

**Meeting commenced at 2.00pm**

**BUSINESS:**

- 1) Apologies
- 2)
  - a. Confirmation of Minutes of the Meeting held 20<sup>th</sup> April, 2017.
  - b. Matters arising out of Minutes. (Not elsewhere reported)
- 3) Correspondence
  - a. Agenda A (Information Only)
  - b. Agenda B
- 4) General Manager's Report
  - 4.1 General Manager's Report
  - 4.2 Executive Manager, Corporate & Community Services' Report
  - 4.3 Executive Manager, Engineering & Technical Services' Report
  - 4.4 Executive Manager, Development & Environmental Services' Report
- 5) Reports: Delegates/Mayor/Councillors

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

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

**APOLOGY:** Clr Steve Jones.

**1) APOLOGY**

**RESOLVED on the motion of Clr White and seconded by Clr Maslin that the apology of Clr Jones be received and accepted.** 63/05/2017

**2a) CONFIRMATION OF MINUTES OF THE MEETING HELD 20<sup>TH</sup> APRIL, 2017.**

**RESOLVED** on the motion of Clr McCann and seconded by Clr Crocker that the Minutes of the Meeting held 20<sup>th</sup> April, 2017 as circulated be confirmed and adopted. 64/05/2017

**2b) MATTERS ARISING OUT OF THE MINUTES**  
There were no matters arising out of the Minutes.

**3) CORRESPONDENCE**

**AGENDA A (FOR INFORMATION ONLY)**

**1a) INFORMATION PAPERS**

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

- 1) Local Government NSW Weekly Circulars 14, 15, 16 and 17.
- 2) Advancing Cootamundra April 2017 Newsletter from Katrina Hodgkinson MP.
- 3) Minutes of the Quasiquicentennial and General Meeting of the Advance Ganmain Committee held 3<sup>rd</sup> May, 2017.

**2a) ACTIVITY REPORTS**

- 1) Operating Statistics of the Coolamon Shire Library for April 2017.
- 2) Community Development Officer's Report for April 2017.

General Manager's Note

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

**RESOLVED** on the motion of Clr Maslin and seconded by Clr White that the Correspondence listed in Agenda A be received. 65/05/2017

#### 4) GENERAL MANAGER'S REPORT

##### 4.1 GENERAL MANAGER REPORTS

###### GM1) STATEWIDE MUTUAL (I.05-10, SC256)

Councils are insured under the Statewide Mutual Scheme. Under this model all Councils that are members of the Mutual, receive benefits through not only a broad risk base but distributions being returned when appropriate.

- The distribution for 2016 for Coolamon Shire was \$13,829.64. A copy of the operations of the Scheme and the benefits received have been provided for your information. [Attachment No. 3](#)

###### Recommendation

For Council information.

###### GM2) NSW AMBULANCE (H.03-03, SC225)

As Council is aware, Community meetings have been held and are also scheduled in the future (Wednesday, 31<sup>st</sup> May, 2017 at 5.30pm at the Coolamon Sport & Recreation Club) by the NSW Ambulance Service. These Community meetings have discussed the proposed blended Model and seeking volunteers to support employed paramedics.

As a result there has been some public discussion in regard to the potential impact and ramifications that this may have for the Coolamon Community.

- Council has received correspondence from NSW Ambulance (see attachments) that indicates their position in regard to these issues. [Attachment No. 4](#)

Council has been supportive of the NSW Ambulance in undertaking the Strategic Analysis and decision making process associated with the eventual outcome of building and staffing an Ambulance Station in Coolamon.

Council has and will always continue to advocate for the best facilities available to service the Coolamon Shire Communities and wider district.

###### Recommendation

For Council information.

**GM3) INTERNAL AUDIT (A.12-02, SC35)**

Council has an Internal Audit Committee that was operated in conjunction with an external Consultant. In addition this contract for service was engaged across two other Councils, being Temora and Junee and formed an Internal Audit Alliance.

Recently this Alliance has stalled due to the unavailability of the Consultant responsible for conducting the Audit. As a result, the Alliance has sought expressions of interest and ultimately engaged Ian Robertson from Blackadder Associates to undertake this work.

Council will now commence reinvigorating the Internal Audit process with a view toward meeting the proposed new requirements set down to commence in 2020.

Recommendation

For Council information.

**GM4) FEDERAL BUDGET (F.02-02, SC178)**

- The outcomes of the recently announced Federal Budget will impact on Council's finances. A number of Press Releases from Local Government NSW are probably the best summary of the relevant considerations and impacts that will apply to Local Government. They have been attached for your information. **Attachment No. 5**

One of the pleasing outcomes is the removal of the index freeze on FAGs grants. This will be delivered in the next financial year, however it will be split and half will be brought forward into this financial year and half in next years. Whilst it is appreciated that it is returned it will not make up for the last 3 years in real loss against depreciation.

Recommendation

For Council information.

**GM5) COMMENCEMENT OF PHASE 1 AMENDMENTS – LOCAL GOVERNMENT  
AMENDMENT (GOVERNANCE AND PLANNING) ACT 2016 (L.05-01, SC273)**

- Council has received information from the Office of Local Government detailing the commencement dates for the rollout of amendments to the Local Government Amendment Act. As can be seen, the majority of the amendments have already commenced, however those identified, 'yet to commence' may have an impact in particular the Councillor Professional Development requirements. I have attached this for your information. **Attachment No. 6**

Recommendation

For Council information.

**RESOLVED on the motion of Clr Crocker and seconded by Clr McKinnon that the General Manager's Report (GM1 to GM5) be received.** **66/05/2017**

**GM6) COOLAMON UP2DATE ART EXHIBITION (C.08-11, SC109)**

- A request for sponsorship has been received from the Up2Date Art Exhibition, a copy of this request is attached. **Attachment No. 7.1**
- Council currently has a policy associated with donating to this Exhibition. A copy of this policy is attached. **Attachment No. 7.2**

Council's contribution is towards the Art Acquisition Prize which is a piece of artwork produced by a local resident, and purchased by Council for display in the Library.

Recommendation

That Council continue its support of the Up2Date Art Exhibition through the Coolamon Shire Council Acquisition Prize.

**RESOLVED on the motion of Clr Hutcheon and seconded by Clr McCann that Council continue its support of the Up2Date Art Exhibition through the Coolamon Shire Council Acquisition Prize.** **67/05/2017**

**GM7) MUSEUM OF THE RIVERINA - TALKING MACHINES (H.04-06, SC232)**

The Museum of the Riverina recently received funding to undertake a visual record of past practices using the knowledge of local people to tell the story about the operation of various tools of the trade from a previous era.

- The Up-to-Date Store was chosen as one of those Museums and the four stories told were the Lamson cash railway, the Reg Goode Collection, Coxon and Furphy water carts, and dam sinking with a plough and scoop. The final outcome, via a book and visual record has been delivered with the book **tabled** for Council's information.

These will be placed in an appropriate location within the Up-to-Date Store to reflect the use of these items in days gone by.

Recommendation

For Council information.

**RESOLVED on the motion of Clr White and seconded by Clr Hutcheon that the report be received.** 68/05/2017

**GM8) ALLAWAH PRECINCT (A.05-02, SC7)**

Further to the resolution at the April Council Meeting to pursue additional opportunities for Allawah Lodge, a meeting was held with Rob O'Shea Management to further discuss options.

Prior to pursuing these options Council will need to enter into a Contract arrangement with Robert O'Shea Management to deal with several issues:

- 1) Management support to the Allawah Lodge Facility. This will include help with ACFI Training.
- 2) Funding Submissions including the application process for extra beds and capital improvements.

With the application for additional beds due to be open in August or September, Council would like to be prepared for making such a submission.

On current costs it is proposed that the construction costs required would be somewhere between \$168,000-\$200,000 per bed.

In order to prepare this submission, Council will need to make contact with an Architect and develop a business case.

To streamline this process, it is thought appropriate that delegation be given to the Mayor and General Manager to act on behalf of Council. This would be a more flexible process that would allow the delegated representatives to meet and make strategic and timely decisions then report back to Council rather than waiting for the monthly Council Meetings to discuss these issues.

In addition, it may be that a Section 355 Committee should also be considered to help with future advocacy or fundraising should that be required.

Recommendation

That delegation be granted to the Mayor and General Manager to act on behalf of Council in the negotiations and funding applications for improvements to Allawah Lodge.

**RESOLVED on the motion of Clr Hutcheon and seconded by Clr Logan that delegation be granted to the Mayor and General Manager to act on behalf of Council in the negotiations and funding applications for improvements to Allawah Lodge. 69/05/2017**

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

### CS1) FINANCE REPORT AS AT 30 APRIL 2017

**RESOLVED** on the motion of Clr Hutcheon and seconded by Clr Maslin that the Finance Report be received. 70/05/2017

| DATE INVESTED         | INSTITUTION | INVESTMENT TYPE | AMOUNT INVESTED      | TERMS (days) | RATE  | MATURITY DATE |
|-----------------------|-------------|-----------------|----------------------|--------------|-------|---------------|
| 2/11/2016             | Beyond Bank | Term Deposit    | \$ 1,000,000         | 181          | 3.00% | 2/05/2017     |
| 8/11/2016             | Beyond Bank | Term Deposit    | \$ 1,000,000         | 181          | 3.00% | 8/05/2017     |
| 3/06/2016             | AMP         | Term Deposit    | \$ 1,000,000         | 367          | 3.00% | 5/06/2017     |
| 10/06/2016            | AMP         | Term Deposit    | \$ 500,000           | 368          | 3.00% | 13/06/2017    |
| 21/12/2016            | AMP         | Term Deposit    | \$ 1,000,000         | 180          | 2.80% | 19/06/2017    |
| 9/01/2017             | AMP         | Term Deposit    | \$ 1,000,000         | 211          | 2.80% | 8/08/2017     |
| 9/09/2016             | Beyond Bank | Term Deposit    | \$ 1,000,000         | 365          | 2.90% | 9/09/2017     |
| 14/09/2016            | Beyond Bank | Term Deposit    | \$ 1,000,000         | 365          | 2.90% | 14/09/2017    |
| 23/09/2016            | Beyond Bank | Term Deposit    | \$ 1,000,000         | 365          | 2.90% | 23/09/2017    |
| 28/03/2017            | AMP         | Term Deposit    | \$ 500,000           | 182          | 2.75% | 26/09/2017    |
| 24/10/2016            | NAB         | Term Deposit    | \$ 1,000,000         | 365          | 2.70% | 24/10/2017    |
| 10/11/2016            | Beyond Bank | Term Deposit    | \$ 2,000,000         | 365          | 3.00% | 10/11/2017    |
| 21/12/2016            | Beyond Bank | Term Deposit    | \$ 1,700,000         | 365          | 2.80% | 21/12/2017    |
| 1/02/2017             | Beyond Bank | Term Deposit    | \$ 1,000,000         | 365          | 2.90% | 1/02/2018     |
| <b>TOTAL INVESTED</b> |             |                 | <b>\$ 14,700,000</b> |              |       |               |

