

Meeting commenced at 2.00pm.

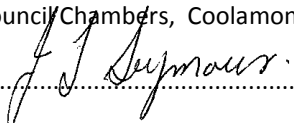
BUSINESS:

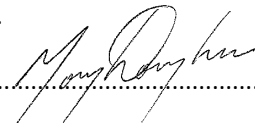
- 1) Apologies
- 2)
 - a. Confirmation of Minutes of the Meeting held 26th April, 2018.
 - b. Matters arising out of Minutes. (Not elsewhere reported)
 - c. Confirmation of Minutes of the Extraordinary Meeting held 2nd May, 2018.
 - d. Matters arising out of Minutes. (Not elsewhere reported)
- 3) Correspondence
 - a. Agenda A (Information Only)
 - b. Agenda B
- 4) General Manager's Report
 - 4.1 General Manager's Report
 - 4.2 Executive Manager, Corporate & Community Services' Report
 - 4.3 Executive Manager, Engineering & Technical Services' Report
 - 4.4 Executive Manager, Development & Environmental Services' Report
- 5) Recommendations of a Committee of a Whole Meeting held 17th May, 2018.
- 6) Reports: Delegates/Mayor/Councillors

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

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

APOLOGIES: Nil

.......... MAYOR

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

1) APOLOGIES:

There were no apologies

2a) CONFIRMATION OF MINUTES OF THE MEETING HELD 26TH APRIL, 2018.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr Jones that the Minutes of the Meeting held 26th April, 2018 as circulated be confirmed and adopted. 85/05/2018

2b) MATTERS ARISING OUT OF THE MINUTES

There were no matters arising out of the Minutes.

2c) CONFIRMATION OF MINUTES OF THE EXTRAORDINARY MEETING HELD 2ND MAY, 2018.

RESOLVED on the motion of Clr McCann and seconded by Clr Maslin that the Minutes of the Extraordinary Meeting held 2nd May, 2018 as circulated be confirmed and adopted. 86/05/2018

2d) 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) Media Release from Steph Cooke MP titled 'Using Local Knowledge to Keep Locals Safe'.

2a) ACTIVITY REPORTS

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

General Manager's Note

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

3a) STEPH COOKE MP, MEMBER FOR COOTAMUNDRA (P.06-01, SC310)

The Member for Cootamundra, Steph Cooke MP has forwarded a response from the Minister for Primary Industries, the Hon Niall Blair MLC regarding Council's concerns with the current processes in place for weed management.

General Manager's Note

- ➔ A copy of the letter is attached for the information of Councillors. **Attachment No. 9**

RESOLVED on the motion of Clr Maslin and seconded by Clr Jones that the correspondence be noted. **87/05/2018**

4) GENERAL MANAGER'S REPORT

4.1 GENERAL MANAGER REPORTS

GM1) LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2018 (L.07-04, SC484)

Council have been provided with information from Local Government NSW advising that the Annual Conference for 2018 will be held at the Albury Entertainment Centre from Sunday, 21st October to Tuesday, 23rd October, 2018.

Attachment No. 3

This is a change of date and venue from last year where it was held in Sydney during December.

In the past the attendees to this Conference have been the Mayor, Deputy Mayor and the General Manager.

Recommendation

For Council information.

RESOLVED on the motion of Clr Maslin and seconded by Clr Jones that the report be noted. 88/05/2018

GM2) HISTORIC FIRE ENGINE MUSTER (R.09-19, SC350)

Over the past several October long weekends, the owner of the Fire Museum Collection has held a public event known as the Annual Historic Fire Engine Muster. This has been a privately run event and not run under any organisation or by Council.

The Museum has now developed an association with the Lions Club of Coolamon to help with insurance and running the event.

→ Council has subsequently received correspondence from the Coolamon Lions Club seeking a waiver from Council for the costs associated with closing Cowabbie Street for the day. A copy of the request has been attached. Attachment No. 4

As mentioned this is an event not conducted by Coolamon Shire Council and falls into the same category as the recent requests from the Ganmain Showground in regard to support for their event.

There are many events run by the community that are outside Council's direct control and the closing of roads is an expense that they bare. The precedence of approving this request would see those others provide similar requests to Council. The closure of roads is an expense that needs to be factored into the costs of running such an event.

Council has an Event Fund that provides support for events that meet the eligibility. It is thought appropriate that the applicant be advised they take the opportunity to apply for funding through this programme.

Recommendation

That Council decline the request, but advise the Lions Club of the opportunity to seek funding from the Shire Event Fund

Clr McCann declared a non-pecuniary significant interest due to him being Secretary of the Coolamon Lions Club and left the Meeting at 2.10pm.

RESOLVED on the motion of Clr Jones and seconded by Clr McKinnon that Council decline the request, but advise the Lions Club of the opportunity to seek funding from the Shire Event Fund. 89/05/2018

Clr McCann returned to the Meeting at 2.21pm.

GM3) NSW PUBLIC LIBRARIES ASSOCIATION

- ➔ Council has received a request from Robert Knight who is a representative of the NSW Public Library Association requesting that Council appoint a NSW Public Library Association delegate. As can be seen from the attachment this is an optional responsibility and should no delegate be appointed, then all information will still be sent through to the General Manager. Attachment No. 5

I spoke with Robert who advised that the NSW Public Libraries Association will be seeking additional support and funding from the State Government and would like to ensure that all elected representatives from Local Government are engaged.

Coolamon Shire Council will receive the information through the General Manager and where appropriate this will be presented to Council. The current Councillor who is on the Riverina Regional Library Committee is Councillor Logan.

Recommendation

For Council decision.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr Maslin that Councillor Logan be nominated as the NSW Library Association delegate.

90/05/2018

GM4) BACK TO BUSINESS MONTH (I.03-01, SC487)

Once again Coolamon Shire Council has been offered funding as a part of Back to Business Month.

Last year we hosted a workshop for small to medium sized business, focusing on effective marketing techniques. To continue with this theme; it is proposed that we will host a Social Media and Digital Marketing workshop for all businesses within the shire.

This will include:

- How to utilise Facebook, Instagram and other sources of social media to increase their marketing.
- How to take effective photos for social media.
- How to increase your post reach.

This workshop will be a more hands on approach, and will include real life and achievable examples of how to take advantage of Social Media for local business.

Recommendation

That Council accept the Back to Business Funding and undertake workshops to support local business opportunities.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr White that Council accept the Back to Business Funding and undertake workshops to support local business opportunities. 91/05/2018

GM5) FINANCIAL AUDIT – REPORT ON LOCAL GOVERNMENT FROM THE AUDITOR GENERAL (A.12-01, SC34)

As advised to Council, and as a result of the Fit for Future Reforms, all of the NSW Local Government Sector was audited by the NSW Auditor General's Office for the 2016/17 financial year.

- ➔ The Auditor General has subsequently provided a report to the State Government that summarises the findings and makes recommendations. A copy of the report has been attached and gives a snap shot of the financial management of Councils

and a comparison across the sector. It can also be located on the following link:
<https://www.audit.nsw.gov.au/news/report-on-local-government-2017-and-data-visualisation> **Attachment No. 6**

One of the interesting outcomes of this audit is that the NSW Audit Office believe that Councils should include Rural Fire Fighting Equipment in their Financial Statements.

In fact it is quoted that the *“NSW Treasury and the NSW Rural Fire Fighting Service are of the view that the NSW Rural Fire Service does not control Rural Fire Fighting equipment which has been vested in Councils under the Rural Fires Act 1997”*.

Council’s believe that in accordance with the Australian Accounting Standards that Council do not have control over this infrastructure and therefore is not part of our responsibility, nor to be included in Council’s assets. This is considered an industry wide issue and needs to be resolved.

It is in the best interests of NSW Fire Service not to include this infrastructure on its books and divest to whomever. NSW Treasury and the Audit Office believe that it must be included on someone’s books and for the 2017 year have decided that it will be placed within Local Government.

It is thought appropriate that Council should advise Local Government NSW and REROC that as an Industry we advocate against holding assets on our books that we do not control.

Recommendation

That Council seek Local Government sector support through REROC and LGNSW to advocate against these Assets being included in the Financial Statements of Local Councils.

RESOLVED on the motion of Clr Maslin and seconded by Clr McCann that:
92/05/2018

- 1) **Council seek Local Government sector support through REROC and LGNSW to advocate against these Assets being included in the Financial Statements of Local Councils and present a motion at the NSW Local Government Conference.**
- 2) **That a motion be put to the LGNSW Conference in regard to this matter.**

GM6) COOLAMON SPORT AND RECREATION CLUB LIMITED (S.07-11, SC374)

- Correspondence has been received from the Coolamon Sport and Recreation Club requesting a review of the payment structure associated with use of water on the golf course. Please see attached correspondence. **Attachment No. 7**

The golf course is one of several users in the sports precinct that take advantage of Council's recycled water to irrigate.

Background

Since the Coolamon Treatment Plant was established back in the 60's the water effluent has been used to irrigate the Kindra Trust ovals for use by football and cricket, the Sports Club for use on the golf course, and now extended into the Council's parks and gardens.

During the mid 2000's the EPA required an upgrade of this infrastructure to meet current health guidelines for use on sporting facilities. This increased the cost of delivery. Council resolved that each user would pay a contribution to the operational and running cost of the delivery system that would be broken down to a per kilolitre charge.

Current Situation

There are three water meters located down at the irrigation pump shed and all users are required to pay for the use.

The payment for this water use is calculated on the operating and maintenance costs associated with providing the water. In essence the water is free but the users are paying to get the water to their grounds. In accordance with our fees and charges, this has been set at 40 cents per kilolitre in the upcoming budget. This compares to the current Goldenfields Water price for potable water which is at \$1.92.

A similar misconception by the Club is that Council are required to get rid of this water, therefore this should be provided free of charge, or at a further reduced (per kilolitre) amount as it is a Council responsibility to manage the wastewater in an appropriate manner.

