the time of writing this report no submissions have been received. The final date of consultation is Monday, 19<sup>th</sup> June 2023, and should any submissions be received, they will be provided in a late report.

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

#### Recommendation

- 1) The Delivery Program 2023-2027 and Operational Plan 2023-2024 (including the Organisational Structure) be formally adopted by Council.
- 2) The list of fees for all principle activities as detailed in the Delivery Program 2023-2027 and Operational Plan 2023-2024 being the fees applicable for the year 2023-2024 be likewise adopted by Council.
- 3) The Budget for future years 2024-2025, 2025-2026 and 2026-2027 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 2023-2024 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	\$25,455,000
Total Operating Expenditure - Consolidated Funds	\$21,477,000
Operating Result	\$3,979,000
Finance from Rates & Annual Charges	\$4,272,000
Finance from Grants and Contributions	\$12,331,000
Total Capital Expenditure – Consolidated Funds	\$9,724,207
Cash Increase	\$341,000

7) RATES - MAKING AND LEVYING OF 2023-2024 RATES

Whereas the estimates of income and expenditure of the consolidated funds of the Council for the year 2023-2024 were adopted by the Council on the 18<sup>th</sup> May 2023 and following the due public notice of Council's intention to levy rates and charges through its Delivery Program 2023-2027 and Operational Plan 2023-2024 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 Three as specified hereunder:-

A. ORDINARY RATES

- i) Residential (Ardlethan) rate of 1.16¢ 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 \$324.00 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 0.615¢ 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 \$324.00 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 0.227¢ 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 \$324.00 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 0.268¢ 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 \$324.00 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 1.16¢ 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 \$324.00 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 0.615¢ 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 \$324.00 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 0.227¢ 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 \$324.00 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 0.268¢ 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 \$324.00 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 0.1043¢ 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 \$324.00 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 \$512.00 on occupied lands with a minimum charge of \$260.00 on unoccupied lands, plus an additional charge of \$143.00 for each water closet and urinal in excess of two.

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 \$220.00 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 \$105.00 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 \$74.00 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 \$49.00 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 \$64.00 (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 \$300.00 (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 defined as townships for the application of rates.

- 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 defined as townships for the application of rates.

E. SEWERAGE SERVICE CHARGES

The Sewerage Service Charges in respect of non-rateable land within the sewered areas of Coolamon and Ganmain shall be \$143.00 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 2023 to 30 June 2024 (inclusive) interest shall accrue on a daily simple basis at the maximum rate of 9.0% per annum as allowed by the Office of Local Government for the period.

**RESOLVED on the motion of Clr Crocker and seconded by Clr Perkin that:**

82/06/2023

- 1) **The Delivery Program 2023-2027 and Operational Plan 2023-2024 (including the Organisational Structure) be formally adopted by Council.**
- 2) **The list of fees for all principle activities as detailed in the Delivery Program 2023-2027 and Operational Plan 2023-2024 being the fees applicable for the year 2023-2024 be likewise adopted by Council.**
- 3) **The Budget for future years 2024-2025, 2025-2026 and 2026-2027 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 2023-2024 be approved and voted in accordance with the provisions of Regulation 211 of the Local Government (General) Regulation 2005 as hereunder:-

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**Local Government Act 1993 excluding land defined as residential and farmland.**

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**The Sewerage Service Charges in respect of non-rateable land within the sewered areas of Coolamon and Ganmain shall be \$143.00 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 2023 to 30 June 2024 (inclusive) interest shall accrue on a daily simple basis at the maximum rate of 9.0% per annum as allowed by the Office of Local Government for the period.**

**GM2) AUSTRALIAN ENERGY REGULATOR SUBMISSION (S.14-01, SC399)**

- ➔ **The Southern Lights Group made a Submission to the Australian Energy Regulator regarding pricing associated with Public Lighting. A copy of the Submission has been attached. Attachment No. 3**

**This Group includes REROC and is made up predominantly of the Regional Joint Organisations, representing the Southern half of the State. In this Submission they have expressed their concerns at the ongoing price rises associated with Public (Street) Lighting.**

Council Staff have contributed to this Submission which is provided for your information and any issues can be discussed at the Council Meeting.

Recommendation

For Council information.

**RESOLVED on the motion of Clr Maslin and seconded by Clr Perkin that the report be received.** 83/06/2023

**GM3) COUNCILLOR REMUNERATION (C.12-03, SC146)**

→ The Office of Local Government are required to review the remuneration of Councillors and Mayors at least every 3 years. The most recent review has been completed and it was determined that fees for the 2023/24 FY would increase by 3%. (See attached). Attachment No. 4

There are some changes to the Council categories, however Coolamon Shire Council are still deemed Rural.

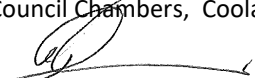
Council determined last year that Councillors will receive the minimum permissible amount (\$9,565.00) and that the Mayor will be granted a remuneration allowance of (\$14,424.00). The following table applies to Coolamon Shire Council, inclusive of the 3% raise.

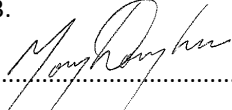
Category	Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee	
	Minimum	Maximum	Minimum	Maximum
Rural	\$9,850.00	\$13,030.00	\$10,490.00	\$28,430.00

Should a 3% increase be provided to the Mayor's current remuneration, that would amount to \$14,857 rounded up.

Council need to determine what they believe is an appropriate remuneration for this financial year.

In addition to the issue of determining the Councillor allowance, a Council may determine what they are going to do in the next FY (23/24) in regard to superannuation.

.......... MAYOR

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

Superannuation is currently 10.5%, but by 2024-FY it is proposed to be 11.0% and increasing until it eventually reaches 12%, but it is noted that Superannuation commencement dates have been deferred in the past.

Council has the option of determining if this Superannuation is:

- not paid to Councillors;
- paid in addition to the above remuneration; or
- included within the remuneration.

Any decision in regard to Councillor Superannuation must be made in open Council. There is no indication of whether Council will be required or able to change this decision annually, however, it would be hoped that this decision is made at the commencement of a new term of Council and applies for that duration.

At the corresponding meeting last year it was resolved not to provide superannuation payments to the role of Mayor and Councillors.

When considering the issue of Superannuation, it is important that each individual receive independent financial advice on how that would affect their circumstances.

#### Recommendation

- 1) That Council determine a Councillor and Mayoral rate for the 2023/24 FY.
- 2) That Council confirm its previous decision not to accept superannuation and that this matter only be reviewed at the start of each new term of Council.

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

84/06/2023

- 1) **That Council set the Councillor fee at \$9,850 and Mayoral rate be \$14,857 for the 2023/24 FY.**
- 2) **That Council confirm its previous decision not to accept superannuation and that this matter only be reviewed at the start of each new term of Council.**



**GM4) MOBILE LIBRARY (L.03-03, SC269)**

The Riverina Regional Library (RRL) are currently reviewing the operations and schedule associated with the Mobile Library and would like to offer all Councils the opportunity to review how each Council accesses the Mobile Library now and into the future.

History

The Mobile Library is run as a separate component within the RRL and only users of the service contribute to its running cost. The service has seen changes over the years and different communities have commenced or halted the service depending on needs.

With the exit of WWCC and a review proposed by Greater Hume on the number of stops they have, it was thought appropriate that a whole of service review is conducted.

Coolamon Shire Council initially had six stops associated with the Mobile Library, however when Council decided to provide a Static Library in 2008, a review of these services was undertaken.

As a result of this review, it was resolved to discontinue the service in 2014 to all communities with the exception of Ardlethan. Ardlethan is still provided with a fortnightly service between 9.00am and 12.45pm on Fridays.

In order to continue services to the Schools, a 'tub' program was commenced, whereby every term a tub of books is provided/replaced by Council's Librarian.

During Covid, Council also took the opportunity to supply the elderly or people confined to their homes with access to the Library Services by the current CSC Library Officer co-ordinating drop offs. This has continued since and proven successful.

Assessment

- ➔ The current Mobile Library Schedule is attached for your information. Any consideration to changes of the Mobile Library Service have an impact across the entire network. Should Councils wish to reduce or provide additional services, this must be included into a regional schedule that suits the majority of communities.

**Attachment No. 5**

Any inclusions of additional stops will require a change in Council's financial commitment. This value can only be determined after all changes have been considered and assessed by RRL Staff and a new Model proposed.

Recommendation

That Council maintain the current Mobile Library Services.

**RESOLVED on the motion of Clr Maslin and seconded by Clr McKinnon that Council maintain the current Mobile Library Services.** 85/06/2023

**GM5) RIVERINA REGIONAL LIBRARY ADVISORY (RRL) COMMITTEE MEETING –  
29TH MARCH 2023 (L.03-03, SC269)**

The RRL operates under two primary pieces of legislation – the Local Government Act 1993 and the Library Act 1939.

