

**Meeting commenced at 3.00pm.**

**BUSINESS:**

- 1) Apologies
- 2) Declarations of Interest.
- 3)
  - a. Confirmation of Minutes of the Meeting held 21<sup>st</sup> April, 2022.
  - b. Matters arising out of Minutes. (Not elsewhere reported)
- 4) Correspondence
  - a. Agenda A (Information Only)
  - b. Agenda B
- 5) General Manager's Report
  - 5.1 General Manager's Report
  - 5.2 Executive Manager, Corporate & Community Services' Report
  - 5.3 Executive Manager, Engineering & Technical Services' Report
  - 5.4 Executive Manager, Development & Environmental Services' Report
- 6) Recommendations of a Committee of a Whole Meeting held 19<sup>th</sup> May 2022.
- 7) Reports: Delegates/Mayor/Councillors

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

**STAFF:** Tony Donoghue, General Manager;  
Courtney Armstrong, Executive Manager, Corporate & Community Services;  
Tony Kelly, Executive Manager, Engineering & Technical Services;

**1) APOLOGIES**

There were no Apologies.

**2) DECLARATIONS OF INTEREST**

No interests were declared.

**3a) CONFIRMATION OF MINUTES OF THE MEETING HELD 21<sup>ST</sup> APRIL 2022.**

**RESOLVED on the motion of Clr Maslin and seconded by Clr Crocker that the Minutes of the Meeting held 21<sup>st</sup> April 2022 as circulated be confirmed and adopted.** 80/05/2022

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

There were no matters arising out of the Minutes.

**4) CORRESPONDENCE**

**AGENDA A (FOR INFORMATION ONLY)**

**1a) ACTIVITY REPORTS**

- 1) Operating Statistics of the Coolamon Shire Library for April 2022.  
Attachment No. 1.1
- 2) Community Development Officer's Report for April 2022.  
Attachment No. 1.2
- 3) Allawah Community Care Report for April 2022  
Attachment No. 1.3

General Manager's Note

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

**2a) INFORMATION PAPERS**

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

- 1) Draft Minutes of the Riverina Joint Organisation Board Meeting held 22<sup>nd</sup> April 2022. Attachment No. 2.1
- 2) Draft Minutes of the Riverina Eastern Regional Organisation of Councils Board Meeting held 22<sup>nd</sup> April 2022. Attachment No. 2.2
- 3) Minutes of the Advance Matong Committee Meeting held 3<sup>rd</sup> May 2022. Attachment No. 2.3

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

**RESOLVED on the motion of Clr Hutcheon and seconded by Clr White that the Correspondence listed in Agenda be received.** 81/05/2022

## **AGENDA B**

### **1b) STEPH COOKE MP, MEMBER FOR COOTAMUNDRA (H.03-04, SC226)**

Council has received a response from Steph Cooke in regard to the Coolamon MPS.

#### General Manager's Note

- A copy of the letter is attached to Councillor's information papers. Attachment No. 9

**RESOLVED on the motion of Clr Hatty and seconded by Clr Maslin that the letter be received and noted.** 82/05/2022

## 5) GENERAL MANAGER'S REPORT

### 5.1 GENERAL MANAGER REPORTS

#### GM1) DRAFT 2022/2026 DELIVERY PROGRAMME AND 2022/2023 OPERATIONAL PLAN (BUDGET) (S.11-06, SC516)

- The Draft 2022/2026 Delivery Programme and 2022/2023 Operational Plan (Budget) is presented for Council consideration. Attachment No. 3

The next financial year is expected to result in a surplus of \$4 Million (\$20.8 Million operating income and \$16.8 Million operating expenditure). Of the operating income, \$3.6 Million relates to capital grants and contributions. After removing these capital incomes, the operating result is a loss of \$2.1 Million.

The budget also allows for a total reduction in cash in 2022/2023 of some \$1.8 million.

The negative operating result before capital amounts and reduction in cash can be attributed to two things. Firstly, we received specific grant funding in previous financial years that will be spent in the 2022/2023 and 2023/2024 years. Secondly, Council will be pre-paid three quarters of the 2022/2023 Financial Assistance Grants (FAG) from the Federal Government (\$3.6 Million), meaning that this will be accounted as income in the 2021/2022 financial year. In both cases the funds will be either externally or internally restricted at the end of 2021/2022. The spending associated with these funds will then occur in the 2022/2023 financial year and beyond, depending on the project.

The following financial year (2023/2024) will see the budgets return to positive and the long term financial plan will remain on track to meet the OLG sustainability indicators.

It must be noted that this budget is based on a rate peg of 2.5%, which is above the IPART recommendation of 0.7%.

Shortly after IPART released their rate peg, and after considerable angst from the Local Government Sector, the Minister for Local Government permitted all Councils the opportunity to apply for a special rate variation to reflect what had been determined under last year's Delivery Programme. The figure of 2.5% is what Council had previously identified and more in keeping with the current inflationary rate. This will allow Council to continue to meet the rising costs associated with our ongoing operational and service needs.

An additional external factor in this year's financial assumptions that underpin the budget is an increase in interest rates. Council has already seen interest rate increases in its investments and a 2% factor has been included.

Council will continue with Capital projects to the value of \$10 Million in 2022/2023 with the main items of capital spend being highlighted by

- Roads - \$3.4 Million
- Coolamon Business Park – \$2.1 Million
- LRCIP3 Funding - \$1.5 Million
- Council Subdivisions - \$1 Million
- Caravan Park - \$230,000
- Waste Transfer Station - \$300,000
- Fixing Local Roads (Chamberlains Lane) - \$1.1 Million

In addition to the above, Council will be managing the SCCF4 projects to be spent by the Sporting Clubs to the value of \$750,000.

The Coolamon Shire Council, like most other regional areas is currently experiencing pressures related to growth that has both the positive effects of increased population and business activity, whilst conversely negatively affecting the housing and rental market. In response, this year will see the opening of the Coolamon Business Park and the development of a new LEP, with associated land rezoning.

The last six months of this current financial year has seen the preparation of the new Community Strategic Plan (CSP) and Council will spend this year transitioning from the previous reporting requirements to the new Plan.

#### Recommendation

That Council place the Draft 2022/2026 Delivery Programme and 2022/2023 Operational Plan on public display.

**RESOLVED on the motion of Clr Crocker and seconded by Clr White that Council place the Draft 2022/2026 Delivery Programme and 2022/2023 Operational Plan on public display.** 83/05/2022

Council wished to acknowledge the excellent work undertaken by Courtney Armstrong and her team in delivering another sustainable budget.

**GM2) AUDIT REPORT (A.12-01, SC34)**

- Council has received its final Audit Report that has identified a high risk finding in relation to the recognition of assets in the financial statements and therefore Coolamon Shire Council is at risk of receiving a qualified report. This particular high risk assessment relates specifically to how the RFS assets are accounted for. Please see attached Engagement Closing Report Management letter.

Attachment No. 4.1

Historically when the Rural Fire Act was determined in 1997, Councils actually owned, purchased and operated all of the Rural Fire Service Assets and employed the staff. Over the last 25 years this management, care, and control of the assets has been wrestled away from Councils and into the management of the RFS.

As a result of this, in the 2001/2002 Financial Reports, Council removed them from our assets and the Auditor accepted this position. It has now taken 20 years for the Auditor General to consider that this is now a high risk to our operations.

The Auditor General is taking the opinion that the Rural Fire Service Act has vested these assets with Council, and therefore this overrides the ability to determine the matter in accordance with the Australian Accounting Standards that align with international requirements.

As we all know in Local Government, Councils have no say over how the RFS is run or managed. We contribute 11.7% to the cost of the RFS but in reality that is where our contribution finishes.

- This is not a new issue and has been brought to the attention of Council previously with the resolution that Coolamon Shire Council will follow the Australian Accounting Standards. Please see attached. Attachment No. 4.2

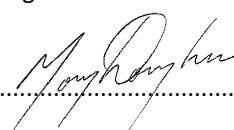
The Office of Local Government advise that Councils need to determine how they would like to handle the RFS assets in accordance with Accounting Standards, but notes that the NSW Government believes they are not controlled by the RFS or State. Attachment No. 4.3

The position of the Auditor General can be considered arbitrary, as the position taken that the term vesting overrides the Accounting Standards does not consider that there is an equally valid counter argument that focuses on the term control.

The Audit Office assessment that deems this to be high risk is even questionable, the materiality of the amounts that is Councils component of this asset class, has not been determined, and the fact that it should only be 11% of the total would mean it would have a negligible impact on our books.



..... MAYOR.....



.....GENERAL MANAGER.

The materiality of this issue does not however, mean that Council should accept these assets and it is believed that the assets should be held and depreciated in the RFS books. It would give a more accurate indication of the RFS operations.

Notwithstanding the above, the information that we would require from the RFS is currently not adequate or appropriate to include in our accounting statements. For the sake of determining materiality, we have requested the appropriate information from the RFS to which we have received responses that they are unable to provide it as they do not keep that information.

This again begs the question - if we do not order or pay for the fire truck, if we have no control over where it is used or by whom, if we make no decision on when it is sold or transferred to other regions or zones, we receive no benefit from its sale, and we cannot be provided with the correct asset information, how are we in control of these assets?

This high risk finding relates to the Rural Fire Service Assets and the determination by the Auditor General that this is to be included in Council's Accounting and not on the RFS books is in direct contrast to the Accounting Standards we operate under. Coolamon Shire Council is not the only Council that has determined the Rural Fire Service Assets do not sit on our books and in accordance with approximately 60 other Local Government areas has been seeking to have this matter resolved. At this point we have received no information back from the Auditor or Auditor General that justifies their position.

This is a wider industry position and Council needs to take a stance to ensure that our financial books are not being used to cover the cost of the RFS.

This matter will be presented to the State Government in the Auditor General's Report and it is hoped that both the Auditor General's position and that of the counter argument will be presented to give the matter some balance.

There may be more far reaching ramifications including the performance of Council under the Fit for Future provisions, and the ability to secure treasury loans. It also has the implication that this Council mismanages its finances.

#### Recommendation

- 1) That Council note the report.
- 2) That Council continue to take the stance that they will not include the RFS assets on their books.
- 3) That Council convey our concerns to the Local Member and Minister for Emergency Services.

**RESOLVED on the motion of Clr Maslin and seconded by Clr White:** 84/05/2022

- 1) That Council note the report, and
- 2) That Council continue to take the stance that they will not include the RFS assets on their books, and
- 3) That Council convey our concerns to the Local Member and Minister for Emergency Services.

**GM3) UPCOMING FEDERAL ELECTION (E.01-03, SC159)**

You have no doubt become aware that with the upcoming Federal Election, there is nowhere in the Coolamon Shire for Pre Poll voting. The nearest facilities being at Junee or Wagga.

After contacting our local Australian Electoral Commission (AEC) office, it appears to be a decision that is made at a higher national level. This seems to be a significant disadvantage to our local communities, and whilst nothing can be done to rectify the current situation, it is thought that representation be made to ensure that this doesn't happen again.

It must be noted that the AEC is independent of the Federal Government and it is not the decision of Politicians where these polling booths are established.

Recommendation

That Council contact the Australian Electoral Commission to seek Pre Polling options be located within the Shire at any future Elections.

**RESOLVED on the motion of Clr Hutcheon and seconded by Clr Hatty that Council contact the Australian Electoral Commission to seek Pre Polling options be located within the Shire at any future Elections.** 85/05/2022



**GM4) RIVJO AND REROC VISIT TO PARLIAMENT HOUSE (R.06-01, SC329; R.06-10, SC1068)**

- On Thursday, 12<sup>th</sup> May 2022, the Mayor and myself attended Parliament House as part of the representation of RIVJO and REROC to meet with and discuss issues pertaining to the region with various State Ministers. A schedule of the visits has been attached for your information. [Attachment No. 10.1](#)
- In addition, a series of questions were provided to the relevant Ministers prior to the event and discussions revolved around these. See attached. [Attachment No. 10.2](#)

Recommendation

For Council information.

**RESOLVED on the motion of Clr Maslin and seconded by Clr White that the report be received.** [86/05/2022](#)

**GM5) 2022 LEXUS MELBOURNE CUP TOUR (T.06-01, SC562)**

- Coolamon Shire Council's Community Development Officer, Jacqui Collins has received a letter from the Victoria Racing Club advising that her submission to host the 2022 Lexus Melbourne Cup Tour has been successful. A copy of the letter is attached. [Attachment No. 11](#)

This invitation means that the tour would come to Coolamon to promote the event and offer the opportunity for locals to view the Melbourne Cup.

Council have until this Friday to accept the offer and it is considered to be a great opportunity.

Recommendation

That Council accept the invitation from the VRC to be a part of the 2022 Lexus Melbourne Cup Tour.

**RESOLVED on the motion of Clr White and seconded by Clr Hatty that Council accept the invitation from the VRC to be a part of the 2022 Lexus Melbourne Cup Tour.** [87/05/2022](#)

**GM6) PRINT MEDIA – JUNEE INDEPENDENT (A.04-01, SC6)**

- ➔ Council has received a letter from MRSPBI Media that includes a request to contribute to a weekly paper through both content and financial commitment. A copy of the letter has been provided. Attachment No. 12.1
- ➔ Council has previously considered such a request at the commencement of the Junee Independent and a copy of the report is provided for your information. See Attached. Attachment No. 12.2
- The Junee Independent has started to expand its footprint and include news stories within the Coolamon area. Copies of the latest papers have been provided and are **tabled** for your information.

The issues that Council should consider relate to our location, where sections of our Shire community currently land in the footprint of various print media – those being Wagga Daily Advertiser, Temora Independent and the Narrandera Argus. With the inclusion of Junee Independent, this spreads our ability to support all of these providers. We currently also have a monthly newsletter, and numerous local, predominantly volunteer community papers.

Conversely, the spread of print media that provides a service to our communities mean that it is hard to find a definitive service for Council to reach all of its constituents. A single source would potentially alleviate this.

At the moment Council makes no commitments to any of the other media outlets other than to use their paper when appropriate and pay when required, (eg: advertisements for jobs, tenders etc).

Recommendation

For Council information and decision.


**RESOLVED on the motion of Clr Hutcheon and seconded by Clr White that the Mayor and General Manager arrange meetings with Print Media Organisations that service the Coolamon Shire and report back to Council.** 88/05/2022

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

### CS1) FINANCE REPORT AS AT 30TH APRIL 2022

DATE INVESTED	INSTITUTION	RATING	INVESTMENT TYPE	AMOUNT INVESTED	TERMS (days)	RATE	MATURITY DATE
5/05/2021	Macquarie Bank	A1/A+	Term Deposit	\$ 1,000,000	365	0.40%	5/05/2022
2/03/2022	Beyond Bank	A2/BBB	Term Deposit	\$ 1,001,512	92	0.40%	2/06/2022
10/03/2022	Beyond Bank	A2/BBB	Term Deposit	\$ 2,000,000	92	0.40%	10/06/2022
21/07/2021	Judo Bank	NR (Govt Guarantee)	Term Deposit	\$ 250,000	365	0.85%	21/07/2022
24/11/2021	Bank of Queensland	A2/BBB+	Term Deposit	\$ 1,000,000	240	0.60%	22/07/2022
3/08/2021	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	365	0.75%	3/08/2022
9/03/2022	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	184	0.40%	9/09/2022
23/09/2021	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	0.60%	23/09/2022
1/10/2021	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	0.60%	1/10/2022
30/09/2021	AMP	A2/BBB	Term Deposit	\$ 1,000,000	369	0.80%	4/10/2022
19/10/2021	Beyond Bank	A2/BBB	Term Deposit	\$ 750,000	365	0.60%	19/10/2022
8/11/2021	Bank of Queensland	A2/BBB+	Term Deposit	\$ 1,000,000	365	0.55%	8/11/2022
18/01/2022	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	304	1.00%	18/11/2022
25/11/2021	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	365	1.00%	25/11/2022
25/11/2021	AMP	A2/BBB+	Term Deposit	\$ 500,000	365	1.00%	25/11/2022
10/12/2021	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	365	1.10%	10/12/2022
19/03/2022	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	275	0.45%	19/12/2022
14/01/2022	AMP	A2/BBB+	Term Deposit	\$ 500,000	365	1.10%	16/01/2023
17/01/2022	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	365	1.10%	17/01/2023
28/04/2022	Bank of Queensland	A2/BBB+	Term Deposit	\$ 1,000,000	272	2.25%	25/01/2023
1/02/2022	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	365	1.10%	1/02/2023
11/02/2022	AMP	A2/BBB+	Term Deposit	\$ 2,000,000	367	1.10%	13/02/2023
<b>TOTAL INVESTED</b>				<b>\$ 22,001,512</b>			

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

 (Samantha Jennings, Finance Manager)

#### RESTRICTED CASH, CASH EQUIVALENTS & INVESTMENTS (as at 30 June 2021)

<b>External Restrictions - included in liabilities</b>	
Specific purpose unexpended grants	1,550,611.83
Allawah Lodge Bonds & Payments	4,667,532.85
Allawah Village Loan Licences	3,622,432.44
Home Care Packages	544,964.06
	<b>10,385,541.18</b>
<b>External Restrictions - other</b>	
Developer contributions - general	67,613.37
Specific purpose grants (recognised as revenue)	475,265.77
Sewerage Services	1,598,022.28
Domestic Waste Management	750,153.46
Stormwater Management	64,569.62
Other - Community Transport	230,864.00
	<b>3,186,488.50</b>
<b>Internal Restrictions</b>	
Plant & vehicle replacement	1,000,000.00
Employees Leave Entitlements	1,499,000.00
Deferred Works	219,960.00
Ardlethan Preschool (non-grant)	39,155.28
Asset management/replacement	3,500,000.00
Financial Assistance Grant Advance	2,063,337.00
Swimming Pools	55,000.00
Rehabilitation of Grave Pits	168,000.00
Coolamon Early Childhood Centre	361,222.45
Allawah Lodge	706,001.68
Allawah Village	578,588.69
	<b>10,190,265.10</b>
<b>TOTAL RESTRICTIONS</b>	<b>23,762,294.78</b>
<b>UNRESTRICTED</b>	<b>985,659.43</b>
<b>TOTAL CASH, CASH EQUIVALENTS &amp; INVESTMENTS</b>	<b>24,747,954.21</b>

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 19<sup>TH</sup> MAY 2022.