It must be noted that Coolamon Shire Council also runs this recycled water into our parks and gardens and could expand this area to use more water. At this point Council have not expanded the network and currently leaves this for the sporting organisations to use. It should be noted that during this last summer and autumn, Council has ceased using the recycled water on its parks and switched

over to the potable water supply. This was undertaken due to Council's ability to use an alternative supply and the need to reduce the amount in the delivery dam in preparation for the walls to be prepared.

Proposal

The proposal put forward by the Coolamon Sports Club is to pay an amount per annum rather than a per kilolitre use which would allow them to budget better and smooth out the rise and fall in costs of the water charge over successive years. As mentioned in the correspondence the Club would like to propose something similar to the Coolamon Touch Association who pay a one off annual amount. However, it must be noted that the Touch Football lease the Council land and their lease amount includes a water cost associated with the upkeep. Council administer the water on the touch fields as per Coolamon Shire Council requirements and needs, not at the direction of the Touch Club. This area is incorporated into Council's Parks and Gardens Management Plan.

Obviously the benefits to the Sports Club would be a regular amount that could be budgeted towards irrigation regardless of the amount used. During dry periods this water would be used extensively according to their needs, with the theory that during wet years limited watering would be carried out.

This would not create any incentive for water wise use and could create the situation where the Club is over using water during a dry period and thus potentially rationing the Kindra Park irrigation and Council's own park irrigation.

Irrigation water has been an issue raised by different management personnel at the Club and appears to create angst amongst its members with the Club finances. This proposal would be satisfactory until a wet year and the Club management believed they were paying for something they didn't get and therefore further representations to Council over the costs.

It is thought that the Club would and should be able to undertake its own internal budget constraints that allow a certain amount for water costs to be put aside and that when that is reached a decision could be made as to whether to allocate more funds towards the water. In essence a cost benefit analysis could be undertaken at this time. In addition, if the budget amount is not reached because it is a wet winter then they get the financial benefit immediately in not paying out any cost.

Recommendation

That Council maintain the existing delivery of water in accordance with the current policy.

RESOLVED on the motion of Clr Crocker and seconded by Clr Maslin that Council maintain the existing delivery of water in accordance with the current policy.

93/05/2018

GM7) COOLAMON SHIRE COUNCIL NOMINATED SOUTHERN JOINT REGIONAL PLANNING PANEL MEMBERS (P.03-12, SC578)

Council has recently been advised by the NSW Planning Department that the terms of the current nominated members for Coolamon Shire Council who sit on the Southern Joint Regional Planning Panel have expired.

The current members are Terrey Kiss and Kris Dunstan.

I note on the membership of other Councils that they also have alternate delegates if the two members are not available. Council may wish to nominate an alternate delegate. Both individuals have been contacted and advised that they are willing to continue in this role.

The responsibility of this position is to sit on the determination of regional significant developments that are within our Shire. Some examples of these recently have been the Solar Power Plants in Temora and Junee and the Landfill extension in Gundagai.

These panel members make up a five (5) team Assessment Panel that make these planning decisions. The other 3 members are nominated by the NSW Planning Department.

Recommendation

That Terrey Kiss and Kris Dunstan be the members of Coolamon Shire Council Southern Joint Regional Planning Panel.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr White that Terrey Kiss and Kris Dunstan be the members of Coolamon Shire Council Southern Joint Regional Planning Panel with Tony Donoghue and John Seymour as Alternate Delegates. 94/05/2018

GM8) VISITOR INFORMATION CENTRE (T.06-08, SC671)

Council received a visit from the Programme Manager for Accredited Visitor Information Centre (AVIC) in order to maintain Council's accreditation for this role.

- The Inspection provided some feedback in regard to Council's current setup and indicated that he thought it would be a far better location in the Up-to-Date Store. Please find attached the information received from the Tourism Group who undertake this role. Attachment No. 10

The reasons for the Visitor Information Centre (VIC) being located in the Fire Museum is due to the current patrons being open for extended hours particularly over the weekend. This is greater access and exposure than Council can afford at the moment.

Council has entered into a Lease Agreement with the Fire Museum for the use of the building and that part of this Agreement is that their lease is reduced subject to them running the Visitor Information Centre.

The location of a Visitor Information Centre in the Up-to-Date Store has some issues and concern revolving around the flexible use of that space. For example the Library spillout area, the use of the Up-to-Date Store for functions and the current opening times associated with volunteer use, could all conflict with different needs.

Council are currently not in a position to make changes and move the Visitor Information Centre over to the Up-to-Date Store, however, the feedback should be noted by Council.

Recommendation

For Council information.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr McCann that the report be noted. 95/05/2018

GM9) FUEL EXCISE LEVY (F.07-01, SC1023)

Council will recall that a report was tabled at the March Meeting expressing our concerns about the need to lobby for a portion of the fuel excise levy to be included in any future existing road funding programmes.

Council supported this recommendation by resolving to continue lobbying Local Government NSW. REROC has since received correspondence back from Michael McCormack in regard to this issue. Attachment No. 11

Last Thursday, 10th May 2018, Local Government NSW held the Rural Local Government NSW Summit with the President, Linda Scott and CEO, Donna Rygate in attendance.

The opportunity was taken to discuss this matter in an open forum with general agreeance that this issue should be advocated at the National Level.

The meeting commented that a motion should be put to the Annual Conference so that it can receive the full support of the NSW Local Government Sector.

Recommendation

That Council submit a motion to the Local Government NSW Annual Conference requesting support and advocacy for the permanent inclusion of a percentage of the fuel excise levy to be included in the R2R Funding Programme.

RESOLVED on the motion of Clr Logan and seconded by Clr White that Council submit a motion to the Local Government NSW Annual Conference requesting support and advocacy for the permanent inclusion of a percentage of the fuel excise levy to be included in the R2R Funding Programme. 96/05/2018

GM10) THRIVE RIVERINA (T.06-07, SC636)

→ Council has received a membership prospectus from Thrive Riverina.
Attachment No. 12

Thrive Riverina were previously known as Riverina Regional Tourism (RRT). Coolamon Shire Council ceased its membership of RRT in 2016. The belief at this time was that without Wagga as a member it was a random collection of Local Government members spread across a large area undertaking work to boost tourism in the region.

Council has recently considered its budget spend for tourism and the outcome included in the draft Budget that was adopted for consultation at the last meeting. Council at this time focused its resources on the day visitation out of Wagga and the Canola Trail Partnership. Council saw greater benefits with these local links and set aside approximately \$5,000 to accomplish this.

Since the rebirthing of RRT into Thrive, a new Board has been formed and a strategic direction developed. Membership to Thrive Riverina would be a contribution to a strategic and collaborative approach to tourism across the whole Riverina. This program aims to establish the Riverina as a must visit location to wider NSW and aims to promote the region as a whole, revitalise digital assets, transform Taste Riverina and development of a long-term cooperative marketing plan.

At the same time, the delivery of tourism at the State level was changed with Destination NSW being the new responsible body. Sitting under Destination NSW is the organisation known as Destination Riverina Murray NSW which has the job of supporting and marketing regional tourism.

So very simply put, Destination NSW has the job of attracting visitors to the State. Destination Riverina Murray has the responsibility of attracting visitors to the region, Thrive is indicating it would like to take up the responsibilities for attracting or showing tourists around the region. Whilst each Local Government area also has the responsibility of attracting tourists to their individual Local Government areas.

As you would guess each of these levels (except DNSW) requires funding for their piece of the pie.

Council needs to make a judgement call about spreading itself too thin and providing financial commitments to all of the above levels and having nothing left to sell its own Local Government area.

As can be seen from the membership fees, Thrive Riverina is requesting \$7,920.00 over the next two years.

In addition to this, Destination Riverina Murray is requesting \$10,000.00 over the next two years in order to sell the Riverina as a destination. Neither of these two amounts have been included in any upcoming budgets.

Whilst Coolamon Shire Council has always believed in the strength of regional commitments to improve the outcomes for all Local Government areas, Coolamon Shire needs to be mindful of ensuring it can prioritise and get bang for its buck in relation to its tourism dollar.

Council did significant work last year in putting serious effort and investment in getting the Canola Trail up and running and believes it would be foolish to withdraw this commitment.

Recommendation

That Council not participate in the Thrive or Destination NSW Programme for the next two years.

RESOLVED on the motion of Clr McKinnon and seconded by Clr Hutcheon that Council not participate in the Thrive or Destination NSW Programme for the next two years. 97/05/2018



ADJOURNMENT

Council adjourned at 3.00pm for a presentation from Statewide Mutual representatives.

Council reconvened at 3.43pm.

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

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


4.2 EXECUTIVE MANAGER, CORPORATE & COMMUNITY SERVICES' REPORTS

CS1) FINANCE REPORT AS AT 30TH APRIL 2017

RESOLVED on the motion of Clr McCann and seconded by Clr Hutcheon that the report be received and noted. 98/05/2018

DATE INVESTED	INSTITUTION	RATING	INVESTMENT TYPE	AMOUNT INVESTED	TERMS (days)	RATE	MATURITY DATE
2/05/2017	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	2.80%	2/05/2018
8/05/2017	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	2.80%	8/05/2018
15/06/2017	AMP	A1/A	Term Deposit	\$ 2,000,000	365	2.60%	15/06/2018
19/06/2017	AMP	A1/A	Term Deposit	\$ 1,000,000	365	2.60%	19/06/2018
8/08/2017	AMP	A1/A	Term Deposit	\$ 1,000,000	273	2.60%	8/05/2018
9/09/2017	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	2.70%	9/09/2018
14/09/2017	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	2.70%	14/09/2018
26/09/2017	AMP	A1/A	Term Deposit	\$ 500,000	273	2.60%	26/06/2018
1/03/2018	NAB	A1+/AA-	Term Deposit	\$ 1,000,000	182	2.50%	30/08/2018
23/09/2017	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	2.50%	23/09/2018
24/10/2017	NAB	A1+/AA-	Term Deposit	\$ 1,000,000	365	2.50%	24/10/2018
10/11/2017	Beyond Bank	A2/BBB	Term Deposit	\$ 2,000,000	365	2.70%	10/11/2018
21/12/2017	Beyond Bank	A2/BBB	Term Deposit	\$ 1,700,000	365	2.75%	21/12/2018
TOTAL INVESTED				\$ 15,200,000			

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


 (Samantha Jennings, Finance Manager)

RESTRICTED CASH, CASH EQUIVALENTS & INVESTMENTS

EXTERNAL RESTRICTIONS AS AT 30TH JUNE, 2017

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

INTERNAL RESTRICTIONS AT 30TH JUNE, 2017

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

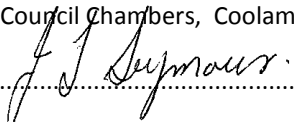
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17TH MAY, 2018.