Coolamon Shire Council undertakes the role of 'Administration Council' under the current RRL Deed of Agreement, and the RRL operates under the policies of the Administration Council in order to comply with the requirements of the Local Government Act.

An Advisory Committee, known as the RRL Advisory Committee provides advice and recommendations to the Administration Council on matters pertaining to RRL.

***RRL Advisory Committee Minutes***

- ➔ The RRL Advisory Committee meeting was held on 29<sup>th</sup> March 2023 and Minutes of the meeting are attached. Attachment No. 6.1

***RRL Management Plan 2023-2024***

- ➔ The RRL Deed of Agreement requires the RRL Management Plan to be endorsed by the Administration Council by 30<sup>th</sup> June each year. The draft RRL Management Plan 2023-2024 was endorsed by the RRL Advisory Committee meeting held on 29 March 2023 and is included as an attachment. Attachment No. 6.2

The RRL Management Plan aggregates the RRL organisational planning and financial mechanisms to provide an overview of the service provision intent of the organisation. It comprises the following documents for endorsement by the Administration Council:

- Draft Member Council Contributions 2023/24
- Draft RRL Budget 2023/24
- Draft RRL Fees & Charges 2023/24

### **Financial Implications**

The Administration Council is paid an annual administration fee for the provision of administrative, financial, fleet, human resource, and risk management services to ensure the effective operation of RRL. The administration fee is **\$74,664** in 2023/24 and increases by rate pegging annually.

The RRL draft budget 2023/24 is based on contributions due to be received from member Councils and provides a surplus outcome. Based on the agreed RRL funding model, the Administration Council's member contribution to RRL for 2023/24 will be **\$139,134**.

### Recommendation

- 1) That Council receive the Minutes of the RRL Committee Meeting held on 29<sup>th</sup> March 2023.
- 2) That Council endorse the draft RRL Management Plan 2023-2024.

**RESOLVED on the motion of Clr Maslin and seconded by Clr Hatty:** 86/06/2023

- 1) **That Council receive the Minutes of the RRL Committee Meeting held on 29<sup>th</sup> March 2023, and**
- 2) **That Council endorse the draft RRL Management Plan 2023-2024.**

### **GM6) COUNCIL COMMITTEE STRUCTURE (C.11-05, SC141)**

Further to the annual report at the September Council Meeting regarding Council's Committee Structure, the following changes are to be made to the Work, Health & Safety Committee:

- Work, Health & Safety Committee

#### Elected Representatives:

- *Works Staff* - Stephen Buttigieg
- *Parks & Gardens and Maintenance* - Craig Whitmore
- *Assets, Waste and Contractors* - Rod Wilms
- *Coolamon Early Childhood Centre* - Karina Bourke

- *Administration* - Margaret Payton
- *Allawah Lodge* - ~~Jenny Smith~~ - *Mary Clancy*
- *Allawah Community Care* - Karly Robinson
- *Riverina Regional Library* – *Zac Armistead*

Management Appointed:

- Courtney Armstrong
- Scott Buchanan

Human Resources / Risk Management Officer:

- ~~Melanie McInerney~~ *Melanie Stubbs*

- Under Work, Health & Safety Legislation, Council Staff are entitled to request the formation of a Work, Health & Safety Committee.

Recommendation

That the above changes be made to Council's Committee Structure for the Work, Health & Safety Committee.

**RESOLVED on the motion of Clr Perkin and seconded by Clr Lewis that the below changes be made to Council's Committee Structure for the Work, Health & Safety Committee:** 87/06/2023

- **Work, Health & Safety Committee**

**Elected Representatives:**

- ***Works Staff*** - Stephen Buttigieg
- ***Parks & Gardens and Maintenance*** - Craig Whitmore
- ***Assets, Waste and Contractors*** - Rod Wilms
- ***Coolamon Early Childhood Centre*** - Karina Bourke
- ***Administration*** - Margaret Payton
- ***Allawah Lodge*** - Mary Clancy
- ***Allawah Community Care*** - Karly Robinson
- ***Riverina Regional Library*** – Zac Armistead

**Management Appointed:**

- Courtney Armstrong
- Scott Buchanan

**Human Resources / Risk Management Officer:**

- Melanie Stubbs

**Under Work, Health & Safety Legislation, Council Staff are entitled to request the formation of a Work, Health & Safety Committee.**

**GM7) REGIONAL CONNECTIVITY PROGRAM ROUND 3 – TELSTRA SUBMISSION  
(T.02-01, SC412)**

- Council has been contacted by Chris Taylor from Telstra indicating that they are proposing to put in an application under the Regional Connectivity Program for two towers that would support a coverage network increase to the areas around Cowabbie (along Ardlethan Road) and Burley Griffin Way (between Aria Park and the Mirrool turnoff). A map of these areas has been provided together with the request. Both of these areas have been previously identified as black spots in our region and Council has requested action to fix them. **Attachment No. 9**

Telstra have asked for letters of support to provide with their submission.

This is in keeping with our previous advocacy and would provide both safety and farm connectivity within these areas.

Recommendation

That Council provide a letter of support with the Telstra Submission.

**RESOLVED on the motion of Clr Maslin and seconded by Clr McKinnon that Council provide a letter of support with the Telstra Submission.** **88/06/2023**

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 22<sup>ND</sup> JUNE 2023.

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

**CS1) FINANCE REPORT AS AT 31<sup>ST</sup> MAY 2023**


Recommendation

That the report be received.

**RESOLVED on the motion of Clr Crocker and seconded by Clr Perkin that the report be received. 89/06/2023**

DATE INVESTED	INSTITUTION	RATING	INVESTMENT TYPE	AMOUNT INVESTED	TERMS (days)	RATE	MATURITY DATE
4/07/2022	NAB	A1/A+	Term Deposit	\$ 1,000,000	336	3.44%	5/06/2023
12/12/2022	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	183	4.30%	13/06/2023
19/12/2022	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	182	4.00%	19/06/2023
21/07/2022	Iudo Bank	NIR (Govt Guarantee)	Term Deposit	\$ 250,000	365	3.95%	21/07/2023
22/07/2022	Bank of Queensland	A2/BBB+	Term Deposit	\$ 1,000,000	367	4.00%	24/07/2023
25/01/2023	Bank of Queensland	A2/BBB+	Term Deposit	\$ 1,000,000	182	4.30%	26/07/2023
3/08/2022	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	365	4.25%	3/08/2023
14/09/2022	NAB	A1/A+	Term Deposit	\$ 1,000,000	365	4.10%	14/09/2023
9/09/2022	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	3.75%	9/09/2023
23/09/2022	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	3.75%	23/09/2023
1/10/2022	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	3.95%	1/10/2023
4/10/2022	AMP	A2/BBB	Term Deposit	\$ 1,000,000	365	4.60%	4/10/2023
13/04/2023	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	182	4.80%	12/10/2023
19/04/2023	Beyond Bank	A2/BBB	Term Deposit	\$ 750,000	183	4.50%	19/10/2023
25/11/2022	AMP	A2/BBB+	Term Deposit	\$ 500,000	334	4.60%	25/10/2023
2/05/2023	NAB	A1/A+	Term Deposit	\$ 500,000	184	4.50%	2/11/2023
9/05/2023	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	182	4.90%	7/11/2023
9/05/2023	Bank of Queensland	A2/BBB+	Term Deposit	\$ 1,000,000	184	4.75%	9/11/2023
13/02/2023	NAB	A1/A+	Term Deposit	\$ 2,000,000	273	4.55%	13/11/2023
25/11/2022	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	364	4.60%	24/11/2023
1/02/2023	NAB	A1/A+	Term Deposit	\$ 1,000,000	365	4.50%	1/02/2024
2/03/2023	Beyond Bank	A2/BBB	Term Deposit	\$ 1,001,512	366	4.20%	2/03/2024
19/05/2023	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	364	5.10%	17/05/2024
29/05/2023	AMP	A2/BBB+	Term Deposit	\$ 500,000	365	5.20%	28/05/2024
<b>TOTAL INVESTED</b>				<b>\$ 22,501,512</b>			

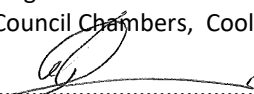
I hereby certify that the above investments have been made in accordance with Section 625 of the Local Government Act 1993, clause 212 of the Local Government (General) Regulation 2021 and Council's Investment Policy.