COOLAMON SHIRE COUNCIL  
INCOME STATEMENT

for the period 1st July 2021 to 30th June 2022

	APRIL 2022	MARCH 2022	FEBRUARY 2022	2021/2022 BUDGET	2020/2021 ACTUAL
<b>Income from continuing operations</b>					
Rates & annual charges	4,044,319.53	4,044,657.03	4,040,020.79	4,042,000.00	3,958,280.47
User charges & fees	4,495,566.00	4,031,400.61	3,423,121.67	4,785,000.00	5,072,093.97
Other revenues	245,114.96	193,757.66	174,453.23	363,000.00	583,429.79
Grants & contributions provided for operating purposes	7,014,718.60	3,801,536.22	3,600,395.72	4,598,000.00	7,322,392.31
Grants & contributions provided for capital purposes	2,258,251.91	2,162,949.14	1,990,994.64	3,581,000.00	2,396,269.47
Interest and investment revenue	73,472.72	72,145.93	39,153.25	114,000.00	270,638.20
Other income	309,638.72	285,653.50	220,867.00	382,000.00	371,469.25
Net gain from the disposal of assets	311,819.56	209,987.59	175,835.77	61,000.00	-110,943.76
Internals	0.00	0.00	0.00		0.00
<b>Total income from continuing operations</b>	<b>18,752,902.00</b>	<b>14,802,087.68</b>	<b>13,664,842.07</b>	<b>17,926,000.00</b>	<b>19,863,629.70</b>
<b>Expenses from continuing operations</b>					
Employee benefits and on-costs	5,717,554.72	5,184,867.98	4,511,789.65	6,665,000.00	6,740,916.96
Materials & services	4,224,166.14	3,827,368.99	3,445,493.54	5,120,000.00	4,719,276.22
Borrowing costs	15,339.19	11,346.10	10,960.16	45,000.00	26,510.03
Depreciation, amortisation & impairment	3,246,598.37	3,192,076.47	2,229,885.95	4,240,000.00	4,095,962.48
Other expenses	314,653.50	304,806.18	242,435.21	362,000.00	481,694.29
Net loss from the disposal of assets					
<b>Total expenses from continuing operations</b>	<b>13,518,311.92</b>	<b>12,520,465.72</b>	<b>10,440,564.51</b>	<b>16,432,000.00</b>	<b>16,064,359.98</b>
<b>Operating result from continuing operations</b>	<b>5,234,590.08</b>	<b>2,281,621.96</b>	<b>3,224,277.56</b>	<b>1,494,000.00</b>	<b>3,799,269.72</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>	<b>2,976,338.17</b>	<b>118,672.82</b>	<b>1,233,282.92</b>	<b>-2,087,000.00</b>	<b>1,403,000.25</b>

This is Page No. 12 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 19<sup>th</sup> May 2022.

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

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 19<sup>TH</sup> MAY 2022.

COOLAMON SHIRE COUNCIL  
INCOME STATEMENT BY FUND

	April 2021		TOTAL
	GENERAL FUND	SEWERAGE FUND	
<b>Income from continuing operations</b>			
Rates & annual charges	3,295,224.81	749,094.72	4,044,319.53
User charges & fees	4,495,566.00	0.00	4,495,566.00
Other revenues	244,533.07	581.89	245,114.96
Grants & contributions provided for operating purposes	7,014,718.60	0.00	7,014,718.60
Grants & contributions provided for capital purposes	1,906,348.41	351,903.50	2,258,251.91
Interest and investment revenue	71,833.15	1,639.57	73,472.72
Other income	309,638.72		309,638.72
Net gain from the disposal of assets	311,819.56	0.00	311,819.56
Internals	0.00	0.00	0.00
<b>Total income from continuing operations</b>	<b>17,649,682.32</b>	<b>1,103,219.68</b>	<b>18,752,902.00</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	5,556,216.18	161,338.54	5,717,554.72
Materials & services	4,081,567.62	142,598.52	4,224,166.14
Borrowing costs	15,339.19		15,339.19
Depreciation & amortisation	3,051,055.07	195,543.30	3,246,598.37
Other expenses	314,653.50	0.00	314,653.50
<b>Total expenses from continuing operations</b>	<b>13,018,831.56</b>	<b>499,480.36</b>	<b>13,518,311.92</b>
<b>Operating result from continuing operations</b>	<b>4,630,850.76</b>	<b>603,739.32</b>	<b>5,234,590.08</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>	<b>2,724,502.35</b>	<b>251,835.82</b>	<b>2,976,338.17</b>

This is Page No. 13 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 19<sup>th</sup> May 2022.

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

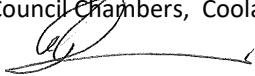
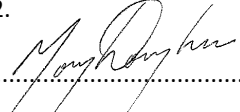
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 19<sup>TH</sup> MAY 2022.

COOLAMON SHIRE COUNCIL  
BALANCE SHEET

for the period 1st July 2021 to 30th June 2022

	2021/2022				
	APRIL 2022	MARCH 2022	FEBRUARY 2022	BUDGET (ADJ FOR OPENING BALS)	2020/2021 ACTUAL
<b>ASSETS</b>					
<b>Current assets</b>					
Cash and cash equivalents	4,366,275.16	3,354,563.95	1,870,348.86	(662,574.97)	3,746,441.88
Investments	22,001,512.33	21,001,512.33	23,001,512.33	21,001,511.33	21,001,512.33
Receivables	840,627.41	1,044,868.94	1,208,386.78	767,516.46	767,845.79
Inventories	95,524.42	76,029.35	68,409.85	1,240,551.62	60,806.06
Other					
<b>Total current assets</b>	<b>27,303,939.32</b>	<b>25,476,974.57</b>	<b>26,148,657.82</b>	<b>22,347,004.44</b>	<b>25,576,606.06</b>
<b>Non-current assets</b>					
Investments					
Receivables	280,092.35	280,092.35	280,092.35	248,247.60	280,092.35
Inventories	1,136,866.84	1,136,866.84	1,136,866.84	1,136,698.42	1,136,866.84
Infrastructure, property, plant & equipment	243,203,101.77	242,285,522.45	241,624,001.91	246,977,705.63	238,042,200.34
Accumulated Dep'n - Infrastructure, PP&E	(50,350,055.28)	(50,357,277.01)	(49,436,288.41)	(51,810,366.77)	(47,569,655.61)
Accumulated Imp't - Infrastructure, PP&E	0.00	0.00	0.00	0.00	0.00
<b>Total non-current assets</b>	<b>194,270,005.68</b>	<b>193,345,204.63</b>	<b>193,604,672.69</b>	<b>196,552,284.88</b>	<b>191,889,503.92</b>
<b>Total assets</b>	<b>221,573,945.00</b>	<b>218,822,179.20</b>	<b>219,753,330.51</b>	<b>218,899,289.32</b>	<b>217,466,109.98</b>
<b>LIABILITIES</b>					
<b>Current liabilities</b>					
Payables	7,731,668.76	8,062,977.40	8,216,914.22	9,046,081.69	9,311,685.38
Contract Liabilities	2,006,744.67	1,868,513.07	1,713,406.67		
Borrowings	0.00	0.00	0.00	0.00	0.00
Employee benefit provisions	1,974,418.44	1,982,473.85	1,972,611.32	2,135,131.52	1,975,675.24
Provisions	28,578.00	28,578.00	28,578.00	0.00	28,578.00
Other	4,170.83	4,240.70	3,768.52	5,785.31	5,785.31
<b>Total current liabilities</b>	<b>11,745,580.70</b>	<b>11,946,783.02</b>	<b>11,935,278.73</b>	<b>11,186,998.52</b>	<b>11,321,723.93</b>
<b>Non-current liabilities</b>					
Payables	3,856.18	3,856.18	3,856.18	3,466.23	3,856.18
Borrowings	0.00	0.00	0.00	0.00	0.00
Employee benefit provisions	135,342.63	135,342.63	135,342.63	135,342.63	135,342.63
Provisions	390,052.54	390,052.54	390,052.54	435,377.90	390,052.54
<b>Total non-current liabilities</b>	<b>529,251.35</b>	<b>529,251.35</b>	<b>529,251.35</b>	<b>574,186.76</b>	<b>529,251.35</b>
<b>TOTAL LIABILITIES</b>	<b>12,274,832.05</b>	<b>12,476,034.37</b>	<b>12,464,530.08</b>	<b>11,761,185.28</b>	<b>11,850,975.28</b>
<b>Net assets</b>	<b>209,299,112.95</b>	<b>206,346,144.83</b>	<b>207,288,800.43</b>	<b>207,138,104.04</b>	<b>205,615,134.70</b>
<b>EQUITY</b>					
Retained earnings	106,278,315.77	103,325,347.65	104,268,003.25	104,117,184.31	101,043,725.69
Reserves	103,020,797.18	103,020,797.18	103,020,797.18	103,020,919.73	103,020,797.18
Internal Assets/Liabilities	0.00	0.00	0.00		0.00
Trust Transfer					
<b>Total equity</b>	<b>209,299,112.95</b>	<b>206,346,144.83</b>	<b>207,288,800.43</b>	<b>207,138,104.04</b>	<b>204,064,522.87</b>

This is Page No. 14 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 19<sup>th</sup> May 2022.

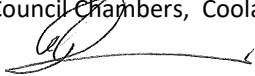
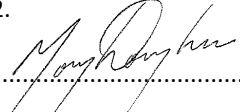
..... MAYOR.....  


..... GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 19<sup>TH</sup> MAY 2022.

COOLAMON SHIRE COUNCIL  
BALANCE SHEET BY FUND

	April 2021		COOLAMON SHIRE TOTAL
	CONSOLIDATED GENERAL FUND	SEWERAGE FUND	
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents	2,086,857.75	2,279,417.41	4,366,275.16
Investments	22,001,512.33		22,001,512.33
Receivables	686,482.83	154,144.58	840,627.41
Inventories	95,524.42		95,524.42
Other			0.00
<b>Total current assets</b>	<b>24,870,377.33</b>	<b>2,433,561.99</b>	<b>27,303,939.32</b>
<b>Non-current assets</b>			
Investments			0.00
Receivables	280,092.35		280,092.35
Inventories	1,136,866.84		1,136,866.84
Infrastructure, property, plant & equipment	222,950,080.41	20,253,021.36	243,203,101.77
Accumulated Depreciation	(43,022,629.75)	(7,327,425.53)	(50,350,055.28)
Accumulated Impairment	0.00		0.00
<b>Total non-current assets</b>	<b>181,344,409.85</b>	<b>12,925,595.83</b>	<b>194,270,005.68</b>
<b>Total assets</b>	<b>206,214,787.18</b>	<b>15,359,157.82</b>	<b>221,573,945.00</b>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Payables	7,731,668.76	0.00	7,731,668.76
Contract Liabilities	2,006,744.67		2,006,744.67
Interfunding			0.00
Interest bearing liabilities	0.00		0.00
Employee benefit provisions	1,974,418.44		1,974,418.44
Provisions	28,578.00		28,578.00
Other	4,170.83	0.00	4,170.83
<b>Total current liabilities</b>	<b>11,745,580.70</b>	<b>0.00</b>	<b>11,745,580.70</b>
<b>Non-current liabilities</b>			
Payables	3,856.18		3,856.18
Interest bearing liabilities	0.00		0.00
Employee benefit provisions	135,342.63		135,342.63
Provisions	390,052.54		390,052.54
<b>Total non-current liabilities</b>	<b>529,251.35</b>	<b>0.00</b>	<b>529,251.35</b>
<b>TOTAL LIABILITIES</b>	<b>12,274,832.05</b>	<b>0.00</b>	<b>12,274,832.05</b>
<b>Net assets</b>	<b>193,939,955.13</b>	<b>15,359,157.82</b>	<b>209,299,112.95</b>
<b>EQUITY</b>			
Retained earnings	96,784,429.50	9,493,886.27	106,278,315.77
Reserves	97,155,525.63	5,865,271.55	103,020,797.18
Internal Assets & Liabilities			0.00
Trust Transfer			0.00
<b>Total equity</b>	<b>193,939,955.13</b>	<b>15,359,157.82</b>	<b>209,299,112.95</b>

This is Page No. 15 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 19<sup>th</sup> May 2022.

..... MAYOR.....  


..... GENERAL MANAGER.

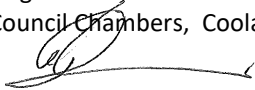
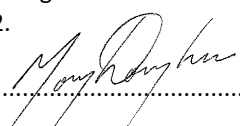
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 19<sup>TH</sup> MAY 2022.

COOLAMON SHIRE COUNCIL  
INTERNAL & EXTERNAL RESTRICTIONS

for the period 1st July 2020 to 30th June 2021

	2021/2022				
	APRIL 2022	MARCH 2022	FEBRUARY 2022	BUDGET (ADJ FOR OPENING BALS)	2020/2021 ACTUAL
<i>EXTERNALLY RESTRICTED</i>					
Contract Liabilities	1,591,408.78	1,207,316.71	1,230,200.99	1,283,762.23	1,550,611.83
Allawah Lodge Accommodation Payments	3,961,745.90	4,315,616.14	4,359,351.94	4,667,532.85	4,667,532.85
Allawah Village Loan-Licence	3,764,970.44	3,764,970.44	3,764,970.44	3,787,585.44	3,622,432.44
Home Care Packages	264,624.49	322,922.24	357,000.00	544,964.06	544,964.06
Developer Contributions	92,791.83	92,791.83	92,791.83	28,289.49	67,613.37
Grant Revenues	314,920.65	316,232.96	316,438.48	475,265.77	475,265.77
Sewerage Fund	2,279,417.41	2,300,034.59	2,286,454.36	1,649,557.95	1,598,022.28
Waste Management	921,950.26	944,425.06	951,365.80	753,961.79	750,153.46
Stormwater Management Reserve	63,848.04	63,848.04	64,537.59	46,344.62	64,569.62
Other - Community Transport	278,105.61	237,719.28	247,996.73	230,864.00	230,864.00
	13,533,783.41	13,565,877.29	13,671,108.16	13,468,128.20	13,572,029.68
<i>INTERNALLY RESTRICTED</i>					
Plant Replacement Reserve	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00
Employees Leave Entitlements Reserve	1,499,000.00	1,499,000.00	1,499,000.00	1,619,237.00	1,499,000.00
Deferred Works Reserve	144,874.70	167,483.31	167,483.31	162,170.00	219,960.00
Ardlethan Preschool	53,731.28	53,731.28	48,886.28	48,444.28	39,155.28
Asset Management	3,500,000.00	3,500,000.00	3,500,000.00	1,678,812.00	3,500,000.00
Financial Assistance Grant	3,159,565.00	0.00	0.00	120,568.00	2,063,337.00
Swimming Pools Reserve	55,000.00	55,000.00	55,000.00	75,000.00	55,000.00
Gravel Pits Rehabilitation Reserve	168,000.00	168,000.00	168,000.00	188,000.00	168,000.00
CECC Asset Mgt Reserve	469,619.91	478,276.74	478,079.95	333,288.45	361,222.45
Allawah Lodge Asset Mgt Reserve	1,086,737.00	1,054,018.39	1,046,790.27	714,360.27	706,001.68
Allawah Village Asset Mgt Reserve	245,694.26	277,429.81	284,967.61	260,790.33	578,588.69
	11,382,222.15	8,252,939.53	8,248,207.42	6,200,670.33	10,190,265.10
Unrestricted	1,451,781.93	2,537,259.46	2,952,545.61	670,263.95	985,659.43
<b>TOTAL CONSOLIDATED CASH</b>	<b>26,367,787.49</b>	<b>24,356,076.28</b>	<b>24,871,861.19</b>	<b>20,339,062.47</b>	<b>24,747,954.21</b>

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 19<sup>th</sup> May 2022.