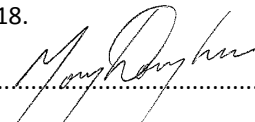
COOLAMON SHIRE COUNCIL
INCOME STATEMENT

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

	APRIL 2018	MARCH 2018	FEBRUARY 2018	2017/2018 BUDGET	2016/2017 ACTUAL
Income from continuing operations					
Revenue:					
Rates & annual charges	3,420,270.52	3,420,354.90	3,421,156.84	3,410,000.00	3,342,541.82
User charges & fees	2,886,503.87	2,667,071.24	2,271,738.53	2,813,000.00	2,931,783.71
Interest and investment revenue	116,914.82	114,803.33	106,284.11	404,000.00	448,073.57
Other revenues	632,709.80	597,757.53	521,171.85	491,000.00	771,690.93
Grants & contributions provided for operating purposes	3,841,730.12	3,671,264.03	3,191,902.98	4,122,000.00	8,416,616.93
Grants & contributions provided for capital purposes	1,629,096.51	1,070,594.51	972,692.51	3,429,000.00	1,354,954.49
Internals	0.00	0.00	0.00		
Other income:					
Net gain from the disposal of assets	896,906.26	828,724.44	684,679.48	190,000.00	0.00
Total revenues from continuing operations	13,424,131.90	12,370,569.98	11,169,626.30	14,859,000.00	17,265,661.45
Expenses from continuing operations					
Employee benefits and on-costs	4,569,110.45	4,056,841.38	3,580,832.15	5,043,000.00	5,348,989.28
Borrowing costs	6,770.02	6,611.07	5,251.85	30,000.00	70,026.65
Materials & contracts	2,269,042.91	2,040,021.12	1,794,026.79	2,397,000.00	3,300,065.85
Depreciation, amortisation & impairment	2,672,494.86	2,409,639.38	2,143,683.72	3,022,000.00	2,790,897.03
Other expenses	1,192,789.00	1,128,994.03	1,048,867.56	1,578,000.00	1,390,196.61
Net loss from the disposal of assets					222,922.14
Total expenses from continuing operations	10,710,207.24	9,642,106.98	8,572,662.07	12,070,000.00	13,123,097.56
Operating result from continuing operations	2,713,924.66	2,728,463.00	2,596,964.23	2,789,000.00	4,142,563.89
Net operating result for the year before grants and contributions provided for capital purposes	1,084,828.15	1,657,868.49	1,624,271.72	-640,000.00	2,787,609.40

This is Page No. 16 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 17th May, 2018.

..... MAYOR

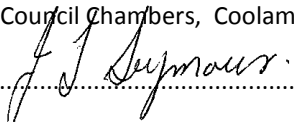
.....GENERAL MANAGER.

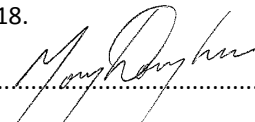
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17TH MAY, 2018.

COOLAMON SHIRE COUNCIL
INCOME STATEMENT BY FUND

	April 2018		
	CONSOLIDATED		TOTAL
	GENERAL FUND	SEWERAGE FUND	
Income from continuing operations			
Revenue:			
Rates & annual charges	2,902,956.34	517,314.18	3,420,270.52
User charges & fees	2,878,367.87	8,136.00	2,886,503.87
Interest and investment revenue	114,973.04	1,941.78	116,914.82
Other revenues	620,344.75	12,365.05	632,709.80
Grants & contributions provided for operating purposes	3,728,123.79	113,606.33	3,841,730.12
Grants & contributions provided for capital purposes	1,595,325.03	33,771.48	1,629,096.51
Internals	0.00	0.00	0.00
Other income:			
Net gain from the disposal of assets	896,906.26	0.00	896,906.26
Total revenues from continuing operations	12,736,997.08	687,134.82	13,424,131.90
Expenses from continuing operations			
Employee benefits and on-costs	4,441,850.24	127,260.21	4,569,110.45
Borrowing costs	6,770.02		6,770.02
Materials & contracts	2,061,645.65	207,397.26	2,269,042.91
Depreciation & amortisation	2,483,663.56	188,831.30	2,672,494.86
Other expenses	1,155,372.37	37,416.63	1,192,789.00
Total expenses from continuing operations	10,149,301.84	560,905.40	10,710,207.24
Operating result from continuing operations	2,587,695.24	126,229.42	2,713,924.66
Net operating result for the year before grants and contributions provided for capital purposes	992,370.21	92,457.94	1,084,828.15

This is Page No. 17 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 17th May, 2018.

.....

 MAYOR

.....

 GENERAL MANAGER.

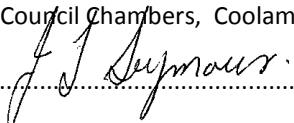
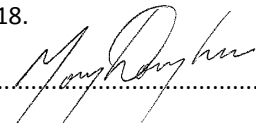
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17TH MAY, 2018.

COOLAMON SHIRE COUNCIL
BALANCE SHEET

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

	APRIL 2018	MARCH 2018	FEBRUARY 2018	2017/2018 BUDGET (ADJ FOR OPENING BAL)	2016/2017 ACTUAL
ASSETS					
Current assets					
Cash and cash equivalents	834,591.10	1,167,560.55	839,209.22	1,807,816.66	1,352,453.37
Investments	15,200,000.00	15,200,000.00	15,200,000.00	15,900,000.00	15,200,000.00
Receivables	1,448,197.15	1,236,748.48	1,356,025.40	438,603.96	938,409.07
Inventories	1,291,303.51	1,285,091.88	1,306,256.85	368,169.98	1,383,565.16
Other					
Total current assets	18,774,091.76	18,889,400.91	18,701,491.47	18,514,590.60	18,874,427.60
Non-current assets					
Investments					
Receivables	3,925.13	3,925.13	3,925.13	326,297.13	3,925.13
Inventories	102,397.55	102,397.55	102,397.55	2,000.00	1,941.00
Infrastructure, property, plant & equipment	217,194,011.43	216,388,036.30	216,007,651.33	228,691,172.68	212,611,209.09
Accumulated Dep'n - Infrastructure, PP&E	(45,206,703.23)	(44,943,847.75)	(45,006,594.68)	(49,374,774.74)	(43,473,384.70)
Accumulated Imp't - Infrastructure, PP&E	(1,456,499.18)	(1,456,499.18)	(1,456,499.18)	(156,499.18)	(1,456,499.18)
Other					
Total non-current assets	170,637,131.70	170,094,012.05	169,650,880.15	179,488,195.89	167,687,191.34
Total assets	189,411,223.46	188,983,412.96	188,352,371.62	198,002,786.49	186,561,618.94
LIABILITIES					
Current liabilities					
Payables	7,339,240.80	6,896,033.59	6,399,200.71	7,585,387.96	7,191,922.68
Overdraft					
Interest bearing liabilities	1,157.00	1,157.00	1,157.00	1,846.00	1,157.00
Provisions	1,561,635.77	1,562,494.14	1,559,784.45	1,557,596.01	1,573,274.03
Total current liabilities	8,902,033.57	8,459,684.73	7,960,142.16	9,144,829.97	8,766,353.71
Non-current liabilities					
Payables	990.91	990.91	990.91	798.98	990.91
Interest bearing liabilities	1,448.86	1,448.86	1,448.86	(2,179.14)	1,448.86
Provisions	1,095,890.93	1,095,890.93	1,095,890.93	1,099,682.86	1,095,890.93
Total non-current liabilities	1,098,330.70	1,098,330.70	1,098,330.70	1,098,302.70	1,098,330.70
TOTAL LIABILITIES	10,000,364.27	9,558,015.43	9,058,472.86	10,243,132.67	9,864,684.41
Net assets	179,410,859.19	179,425,397.53	179,293,898.76	187,759,653.82	176,696,934.53
EQUITY					
Retained earnings	87,416,399.45	87,430,937.79	87,299,439.02	89,685,581.01	84,702,474.79
Reserves	91,994,459.74	91,994,459.74	91,994,459.74	98,074,072.81	91,994,459.74
Internal Assets/Liabilities	0.00	0.00	0.00		0.00
Total equity	179,410,859.19	179,425,397.53	179,293,898.76	187,759,653.82	176,696,934.53

This is Page No. 18 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 17th May, 2018.

.....  MAYOR  GENERAL MANAGER.