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

  
(Samantha Jennings, Finance Manager)

### RESTRICTED CASH, CASH EQUIVALENTS & INVESTMENTS

#### EXTERNAL RESTRICTIONS AS AT 30TH JUNE, 2016

|  |                        |
|--|------------------------|
| Allawah Lodge - Accommodation Bonds/Payments                       | \$ 3,535,278.12        |
| Allawah Village - Loan-Licence                                     | \$ 3,041,106.00        |
| Section 94 Contributions   |                        |
| Specific Purpose Unexpended Grants & Contributions & Other Funding | \$ 147,827.06          |
| Sewerage Fund  | \$ 1,648,498.00        |
| Waste Management   | \$ 760,898.52          |
|  | <u>\$ 9,133,607.70</u> |

#### INTERNAL RESTRICTIONS AT 30TH JUNE, 2016

|   |                         |
|---|-------------------------|
| Asset/Plant Replacement                   | \$ 921,464.86           |
| Employees Leave Entitlements              | \$ 1,293,000.00         |
| Deferred Works                            | \$ 255,493.54           |
| Asset Management (inc. unrestricted cash) | \$ 2,246,734.16         |
| Swimming Pools                            | \$ 30,000.00            |
| Rehabilitation of Gravel Pits             | \$ 142,000.00           |
|   | <u>\$ 4,888,692.56</u>  |
|   | <u>\$ 14,022,300.26</u> |



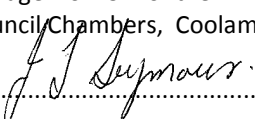
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> MAY, 2017.

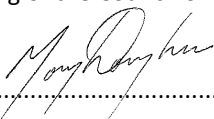
COOLAMON SHIRE COUNCIL  
INCOME STATEMENT

for the period 1st July 2016 to 30th June 2017

|  | APRIL 2017           | MARCH 2017           | FEBRUARY 2017        | 2016/2017<br>BUDGET  | 2015/2016<br>ACTUAL  |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Income from continuing operations</b>   |                      |                      |                      |                      |                      |
| <b>Revenue:</b>  |                      |                      |                      |                      |                      |
| Rates & annual charges   | 3,344,081.52         | 3,343,997.16         | 3,344,247.18         | 3,330,237.57         | 3,249,992.78         |
| User charges & fees  | 2,374,698.74         | 2,108,159.73         | 1,850,912.96         | 2,622,318.40         | 2,609,049.90         |
| Interest and investment revenue  | 161,836.45           | 159,675.76           | 147,283.61           | 404,252.27           | 477,341.01           |
| Other revenues   | 445,928.73           | 400,132.91           | 332,971.00           | 550,113.75           | 686,523.90           |
| Grants & contributions provided for operating purposes   | 5,052,300.41         | 4,977,770.72         | 4,110,599.09         | 5,874,025.74         | 6,560,417.76         |
| Grants & contributions provided for capital purposes   | 375,514.95           | 339,614.95           | 181,614.95           | 684,068.00           | 719,787.80           |
| Internals  | 400.00               | 1,400.00             | 400.00               |                      | 0.00                 |
| <b>Other income:</b>   |                      |                      |                      |                      |                      |
| Net gain from the disposal of assets   | 8,663.57             | 64,037.27            | 64,037.27            | 145,269.95           | 77,933.50            |
| <b>Total revenues from continuing operations</b>   | <b>11,763,424.37</b> | <b>11,394,788.50</b> | <b>10,032,066.06</b> | <b>13,610,285.68</b> | <b>14,381,046.65</b> |
| <b>Expenses from continuing operations</b>   |                      |                      |                      |                      |                      |
| Employee benefits and on-costs   | 4,423,024.21         | 3,912,880.37         | 3,523,903.64         | 4,623,875.00         | 4,630,382.33         |
| Borrowing costs  | 535.86               | 535.86               | 207.32               | 22,504.88            | 3,592.76             |
| Materials & contracts  | 2,279,708.34         | 2,045,215.20         | 1,827,279.28         | 2,388,631.40         | 2,678,087.94         |
| Depreciation & amortisation  | 2,399,955.36         | 2,161,194.67         | 1,922,433.98         | 2,802,634.00         | 2,526,027.44         |
| Other expenses   | 1,112,202.01         | 1,054,009.66         | 917,165.09           | 1,660,208.24         | 1,376,316.98         |
| <b>Total expenses from continuing operations</b>   | <b>10,215,425.78</b> | <b>9,173,835.76</b>  | <b>8,190,989.31</b>  | <b>11,497,853.52</b> | <b>11,214,407.45</b> |
| <b>Operating result from continuing operations</b>   | <b>1,547,998.59</b>  | <b>2,220,952.74</b>  | <b>1,841,076.75</b>  | <b>2,112,432.16</b>  | <b>3,166,639.20</b>  |
| <b>Net operating result for the year before grants and contributions provided for capital purposes</b> | <b>1,172,483.64</b>  | <b>1,881,337.79</b>  | <b>1,659,461.80</b>  | <b>1,428,364.16</b>  | <b>2,446,851.40</b>  |

This is Page No. 9 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18<sup>th</sup> May, 2017.

..... MAYOR

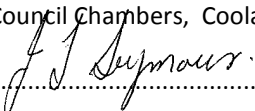
.....GENERAL MANAGER.


MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> MAY, 2017.

COOLAMON SHIRE COUNCIL  
INCOME STATEMENT BY FUND

| April 2017   |                      |                   |                      |
|--|----------------------|-------------------|----------------------|
|  | CONSOLIDATED         |                   |                      |
|  | GENERAL FUND         | SEWERAGE FUND     | TOTAL                |
| <b>Income from continuing operations</b>   |                      |                   |                      |
| <i>Revenue:</i>  |                      |                   |                      |
| Rates & annual charges   | 2,853,825.58         | 490,255.94        | 3,344,081.52         |
| User charges & fees  | 2,366,958.74         | 7,740.00          | 2,374,698.74         |
| Interest and investment revenue  | 159,931.61           | 1,904.84          | 161,836.45           |
| Other revenues   | 443,082.63           | 2,846.10          | 445,928.73           |
| Grants & contributions provided for operating purposes   | 5,033,819.82         | 18,480.59         | 5,052,300.41         |
| Grants & contributions provided for capital purposes   | 358,025.00           | 17,489.95         | 375,514.95           |
| Internals  | 400.00               | 0.00              | 400.00               |
| <i>Other income:</i>   |                      |                   | 0.00                 |
| Net gain from the disposal of assets   | 8,663.57             | 0.00              | 8,663.57             |
| <b>Total revenues from continuing operations</b>   | <b>11,224,706.95</b> | <b>538,717.42</b> | <b>11,763,424.37</b> |
| <b>Expenses from continuing operations</b>   |                      |                   |                      |
| Employee benefits and on-costs   | 4,295,186.88         | 127,837.33        | 4,423,024.21         |
| Borrowing costs  | 535.86               |                   | 535.86               |
| Materials & contracts  | 2,183,119.13         | 96,589.21         | 2,279,708.34         |
| Depreciation & amortisation  | 2,219,215.00         | 180,740.36        | 2,399,955.36         |
| Other expenses   | 1,073,235.82         | 38,966.19         | 1,112,202.01         |
| <b>Total expenses from continuing operations</b>   | <b>9,771,292.69</b>  | <b>444,133.09</b> | <b>10,215,425.78</b> |
| <b>Operating result from continuing operations</b>   | <b>1,453,414.26</b>  | <b>94,584.33</b>  | <b>1,547,998.59</b>  |
| <b>Net operating result for the year before grants and contributions provided for capital purposes</b> |                      |                   |                      |
|  | <b>1,095,389.26</b>  | <b>77,094.38</b>  | <b>1,172,483.64</b>  |

This is Page No. 10 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18<sup>th</sup> May, 2017.

.....  
  
 ..... MAYOR

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

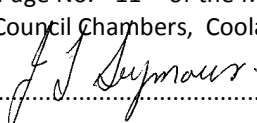
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HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> MAY, 2017.

COOLAMON SHIRE COUNCIL  
BALANCE SHEET

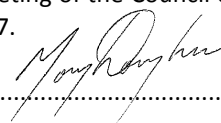
for the period 1st July 2016 to 30th June 2017

