

**Meeting commenced at 2.00pm**

**BUSINESS:**

- 1) Apologies
- 2) a. Confirmation of Minutes of the Meeting held 20<sup>th</sup> October, 2016.  
b. Matters arising out of Minutes. (Not elsewhere reported)
- 3) Correspondence
  - a. Agenda A (Information Only)
  - b. Agenda B
- 4) General Manager's Report
  - 4.1 General Manager's Report
  - 4.2 Executive Manager, Corporate & Community Services' Report
  - 4.3 Executive Manager, Engineering & Technical Services' Report
  - 4.4 Executive Manager, Development & Environmental Services' Report
- 5) Reports: Delegates/Mayor/Councillors
- 6) Minutes of the Noxious Weeds Meeting of Coolamon, Junee & Temora Shires held 4 October, 2016.

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

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

**† AFFIRMATION OF OFFICE**

Prior to the commencement of the meeting, the Affirmation of Office was undertaken by Clr Steven Jones.

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

.....*Tony Donoghue*..... GENERAL MANAGER.

**1) APOLOGIES**

There were no apologies.

**2a) CONFIRMATION OF MINUTES OF THE MEETING HELD 20<sup>TH</sup> OCTOBER, 2016.**

**RESOLVED** on the motion of Clr McCann and seconded by Clr Maslin that the Minutes of the Meeting held 20<sup>th</sup> October, 2016 as circulated be confirmed and adopted. 242/11/2016

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

There were no matters arising out of the Minutes.

**3) CORRESPONDENCE**

**AGENDA A (FOR INFORMATION ONLY)**

**1a) INFORMATION PAPERS**

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

- 1) Local Government NSW Weekly Circulars 41, 42, 43 and 44.
- 2) October 2016 Newsletter "Advancing Cootamundra" from Hon Katrina Hodgkinson MP.
- 3) Media Release from Hon Katrina Hodgkinson MP entitled "Funding Boost for Public Schools in Coolamon & District".
- 4) Local Government NSW – Message from the President, Cr Keith Rhoades AFSM.
- 5) REROC - Agenda for the AGM and Ordinary Meeting held 25<sup>th</sup> October, 2016. Minutes of the AGM held 20 October, 2015 and Ordinary Meeting held 23<sup>rd</sup> August, 2016.
- 6) Minutes of the Advance Ganmain Committee Meeting held 2<sup>nd</sup> November, 2016.

**2a) ACTIVITY REPORTS**

- 1) Operating Statistics of the Coolamon Shire Library for October 2016.
- 2) Youth & Community Development Officer's Report for October 2016.

General Manager's Note

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

**RESOLVED on the motion of Clr White and seconded by Clr Hutcheon that the Correspondence be received.** **243/11/2016**

**AGENDA B**

**1b) NSW RURAL FIRE SERVICE RIVERINA ZONE (F.03-11, SC459)**

- ➔ Correspondence has been received answering Council's enquiry as to the Coolamon District vehicle. A copy of the correspondence is attached. **Attachment No. 3**

**RESOLVED on the motion of Clr McCann and seconded by Clr Logan that the information be noted.** **244/11/2016**

## 4) GENERAL MANAGER REPORTS

### 4.1) GENERAL MANAGER REPORTS

#### GM1) COUNCIL'S AUDIT REPORT FOR THE YEAR ENDED 30TH JUNE, 2016 (A.12-01, SC34)

- The General Purpose Financial Report, Special Purpose Financial Report and Special Schedules in respect of the financial year ending 30th June, 2015 have been **tabled** and can be accessed on Council's website <http://www.coolamon.nsw.gov.au/about/publications-policies-and-documents/financial-statements.aspx>.
- ➔ In accordance with Section 418(3) of the Local Government Act, 1993, Council has given Public Notice regarding the presentation of the Financial Statements and Auditor's Reports and has not yet received any submissions under Section 420 of the act with respect to the Statements or Auditor's Reports. The closing date for submissions is Thursday, 24 November 2016. **Attachment No. 4**

Council's Auditor, Mr Graham Bradley, will attend at the Council Meeting to address the report.

#### Recommendation

That the report be noted.

**RESOLVED on the motion of Clr Hutcheon and seconded by Clr Logan that the information be noted.** **245/11/2016**

#### GM2) RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS (REROC) – ANNUAL REPORT (R.06-01, SC329)

- ➔ The REROC Annual Report has been provided for your information. This details the operations of and advocacy of the important issues to the region. **Attachment No. 5**

As can be seen from the Annual Report, membership of this organisation is seen as a valuable part of Coolamon Shire Councils engagement in regional activities. The benefits that can be gained from all neighbouring Councils acting co-operatively achieves greater outcomes and benefits for all.

It should be noted that at the Annual General Meeting that the following positions were filled:

Chairman: Rick Firman, Mayor, Temora  
Deputy Chair: Neil Smith, Mayor, Junee  
Treasurer: Tony Donoghue, General Manager, Coolamon  
Executive: Greg Conkey, Wagga  
Rodger Schirmer, Lockhart  
Tony Lord, Bland  
Steve Pinnuck, Greater Hume  
Ken Trethewey, Cootamundra-Gundagai  
Bob Stewart, Snowy Valley

Recommendation

That the report be noted.