COOLAMON SHIRE COUNCIL
BALANCE SHEET BY FUND

	April 2018		
	CONSOLIDATED GENERAL FUND	SEWERAGE FUND	COOLAMON SHIRE TOTAL
ASSETS			
Current assets			
Cash and cash equivalents	(1,220,533.81)	2,055,124.91	834,591.10
Investments	15,200,000.00		15,200,000.00
Receivables	1,332,283.45	115,913.70	1,448,197.15
Inventories	1,291,303.51		1,291,303.51
Other			0.00
Total current assets	16,603,053.15	2,171,038.61	18,774,091.76
Non-current assets			
Investments			0.00
Receivables	3,925.13		3,925.13
Inventories	102,397.55		102,397.55
Infrastructure, property, plant & equipment	200,963,970.77	16,230,040.66	217,194,011.43
Accumulated Depreciation	(39,117,576.91)	(6,089,126.32)	(45,206,703.23)
Accumulated Impairment	(1,456,499.18)		(1,456,499.18)
Other			0.00
Total non-current assets	160,496,217.36	10,140,914.34	170,637,131.70
Total assets	177,099,270.51	12,311,952.95	189,411,223.46
LIABILITIES			
Current liabilities			
Payables	7,339,240.80	0.00	7,339,240.80
Interfunding			0.00
Interest bearing liabilities	1,157.00		1,157.00
Provisions	1,561,635.77		1,561,635.77
Total current liabilities	8,902,033.57	0.00	8,902,033.57
Non-current liabilities			
Payables	990.91		990.91
Interest bearing liabilities	1,448.86		1,448.86
Provisions	1,095,890.93		1,095,890.93
Total non-current liabilities	1,098,330.70	0.00	1,098,330.70
TOTAL LIABILITIES	10,000,364.27	0.00	10,000,364.27
Net assets	167,098,906.24	12,311,952.95	179,410,859.19
EQUITY			
Retained earnings	81,102,016.79	6,314,382.66	87,416,399.45
Reserves	85,996,889.45	5,997,570.29	91,994,459.74
Internal Assets & Liabilities	0.00		0.00
Total equity	167,098,906.24	12,311,952.95	179,410,859.19

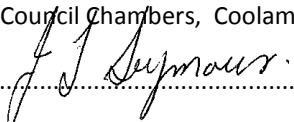
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17TH MAY, 2018.

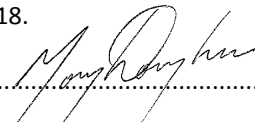
COOLAMON SHIRE COUNCIL
INTERNAL & EXTERNAL RESTRICTIONS

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

	APRIL 2018	MARCH 2018	FEBRUARY 2018	2017/2018 BUDGET	
				(ADJ FOR OPENING BALS)	2016/2017 ACTUAL
GENERAL FUND					
<i>EXTERNALLY RESTRICTED</i>					
Grants & Suidies & Other	252,035.40	215,118.64	221,370.38	305,461.01	305,461.01
Waste Management	1,158,307.43	1,102,758.17	1,151,857.40	970,303.67	944,034.25
Allawah Lodge Accommodation Payments	3,550,651.71	3,537,982.19	3,257,406.56	3,799,148.19	3,706,673.19
Allawah Village Loan-Licence	3,795,181.00	3,600,181.00	3,015,181.00	3,087,162.15	2,977,399.15
	8,756,175.54	8,456,040.00	7,645,815.34	8,162,075.02	7,933,567.60
<i>INTERNALLY RESTRICTED</i>					
Plant Replacement Reserve	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00
Employees Leave Entitlements Reserve	970,000.00	970,000.00	970,000.00	980,000.00	970,000.00
Stormwater Management Reserve	22,815.86	22,815.86		-32,725.00	
Swimming Pools Reserve				0.00	
Deferred Works Reserve	149,080.19	116,636.68	119,700.00	679,000.00	739,000.00
Ardlethan Preschool	63,032.80	35,026.30	44,682.67		17,791.45
Financial Assistance Grant					1,683,001.00
Community Housing Programme Reserve				0.00	
Allawah Lodge Asset Mgt Reserve	544,418.58	388,700.26	579,774.20	714,334.75	602,759.22
Allawah Village Asset Mgt Reserve	207,686.88	209,936.76	220,158.79	371,162.15	260,407.31
CECC Asset Mgt Reserve	275,737.99	278,265.14	277,217.99	212,964.81	203,907.81
Gravel Pits Rehabilitation Reserve	152,000.00	152,000.00	152,000.00	167,000.00	152,000.00
	3,384,772.30	3,173,381.00	3,363,533.65	4,091,736.71	5,628,866.79
Asset Management/Available for Working Funds	1,838,518.35	2,650,731.90	2,960,240.72	953,450.52	1,110,298.78
Total Cash Balance - General Fund	13,979,466.19	14,280,152.90	13,969,589.71	13,207,262.25	14,672,733.17
SEWERAGE FUND					
Sewerage Fund	2,055,124.91	2,087,407.65	2,069,619.51	1,937,371.83	1,879,720.20
	2,055,124.91	2,087,407.65	2,069,619.51	1,937,371.83	1,879,720.20
Total Cash Balance - Sewerage Fund	2,055,124.91	2,087,407.65	2,069,619.51	1,937,371.83	1,879,720.20
TOTAL CONSOLIDATED CASH	16,034,591.10	16,367,560.55	16,039,209.22	15,144,634.08	16,552,453.37

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.....  MAYOR

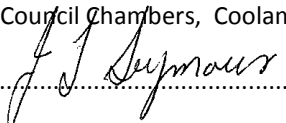
.....  GENERAL MANAGER.


MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17TH MAY, 2018.

RATE COLLECTIONS

	ARREARS BEWD	LEVIES INC. INTEREST	TOTAL	COLLECTIONS TO DATE	% TO TOTAL	ADJUSTMENTS INC. PENS CONCESSIONS	ADI TOTAL	% TO TOTAL	COLLECTABLE 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
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
2017-2018									
31/07/2017	303,728.87	3,573,820.19	3,877,549.06	1,720,643.39	4.44%	114,532.52	3,763,016.54	4.57%	3,590,952.15
31/08/2017	303,728.87	3,567,981.97	3,871,710.84	1,194,571.78	30.85%	116,519.77	3,755,191.07	31.81%	2,560,619.29
30/09/2017	303,728.87	3,557,918.45	3,861,647.32	1,379,589.62	35.73%	116,266.64	3,745,380.68	36.83%	2,365,791.06
31/10/2017	303,728.87	3,562,633.59	3,866,362.46	1,444,201.69	37.35%	117,122.89	3,749,239.57	38.52%	2,305,037.88
30/11/2017	303,728.87	3,565,800.57	3,869,529.44	1,927,430.49	49.81%	117,922.90	3,751,606.54	51.38%	1,824,176.05
31/12/2017	303,728.87	3,567,187.50	3,870,916.37	2,074,337.04	53.59%	117,732.28	3,753,184.09	55.27%	1,678,847.05
31/01/2018	303,728.87	3,571,577.54	3,875,306.41	2,121,682.19	54.75%	117,563.53	3,757,742.88	56.46%	1,636,060.69
28/02/2018	303,728.87	3,574,224.52	3,877,953.39	2,617,048.00	67.49%	118,069.79	3,759,883.60	69.60%	1,142,835.60
31/03/2018	303,728.87	3,576,653.01	3,880,381.88	2,766,747.07	71.30%	118,594.79	3,761,787.09	73.55%	995,040.02
30/04/2018	303,728.87	3,577,008.25	3,880,737.12	2,879,814.99	74.21%	118,679.17	3,762,057.95	76.55%	882,242.96

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 MAYOR

 GENERAL MANAGER.

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

As part of Council's ongoing policy review, the following policies are presented by staff for adoption/re-adoption: **Attachment No. 7**

- Drug, Alcohol, Medication & Fatigue Policy
- Procurement Policy

Recommendation

That the following policies be adopted:

- Drug, Alcohol, Medication & Fatigue Policy
- Procurement Policy

RESOLVED on the motion of Cllr McCann and seconded by Cllr McKinnon that the following policies be adopted: **99/05/2018**

- **Drug, Alcohol, Medication & Fatigue Policy**
- **Procurement Policy**



COOLAMON SHIRE COUNCIL

**DRUGS, ALCOHOL, MEDICATION AND FATIGUE
IN THE WORKPLACE POLICY**

Date Adopted	<i>17 May 2018</i>		
Council Minute	<i>99/05/2018</i>		
Version	<i>Version 8</i>		
Policy Responsibility	<i>Corporate & Community Services</i>		
Review Timeframe	<i>Every 4 Years</i>		
Last Review Date	<i>May 2018</i>	Next Scheduled Review Date	<i>May 2022</i>

OBJECTIVE

To ensure all of Council employees are not exposed to safety issues whilst in the workplace by persons being affected by drugs, alcohol, medication or fatigue.

ELIGIBILITY

This policy is applicable to Coolamon Shire Council in all its operations and functions, including those situations where employees are required to work off site and it shall be applicable to all Employees, Volunteers, Contractors and Councillors.

POLICY STATEMENT

Coolamon Shire Council is committed to achieving the highest performance in work health and safety with the aim of creating and maintaining a safe and healthy working environment throughout its worksites. This includes the elimination from the work environment, any danger due to persons being affected by drugs, alcohol, medication or fatigue. This relates to the effect of drugs, alcohol, medication and fatigue during working hours and travelling to and from work and can come from the effects caused before coming to work.

Under the Work Health and Safety Act 2011 employees have a responsibility to take reasonable care for the health and safety of others and cooperate with employers in their efforts to provide a safe workplace. Under the Work Health & Safety Regulation 2017 employers are required to identify, assess and control workplaces risks.

Coolamon Shire Council will not permit illegal drugs to be brought onto, consumed, or used at the workplace. Similarly Council will not permit alcohol to be brought onto, consumed or used at the workplace except for at authorized functions held in designated locations and for specific time periods. Council will not permit any person to have access to the workplace, or to operate plant or equipment if in the opinion of the supervisor or manager, they are deemed to be under the influence of alcohol or drugs or suffering from fatigue and therefore in an unsafe condition to work.

Breaches of the above shall be considered serious misconduct and may result in dismissal or in the case of visitors, contractors or volunteers, permanent restriction from the workplace. Council is also mindful of its exposure to the risk of public liability claims arising from the actions of its employees, contractors, visitors and volunteers and shall take all reasonable steps to ensure that such

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17TH MAY, 2018.

individuals take responsibility for their own actions, and are aware of the effects of alcohol, drugs and fatigue, to ensure that they and the organization are not compromised.