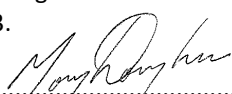
  
(Samantha Jennings, Finance Manager)

**RESTRICTED CASH, CASH EQUIVALENTS & INVESTMENTS (as at 30 June 2022)**

<b>External Restrictions - Included in liabilities</b>	
Specific purpose unexpended grants	1,673,201.90
Allawah Lodge Bonds & Payments	4,356,548.65
Allawah Village Loan Licences	3,874,000.84
Home Care Packages	167,474.94
	<u>10,071,226.33</u>
<b>External Restrictions - other</b>	
Developer contributions - general	90,211.90
Specific purpose grants (recognised as revenue)	809,254.87
Sewerage Services	2,256,858.36
Domestic Waste Management	849,242.40
Stormwater Management	10,524.83
Other - Community Transport	270,928.00
	<u>4,287,020.36</u>
<b>Internal Restrictions</b>	
Plant & vehicle replacement	1,000,000.00
Employees Leave Entitlements	1,700,000.00
Deferred Works	73,760.00
Ardlethan Preschool (non-grant)	58,769.64
Asset management/replacement	4,500,000.00
Financial Assistance Grant Advance	3,159,565.00
Swimming Pools	75,000.00
Rehabilitation of Gravel Pits	215,000.00
Coolamon Early Childhood Centre	442,957.02
Allawah Lodge	939,413.99
Allawah Village	326,777.40
	<u>12,491,243.05</u>
<b>TOTAL RESTRICTIONS</b>	<u><u>26,849,489.74</u></u>
<b>UNRESTRICTED</b>	256,067.11
<b>TOTAL CASH, CASH EQUIVALENTS &amp; INVESTMENTS</b>	<u><u>27,105,556.85</u></u>

This is Page No. 22 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 22<sup>nd</sup> June 2023.

  
..... MAYOR

  
..... GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 22<sup>ND</sup> JUNE 2023.

COOLAMON SHIRE COUNCIL  
INCOME STATEMENT

for the period 1st July 2022 to 30th June 2023

	MAY 2023	APRIL 2023	MARCH 2023	2022/2023 ORIGINAL BUDGET	2021/2022 ACTUAL
<b>Income from continuing operations</b>					
Rates & annual charges	4,149,123.52	4,149,882.89	4,150,051.64	4,098,921.47	4,066,634.90
User charges & fees	5,070,070.43	4,748,265.56	4,344,815.91	5,267,323.00	5,640,141.22
Other revenues	278,756.13	265,129.14	214,266.25	411,415.51	416,162.55
Grants & contributions provided for operating purposes	3,983,771.82	3,315,968.09	3,250,394.87	3,738,847.50	8,092,033.99
Grants & contributions provided for capital purposes	1,420,491.25	355,103.55	72,787.90	6,142,114.12	4,256,954.12
Interest and investment revenue	273,022.91	187,217.37	119,728.07	470,895.67	206,245.44
Other income	357,473.00	325,637.59	300,166.06	395,006.77	365,328.47
Net gain from the disposal of assets	188,960.94	188,960.94	180,335.29	303,665.45	-188,544.76
Internals	0.00	0.00	0.00		0.00
<b>Total income from continuing operations</b>	<b>15,721,670.00</b>	<b>13,536,165.13</b>	<b>12,632,545.99</b>	<b>20,828,189.49</b>	<b>22,854,955.93</b>
<b>Expenses from continuing operations</b>					
Employee benefits and on-costs	6,773,095.68	5,954,559.92	5,407,179.91	6,669,700.00	7,098,263.90
Materials & services	5,215,175.15	4,462,571.35	4,179,846.52	5,290,118.64	5,496,606.78
Borrowing costs	18,969.17	17,959.34	17,959.34	10,000.00	23,321.75
Depreciation, amortisation & impairment	3,699,276.89	3,636,732.39	3,573,757.50	4,393,790.00	4,189,169.06
Other expenses	471,665.04	391,009.14	391,009.14	451,187.33	379,243.79
Net loss from the disposal of assets					
<b>Total expenses from continuing operations</b>	<b>16,178,181.93</b>	<b>14,462,832.14</b>	<b>13,569,752.41</b>	<b>16,814,795.97</b>	<b>17,186,605.28</b>
<b>Operating result from continuing operations</b>	<b>(456,511.93)</b>	<b>(926,667.01)</b>	<b>(937,206.42)</b>	<b>4,013,393.52</b>	<b>5,668,350.65</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>	<b>-1,877,003.18</b>	<b>-1,281,770.56</b>	<b>-1,009,994.32</b>	<b>-2,128,720.60</b>	<b>1,411,396.53</b>

This is Page No. 23 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 22<sup>nd</sup> June 2023.

..... MAYOR

..... GENERAL MANAGER.

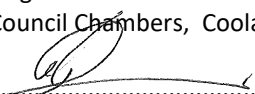
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 22<sup>ND</sup> JUNE 2023.

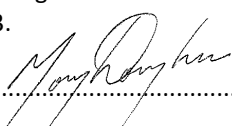
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COOLAMON SHIRE COUNCIL  
INCOME STATEMENT BY FUND

	May 2023		
	CONSOLIDATED		TOTAL
	GENERAL FUND	SEWERAGE FUND	
<b>Income from continuing operations</b>			
Rates & annual charges	3,425,353.88	723,769.64	4,149,123.52
User charges & fees	5,070,070.43	0.00	5,070,070.43
Other revenues	270,606.37	8,149.76	278,756.13
Grants & contributions provided for operating purposes	3,983,771.82	0.00	3,983,771.82
Grants & contributions provided for capital purposes	1,384,548.65	35,942.60	1,420,491.25
Interest and investment revenue	271,044.94	1,977.97	273,022.91
Other income	357,473.00		357,473.00
Net gain from the disposal of assets	188,960.94	0.00	188,960.94
Internals	75,921.00	(75,921.00)	0.00
<b>Total income from continuing operations</b>	<b>15,027,751.03</b>	<b>693,918.97</b>	<b>15,721,670.00</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	6,603,979.59	169,116.09	6,773,095.68
Materials & services	4,967,890.63	247,284.52	5,215,175.15
Borrowing costs	18,969.17		18,969.17
Depreciation & amortisation	3,490,122.26	209,154.63	3,699,276.89
Other expenses	471,665.04	0.00	471,665.04
<b>Total expenses from continuing operations</b>	<b>15,552,626.69</b>	<b>625,555.24</b>	<b>16,178,181.93</b>
<b>Operating result from continuing operations</b>	<b>(524,875.66)</b>	<b>68,363.73</b>	<b>-456,511.93</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>	<b>-1,909,424.31</b>	<b>32,421.13</b>	<b>-1,877,003.18</b>

This is Page No. 24 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 22<sup>nd</sup> June 2023.

  
..... MAYOR

  
..... GENERAL MANAGER.



MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 22<sup>ND</sup> JUNE 2023.