**RESOLVED on the motion of Clr McCann and seconded by Clr White that the information be noted.** 246/11/2016

**GM3) PUBLIC LIBRARY FUNDING (L.03-01, SC268)**

→ Information has been received from State Library New South Wales in regard to the funding that will be received under the Public Library Funding for the 2016/17 financial year. Attachment No. 6

Coolamon Shire Council operates two Library operations, the first is the Static Library located in Coolamon that has an operating expenditure of approximately \$106,000. The second component is the Riverina Regional Library (RRL), this operates the Mobile Library which visits Ardlethan and owns all of the books in both Libraries. This is approximately \$92,000 per annum.

As can be seen from the information provided, Council receives an income of approximately \$30,000 towards these running costs.

Whilst all money associated with grant funding received is appreciated, it is important to note that there is a continuing shortfall in the Library subsidies against the ever increasing costs to operate. Particularly in light of the increasing technology and reliance on Library services for our communities.

Recommendation

For Council information.

**RESOLVED on the motion of Clr Maslin and seconded by Clr McCann that the report be noted.** 247/11/2016

**GM4) RIVERINA REGIONAL TOURISM – UPDATE ON FUTURE OPERATIONS (T.06-03, SC427)**

- Correspondence has been received from Greg Lawrence, the Chair of (RRT) indicating the proposal for the ongoing operations of Riverina Regional Tourism. A copy of the correspondence has been attached. **Attachment No. 7**

As can be seen the change to the Funding Model for Tourism across New South Wales has changed with the RRT not receiving ongoing support.

This means Council as a member of RRT has the following options:

- 1) Windup RRT and move towards aligning any tourism opportunities with the new Funding Model.
- 2) Continue to operate with Councils providing the additional funding resulting from the grant money being removed.

Under the current funds available, RRT can continue to operate up until the 30<sup>th</sup> June, 2017.

Council's current contribution towards RRT is \$3,393 plus GST. Should Council wish to continue after the end of this financial year then the membership fees will increase to \$5,475 plus GST.

From a financial perspective, Coolamon Shire Council is a small contributor towards this grant money with the larger Regional Centres such as Wagga and Griffith carrying the major burden. Therefore should Wagga or Griffith decide not to continue with funding the RRT, then there is little point with the smaller Councils trying to keep this going.

The opportunities for tourism to increase and provide a greater benefit to our Local Government Area has improved in recent times due to such issues as Ardlethan Caravan Park and the Cheese Factory and the planned improvements to the Coolamon Caravan Park. Tourism is an important component of attracting investment into our communities, and we need to ensure that we do it right. Our current tourism strategy is proposed to be renewed in January/February next year on the back of our Community Strategic Plan Consultation.

Councillors are aware that we have focused some investment and energy into creating a day trip trail with our surrounding neighbours of Junee and Temora. This is harnessing the day trip from Wagga and appears to be having some success.

With the formation of the Joint Organisations pending, tourism may be better suited to be incorporated under this organisation with opportunities to harness the new funding models.

Some neighbouring Councils have resolved to stay in the programme for one additional year to ensure some of the projects started are completed and to keep a watching brief on the future tourism landscape as it plays out.

As mentioned earlier, should one of the larger Regional Councils pull out, then there is no point pursuing this any further, and even if they remain, I struggle to see the benefits in a Riverina Regional Tourism Network competing with a new Regional Based Tourism Destination Network.

Recommendation

That Council remain with Riverina Regional Tourism until June 2017.

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

248/11/2016

- 1) **Council remain with Riverina Regional Tourism until June 2017.**
- 2) **Council advise Riverina Regional Tourism that Council will remain for the 2017/2018 financial year at the cost advised, but that this is dependent on other Councils committing to the programme.**

**GM5) COMMUNITY CONSULTATION FOR STRATEGIC PLAN (S.11-15, SC397)**

Recommendation

**That Council approve the proposed community consultation stages and process outlined within this report to update the Community Strategic Plan.**

**BACKGROUND**

Every four years Coolamon Shire Council is required to update and review the Community Strategic Plan. This is a Local Government Act requirement. The last Community Strategic Plan was updated and endorsed in February 2013.

**COMMUNITY STRATEGIC PLAN**

The Community Strategic Plan identifies the main priorities and objectives of the community, providing a clear set of strategies to achieve our vision of the future.

It is important to note that while Council is the custodian of the Community Strategic Plan, it may not be responsible for the delivery of all of the activities the Plan identifies. The plan will identify who is responsible for the various delivery items (for example State agencies, non-government organisations, businesses and community groups).

The purpose of the Plan is to identify the community's main priorities and aspirations for the future and to plan strategies for achieving these goals.

This report to Council provides the staged process and timeline to achieve this. To ensure the updated Community Strategic Plan is relevant and successful, a detailed community consultation engagement processes has been developed.

Nyrelle Johnson, Employee and Public Relations Officer, and Laura Higgins, Community Development Officer, will be carrying out the review, consultation and development of the Community Strategic Plan and provide it to Council for endorsement.