RESPONSIBILITIES:

Managers

The use of drugs and alcohol leads to a range of problems. While failing to follow safe working procedures, workers may injure themselves because they are not in control of their actions and this in turn may lead to injury of others. Managers and Supervisors do not have the expertise to diagnose an alcohol or drug problem, therefore referral for testing diagnosis and treatment must be based on workplace performance and other related issues. To aid in this decision an impairment checklist for drug and alcohol is provided as an attachment to these procedures.

Managers are responsible for the implementation of the following measures throughout Council. In particular to ensure employees are made aware of the potential hazard associated with the use of drugs and alcohol at the workplace by provision of information, instruction, training and supervision. Managers are also responsible for workplace surveillance to identify, assess and control possible risk areas/hazards caused by fatigue and/or stress.

Managers are to ensure that employees are aware of free facilities and programs to seek help including but not limited to the online information at www.unionsafe.labor.net.au; Murrumbidgee Local Health District provided facilities through the Coolamon Medical Centre and Mental Health Line 1800 011 511 or 1800 677 114 or 1800 809 9423 for assistance with Drug and Alcohol or Sexual Assault and Employee Assistance Program -6923 0555

Supervisors

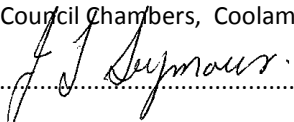
Supervisors are responsible for ensuring tasks are carried out according to the procedures for Drug, Alcohol and Medication in the Workplace, and with other related Work Health & Safety procedures eg. Hazard Identification and risk assessment, and that formal documentation is recorded where necessary. In particular supervisors are to ensure that Work Health & Safety and risk management policies and procedures are followed by employees, contractors and volunteers and that employees who are in breach of the Work Health & Safety and risk management procedures are counselled and, if necessary, subject to disciplinary measures.

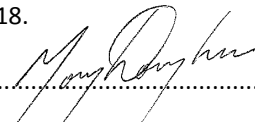
Employees, Contractors and Volunteers

Employees, Contractors and Volunteers are responsible for presenting to work in a fit state for carrying out all activities in a safe manner in accordance with procedures and training undertaken. In particular, employees and contractors at the workplace are not to be under the influence of any drug, alcohol or medication (prescribed or illegal) that could impair their judgement or capacity to undertake their work-related activities in a safe manner. Employees have a duty to take care of the health and safety of themselves and others and an obligation to report impaired performance of other employees.

Any employees/contractors/volunteers must notify their supervisor if they are taking prescription, or 'over the counter' drugs that could affect their ability to operate safely. All employees/contractors/volunteers must be aware of any side effects of these drugs, and it is their duty to obtain such information from their prescribing doctor or pharmacist at the point of sale, and inform their supervisor that they are taking these drugs.

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.......... MAYOR

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

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17TH MAY, 2018.

If employees are concerned about the sobriety of any of their co-workers it is their right and duty to:

- Communicate their concerns to the employee or contractor concerned and if necessary advise them not to continue at work until they are in a fit state to do so; and
- Report the incident to the supervisor directly responsible for the employee or contractor in writing to ensure follow up support is provided.

ALCOHOL AND OTHER DRUGS TESTING PROGRAM

Council has established a program of testing that will:

- Provide people with information about the effects of alcohol and other drugs;
- Discourage people from coming to work where they may be unfit for work because of alcohol or other drugs, and
- Assist in identifying people who may be unfit for work.

The options are

- Post reportable incident, and
- Reasonable suspicion; and
- Random; and
- Targeted random (for workers who have given a confirmed positive result for alcohol and other drugs)

Post Reportable Incident Testing

After a reportable incident at the workplace, the Supervisor in consultation with the Management, may require a worker to undergo an initial alcohol or other drug test. For the purpose of Post Incident Testing, a reportable incident is defined as any accident or event that occurs in the course of work which results in personal injury, vehicle damage, property damage and/or any incident that has the potential for significant risk of harm or injury to persons or equipment.

Post Reportable Incident Testing will take place no later than 12 hours after the incident where a reportable incident falls within the following criteria. If an employee fails to report an incident, as defined, immediately as required and testing is unable to be undertaken within 12 hours as a result of this failure, the testing will be conducted under Reasonable Suspicion.

Reasonable Suspicion

The following procedure is for use by appropriately trained staff to assess fitness for work. These training Council staff members are referred to as 'responsible persons'.

This procedure is for use when a responsible person reasonably suspects that a worker is impaired by alcohol and/or other drugs in the workplace. Reasonable suspicion of impairment must be based on the list of objective indicators set out at Appendix 1.

Fitness for work

If a person is not deemed fit for work following a visual assessment in accordance with the Reasonable Suspicion Procedure outlined in this document, the worker will be requested to undergo an initial alcohol and/or drug test in accordance with the relevant Australian Standards.

If a worker refuses to undergo an initial test without an appropriate reason, then the worker may be stood down until they can provide medical evidence to justify their fitness for work, or they undertake the test.

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Workers stood down can apply to take paid leave in accordance with the provision of the relevant Award or Agreement for suspended workers.

Random

Random testing for alcohol and/or other drugs for Council's workers may be conducted at any time throughout the worker's hours of work (including overtime).

Random testing will be conducted in an appropriate area which contains adequate facilities for testing. The testing will be done privately.

All workers will be eligible for selection for random testing. Workers will be selected for testing by using a simple random selection process, involving the selection of a worker, location or group of workers located in a specific area. Council's independent testing provider will provide advice on and assist with the random selection process.

Workers who are selected will be required to present themselves for testing immediately

TESTING PROCEDURE –DRUGS

Conducting the Test

Workers identified to participate in a drug test will be required to undergo an oral swab test as per the Australian Standard AS470:2006. The test will be administered by a suitably qualified person

Confirmatory Test in Non-Negative and Consistent with Medication

A confirmatory non-negative test result for other drugs will be determined by the Australian Standard AS4760:2006.

The accredited testing laboratory will forward all test results to the Executive Team in writing, identifying the confirmatory test was positive but consistent with medication declared.

If the worker has previously been allocated low risk duties, their fitness for work will be reassessed and the worker will either return to normal duties or remain on low risk duties for the duration of the use of the medication, providing the duration of the use of the medication is a reasonable timeframe.

If the worker has been stood aside pending the confirmatory test results, the Executive Team will contact them and request they return to work once results have been received. On return to work, the Executive Team in consultation with either the Supervisor and/or Manager will reassess their suitability for duties.

Confirmatory Test is Non-Negative and Not Consistent with Medication

Once the accredited testing laboratory has forwarded the results to the Executive Team, the worker and the applicable Manager will be advised in writing that the confirmatory test was non-negative but inconsistent with the medication disclosed by the worker.

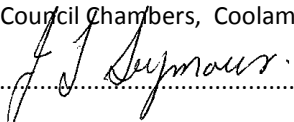
The letter of confirmation forwarded by Council to the worker confirming the test result will set out a nominated time and date when the worker and, if requested, their Union or other representative will discuss further action with their relevant Manager(s). If the worker requests access paid leave entitlements such as personal, annual or long service leave, as part of the further action discussion, agreement to access to relevant leave entitlements will depend on the circumstances and will be managed in accordance with the relevant award.

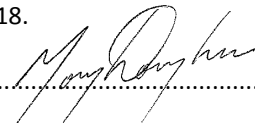
Confirmatory Test is Negative

The accredited testing laboratory will forward the results to the Executive Team who will then advise the worker and their Supervisor that the confirmatory test result was negative.

If the worker has been stood down pending the outcome of the confirmatory test, the Executive Team will contact them to arrange the workers return to work.

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..... MAYOR

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.....GENERAL MANAGER.

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Any loss of pay or use of paid leave as a result of being stood down will be reimbursed and reinstated in full by Council.

NON-NEGATIVE RESULTS

The relevant Manager, in consultation with the Executive Team, is accountable for monitoring the frequency of targeted random testing for a worker who provides a non-negative confirmatory result and shall determine the appropriate action in accordance with the following on a case by case basis. Targeted random testing will only be required.

For drugs where the non-negative confirmatory result was not in accordance with declared prescribed medication levels and;

For alcohol where a non-negative result above the relevant blood alcohol limit applicable to the worker has occurred.

At all times during the positive test result process, the worker is entitled to have a Union representative or other representative of their choosing present at all discussions and/or disciplinary meetings should they so choose.

The Manager will afford the worker procedural fairness and discuss the non-negative result with the person and as such will provide an opportunity for the worker to provide any information or comments that may be a mitigating factor when considering the confirmatory test result.

After consideration of this information the work will be advised if they are required to participate in a targeted random testing process. The worker will be advised of counselling services available and, if necessary, or by the workers own request, be referred to an appropriate service.

Before a worker returns to work, they will be required to provide a negative test result. Whilst this result is being achieved, workers may be stood down and be entitled to access their own personal leave entitlements if available and if not, other available accrued leave entitlements.

Council may initiate disciplinary actions in accordance with the relevant award if the worker returns a second or third positive test within a two year period.

Workers participating in voluntary self-testing have immunity from disciplinary action on the condition they comply with the rehabilitation program and do not report for work and commence work in an unfit state after submitting for the initial voluntary test.

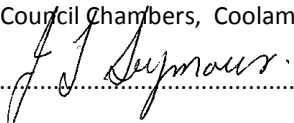
Any disciplinary action taken is to be in accordance with the provisions of the relevant award and inability to perform normal duties during any period as a result of this procedure may resulting in a review of the workers pay rate during this period which could result in a reduction in pay.