COOLAMON SHIRE COUNCIL  
BALANCE SHEET

for the period 1st July 2022 to 30th June 2023

	MAY 2023	APRIL 2023	MARCH 2023	2022/2023	
				ORIGINAL BUDGET (ADJ FOR OPENING BALS)	2021/2022 ACTUAL
<b>ASSETS</b>					
<b>Current assets</b>					
Cash and cash equivalents	2,071,283.24	3,525,299.38	3,679,033.72	3,302,156.69	5,104,044.52
Investments	22,501,512.33	22,001,512.33	23,001,512.33	19,800,000.33	22,001,512.33
Receivables	1,123,887.22	(3,278,235.93)	(3,125,607.85)	919,874.73	919,874.73
Inventories	2,276,071.25	2,279,906.38	2,301,301.23	3,904,282.79	2,298,206.98
Other					
<b>Total current assets</b>	<b>27,972,754.04</b>	<b>24,528,482.16</b>	<b>25,856,239.43</b>	<b>27,926,314.54</b>	<b>30,323,638.56</b>
<b>Non-current assets</b>					
Investments					
Receivables	280,092.35	280,092.35	280,092.35	248,082.35	280,092.35
Inventories	429,149.05	429,149.05	429,149.05	429,149.05	429,149.05
Infrastructure, property, plant & equipment	270,693,753.78	269,547,543.09	267,770,029.15	270,549,416.70	260,834,465.06
Accumulated Dep'n - Infrastructure, PP&E	(60,891,387.55)	(60,828,843.05)	(60,790,402.89)	(61,986,073.81)	(57,592,283.81)
Accumulated Imp't - Infrastructure, PP&E	0.00	0.00	0.00	0.00	0.00
<b>Total non-current assets</b>	<b>210,511,607.63</b>	<b>209,427,941.44</b>	<b>207,688,867.66</b>	<b>209,240,574.29</b>	<b>203,951,422.65</b>
<b>Total assets</b>	<b>238,484,361.67</b>	<b>233,956,423.60</b>	<b>233,545,107.09</b>	<b>237,166,888.83</b>	<b>234,275,061.21</b>
<b>LIABILITIES</b>					
<b>Current liabilities</b>					
Payables	8,368,228.23	7,911,308.42	7,478,941.45	7,563,967.24	8,829,433.14
Contract Liabilities	6,812,289.58	3,215,286.40	3,243,812.95		1,673,201.90
Borrowings	0.00	0.00	0.00	0.00	0.00
Employee benefit provisions	1,974,441.04	1,968,801.06	1,971,792.95	2,121,841.25	1,987,941.25
Provisions	0.00	0.00	0.00	0.00	0.00
Other	6,312.86	8,092.84	8,164.27	4,883.03	4,883.03
<b>Total current liabilities</b>	<b>17,161,271.71</b>	<b>13,103,488.72</b>	<b>12,702,711.62</b>	<b>9,690,691.52</b>	<b>12,495,459.32</b>
<b>Non-current liabilities</b>					
Payables	4,241.62	4,241.62	4,241.62	4,241.62	4,241.62
Borrowings	0.00	0.00	0.00	0.00	0.00
Employee benefit provisions	131,302.97	131,302.97	131,302.97	131,302.97	131,302.97
Provisions	1,075,019.30	1,075,019.30	1,075,019.30	1,085,019.30	1,075,019.30
<b>Total non-current liabilities</b>	<b>1,210,563.89</b>	<b>1,210,563.89</b>	<b>1,210,563.89</b>	<b>1,220,563.89</b>	<b>1,210,563.89</b>
<b>TOTAL LIABILITIES</b>	<b>18,371,835.60</b>	<b>14,314,052.61</b>	<b>13,913,275.51</b>	<b>10,911,255.41</b>	<b>13,706,023.21</b>
<b>Net assets</b>	<b>220,112,526.07</b>	<b>219,642,370.99</b>	<b>219,631,831.58</b>	<b>226,255,633.42</b>	<b>220,569,038.00</b>
<b>EQUITY</b>					
Retained earnings	106,255,564.41	105,785,409.33	105,774,869.92	112,398,671.76	106,712,076.34
Reserves	113,856,961.66	113,856,961.66	113,856,961.66	113,856,961.66	113,856,961.66
Internal Assets/Liabilities	0.00	0.00	0.00		0.00
Trust Transfer					
<b>Total equity</b>	<b>220,112,526.07</b>	<b>219,642,370.99</b>	<b>219,631,831.58</b>	<b>226,255,633.42</b>	<b>220,569,038.00</b>

This is Page No. 25 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 22<sup>nd</sup> June 2023.

..... MAYOR

..... GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 22<sup>ND</sup> JUNE 2023.

COOLAMON SHIRE COUNCIL  
BALANCE SHEET BY FUND

	May 2023		COOLAMON SHIRE
	CONSOLIDATED GENERAL FUND	SEWERAGE FUND	TOTAL
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents	(290,263.64)	2,361,546.88	2,071,283.24
Investments	22,501,512.33		22,501,512.33
Receivables	1,023,881.16	100,006.06	1,123,887.22
Inventories	2,276,071.25		2,276,071.25
Other			0.00
<b>Total current assets</b>	<b>25,511,201.10</b>	<b>2,461,552.94</b>	<b>27,972,754.04</b>
<b>Non-current assets</b>			
Investments			0.00
Receivables	280,092.35		280,092.35
Inventories	429,149.05		429,149.05
Infrastructure, property, plant & equipment	249,061,184.24	21,632,569.54	270,693,753.78
Accumulated Depreciation	(52,847,592.27)	(8,043,795.28)	(60,891,387.55)
Accumulated Impairment	0.00		0.00
<b>Total non-current assets</b>	<b>196,922,833.37</b>	<b>13,588,774.26</b>	<b>210,511,607.63</b>
<b>Total assets</b>	<b>222,434,034.47</b>	<b>16,050,327.20</b>	<b>238,484,361.67</b>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Payables	8,368,228.23	0.00	8,368,228.23
Contract Liabilities	6,812,289.58		6,812,289.58
Interfunding			0.00
Interest bearing liabilities	0.00		0.00
Employee benefit provisions	1,974,441.04		1,974,441.04
Provisions	0.00		0.00
Other	6,312.86	0.00	6,312.86
<b>Total current liabilities</b>	<b>17,161,271.71</b>	<b>0.00</b>	<b>17,161,271.71</b>
<b>Non-current liabilities</b>			
Payables	4,241.62		4,241.62
Interest bearing liabilities	0.00		0.00
Employee benefit provisions	131,302.97		131,302.97
Provisions	1,075,019.30		1,075,019.30
<b>Total non-current liabilities</b>	<b>1,210,563.89</b>	<b>0.00</b>	<b>1,210,563.89</b>
<b>TOTAL LIABILITIES</b>	<b>18,371,835.60</b>	<b>0.00</b>	<b>18,371,835.60</b>
<b>Net assets</b>	<b>204,062,198.87</b>	<b>16,050,327.20</b>	<b>220,112,526.07</b>
<b>EQUITY</b>			
Retained earnings	96,851,856.46	9,403,707.95	106,255,564.41
Reserves	107,210,342.41	6,646,619.25	113,856,961.66
Internal Assets & Liabilities			0.00
Trust Transfer			0.00
<b>Total equity</b>	<b>204,062,198.87</b>	<b>16,050,327.20</b>	<b>220,112,526.07</b>

This is Page No. 26 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 22<sup>nd</sup> June 2023.

..... MAYOR

..... GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 22<sup>ND</sup> JUNE 2023.

COOLAMON SHIRE COUNCIL  
INTERNAL & EXTERNAL RESTRICTIONS

for the period 1st July 2022 to 30th June 2023

	2022/2023				
	MAY 2023	APRIL 2023	MARCH 2023	BUDGET (ADJ FOR OPENING BALS)	2021/2022 ACTUAL
<i>EXTERNALLY RESTRICTED</i>					
Contract Liabilities	6,790,133.81	7,035,554.88	6,330,166.88	262,804.00	1,673,201.90
Allawah Lodge Accommodation Payments	3,804,463.99	3,809,795.53	3,551,582.95	4,356,548.65	4,356,548.65
Allawah Village Loan-Licence	4,177,981.66	4,177,981.66	3,935,918.85	4,019,572.84	3,874,000.84
Home Care Packages	55,203.27	59,448.52	63,985.24	167,474.94	167,474.94
Developer Contributions	40,631.38	127,441.06	127,441.06	79,362.38	90,211.90
Grant Revenues	169,055.76	301,818.54	302,194.85	43,809.87	809,254.87
Sewerage Fund	2,361,546.88	2,356,275.98	2,354,657.83	2,329,618.58	2,256,858.36
Waste Management	762,446.88	812,219.22	968,759.41	635,104.55	849,242.40
Stormwater Management Reserve	0.00	0.00	0.00	18,939.83	10,524.83
Other - Community Transport	317,206.01	324,062.36	317,437.93	270,928.00	270,928.00
	18,478,669.64	19,004,597.75	17,952,145.00	12,184,163.64	14,358,246.69
<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	1,700,000.00	1,700,000.00	1,700,000.00	1,793,500.00	1,700,000.00
Deferred Works Reserve	57,790.00	57,790.00	57,790.00	15,970.00	73,760.00
Ardlethan Preschool	75,887.64	75,887.64	75,887.64	78,269.64	58,769.64
Asset Management	1,000,000.00	1,500,000.00	2,900,000.00	4,959,469.39	4,500,000.00
Financial Assistance Grant	0.00	0.00	0.00	0.00	3,159,565.00
Swimming Pools Reserve	75,000.00	75,000.00	75,000.00	40,000.00	75,000.00
Gravel Pits Rehabilitation Reserve	215,000.00	215,000.00	215,000.00	255,000.00	215,000.00
CECC Asset Mgt Reserve	534,624.40	558,805.24	551,808.76	442,133.02	442,957.02
Allawah Lodge Asset Mgt Reserve	888,670.52	1,052,384.54	1,117,602.58	1,092,091.65	939,413.99
Allawah Village Asset Mgt Reserve	217,707.59	231,837.69	217,719.14	360,513.71	326,777.40
	5,764,680.15	6,466,705.11	7,910,808.12	10,036,947.41	12,491,243.05
Unrestricted	329,445.78	55,508.85	817,592.93	881,045.98	256,067.11
<b>TOTAL CONSOLIDATED CASH</b>	<b>24,572,795.57</b>	<b>25,526,811.71</b>	<b>26,680,546.05</b>	<b>23,102,157.02</b>	<b>27,105,556.85</b>

This is Page No. 27 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 22<sup>nd</sup> June 2023.