|   | APRIL 2017            | MARCH 2017            | FEBRUARY 2017         | 2016/2017<br>BUDGET (ADJ FOR<br>OPENING BALS) | 2015/2016<br>ACTUAL   |
|---|-----------------------|-----------------------|-----------------------|---|-----------------------|
| <b>ASSETS</b>                               |                       |                       |                       |   |                       |
| <b>Current assets</b>                       |                       |                       |                       |   |                       |
| Cash and cash equivalents                   | 191,745.37            | 1,109,998.69          | 871,936.44            | 13,112,203.92                                 | 1,322,300.26          |
| Investments                                 | 14,700,000.00         | 14,700,000.00         | 14,700,000.00         | 700,000.00                                    | 12,700,000.00         |
| Receivables                                 | 877,119.70            | 917,041.58            | 1,070,350.61          | 666,747.44                                    | 667,347.44            |
| Inventories                                 | 1,244,730.12          | 1,249,272.68          | 1,242,797.21          | 793,577.81                                    | 1,289,621.81          |
| Other                                       |                       |                       |                       |   |                       |
| <b>Total current assets</b>                 | <b>17,013,595.19</b>  | <b>17,976,312.95</b>  | <b>17,885,084.26</b>  | <b>15,272,529.17</b>                          | <b>15,979,269.51</b>  |
| <b>Non-current assets</b>                   |                       |                       |                       |   |                       |
| Investments                                 |                       |                       |                       |   |                       |
| Receivables                                 | 4,407.20              | 4,407.20              | 4,407.20              | 1,450.20                                      | 4,407.20              |
| Inventories                                 | 1,941.00              | 1,941.00              | 1,941.00              | 1,941.00                                      | 1,941.00              |
| Infrastructure, property, plant & equipment | 213,986,682.88        | 213,273,776.91        | 212,586,324.44        | 217,369,384.03                                | 211,270,617.03        |
| Accumulated Dep'n - Infrastructure, PP&E    | (43,280,229.20)       | (43,041,468.51)       | (42,802,707.82)       | (44,191,243.42)                               | (40,907,795.92)       |
| Other                                       |                       |                       |                       |   |                       |
| <b>Total non-current assets</b>             | <b>170,712,801.88</b> | <b>170,238,656.60</b> | <b>169,789,964.82</b> | <b>173,181,531.81</b>                         | <b>170,369,169.31</b> |
| <b>Total assets</b>                         | <b>187,726,397.07</b> | <b>188,214,969.55</b> | <b>187,675,049.08</b> | <b>188,454,060.98</b>                         | <b>186,348,438.82</b> |
| <b>LIABILITIES</b>                          |                       |                       |                       |   |                       |
| <b>Current liabilities</b>                  |                       |                       |                       |   |                       |
| Payables                                    | 7,003,087.15          | 6,817,873.78          | 6,658,541.98          | 7,299,008.38                                  | 7,193,989.38          |
| Overdraft                                   |                       |                       |                       |   |                       |
| Interest bearing liabilities                | 1,157.00              | 1,157.00              | 1,157.00              | 1,157.00                                      | 1,157.00              |
| Provisions                                  | 1,609,794.76          | 1,610,626.46          | 1,608,753.13          | 1,487,839.22                                  | 1,580,582.22          |
| <b>Total current liabilities</b>            | <b>8,614,038.91</b>   | <b>8,429,657.24</b>   | <b>8,268,452.11</b>   | <b>8,788,004.60</b>                           | <b>8,775,728.60</b>   |
| <b>Non-current liabilities</b>              |                       |                       |                       |   |                       |
| Payables                                    | 1,261.22              | 1,261.22              | 1,261.22              | 1,261.22                                      | 1,261.22              |
| Interest bearing liabilities                | 1,959.67              | 1,959.67              | 3,120.32              | 1,963.32                                      | 3,120.32              |
| Provisions                                  | 1,035,533.85          | 1,035,533.85          | 1,035,533.85          | 1,024,794.85                                  | 1,042,723.85          |
| <b>Total non-current liabilities</b>        | <b>1,038,754.74</b>   | <b>1,038,754.74</b>   | <b>1,039,915.39</b>   | <b>1,028,019.39</b>                           | <b>1,047,105.39</b>   |
| <b>TOTAL LIABILITIES</b>                    | <b>9,652,793.65</b>   | <b>9,468,411.98</b>   | <b>9,308,367.50</b>   | <b>9,816,023.99</b>                           | <b>9,822,833.99</b>   |
| <b>Net assets</b>                           | <b>178,073,603.42</b> | <b>178,746,557.57</b> | <b>178,366,681.58</b> | <b>178,638,036.99</b>                         | <b>176,525,604.83</b> |
| <b>EQUITY</b>                               |                       |                       |                       |   |                       |
| Retained earnings                           | 82,107,909.49         | 82,780,863.64         | 82,400,987.65         | 82,672,343.06                                 | 80,559,910.90         |
| Reserves                                    | 95,965,693.93         | 95,965,693.93         | 95,965,693.93         | 95,965,693.93                                 | 95,965,693.93         |
| Internal Assets/Liabilities                 | 0.00                  | 0.00                  | 0.00                  |   | 0.00                  |
| <b>Total equity</b>                         | <b>178,073,603.42</b> | <b>178,746,557.57</b> | <b>178,366,681.58</b> | <b>178,638,036.99</b>                         | <b>176,525,604.83</b> |

This is Page No. 11 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18<sup>th</sup> May, 2017.



MAYOR



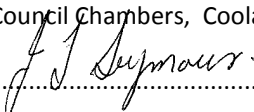
GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> MAY, 2017.


COOLAMON SHIRE COUNCIL  
BALANCE SHEET BY FUND

|  | April 2016                   |                      |                         |
|--|------------------------------|----------------------|-------------------------|
|  | CONSOLIDATED<br>GENERAL FUND | SEWERAGE<br>FUND     | COOLAMON<br>SHIRE TOTAL |
| <b>ASSETS</b>                              |                              |                      |                         |
| <b>Current assets</b>                      |                              |                      |                         |
| Cash and cash equivalents                  | (1,644,949.02)               | 1,836,694.39         | 191,745.37              |
| Investments                                | 14,700,000.00                |                      | 14,700,000.00           |
| Receivables                                | 753,259.75                   | 123,859.95           | 877,119.70              |
| Inventories                                | 1,244,730.12                 |                      | 1,244,730.12            |
| Other                                      |                              |                      | 0.00                    |
| <b>Total current assets</b>                | <b>15,053,040.85</b>         | <b>1,960,554.34</b>  | <b>17,013,595.19</b>    |
| <b>Non-current assets</b>                  |                              |                      |                         |
| Investments                                |                              |                      | 0.00                    |
| Receivables                                | 4,407.20                     |                      | 4,407.20                |
| Inventories                                | 1,941.00                     |                      | 1,941.00                |
| Infrastructure, property, plant & equipmen | 195,933,041.95               | 18,053,640.93        | 213,986,682.88          |
| Accumulated Depreciation                   | (37,839,684.39)              | (5,440,544.81)       | (43,280,229.20)         |
| Other                                      |                              |                      | 0.00                    |
| <b>Total non-current assets</b>            | <b>158,099,705.76</b>        | <b>12,613,096.12</b> | <b>170,712,801.88</b>   |
| <b>Total assets</b>                        | <b>173,152,746.61</b>        | <b>14,573,650.46</b> | <b>187,726,397.07</b>   |
| <b>LIABILITIES</b>                         |                              |                      |                         |
| <b>Current liabilities</b>                 |                              |                      |                         |
| Payables                                   | 7,003,087.15                 | 0.00                 | 7,003,087.15            |
| Interfunding                               |                              |                      | 0.00                    |
| Interest bearing liabilities               | 1,157.00                     |                      | 1,157.00                |
| Provisions                                 | 1,609,794.76                 |                      | 1,609,794.76            |
| <b>Total current liabilities</b>           | <b>8,614,038.91</b>          | <b>0.00</b>          | <b>8,614,038.91</b>     |
| <b>Non-current liabilities</b>             |                              |                      |                         |
| Payables                                   | 1,261.22                     |                      | 1,261.22                |
| Interest bearing liabilities               | 1,959.67                     |                      | 1,959.67                |
| Provisions                                 | 1,035,533.85                 |                      | 1,035,533.85            |
| <b>Total non-current liabilities</b>       | <b>1,038,754.74</b>          | <b>0.00</b>          | <b>1,038,754.74</b>     |
| <b>TOTAL LIABILITIES</b>                   | <b>9,652,793.65</b>          | <b>0.00</b>          | <b>9,652,793.65</b>     |
| <b>Net assets</b>                          | <b>163,499,952.96</b>        | <b>14,573,650.46</b> | <b>178,073,603.42</b>   |
| <b>EQUITY</b>                              |                              |                      |                         |
| Retained earnings                          | 76,046,564.33                | 6,061,345.16         | 82,107,909.49           |
| Reserves                                   | 87,453,388.63                | 8,512,305.30         | 95,965,693.93           |
| Internal Assets & Liabilities              | 0.00                         |                      | 0.00                    |
| <b>Total equity</b>                        | <b>163,499,952.96</b>        | <b>14,573,650.46</b> | <b>178,073,603.42</b>   |

This is Page No. 12 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18<sup>th</sup> May, 2017.



MAYOR



GENERAL MANAGER.

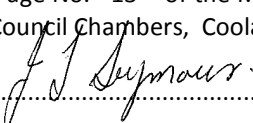
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> MAY, 2017.

COOLAMON SHIRE COUNCIL  
INTERNAL & EXTERNAL RESTRICTIONS

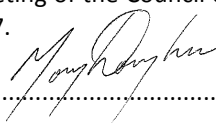
for the period 1st July 2016 to 30th June 2017

|  | APRIL 2017                  | MARCH 2017                  | FEBRUARY 2017               | 2016/2017 BUDGET<br>(ADJ FOR OPENING<br>BALS) | 2015/2016 ACTUAL            |
|--|-----------------------------|-----------------------------|-----------------------------|---|-----------------------------|
| <b>GENERAL FUND</b>                          |                             |                             |                             |   |                             |
| <i>EXTERNALLY RESTRICTED</i>                 |                             |                             |                             |   |                             |
| Grants & Subsidies & Other                   | 483,990.33                  | 465,020.64                  | 478,875.07                  | 114,612.64                                    | 147,827.06                  |
| Waste Management                             | 976,918.68                  | 953,934.26                  | 945,634.08                  | 742,906.88                                    | 760,898.52                  |
| Allawah Lodge Accommodation Payments         | 3,725,122.19                | 3,604,055.00                | 3,354,055.00                | 3,519,582.12                                  | 3,535,278.12                |
| Allawah Village Loan-Licence                 | 3,147,106.00                | 3,138,106.00                | 3,147,106.00                | 3,161,821.00                                  | 3,041,106.00                |
|  | <u>8,333,137.20</u>         | <u>8,161,115.90</u>         | <u>7,925,670.15</u>         | <u>7,538,922.64</u>                           | <u>7,485,109.70</u>         |
| <i>INTERNALLY RESTRICTED</i>                 |                             |                             |                             |   |                             |
| Plant Replacement Reserve                    | 921,464.86                  | 921,464.86                  | 921,464.86                  | 707,273.75                                    | 921,464.86                  |
| Employees Leave Entitlements Reserve         | 803,000.00                  | 803,000.00                  | 803,000.00                  | 740,257.00                                    | 803,000.00                  |
| Stormwater Management Reserve                |                             |                             |                             | 0.00  |                             |
| Swimming Pools Reserve                       | 30,000.00                   | 30,000.00                   | 30,000.00                   | 45,000.00                                     | 30,000.00                   |
| Deferred Works Reserve                       | 120,000.00                  | 120,000.00                  | 120,000.00                  | 0.00  | 255,493.54                  |
| Community Housing Programme Reserve          |                             | 0.00                        | 0.00                        | 0.00  | 0.00                        |
| Allawah Lodge Asset Mgt Reserve              | 624,486.71                  | 668,587.21                  | 630,081.87                  | 545,655.63                                    | 512,519.91                  |
| Allawah Village Asset Mgt Reserve            | 116,570.48                  | 122,267.40                  | 113,730.74                  | 485,355.61                                    | 377,365.58                  |
| CECC Asset Mgt Reserve                       | 186,051.35                  | 185,553.94                  | 186,908.25                  | 137,945.55                                    | 138,359.55                  |
| Gravel Pits Rehabilitation Reserve           | 142,000.00                  | 142,000.00                  | 142,000.00                  | 112,000.00                                    | 142,000.00                  |
|  | <u>2,943,573.40</u>         | <u>2,992,873.41</u>         | <u>2,947,185.72</u>         | <u>2,773,487.54</u>                           | <u>3,180,203.44</u>         |
| Asset Management/Available for Working Funds | 1,778,340.38                | 2,805,253.38                | 2,855,146.51                | 1,392,104.00                                  | 1,708,489.12                |
| <b>Total Cash Balance - General Fund</b>     | <b><u>13,055,050.98</u></b> | <b><u>13,959,242.69</u></b> | <b><u>13,728,002.38</u></b> | <b><u>11,704,514.18</u></b>                   | <b><u>12,373,802.26</u></b> |
| <b>SEWERAGE FUND</b>                         |                             |                             |                             |   |                             |
| Sewerage Fund                                | 1,836,694.39                | 1,850,756.00                | 1,843,934.06                | 1,617,689.74                                  | 1,648,498.00                |
|  | <u>1,836,694.39</u>         | <u>1,850,756.00</u>         | <u>1,843,934.06</u>         | <u>1,617,689.74</u>                           | <u>1,648,498.00</u>         |
| <b>Total Cash Balance - Sewerage Fund</b>    | <b><u>1,836,694.39</u></b>  | <b><u>1,850,756.00</u></b>  | <b><u>1,843,934.06</u></b>  | <b><u>1,617,689.74</u></b>                    | <b><u>1,648,498.00</u></b>  |
| <b>TOTAL CONSOLIDATED CASH</b>               | <b><u>14,891,745.37</u></b> | <b><u>15,809,998.69</u></b> | <b><u>15,571,936.44</u></b> | <b><u>13,322,203.92</u></b>                   | <b><u>14,022,300.26</u></b> |

This is Page No. 13 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18<sup>th</sup> May, 2017.