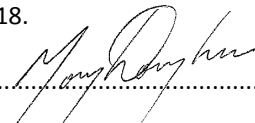
CONFIDENTIALITY

The Council will endeavour to ensure that the highest levels of confidentiality are maintained in the application of this Procedure. The following minimum conditions shall apply:-

- All testing will be conducted in a private location that maintains the privacy and dignity of the individual;
- All testing will be conducted by accredited providers in accordance with Australian Standards;
- Workers who record a non-negative result will be treated at all times in a respectful and non-judgmental manner by all involved in the management of the matter;
- Council records pertaining to test results shall be regarded as confidential information and use/access/dissemination of the results shall be restricted to those who have a genuine requirement to access the confidential results of the drug and/or alcohol test. No information related to drug and/or alcohol testing shall be disclosed to any person or persons other than those properly authorised officers of the Council and authorised worker representative/s.
- All documentation regarding an employee's Alcohol and other Drugs Test results will be located in the Personnel B File and filed in the Confidential area in TRIM;

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..... GENERAL MANAGER.

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- The General Manager is authorised under this Procedure to access, delegate and assign authority for access and use of the information obtained under this Procedure, including but not limited to authorised government agencies, insurers (for claims submissions, where applicable);
- Where the General Manager has authorised the release of confidential test results to external parties who are legally able to access this information, the worker/s that are involved are to be notified in writing detailing:
 - a. Who the information will be released to;
 - b. when and for what purposes the information will be released.
- A copy of all information released is to be provided to the worker/s involved with this notification. The notification must be given to the workers prior to information being released to the external parties.

DEFINITIONS & INFORMATION

BAC means blood alcohol content.

Certified Laboratory means a laboratory which meets minimum Australian performance standards set by an accrediting agency being the National Australian Testing Authority (NATA).

Confirmatory Test means a second analytical test performed to identify the presence of alcohol and/or other drugs in accordance with Australian Standard AS3457:1997 and AS4760:2006.

The confirmatory test is a retest of a second sample from the original sample taken at the original collection time. Nothing in this Procedure shall prevent the carrying out of a second independent test, by a method chosen by the person who tested non negative.

For drugs this means any confirmatory sample returning a result at, or in excess of, the levels contained in AS4760:2006.

For alcohol this means any confirmatory sample returning a result at, or in excess of, the levels prescribed in NSW for the operation of motor vehicles. NSW has three blood alcohol content limits: zero, >0.02 grams per 100 Millilitres and >9.05 grams for 100 Millilitres.

The limit which applies to workers at Council is dependent on the category of the worker's licence and the type of vehicle the worker is required to operate.

Zero applies to:

- ALL learner drivers;
- ALL Provisional 1 drivers;
- ALL Provisional 2 drivers;
- ALL visiting drivers holding an overseas or interstate learner, provisional or equivalent licence.

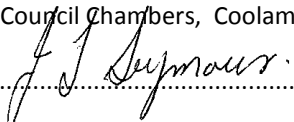
0.02 applies to:

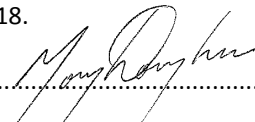
- Drivers of vehicles of "gross vehicle mass" greater than 13.9 tonnes;
- Drivers of vehicles carrying dangerous goods;
- Drivers of public vehicles such as taxi or bus drivers.

0.05 applies to:

- ALL other licences (including overseas and interstate licence holders) not subject to a 0.02 or zero limit;

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- Any employee who is not required to drive as part of their role or who is unlicensed is required to meet the .05 limit whilst at work for the purposes of this Procedure.

Employer has the same meaning as a person conducting a business or undertaken under Section 5 of the Work Health and Safety Act 2011.

Reasonable Suspicion Procedure refers to indicators of impairment and includes the observable indicators of impairment contained in Appendix 1 of this Procedure which are used to determine whether a reasonable suspicion exists that a person is impaired by alcohol and/or other drugs.

Post Reportable Incident is defined as any accident or event that occurs in the course of work which results in personal injury, vehicle damage, property damage and/or any incident that has the potential for significant risk of harm or injury to persons or equipment.

Responsible person means a worker who is suitably trained and can assess, in accordance with Australian Standards, the fitness for work of persons in the workplace.

Initial Testing is defined as a valid method used to exclude the presence of alcohol and/or a drug or a class of drugs as provided by Australian Standard AS3557:1997 and AS4760:2006.

Limited Random Testing means a period of random testing of a worker in the case where the worker either:

- a. fails a drug or alcohol tests; and/or
- b. unreasonably refused a drug or alcohol test as a result of a reportable incident or random testing program; and/or
- c. following a determination of impairment as a result of an impairment assessment.

Non-Negative Result means an initial positive test as yet unconfirmed by confirmatory testing by an accredited tester.

Negative Result means a result at or below the nominated or target concentration used for initial testing.

Random Testing means a structured program of randomly testing workers across the entire workforce in accordance with the standards as provided by Australian Standard AS3457:1997 and AS4760:2006.

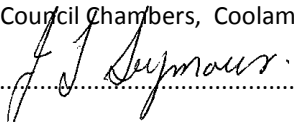
Tester means a person authorised by Council and trained to conduct breath analysis and Oral Swab testing in accordance with Australian Standard AS3547:1997 and AS4760:2006.

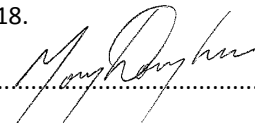
Impairment is an inability to perform at your normal level of concentration and focus on safety. After a shortened or disturbed sleep rest break a person's ability to function and co-ordinate is substantially receded. For example, after a disturbed sleep with a sick child, shift-work or heavy social calendar.

A person who is on certain medication may be impaired, and this may give the impression of being drug or alcohol related.

Fatigue is weariness from exertion. A person who is fatigued, ill or suffering from sleep disturbances can give the appearance of being affected by drugs and alcohol. There are many causes of sleep disturbances and fatigue, which may or may not be work related, including stress. Insomnia (ie

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sleeplessness) is a very common condition, which can seriously affect a person's workplace performance and safety.

Drugs are a substance that can be legal or illegal and can be broadly categorised as depressants, stimulants, or hallucinogens. Most drugs, including medication, even in very low doses, could affect the capacity of an employee to carry out their duties safely.

Alcohol is the most commonly used depressant drug. Alcohol in combination with other factors, affects mental and motor function, the level of impairment being related to the blood alcohol level.

Stress refers to external pressure that is exerted on a person, which in turn results in tension or strain. Within certain limits, people are able to deal with this pressure, adapt to the situation and to recover when the stressful period is over. The limiting value to which the human no longer can adapt is dependent upon a person's adaptability, his/her personal characteristics and by the environment. Stress can be a stimulus, a response or a transactional process between the two.

Additional Assistance may be obtained from the Alcohol and Drug Information Service by phoning 1800 422 599

ASSOCIATIONS & RELATIONSHIPS

Legislation	Australian Standards; AS3547:1997 – Breath alcohol devices for personal use. (‘AS3547:1997’) AS4760:2006 – Procedures for specimen collection and the detection and quantity of drugs in oral fluid. (‘AS4760:2006’); Road Transport (Safety and Traffic Management) Act 1999; Work Health and Safety Act 2011 (NSW); Work Health and Safety Regulation 2017 (NSW);
Policies	Employee Assistance Program Policy
Procedures/Protocols, Statements, Documents	WorkCover NSW Alcohol and other Drugs in the Workplace Guide 2006 Occupational Health and Safety Library Series 1, Work Health Company NSW Employee Assistance Program AS4308 and AS3547 Minimum specifications for detecting substance levels through testing.

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.

<i>Version 8 Adopted:</i>	<i>Council Meeting held 17 May 2018 (Minute No 99/05/2018)</i>
<i>Version 7 Adopted:</i>	<i>Council Meeting held 17 July 2014 (Minute No 174/07/2014)</i>
<i>Version 6 Adopted:</i>	<i>Council Meeting held 19 June 2014 (Minute No 138/06/2014)</i>
<i>Version 5 Adopted:</i>	<i>Council Meeting held 17 October 2013 (Minute No 258/10/2013)</i>
<i>Version 4 Adopted:</i>	<i>Council Meeting held 16 May 2013 (Minute No. 117/05/2013)</i>
<i>Version 3 Adopted:</i>	<i>Council Meeting held 23 April 2009 (Minute No.104/04/2009)</i>
<i>Version 2 Adopted:</i>	<i>Council Meeting held 21 August 2008 (Minute No.237/8/2008)</i>
<i>Version 1 Adopted</i>	<i>Council Meeting held 19 October, 2000 (Minute No. 355/10/2000)</i>

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COOLAMON SHIRE COUNCIL

PROCUREMENT POLICY

Date Adopted	17 May 2018		
Council Minute	99/05/2018		
Version	Version 1		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 years		
Last Review Date	February 2018	Next Scheduled Review Date	February 2022

OBJECTIVE

The objective of this policy and associated procedures is to ensure that standard procurement practices are implemented across Council and to highlight the obligations of Council officers with delegated authority to arrange for the procurement of goods and services on behalf of Council.

This policy and associated procedures set the ethical rules and requirements outlined in the *Local Government Act 1993* and the *Local Government (General) Regulation 2005* for all procurement dealings undertaken by the Coolamon Shire Council. In addition this policy is based on the underlying principles of Council's Code of Conduct and Statement of Business Ethics.

SCOPE

Only those Council staff with Delegated Authority from the General Manager to authorise expenditure, subject to the nominated monetary limitations, may enter into purchasing agreements. The nominated monetary limits vary depending on each individual's level of authority and role with Council.

The levels of authority for those staff with authority to incur and approve expenditure can be found in Council's Staff Delegations

The limits put in place are to be strictly adhered to, with the onus being on the individual employee to ensure that they do not abuse their authority level. Under no circumstances are orders to be split so that the total value of the order falls under the amount of the individual's authority level.

POLICY

1. Use of Public Funds

Under no circumstances are any goods, services or work of any kind to be arranged for a purpose other than a direct business need on behalf of and for the Coolamon Shire Council.

2. Procurement Thresholds

Council is required to formally tender for goods and services where the anticipated expenditure for the life of the contract is greater than \$150,000 inclusive of GST. Any procurement that involves expenditure above this amount must be conducted in accordance with Council's procurement procedure for tendering.

Any purchase of goods and services below the tender threshold must be conducted in accordance with Council's procurement procedure for purchasing or credit cards.