#### **STAGES FOR DELIVERY**

The development of an updated Community Strategic Plan will be carried out in seven stages:

##### **Stage 1: Preparation**

The stage is preparing documents, survey, presentation, promotional material and arranging meetings.

##### **Stage 2: Consultation**

A detailed consultation process will be carried out over December and January. A series of community meetings will be held within each location to provide residents, workers, businesses, community groups and visitors with an opportunity to voice their feedback and views. Where possible community meetings will link with Advance Committee Meeting.

There will be a number of ways people can get involved and have their say. The following opportunities will be offered:

- Online Survey
- Community Meetings/Public Forums in each location
- Council representative stand at each location
- Drop-in to the Library
- Australia Day stand

The online survey will run from 25 November 2016 to 10 February 2017.



Council representatives will be in each location on the same day as the community meetings, for example a stand will be set up at a prominent location in the main street from 12noon to 5.00pm with the public meeting commencing at 6.00pm. The stand will allow members of the community to speak to Council representatives and complete the survey whilst they are there.

The proposed dates are:

| Date                          | Possible location |
|-------------------------------|-------------------|
| Thursday 1 December           | Ardlethan         |
| Thursday 8 December           | Marrar            |
| Monday 12 December            | Ganmain           |
| Monday 16 January             | Coolamon          |
| Thursday 26 January (Aus Day) | Rannock           |
| Monday 30 January             | Matong            |
| Thursday 2 February           | Beckom            |

*Note: Locations to be confirmed after discussions with Advance Committees.*

The annual bus tour with Councillors and Senior Staff will also be included in this consultation process.

### **Stage 3: Collate and Analyse Information**

Once the consultation period has closed, all information and data received through the online survey, meetings, stands and drop-in services it will be collated and analysed.

### **Stage 4: Prepare Updated Plan**

The Community Strategic Plan will be updated with new strategies and objectives.

### **Stage 5: Council Approval**

The Community Strategic Plan will be provided to Council for endorsement. This will be provided to the March 2017 meeting.

### **Stage 6: Advertise for Public Comment**

The approved Community Strategic Plan will then be advertised for public comment for two months. This will be for the months of April and May 2017.

### **Stage 7: Formal approval**

The final stage is formal approval.

### **TIMELINE**

Please find below proposed timeline:

| Dates                     | Description   |
|---------------------------|---|
| 1 – 25 November           | Stage 1: Preparation  |
| 25 November – 10 February | Stage 2: Community Consultation   |
| February (TBC)            | Stage 2: Bus Tour with Councillors, Council Senior Staff and Section 355 Committees         |
| 11 February – 1 March     | Stage 3 and 4: Collate and analyse information and prepare updated Community Strategic Plan |
| 15 March                  | Stage 5: Presentation to March Council Meeting  |
| April and May             | Stage 6: Advertise for public comment   |
| June                      | Stage 7: Formally approved  |

**RESOLVED on the motion of Clr Hutcheon and seconded by Clr Maslin that Council approve the proposed community consultation stages and process outlined within this report, subject to swapping the Ardlethan and Beckom visitation dates, to update the Community Strategic Plan.** 249/11/2016

#### **GM6) RURAL FIRE FIGHTING FUND (F.03-11, SC459)**

→ Council has received a response from the Hon David Elliott MP, Minister for Emergency Services through the Office of Katrina Hodgkinson MP. I have attached for your information a copy of the letters received. This response is really just rhetoric and an attempt to indicate that this new RFFF allocation is a response to concerns raised by Councils. Attachment No. 12

This indicates that the Minister and their staff do not understand what the real issues and concerns are that have been raised by Local Government.

The fluctuations associated with the previous funding model are merely one of the concerns that Councils have. This change is proposing to even out those fluctuations but it will come at a premium cost to Local Government.

This response does not address the issues of:

- Lack of consultation and changes proposed in an existing budget period. Councils must now absorb this cost.
- Equality – poorly resourced zones will be paid for from previously well-resourced zones.
- The existing/previous refund has been absorbed in this year's budget without prior warning.
- There is no guarantee or mechanism to ensure the ongoing budget will be constrained.

- There is no guarantee that each zone will get their allocation, and in this particular year, their refund spent back in the zone.

In addition, the last paragraph indicates that it is their intention to undertake the funding of infrastructure projects in single allocations. This indicates that proposals are afoot to increase the current infrastructure and therefore the overall budget which will increase Councils contributions regardless of what is currently budgeted.

This model does not guarantee that the Zones will receive funding associated with their contributions and it does not fix the ongoing and escalating costs of the RFS Service.

In short, this response only reflects the statements made as the funding was rolled out (without any adequate consultation), and has not answered any of the concerns of Coolamon in particular, nor the Local Government sector as a whole. The funding model as proposed does not create transparent and constrained budgets.

#### Recommendation

For Council information.

**RESOLVED on the motion of Clr Hutcheon and seconded by Clr McKinnon that the report be noted.** 250/11/2016

#### **GM7) ARDLETHAN SEWERAGE (S.03-02, SC361)**

- Coolamon Shire Council has received information from Infrastructure NSW requesting Council's intention to proceed with the Ardlethan Sewerage Project. I have attached a copy of this correspondence for your information. It should be noted that this letter refers to previous correspondence from the Minister for Land & Water, however, Council is yet to receive such a letter and is now chasing this up. Attachment No. 13

As can be seen from this information, Council has been allocated \$2.1 Million towards the Ardlethan Sewerage Project under the Restart Funding.