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



MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 19<sup>TH</sup> MAY 2022.

RATE COLLECTIONS

	ARREARS BRWD	LEVIES INC. INTEREST	TOTAL	COLLECTIONS TO DATE	% TO TOTAL	ADJUSTMENTS INC. PENS CONCESSIONS	ADJ 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
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
30/04/2019	319,410.16	3,691,794.29	4,011,204.45	2,891,796.23	72.09%	117,993.12	3,893,211.33	74.28%	1,001,415.10
30/04/2020	368,193.86	3,797,956.97	4,166,150.83	3,031,053.90	72.75%	117,497.90	4,048,652.93	74.87%	1,017,599.03
30/04/2021	342,642.82	4,103,922.13	4,446,564.95	3,215,462.77	72.31%	125,166.94	4,321,398.01	74.41%	1,105,935.24
<b>2021/2022</b>									
31/07/2021	190,868.79	4,113,117.16	4,303,985.95	478,276.41	11.11%	121,612.50	4,182,373.45	11.44%	3,704,097.04
31/08/2021	190,868.79	4,114,260.21	4,305,129.00	1,493,306.90	34.69%	122,659.36	4,182,469.64	35.70%	2,689,162.74
30/09/2021	190,868.79	4,114,650.96	4,305,519.75	1,725,384.52	40.07%	122,659.36	4,182,860.39	41.25%	2,457,475.87
31/10/2021	190,868.79	4,114,469.66	4,305,338.45	1,830,243.25	42.51%	122,237.48	4,183,100.97	43.75%	2,352,857.72
30/11/2021	190,868.79	4,108,690.93	4,299,559.72	2,337,839.98	54.37%	122,871.86	4,176,687.86	55.97%	1,838,847.88
31/12/2021	190,868.79	4,108,193.52	4,299,062.31	2,523,488.75	58.70%	122,053.10	4,177,009.21	60.41%	1,653,520.46
31/01/2022	190,868.79	4,097,865.57	4,288,734.36	2,627,103.83	61.26%	122,493.73	4,166,240.63	63.06%	1,539,136.80
28/02/2022	190,868.79	4,098,584.08	4,289,452.87	3,071,356.71	71.60%	122,493.71	4,166,959.16	73.71%	1,095,602.45
31/03/2022	190,868.79	4,099,585.84	4,290,454.63	3,286,057.54	76.59%	122,662.49	4,167,792.14	78.84%	881,734.60
30/04/2022	190,868.79	4,100,426.48	4,291,295.27	3,390,662.52	79.01%	122,999.99	4,168,295.28	81.34%	777,632.76

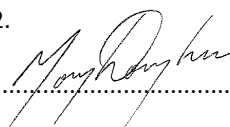
**Recommendation**

That the report be received.

**RESOLVED on the motion of Clr Crocker and seconded by Clr White that the report be received.** 89/05/2022



MAYOR



GENERAL MANAGER

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

→ As part of Council's policy review following the election of a new Council, the following policies are presented by staff: Attachment No. 5

- Acceptance of Donations Policy (re-adoption no changes proposed).
- Elder Abuse Policy (re-adoption no changes proposed).
- Fraud Control Policy & Plan (re-adoption no changes proposed).
- Gathering Information Policy (re-adoption no changes proposed).
- Pensioner Rebate for Rates & Charges Policy (re-adoption no changes proposed).
- Procurement Policy & Procedures (**update of legislation references**).
- Rates & Charges Hardship Policy (**update of legislation references**).
- Recognition of Service Policy (re-adoption no changes proposed).
- Sale of Surplus Plant & Materials Policy (re-adoption no changes proposed).
- Sick Leave Policy (re-adoption no changes proposed).
- Street Stalls & Raffles Policy (re-adoption no changes proposed).
- Training Policy (re-adoption no changes proposed).

Recommendation

That the following policies, as presented, be adopted:

- Acceptance of Donations Policy
- Elder Abuse Policy
- Fraud Control Policy & Plan
- Gathering Information Policy
- Pensioner Rebate for Rates & Charges Policy
- Procurement Policy & Procedures
- Rates & Charges Hardship Policy
- Recognition of Service Policy
- Sale of Surplus Plant & Materials Policy
- Sick Leave Policy
- Street Stalls & Raffles Policy
- Training Policy

**RESOLVED on the motion of Clr Hutcheon and seconded by Clr White that the following policies, (**See Appendix 1**) as presented, be adopted:** 90/05/2022

- **Acceptance of Donations Policy**
- **Elder Abuse Policy**
- **Fraud Control Policy & Plan**

- **Gathering Information Policy**
- **Pensioner Rebate for Rates & Charges Policy**
- **Procurement Policy & Procedures**
- **Rates & Charges Hardship Policy**
- **Recognition of Service Policy**
- **Sale of Surplus Plant & Materials Policy**
- **Sick Leave Policy**
- **Street Stalls & Raffles Policy**
- **Training Policy**

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

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

The following roads have received maintenance attention:

- Mangelsdorfs Lane (Mary Gilmore Way to Carlisle Park Road)
- Pattisons Lane (Mary Gilmore Way to Carlisle Park Road)
- Ramp Road (Marrar North Road to Coffin Rock Road)
- Marrarvale Lane (Coolamon Road to Marrar South Road)
- Parmenters Lane (Coolamon Road to Tooyal Road)
- Tooyal Road (Parmenters Lane to Coolamon Road)
- Williamsons Lane (Tooyal Road to Millwood Road)
- Carlisle Park Road (Mangelsdorfs Lane to seal)

#### ES2) ROADS TO RECOVERY PROGRAMME 2021/2022

##### 1) Bredins Lane (Lewis Street to end seal) 1260m – Seal Widening

Council Staff have completed the following works on Bredins Lane:

- Widen of Seal by 1.0m to 7.0m
- Full width 7.0m Reseal
- Clearing of culverts and tabledrains
- Additional seal widening at Graincorp gateway to cater for truck turning movements
- Heavy patch stabilization over culvert

##### 2) Cowabbie Street – East Rear Lane (Mann Street to Loughnan Street – Reconstruction

Reconstruction works have commenced on the southern 85m section of this lane. Works involve excavation of inferior pavement material to depth of 400mm, placement of geofabric material and compaction of suitable roadbase material.

Works to follow are sealing of reconstruction and reseal of remaining laneway.

**ES3) TOWN MAINTENANCE – CAPITAL WORKS**

Contractors have continued with bituminous reseal programme on the following urban streets:

Coolamon

- Waratah Crescent
- Lewis Street (Loughnan to Douglas Street)
- Council Depot (Stinson Street)

**ES4) SAVING LIVES ON COUNTRY ROADS PROGRAMME (SLCRP) - MARY GILMORE WAY**

Council staff have commenced the second stage of formation widening to Mary Gilmore Way (0.14 to 7.53kms) – 7.39kms. Weather conditions have not made this exercise easy and it is hoped bulk earthworks can be completed this financial year and seal widening performed in more favourable conditions late October 2022.

**ES5) BLOCK GRANT – CANOLA WAY SHOULDER WIDENING**

Shoulder widening works are occurring on the southern side of Canola Way (Holden Street to Town entrance sign) - 380m, in advance of planned Business Park kerb and gutter and road alignment adjustments.

Recommendation

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

**RESOLVED on the motion of Clr Lewis and seconded by Clr Crocker that the Executive Manager, Engineering & Technical Services' Reports (ES1 to ES5) be received and noted. 91/05/2022**

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

Biosecurity Weeds Officer Reports

**Activities**

- High risk roadways inspected across the Shire.
- Staff have completed roadside inspections of high risk sites and pathways.

- Coolatai inspected and treated, new site found on Newell Highway.
- Boxthorn and Bridal Creeper beginning to pop up in numbers.
- Riverina field days at Griffith attended.
- \$30,000 from Riverina LLS secured for the treatment of priority species.

**WAP targets addressed:**

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

Recommendation

That the report be noted.

**RESOLVED on the motion of Clr Maslin and seconded by Clr White that the report be noted.** 92/05/2022

**ES7) UP-TO-DATE STORE REAR LANE CLOSURE (R.09-26, SC1415)**

During recent developments at the Coolamon Up-to-Date Store (UTDS), it has become apparent that a small section of the rear lane is encroaching into the UTDS developed storage shed area.

- ➔ To resolve the issue, it is proposed to close the small section of lane (1.85 x 6.0m) and consolidate it into the existing adjoining allotment in the UTDS complex. As can be seen in the attached plan, the lane is already a dead end and closure of this section will not impact any accesses to neighbouring landholders. Attachment No. 6.1

Council has commenced the first stage of the road closure process as per the Roads Act 1993 and Road Regulations 2008.

- ➔ The first stage involved authority notification in addition to surrounding landholders and advertisements placed in the local paper (sample letter and advertisement attached). Attachment No. 6.2

The 28-day period for interested parties to make a submission closed on 13<sup>th</sup> April 2022 without any objections received.

As no objections have been received, Council may by notice published in the Gazette, close the public road concerned (S38D).

Recommendation

- 1) That Council proceed with the road closure, instruct the surveyor to prepare Plan of Registration and gazette closure notice.
- 2) That the closed land to remain vested in Coolamon Shire Council as Operational Land for the purpose of the Local Government Act 1993.

**RESOLVED on the motion of Clr Lewis and seconded by Clr Perkin:** 93/05/2022

- 1) **That Council proceed with the road closure, instruct the surveyor to prepare Plan of Registration and gazette closure notice, and that**
- 2) **That the closed land to remain vested in Coolamon Shire Council as Operational Land for the purpose of the Local Government Act 1993.**

**ES8) FARM GATE ACCESS (R.10-01, SC351)**

- Farm Gate Access is a joint NSW Government, local Council and Industry initiative designed to improve freight productivity by connecting first and last mile journeys to the farm gate. These issues and solution were initially raised by the Livestock, Bulk and Rural Carriers Association (LBRCA) to resolve illegal unapproved movements of their members with minimal red tape. See attached Factsheet. Attachment No. 8

Farm Gate Access introduces conditional area-wide access for Higher Productivity Vehicles (HPV) transporting grain and livestock on Council roads in participating Council areas.

The initiative includes the Farm Gate Network provision added to the existing NSW Livestock Loading Scheme (LLS) and the NSW Grain Harvest Management Scheme (GHMS) and a series of tools and services to support NSW council's making heavy vehicle access decisions. **For Coolamon Shire Council, essentially the Farm Gate Access is permitting blanket approval of LLS (Stock vehicles up to 25/26m B-double at HML) and extension of the GHMS for all round year use. Council had the option to provide approval to 36.5m road trains in the pilot period which it declined.**

The Farm Gate Network came into effect on 26<sup>th</sup> February 2021 with an initial pilot period of six months, was extended for an additional six months due to COVID in six participating Council areas and concluded on 26 February 2022. Council were advised by Transport for NSW (TfNSW) that they would be retained in the program from 11 April 2022 unless they advised otherwise.

- Tamworth Regional Council
- Gunnedah Shire Council
- Narrandera Shire Council
- Coolamon Shire Council
- Temora Shire Council
- Junee Shire Council.

### **Farm Gate Access benefits**

The key benefits of Farm Gate Access suggested by TfNSW are:

- Enabling the use of more productive vehicles to safely transport grain and livestock from the farm gate to market, meaning fewer trips for the freight task.
- Reducing red-tape for farmers and transport operators by reducing the need for access permits.
- Increasing visibility for participating local councils of Higher Productivity Vehicle movements across their road network to support infrastructure planning, maintenance and funding applications.
- Providing resources for participating local councils to support decision-making about access for Higher Productivity Vehicles.

### **Farm Gate Network provisions**

- NSW Farm Gate was developed in collaboration with the National Heavy Vehicle Regulator (NHVR) and will be enforceable under the National Heavy Vehicle Law (NHVL).
- The Farm Gate Network provides exemptions for eligible heavy vehicles to access low volume, low risk council roads within pilot council areas.
- Heavy vehicles eligible to operate on the Farm Gate Network must be fitted with a telematics device and be enrolled in the Road Infrastructure Management (RIM) scheme.
- Eligible vehicles operating under the Livestock Loading Scheme (LLS) and Grain Harvest Management Scheme (GHMS) can travel on the Farm Gate Network within participating councils. This includes road trains up to 36.5 metres long in some council areas.



- There are global and local conditions for vehicles operating on the Farm Gate Network. Participating councils have authority to introduce additional operating conditions with these conditions outlined on NSW Farm Gate Network map layer which appears on the LLS, GHMS and RAV maps available online.

Access to TAP supports Councils to understand how their road infrastructure is used; better plan for infrastructure investment or maintenance activities; and prioritise future projects.

Following the twelve month pilot an evaluation has been performed to determine the program's success and Council's interest to continue in the program. Apart from one media event at Bradleys Lane in initial announcement of the program, the TAP portal has not shown any activity indicating little to no operator participation. Considering this has been an initiative of the LBRCA the uptake has been disappointing and questions the validation for such a program.

Benefits of the program to Council are:

- **Reduction if NHVR consent requests.** Considering many of the operators are operating without application or consent it is unlikely this reduction in consent applications will be significant.
- **Visibility of vehicle movements through the TAP portal.** Increased uptake of the program may highlight particular routes of significance to the industry and Council can use this data to support funding applications. Whilst this information would be very useful there is already mapping capability within the NHVR portal indicating approved consents and desired routes of the industry.

Negatives of the program to Council are:

- **All year round operation of the GHMS.** Council are already signed up to the GHMS for the 4 month harvest window (1 October – 31 January). By limiting the GHMS to this window allows Council to provide required road maintenance and it can then move onto other priority projects. All year round would likely result in increased farm storage and haulage in the worst wetter months resulting in elevated ongoing road damage. Council has been very generous in permitting the existing GHMS window where landholders achieve haulage efficiencies near HML loads and the last thing it needs is expense of all year round GHMS road impacts.
- **Lack of Policing.** Policing of program will be left to Council. TAP portal will track vehicle movements but Council is unable to identify individual operators

for follow-up should they stray. Monitoring of the portal will also require additional resources of Council which it does not have. If approving select components of the Farm Gate Access Program there is also the issue of operators assuming Council has fully signed up and with lack of policing the damage is often done before Council has chance to prevent.

- **Livestock haulage at HML.** Livestock haulage within Coolamon is not considered high, is well short of the GHMS levels and is expected to have minimal impact on the road network. Council also has the option to provide this consent directly by signing up to the Livestock loading Scheme. It should also be noted that Council already has blanket approval of vehicles at 4.6m height.
- **36.5 m Road Trains.** This component was not approved during the trial period as this vehicle configuration is not compatible with Councils road network and opening it up to liability issues.

### Summary

All year round operation of GHMS is not desirable, 36.5m road train operation is not compatible with Council road geometry and advantages of Livestock Loading Scheme can be achieved by signing up directly to the scheme and removing any ambiguity over what components Council has excluded from the Farm Gate Access Program.

Council participated in the trial and it was a worthwhile exercise. There was no real take up of the programme in our Shire and we can achieve the desired outcomes of the Industry through other existing programmes.

### Recommendation

- 1) That Council withdraw from the Farm Gate Access Program.
- 2) That Council provide blanket consent to the Livestock Loading Scheme with the following condition:

**All classified and rural roads within Coolamon Shire. Except for London Hill Road (Newell Hwy to Beckom South Rd), Matong North Road at Redbank Creek Bridge and residential streets within Coolamon, Ganmain, Matong, Marrar, Ardlethan & Beckom townships, unless Gazetted as approved for use. Contact Coolamon Shire Council or TfNSW for temporary road closures. Temporary road restrictions may be imposed when route becomes impassable for heavy vehicles.**

**RESOLVED** on the motion of Clr Hatty and seconded by Clr McKinnon: 94/05/2022

- 1) That Council withdraw from the Farm Gate Access Program, and
- 2) That Council provide blanket consent to the Livestock Loading Scheme with the following condition:

*All classified and rural roads within Coolamon Shire. Except for London Hill Road (Newell Hwy to Beckom South Rd), Matong North Road at Redbank Creek Bridge and residential streets within Coolamon, Ganmain, Matong, Marrar, Ardlethan & Beckom townships, unless Gazetted as approved for use. Contact Coolamon Shire Council or TfNSW for temporary road closures. Temporary road restrictions may be imposed when route becomes impassable for heavy vehicles.*

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

### HS1) DEVELOPMENT ACTIVITY REPORT FOR THE PERIOD ENDING 30<sup>TH</sup> APRIL, 2022 (B.05-03, SC58)

#### Summary

This report advises of the Development Application activity for the month of April 2022.