Under no circumstances is procurement to be split so that the total value falls under the procurement thresholds.

3. Purchase Orders

No orders are to be placed with suppliers without an official purchase order being supplied by Council first. All suppliers are instructed not to supply goods unless they make reference to an official Coolamon Shire Council purchase order number. If a supplier supplies goods or services without a purchase order number, and produces an invoice to Council without reference to an official purchase order number, then Council reserves the right to refuse payment for those goods or services.

4. Gifts & Benefits

Under no circumstances should staff solicit gifts or financial benefit of any kind in return for placing orders or arranging work of any kind with a supplier. As a general rule it is better to refuse any gifts or benefits offered. Further information regarding Gifts and Benefits can be found in Council's *Code of Conduct*.

5. Local Supplier Preference

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

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

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

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6. Breach of Policy

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

ASSOCIATIONS & RELATIONSHIPS

Legislation	<i>Local Government Act 1993</i> <i>Local Government (General) Regulation 2005</i>
Policies	<i>Code of Conduct</i> <i>Statement of Business Ethics</i>
Procedures/Protocols, Statements, Documents	<i>Procurement Procedures</i>

REVIEW

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

CS3) COMMONWEALTH HOME SUPPORT PROGRAMME (CHSP) (C.08-05, SC103)

The Department of Health are offering new Commonwealth Home Support Programme (CHSP) Grant Agreements. Funding arrangements for the CHSP are being extended for two years from 1st July, 2018 to 30th June, 2020.

The Department have forwarded two copies of the Grant Agreement which is required to be signed under the Common Seal of Council and returned to the Department.

Recommendation

✘ That the Seal of Council be affixed to the Commonwealth Standard Grant Agreement in respect of the Commonwealth Home Support Programme for the period 1st July, 2018 to 30th June, 2020.

RESOLVED on the motion of Clr White and seconded by Clr Logan that the Seal of Council be affixed to the Commonwealth Standard Grant Agreement in respect of the Commonwealth Home Support Programme for the period 1st July, 2018 to 30th June, 2020. 100/05/2018

CS4) COMMUNITY TRANSPORT SERVICE CONTRACT (CTSC) EXTENSION (C.08-07, SC105)

Transport for NSW (TfNSW) have advised that they were successful in obtaining an extension for the Commonwealth Home Support Programme (CHSP) funding until 30th June, 2020.

Accordingly, TfNSW are offering Council the opportunity to extend our current Community Transport Service Contract (CTSC) from 1st July, 2018 to 30th June, 2020.

To accept the extension of the current Contract until 30th June, 2020 the documents are required to be signed and returned by the 25th May, 2018.

Recommendation

✘ That the documents for the extension of the current Community Transport Service Contract (CTSC) from 1st July, 2018 to 30th June, 2020 be signed and returned to Transport for NSW prior to the 25th May, 2018.

RESOLVED on the motion of Clr White and seconded by Clr Logan that the documents for the extension of the current Community Transport Service Contract (CTSC) from 1st July, 2018 to 30th June, 2020 be signed and returned to Transport for NSW prior to the 25th May, 2018. 101/05/2018

4.3 EXECUTIVE MANAGER, ENGINEERING & TECHNICAL SERVICES' REPORTS

ES1) SHIRE ROADS RESHEETING, STABILISATION AND MAINTENANCE

The following roads have received attention:

1) MAINTENANCE

- McCormacks Lane (Berry Jerry to Springwood Road)
- East West Road (patch) (Rannock to Old Wagga Road)
- Ceelys Lane (patch) (Durrain North Road to Matong North Road)
- Johnsons Hill road (Seymours Lane to Kinilibah School Lane)
- Berry Jerry Road (Rannock Road to Marrar North Road)
- Denyers Lane (Springwood Road to Pratts Lane)
- Carrolls Lane (Dullah Road to Devlin Road)

2) RESHEETING

- Hawthornes Lane (Stinsons Lane to Rannock Road)
- Seymours Lane (Johnsons Hill to Armstrongs Lane)
- Murphys Lane (Dullah Road to Brushwood North)
- Hattys Lane (Dullah Road to gate)

ES2) TOWN WORKS

ROUNDAABOUT DRAINAGE

Council Staff and Contractors have completed additional drainage works at the Roundabout to alleviate the impact during heavy rainfall events. The success of these works will be closely monitored in future rain events.

ES3) 2017/2018 ROADS TO RECOVERY PROGRAMME

KOCKIBITOO ROAD CAUSEWAY / CULVERT RENEWAL

Contractors and Council are progressing well with the causeway/culvert renewal works which include:

- Excavation of concrete causeway, piped culvert and rock headwalls.
- Placement of new box culvert base slabs and crown.
- Backfilling and compaction around culvert.
- Concreting of new causeway.

The concrete causeway will now be given three weeks to cure and achieve suitable strength prior to final erosion mitigation works and opening to traffic. The causeway is scheduled for reopening on Monday, 28th May, 2018.

RESOLVED on the motion of Clr Maslin and seconded by Clr McCann that the Executive Manager, Engineering & Technical Services' Reports (ES1 to ES3) be received and noted. 102/05/2018

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

Noxious Weeds Officer Reports

- Highway inspections, Newell and Burley Griffin.
- Spiny Burr inspected and treated on London Hill Road, Beckom South, Deep water, Pamandi crossing, Brushwood crossing.
- Coolatai inspected and treated Ardlethan and Marrar.
- Inspections undertaken in Beckom and Ardlethan area.
- Weed Management Compliance Standard currently under review.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr Maslin that the report be received and noted. 103/05/2018

ES5) ENGINEERING OPERATIONAL REVIEWS (E.06-01, SC622)

Now that Council's construction programme has been finalized and we are entering into the quieter winter maintenance period, the opportunity to perform reviews of Council's Parks and Gardens operations and Road Hierarchy has arisen. These reviews will be performed when time is available outside of planning 18/19 works, overseeing Ardlethan Sewer, managing Bygoo Road realignment, Smokey Creek Bridge Upgrade, Fixing Country roads funding submissions, and normal everyday engineering works.

The Parks and Gardens review will be performed first with a report being prepared to be presented to the June Meeting of Council. The Road Hierarchy Review requires considerable more data analysis and a report is scheduled for presentation at the August Meeting.

Recommendation

For Council information.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr White that the report be received and noted. 104/05/2018

4.4 EXECUTIVE MANAGER, DEVELOPMENT & ENVIRONMENTAL SERVICES' REPORTS

HS1) DEVELOPMENT ACTIVITY REPORT FOR THE PERIOD ENDING 30TH APRIL, 2018 (B.05-03, SC58)

SUMMARY

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

Development Activity Table

Application Number	Type	Address	Determination	Value
CDC 2018/03	New Single Dwelling	4 William Kelly Drive, Coolamon	Approved	\$273,100.00
DA 2018/29	New Single Dwelling & Shed	16 Dunrobin Street, Coolamon	Approved	\$320,000.00
DA 2018/31	New Single Dwelling	2031 Millwood Road, Coolamon	Approved	\$440,000.00
DA 2018/32	Alterations & Additions to Dwelling	24 Mann Street, Coolamon	Approved	\$9,350.00
DA 2018/33	Depot & Office for Earthmoving Business	2366 Tooyal Road, Coolamon	Approved	\$35,000.00
DA 2018/34	New Carport	18 Bruce Street South, Coolamon	Approved	\$5,400.00
DA 2018/36	New Single Dwelling	57 Devlin Street, Coolamon	Approved	\$392,252.00
TOTAL: 7			7	\$1,475,102.00

Financial Implications

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

Consultation

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

Recommendation

That Council receive and note this report on development activity for the period up to 30th April, 2018.

RESOLVED on the motion of Clr McKinnon and seconded by Clr Logan that Council receive and note this report on development activity for the period up to 30th April, 2018. 105/05/2018

HS2) RODNEY DENNIS VS. COOLAMON SHIRE LAND AND ENVIRONMENT COURT (2018/00147344) (LD196/18/330, LF568)

Summary

This report provides information to Council on the lodging of a Class 1, Appeal Application by Rodney Dennis in the NSW Land and Environment Court against Council for the issuing of an order requiring compliance with conditions of development consent.

Background

As Council may recall, a development application (DA 2017/62) for the Installation of 3 x 2044 Tonne Grain Silos and associated Infrastructure located at Lot 31, DP 1025946, 2250 Rannock Road, Rannock, was submitted by Rodney Dennis and subsequently presented to Council as a notation report at the October 2017 Ordinary Council Business Meeting. The application was subsequently approved under delegation by Council staff on 26th October, 2017 subject to conditions.

Prior to the application being determined, Council was informed that works were being undertaken on the site. As a result of an inspection being carried out on the site which confirmed that works were being carried out on the site without the required approvals, Council staff contacted the applicant and advised him to stop work and that failure to cease works without required approvals being in place would result in Council issuing penalty infringement notices. The applicant advised Council to issue the fines as he needed to complete the works prior to harvest. On 13th October 2017, Council issued two (2) penalty infringement notices for:

- 1) Development without Development Consent – Class 1 – 10 Building - Individual
- 2) Building without Construction Certificate – Class 1 – 10 Building - Individual

On 1st February 2018, Council received a complaint from an adjoining land owner that the development was operating outside of approved hours. In response to the complaint, Council staff visited the site on 9th February 2018 and reviewed the consent which confirmed that the following conditions had not been complied with:

2. An Operational Plan of Management prepared by a suitably qualified and experienced person/s must be submitted to Council for approval prior to the commencement of any works.

The Plan of Management is to include, but not be limited to, the following details:

- Truck delivery times and methods to control and manage the noise generated from such vehicles when entering and leaving the site and unloading product within the site for both harvest and non-harvest operational periods.
- Identification of plant and machinery types used on the site and methods to control and manage the noise generated from such plant and equipment when in operation for both harvest and non-harvest operational periods.
- Identification of sources of dust generation and methods to control and manage the dust generated from the development for both harvest and non-harvest operational periods

REASON: It is in the public interest that the development does not create adverse impacts on the amenity of the area. Section 79C(1)(e) of the Environmental Planning and Assessment Act 1979, as amended.