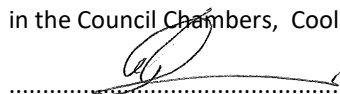
..... MAYOR

..... GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 22<sup>ND</sup> JUNE 2023.

RATE COLLECTIONS

	ARREARS BFWD	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
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
31/05/2021	342,642.82	4,112,295.36	4,454,938.18	3,767,990.10	84.58%	213,656.62	4,241,281.56	88.84%	473,291.46
31/05/2022	190,868.79	4,101,224.20	4,292,092.99	3,916,443.48	91.25%	122,999.99	4,169,093.00	93.94%	252,649.52
<b>2022/2023</b>									
31/07/2022	126,583.34	4,209,276.12	4,335,859.46	51,490.95	1.19%	118,168.29	4,217,691.17	1.22%	4,166,200.22
31/08/2022	126,583.34	4,213,801.21	4,340,384.55	1,539,846.59	35.48%	120,515.16	4,219,869.39	36.49%	2,680,022.80
30/09/2022	126,583.34	4,219,005.50	4,345,588.84	1,783,663.60	41.05%	121,408.87	4,224,179.97	42.23%	2,440,516.37
31/10/2022	126,583.34	4,219,009.64	4,345,592.98	1,925,993.96	44.32%	122,533.90	4,223,059.08	45.61%	2,297,065.12
30/11/2022	126,583.34	4,222,708.70	4,349,292.04	2,390,052.90	54.95%	123,208.90	4,226,083.14	56.55%	1,836,030.24
31/12/2022	126,583.34	4,228,876.13	4,355,459.47	2,566,719.66	58.93%	123,458.90	4,234,000.57	60.65%	1,665,280.91
31/01/2023	126,583.34	4,231,578.29	4,358,161.63	2,620,084.91	60.12%	123,796.40	4,234,365.23	61.88%	1,614,280.32
28/02/2023	126,583.34	4,231,795.90	4,358,379.24	3,109,151.37	71.34%	124,964.40	4,234,082.84	73.43%	1,124,931.47
31/03/2023	126,583.34	4,232,790.86	4,359,374.20	3,331,700.89	76.43%	125,790.17	4,233,584.03	78.70%	901,883.14
30/04/2023	126,583.34	4,233,700.17	4,360,283.51	3,395,890.88	77.88%	125,958.92	4,234,324.59	80.20%	838,433.71
31/05/2023	126,583.34	4,234,520.96	4,361,104.30	3,931,476.49	90.15%	126,718.29	4,234,386.01	92.85%	302,909.52



MAYOR



GENERAL MANAGER.

**CS2) POLICY REVIEW (P.12-01, SC316)**

As part of Council's ongoing policy review, the following policies are presented by staff: Attachment No. 7

- Tree Management Policy (review section updated)
- Road Inspection & Maintenance Policy (no changes proposed)
- Enterprise Risk Management Framework (no changes proposed)

Recommendation

That the policies as presented be adopted:

- Tree Management Policy
- Road Inspection & Maintenance Policy
- Enterprise Risk Management Framework

**RESOLVED** on the motion of Clr Lewis and seconded by Clr Crocker that the following policies (See Appendix 1), as presented be adopted. 90/06/2023

- **Tree Management Policy**
- **Road Inspection & Maintenance Policy**
- **Enterprise Risk Management Framework**

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

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

The following roads have received maintenance and resheeting attention over the past month:

1) MAINTENANCE

- Old Wagga Road (Springwood Road to boundary)
- Allens Lane (East West Road to Springwood Road)
- East West Road (Old Wagga Road to Rannock Road)
- Prichards Lane (Deepwater Road to Halbischs Lane)
- Halbischs Lane (Canola Way to Pritchards Lane)
- Poverty Lane (Matong North Road to Ardlethan Road)
- Ashbridge Road (Poverty Lane to seal)
- Derrain North Road (Ashbridge Road to Brills Lane)
- Pykes Lane (Coolamon Road to Learys Lane)
- Devlin Road (Redrops Lane to Poverty Lane)
- Gibbons Lane (East West Road to Ariah Road)
- English Lane (East West Road to class change)
- East West Road (Methul road to Ardlethan Road)
- Redrops Lane (Dullah Road to Devlin Road)
- Gibbons Lane (East West Road to class change)
- Dyasons Lane (East West Road to Mollers Lane)
- Currajong Lane (Old Wagga Road to Rannock Road)
- Poverty Lane (Ardlethan Road to Matong North Road)
- Currajong Lane (Rannock Road to Old Wagga Road)

2) RESHEETING

- Ashbridge Road (Poverty Lane to seal)
- Marrarvale Lane (Coolamon Road to Marrar South Road)
- Devlin Road (Redrops Lane to Poverty Lane)
- Poverty Lane (Ardlethan Road to Matong North Road)

With major construction works now complete, all Council's Grader Gangs and Contractors are focused on unsealed maintenance and resheets.

**ES2) BUSINESS PARK**

Planting out of nature strip continues, pump stations have been commissioned, lot final levelling performed, and fencing of lots 1-6 to commence in coming weeks.

**ES3) LRCIP**

1) Wallace Street Drainage (Douglas to Dunrobin Street)

Contractors have completed pipe work, are now well advanced in installing inlet pits and completion is anticipated by the end of June.

2) Wallace Street East Side (Wade to Stinson Street) 255m – K&G

Council staff have completed excavation and development of kerb and gutter foundations in preparation of concrete contractor expected prior to meeting day.

**ES4) TOWN WORKS**

1) Booth Street North Side (Bruce to Lewis Street) and Lewis Street West Side (Booth to Lot 12) – Kerb and Gutter 160m

Contractors have poured K&G, Council have back filled at front and rear of K&G and seal will be applied in the next summer programme.

2) Loch Street – North and South (Grant to Gresham Street) Kerb and Gutter 246m

Council have commenced excavation and preparation of K&G foundation in advance of concrete contractor scheduled for meeting week.

3) Booth Street North (Cowabbie to Mirrool Street) and Mirrool Street East (Booth to end Childcare) Path

Contractors have completed the installation of 152 x 1.8m concrete path which provides access to the new Childcare.

4) Coolamon Lawn Cemetery Beam

Contractors have commenced excavation and boxing for the new Lawn Cemetery Beam. Beam is schedule to be poured in meeting week and will provide an additional 38 interments.

**ES5) COWABBIE STREET – CEDAR TREE REPLACEMENT**

Contractors have lopped and excavated stump/root base of the 10 Cedar trees lining the business district park area. When Contractors complete planting of the business park they will be moving onto this project and is expected in coming weeks.

Recommendation

That the Executive Manager, Engineering & Technical Services' Reports (ES1 to ES5) be received and noted.

**RESOLVED on the motion of Clr White and seconded by Clr Perkin that the Executive Manager, Engineering & Technical Services' Reports (ES1 to ES5) be received and noted.** 91/06/2023

**ES6) BIOSECURITY WEEDS REPORT (N.02-01, SC284)**

Biosecurity Weeds Officer Reports

**Activities**

- Inspection program continues into the end of the reporting period.
- Coolatai control undertaken at Marrar and Ardlethan by RENWA staff. The railway line between Marrar and Old Junee continues to be a concern, the new contractor responsible has been contacted and we are awaiting a response.
- High risk roadways inspected across the Shire.
- Staff have completed inspections of high-risk pathways and sites.
- Attended Murrumbidgee Field Days in Griffith.
- Staff attended Prohibited Matter training in Wagga.
- LLS Meeting held in Wagga.
- RENWA staff continue to work with Mid Murrumbidgee North Local Landcare on new projects and possible funding sources.

**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 noted.

**RESOLVED on the motion of Clr McKinnon and seconded by Clr Lewis that the report be received.** 92/06/2023

**ES7) RFQ 2022/05 – INSITU PAVEMENT STABILISATION (T.03-07, SC422)**

- In July 2022, Council awarded this Contract to Stabilised Pavements Australia (SPA) for a 12 month period with option to extend for an additional 12 months at Council’s discretion. Council have approached SPA to explore their interest to extend the Contract for the additional 12 months and received a favourable response. Attachment No. 8

SPA are able to retain existing rates, excluding lime product which is on a rise and fall arrangement. SPA have been Council’s Stabilisation Contractor for over 30 years, are a large national operation and proved to be a reliable, efficient Contractor.

Recommendation

That Contract RFQ 2022/05 – Insitu Pavement Stabilisation be extended with Stabilised Pavements Australia for an additional 12 months.