MAYOR



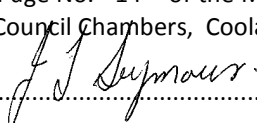
GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> MAY, 2017.

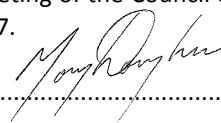
RATE COLLECTIONS

|                  | ARREARS BFWD | LEVIES INC. INTEREST | TOTAL        | COLLECTIONS TO DATE | % TO TOTAL | ADJUSTMENTS INC. PENS CONCESSIONS | ADI TOTAL    | % TO TOTAL | COLLECTIBLE BALANCE |
|------------------|--------------|----------------------|--------------|---------------------|------------|-----------------------------------|--------------|------------|---------------------|
| 30/04/2004       | 280,098.47   | 2,043,679.00         | 2,323,777.47 | 1,677,294.41        | 72.18%     | 119,465.50                        | 2,204,311.97 | 76.09%     | 527,017.56          |
| 30/04/2005       | 181,374.69   | 2,091,692.38         | 2,273,067.07 | 1,626,617.19        | 71.56%     | 107,988.63                        | 2,165,078.44 | 75.13%     | 538,461.25          |
| 30/04/2006       | 163,566.58   | 2,169,625.91         | 2,333,192.49 | 1,683,250.32        | 72.14%     | 107,441.79                        | 2,225,750.70 | 75.63%     | 542,500.38          |
| 30/04/2007       | 185,519.90   | 2,260,981.60         | 2,446,501.50 | 1,722,786.59        | 70.42%     | 108,953.66                        | 2,337,547.84 | 73.70%     | 614,761.25          |
| 30/04/2008       | 236,912.33   | 2,428,587.52         | 2,665,499.85 | 1,865,933.72        | 70.00%     | 124,309.39                        | 2,541,190.46 | 73.43%     | 675,256.74          |
| 30/04/2009       | 277,343.62   | 2,507,286.42         | 2,784,630.04 | 1,966,135.21        | 70.61%     | 125,542.05                        | 2,659,087.99 | 73.94%     | 692,952.78          |
| 30/04/2010       | 239,371.45   | 2,611,021.74         | 2,850,393.19 | 1,996,151.80        | 70.03%     | 123,212.92                        | 2,727,180.27 | 73.19%     | 731,028.47          |
| 30/04/2011       | 309,194.09   | 2,741,844.78         | 3,051,038.87 | 2,157,427.44        | 70.71%     | 171,463.22                        | 2,879,575.65 | 74.92%     | 722,148.21          |
| 30/04/2012       | 239,162.46   | 2,881,354.22         | 3,120,516.68 | 2,284,831.98        | 73.22%     | 129,213.07                        | 2,991,303.61 | 76.38%     | 706,471.63          |
| 30/04/2013       | 207,935.41   | 3,046,638.80         | 3,254,574.21 | 2,371,440.17        | 72.86%     | 127,981.49                        | 3,126,592.72 | 75.85%     | 755,152.55          |
| 30/04/2014       | 230,807.22   | 3,155,247.76         | 3,386,054.98 | 2,460,188.54        | 72.66%     | 124,598.22                        | 3,261,456.76 | 75.43%     | 801,268.22          |
| 30/04/2015       | 263,562.88   | 3,305,691.33         | 3,569,254.21 | 2,555,229.76        | 71.59%     | 122,756.62                        | 3,446,497.59 | 74.14%     | 891,267.83          |
| 30/04/2016       | 335,520.44   | 3,421,036.50         | 3,756,556.94 | 2,748,686.51        | 73.17%     | 123,943.17                        | 3,632,613.77 | 75.67%     | 883,927.26          |
| <b>2016-2017</b> |              |                      |              |                     |            |                                   |              |            |                     |
| 31/07/2016       | 300,944.76   | 3,485,872.63         | 3,786,817.39 | 2,16,116.30         | 5.71%      | 123,930.52                        | 3,662,886.87 | 5.90%      | 3,446,770.57        |
| 31/08/2016       | 300,944.76   | 3,487,399.70         | 3,788,344.46 | 1,042,917.80        | 27.53%     | 124,652.38                        | 3,663,692.08 | 28.47%     | 2,620,774.28        |
| 30/09/2016       | 300,944.76   | 3,489,119.81         | 3,790,064.57 | 1,340,646.97        | 35.37%     | 124,736.75                        | 3,665,327.82 | 36.58%     | 2,324,680.85        |
| 31/10/2016       | 300,944.76   | 3,493,051.04         | 3,793,995.80 | 1,388,403.60        | 36.59%     | 124,149.25                        | 3,669,846.55 | 37.83%     | 2,281,442.95        |
| 30/11/2016       | 300,944.76   | 3,497,140.57         | 3,798,085.33 | 1,879,600.26        | 49.49%     | 123,339.76                        | 3,674,745.57 | 51.15%     | 1,795,145.31        |
| 31/12/2016       | 300,944.76   | 3,499,285.74         | 3,800,230.50 | 2,055,835.81        | 54.10%     | 123,399.10                        | 3,676,831.40 | 55.91%     | 1,620,995.59        |
| 31/01/2017       | 300,944.76   | 3,502,917.40         | 3,803,862.16 | 2,161,576.14        | 56.83%     | 123,399.10                        | 3,680,463.06 | 58.73%     | 1,518,886.92        |
| 28/02/2017       | 300,944.76   | 3,505,519.27         | 3,806,464.03 | 2,573,908.16        | 67.62%     | 123,305.36                        | 3,683,158.67 | 69.88%     | 1,109,250.51        |
| 31/03/2017       | 300,944.76   | 3,505,970.79         | 3,806,915.55 | 2,728,939.80        | 71.68%     | 123,555.38                        | 3,683,360.17 | 74.09%     | 954,420.37          |
| 30/04/2017       | 300,944.76   | 3,511,966.32         | 3,812,911.08 | 2,769,592.76        | 72.64%     | 123,471.02                        | 3,689,440.06 | 75.07%     | 919,847.30          |

This is Page No. 14 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18<sup>th</sup> May, 2017.



MAYOR



GENERAL MANAGER.

**CS2) FIRE AND EMERGENCY SERVICES LEVY (E.03-04, SC637)**

**Background**

From 1 July 2017, the Fire and Emergency Services Levy (FESL) will be levied with Council rates. Previously the levy was collected through property owners insurance. This change has been made to ensure that all property owners contribute to the funding of fire and emergency services funding rather than just those that pay insurance.

Council will include the FESL levy on the yearly rates notice and collect the levy on the State Government's behalf. Each quarter Council will be required to report the amount of FESL collected and transfer these funds to the State Government.

**Classification of Land**

It is Council's role to apply a land classification for FESL purposes to each rates assessment. These classifications determine the FESL levy to be paid by the property owner. Notification of FESL classification letters have been sent to each rate payer as part of the 4<sup>th</sup> Instalment Rate Notice print run. If a ratepayer believes that their FESL classification is incorrect they are able to apply to Council for a review of classification.

Below are the list of FESL classifications that Council has had to determine for each property:

- Government
- Public Benefit
- Farmland
- Residential – Non Vacant
- Residential – Vacant
- Industrial – Non Vacant
- Industrial – Vacant
- Commercial – Non Vacant
- Commercial - Vacant

➔ The Fire and Emergency Levy Act details the requirements to be met under each classification. Attached are the pages from the manual provided by NSW Treasury on the process to undertake in classifying a parcel of land. **Attachment No. 13.1**

### 2017/18 Levy Rates

The amount of FESL levied on a property is determined by its classification. Each property will be charged a fixed base rate based on their classification as well as an ad valorem rate that is calculated from the unimproved capital value of the land. The rates set for 2017/18 for each classification are set out below:

| Land Classification | Non-Vacant Rates |            |
|---------------------|------------------|------------|
|                     | Fixed            | Ad Valorem |
| Residential         | \$100            | 0.000219   |
| Farmland            | \$200            | 0.000235   |
| Public Benefit      | \$100            | 0.000219   |
| Industrial          | \$200            | 0.002687   |
| Commercial          | \$200            | 0.001791   |

There is a 50% reduction for those properties that are identified as vacant within their classification and eligible pensioners will receive a \$50.00 discount on their FESL levy.

- NSW Treasury has provided a table showing the approximate levy payable on a property depending on their classification and VG valuation. As shown in the table a property classified as Residential Non-Vacant with a land valuation of \$100,000 would be levied \$121.90 (Base Rate of \$100 plus Ad Valorem Rate of \$21.90). Attachment No. 13.2

### Council's Role

Council only has the ability to determine the classification of the property. Council does not determine the FESL rate that property owners are charged and is only collecting on behalf of the State Government.

Ratepayers that would like their land classification reviewed are able to request this direct with Council.

- Enquiries regarding the amount of FESL being levied will be directed to NSW Treasury. Contact details as well as FAQ's (Attachment 3) are available on their website [www.fesl.nsw.gov.au](http://www.fesl.nsw.gov.au). Attachment No. 13.3

### Recommendation

For Council Information

**RESOLVED on the motion of Clr McCann and seconded by Clr White that the report be received.** 71/05/2017



**CS3) DRAFT RELATED PARTY DISCLOSURE POLICY (P.12-01, SC316)**

From 1st July 2016, AASB 124 Related Party Disclosures applied to Local Government. This means Council must disclose related party relationships, transactions and outstanding balances, including commitments in the General Purpose Financial Statements. These disclosures have applied to the private sector for some time but are a new requirement to the public sector.

- Council is required to adopt a policy to define the parameters for related party transactions and the level of disclosure and reporting required to ensure compliance with AASB 124. The draft Related Party Disclosure Policy, Related Party Disclosure by Key Management Personnel and Privacy Collection Notices are attached for Council's consideration. Attachment No. 8

Parties are related when one can control or influence the other's financial and operating decisions. Council's related parties include *Key Management Personnel* (KMP) and *entities* that Council has control or significant influence over (ie joint ventures and subsidiaries). The policy proposes that Council's Key Management Personnel are the Mayor, Councillors and the General Manager. AASB 124 also includes the close family members of each Key Management Personnel and the entities that Key Management Personnel or their close family members control or jointly control as related parties.