Some of the confusion around this funding appears to be due to the fact that Council also applied for National Stronger Regions funding at the same time. Council was unsuccessful in this application.

The information before Council is a request from Infrastructure NSW as to whether or not Council still wish to proceed with this project based on this information.

Any statement from Council in wishing to proceed does not hinder or impact on Council's ability to ask for additional funding to offset some of these costs.

As Council will recall, the reason for chasing additional funds was due to the capacity of the Ardlethan Community to pay for such infrastructure subject to the remaining costs after the Restart Funding.

Some rough estimate figures in accordance with the information provided would see a shortfall of \$1.7 Million. There are approximately 280 assessments in Ardlethan, therefore each assessment would be required to contribute \$6,000 towards the cost of the Sewerage Network.

In addition to these costs, there would still be the internal connection costs which would be the requirement of the individual landowner.

As can be seen from the correspondence, there are still opportunities to seek additional funding under the Water and Waste Water Backlog Programme and it is believed that this option should be pursued.

A decision before Council at the moment is whether or not they wish to notify Infrastructure NSW that they wish to proceed with the project and therefore allow \$2.1 Million to be reserved towards the Ardlethan Sewer Project.

It is believed that whilst this is a shortfall in Council's expectations regarding the capacity for the community to pay, it is still a significant grant to be received and Council have an opportunity to secure the prospects of Ardlethan's future in ensuring that sewer will be provided. It is my belief that Council should confirm this money and work towards the objective of providing a Sewerage Network in Ardlethan. Council has been working for in excess of 15 years towards this project and it would be remiss of Council not to confirm this funding offer and opportunity now.

#### Recommendation

- 1) That Council respond to Infrastructure NSW indicating that Council wish to proceed with the project.
- 2) That Council undertake the necessary work to submit a further application for consideration under the hardship opportunities under the Water and Wastewater Backlog Programme.

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

251/11/2016

- 1) **Council respond to Infrastructure NSW indicating that Council wish to proceed with the project, and**
- 2) **Council undertake the necessary work to submit a further application for consideration under the hardship opportunities under the Water and Wastewater Backlog Programme.**

**GM8) GANMAIN POOL (S.19-04, SC406)**

After commencing the startups for the upcoming swimming season, it was discovered that there was a significant leak in the Ganmain Pool.

This leak is in an area under the current balance tank and along pipework that will become obsolete with the new improvement work that was scheduled to commence after this season. The cost of this repair work is not insignificant and will not guarantee that leakage will not occur further along the inlet line.

Council has the option of closing the Ganmain Pool for this season and bringing forward the proposed upgrade.

Alternatively Council can continue with repairs and acknowledge that this cost will be an absorbed cost without any guarantee of further leaks occurring.

The Ganmain Pool has a healthy Swimming Club and also pivotal in the annual Triathlon event. Closing the pool would impact on these events and organisations, however, there is another Council pool facility 15 kilometres away that could possibly cater to these and the community's needs.

Council has been aware of the upgrade to infrastructure requirements at the pool and successfully secured several grants to undertake this work. Council were attempting to nurse this existing infrastructure through this season in preparation for the upgrade.

Recommendation

For Council decision.

***Clr Logan declared a non-pecuniary interest as a result of her membership on the Ganmain Swimming Club Committee.***

**RESOLVED on the motion of Clr McCann and seconded by Clr McKinnon that Council continue with the required repairs at the Ganmain Swimming Pool to enable it to open for the 2016/2017 season.** 252/11/2016

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

### CS1) FINANCE REPORT AS AT 31 OCTOBER 2016

RESOLVED on the motion of Clr McCann and seconded by Clr Hutcheon that the report be received. 253/11/2016

| DATE INVESTED         | INSTITUTION        | INVESTMENT TYPE | AMOUNT INVESTED      | TERMS (days) | RATE  | MATURITY DATE |
|-----------------------|--------------------|-----------------|----------------------|--------------|-------|---------------|
| 10/05/2016            | AMP                | Term Deposit    | \$ 1,000,000         | 181          | 3.00% | 7/11/2016     |
| 11/05/2016            | AMP                | Term Deposit    | \$ 2,000,000         | 180          | 3.00% | 7/11/2016     |
| 21/03/2016            | Beyond Bank        | Term Deposit    | \$ 1,700,000         | 275          | 3.10% | 21/12/2016    |
| 11/07/2016            | Bank of Queensland | Term Deposit    | \$ 1,000,000         | 180          | 2.90% | 7/01/2017     |
| 1/02/2016             | Beyond Bank        | Term Deposit    | \$ 1,000,000         | 365          | 2.95% | 1/02/2017     |
| 30/08/2016            | AMP                | Term Deposit    | \$ 500,000           | 210          | 2.95% | 28/03/2017    |
| 3/06/2016             | AMP                | Term Deposit    | \$ 1,000,000         | 367          | 3.00% | 5/06/2017     |
| 10/06/2016            | AMP                | Term Deposit    | \$ 500,000           | 368          | 3.00% | 13/06/2017    |
| 9/09/2016             | Beyond Bank        | Term Deposit    | \$ 1,000,000         | 365          | 2.90% | 9/09/2017     |
| 14/09/2016            | Beyond Bank        | Term Deposit    | \$ 1,000,000         | 365          | 2.90% | 14/09/2017    |
| 23/09/2016            | Beyond Bank        | Term Deposit    | \$ 1,000,000         | 365          | 2.90% | 23/09/2017    |
| 26/10/2016            | NAB                | Term Deposit    | \$ 1,000,000         | 363          | 2.70% | 24/10/2017    |
| <b>TOTAL INVESTED</b> |                    |                 | <b>\$ 12,700,000</b> |              |       |               |