#### Development Activity Table

Application Number	Type	Address	Determination	Value
DA 2021/151	Alterations & Additions to existing Food and Drink Premises and Dwelling, Erection of Carport, rear Awning and installation of 2 Shipping Containers	5 York Street, Marrar	Approved	\$40,000.00
DA 2021/153	New Shed	Ashbridge Road, Ganmain	Approved	\$19,500.00
DA 2022/15	Demolition of Existing Clubhouse and Erection of: New Clubhouse, Exhibition Hall, Jockeys Change Room, Storage Building, Stables, Off leash Dog Area and expansion of Equine Event Arena with covered area	Coolamon Showground, Wildman Street, Coolamon	Approved	1,500,000.00
DA 2022/19	New Single Storey Brick Veneer Dwelling	Quarry Road, Coolamon	Approved	\$450,000.00
DA 2022/27	2 Lot Residential Subdivision	17-19 Hill Street, Ganmain	Approved	\$5,000.00
CDC 2022/07	New Dwelling	34 Bruce Street South, Coolamon	Approved	\$400,000.00
<b>TOTAL: 6</b>			<b>6</b>	<b>\$2,414,500.00</b>

#### Financial Implications

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

#### Consultation

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

Recommendation

That Council receive and note this report on development activity for the period up to 30<sup>th</sup> April, 2022.

**RESOLVED on the motion of Clr White and seconded by Clr Perkin that Council receive and note this report on development activity for the period up to 30<sup>th</sup> April, 2022.** 95/05/2022

**HS2) AMENDED DOMESTIC WASTE COLLECTION SCHEDULE (G.01-01, SC529)**

**Summary**

This report provides details to Council on an amended Domestic Waste Collection Schedule for the Local Government Area that has been proposed by the new Waste Collection Contractor – J R Richards and Sons.

The report recommends that Council note the report and endorse the amended collection day schedule.

**Background**

As Council is aware, J R Richards and Sons were awarded the domestic waste services tender in March 2022, with the contract commencing on the 19<sup>th</sup> April 2022.

The tender proposed the amendment to the existing Waste Collection Schedule.

An amended Waste Collection Schedule has now been presented to Council by J R Richards and Sons.

**Amended Waste Collection Schedule**

The below table identifies the proposed changes and new collection days:

**Table 1: Summary of the proposed 4 Day Collection Schedule**

Town/ Suburb	Current Collection Day	Proposed Collection Day	Recycling Week Change	Organics Week Change	Comms Required	First Day of Service New Schedule
Ganmain	Wednesday	Monday	Yes A Week	No B Week	Yes	27 June
Marrar	Tuesday	Monday	No A Week	No B Week	Yes	27 June
Coolamon North	Tuesday	Tuesday	No A Week	No B Week	No	28 June
Ardlethan	Wednesday	Thursday	No B Week	N/A	Yes	30 June
Beckom	Wednesday	Thursday	No B Week	N/A	Yes	30 June
Matong	Wednesday	Thursday	No B Week	N/A	Yes	30 June
Coolamon South	Tuesday	Friday	Yes B Week	Yes A Week	Yes	1 July

**Note 1:** The amended Collection Schedule is proposed to commence on 27th June 2022.

**Note 2:** Reference to 'A' and 'B' weeks are a reference to alternate weeks in a 2 week collection cycle relating to collection of recyclable and green waste.

A review of the proposed changes indicate that there will be limited impacts to residents apart from a change in collection day. However it is recognised that there will be an impact to Coolamon South in regards to the period of collection when the changes are introduced – namely that there will be a lag in collection of recyclables. Council and J R Richards have a contingency in place to address this if required.

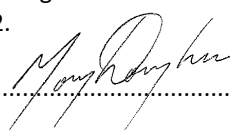
Council has advised the Contractor to consider and ensure that there is provision within the schedule for the future introduction of a Food Organic/Garden Organic Service for towns/villages not currently serviced with these services as it is acknowledged that such a service will become a future mandate for all NSW Councils.

### Consultation

It is acknowledged that the change in collection schedule will need to be widely communicated to residents and Council staff will be working with J R Richards and Sons (JRR) on the implementation of an effective communication strategy.



..... MAYOR.....



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

Proposed collateral to be provided by JRR for distribution by Council include:

- Letter to residents with change service day
- Collection Guide/calendar with Towns listed with new collection day and recycling week
- Media Release for change service day
- Facebook post for change service day

A detailed letter to the "Resident" with the new Collection Day and Recycling Week listed for each property with the Collection Guide/Calendar attached for future reference.

### **Financial Implications**

There are no adverse financial implications resulting from the proposed amendments to Collection Schedule.

### Recommendation

- 1) That Council note the report titled 'Amended Waste Collection Schedule'; and
- 2) That Council endorse the proposed amendments to the Collection Schedule.

**RESOLVED on the motion of Clr Hutcheon and seconded by Clr Maslin:** 96/05/2022

- 1) **That Council note the report titled 'Amended Waste Collection Schedule'; and**
- 2) **That Council endorse the proposed amendments to the Collection Schedule.**

**HS3) COOLAMON FLOOD STUDY AND FLOOD RISK MANAGEMENT COMMITTEE  
(F.04-05, SC1378)**

**Summary**

This report provides information to Council on the Coolamon Flood Study and requirement for the establishment of a Flood Risk Management Committee to oversee the project.

**Background**

In 2021, Council made application to the NSW Department of Environment and Heritage for funding for the undertaking of the Coolamon Flood Study, Floodplain Risk Management Study and Plan.

In February 2022, Council was notified by the NSW Office of Environment and Heritage that Councils application for funding under the 2021-22 Floodplain Management Program was successful for a maximum funding amount: \$110,940.00. The funding provided was only for the undertaking of a flood study (phase 1 of a flood risk management process), subsequent funding applications will be required to be made for the undertaking of a floodplain risk management study and plan.

**Flood Study**

Reducing the risk of future flooding requires community and Council working together to manage flood prone areas properly with responsible development, drainage infrastructure and the sharing of information.

Flooding in and around Coolamon is not particularly well understood. It occurs primarily via overland flow of storm water runoff with no major waterway in the vicinity of Coolamon. There is a reasonably good general understanding of flood paths within certain catchments in Coolamon but the understanding is anecdotal and based on local knowledge. There is no accurate consolidated record of flooding and flood behaviour with knowledge and understanding very general in nature with no specific details.

A Flood Study and Floodplain Risk Management Study and Plan are required to address these shortfalls.

Council's primary objective in undertaking a flood study is to reduce the impact of flooding and flood liability on individual owners and occupiers of flood prone land, and to reduce private and public losses resulting from floods.

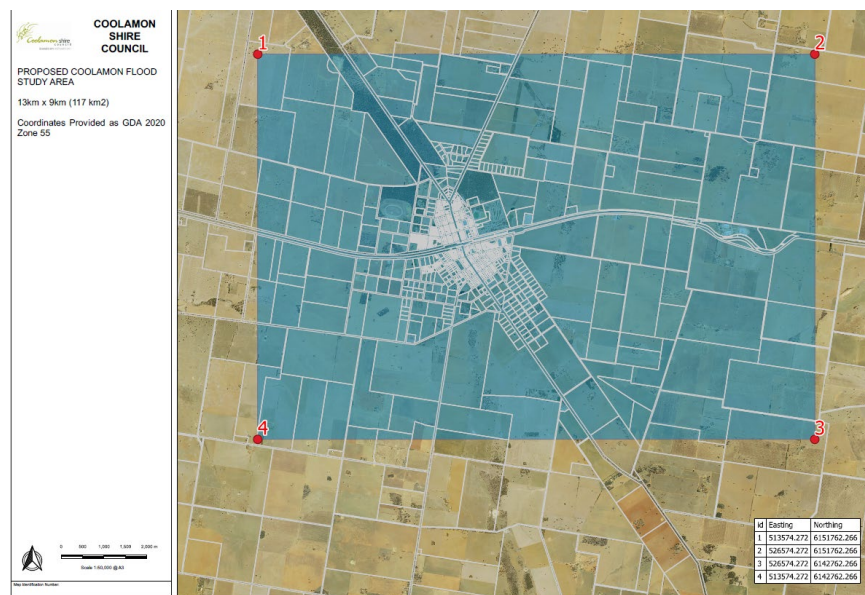


Completion of a Flood Study and Floodplain Risk Management Study and Plan will allow these objectives to be met as far as is reasonably practicable via a number of means.

A better understanding of flood behaviour will inform land use planning and future development ensuring the development is undertaken responsibly so that the development itself is not unduly impacted by flooding nor does it result in increased flood impacts on other properties or infrastructure.

Identification of future flood mitigation projects through the floodplain Risk Management Plan may result in reduced flood impacts on existing development. Council will engage the services of an external consultant to assist in the project management of the Flood Study and Floodplain Risk Management Study and Plan. Council staff will provide support during the project with activities relating to the provision and collection of data, technical and planning matters, liaison with the community and coordination and facilitation of the Floodplain Management Committee.

The proposed flood study extent area is depicted in figure 1 below.



**Figure 1: Proposed Flood Study Area.**

### **Flood Study Management Committee**

Managing flood risk to the community requires cooperation across all levels of government, and between the government and non-government sector. The National Strategy for Disaster Resilience outlines that flood resilience is a shared responsibility between government and the community.

Flood Risk Management is complex, and therefore requires access to a range of different skills and disciplines, which reside in a variety of agencies and across government levels.

Section 2.2 of the NSW Floodplain Development Manual 2005 requires that the first step in the floodplain management process is the creation of a flood management committee.

The principle role of the Committee is to assist Council in the development and implementation of one or more flood risk management plans for its service area. The structure and membership of the Committee for the Coolamon Flood Management Process is proposed as follows as suggested in the NSW Floodplain Risk Management Manual:

- Two Councillors of the Coolamon Shire Council.
- Two community representatives appointed by Council.
- Director of Planning & Environmental Services.
- Director of Engineering Services.
- Representatives as nominated from SES and OEH.

Council staff have created a constitution which is attached to this report and request that Council review and endorse the constitution for the operation of the Committee.

It is also requested that Council identify two Councillors to sit on the Committee. Staff have approached Councillors Kathy Maslin and Garth Perkins who have indicated an agreement to participate in the Committee.

Two community members have been identified and identified interest in participating in the Committee, subject to Councils endorsement. The community members proposed are:

- Ian Jennings; and
- Harvey Higgins.

### **Consultation**

Consultation has occurred with relevant Council Staff and the Office of Environment and Heritage.

### Legislative and Policy Implications

The State Government's Flood Policy is directed at providing solutions to existing flooding problems in developed areas and to ensuring that new development is compatible with the flood hazard and does not create additional flooding problems in other areas.

Under the Policy, the management of flood liable land remains the responsibility of local government. The State subsidises flood mitigation works to alleviate existing problems and provides specialist technical advice to assist councils in the discharge of their floodplain management responsibilities.

The Policy provides for technical and financial support by the Government through the following four sequential stages:

1 Flood Study	Determines the nature and extent of flooding.
2. Floodplain Risk Management Study	Evaluates management options for the floodplain in respect of both existing and proposed development.
3. Floodplain Risk Management Plan	Involves formal adoption by Council of a plan of management for the floodplain.
4. Implementation of the Plan	Construction of flood mitigation works to protect existing development. Use of Local Environmental Plans to ensure new development is compatible with the flood hazard.

### Financial Implications

The allocated budget for this project is a total of \$129,430.00 comprising of:

- State Government Contribution: \$110,940.00
- Council Contribution: \$18,490.00

Council will need to make further funding applications in future funding rounds for additional money to complete the following components of the flood management process:

- Flood Plain Risk Management Study
- Floodplain Risk Management Plan
- Implementation of the Plan.

### Attachments

- Flood Risk Management Committee Constitution. Attachment No. 7

### Recommendation

- 1) That Council note the report titled Coolamon Flood Study and Flood Management Committee;
- 2) That Council endorse the Flood Committee Constitution;
- 3) That Council identify two (2) Councillors to sit on the Flood Management Committee; and
- 4) That Council endorse the two (2) community members identified in the report to sit on the Committee.

**RESOLVED on the motion of Clr Lewis and seconded by Clr Crocker:** 97/05/2022

- 1) That Council note the report titled Coolamon Flood Study and Flood Management Committee; and
- 2) That Council endorse the Flood Committee Constitution; and
- 3) That Clr Perkin and Clr Maslin sit on the Flood Management Committee; and
- 4) That Council endorse the two (2) community members identified in the report to sit on the Committee.

### ↑ **ADJOURNMENT**

**RESOLVED on the motion of Clr White and seconded by Clr Crocker that Council resolve into Committee of a Whole for the purpose of considering confidential matters as listed in the Committee of a Whole agenda for the reason that such matters are considered to be of a confidential nature and in accordance with Council's policy thereto.** 98/05/2022

**Council adjourned at 4.17pm into Committee of a Whole and reconvened at 4.58pm.**

***Clr Hutcheon left the Committee of a Whole meeting at 4.43pm.***

**6) RECOMMENDATIONS OF A COMMITTEE OF A WHOLE MEETING HELD  
19<sup>TH</sup> MAY 2022.**

**RESOLVED** on the motion of Clr Hatty and seconded by Clr Perkin that the Recommendations of a Committee of a Whole Meeting held 19<sup>th</sup> May 2022 be received and adopted. 99/05/2022

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

- Clr Lewis circulated information from the Murrumbidgee Public Health Network relating to suicide prevention and advised of his discussions with John Harper regarding possible suicide prevention forums for the Coolamon Shire.

***Clr Maslin left the Council meeting at 5.08pm***

- Clr McKinnon asked about Australia Post not accepting cash payment for Coolamon Shire Council accounts. Council will be investigating the establishment of a separate BPay service.
- Clr Hatty advised of a visit from the Variety Bush at Ardlethan School with a donation presented.

***Meeting Closed at 5.14pm.***

Confirmed and signed during the Meeting held this 23<sup>rd</sup> day of June 2022.

.....  
**MAYOR**

**ATTACHMENTS FOR THE MEETING HELD 19<sup>TH</sup> MAY, 2022**

**ITEMS DISTRIBUTED WITH THE AGENDA**

- 1) ACTIVITY REPORTS
  - 1) Operating Statistics of the Coolamon Shire Library for April 2022.
  - 2) Community Development Officer's Report for April 2022.
  - 3) Allawah Community Care Report for April 2022  
Refer to Correspondence Item (1a)
- 2) INFORMATION PAPERS
  - 1) Draft Minutes of the Riverina Joint Organisation Board Meeting held 22<sup>nd</sup> April 2022.
  - 2) Draft Minutes of the Riverina Eastern Regional Organisation of Councils Board Meeting held 22<sup>nd</sup> April 2022.
  - 3) Minutes of the Advance Matong Committee Meeting held 3<sup>rd</sup> May 2022.  
Refer Correspondence Item (2a)
- 3) A copy of the Draft 2022/2026 Delivery Programme and 2022/2023 Operational Plan, Books 1, 2 & 3.  
Refer General Manager's Report (GM1), [File No. S.11-06]
- 4) Correspondence in regard to the Audit Report.  
Refer General Manager's Report (GM2), [File No. A.12-01]
- 5) A copy of the Policies in relation to the Policy Review Report.  
Refer Executive Manager, Corporate & Community Services' Report (CS2), [File No. P.12-01].
- 6) Correspondence in regard to the report on Up-to-Date Store Rear Lane Closure.  
Refer Executive Manager, Engineering & Technical Services' Report (ES7), [File No. R.09-26].
- 7) A copy of the Flood Risk Management Committee Constitution.  
Refer Executive Manager, Development & Environmental Services' Report (HS3), [File No. f.04-05].
- 8) A copy of the Factsheet from Transport for NSW regarding Farm Gate Access.  
Refer Executive Manager, Engineering & Technical Services' Report (ES8), [File No. R.10-01].
- 9) Correspondence from Steph Cooke in regard to the Coolamon MPS.  
Refer Correspondence Item (1b), [File No. H.03-04].
- 10) Correspondence in regard to the report on the RIVJO and REROC Visit to Parliament House, Sydney.  
Refer General Manager's Report (GM4), [File No. R.06-01, R.06-10]

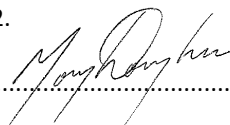
- 11) Correspondence in regard to the 2022 Lexus Melbourne Cup Tour.  
Refer General Manager's Report (GM5), [File No. T.06-01]
- 12) Correspondence regarding the Print Media – Junee Independent Report.  
Refer General Manager's Report (GM6), [File No. A.04-01]

**ITEMS TABLED AT THE MEETING**

- 1) Copies of the latest papers provided by the Junee Independent.