To comply with AASB 124, Council needs to collect information from its KMP to identify related party relationships and transactions. The proposed policy requires all KMP to periodically provide a related Party Disclosure notifying of any existing or potential related party transactions between Council related parties. After the transactions are verified in Council's business system the information is added to a Register of Related Party Transactions.

Council's KMP already make disclosures under a number of other returns, however AASB 124 also requires the disclosure of material transactions in the financial statements. Under the policy, the Related Party Disclosures made by KMP and the Register of Related Party Transactions are not intended to be available for inspection by the public, although the reporting of the transactions and relationships will be. Where a material transaction has occurred, it will be disclosed in the financial statements, other transactions are able to be disclosed in aggregate.

The standard required disclosure of material transactions with related parties. A related party transaction is a transfer of resources, services or obligations between a reporting entity and a related party regardless of whether a price is charged. Disclosure will include:

- Remuneration information for Key Management Personnel aggregated for the following categories
  - Short-term employee benefits (including non-monetary benefits)
  - Post-employment benefits;
  - Other long-term benefits, and
  - Termination benefits
- Transactions between Council and EMP or entities owned or controlled by KMP of their close family members, and
- Transactions with Council and other related entities such as joint ventures and subsidiaries.

Recommendation

That the Related Party Disclosure Policy be adopted.

**RESOLVED on the motion of Clr Maslin and seconded by Clr Hutcheon that Council adopts the Related Party Disclosure Policy as presented with the amendment to replace the Section 4 Ordinary Citizen Transactions with:**

72/05/2017

**SECTION 4 - ORDINARY CITIZEN TRANSACTIONS**

**4.1 Non-material in Nature**

**A Key Management Personnel (KMP) is not required to notify in a related party disclosure and Council will not disclose in its Financial Statements, related party transactions that are ordinary citizen transactions assessed to be not material in nature.**

**4.2 Material in Nature**

**A Key Management Personnel (KMP) is required to notify in a related party disclosure and Council will disclose in its Financial Statements in accordance with Section 1, related party transactions that are ordinary citizen transactions assess to be material in nature**

**4.3 Materiality Assessment**

**The Responsible Accounting Officer is responsible for reviewing and assessing the materiality of related party transactions that are ordinary citizen transactions to determine whether the disclosure of such transactions are necessary for an understanding of the effects of the related party transactions on the Financial Statements having regard to the criteria set in Section 1.3.**

As a general rule, Council will utilise \$10,000 as the threshold for materiality.

**4.4 Information Extraction**

The Responsible Accounting Officer is responsible for identifying information specified in Section 1.2 against each notified related party transaction that is an ordinary citizen transaction assessed as being material in nature in Council's business systems for the purpose of recording the related party transactions and associated information in a register of related party transactions.



MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> MAY, 2017.

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- d) Council's Key Management Personnel (KMP);
- e) Other related parties, comprising:
  - i. A close family member of a KMP of Council;
  - ii. Entities controlled or jointly controlled by a KMP of Council;
  - iii. Entities controlled or jointly controlled by a close family member of a KMP of Council
  - iv. Other entities as specified in AASB 124, paragraph 9 (b)(iii), (iv), (v) and (viii).

**1.2 Disclosed Information**

For each category of related party transactions specified in Section 1.1, Council will disclose the following information in Council's General Purpose Financial Statements:

- a) the nature of the related party relations;
- b) The amount of the transactions;
- c) The amount of outstanding balances, including commitments; and
  - i. Their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement; and
  - ii. Details of any guarantees given or received
- d) provisions for doubtful debts related to the amount of outstanding balances; and
- e) the expense recognized during the period in respect of bad or doubtful debts due from related parties.

**1.3 Disclosed in Aggregate or Separate**

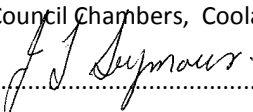
For each related party category specified in Section 1.1, Council will disclose information specified in Section 1.2 for related party transactions of a similar nature in aggregate except when separate disclosure is necessary for an understanding of the effects of related party transaction on the financial statements of council, having regard to the following criteria:

- a) the nature of the related party relationship;
- b) the significance of the transaction (individually or collectively) in terms of size or value (including where the materiality arises due to the fact that no consideration for the transaction is given or received by Council);
- c) whether the transaction is carried out on non-arm's length terms;
- d) whether the nature of the transaction is outside normal day-to-day business operations;
- e) based on the factors and thresholds under the direction of the Responsible Accounting Officer in consultation with Council's Audit Committee and External Auditor.


**2 IDENTIFYING RELATED PARTY RELATIONSHIPS AND TRANSACTIONS**

**2.1 Identification**

The Responsible Accounting Officer is responsible for identifying Council subsidiaries, associates and joint ventures (incorporated and unincorporated)

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MAYOR

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GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
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**2.2 Control or Joint Control**

To determine whether Council has control or joint control of an entity, the Responsible Accounting Officer is responsible for applying Australian Account Standards AASB 10 Consolidated Financial Statements and AASB 11 Joint Arrangements

**2.3 Associate of Joint Venture**

To determine whether an entity is an associate or, or in a joint venture with, Council or a Council subsidiary the Responsible Accounting Officer is responsible for applying AASB 128 Investments in Associates and Joint Ventures.

**2.4 Electronic Investigation**

The Responsible Accounting Officer is responsible for investigating through Council's business system whether any identified Council subsidiaries, associates or joint ventures have an existing related party transaction with Council.

**2.5 Information Extraction**

The Responsible Accounting Officer is responsible for identifying and extracting information in Section 1.2 against each existing related party transaction in Council's business systems for the purpose of recording the related party transactions and associated information in a register of related party transactions.

**2.6 Manual Investigation and Recording of Information**

For related party transactions that are not captured by Council's business systems, the Responsible Accounting Officer is responsible for manually reviewing the transactional documentation and record the information specified in Section 1.2 for the subject transaction in the register of related party transactions.

**3 IDENTIFYING RELATED PARTY TRANSACTIONS WITH KMP AND THEIR CLOSE FAMILY MEMBERS**

**3.1 Related Party Disclosures**

Key Management Personnel (KMP) must provide a related party disclosure in the form set out in Attachment A, notifying any existing related party transactions between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members, subject to Section 3.6, to the General Management by no later than the following periods during a financial year (**specified notification period**):

- a) 30 days after the commencement of the application of this policy;
- b) 30 days after a KMP commences their term or employment with Council;
- c) 30 November each year;
- d) 30 June each year.

**3.2 Related Party Disclosure Form**

At least 30 days before a specified notification period, the General Manager will provide Key Management Personnel (KMP) with a Related Party Disclosure Form (Attachment A) and a Privacy Collection Notice (Attachment B).

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> MAY, 2017.

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**3.3 Suspected Related Party Transaction**

If a Key Management Personnel (KMP) suspects that a transaction may constitute a related party transaction, the KMP should provide a Related Party Disclosure to the General Management for consideration and determination.

**3.4 Other Notifications**

The notification requirements in Section 3 are in addition to the notifications a Key Management Personnel (KMP) must make to comply with:

- a) for Councillors, the *Code of Conduct*; and
- b) for the General Manager and other senior executive officers who are KMP, the *Code of Conduct*; and
- c) the disclosure of interest in a written return pursuant to Section 450A of the *Local Government Act 1993* and *Local Government (General) Regulation 2005*.

**3.5 Exclusions**

The notification requirements in Section 3 do not apply to:

- a) related party transactions that are ordinary citizen transactions under Section 4; and
- b) the Mayor and Councillor expenses incurred and facilities provided during a financial year under Council's *Payment of Expenses and Provision of Facilities for Mayors and Councillors Policy*, the particulars of which are contained in Council's Annual Report pursuant to the *Local Government (General) Regulation 2005, clause 217*.

**3.6 Other Sources of Information**

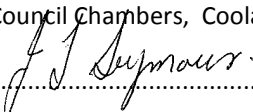
To ensure all related party transactions are captured and recorded, the Responsible Accounting Officer is responsible for reviewing, if required, other sources of information held by Council including, but not limited to:

- a) a Disclosure of Interests Return (under Section 449 of the *Local Government Act 1993*) of a Key Management Personnel (KMP) and of persons related to the KMP
- b) minutes of Council and committee meetings;
- c) Council's Contracts Register


**4 ORDINARY CITIZEN TRANSACTIONS**

**4.1 Non-material in Nature**

A Key Management Personnel (KMP) is not required to notify in a related party disclosure and Council will not disclose in its Financial Statements, related party transactions that are ordinary citizen transactions assessed to be not material in nature.

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GENERAL MANAGER.

**4.2 Material in Nature**

A Key Management Personnel (KMP) is required to notify in a related party disclosure and Council will disclose in its Financial Statements in accordance with Section 1, related party transactions that are ordinary citizen transactions assess to be material in nature

**4.3 Materiality Assessment**

The Responsible Accounting Officer is responsible for reviewing and assessing the materiality of related party transactions that are ordinary citizen transactions to determine whether the disclosure of such transactions are necessary for an understanding of the effects of the related party transactions on the Financial Statements having regard to the criteria set in Section 1.3.

As a general rule, Council will utilise \$10,000 as the threshold for materiality.

**4.4 Information Extraction**

The Responsible Accounting Officer is responsible for identifying information specified in Section 1.2 against each notified related party transaction that is an ordinary citizen transaction assessed as being material in nature in Council's business systems for the purpose of recording the related party transactions and associated information in a register of related party transactions.

**5 REGISTER OF RELATED PARTY TRANSATIONS**

**5.1 Maintain a Register**

The Responsible Accounting Officer is responsible for maintaining a current register of related party transactions that captures and records the information specified in Section 1.2 for each existing or potential related party transaction during a financial year.

**5.2 Contents of Register**

The contents of the register of related party transactions must details for each related party transaction:

- a) the description of the related party transaction;
- b) the name of the related party;
- c) the nature of the related party's relationship with Council;
- d) whether the notified related party transaction is existing or potential;
- e) a description of the transactional documents the subject of the related party transaction
- f) the information specified in Section 1.2

The Responsible Accounting Officer is responsible for ensuring that the information specified in Section 1.2 is disclosed in Council's Financial Statement to the extent, and in the manner, stipulated by AASB 124, subject to Section 1.3.



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**6 INFORMATION PRIVACY**

**6.1 Confidential**

The following information is classified as confidential and is not available for inspection by or disclosure to the public, including through a *Government Information (Public Access) Act (GIPAA)* application:

- a) information (including personal information) provide by a Key Management Personnel (KMP) in a related party disclosure; and
- b) personal information contained in a register of related party transactions

**6.2 When Consent is Required**

Except as specified in this Policy, Council and other permitted recipients will not use or disclose personal information provided in a related party disclosure by a Key Management Personnel (KMP) or contained in a register of related party transactions for any other purpose or to any other person except with the prior written consent of the subject KMP.