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



(Samantha Jennings, Finance Manager)

#### RESTRICTED CASH, CASH EQUIVALENTS & INVESTMENTS

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

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

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

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

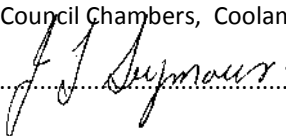
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17<sup>TH</sup> NOVEMBER, 2016.

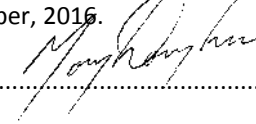
COOLAMON SHIRE COUNCIL  
INCOME STATEMENT

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

|  | OCTOBER 2016        | SEPTEMBER 2016      | AUGUST 2016         | 2016/2017<br>BUDGET  | 2015/2016<br>ACTUAL  |
|--|---------------------|---------------------|---------------------|----------------------|----------------------|
| <b>Income from continuing operations</b>   |                     |                     |                     |                      |                      |
| <i>Revenue:</i>  |                     |                     |                     |                      |                      |
| Rates & annual charges   | 3,342,449.08        | 3,341,363.88        | 3,341,621.25        | 3,330,237.57         | 3,249,992.78         |
| User charges & fees  | 973,530.09          | 671,071.47          | 491,081.94          | 2,622,318.40         | 2,609,049.90         |
| Interest and Investment revenue  | 7,823.96            | (42,982.68)         | (61,676.63)         | 404,252.27           | 477,341.01           |
| Other revenues   | 165,855.05          | 105,674.88          | 81,439.05           | 550,113.75           | 686,523.90           |
| Grants & contributions provided for operating purposes   | 1,487,912.03        | 1,180,477.26        | 1,151,461.48        | 5,874,025.74         | 6,560,417.76         |
| Grants & contributions provided for capital purposes   | 150,330.40          | 150,330.40          | 1,455.40            | 684,068.00           | 719,787.80           |
| Internals  | 862.50              | 1,262.50            | 1,000.00            |                      | 0.00                 |
| <i>Other income:</i>   |                     |                     |                     |                      |                      |
| Net gain from the disposal of assets   | 23,777.34           | 23,777.34           | 23,777.34           | 145,269.95           | 77,933.50            |
| <b>Total revenues from continuing operations</b>   | <b>6,152,540.45</b> | <b>5,430,975.05</b> | <b>5,030,159.83</b> | <b>13,610,285.68</b> | <b>14,381,046.65</b> |
| <b>Expenses from continuing operations</b>   |                     |                     |                     |                      |                      |
| Employee benefits and on-costs   | 1,792,243.34        | 1,268,616.12        | 854,206.37          | 4,623,875.00         | 4,630,382.33         |
| Borrowing costs  | 13.09               | 13.09               | 0.00                | 22,504.88            | 3,592.76             |
| Materials & contracts  | 913,894.68          | 689,057.83          | 388,031.89          | 2,388,631.40         | 2,678,087.94         |
| Depreciation & amortisation  | 964,080.48          | 724,753.07          | 483,926.77          | 2,802,634.00         | 2,526,027.44         |
| Other expenses   | 602,434.06          | 543,758.19          | 379,005.83          | 1,660,208.24         | 1,376,316.98         |
| <b>Total expenses from continuing operations</b>   | <b>4,272,665.65</b> | <b>3,226,198.30</b> | <b>2,105,170.86</b> | <b>11,497,853.52</b> | <b>11,214,407.45</b> |
| <b>Operating result from continuing operations</b>   | <b>1,879,874.80</b> | <b>2,204,776.75</b> | <b>2,924,988.97</b> | <b>2,112,432.16</b>  | <b>3,166,639.20</b>  |
| <b>Net operating result for the year before grants and contributions provided for capital purposes</b> |                     |                     |                     |                      |                      |
|  | <b>1,729,544.40</b> | <b>2,054,446.35</b> | <b>2,923,533.57</b> | <b>1,428,364.16</b>  | <b>2,446,851.40</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 17<sup>th</sup> November, 2016.

  
..... MAYOR

  
.....GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17<sup>TH</sup> NOVEMBER, 2016.