4. At least two (2) days prior to the commencement of any works, the attached 'Notice of Commencement of Building or Subdivision Works and Appointment of Principal Certifying Authority', must be submitted to Council.

REASON: Because it is in the public interest that Council receive notification in accordance with the provision of the Environmental Planning and Assessment Act 1979, as amended. Section 79C(1)(e) of the Environmental Planning and Assessment Act 1979, as amended.

5. Prior to operation of the development/use of the silos, the applicant shall ensure that all access/egress points servicing the site comply with Councils minimum access width and construction standards. Such standards shall be maintained at all times for the life of the development.

Note: Access will be required to be upgraded to provide for a 50 mm asphalt overlay of the existing widened entry splay

back/driveway from property boundary to edge of Rannock Road seal.

REASON: To ensure the access to the site is sufficient to promote the effective and efficient movement of traffic to and from the site. Section 79C(1)(c) of the Environmental Planning and Assessment Act 1979, as amended.

6. A detailed landscape plan and legend for the Rannock Road development frontage shall be submitted and approved prior to any works commencing on the site.

A Plant Schedule indicating all plant species, pot sizes, spacings and numbers to be planted within the development shall be submitted with the Landscape Plan. Plant species are to be identified by full botanical name. All plants proposed in the landscape plan are to be detailed in the plant schedule.

Landscaping shall maintained in a healthy state for the life of the development.

REASON: To ensure that landscaping will be provided on the subject land. Section 79C(1)(b) of the Environmental Planning and Assessment Act 1979, as amended.

14. The approved use must only be conducted between:
- 6.30am to 10.00pm, Monday to Saturday during harvest season;
 - 6.30am to 6.00pm non harvest season (1st January to 31st October); and
 - 8.00am to 1.00pm on any Sunday.

Note: The above hours apply to use of the site and deliveries to the site.

REASON: To ensure development does not reduce the amenity of the area. Section 79C(1)(b) of the Environmental Planning and Assessment Act 1979, as amended.

21. If the Council is appointed as the Principal Certifying Authority the following inspections must be undertaken by Council and a satisfactory Inspection Report must be issued by Council for such works prior to any further works being undertaken in respect of the

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17TH MAY, 2018.

subject development. Inspection Stages for construction are listed in Column 1 and must be inspected by Council at the times specified in Column 2.

COLUMN 1	COLUMN 2
Footings	When the footings have been excavated and all steel reinforcement has been placed in position.
Slab	When reinforcement steel has been placed in position in any concrete slab, whether or not the slab is suspended, on the ground, or on fill.
Wall frame	When the frame has been erected and prior to sheeting and or brick veneer outer wall has been constructed and tied to the frame.
Roof frame	When external roof covering has been installed and prior to the installation of the ceiling lining and eaves soffit lining.
Final	Required prior to occupation of the building.

NOTE 1: A Final Occupation Certificate in relation to the building cannot be issued by Council until all Inspection Reports required by this condition have been issued by Council. Prior to or at the time of the application for Occupation Certificate the application for "Occupation Certificate" form attached to the Council issued Construction Certificate must be completed and submitted to Council with all required attachments - failure to submit the completed Occupation Certificate application form will result in an inability for Council to book and subsequently undertake occupation certificate inspection.

NOTE 2: The above Inspection Reports are required whether or not the work has been inspected by a Structural Engineer, a lending authority or any other person. If the Inspection Reports are not issued Council may refuse to issue a Building Certificate under Section 149A of the Environmental Planning and Assessment Act 1979, as amended.

NOTE 3: Submission of the bracing plan and the Truss and Frame Certificate is required seven (7) working days before the frame inspection.

REASON: It is in the public interest that critical stage inspections be issued for these components of the development in accordance

with Section 162A of the Environmental Planning and Assessment Regulations 2000 as amended.

28. The applicant shall also ensure that prior to any operations commencing /occupation certificate being issued/ use of the development that 'truck turning signage' is installed at required locations on the Rannock Road Frontage to the development site in accordance with the Roads and Maritime Services 'Traffic Control Work Site Guide 2010, as amended'.

REASON: To ensure the development functions in a safe and efficient manner and to reduce the likelihood of traffic conflict being promoted as a result of the development. Section 79C(1)(b) of the Environmental Planning and Assessment Act 1979, as amended.

29. Prior to the issue of Occupation Certificate, signs must be erected that clearly indicate to drivers of vehicles, both on and off the subject land, the location and means of access to the car parking area(s). Such signage shall also clearly indicate that no vehicle shall stack or cue onto any public road at any time.

REASON: To ensure the car parking functions in the proper manner and to increase the likelihood of people parking on the subject land. Section 79C(1)(b) of the Environmental Planning and Assessment Act 1979, as amended.

30. An Occupation Certificate, must be obtained pursuant to Section 109C of the Environmental Planning and Assessment Act 1979, from either Council or an accredited certifying authority, prior to occupation of the building.

In order to obtain this, the "Final Occupation Certificate" form must be completed and submitted to Council with all required attachments – failure to submit the completed Occupation Certificate Application form will result in an inability for Council to book and subsequently undertake Occupation Certificate inspection.

NOTE: The issuing of an Occupation Certificate does not necessarily indicate that all conditions of development consent have been complied with. The applicant is responsible for ensuring that all conditions of development consent are complied with.

REASON: It is in the public interest that an Occupation Certificate be issued prior to occupation of the building. Section 79C (1)(e) of the Environmental Planning and Assessment Act 1979, as amended.

Council staff contacted the applicant to discuss the noncompliance in an effort to resolve the matter but were unsuccessful in obtaining any co-operation. An Invitation to 'Show Cause' letter (seeking advice from owner as to what actions he would take to resolve the matter), dated 14th February, was sent by Council to the owner requesting that the applicant respond within 7 days from the date of the letter. No response has been received.

Council then drafted a Notice of Intention and Draft Order which was sent to the owner on 29th March 2018. No representations were received from the owner as to why Council should not proceed to issue the order.

An order was issued by Council on 18th April 2018 requiring that the abovementioned conditions of development consent be complied with.

Council has now received notice that Class 1 Application Proceedings have been initiated by Rodney Dennis. The application to the Land and Environment Court appeals against compliance with Councils order.

Council has engaged the services of Bradley Allen Love Lawyers to represent Council in this matter. Further updates will be provided to Council as the matter progresses.

Recommendation

That Council note the report 'Rodney Dennis Vs Coolamon Shire Land and Environment Court (2018/00147344)'.

RESOLVED on the motion of Clr Hutcheon and seconded by Clr McCann that Council note the report 'Rodney Dennis Vs Coolamon Shire Land and Environment Court (2018/00147344)'. 106/05/2018

↑ **ADJOURNMENT**

RESOLVED on the motion of Clr Maslin and seconded by Clr White that Council resolve into Committee of a Whole for the purpose of considering confidential matters as listed in the Committee of a Whole agenda for the reason that such matters are considered to be of a confidential nature and in accordance with Council's policy thereto. 107/05/2018

Council adjourned at 4.05pm into Committee of a Whole and reconvened at 4.30pm.

**5) RECOMMENDATIONS OF A COMMITTEE OF A WHOLE MEETING HELD
17TH MAY, 2018.**

RESOLVED on the motion of Clr Hutcheon and seconded by Clr Jones that the Recommendations of CW1 of a Committee of a Whole Meeting held 17th May, 2018 be adopted. 108/05/2018

RESOLVED on the motion of Clr Maslin and seconded by Clr Logan that the Recommendations of CW2 of a Committee of a Whole Meeting held 17th May, 2018 be adopted. 109/05/2018

6) REPORTS: DELEGATES/MAYOR/COUNCILLORS

There were no reports.

Meeting Closed at 4.41pm.

Confirmed and signed during the Meeting held this 21st day of June, 2018.

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MAYOR

ATTACHMENTS FOR THE MEETING HELD 17TH MAY, 2018

ITEMS DISTRIBUTED WITH THE AGENDA

- 1) INFORMATION PAPERS
 - 1) Media Release from Steph Cooke MP titled 'Using Local Knowledge to Keep Locals Safe'.
Refer Correspondence Item (1a).
- 2) ACTIVITY REPORTS
 - 1) Operating Statistics of the Coolamon Shire Library for April 2018.
 - 2) Community Development Officer's Report for April 2018.
Refer Correspondence Item (2a).
- 3) Correspondence from Local Government NSW regarding the 2018 Annual Conference.
Refer General Manager's Report (GM1), [File No. L.07-04].
- 4) Correspondence from the Coolamon Lions Club regarding the Historic Fire Engine Muster.
Refer General Manager's Report (GM2), [File No. R.09-19].
- 5) Correspondence from the NSW Public Libraries Association.
Refer General Manager's Report (GM3), [File No. L.03-02].
- 6) A copy of the Financial Audit – Report on Local Government from the Auditor General.
Refer General Manager's Report (GM5), [File No. A.12-01].
- 7) Correspondence from the Coolamon Sport and Recreation Club regarding water usage on the golf course.
Refer General Manager's Report (GM6), [File No. S.07-11].
- 8) A copy of the Policies in regard to the Policy Review Report.
Refer Executive Manager, Corporate & Community Services' Report (CS2), [File No. P.12-01].
- 9) Correspondence from Steph Cooke MP regarding Weed Management.
Refer Correspondence Item (3a), [File No. P.06-01].
- 10) Correspondence in regard to the report on the Visitor Information Centre.
Refer General Manager's Report (GM8), [File No. T.06-08].
- 11) Correspondence in regard to the report on the Fuel Excise Levy.
Refer General Manager's Report (GM9), [File No. F.07-01].
- 12) Correspondence in regard to the report regarding Thrive Riverina.
Refer General Manager's Report (GM10), [File No. T.06-07].