**6.3 Permitted Recipients**

The following persons are permitted to access, use and disclose the information (including personal information) provided in a related party disclosure or contained in a register of related party transactions for the purposes specified in Section 6.4:

- a) the General Manager,
- b) the Responsible Account Officer,
- c) the Executive Manager, Corporate & Community Services,
- d) an Auditor of Council (including an Auditor from or contracted by the NSW Auditor General's Office)
- e) Other Officers as delegated by the General Manager

**6.4 Permitted Purposes**

A persons specified in Section 6.3 may access, use and disclose information (including personal information) in a related party disclosure or contained in a register of related party transactions for the following purposes:

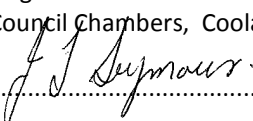
- a) to access and verify a notified related party transaction;
- b) to reconcile identified related party transactions against those notified in a related party disclosure or contained in a register of related party transactions;
- c) to comply with the disclosure requirements of AASB 124;
- d) to verify compliance with the disclosure requirements of AASB 124.

**6.5 Personal Access**


An individual may access their personal information provided by a Key management Personnel in a related party disclosure or contained in a register of related party transactions in accordance with Council's *Privacy Management Plan*.

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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 18<sup>th</sup> May, 2017.

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MAYOR

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GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
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**7. GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT (GIPA) STATUS**

**7.1 No Public Inspection**

The following documents are not open to or available for inspection by the public:

- a) related party disclosures provided by a Key Management Personnel (KMP); and
- b) a register of related party transactions.

**7.2 Not GIPA - accessible**

A GIPA application seeking access to:

- a) a document or information (including personal information) provided by a Key Management Personnel (KMP) in a related party disclosure; or
- b) personal information contained in a register of related party transactions;

will be refused on the grounds the document or information comprises information for which there is an overriding public interest against disclosure pursuant to Section 14 of the *Government Information (Public Access) Act*.

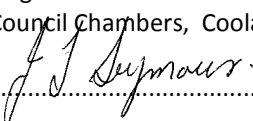
**7.3 Transactional Documentation**

A GIPA Application seeking access to and release of transactional information and documentation the subject of a related party transaction with Council will be considered, assessed and decided in accordance with Council's usual procedures regarding applications made under the *Government Information (Public Access) Act*.


**8 DEFINITIONS**

Each of the following expressions in bold bears the meaning shown opposite

| <b>Expression</b>               | <b>Meaning</b>  |
|---------------------------------|---|
| <b>arm's length transaction</b> | Terms between parties that are reasonable in the circumstances of the transaction that would result from: <ul style="list-style-type: none"><li>a) neither party bearing the other any special duty of obligation, and</li><li>b) the parties being unrelated and uninfluenced by the other, and</li></ul> each party having acted in it's own interest |
| <b>associate</b>                | In relation to an entity (the first entity), an entity over which the first entity has significant influence  |

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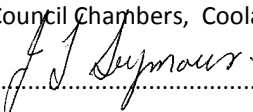
GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
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| Expression  | Meaning   |
|---|---|
| Close family members or close members of the family | In relation to a KMP, family members who may be expected to influence, or be influenced by that KMP in their dealings with Council will include: <ul style="list-style-type: none"> <li>a) that person's children and spouse or domestic partners</li> <li>b) children of that person's spouse or domestic partner</li> <li>c) dependants of that person or that person's spouse or domestic partner.</li> </ul> For the purposes of ASSB 124, close family members could include extended members of a family (such as, without limitation, parents, siblings, grandparents, uncles/aunts or cousins) <i>if</i> they could be expected to influence, or be influenced by, the KMP in their dealings with Council |
| Control   | Control of an entity is present when there is: <ul style="list-style-type: none"> <li>a) power over the entity; and</li> <li>b) exposure or rights to variable returns from involvement with the entity; and</li> <li>c) the ability to use power over the entity to affect the amount of returns received</li> </ul> as determined in accordance with AASB 10 <i>Consolidated Financial Statements, Paragraph 5 to 18, Appendices A (Defined Terms) and B (Application Guide)</i>  |
| Joint Control                                       | The contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.   |
| Joint venture                                       | An arrangement of which two or more parties have joint control and have right to the net assets of the arrangement.   |
| Joint venture                                       | A party to a joint venture that has joint control of that joint venture.  |
| Key Management Personnel (KMP)                      | Person(s) having authority and responsibility for planning, directing and controlling the activities of Council. Specifically, KMP of Council are the: <ul style="list-style-type: none"> <li>a) Mayor</li> <li>b) Councillors</li> <li>c) General Manager</li> </ul>   |
| Ordinary Transactions                               | Citizen<br>Transactions that an ordinary citizen would undertake with Council, which is undertaken on arm's length terms and in the ordinary course of carrying out Council's functions and activities. Examples of ordinary citizen transactions assessed to be not material in nature are: <ul style="list-style-type: none"> <li>a) Paying rates and charges</li> <li>b) Using Council's public facilities after paying the corresponding fees</li> </ul>  |
| Related Party                                       | A person or entity that is related to Council pursuant to the definition contained in AASB 124, paragraph 9. Examples of related parties of Council are: <ul style="list-style-type: none"> <li>a) Council subsidiaries;</li> <li>b) Key Management Personnel (KMP)</li> <li>c) Close family members of KMP;</li> <li>d) Entities that are controlled or jointly controlled by KMP or their close family members.</li> </ul>  |

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 18<sup>th</sup> May, 2017.



..... MAYOR



.....GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> MAY, 2017.

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| Expression                | Meaning   |
|---------------------------|---|
| Related party transaction | A transfer of resources, services or obligations between the Council and a related party, regardless of whether a price is charged. Examples of related party transactions are:<br>a) Purchases or sales of goods;<br>b) Purchases or sales of property and other assets,<br>c) Rendering or receiving of services<br>d) Rendering or receiving of goods<br>e) Leases<br>f) Transfers under licence agreements<br>g) Transfers under finance agreements (example loans)<br>h) Provision of guarantees (given or received)<br>i) Commitments to do something if a particular event occurs or does not occur in the future<br>j) Settlement of liabilities on behalf of Council or by Council on behalf of that related party |
| Related Party disclosure  | A document entitled <i>Related Party Disclosure by Key Management Personnel</i> in the form set out in Attachment A   |
| Significant influence     | The power to participate in the financial and operating policy decisions of another entity but is not control or joint control of those polices, as determined in accordance with Australian Accounting Standard AASB 128 <i>Investments in associates and Joint Ventures, Paragraph 3, 5 &amp; 6.</i>  |

**9 LEGISLATIVE REFERENCES**

*Local Government Act 1993 and Local Government (General) Regulation 2005*  
*Accounting Standard AASB 124 July 2015 Related Party Disclosures*  
*Privacy and Personal Information Protection Act 1998 (PPIPA)*  
*Government Information (Public Access) Act 2009 (GIPA)*

**10 RELATED POLICIES/PROCEDURES**

Code of Conduct  
 Privacy Management Plan  
 Payment of Expenses and Provision of Facilities for Mayors and Councillors Policy

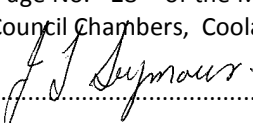
**11 APPLICATION DATE OF POLICY**

This policy applies retrospectively with effect on and from 1 July 2016.

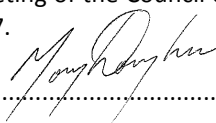
**12 REVIEW**

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 Adopted Council Meeting held 18 May 2017 (Minute No. 72/05/2017))*

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MAYOR

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.....GENERAL MANAGER.

Attachment A



**RELATED PARTY DISCLOSURE BY KEY MANAGEMENT PERSONNEL**

[Note: This document is confidential and is not GIPA-accessible. See Council's Related Party Disclosure Policy]

Name of Key Management Personnel: \_\_\_\_\_

Position of Key Management Personnel: \_\_\_\_\_

Please read the Privacy Collection Notice provided with this notification, which explains what is a related party transaction and the purposes for which Council will be collecting and will use and disclose, the related party information provided by you in this notification.

Please complete the table below for each related party transaction with Council that you, or a close member of your family, or an entity related to you or a close member of your family:

- a) Has previously entered into and which will continue in the #insert relevant financial year eg. 2016/2017## financial year;
- b) Has entered into, or is reasonably likely to enter into, the #insert relevant financial year eg. 2016/2017## financial year.

| Description of Related Party Transaction | Is transaction existing/potential? | Related Party's Name (individual's or entity's name) | Related Relationship/Reasons related | Party's why | Description of Transaction Documents or Changes to the Related Party Relationship |
|--|------------------------------------|--|--------------------------------------|-------------|---|
|  |                                    |  |                                      |             |   |

..... J. J. Seymour

MAYOR

..... *[Signature]*

..... GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> MAY, 2017.

| Description of Related Party Transaction | Is transaction existing/potential? | Related Party's Name (individual's or entity's name) | Related Relationship/Reasons related | Party's why | Description of Transaction Documents or Changes to the Related Party Relationship |
|--|------------------------------------|--|--------------------------------------|-------------|---|
|  |                                    |  |                                      |             |   |
|  |                                    |  |                                      |             |   |
|  |                                    |  |                                      |             |   |
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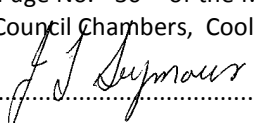
**Notification**

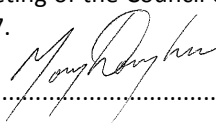
I \_\_\_\_\_ notify that, to the best of my knowledge, information and belief, as at the date of this notification, the above list includes all existing and potential related party transactions with Council involving myself, close members of my family, or entities controlled or jointly controlled by me or close members of my family, relevant to the ##insert relevant financial year eg. 2016/2017## financial year.

I make this notification after reading the Privacy Collection Notice provided by Coolamon Shire Council, which details the meaning of the words "related party", "related party transaction", "close members of the family of a person" and, in relation to an entity, "control" or "joint control", and the purposes for which this information will be used and disclosed.

I permit the Responsible Accounting Officer and the other permitted recipients specified in Council's Related Party Disclosure Policy to access the register of interest of me and persons related to me and to use the information for the purposes specified in that policy.

Signature of named Key Management Personnel: \_\_\_\_\_ Date: \_\_\_\_\_

.....  ..... MAYOR

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

ATTACHMENT B

**PRIVACY COLLECTION NOTICE  
RELATED PARTY DISCLOSURES BY KEY MANAGEMENT PERSONNEL**

**Purpose of Collection, Use and Disclosure**

Effective for annual periods beginning on or after 1 July 2016, Council must disclose certain related party relationships and related party transactions together with information associated with those transactions in its General Purpose Financial Statements, in order to comply with *Australian Accounting Standard AASB 124 Related Party Disclosures July 2015 (AASB 124)*.