COOLAMON SHIRE COUNCIL  
INCOME STATEMENT BY FUND

| October 2016   |                     |                   |                     |
|--|---------------------|-------------------|---------------------|
| CONSOLIDATED   |                     |                   |                     |
|  | GENERAL FUND        | SEWERAGE FUND     | TOTAL               |
| <b>Income from continuing operations</b>   |                     |                   |                     |
| <i>Revenue:</i>  |                     |                   |                     |
| Rates & annual charges   | 2,852,539.40        | 489,909.68        | 3,342,449.08        |
| User charges & fees  | 965,790.09          | 7,740.00          | 973,530.09          |
| Interest and investment revenue  | 7,089.83            | 734.13            | 7,823.96            |
| Other revenues   | 164,417.90          | 1,437.15          | 165,855.05          |
| Grants & contributions provided for operating purposes   | 1,487,912.03        | 0.00              | 1,487,912.03        |
| Grants & contributions provided for capital purposes   | 148,875.00          | 1,455.40          | 150,330.40          |
| Internals  | 862.50              | 0.00              | 862.50              |
| <i>Other income:</i>   |                     |                   | 0.00                |
| Net gain from the disposal of assets   | 23,777.34           | 0.00              | 23,777.34           |
| <b>Total revenues from continuing operations</b>   | <b>5,651,264.09</b> | <b>501,276.36</b> | <b>6,152,540.45</b> |
| <b>Expenses from continuing operations</b>   |                     |                   |                     |
| Employee benefits and on-costs   | 1,743,401.59        | 48,841.75         | 1,792,243.34        |
| Borrowing costs  | 13.09               |                   | 13.09               |
| Materials & contracts  | 882,309.81          | 31,584.87         | 913,894.68          |
| Depreciation & amortisation  | 891,781.78          | 72,298.70         | 964,080.48          |
| Other expenses   | 587,689.35          | 14,744.71         | 602,434.06          |
| <b>Total expenses from continuing operations</b>   | <b>4,105,195.62</b> | <b>167,470.03</b> | <b>4,272,665.65</b> |
| <b>Operating result from continuing operations</b>   | <b>1,546,068.47</b> | <b>333,806.33</b> | <b>1,879,874.80</b> |
| <b>Net operating result for the year before grants and contributions provided for capital purposes</b> |                     |                   |                     |
|  | <b>1,397,193.47</b> | <b>332,350.93</b> | <b>1,729,544.40</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 17<sup>th</sup> November, 2016.

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

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



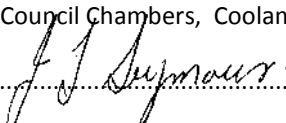
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN  
THE COUNCIL CHAMBERS, COOLAMON ON THE 17<sup>TH</sup> NOVEMBER, 2016.