**RESOLVED on the motion of Clr Lewis and seconded by Clr Hatty that Contract RFQ 2022/05 – Insitu Pavement Stabilisation be extended with Stabilised Pavements Australia for an additional 12 months.** 93/06/2023

**ES8) RFQ 2022/06 – SPRAYED BITUMINOUS SURFACING (T.03-04, SC419)**

- Like the Insitu Pavement Stabilisation Contract, the Sprayed Bituminous Surfacing is at the end of the initial 12 months with an option to extend for an additional 12 months at Council’s discretion. A response has been received from Bitupave (Boral) expressing their interest to extend but with revised rates. Attachment No. 10

The revised rates are a result of increases in sealing aggregate, fuel and labour and are marginally above CPI which is at 7% to the March quarter 2023. These increases are considered acceptable, therefore it is not thought going to market would provide improved rates as Boral are the only remaining local provider who has provided quality service to Council for the previous 3 years.

Recommendation

That Contract 2022/06 – Sprayed Bituminous Surfacing be extended with Bitupave (Boral) for an additional 12 months at provided revised rates.

**RESOLVED on the motion of Clr Hutcheon and seconded by Clr White that Contract 2022/06 – Sprayed Bituminous Surfacing be extended with Bitupave (Boral) for an additional 12 months at provided revised rates.** 94/06/2023

**ES9) SR84 BURLEY GRIFFIN WAY MAINTENANCE CONTRACT (R.09-07, SC341)**

Within the Coolamon Shire, there are two sections of Burley Griffin Way which are currently maintained by Temora Shire Council under Contract with TfNSW. The two sections are 1.47kms between Temora Boundary – Newell Highway and 8.45kms between Narrandera Boundary – Newell Highway with approximately 19kms separation.

Council last held the maintenance Contract back in 2008/2009, did not renew it due to increased administrative requirements making it unviable for such a short section of road and Temora Shire Council was awarded the contract for both sections.

New Contracts are currently being negotiated and Temora Shire Council have advised TfNSW that the western section (8.45kms) is unviable for them to maintain due to separation distance. From 1<sup>st</sup> September 2023, Temora Shire Council will continue to maintain the eastern 1.49kms with TfNSW Road Maintenance Division maintaining the western 8.45kms.

Recommendation

For Council information.

**RESOLVED on the motion of Clr Crocker and seconded by Clr McKinnon that the report be received.** 95/06/2023

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

### HS1) DEVELOPMENT ACTIVITY REPORT FOR THE PERIOD ENDING 31<sup>ST</sup> MAY 2023 (B.05-03, SC58)

#### Summary

This report advises of the Development Application activity for the month of May 2023.

#### Development Activity Table

Application Number	Type	Address	Determination	Value
DA 2021/150	Pool House, Reframing of Existing Dwelling	2 Grant Street, Ganmain	Approved	\$19,500.00
DA 2022/103	Construction of a new 15m x 3m Verandah	Ariah Street, Ardlethan	Approved	\$15,000.00
DA 2023/10	Storage Shed	14 Mandamah Street, Beckom	Approved	\$60,000.00
DA 2023/16	Dual Occupancy Dwelling	96 Wallace Street North, Coolamon	Approved	\$500,000.00
DA 2023/25	5 Bedroom Dwelling	52 Kurrajong Street, Coolamon	Approved	\$603,000.00
DA 2023/27	Carport	50 Grave Street, Ganmain	Approved	\$16,000.00
DA 2023/29	Single Storey Residential Dwelling	146 Mirrool Street North, Coolamon	Approved	\$637,962.00
DA 2023/31	New Emergency Services Facility	12 Don Street, Marrar	Approved	\$500,000.00
DA 2023/33	Change of Use	109 Ford Street, Ganmain	Approved	\$3,000.00
DA 2023/34	16m x 10m Shed	18 Kurrajong Street, Coolamon	Approved	\$51,000.00
DA 2023/35	New Single Dwelling	14 Dunrobin Street, Coolamon	Approved	\$550,000.00
CDC 2023/8	Inground Swimming Pool	38 Bruce Street South, Coolamon	Approved	\$29,000.00
CDC 2023/10	Inground Swimming Pool	Coolamon Road, Coolamon	Approved	\$30,000.00
CDC 2023/11	Inground Swimming Pool	17 Hakea Drive, Coolamon	Approved	\$50,000.00
<b>TOTAL:</b>	<b>14</b>			<b>\$3,064,462.00</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 2023.

**RESOLVED on the motion of Clr McKinnon and seconded by Clr White that Council receive and note this report on development activity for the period up to 31<sup>st</sup> May 2023.** 96/06/2023

## **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 6<sup>th</sup> June 2023.

### **Background**

Heritage Funding was not applied for with the NSW Heritage Office under the 2023 – 2025 Funding Round. The Local Heritage Grant Project is funded wholly by Council to the value of \$12,500.00 for 2023/24.

Council offered the Local Heritage Funding 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 6<sup>th</sup> June, 2023 to assess the 2023/24 Local Heritage Fund applications.

### The 2023/24 Grant Applications

Council received a total of 4 Applications for Local Heritage Funding this year with all applications receiving recommendations for funding.

Total funding allocation is \$12,500.00 and comprises the following:

### Final Funding Allocations:

	Details of Funding	Value of Works \$	Amount Allocated \$
1	<b>90 Cowabbie Street, Coolamon (Sweet Briar)</b> <i>Repair and replace front façade brickwork and chimneys</i>	26,400.00	5,560.00
2	<b>Coolamon &amp; District History Group</b> <i>Digitization of the first 3 microfilm reels of the Coolamon-Ganmain Farmers Review</i>	6,900.00	3,450.00
3	<b>75 Ford Street, Ganmain</b> <i>Painting of Shopfront Facade</i>	3,729.00	1,800.00
4	<b>Coolamon Fire Station Museum</b> <i>Glass doors to protect and preserve firefighting memorabilia</i>	3,380.00	1,690.00
	<b>Total</b>	\$40,409.00	\$12,500.00

**NOTE: A total funding amount of \$12,500.00 has been allocated to these projects – in full by Council.**

It may be viewed that the Local Heritage Fund is a great investment tool for Councils across New South Wales.

### **Financial Implications**

Council has allocated \$12,500.00 in funding for the 2023/24 Local Place Grants. Council's contribution was budgeted for and it is considered that there will be no adverse financial impacts associated with this report.

### **➔ Attachments**

Recommendations of the Local Heritage Fund Committee Meeting held 6<sup>th</sup> June 2023.

#### Recommendation

That Council note the report and adopt the Minutes and Recommendations of the Local Heritage Fund Committee Meeting held 6<sup>th</sup> June 2023.

**RESOLVED on the motion of Clr Maslin and seconded by Clr Lewis that Council note the report and adopt the Minutes and Recommendations of the Local Heritage Fund Committee Meeting held 6<sup>th</sup> June 2023.** 97/06/2023

### **† ADJOURNMENT**

**RESOLVED on the motion of Clr Maslin and seconded by Clr McKinnon that Council resolve into Committee of a Whole for the purpose of considering confidential matters as listed in the Committee of a Whole agenda for the reason that such matters are considered to be of a confidential nature and in accordance with Council's policy thereto.** 98/06/2023

Council adjourned at 3.37pm into Committee of a Whole and reconvened at 3.45pm.

### **6) RECOMMENDATIONS OF A COMMITTEE OF A WHOLE MEETING HELD 22<sup>ND</sup> JUNE 2023.**

**RESOLVED on the motion of Clr Perkin and seconded by Clr Lewis that the Recommendations of a Committee of a Whole Meeting held 22<sup>nd</sup> June 2023 be received and adopted.** 99/06/2023

**7) RECOMMENDATIONS OF THE LOCAL HERITAGE FUND COMMITTEE  
MEETING HELD 8<sup>TH</sup> JUNE 2023.**

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

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

- Clr Maslin reported that she attended Social Media Training held by Temora Shire Council.
- Clr Lewis reported that a meeting was held between CDAT and Rural Outreach Counsellors.
- Clr Hatty attended the Events Workshop arranged by Laura Munro, Council's Tourism and Business Development Officer.
- Clr Hatty advised that Art on Ford would be held next weekend.
- Clr Hatty advised that Eva Lucas, Year 9 student at Coolamon Central has been shortlisted for the Youth Advisory Committee.
- Tony Donoghue advised that Tony Kelly would be on extended leave for the next 3 months and that Scott Buchanan would be acting in that position.
- Clr Hutcheon asked that Council make representations to Wagga Wagga City Council regarding the speed limits and work required on the Coolamon Road.