Related parties include Council's Key Management Personnel (KMP), their close family members, and any entities that they or any of their close family members control or jointly control.

A related party transaction is any transaction (whether a transfer of resources, services or obligations) between the reporting local government and any of the related parties, whether monetary or not.

If there is a related party transaction with Council applicable to a reporting financial year, AASB 124 requires Council to disclose in the financial statements the nature of the related party relationship and information about the transaction, including outstanding balances and commitments associated with the transaction. Disclosure in the financial statements may be in aggregate and/or made separately, depending on the materiality of the transaction.

For more information about Council's disclosure requirements under AASB 124, please refer to Council's Related Party Disclosure Policy.

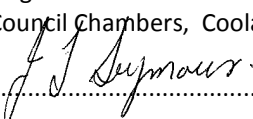
**Notification by Key Management Personnel**

In order to comply with AASB 124, Council has adopted a policy that requires all key Management Personnel (KMP) to periodically provide notifications to the General Manager of any existing or potential related party transactions between Council and any of their related parties during a financial year, and any changes to previously notified related party transaction relevant to the subject financial year.

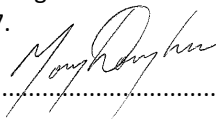
To this end, each KMP must provide a Related Party Disclosure, in the approved form, notifying any existing or potential related party transactions between Council and any related parties of the KMP, to the General Manager by no later than the following periods during a financial year:

- 30 days after the commencement of the application of this policy;
- 30 days after a KMP commences their term or employment with Council;
- 30 November each year;
- 30 June each year.

Note, these related party disclosure requirements are in addition to the notifications KMPs are required to make to comply with:

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MAYOR

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GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
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- For Councillors, the conflicts of interest obligations in the *Local Government Act 1993* and the Code of Conduct and
- For other KMPs, the Code of Conduct and
- The return disclosing interests required to be kept under Section 449 of the *Local Government Act 1993*

The Audit Office of NSW may audit related party information as part of the annual external audit.

For privacy and right to information status of this information, please refer to Council's Related Party Disclosure Policy.

**Who are Key Management Personnel (KMP)?**

KMPs are person having authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly. For Council, KMPs include:

- The Mayor
- Councillors
- The General Manager

**Who are close family members of a Key Management Personnel (KMP) Person?**

Close family members, or close members of the family of a KMP are family members who may be expect to influence, or be influenced by, that person in their dealings with Council and include:

- a) That persons' children and spouse or domestic partner;
- b) Children to that person's spouse or domestic partner; and
- c) Dependants of that person or that person's spouse or domestic partner.

Under AASB 124, close family members could include extended members of a family (such as, without limitation, a parent, grandparent, siblings etc) *if* they could be expected to influence, or be influenced by the KMP in their dealings with Council.

For a related party transaction the related party and the relationship must be disclose by both the KMP and their close family member even if the same related party entity is held jointly or in common by them.

The following table may assist you in identifying your close family members:

| Definitely a close family member         | Possibly a close family member  |
|--|---|
| Your spouse/domestic partner             | Your brothers and sisters, if they could be expected to influence, or be influenced by, you in their dealings with Council      |
| Your children                            | Your aunts, uncles and cousins, if they could be expected to influence, or be influenced by, you in their dealings with Council |
| Your dependants                          | Your parents and grandparents, if they could be expected to influence, or be influenced by, you in their dealings with Council  |
| Children of your spouse/domestic partner | Your nieces and nephews, if they could be expected to influence, or be influenced by, you in their dealings with Council        |



MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> MAY, 2017.

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| Definitely a close family member           | Possibly a close family member  |
|--|---|
| Dependants of your spouse/domestic partner | Any other member of your family if they could be expected to influence, or be influenced by, you in their dealings with Council |

**What is an entity that I, or my close family member, control or jointly control?**

Entities include companies, trusts, incorporate and unincorporated associations such as clubs and charities, joint ventures and partnerships.

**Control**

You control an entity if you have:

- a) Power over the entity;
- b) Exposure, or rights, to variable returns from your involvement with the entity; and
- c) The ability to use your power over the entity to affect the amount of your returns.

*Example of control*

Fred is the Mayo of Sunny Shire Council and owns 100% of the ordinary shares in Sunny Development Company Pty Ltd (the company). The ordinary shares are the only shares in the company that have voting rights.

Fred controls the company because he has the power to affect the company's decisions and the return that he will get from the company.

Fred will need to include the company on his related party disclosure.

**Joint Control**

To jointly control an entity there must be contractually agreed sharing of control fo the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

*Example of joint control*

Fred is the Mayor of Sunny Shire Council and owns 50% of the ordinary shares in Sunny Development Company Pty Ltd (the company). Fred's brother Stan owns the other 50% of the ordinary shares. Fred and Stan are the only Directors of the company and have equal voting rights on the board.

Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both.

Fred will need to include the company on his related party disclosure and the entity's related party relationship with Fred and Stan.

In some cases, it will be obvious that you or a family member control or have joint control over any entity. In other cases it will be less clear.

If you are unsure whether you, or a close family member, has control or joint control of an entity then you should contact the Responsible Accounting officer for a confidential discussion.

*[End of Privacy Collection Notice]*

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This is Page No. 33 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 18<sup>th</sup> May, 2017.

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

MAYOR

.....  
*Young Douglas*

GENERAL MANAGER.

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

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

The following roads have received attention:

1) MAINTENANCE

- Hawthornes Lane (Carlisle Park Road to Rannock Road)
- Stinsons Lane (Hawthorns Lane to Tilyards Lane)
- Turners Lane (Johnsons Hill Road to Hodges Lane)
- Tilyards Lane (Stinsons Lane to Ariaah Road)
- Manglesdorfs Lane (Ariaah Road to Mary Gilmore Way)
- Ariaah Road (Manglesdorfs Lane to Menzies Lane)
- Menzies Lane (Ariaah Road to Rannock Road)
- Tilyards Lane (Stinsons Lane to Rannock Road)

2) STABILISATION

- Seymours Lane (Armstrongs Lane to Johnsons Hill Road)
- Johnsons Hill Road (Seymours Lane to Turners Lane)

3) RESHEETING

- Yarrawong Road (Matong North Road to Pamandi Road)
- Walshs Lane (Yarrawong Road to Whites Lane)
- Fairmans Lane (SH17 to Mirrool Road)
- Richens Lane (SH17 to gate)
- Whites Lane (Matong North Road to Pamandi Road)

#### **ES2) TOWN WORKS**

1) COOLAMON CLOCK TOWER

Concrete works to replace the deteriorated paving and path from Rail Crossing and around the Clock Tower to Mann Street have now been completed.

2) WATER REFILLING STATION

Installation of Water Filling Station supplied by Goldenfields Water County Council has been completed in Lions Park, Coolamon.

3) COOLAMON CARAVAN PARK

Works are progressing well with site cleared, levelled, existing services disconnected, road boxed out, trenching of new services completed and installation of electricity and drainage progressing. It is intended to have all major works completed by the end of June.

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

Noxious Weeds Officer Reports

Coolamon Monthly Noxious Weed Report -April 2017

- High risk roadways inspected across the Shire.
- Newell Highway inspected, 1 Coolatai infestation located and mapped, only small amount found.
- 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.
  - 4.5.1 Increase in operator competency (training)
- The NSW Biosecurity Legislation 2015 is expected to be enabled 1<sup>st</sup> July 2017. RENWA staff have successfully completed the mandatory online training and are booked in for face to face training in Wagga in early June. This training is a requirement towards gaining Authorised Officer status. At this time, the process is that the Officer is appointed by the Local Control Authority provided the individual has approved minimum standard training. All delegations of authority will have to be reissued under the new legislation, to be effective after 1<sup>st</sup> July 2017.
- The initial period of the new legislation will largely be about making sure that all parties involved in land ownership and/or management know their responsibilities and rights under the Act.
- At the first available opportunity, all RENWA staff will complete the revised, approved legal training for Authorised Officers (Weeds).

- We are using the BIS program to produce Section 45 Notice of Inspection and the system is capable of generating individual Inspection Reports. There is some improvement to be gained in the linking of weeds documents to Council records.
- RENWA is on target to meet its WAP reporting requirements.

Recommendation

For Council information.

**RESOLVED on the motion of Clr McCann and seconded by Clr Maslin that the Executive Manager, Engineering & Technical Services' Reports (ES1 to ES3) be received.** 73/05/2017

**ES4) MATONG NORTH ROAD – S-BENDS (R.07-05, SC332)**

During Councils Community Tour in February 2017, the question of whether the S-Bend along Matong North Road satisfied current standards was raised.

- A review of the S-Bend has since been performed and identified one point where the seal width is insufficient. Freight route investigation levels specify a seal width of 6.4m (2 x 3.2m lanes) for the 375m curves at chainage 18.7km to 19.3ms and with a seal width 5.6m measured rectification works are required. Attachment No. 9

Council have already identified Matong North Road (16.75 to 20.33kms) for shoulder grading works under the 2017/2018 Roads to Recovery Programme and the application of a widening seal can be incorporated into these works.

With a seal of 5.6m a widening of 0.8m will be implemented to achieve a 6.4m seal and satisfy current standards for B-Doubles. Approach signage to the curves complies with current standards and no further action is required.

Recommendation

Seal widening at curves 18.9km and 19.1kms to be incorporated into Roads to Recovery – Matong North Road (16.75 to 20.33kms) shoulder grading project.

**RESOLVED on the motion of Clr McKinnon and seconded by Clr White that Seal widening at curves 18.9km and 19.1kms to be incorporated into Roads to Recovery – Matong North Road (16.75 to 20.33kms) shoulder grading project.** 74/05/2017

**ES5) NSW LIVESTOCK LOADING SCHEME (R.09-05, SC339)**

- Council is in receipt of correspondence from Roads & Maritime Services (RMS) seeking consent to approve the operation of the Livestock Loading Scheme (LLS) across Council's Road Network. In essence, what is being requested is approval of vehicles up to 25/26m B-Doubles at Higher Mass Limit (HML) and 4.6m height.

**Attachment No. 10**

With regard to 4.6m height, Council currently has only selected Regional Roads approved. Implications of increasing approval from 4.3m to 4.6m relate to vehicles striking low hanging services (electricity) and tree limbs. Considering Essential Energy standards, specify a minimum cable height of 5.5m, Council performing a low hanging limb clearing programme in previous years and these vehicle types operating in the region illegally for some time, it is thought that consent with conditions would have minimal impact on Council infrastructure.

The request for consent of vehicles up to 25/26m B-Doubles and Road Trains to the higher HML load is a broad one with all of Council Sealed Roads being identified. Similar requests have also been forwarded to all REROC Councils with a blanket approach being applied by RMS. As you are aware, Council has limited resources in its ability to maintain the Road Networks and has developed a Strategic Road Network which is reflected in the REROC Regional Freight Transport Plan (RRFTP).