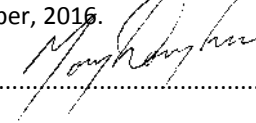
COOLAMON SHIRE COUNCIL  
BALANCE SHEET

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

|   | OCTOBER 2016          | SEPTEMBER 2016        | AUGUST 2016           | 2016/2017<br>BUDGET (ADJ FOR<br>OPENING BAL) | 2015/2016<br>ACTUAL   |
|---|-----------------------|-----------------------|-----------------------|--|-----------------------|
| <b>ASSETS</b>                               |                       |                       |                       |  |                       |
| <b>Current assets</b>                       |                       |                       |                       |  |                       |
| Cash and cash equivalents                   | 2,167,965.28          | 1,041,102.25          | 1,959,745.61          | 13,112,203.92                                | 1,322,300.26          |
| Investments                                 | 12,700,000.00         | 13,700,000.00         | 12,700,000.00         | 700,000.00                                   | 12,700,000.00         |
| Receivables                                 | 2,369,300.09          | 2,398,410.62          | 2,986,910.08          | 666,747.44                                   | 667,347.44            |
| Inventories                                 | 1,246,841.44          | 1,273,156.23          | 1,270,246.88          | 793,577.81                                   | 1,289,621.81          |
| Other                                       |                       |                       |                       |  |                       |
| <b>Total current assets</b>                 | <b>18,484,106.81</b>  | <b>18,412,669.10</b>  | <b>18,916,902.57</b>  | <b>15,272,529.17</b>                         | <b>15,979,269.51</b>  |
| <b>Non-current assets</b>                   |                       |                       |                       |  |                       |
| Investments                                 |                       |                       |                       |  |                       |
| Receivables                                 | 4,407.20              | 4,407.20              | 4,407.20              | 1,450.20                                     | 4,407.20              |
| Inventories                                 | 1,941.00              | 1,941.00              | 1,941.00              | 1,941.00                                     | 1,941.00              |
| Infrastructure, property, plant & equipment | 211,561,293.46        | 211,509,598.37        | 211,419,722.00        | 217,369,384.03                               | 211,270,617.03        |
| Accumulated Dep'n - Infrastructure, PP&E    | (41,871,876.40)       | (41,632,548.99)       | (41,391,722.69)       | (44,191,243.42)                              | (40,907,795.92)       |
| Other                                       |                       |                       |                       |  |                       |
| <b>Total non-current assets</b>             | <b>169,695,765.26</b> | <b>169,883,397.58</b> | <b>170,034,347.51</b> | <b>173,181,531.81</b>                        | <b>170,369,169.31</b> |
| <b>Total assets</b>                         | <b>188,179,872.07</b> | <b>188,296,066.68</b> | <b>188,951,250.08</b> | <b>188,454,060.98</b>                        | <b>186,348,438.82</b> |
| <b>LIABILITIES</b>                          |                       |                       |                       |  |                       |
| <b>Current liabilities</b>                  |                       |                       |                       |  |                       |
| Payables                                    | 7,113,502.29          | 6,903,280.34          | 6,871,880.91          | 7,299,008.38                                 | 7,193,989.38          |
| Overdraft                                   |                       |                       |                       |  |                       |
| Interest bearing liabilities                | 1,157.00              | 1,157.00              | 1,157.00              | 1,157.00                                     | 1,157.00              |
| Provisions                                  | 1,612,607.76          | 1,614,142.37          | 1,580,512.98          | 1,487,839.22                                 | 1,580,582.22          |
| <b>Total current liabilities</b>            | <b>8,727,267.05</b>   | <b>8,518,579.71</b>   | <b>8,453,550.89</b>   | <b>8,788,004.60</b>                          | <b>8,775,728.60</b>   |
| <b>Non-current liabilities</b>              |                       |                       |                       |  |                       |
| Payables                                    | 1,261.22              | 1,261.22              | 1,261.22              | 1,261.22                                     | 1,261.22              |
| Interest bearing liabilities                | 3,120.32              | 3,120.32              | 3,120.32              | 1,963.32                                     | 3,120.32              |
| Provisions                                  | 1,042,723.85          | 1,042,723.85          | 1,042,723.85          | 1,024,794.85                                 | 1,042,723.85          |
| <b>Total non-current liabilities</b>        | <b>1,047,105.39</b>   | <b>1,047,105.39</b>   | <b>1,047,105.39</b>   | <b>1,028,019.39</b>                          | <b>1,047,105.39</b>   |
| <b>TOTAL LIABILITIES</b>                    | <b>9,774,372.44</b>   | <b>9,565,685.10</b>   | <b>9,500,656.28</b>   | <b>9,816,023.99</b>                          | <b>9,822,833.99</b>   |
| <b>Net assets</b>                           | <b>178,405,499.63</b> | <b>178,730,381.58</b> | <b>179,450,593.80</b> | <b>178,638,036.99</b>                        | <b>176,525,604.83</b> |
| <b>EQUITY</b>                               |                       |                       |                       |  |                       |
| Retained earnings                           | 82,439,785.70         | 82,764,687.65         | 83,484,899.87         | 82,672,343.06                                | 80,559,910.90         |
| Reserves                                    | 95,965,693.93         | 95,965,693.93         | 95,965,693.93         | 95,965,693.93                                | 95,965,693.93         |
| Internal Assets/Liabilities                 | 0.00                  | 0.00                  | 0.00                  | 0.00   | 0.00                  |
| <b>Total equity</b>                         | <b>178,405,479.63</b> | <b>178,730,381.58</b> | <b>179,450,593.80</b> | <b>178,638,036.99</b>                        | <b>176,525,604.83</b> |

This is Page No. 17 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 17<sup>th</sup> November, 2016.

.....  ..... MAYOR

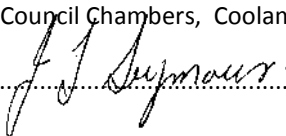
.....  ..... GENERAL MANAGER.

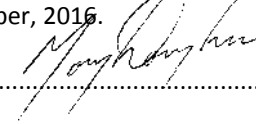
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17<sup>TH</sup> NOVEMBER, 2016.