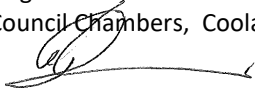
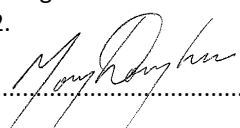


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**APPENDIX 1 – Adopted Policies May 2022**

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





## ACCEPTANCE OF DONATIONS POLICY

Date Adopted	<b>19 May 2022</b>		
Council Minute	<b>90/05/2022</b>		
Version	<b>Version 4</b>		
Policy Responsibility	<b>Corporate &amp; Community Services</b>		
Review Timeframe	<b>Every 4 Years</b>		
Last Review Date	<b>May 2022</b>	Next Scheduled Review	<b>May 2026</b>

### OBJECTIVE

To clearly indicate to all Council Staff, the procedures to be followed in the acceptance of donations to Council staff. (See Code of Conduct).

### ELIGIBILITY

To all staff employed by the Coolamon Shire Council.

### GENERAL

Although Personal Benefit is covered in Part 6 – Personal Benefit of the Model Code of Conduct in order to further enforce Council's position concerning donations to staff, the following criteria are also applicable.

- 1) That the General Manager be notified on each occasion that a gift is received by any Staff Member in relation to goods and services purchased by or delivered by Council.
- 2) That the General Manager be authorised to approve of the Staff Social Clubs accepting gifts providing that they are not in excess of \$100.00 in value and that each firm makes only one donation per annum.
- 3) Any gifts received that are in excess of Item (2) shall be surrendered to Council in accordance with Clause 6.7 of the Model Code of Conduct.

## ASSOCIATIONS & RELATIONSHIPS

Legislation	<b>Local Government Act 1993</b>
Policies	<b>Model Code of Conduct</b>
Procedures/Protocols, Statements, Documents	

## REVIEW

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

**Version 4 Re-Adopted: Council Meeting 19 May 2022 (Minute No 90/05/2022)**

**Version 4 Adopted: Council Meeting 17 December 2020 (Minute No 257/12/2020)**

**Version 3 Re-Adopted: Council Meeting held 21 September 2017 (Minute No 175/09/2017)**

**Version 3 Adopted: Council Meeting 19 September 2013 (Minute No 232/09/2013)**

## ELDER ABUSE POLICY

Date Adopted	<b>18 May 2022</b>		
Council Minute	<b>90/05/2022</b>		
Version	<b>Version 1</b>		
Policy Responsibility	<b>Corporate &amp; Community Services</b>		
Review Timeframe	<b>Every four years</b>		
Last Review Date	<b>May 2022</b>	Next Scheduled Review Date	<b>May 2026</b>

### POLICY STATEMENT

Coolamon Shire Council is committed to ensuring that all aged care service clients, older tenants and retirement village residents are protected from all forms of abuse. Council's commitment through this policy is to ensure:

- Prevention and early detection
- Support for people who are abused or at risk of abuse
- Intervention and protection
- A commitment to collective action

### PURPOSE

This policy sets out the approach for preventing and responding to abuse of older people for the Coolamon Shire Council. The abuse of older people is often called "elder abuse".

The policy has two aims

- To describe the key parameters of abuse of older people
- Set out the broad framework for responding to abuse of older people

The following principles underpin how Council will respond to actual, suspected or potential reports of elder abuse:

- Safety - all citizens have a reasonable expectation to live in safety; ensuring safety is paramount. Sometimes this means sharing information without consent.
- Empower - older people at risk of or experiencing abuse should be equipped with the support and information they need to make a fully informed decision about how to respond.
- Respect - where older people are able to make their own informed decisions about responses, they should do so.
- Respond - older people experiencing abuse should be supported and offered access to services. Criminal abuse should be treated as a crime.
- Separate - where the abuser has complex needs, ensure the response for the abuser is separated from the response for the victim.
- Collaborate - work with other service providers to coordinate responses and minimise the burden on the victim.

## SCOPE

This policy applies to Councillors, staff, volunteers and contractors of the Coolamon Shire Council in preventing and responding to the abuse of older people.

The compulsory reporting requirements for Council as an approved provider of a residential aged care service are not covered by this policy.

## ABOUT ELDER ABUSE

The World Health Organisation's (WHO) definition of the abuse of older people:

*"A single or repeated act, or lack of appropriate action, occurring within any relationship where there is an expectation of trust which causes harm or distress to an older person".*

Elder abuse can take various forms such as physical, psychological or emotional, sexual and financial abuse. It can also be the result of intentional or unintentional neglect.

In NSW, five forms of abuse of older people are recognised:

- Financial abuse  
Financial abuse is the illegal or improper use of an older person's assets. Assets can include property and finances.
- Psychological abuse (including social isolation)  
Psychological abuse is the infliction of mental stress, fear or feelings of shame and powerlessness. It may be verbal or non-verbal, and is usually a pattern of behaviour repeated over time and intended to control the person. Psychological abuse includes social isolation.
- Neglect – intentional or unintentional. (This does not include self-neglect or self-harm)  
Neglect is a term used to describe the failure of a carer or responsible person to provide the necessities of life to an older person. Some examples are adequate food, shelter, clothing, medical or dental care and neglecting to meet a person's emotional needs
- Physical abuse  
Physical abuse involves the infliction of physical pain or injury, or physical coercion.
- Sexual abuse  
Sexual abuse is a term used to describe a range of sexual acts where the victim's consent has not been obtained or where consent has been obtained through coercion.

Different forms of abuse often occur together, for example, psychological and emotional abuse, in which the older person is cut off from communication with others, is often an enabler for other forms of abuse.

Understanding the risk factors that contribute to the abuse of older people can aid in the identification, response and prevention of abuse. Some of these risk factors include

- Cognitive impairment and other forms of disability
- Social isolation and traumatic life events
- Changed health status
- Relative powerlessness
- For CALD (culturally and linguistically diverse)

- Other factors including depression, drug alcohol misuse, dependency, cultural and social norms

## **RESPONSIBILITIES**

Staff play an integral role in responding to abuse situations by identifying abuse (actual, suspected or potential), reporting to their manager, documenting and following Council's adopted procedures.

Managers play a lead role in identifying and responding to the abuse of older people in accordance with this policy and Council's adopted procedures.

Council has adopted the "5 step approach to identifying and responding to the abuse of older people" as detailed in the *NSW Elder Abuse Toolkit 2016* that is aligned with the *Preventing and responding to abuse of older people (Elder Abuse) NSW Interagency Policy June 2018*.

### **STEP 1: IDENTIFY ABUSE (suspected, witnessed or disclosed)**

- Ask questions and gather further information.

### **STEP 2: ASSESS IMMEDIATE SAFETY**

- Determine the level and urgency of safety concerns for the older person and others.
- In the event of an emergency, contact emergency services.
- Consent of the older person is not necessary in emergency situations.
- Protect evidence.
- Follow your workplace policy and procedures for internal reporting.
- If not an emergency, continue to step 3.

### **STEP 3: PROVIDE SUPPORT**

- Listen to the older person.
- Acknowledge what they tell you.
- Validate their experience.
- Check for capacity indicators.

### **STEP 4: INFORM MANAGER & DOCUMENT**

- Report suspected, witnessed or disclosed abuse to your manager or supervisor.
- Document the abuse and action/s taken, following your own workplace policy and protocols.
- Document if the older person has capacity and refuses intervention.

### **STEP 5: RESPOND & REFER**

- Ask the older person what they want to do about their situation. If the older person lacks capacity, include the substitute decision-maker (if this person is not the abuser) in the conversation.
- Discuss referral options.
- Seek consent from the older person or, when lacking capacity, the appropriate substitute decision-maker to make a referral.
- Make appropriate referrals.
- Leave information (if safe to do so) if the older person refuses assistance, and keep the lines of communication open.
- Consider implementing any local or regional protocols, interagency protocols and service coordination plans.
- Ensure procedures are in place for coordination and/or monitoring, and follow-up as required.

The *NSW Elder Abuse Toolkit 2016* will be used as the adopted procedure for dealing with all actual, suspected and potential reports of Elder Abuse

**ASSOCIATIONS & RELATIONSHIPS**

Legislation	
Policies	
Procedures/Protocols, Statements, Documents	<i>NSW Elder Abuse Toolkit 2016</i>

**REVIEW**

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

**Version 1 Re-Adopted: Council Meeting 19 May 2022 (Minute No 90/05/2022)**

**Version 1 Adopted: Council Meeting 18 June 2020 (Minute No 113/6/2020)**



## FRAUD CONTROL POLICY & PLAN

Date Adopted	<b>19 May 2022</b>		
Council Minute	<b>90/05/2022</b>		
Version	<b>Version 6</b>		
Policy Responsibility	<b>Corporate &amp; Community Services</b>		
Review Timeframe	<b>Every two years</b>		
Last Review Date	<b>May 2022</b>	Next Scheduled Review	<b>May 2024</b>

### FRAUD POLICY STATEMENT

The NSW Audit Office in February 2015 adopted a Fraud Control Improvement Kit to assist organisations such as councils to manage their fraud control obligations.

This kit supports the efforts of Coolamon Shire Council in exercising its commitment to minimise the incidence of fraud through the development, implementation and regular review of a range of fraud prevention and detection strategies. The desired outcome of this commitment is the elimination of fraud.

Fraud prevention is about working and managing better to ensure honesty, professionalism and fairness in all our dealings. Fraud control is the responsibility of all staff; staff play an essential part in managing our potential exposure to fraudulent activity by ensuring that they behave in an ethical way consistent with the Code of Conduct, and reporting any incidents of suspected fraud.

Council has followed the Audit Office's fraud control framework from its Fraud Control Improvement Kit in developing its approach to ensure that its commitment to managing fraud risks is embedded in the organisation's culture and is integrated within the core business of the organisation.

The fraud control framework has ten key attributes, being:

- Leadership
- Ethical framework
- Responsibility structures
- Fraud control policy
- Prevention systems
- Fraud awareness
- Third party management systems
- Notification systems
- Detection systems
- Investigation systems

Any person who reports a suspected incident of fraud can be assured that any information that they provide will be treated confidentially and followed up diligently.

Council considers the act of committing a fraud within Coolamon Shire Council a very serious matter. Any such acts will be dealt with to the maximum extent possible within existing legislative arrangements. This includes reporting cases of fraud to the NSW Police and ICAC for investigation and prosecution under State legislation as appropriate.

Tony Donoghue  
General Manager  
May 2022

## BACKGROUND

Council is committed to a work environment that is resistant to fraud and is dedicated to implementing effective measures to minimise fraud risks. The Council does not tolerate fraudulent behaviour and will take appropriate action against employees and contractors who have participated in such behaviour and those who allowed it to occur.

This Plan conveys Council's approach to the deterrence and detection of fraudulent behaviour and documents strategies to assist managers to meet their fraud control responsibilities.

The fraud control framework used in this Plan is based on Standards Australia AS8001-2008 Fraud and Corruption Control and incorporates the ten attributes of fraud control contained in the NSW Auditor Office's Fraud Control Improvement Kit (February 2015).

## OBJECTIVES

The main objectives of this Plan are:

1. to demonstrate the commitment of the Councillors, General Manager, Executive Managers and line managers to combat fraud.
2. to establish the responsibilities for managers and staff in relation to fraud control.
3. to ensure existing policies and procedures aimed at encouraging ethical behaviour and combating fraud are integrated in an holistic framework.

## DEFINITIONS

### Fraud

Council has adopted the Australian Standard AS8001-2008 definition of fraud which is

*"Dishonest activity causing actual or potential loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity."*

This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.

### Employee

Where used in this Plan, the term employee refers to:

- Councillors;
- Council staff;
- Individuals who are engaged as contractors working for the Council; and
- Other people who perform public official functions for the council such as volunteers.



## FRAMEWORK FOR FRAUD CONTROL PLAN

The fraud control framework has ten key attributes which sit within the themes of prevention, detection and response.

Details of these attributes and Council's strategy for implementing this framework to counter the identified fraud risks at Coolamon Shire Council are set out below.

### 1. Leadership

A successful fraud control framework is led by a committed and accountable leadership team to provide the organisation with a model to follow.

The General Manager and Executive Managers at Coolamon Shire Council are both demonstratively committed to the organisation's fraud control activities and are directly accountable and responsible for fraud control.

### 2. Ethical framework

An organisation's fraud control framework is part of a much bigger ethical framework that guides the values of the organisation and provides standards of behaviour and decision-making.

Council's Code of Conduct guides employees in what is accepted practice and behaviour and sets our ethical standards at a level above the law.

Council's values also reinforce ethical behaviour and are set out in Council's Statement of Business Ethics.

Employees will always:

- Act with fairness;
- Act with honesty and integrity;
- Act openly.

Council recognises that fraud prevention requires the maintenance of an ethical climate which encourages all staff to be active in protecting Council's funds and assets, and in reporting any breaches of accepted standards.

Managers must be mindful of their responsibility to foster and develop in their areas the highest standards of ethical behaviour and commitment to a highly ethical workforce culture.

### 3. Responsibility structures

Council has introduced a structure that ensures that there is clear accountability and responsibility for the implementation and monitoring of the Fraud Control Plan, as well as all supporting policies, procedures and initiatives. It is also important that all staff know this accountability and that there is a common understanding that everyone in the Council has a key role to play in effective fraud control management.

The **General Manager** is responsible for the corporate governance of Council and has overall responsibility for fraud control. The General Manager is the Fraud Control Officer.

The **Audit, Risk and Improvement Committee** is responsible for the ongoing monitoring and review of the fraud control framework, including the actions agreed to in this Fraud Control Plan.

**Management** must exhibit to staff and clients a genuine and strong commitment to fraud control, and to good practices. They are responsible for identifying and managing individual fraud risks across the organisation, and for implementing the treatments identified in this Fraud Control Plan.

Management must also adopt a firm approach to dealing with fraudulent activity and penalising unacceptable behaviours, to retain the commitment of honest staff and to deter those who may be tempted to commit fraud. With the risk of detection, the severity of punishment must be seen to outweigh the possible gains from fraud.

Council's **Corporate Services Section** is responsible for ensuring that the appropriate processes are in place to ensure that the risk of fraud in Council is well managed.

**All Employees** have the responsibility of reporting any fraudulent activity within Council that they become aware of or suspect. Reporting can be done through line management or the Fraud Control Officer. All employees are encouraged to become familiar with the Fraud Control Plan and contribute to its effective implementation, thereby assisting in minimising the incidence of fraud against Council.

Fraud risk management will form part of the business planning cycle and will contribute to business performance through minimisation of Council risks. It provides senior management and the Audit, Risk and Improvement Committee with solid evidence that fraud risk management is occurring within Council.

#### **4. Fraud Control policy**

The Council's fraud control policy is included as the introduction to this Fraud Control Plan and is supplemented by the Council's Code of Conduct, Statement of Business Ethics and Internal Reporting Policy.

Council will ensure the currency of these policies by reviewing them regularly, with the Fraud Control Plan being reviewed every two years.

#### **5. Prevention systems**

Council undertakes separate Fraud Risk Assessment which will quantify the level, nature and form of the risks to be managed and leads to the identification of actions to mitigate the risks identified. These Fraud Risk Assessments will be undertaken at least once every two years.

Fraud risks are reviewed and updated through interviews and control self assessments.

Risk ratings are in accordance with the Audit Office's risk assessment framework. The assessment of each individual risk is undertaken in accordance within this framework.

Key controls are listed against each individual risk. The list of controls is not intended to be an exhaustive list of the controls in place. The controls listed will represent those controls which together form the framework for controlling the sources of each individual risk.

Assessments regarding the effectiveness of each control in mitigating the risks are determined based on the views of key staff and our experience with similar environments. Overall risk ratings will also be determined in this way.

Council will be constantly on the lookout for ways to enhance the way that it focuses on its fraud control activities including the regular review of both this Plan and any associated Risk Assessments as well as facilitating the employment of staff who possess values similar to those of the organisation and the means to ensure the protection of its information technology.

## **6. Fraud awareness**

Council aims to ensure that all employees understand the ethical behaviour required of them in the workplace and that adequate training programs are in place and briefings are conducted covering ethical behaviour and fraud and corruption risks. The extent of training may relate to the duties performed by individual staff. Those in senior positions of operating areas considered more susceptible to fraud and corruption may receive training that is more involved.