The intent of developing a Strategic Road Network is for the larger/heavier vehicle types to achieve consent on restricted routes and permit Council to concentrate their efforts on these routes rather than spreading the limited funds across the whole Network.

At a recent presentation by RMS it was clear that RMS, Transport NSW and the Livestock Bulk and Rural Carriers Association (LBRCA) were aware of this Plan. Council made clear its limitations and recommended that the Transport Groups review the Plan, assess the Livestock Transport needs of the Industry and propose strategic livestock routes for Council to consider rather than a blanket approach.

Unlike other Restricted Access Vehicles (RAV) programme such as the Over Size Over Mass (OSOM) programme which operates under a Permit System where individual operators can receive consent for specific routes, weights, size and duration, the LLS is seeking gazettal for all operators with unlimited movements. The beauty of the Permit System is that Council retains knowledge and control of its Road Network. Compared to other HML approved programmes which require GPS tracking, it is further watered down to a point where the only requirements are certified Road Friendly suspension, enrolment (RMS fee: \$92/operator and \$30/vehicle) and driver training. Without monitoring of vehicle movements, these

conditions are considered futile, surveillance by RMS on local Council roads is non-existent and operators are free to traverse where they like.

Council is in support of assisting local Industries in achieving efficiencies and financial gains but not at the detriment to its assets without compensation. If a Strategic Network which services the Livestock Transport needs can be identified, Council can then target these roads to ensure they are of a standard which can accommodate these increased loads without severe structural, financial and safety implications on Council.

Recommendation

- 1) That Council approve 4.6m high vehicle approval across Council's Road Network under the following conditions:

Transport Operator Survey route before travel to ensure no unwarranted damage is caused to third party assets.

- 2) The request for consent for the Livestock Loading Scheme across Council roads be declined and advise a preference for it to operate under a Permit System.
- 3) The Livestock, Bulk and Rural Carriers Association provide strategic routes for consideration.

**RESOLVED on the motion of Clr White and seconded by Clr Maslin that:** 75/05/2017

- 1) Council approve 4.6m high vehicle approval across Council's Road Network under the following conditions:**

**Transport Operator Survey route before travel to ensure no unwarranted damage is caused to third party assets.**

- 2) The request for consent for the Livestock Loading Scheme across Council roads be declined and advise a preference for it to operate under a Permit System.**
- 3) The Livestock, Bulk and Rural Carriers Association provide strategic routes for consideration.**

**ES6) SPRAYED BITUMINOUS SURFACING CONTRACT 2016/02 – EXTENSION  
(T.03-04, SC419)**

Council is in receipt of an email from Downer offering an extension of the 2016/02 Contract. The Contract document states the duration of the Contract as:

***“This Contract is for 12 months. The Contract may be extended for a period not exceeding 12 months at the discretion of the Council”.*** Attachment No. 11

The offer states that bitumen would still be subject to a rise and fall with adjustments made according to the current market value of \$1,075 per tonne. All other components of the Contract such as sweeping, traffic control, aggregate etc., operates under a schedule of rates and will be retained at 2016 rates.

Council has been fully satisfied with the services provided by Downer over the previous twelve months and considers their rates still to be the lowest overall. Taking into consideration the heavy 2017/2018 Works Programme, Council have a preference to extend the full service Contract for an additional twelve months.

Recommendation

That the offer of extension of Sprayed Bituminous Surfacing, Contact 2016/02 for a further twelve months be accepted.

**RESOLVED on the motion of Clr McCann and seconded by Clr White that the offer of extension of Sprayed Bituminous Surfacing, Contact 2016/02 for a further twelve months be accepted.** 76/05/2017

**ES7) ROAD TRAIN APPLICATION – MARK THOMAS MAGUIRE (R.09-05, SC339)**

- Council are in receipt of an application for consent of Road Train (A-Double 36.5m) operation on Council roads. The request is from Mark Thomas Maguire seeking consent of unlimited use on the roads of Gilberts Lane, Hayes Lane, Mirrool South Road, Richens Lane, Fairmans Lane, Mirrool Road and Newell Highway for the period 3<sup>rd</sup> May, 2017 to 2<sup>nd</sup> May, 2020. Attachment No. 12.1

As all requested routes access the Newell Highway, Council have been in contact with the RMS Road Safety & Traffic Officer (Craig Gibbons) to ascertain their assessment of intersections onto the Newell Highway. Council have also applied the turning templates for A-Double Road Trains at the intersections and determined the same conclusion as RMS and is as follows:

- ➔ The intersections along the proposed route are too tight to accept the turning movements of A-Double Road Trains. Attachment No. 12.2

The increased turning radius of the larger vehicles will result in damage to Council infrastructure and present a hazard for the transport operator and fellow motorists considering the high speed environment and traffic volume at the Newell Highway.

Recommendation

That the proposed route is not suitable for 36.5m A-Double Road Trains and that the request be declined.

**RESOLVED on the motion of Clr Maslin and seconded by Clr White that the proposed route is not suitable for 36.5m A-Double Road Trains and that the request be declined.** 77/05/2017



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

##### HS1) DEVELOPMENT ACTIVITY REPORT FOR THE PERIOD ENDING 30<sup>TH</sup> APRIL, 2017 (B.05-03, SC58)

##### SUMMARY

This report advises of the Development Application activity for the month of April.

##### **Development Activity Table**

| Application Number | Type                                     | Address                        | Determination | Value       |
|--------------------|--|--------------------------------|---------------|-------------|
| CDC 2017/02        | In ground Swimming Pool                  | 116-118 Bruce Street, Coolamon | Approved      | \$26,820.00 |
| DA 2017/24         | New Entertainment Area                   | 91-93 Langham Street, Ganmain  | Approved      | \$9,500.00  |
| DA 2017/23         | New Shed                                 | 44 Hare Street, Marrar         | Approved      | \$6,000.00  |
| DA 2016/35         | Subdivision (1 lot into 4 - Residential) | Stinson Street, Coolamon       | Approved      | N/A         |
| DA 2017/21         | New Shed                                 | 68 Pine Street, Matong         | Approved      | \$11,500.00 |
| DA 2017/20         | Subdivision (1 lot into 2)               | Stinson Street, Coolamon       | Approved      | N/A         |
| <b>TOTAL: 6</b>    |  |                                | 6             | \$53,820.00 |

##### **Financial Implications**

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

##### **Consultation**

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

##### Recommendation

That Council receive and note this report on development activity for the period up to 30/04/2017.

**RESOLVED on the motion of Clr Maslin and seconded by Clr McCann that Council receive and note the report on development activity for the period up to 30<sup>th</sup> April, 2017.** 78/05/2017

**HS2) FACILITIES MAINTENANCE OVERSEER'S REPORT (P.01-01, SC513)**

Facilities Maintenance Overseer Reports

1) PARKS MAINTENANCE

- Staff have recently been busy replacing sprinklers vandalized throughout the Coolamon Parks.
- Street trees have been ordered and will be ready for planting over winter.
- Irrigation upgrades for Coolamon Lions Park are scheduled for late May.
- Synthetic turf has been laid to the entrance of the Coolamon Skate Park.

2) BUILDING MAINTENANCE

- The Coolamon Library has had its North and West facing weatherboard re-oiled and re-nailed.
- The slab for the Matong Skate Park has been installed with the Mobile Skate Park to be delivered around the third week of May.
- A new playground is currently being installed at Ganmain Victory Park and will be open in late May/early June.

Recommendation

For Council information.

**RESOLVED on the motion of Clr McCann and seconded by Clr White that the report be received.** 79/05/2017

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

Clr Kathy Maslin reported on the Bradley Statue unveiling in Ardlethan's main street and indicated that it was a very successful day and well received by all.

***Meeting Closed at 3.45pm***

Confirmed and signed during the Meeting held this 15<sup>th</sup> day of June, 2017.

.....  
**MAYOR**

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

.....  
*Mark Douglas*  
..... GENERAL MANAGER.

**ATTACHMENTS FOR THE MEETING HELD 20<sup>TH</sup> MAY, 2017**

**ITEMS DISTRIBUTED WITH THE AGENDA**

- 1) INFORMATION PAPERS
  - 1) Local Government NSW Weekly Circulars
  - 2) Advancing Cootamundra April 2017 Newsletter from Katrina Hodgkinson MP.
  - 3) Minutes of the Quasiquicentennial and General Meeting of the Advance Ganmain Committee held 3<sup>rd</sup> May, 2017.  
Refer Correspondence Item (1a).
- 2) ACTIVITY REPORTS
  - 1) Operating Statistics of the Coolamon Shire Library for April 2017.
  - 2) Community Development Officer's Report for April 2017.  
Refer Correspondence Item (2a).
- 3) Correspondence from Statewide Mutual outlining the benefits of the Scheme.  
Refer General Manager's Report (GM1), [File No. L.07-01].
- 4) Correspondence from NSW Ambulance regarding the Coolamon Shire Service Model.  
Refer General Manager's Report (GM2), [File No. H.03-03].
- 5) A copy of the Press Releases from Local Government NSW regarding the Federal Budget.  
Refer General Manager's Report (GM4), [File No. L.05-01].
- 6) A copy of the Circular from the Office of Local Government regarding the Commencement of Phase 1 Amendments – An Overview.  
Refer General Manager's Report (GM5), [File No. L.05-01].
- 7) Correspondence in regard to the report on the Coolamon Up2date Art Exhibition.  
Refer General Manager's Report (GM6), [File No. C.08-11].
- 8) A copy of the Draft Related Party Disclosures Policy.  
Refer Executive Manager, Corporate & Community Services' Report (CS3), [File No. P.12-01].
- 9) Correspondence in regard to the report on the Matong North Road – S-Bends.  
Refer Executive Manager, Engineering & Technical Services' Report (ES4), [File No. R.07-05].
- 10) Correspondence in regard to the NSW Livestock Loading Scheme.  
Refer Executive Manager, Engineering & Technical Services' Report (ES5), [File No. R.09-05].

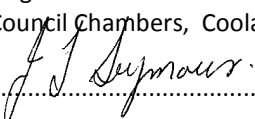
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 18<sup>TH</sup> MAY, 2017.


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- 11) A copy of the Email from Downer regarding the Sprayed Bituminous Surfacing Contract 2016/02 Extension.  
Refer Executive Manager, Engineering & Technical Services' Report (ES6), [File No. T.03-04].
- 12) Correspondence in regard to the report on the Road Train Application from Mark Maguire.  
Refer Executive Manager, Engineering & Technical Services' Report (ES7), [File No. R.09-05].
- 13) Correspondence in regard to the report on Fire and Emergency Services Levy.  
Refer Executive Manager, Corporate & Community Services' Report (CS2), File No. E.03-04].

**ITEMS TABLED AT THE MEETING**

- 1) A copy of the book from Museum of the Riverina titled Talking Machines.

  
..... MAYOR

  
.....GENERAL MANAGER.