***Meeting Closed at 4.00pm.***

Confirmed and signed during the Meeting held this 20<sup>th</sup> day of July 2023.

.....  
**MAYOR**

**ATTACHMENTS FOR THE MEETING HELD 22ND JUNE, 2023**

**ITEMS DISTRIBUTED WITH THE AGENDA**

- 1) **ACTIVITY REPORTS**
  - 1) Operating Statistics of the Coolamon Shire Library for May 2023.
  - 2) Community Development Officer's Report for May 2023.
  - 3) Tourism and Business Development Officer's Report for May 2023.
  - 4) Allawah Community Care Report for May 2023.Refer Correspondence Item (1a).
- 2) **INFORMATION PAPERS**
  - 1) Minutes of the Advance Matong Committee Meeting held 8<sup>th</sup> May 2023.
  - 2) Minutes of the Country Mayors Association of NSW Meeting held 26<sup>th</sup> May 2023.
  - 3) Minutes of the Advance Ganmain Committee Meeting held 7<sup>th</sup> June 2023.
  - 4) Minutes of the Beckom Hall & Community Committee Meeting held 29<sup>th</sup> March 2023.
  - 5) Draft Minutes of the Advance Marrar Committee Meeting held 20<sup>th</sup> February 2023.
  - 6) Minutes of the Advance Ardlethan Committee Meetings held:
    - 2<sup>nd</sup> May 2023
    - 3<sup>rd</sup> April 2023
    - 6<sup>th</sup> March 2023
    - 6<sup>th</sup> February 2023Refer Correspondence Item (2a).
- 3) A copy of the Submission from the Southern Lights Group to the Australian Energy Regulator regarding pricing associated with Public Lighting.  
Refer General Manager's Report (GM2), [File No. S.14-01].
- 4) A copy of the Circular from OLG regarding 2023/24 Determination of the Local Government Remuneration Tribunal.  
Refer General Manager's Report (GM3), [File No. C.12-03].
- 5) A copy of the current RRL Mobile Library Schedule.  
Refer General Manager's Report (GM4), [File No. L.03-03].
- 6) Correspondence in regard to the report on Riverina Regional Library Advisory (RRL) Committee Meeting – 29<sup>th</sup> March 2023.  
Refer General Manager's Report (GM4), [File No. L.03-03].
- 7) A copy of the Policies in regard to Policy Review Report.  
Refer Executive Manager, Corporate & Community Services' Report (CS2), [File No. P.12-01].
- 8) Correspondence from Stabilised Pavements Australia regarding Contract RFQ 2022/05 – Insitu Pavement Stabilisation.  
Refer Executive Manager, Engineering & Technical Services' Report (ES7), [File No. T.03-07].
- 9) Correspondence from Telstra regarding the Regional Connectivity Program Round 3 – Telstra Submission.  
Refer General Manager's Report (GM7), [File No. T.02-01].



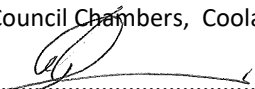
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 22<sup>ND</sup> JUNE 2023.

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- 10) Correspondence from Bitupave (Boral) regarding Contract RFQ 2022/06 –  
Sprayed Bituminous Surfacing.  
Refer Executive Manager, Engineering & Technical Services' Report (ES8), [File  
No. T.03-04].

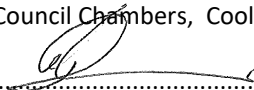
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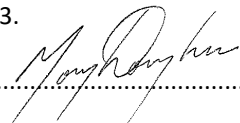
This is Page No. 41 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held  
in the Council Chambers, Coolamon on the 22<sup>nd</sup> June 2023.

  
..... MAYOR

  
.....GENERAL MANAGER.

**APPENDIX 1 – Adopted Policies June 2023.**

  
..... MAYOR

  
.....GENERAL MANAGER.

## TREE MANAGEMENT POLICY

Date Adopted	<b>22 June 2023</b>		
Council Minute	<b>90/06/2023</b>		
Version	<b>Version 2</b>		
Policy Responsibility	<b>Engineering &amp; Technical Services</b>		
Review Timeframe	<b>Every four years</b>		
Last Review Date	<b>June 2023</b>	Next Scheduled Review	<b>June 2027</b>

### POLICY STATEMENT:

Coolamon Shire Council is committed to managing our urban tree population. Council's aim is to develop & maintain a healthy streetscape which will contribute significantly not only environmentally to the Shire, but importantly to our social and economic growth. A healthy streetscape will encourage community activities, contribute to our real estate and tourism potential and protect our infrastructure.

Council aims to achieve this through the following objectives:

- Implement and maintain existing Tree Management Plan
- Employ or contract suitably qualified horticulturists and arborists
- Undertake and keep updated, a tree inventory of all villages in the Shire
- Regularly monitor and review Tree Management Policy to ensure it meets industry Best Practice standards and applicable legislation
- Ensure contractors are aware of Council's Tree Management Policy and Plan and implement aims when undertaking works within the shire.
- Adopt Shire vegetation Management agreement with other bodies such as Essential Energy.
- Provide necessary resources to achieve aims.

### STANDARD FORMS & PROCEDURE:

Urban Parks, Landscaping & Tree Management Plan

### APPLICATION & REVIEW:

This policy is applicable to Coolamon Shire Council in all its operations and functions, including those situations where employees are required to work off site. 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 22 June 2023 (Minute No. 90/6/2023)**

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

## ROAD INSPECTION & MAINTENANCE POLICY

Date Adopted	<b>22 June 2023</b>		
Council Minute	<b>90/06/2023</b>		
Version	<b>Version 3</b>		
Policy Responsibility	<b>Engineering &amp; Technical Services</b>		
Review Timeframe	<b>Every 4 years</b>		
Last Review Date	<b>June 2023</b>	Next Scheduled Review	<b>June 2027</b>

### OBJECTIVE

To define the process for inspection of Council's roads.

### POLICY

#### 1. Asset Inspection Requirement

Coolamon Shire Council is responsible for maintaining its road network in a satisfactory condition. To verify and assure this, continual inspection of the asset is necessary.

The purpose of the Asset inspection shall be to identify:-

- a. any road defects that are considered a danger to the traveling public; or
- b. any characteristics of the road that, in a short time, could create a dangerous situation for the traveling public.

#### 2. Safety Inspection

Council shall carry out daytime safety inspections on the road network at a frequency of not less than that specified in Table 1. Daytime inspections involve driving each road in one direction only.

The inspection must be undertaken at a speed that allows the condition of the Assets to be observed clearly.

Inspections are to note only those defects likely to require maintenance, rather than to establish general condition. All defects requiring repair as part of routine maintenance should be identified during the inspection. Council's main purpose in identifying defects is to create a regular defects system to be given to Councils road maintenance gangs to enable a Works Program to be completed within a reasonable time frame.

### 3. Road Category Inspection Timeframe (Note these are Minimum Timeframe standards only)

Table 1:

A	Regional Sealed – Traffic >500 AADT	Monthly
B	Regional Sealed – Traffic <500 AADT Sealed Local – Traffic >200 AADT	3 Monthly
C	Local Gravel – Hierarch Category 1 & 2 Sealed Local Roads Traffic < 200 AADT	6 Monthly
D	Local Gravel – Hierarch Category 3, 4 & 5	18 months

An inspection schedule that has been developed is listed in Appendix 2.

### 4. Inspection Requirements

- An inspector is a person nominated by Executive Manager, Engineering & Technical Services e.g. Works Engineer, Overseer, RTA Surveillance Officer, or other employee designated by Executive Manager, Engineering & Technical Services.
- **Pavement Defect**
  - **Major defect**, ie. a defect in the opinion of a competent inspector would cause serious damage or injury.
  - **Minor defect** requires treatment prior to designated intervention inspection timeframe.
- **Debris on Carriageway** – fallen limb, etc that could cause damage to a vehicle. Visibility Obstructing Vegetation – vegetation that interferes with safe sight distances.
- **Signs** – Temporary signs (yellow & black), Hazard signs (H) & Regulatory signs (R) in schedule, that are damaged or missing.
- **Drainage** – drainage structure failure that has potential to cause hazard on road way.
- **Guide Post** – critical locations such as culverts, crests and curves that are missing or in need of repair.
- **Guard Rail** – damaged guard rail to be made safe, (full repairs would occur at a later date when materials become available).