The types of training and briefings would include

- Code of Conduct training and briefings to be included in Council induction programs for new staff, temporary staff, contractors etc
- Public interest disclosure training
- Emails from the General Manager highlighting relevant policy changes
- Fraud prevention training

Additionally, Council will also ensure that its customers, the community and its contractors understand that Council will not tolerate fraudulent or corrupt behaviour in its dealings with them and that they are aware of the consequences of such behaviour. In this regard, the Council's Fraud Control Plan and Statement of Business Ethics are available on Council's website to reinforce this message.

## **7. Third party management systems**

With councils relying more and more on services being provided by third parties, this adds an additional level of complexity to fraud control with the need to ensure that there are clear lines of accountability to those with responsibility for managing fraud as well as raising awareness of fraud committed by and against third parties.

Council will therefore investigate:

- Provision of specific training for those staff responsible for dealing with contractors and third parties;
- Ways of ensuring that the contractors and third parties with which the Council conducts business, have the highest levels of fraud awareness including structured checking of third party processes; and
- Ways of communicating to contractors and third parties that Council will not tolerate fraudulent activities, including use and promotion of its Statement of Business Ethics.

## **8. Notification systems**

Employees and those outside of the Council are encouraged to report any incidents of unethical behaviour including fraud.

Council will ensure that policies and procedures are in place to encourage the reporting of suspect behaviours and those employees who do so can have their identity protected and are protected from reprisals. This protection is legislated in the Public Interest Disclosures Act 1994.

Such disclosures can also be made externally to investigating authorities, the details of which are contained in the Council's Internal Reporting Policy.

## **9. Detection systems**

Council will ensure that there are adequate detection systems to monitor data and identify irregularities and warning signals. In addition to management's own monitoring and review, the Council has established a plan of risk based internal audits to provide assurance on the effectiveness of internal controls established by management including those to prevent and detect fraud.

As part of this process:

- Available data will be thoroughly monitored and reviewed to ensure that irregularities and warning signals are picked up at a very early stage and flagged for further detailed review;
- Audits regularly examine samples of medium and high risk financial decision making across the organisation; and
- Outcomes of audits are reported to executive management on a regular basis.

## **10. Investigation systems**

Council will appoint internal resources for the initial investigation of reported or detected instances of fraud against it. The internal fraud investigator will provide a report recommending further actions.

Where the initial investigation discloses a complex situation beyond Council's capability to investigate the matter will be referred to the Police and/or ICAC for further investigation. In this instance Council will have little control of the investigation process (including timing and resources) once the investigation has been handed over.

The Fraud Control Officer will be the operational liaison point with the relevant authority.

## FRAUD RISK ASSESSMENT TEMPLATE

This risk assessment gives an overview of the fraud risk assessment process and contains examples of the type of fraud risks and internal controls. Different organisations and different areas within your business may have different fraud risks and the examples are not an exhaustive checklist. The risk assessment deliberately does not include actual ratings for the effectiveness of internal controls, the results of the risk analysis, the options for the residual fraud risk or further treatment plans. Each organisation needs to undertake its own risk analysis and determine its own risk appetite.

### 1. Type of fraud risk

This column should include the potential fraud risks your organisation may face. Please specify any additional risks in the relevant section.

### 2. Existing controls

Once the potential fraud risks are identified, identify what controls currently exist to reduce each fraud risk.

### 3. Effectiveness of the existing controls

Assess how well controls are operating and if they are mitigating fraud risks as intended. Only one rating should be made for each fraud risk taking into consideration all controls existing for that risk. A scale of 1 to 5 is used.

1	There is a very high exposure to fraud (almost certain)
2	There is a high opportunity for fraudulent activity (likely)
3	There is a moderate opportunity for fraudulent activity (possible)
4	There is a low opportunity for fraudulent activity (unlikely)
5	There is no apparent opportunity for fraudulent activity (rare)

### 4. Fraud risk analysis

Impact \ Probability	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	Extreme	Extreme
Possible	Low	Low	Medium	High	Extreme
Unlikely	Low	Low	Low	Medium	High
Rare	Low	Low	Low	Low	High

After considering how effective the controls are in step 3 above, the consequence and likelihood of each risk is assessed. By progressing in this order, this framework intends to assess the identified fraud risks on a residual basis, that is, after existing controls.

**5. Option for residual fraud risk**

After considering the internal controls, determine if the residual fraud risk is at an acceptable level. If the residual fraud risk is acceptable, then there is no need for further action.

However, if either:

- a. properly designed controls are not in place to address certain fraud risks, or
- b. controls identified are not operating effectively to sufficiently reduce the residual risk to an acceptable level then action must be taken.

**6. Further treatment/action necessary to address residual fraud risk**

Where further action must be taken, the response should be to change or enhance existing controls or to implement additional controls.



## GATHERING INFORMATION POLICY

Date Adopted	<b>19 May 2022</b>		
Council Minute	<b>90/05/2022</b>		
Version	<b>Version 6</b>		
Policy Responsibility	<b>Corporate &amp; Community Services</b>		
Review Timeframe	<b>Every four years</b>		
Last Review Date	<b>May 2022</b>	Next Scheduled Review	<b>May 2024</b>

### **PURPOSE:**

As part of protecting Council's financial position through risk management, this policy has been designed to document the required standard of Council generated information and data needed to assist in defending a public liability or professional indemnity claim and ensure that they constitute admissible evidence.

### **RESPONSIBILITIES:**

#### **Council**

Council will subject to budgetary constraints, allocate sufficient human and financial resources to implement this policy.

#### **Managers**

The General Manager is responsible for the overall implementation of this policy.

The Deputy General Manager & Executive Managers will ensure that their section has sufficient human and financial resources to implement this policy and that collection of data by all stakeholders is carried out in accordance with this policy.

#### **Supervisors**

All supervisors will ensure that collection of data by employees and others under their supervision, and on worksites under their control, is carried out in accordance with this policy.

#### **Employees**

All employees are responsible for carrying out all activities in relation to gathering information in accordance with this policy and in a safe manner.

#### **Consultation:**

The organization is committed to consultation and co-operation between management and its employees, or the employee representatives. The organization will consult with the elected health and safety representatives, or any other employee, or stakeholder, in any workplace who is concerned by issues raised in this policy.

## ASSOCIATIONS & RELATIONSHIPS

Legislation	
Policies	
Procedures/Protocols, Statements, Documents	Incident/Accident Reporting Books Incident Procedure Flow Chart for Employees Minimum Data Requirements for Documents Gathering Information Checklist

### APPLICATION

This policy and attachments are applicable to Coolamon Shire Council in all its operations and functions, including those situations where employees are required to work off site.

### REVIEW

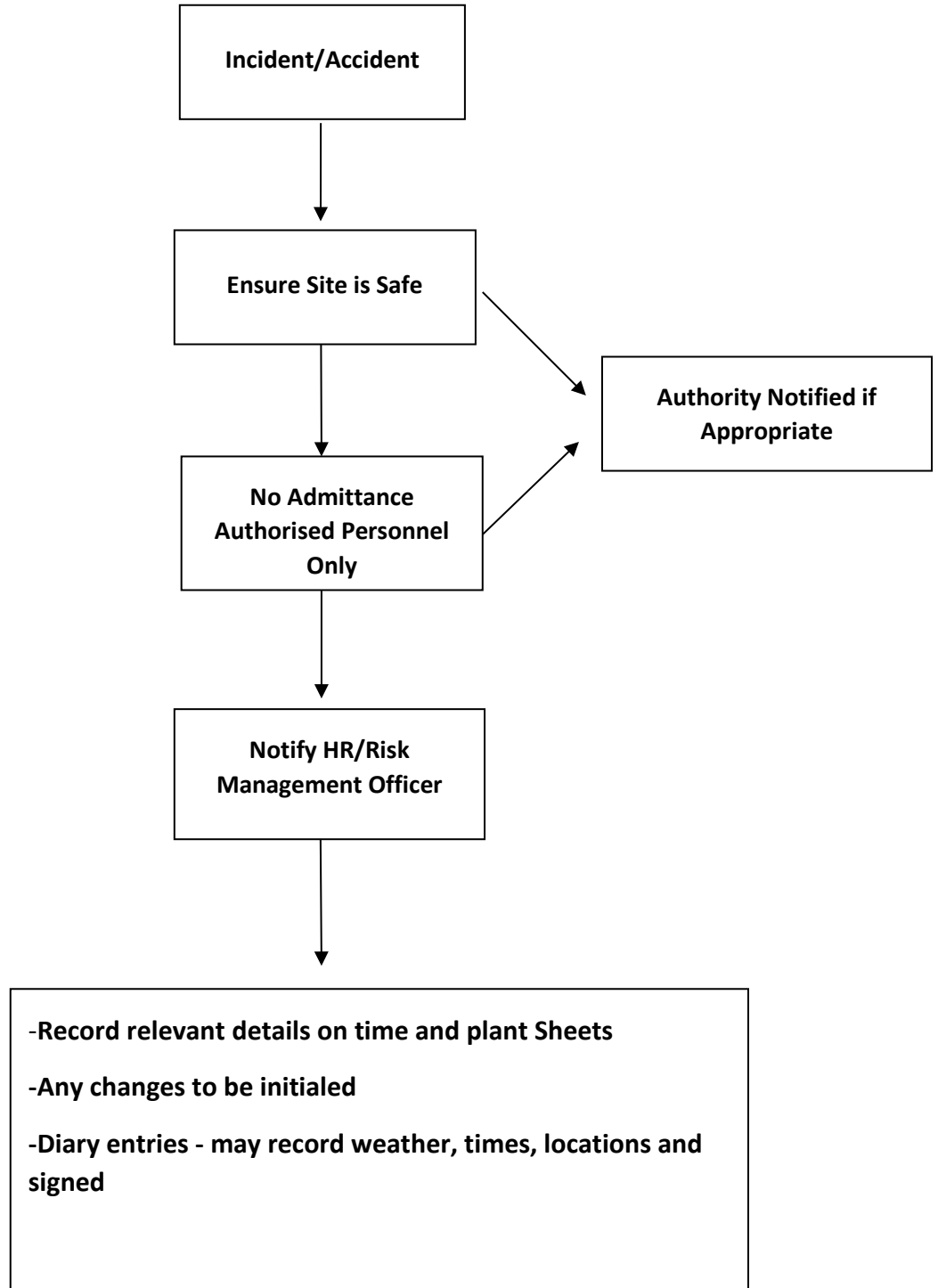
This policy may be reviewed at any time or as required in the event of legislative changes. Unless otherwise required, the policy will be reviewed at least once during a term of Council.

***Version 6 Re-Adopted: Council Meeting 19 May 2022 (Minute No 90/05/2022)***

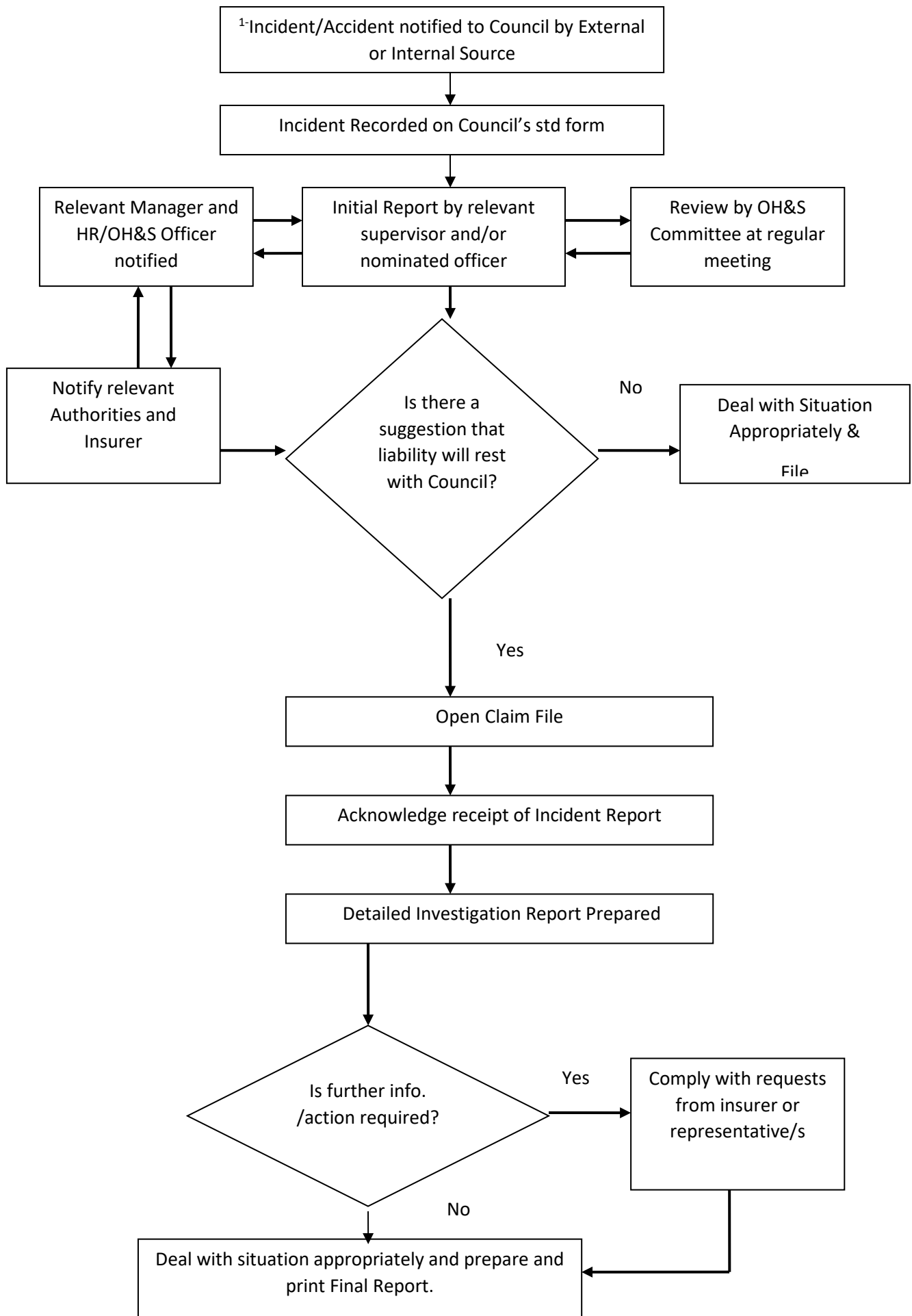
***Version 6 Adopted: Council Meeting 19 September 2013 (Minute No 232/09/2013)***



## Incident Procedure Flow Chart for Employees



**PROCEDURES FLOW CHART:**



GATHERING INFORMATION POLICY - ATTACHMENT 2

MINIMUM DATA REQUIREMENTS FOR DOCUMENTS

INFORMATION SOURCE	DESCRIPTION	TYPICAL USE	REQUIREMENTS
<b>Delivery Program &amp; Operational Plan</b>	A strategic document that prioritises works, linking timeframe and resources for individual capital works, projects and/or maintenance activities. This includes financial statement that details the projected income and expenditure for four financial years. It indicates the amount of financial resources able to be allocated to each function/project of Council	Used to highlight Council's level of commitment to its infrastructure relative to its financial strength. Could be used to defend a statement claiming <b>inaction</b> by Council.	Four year plan which includes Financial year dates, version and date of preparation Council minute of change (if appropriate)
<b>Engineering Works Spreadsheet</b>	An excel spreadsheet listing work to be completed by Council which includes those listed as a result of a potential risk found by an employee or a member of the public.	Used to highlight Council's identification of risks programme. Could be used to defend a statement claiming <b>inaction</b> by Council.	Date Name of originator Specific location Unique identifier Referred to Priority Action taken Date action taken Name and signature of person completing action
<b>Inspection Records</b>	A pro-forma document used by Council Officers to report on the general condition of the infrastructure and assets of Council.	Used to highlight Council's identification of risks programme. Could be used to show that Council was there, has inspected and made recommendations including repair, thus able to defend a statement claiming <b>negligence</b> by Council	Date Name of inspecting officer Signature of inspecting officer Inspecting officer's position and department Specific location File No List of recommendations or action taken
<b>State of the Environment Report</b>	A strategic document, dealing primarily with environmental management issues that prioritises works and sets out a timetable for completion.	Used as a defence in the case of a breach under the <i>Protection of Environment &amp; Operations Act</i> or a third party action claiming <b>negligence</b> or <b>inaction</b> by Council.	Date Name of originator Signature of originator Endorsed by Council Action plan with timetable for completion
<b>Time and Plant Sheets</b>	System of recording and allocating labour and plant costs, primarily for the purpose of payroll and project costing.	Useful in verifying the location of staff and resources on a particular day. Can assist in defending a statement claiming <b>negligence</b> by Council.	Date All changes crossed out are to be initialled Signature of employee All relevant data to be completed

GATHERING INFORMATION POLICY - ATTACHMENT 2

INFORMATION SOURCE	DESCRIPTION	TYPICAL USE	REQUIREMENTS
<b>Diary Entries and official notebooks</b>	Diary entries are often used to record details of the scene of an incident and are regularly the basis of the "Initial Council Report". They can be a source for information such as weather, times, locations etc as well as staff attendances.	Used for evidence of staff attendances and actions taken or not taken. Could be used to defend a statement claiming <b>negligence</b> by Council.	Name Date Department Unique identifier Black Ink (preferable) Photocopy should show book binding Legible writing All entries signed and dated (full date dd/mm/yy) All activities noted
<b>Work Practices/ Procedures</b>	Written procedures produced by Council used to standardise Council's response to a particular task.	Used in verifying that the work undertaken by Council is routine and is performed to a prescribed level of quality. Could be used to defend a statement claiming <b>negligence</b> by Council.	Details of implementation Dates
<b>Photographs</b>	Pictures of specific locations or job.	Used to provide evidence of the physical appearance of a defect or work at a particular point in time. Could be used to defend a statement claiming <b>negligence</b> by Council.	Date taken recorded preferably on the photograph Photographer and signature Claim Number Location and direction facing at location Colour 35 mm or digital Release signed by subjects of photograph
<b>Training Records</b>	A detailed record of the training activities of all members of staff.	Used to verify Council's commitment to ensuring that staff is well trained. Could be used to defend a claim of <b>negligence</b> .	Name of attendees Name of trainer and/or training co. Date of training Brief course outline or copy of handouts Duration of course Indication of attendance or completions Copies of any results, certificates, licenses etc
<b>Hazard inspections</b>	Routine inspection documented by the inspecting officer, noting conditions found at the site.	Used to produce a detailed description of the condition of the site at a given point in time. Could be used to defend a statement claiming <b>negligence</b> and/or <b>inaction</b> by Council	Date of inspection Location, address of site Name of inspector Names of any additional inspectors, escorts etc Field notes, photographs, diagrams all to be dated, signed

GATHERING INFORMATION POLICY - ATTACHMENT 2

INFORMATION SOURCE	DESCRIPTION	TYPICAL USE	REQUIREMENTS
<b>Interviews</b>	As a result of a claim a recorded discussion between the relevant Council employees and the interviewing officer.	This is used to extract fact which dictates the course of the investigation. Could be used to defend a statement claiming <b>negligence</b> and/or <b>inaction</b> by Council.	Name of interviewer Name of individual being interviewed Job title of staff being interviewed Date of interview Time of interview Location interview taken Witness to interview Typed format for interview notes
<b>Statements</b>	Is a first party testimony of fact.	It can be used as a record of an individual's account of the event. Could be used to defend a statement claiming <b>negligence</b> and/or <b>inaction</b> by Council.	Name of individual making statement Job title of staff making statement Date of statement Time of statement Location statement taken Witness to statement Signature (black pen) of person making statement Signature of person taking statement and witness
<b>Drawings or plans</b>	A graphical representation of the work area, work method or location of the incident.	Visually shows evidence of the work planned. Shows standards to which the work is to be performed. Could be used to defend a statement claiming <b>professional negligence, inaction</b> or <b>design failure</b> .	Legible format (size) A legend indicating name of draftsman, architect, company etc Reference to related drawings Total number of drawings in set Index number of drawing Direction of north recorded on drawing Drawing scale
<b>Maps inc. map info prints</b>	Defines the exact location of the event.	Visually shows the location of the incident. Could be used to defend a statement claiming <b>responsibility</b> for an event where Council may not even be liable	Date map was made Person/organisation drafting map (source) Direction of north recorded on map Scale of map Area depicted by map Legible format

GATHERING INFORMATION POLICY - ATTACHMENT 2

INFORMATION SOURCE	DESCRIPTION	TYPICAL USE	REQUIREMENTS
<b>Phone logs</b>	Chronological record of calls made or received by Council officers.	Used as a record of proceedings, conversations and advice given over the phone. Could be used to defend a statement claiming <b>negligence</b> and/or <b>inaction</b> by Council.	Contained in book with binding Date of call Time of call Name of caller Name of log book user Summary of call Page numbers
<b>Medical reports</b>	Is a written summary from an attending physician summarising the patient's condition.	Used to establish the degree of injury and disability and thus challenge <b>punitive damages</b> .	Name of examining physician Date of examination Reason for examination Type written format Signed by attending physician
<b>Loss Adjuster reports</b>	A written formal independent summary of the facts of the claim.	Used to verify the facts. Could be used in the determination of liability and <b>negligence</b> .	Name of loss adjusting firm Name of loss adjuster Claim reference number Date of all inspections Names and dates of all interviews Numbered pages in report Clear annotations to document, photographs, etc
<b>Expert reports</b>	A written formal summary of certain circumstances of the claim, prepared by a specialist in the field of the incident.	Used to verify the specific facts of the incident by an expert with the relevant experience. Could be used to justify <b>action</b> or <b>inaction</b> .	Name of expert CV of expert List of publications by expert Reference number Signature of expert Date of investigation
<b>Weather reports</b>	A record of the weather conditions that prevailed at a given time and location.	Used to verify the conditions at the time of the incident.	Date of event Date of inquiry Name of weather service Symbol of authority (letterhead, stamp) Contact telephone number of issuing authority
<b>E-mails</b>	Records of requests or details made or received by Council Officers.	Used as a record of proceedings, conversations and advice received by e-mail. Could be used to defend a statement claiming <b>negligence</b> and/or <b>inaction</b> by Council.	Date and Time sent Name of person sent from Name of person sent to Name of person copy sent to Subject summary/title Details

GATHERING INFORMATION POLICY - ATTACHMENT 2

INFORMATION SOURCE	DESCRIPTION	TYPICAL USE	REQUIREMENTS
<b>Facsimiles</b>	Records of requests or details made or received by Council Officers.	Used as a record of proceedings, conversations and advice received by facsimile. Could be used to defend a statement claiming <b>negligence</b> and/or <b>inaction</b> by Council.	Name of person sent to Name of company (if applicable) Facsimile number sent to Total number of pages sent Name of person sent from Date sent: Facsimile number sent from Contact Council telephone number Subject summary/title Details
<b>Incident report</b>	Records of incidents recorded in the field, in person or over the telephone.	Used as a record of incidents. Could be used to defend a statement claiming <b>negligence</b> and/or <b>inaction</b> by Council.	Minimum requirements should be completion of all relevant details on Incident Report Form
<b>File Notes/ Memos/letters and other records of correspondence</b>	Records of requests, phone calls, informal meetings or other details made or received by Council Officers.	Used as a record of proceedings, conversations and advice received by Council Officer. Could be used to defend a statement claiming <b>negligence</b> and/or <b>inaction</b> by Council.	File Number: Name of person composing: Date: Time: Details: Signature and date Legible writing if hand written

<b>Gathering Information Checklist</b>
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The following checklist can be used as an aid to ensure that all the appropriate information has been gathered at the scene of an incident/accident.

INFORMATION	SPECIFIC REQUIREMENTS
<b>Photographs</b> – There may only be one chance to gain photographs at the scene of the incident. Remember, there can never be too many photographs.	<ul style="list-style-type: none"> <li>(a) Total working area from all points of the compass</li> <li>(b) Examples of the environmental conditions including rivers, drains, approaches, verges, vegetation, shadows, etc.</li> <li>(c) Close ups of all the damaged area, property, approaches, road conditions, any other factors etc.</li> <li>(d) Ensure that photographs of close ups have a size reference point eg ruler or pen.</li> <li>(e) Warning signs and general signs positioned by Council.</li> <li>(f) The damaged property from all angles</li> </ul>
<b>Description of Scene</b>	Record as accurately as possible each photograph that has been taken. Also add a brief description of the scene. This will help to paint the overall picture.
<b>Time</b>	Day, Month, Year and Time in 24 hour clock, eg 6.00am is 0600 hours while 6.00pm is 1800 hours, ie. no confusion
<b>Weather Conditions</b>	Record as accurately as possible the weather conditions. Include wind direction, wet or dry, light or dark, fog or no fog, ice or snow, etc.
<b>Measurements</b> – These can be useful to determine the actual facts of the situation eg. “the one that got away.”	Record all measurements as accurately as possible. These may include heights, lengths or widths of objects, obstructions, holes, etc.
<b>Description of damage</b>	Record as accurately as possible the type, nature and extent of the damage.
<b>Property involved</b>	Itemise all the property that has been damaged. This includes both third party property and Council property.
<b>Registration Numbers</b>	Record the registration numbers of all vehicles involved in the incident whether damaged or not. Also include their exact location.
<b>Description of any Injuries</b> – This is only an indication. Council staff are not medically trained nor are they expected to be involved with the treatment of any injuries.	Record the type of injuries people have received: <ul style="list-style-type: none"> <li>(a) Minor – walked away from the scene.</li> <li>(b) Moderate – required medical attention</li> <li>(c) Sever – was transported away from the scene by ambulance</li> <li>(d) Unknown</li> </ul>
<b>Witness</b>	If possible record name and address of any witnesses
<b>Statements made by third parties</b>	Record any statements uttered by third parties
<b>Council employees</b>	Name of all employees working within the area of the incident.
<b>Type of Work</b>	Record the actual activity being undertaken by Council at the time of the incident.
<b>Police</b>	Record the name and station of any Police in attendance
<b>WorkCover</b>	Record the name and region of any WorkCover Inspectors in attendance
<b>Signs</b>	Record the place of erection, the day of erection, the day of last inspection, etc. of all general and warning signs displayed by Council. Recorded any other signs in the area that may have erected by other authorities.



GATHERING INFORMATION POLICY – ATTACHMENT 4

**THIRD PARTY INFORMATION**

Information that is provided by a Third Party will not be used by Council without Council taking such steps as are reasonable in the circumstances to ensure that having regard to the purpose for which the information is proposed to be used that:

- 1) The information is relevant.
  
- 2) Up to date, complete and not misleading.

The information provided shall not be included in Council's official records unless it is verified, documented and signed off by two Council Officers, one of which shall be part of the Senior Management Team with the second being a member of Staff.

The information shall be recorded on the appropriate form (this form may be a memo to file or Council's official information form).

**PROVISION OF THIRD PARTY INFORMATION**

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**NAME OF PERSON PROVIDING INFORMATION:**

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**DETAILS:**

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**VERIFIED BY:**

.....  
.....  
.....

**SIGNATURE:** .....

**SIGNATURE:** .....

## PENSIONER REBATE FOR RATES & CHARGES POLICY

Date Adopted	<b>19 May 2022</b>		
Council Minute	<b>90/05/2022</b>		
Version	<b>Version 5</b>		
Policy Responsibility	<b>Corporate and Community Services</b>		
Review Timeframe	<b>Every 4 Years</b>		
Last Review Date	<b>May 2022</b>	Next Scheduled Review	<b>May 2026</b>

### 1. OBJECTIVE

To provide to an eligible pensioner (as defined by the Local Government Act 1993) who satisfies the criteria, qualifies for a concession upon rates and charges in accordance with Section 575 of the Local Government Act 1993.

### 2. DEFINITION

#### 2.1 Eligible Pensioners

A person who receives a pension, benefit or allowance under Chapter 2 of the Social Security Act 1991, or a Service Pension under Part 3 of the Veterans Entitlements Act 1986 and who hold a Pensioner Concession Card issued by or on behalf of the Commonwealth Government.

#### 2.2 War Widows and Widowers

Persons who receive a pension from the Department of Veterans' Affairs as:

- A widow or widower of a Defence or Peacekeeping Force member.
- An partner of a deceased unmarried Defence or Peacekeeping Force member.
- A widowed mother of a deceased Defence or Peacekeeping Force member.
- Totally Permanently Incapacitated (TPI) Veterans receiving a special rate of pension under Section 24 of the Veterans' Entitlements Act 1986.
- PTEC Holders entitled to full treatment benefits as:
  - WWI Veteran
  - Former Prisoners of War including Australian Merchant Mariners
  - 100% Disability Rate Pensioners
  - Extreme Disablement Adjustment Pensioners
  - Intermediate Rate Pensioners
  - Special Rate (T & P) Pensioners
  - WWII Veterans receiving a Disability pension at or above 50% of the general rate plus any Service Pension.
  - Veterans with service-related amputations or loss of vision in one eye who receive a Disability Pension.

- Any Australian Veteran who satisfies the Service Pension Fringe Benefits Test and has any other condition for which the Department has accepted responsibility for treatment.
- Veterans who receive a Service Pension with fringe benefits who have had an injury or disease accepted by a relevant authority of another country as "service related".
- Veterans who were receiving a pension for pulmonary tuberculosis before 2 November, 1978.
- WWII female Veterans with qualifying service.

### **3. PROVISIONS**

- 3.1 Applications for Rate Rebates must be made during the year the rate is levied on the prescribed form.
- 3.2 Retrospective concessions shall be granted for the current financial year only as it is the sole responsibility of the eligible Pensioner to apply for the concession upon receipt of their Concession Card. Council clearly displays on the reverse side of its Annual Rate Notice that concessions are available to eligible Pensioners.
- 3.3 Under normal circumstances if a Ratepayer's eligibility as a Pensioner ceases, then, in accordance with Section 582 of the Local Government Act 1993, the rebate is reversed for the number of full instalment periods remaining thereafter.

However, Council will not write back a rebate under Section 584 on the death of an eligible Pensioner where Council is provided with evidence that the property will subsequently devise to a relative of the deceased who is an eligible pensioner.

In this way the devisee is responsible for the payment of the rates is not denied the benefit of the concession during the interim period between the original owners death and the actual transmission of the property.

### **4. LIFE INTEREST IN A PROPERTY**

As provided by Section 577 of the Local Government Act, Council will grant a rate concession where an eligible pensioner, not the owner of the property, has a life interest in the property and is responsible for payment of rates. Council will require documentation from the applicant's solicitor stating they have a life interest in the property and are responsible for rates payments.

### **5. RESPONSIBILITY/ACCOUNTABILITY**

The processing of all applications will be the responsibility of the Corporate & Community Services Division.

## 6. ASSOCIATIONS & RELATIONSHIPS

Legislation	<b>Local Government Act 1993</b>
Policies	
Procedures/Protocols, Statements, Documents	<b>Pensioner Concession Application Forms</b>

## 7. REVIEW

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

**Version 5 Re-Adopted: Council Meeting 19 May 2022 (Minute No 90/05/2022)**

**Version 5 Adopted: Council Meeting held 19 October 2017 (Minute No. 201/10/2017)**

**Version 4 Adopted: Council Meeting held 15 August 2013 (Minute No. 201/08/2013)**

**Version 3 Re-Adopted: Council Meeting held 19 March 2009 (Minute No.64/03/2009)**

**Version 3 Adopted: Council Meeting held 13 December 2007 (Minute No. 398/12/2007)**

**Version 2 Adopted: Council Meeting held 17 August 2006 (Minute No. 249/8/2006)**

**Version 1 Adopted: Council Meeting held 28 October 2004 (Minute No 365/10/2004)**

## PROCUREMENT POLICY

Date Adopted	<b>19 May 2022</b>		
Council Minute	<b>90/05/2022</b>		
Version	<b>Version 2</b>		
Policy Responsibility	<b>Corporate &amp; Community Services</b>		
Review Timeframe	<b>Every 4 years</b>		
Last Review Date	<b>May 2022</b>	Next Scheduled Review Date	<b>May 2026</b>

### OBJECTIVE

The purpose of this policy is to:

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

### SCOPE

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

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

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

### POLICY

#### VALUE FOR MONEY

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

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

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

- Potential obsolescence of a good/service in the near future.