### 5. Intervention Standard

Category		A	B	C	D
Inspection Frequency		1 monthly	3 monthly	6 monthly	annually
<b>Defect</b>		<b>Response Time</b>			
Pavement Defect	Major	5 days	2 weeks	2 weeks	2 weeks
	Minor	1 month	3 months	6 months	6 months
Debris on Carriageway		1 day	2 days	1 week	3 weeks
Visibility Obst. Vegetation		3 months	3 months	4 months	6 months
Signs		2 months	2 month	3months	6 months
Guide Posts		3 months	6 months	9 months	12 months
Guard Rails		14 days	21 days	30 days	60 days
Drainage		3 months	4 months	6 months	12 months

Where the defect is causing an immediate hazard to traffic, the inspecting officer shall either reduce the danger by removing the hazard or, where that is not practical, set up warning signs, barriers and lights until the resources can be deployed.

## 6. Additional Inspections for Critical Sites

Additional inspections may also be required to ensure compliance, particularly following an event likely to lead to detrimental impact on the condition of an asset element, eg additional inspections may be required after heavy rain for unsealed roads or shoulders, or sealed pavements known to be susceptible to potholing. The inspection frequency specified in Table 1 is a minimum requirement with the overriding requirement being to ensure compliance with the Intervention and Response Time Standard.

## 7. Inspection System

Council will keep an Inspection System that records the date of inspection and the name of the person inspecting each road in each category.

## 8. Inspection Personnel

Coolamon Shire Council will utilize the services of its existing employees to carry out inspections. Inspection personnel include:-

- Works Engineer
- Executive Manager, Engineering & Technical Services
- Works Overseer
- Bitumen Maintenance Foreman
- Employees designated by Executive Manager, Engineering & Technical Services

## 9. Inspection Reporting

Inspection Reports maybe assisted by using a suitable computer software system. eg "Reflect With Insight" software. Inspectors would be required to register defects in the Defect Card, recording defect number, inspection number defect type, primary location, location from (segment or chainage), priority and any comments if necessary.

Inspection Reports will be produced that detail the defects identified and staff will be directed to attend to the repairs that are required and record completion of repaired defects.

## 10. Responsible Officer

The responsible officer to ensure that this system is kept up to date will be the Works Engineer. His duties will consist of ensuring:-

- That inspections are performed at a frequency not less than that specified in Table 1
- That work is completed within the relevant intervention period,
- That the repair is recorded as accomplished,
- Files will be saved to disc at renewal of any data base.

## REVIEW

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

**Version 3 Readopted:** Council Meeting held 22 June 2023 (Minute No. 90/06/2023)

**Version 3 Adopted:** Council Meeting held 14 December 2017 (Minute No. 235/12/2017)

**Version 2 Re-Adopted:** Council Meeting held 21 May 2009 (Minute No.141/05/2009)

**Version 2 Adopted:** Council Meeting held 19 June 2008 (Minute No.162/06/2008)

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



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

Date Adopted	<b>22 June 2023</b>		
Council Minute	<b>90/06/2023</b>		
Version	<b>Version 1</b>		
Policy Responsibility	<b>Corporate &amp; Community Services</b>		
Review Timeframe	<b>Every 4 years</b>		
Last Review Date	<b>June 2023</b>	Next Scheduled Review Date	<b>May 2027</b>

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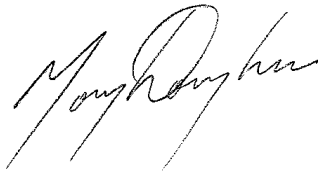
## MESSAGE TO STAFF

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

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

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

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



Tony Donoghue  
General Manager  
June 2023



## INTRODUCTION

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

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

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

## Risk Management

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

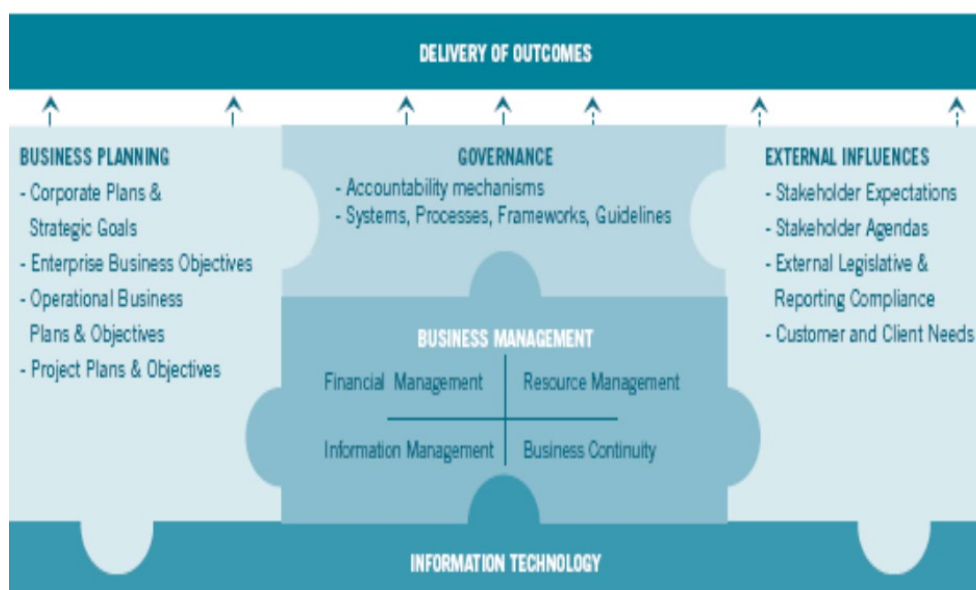
It is not physically possible or financially responsible to completely eliminate risk. The key to successfully managing risk within Council is to ensure sufficient controls and mitigation strategies are in place to bring risks within acceptable levels. In order to determine whether a risk is within,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



Figure 1: The Risk Management Process

## Types of Risk

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



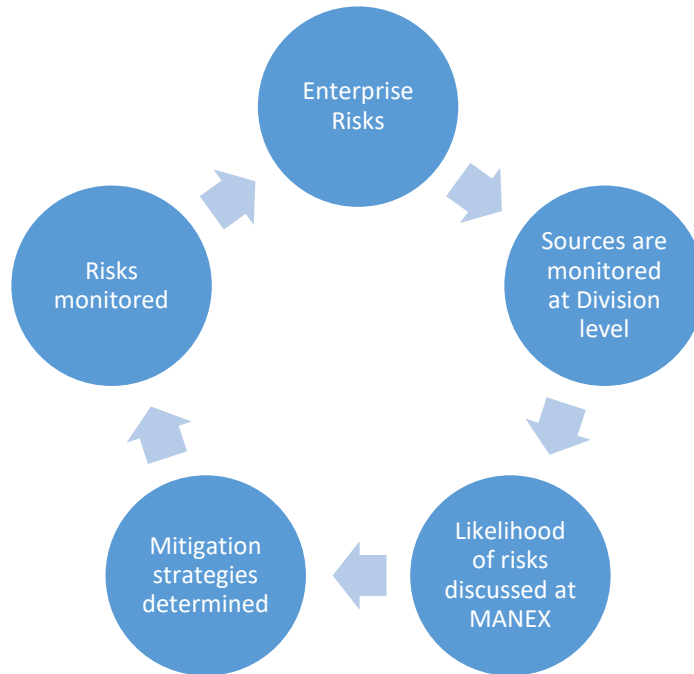
The following table provides an overview of the key areas/levels of risk and functional responsibilities.

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

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

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

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



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

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

## **RISK MANAGEMENT POLICY**

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

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

Through their accountabilities, Council staff will:

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

The management of risk is the responsibility of every staff member and Council is continually developing and refining processes and structures to enable effective risk management. Council's approach to managing risk provides assurance to Council and stakeholders that Council has a formal, systematic and pro-active approach to the identification, management and monitoring of risk.

Risk management in Council is to be a part of everyday management practice, particularly in terms of planning, decision making, reporting, and evaluation.

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

## **ROLES AND RESPONSIBILITIES FOR RISK MANAGEMENT**

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

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

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

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

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

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

## **RISK APPETITE**

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

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

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

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

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

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

## **RISK MANAGEMENT OBJECTIVES AND KPIS**

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

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

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

Every four years, as part of the periodic review of the enterprise risk management plan, Coolamon will review the effectiveness of the risk management framework. This will be done through obtaining feedback from a selection of Coolamon staff regarding their understanding of the policies, procedures, and tools developed to encourage the consistent application of risk management.

The results of the review will be provided to the Senior Management Team and the Audit, Risk & Improvement Committee and will address each of the objectives identified above.

## **RISK MANAGEMENT TOOLS AND TRAINING**

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

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

## **REVIEW**

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

**Version 1 Readopted: Council Meeting held 22 June 2023 (Minute No. 90/06/2023)**

**Version 1 Adopted: Council Meeting held 21 June 2018 (Minute No. 121/06/2018)**

## ATTACHMENT A – RISK ASSESSMENT CRITERIA

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

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

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