## **SUSTAINABLE PROCUREMENT**

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

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

Council's objectives through sustainable procurement are to:

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

## **ETHICAL STANDARDS**

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

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

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

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

## **CONFLICT OF INTEREST**

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

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

## **RISK MANAGEMENT**

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

## **LOCAL SUPPLIER PREFERENCE**

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

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

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

## **BREACH OF POLICY**

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

## **ASSOCIATIONS & RELATIONSHIPS**

Legislation	<b><i>Local Government Act 1993</i></b> <b><i>Local Government (General) Regulation 2021</i></b> <b><i>Work Health &amp; Safety Act 2011</i></b> <b><i>Work Health &amp; Safety Regulations 2017</i></b> <b><i>Government Information (Public Access) Act 2009</i></b>
Policies	<b><i>Code of Conduct</i></b> <b><i>Statement of Business Ethics</i></b> <b><i>Contract Management Policy</i></b> <b><i>Credit &amp; Purchase Card Policy</i></b>
Procedures/Protocols, Statements, Documents	<b><i>Procurement Procedures</i></b>



## **REVIEW**

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

**Version 2 Re-Adopted:** *Council Meeting 19 May 2022 (Minute No 90/05/2022)*

**Version 2 Adopted:** *Council Meeting held 18 June 2020 (Minute No. 112/6/2020)*

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

## PROCUREMENT PROCEDURES

Date Adopted	<b>19 May 2022</b>		
Council Minute	<b>90/05/2022</b>		
Version	<b>Version 1</b>		
Policy Responsibility	<b>Corporate &amp; Community Services</b>		
Review Timeframe	<b>Annually</b>		
Last Review Date	<b>May 2022</b>	Next Scheduled Review	<b>May 2023</b>

### OBJECTIVE

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

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

### AUTHORITY & LEVELS

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

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

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

## **METHODS OF PURCHASING**

### Tender

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

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

### Purchase Orders

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

### Credit & Purchase Cards

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

### Petty Cash

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

## **PROCUREMENT OPTIONS**

### Preferred Supplier Arrangements

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

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

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

### Existing Contracts

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

- NSW Procurement Board
- Local Government Procurement

## Joint Purchasing Arrangements

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

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

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

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

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

## **EMERGENCY PROCEDURES**

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

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

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

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

The detailed requirements for tendering are contained in Section 55 of the *Local Government Act 1993* and part 7 of the *Local Government (General) Regulation 2021* and include:

- Tendering requirements
- Prerequisites for tendering
  - Open tendering or selective tendering
  - Tender documents
  - Tender periods
- Submission and opening of tenders
  - Submission of tenders
  - Custody of tenders after receipt
  - Opening of tenders
  - Certain circumstances allowing for the variation of tenders
- Determination of successful tenderer
  - Consideration of tenders
  - Acceptance of tenders
  - Notification of acceptance of successful tender

### ***Tender Evaluation & Selection***

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

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

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

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

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

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

## Procedural Requirements

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

## PURCHASING PROCEDURE –GOODS AND SERVICE LESS THAN \$250,000 INCLUDING GST

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

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

### Purchase Order requirements

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

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

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

It is the requisitioner’s (person who wants the purchase order) responsibility to provide enough information so that the purchase order can be completed. The requisitioner should be noted on the Purchase Order in the Requisitioner Field.

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

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

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



## CREDIT/PURCHASE CARD PROCEDURE

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

### **Westpac Credit Cards**

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

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

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

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

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

### **Fuel Cards & CabCharge Cards**

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

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

## PROCUREMENT FLOWCHART

### Step 1

- a. Is the purchase an emergency purchase?

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

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

**No** – continue to Step 2

### Step 2

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

**Yes** - Purchase in accordance with the provisions of the *Local Government Act 1993, Local Government (General) Regulations 2021* and Coolamon Shire Council Tendering Procedure. Purchase Order to be raised at either time of order (plant), commencement of contract (construction of house) or at time of engaging supplier to provide goods/services under a unit rate contract (stabilisation, sealing)

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

**No** – continue to Step 3.

### Step 3

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

**Yes** – It is not mandatory to source quotations, but quotations are to be sourced if the supply of goods/services is greater than \$5,000. A purchase order is to be provided to the supplier at the time of engaging the supplier. For those suppliers where multiple supplies are provided

over a month a monthly purchase order will be raised at the start of the month and employees will be required to add line items to the order as the month progresses.

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

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

## RATES & CHARGES HARDSHIP POLICY

Date Adopted	<b>19 May 2022</b>		
Council Minute	<b>90/05/2022</b>		
Version	<b>Version 5</b>		
Policy Responsibility	<b>Corporate &amp; Community Services</b>		
Review Timeframe	<b>Every 4 years</b>		
Last Review Date	<b>May 2022</b>	Next Scheduled Review	<b>May 2026</b>

### OBJECTIVE

1. To provide assistance to ratepayers and others debtors, experiencing genuine financial hardship of their rates and charges.
2. To provide an administrative process to determine hardship applications.
3. Fulfill the statutory requirements of the Local Government Act with respect to hardship applications.

### STATUTORY COMPLIANCE CRITERIA:

- Local Government Act 1993
- Local Government (General) Regulation 2021

### POLICY

Any ratepayer who cannot pay their rates or charges for reason of financial hardship can apply to Council for assistance at any time. Each individual case will be considered on its merits.

The following conditions will apply:

- That actual hardship exists;
- That a repayment schedule is devised;
- That provided the repayment schedule is adhered to, that no interest is payable;
- That a default in the repayment schedule will involve interest being levied from the day after the date of the last payment;
- Any repayment schedule less than 12 months will require certain, but limited, financial information as per the Hardship Application Form;
- Any repayment schedule greater than 12 months will require:
  - evidence of meetings with financial advisors and their recommendations;
  - copies of operating statements, balance sheets, cash flow statements and budgets;
- No arrangements greater than two (2) years;
- The property must be the ratepayers principal place of residence

The assistance provided will be determined under the legal requirements of the Local Government Act 1993.

## BACKGROUND

Council recognises that due to exceptional circumstances certain ratepayers do encounter difficulty in paying their rates and charges. The Local Government Act allows Council to provide a range of measures to assist those ratepayers in cases of genuine financial hardship.

## HARDSHIP PROVISIONS:

The Local Government Act, 1993 provides Council with two options for providing assistance to ratepayers who are finding it difficult to pay their rates and charges because of financial hardship. A summary of the options is as follows-

### SECTION 601, OF THE LOCAL GOVERNMENT ACT 1993

Any ratepayer who incurs a rate increase in the first year following a revaluation of land values can apply to Council for rate relief if the increase in the amount of rates payable would cause them substantial hardship.

Council has the discretion to waive, reduce or defer the payment of the whole or any part of the increase in the amount of the rate payable.

Council set the period of time for when ratepayer applications can be made under this Section be limited to within three months of receipt of their first instalment notice.

### SECTION 564 AND 567, OF THE LOCAL GOVERNMENT ACT 1993

Council can enter into payment agreements with ratepayers, who cannot meet their instalments payments and may write off interest charges.

## APPLICATION:

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.

## ASSOCIATIONS & RELATIONSHIPS

Legislation	<i>Local Government Act 1993 Local Government (General) Regulation 2021</i>
Policies	
Procedures/Protocols, Statements, Documents	<i>Rates &amp; Charges Hardship Application Form</i>

## REVIEW

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

**Version 5 Re-Adopted: Council Meeting 19 May 2022 (Minute No 90/05/2022)**

**Version 5 Adopted: Council Meeting held 19 October 2017 (Minute No. 201/10/2017)**

**Version 4 Adopted: Council Meeting held 15 August 2013 (Minute No. 201/08/2013)**

**Version 3 Adopted: Council Meeting held 19 March 2009 (Minute No. 64/03/2009)**

**Version 2 Adopted: Council Meeting held 13 December 2007 (Minute No. 398/12/2007)**

**Version 1 Adopted Council Meeting held 17 August, 2006 (Minute No. 249/8/2006)**



# RATES AND CHARGES HARDSHIP APPLICATION FORM

**Assessment No:**.....

**I, (name):** .....

**Of (address):** .....

**Phone:** ..... **Email:** .....

apply for a concession on the basis of financial hardship for the following property description:

**Lot / Section / Deposited Plan No:** .....

I have been given a copy of the Council's *Rates and Charges Hardship Policy* and understand that the Policy only relates to people experiencing actual hardship and that a default on the proposed repayment schedule will involve interest being recalculated.

The information below is true and accurate to the best of my ability:

**DECLARATION**

**Signature:** .....

**Name:** ..... **Date:** .....

**FINANCIAL INFORMATION:**

Suggest that the Budget Planner information on [www.understandingmoney.gov.au](http://www.understandingmoney.gov.au) is completed by the applicant.

Do you have the Exceptional Circumstances Declaration from Centrelink? **YES / NO**

Is this your principal place of residence? YES/NO

Do you own the property by yourself? YES/NO

If no, who do you own the property with and what is their share of ownership

.....

Do you own any other property? YES/NO

If YES, please state address

.....

**INCOME & ASSETS:**

<b>Please advise weekly amounts received</b>	<b>Self</b>	<b>Spouse</b>
Net Wage	\$.....	\$.....
Pensions/Benefits	\$.....	\$.....
Compensation/Insurance/Retirement Benefits	\$.....	\$.....
Other Income	\$.....	\$.....
Interest	\$.....	\$.....
Family Allowance	\$.....	\$.....

List below bank names & current balance

.....	\$.....	\$.....
.....	\$.....	\$.....
.....	\$.....	\$.....

**Assets**

	<b>Value</b>	<b>Loan Amount</b>
House & Land	\$.....	\$.....
Car	\$.....	\$.....
Boat/Caravan	\$.....	\$.....
Furniture & Equipment	\$.....	\$.....
Collectibles	\$.....	\$.....
Other Motor Vehicles	\$.....	\$.....
Shares	\$.....	\$.....
Investments	\$.....	\$.....

Expenses – State Weekly amounts	
Rent/Board/Mortgage Repayments	\$.....
Other Mortgages	\$.....
Loans (Personal/Car)	\$.....
Health Costs	\$.....
Council Rates & Charges	\$.....
Insurance	\$.....
Gas/Electricity	\$.....
Phone/Internet	\$.....
Transport/Petrol	\$.....
Car Registration	\$.....
Education Expenses	\$.....
Food	\$.....
Personal Expenses	\$.....



**HARDSHIP:**

What is the cause of your financial hardship?

.....

.....

.....

.....

How long have you been experiencing financial hardship?

.....

What debts are you looking for relief from (e.g. rates etc.)?

.....

What is the amount outstanding?

.....

**PROPOSED REPAYMENT SCHEDULE:**

Date	Amount \$

**PRIVACY STATEMENT:**

The information contained in this application form will only be used for the purpose of evaluating the hardship status of the applicant.

Council will store the information appropriately and not use it for any other purpose, without the approval of the applicant.

## RECOGNITION OF SERVICE POLICY

Date Adopted	<b>19 May 2022</b>		
Council Minute	<b>90/05/2022</b>		
Version	<b>Version 3</b>		
Policy Responsibility	<b>Corporate &amp; Community Services</b>		
Review Timeframe	<b>Every 4 years</b>		
Last Review Date	<b>May 2022</b>	Next Scheduled Review	<b>May 2026</b>

### POLICY STATEMENT

In recognition of the importance to Council of long serving Councillors and staff, awards will be presented at an Ordinary Meeting of Council on an annual basis (August) and once the period of continuous service of the individual is complete.

### IMPLEMENTATION

Council will formally recognise the continuous service of staff and combined years of service by Councillors as follows:

<i>Years of Service</i>	<i>Recognition</i>
20 years	\$200.00 gift voucher and framed certificate
30 years	\$300.00 gift voucher and framed certificate

For each 5 years of service that exceed 30 years, recipients will be presented with a framed certificate and additional recognition will be at the discretion of the General Manager.

The recipient will have the choice as to where the gift voucher can be redeemed subject to the approval of the General Manager.

### REVIEW

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

**Version 3 Re-Adopted: Council Meeting 19 May 2022 (Minute No 90/05/2022)**

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

**Version 2 Adopted: Council Meeting held 20 August 2015 (Minute No 173/08/2015)**

**Version 1 Adopted: Council Meeting held 13 December 2012 (Minute No 351/12/2012)**



## SALE OF SURPLUS PLANT & MATERIALS POLICY

Date Adopted	<b>19 May 2022</b>		
Council Minute	<b>90/05/2022</b>		
Version	<b>Version 3</b>		
Policy Responsibility	<b>Corporate &amp; Community Services</b>		
Review Timeframe	<b>4 Years</b>		
Last Review Date	<b>May 2022</b>	Next Scheduled Review	<b>May 2026</b>

Any surplus used plant, machinery, equipment or other materials whose estimated individual value exceeds \$500 shall be sold by tender, quotation or public auction.

Items with estimated value of less than \$500 may be sold by the appropriate Executive Manager after consultation with the General Manager.

### REVIEW

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

**Version 3 Re-Adopted: Council Meeting 19 May 2022 (Minute No 90/05/2022)**

**Version 3 Re-adopted: Council Meeting held 15 February 2018 (Minute No. 17/02/2018)**

**Version 3 Re-Adopted: Council Meeting 19 September 2013 (Minute No 232/09/2013)**

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

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

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

## SICK LEAVE POLICY

Date Adopted	<b>19 May 2022</b>		
Council Minute	<b>90/05/2022</b>		
Version	<b>Version 2</b>		
Policy Responsibility	<b>Corporate &amp; Community Services</b>		
Review Timeframe	<b>Every 4 years</b>		
Last Review Date	<b>May 2022</b>	Next Scheduled Review	<b>May 2026</b>

### OBJECTIVE

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

### GENERAL

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

### REVIEW

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

**Version 2 Re-Adopted: Council Meeting 19 May 2022 (Minute No 90/05/2022)**

**Version 2 Re-adopted: Council Meeting held 21 June 2018 (Minute No. 121/06/2018)**

**Version 2 Adopted: Council Meeting held 16 May 2013 (Minute No. 117/05/2013)**

**Version 1 Adopted: Council Meeting held 14 September 2005 (Minute No. 373/9/2005)**

## STREET STALLS/RAFFLES POLICY

Date Adopted	<b>19 May 2022</b>		
Council Minute	<b>90/05/2022</b>		
Version	<b>Version 6</b>		
Policy Responsibility	<b>Corporate &amp; Community Services</b>		
Review Timeframe	<b>4 years</b>		
Last Review Date	<b>May 2022</b>	Next Scheduled Review	<b>May 2026</b>

### OBJECTIVE

To ensure that all community organisations have fair and equitable access to raise money, mindful of the fact that communities should not be over burdened with the implied requirement of continually being subject to fundraising activities.

That authority be delegated to the General Manager to approve of applications for street stalls / raffles subject to the following conditions:-

- 1) Only one organisation shall be permitted to conduct a street stall or raffle on the same day.
- 2) The principle organisation may only have one future booking at any one time in advance.
- 3) The definition of principle organisation and sub units of that organisation be left to the General Manager's discretion.
- 4) Stallholders are required to hold all appropriate Insurances.
- 5) That approvals for Street Stalls and Street Raffles be restricted to Organisations from within the Shire or alternatively to Organisations that deliver services within the Shire (subject to General Manager's approval) and that each Organisation should ensure that they have adequate identification signs displayed.
- 6) **COOLAMON**  
Combined Street Stall and Raffle to be held on Friday and a Raffle may also to be held on Saturday. The bookings are to be held by different organisations. Bookings are administered by Council.
- 7) **GANMAIN**  
A combined Street Stall and Raffle to be held by a single Organisation per week (commencing Monday and concluding Sunday). The choice of day is at the discretion of the Organisation but only one event shall be conducted per week. Bookings are administered by Council.

8) **ARDLETHAN**

A combined Street Stall and Raffle to be held by a single Organisation per week (commencing Monday and concluding Sunday). The choice of day is at the discretion of the Organisation but only one event shall be conducted per week.

The bookings arrangements for Ardlethan are administered by the Ardlethan Central School.

**REVIEW**

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

***Version 6 Re-Adopted: Council Meeting 19 May 2022 (Minute No 90/05/2022)***

***Version 6 Adopted: Council Meeting held 15 February 2018 (Minute No. 17/02/2018)***

***Version 5 Adopted: Council Meeting held 21 July 2016 (Minute No. 151/07/2016)***

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

***Version 3 Adopted: Council Meeting held 16 December 2008 (Minute No.359 /12/2008)***

***Version 2 Adopted: Council Meeting held 16 August 2007 (Minute No. 261/8/2007)***

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

## TRAINING POLICY

Date Adopted	<b>19 May 2022</b>		
Council Minute	<b>90/05/2022</b>		
Version	<b>Version 4</b>		
Policy Responsibility	<b>Corporate &amp; Community Services</b>		
Review Timeframe	<b>Every 4 years</b>		
Last Review Date	<b>May 2022</b>	Next Scheduled Review	<b>May 2026</b>

### OBJECTIVE

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

### ELIGIBILITY

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

### GENERAL

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

### TRAINING ARRANGEMENTS

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

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

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

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

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

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

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

## **CATEGORY DEFINITIONS**

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

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

Council may provide: -

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

The employee shall: -

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

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

Example: Supervisor Courses, Computer Software.

Council **may** provide: -

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

The employee shall: -

- Attend all required classes, lectures, excursions, practical exercises and examinations.
- Council's financial support shall be conditional on satisfactory completion of stages and subjects of the course. Repeats of subjects or stages shall be carried out at the employee's expense. The employee shall provide evidence of attendance and completion of the course.



In the situation of a diploma or degree, a report shall be provided to Council at the end of each year by the employee on the progress of the course.

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

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

Council may provide: -

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

The employee shall: -

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

### **CRITERIA TO BE OBSERVED**

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

### **RETURN OF SERVICE OBLIGATION (RSO)**

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

### **REVIEW**

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

**Version 4 Re-Adopted: Council Meeting 19 May 2022 (Minute No 90/05/2022)**

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

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

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

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

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