COOLAMON SHIRE COUNCIL  
BALANCE SHEET BY FUND

|  | October 2016                 |                      |                         |
|--|------------------------------|----------------------|-------------------------|
|  | CONSOLIDATED<br>GENERAL FUND | SEWERAGE<br>FUND     | COOLAMON<br>SHIRE TOTAL |
| <b>ASSETS</b>                              |                              |                      |                         |
| <b>Current assets</b>                      |                              |                      |                         |
| Cash and cash equivalents                  | 388,684.57                   | 1,779,280.71         | 2,167,965.28            |
| Investments                                | 12,700,000.00                |                      | 12,700,000.00           |
| Receivables                                | 2,054,138.72                 | 315,161.37           | 2,369,300.09            |
| Inventories                                | 1,246,841.44                 |                      | 1,246,841.44            |
| Other                                      |                              |                      | 0.00                    |
| <b>Total current assets</b>                | <b>16,389,664.73</b>         | <b>2,094,442.08</b>  | <b>18,484,106.81</b>    |
| <b>Non-current assets</b>                  |                              |                      |                         |
| Investments                                |                              |                      | 0.00                    |
| Receivables                                | 4,407.20                     |                      | 4,407.20                |
| Inventories                                | 1,941.00                     |                      | 1,941.00                |
| Infrastructure, property, plant & equipmen | 193,510,759.93               | 18,050,533.53        | 211,561,293.46          |
| Accumulated Depreciation                   | (36,539,773.25)              | (5,332,103.15)       | (41,871,876.40)         |
| Other                                      |                              |                      | 0.00                    |
| <b>Total non-current assets</b>            | <b>156,977,334.88</b>        | <b>12,718,430.38</b> | <b>169,695,765.26</b>   |
| <b>Total assets</b>                        | <b>173,366,999.61</b>        | <b>14,812,872.46</b> | <b>188,179,872.07</b>   |
| <b>LIABILITIES</b>                         |                              |                      |                         |
| <b>Current liabilities</b>                 |                              |                      |                         |
| Payables                                   | 7,113,502.29                 | 0.00                 | 7,113,502.29            |
| Interfunding                               |                              |                      | 0.00                    |
| Interest bearing liabilities               | 1,157.00                     |                      | 1,157.00                |
| Provisions                                 | 1,612,607.76                 |                      | 1,612,607.76            |
| <b>Total current liabilities</b>           | <b>8,727,267.05</b>          | <b>0.00</b>          | <b>8,727,267.05</b>     |
| <b>Non-current liabilities</b>             |                              |                      |                         |
| Payables                                   | 1,261.22                     |                      | 1,261.22                |
| Interest bearing liabilities               | 3,120.32                     |                      | 3,120.32                |
| Provisions                                 | 1,042,723.85                 |                      | 1,042,723.85            |
| <b>Total non-current liabilities</b>       | <b>1,047,105.39</b>          | <b>0.00</b>          | <b>1,047,105.39</b>     |
| <b>TOTAL LIABILITIES</b>                   | <b>9,774,372.44</b>          | <b>0.00</b>          | <b>9,774,372.44</b>     |
| <b>Net assets</b>                          | <b>163,592,627.17</b>        | <b>14,812,872.46</b> | <b>178,405,499.63</b>   |
| <b>EQUITY</b>                              |                              |                      |                         |
| Retained earnings                          | 76,139,218.54                | 6,300,567.16         | 82,439,785.70           |
| Reserves                                   | 87,453,388.63                | 8,512,305.30         | 95,965,693.93           |
| Internal Assets & Liabilities              | 0.00                         |                      | 0.00                    |
| <b>Total equity</b>                        | <b>163,592,607.17</b>        | <b>14,812,872.46</b> | <b>178,405,479.63</b>   |

This is Page No. 18 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 17<sup>th</sup> November, 2016.

..... MAYOR

.....GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17<sup>TH</sup> NOVEMBER, 2016.

COOLAMON SHIRE COUNCIL  
INTERNAL & EXTERNAL RESTRICTIONS

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

|  | OCTOBER 2016         | SEPTEMBER 2016       | AUGUST 2016          | 2016/2017 BUDGET<br>(ADI FOR OPENING<br>BALS) | 2015/2016 ACTUAL     |
|--|----------------------|----------------------|----------------------|---|----------------------|
| <b>GENERAL FUND</b>                          |                      |                      |                      |   |                      |
| <i>EXTERNALLY RESTRICTED</i>                 |                      |                      |                      |   |                      |
| Grants & Subsidies & Other                   | 222,111.82           | 169,376.83           | 179,037.30           | 114,612.64                                    | 147,827.06           |
| Waste Management                             | 881,756.54           | 896,554.91           | 875,692.37           | 742,906.88                                    | 760,898.52           |
| Allawah Lodge Accommodation Payments         | 3,653,825.00         | 3,623,025.00         | 3,535,278.12         | 3,519,582.12                                  | 3,535,278.12         |
| Allawah Village Loan-Licence                 | 3,138,106.00         | 3,041,106.00         | 3,041,106.00         | 3,161,821.00                                  | 3,041,106.00         |
|  | 7,885,799.36         | 7,730,062.74         | 7,631,113.79         | 7,538,922.64                                  | 7,485,109.70         |
| <i>INTERNALLY RESTRICTED</i>                 |                      |                      |                      |   |                      |
| Plant Replacement Reserve                    | 921,464.86           | 921,464.86           | 921,464.86           | 707,273.75                                    | 921,464.86           |
| Employees Leave Entitlements Reserve         | 1,293,000.00         | 1,293,000.00         | 1,293,000.00         | 740,257.00                                    | 803,000.00           |
| Stormwater Management Reserve                |                      |                      |                      | 0.00  |                      |
| Swimming Pools Reserve                       | 30,000.00            | 30,000.00            | 30,000.00            | 45,000.00                                     | 30,000.00            |
| Deferred Works Reserve                       | 172,457.43           | 197,910.34           | 202,440.89           | 0.00  | 255,493.54           |
| Community Housing Programme Reserve          | 0.00                 | 0.00                 | 0.00                 | 0.00  | 0.00                 |
| Allawah Lodge Asset Mgt Reserve              | 443,389.02           | 483,617.34           | 505,080.50           | 545,655.63                                    | 512,519.91           |
| Allawah Village Asset Mgt Reserve            | 362,106.49           | 357,349.50           | 375,012.39           | 485,355.61                                    | 377,365.58           |
| CECC Asset Mgt Reserve                       | 179,475.10           | 172,004.06           | 166,747.46           | 137,945.55                                    | 138,359.55           |
| Gravel Pits Rehabilitation Reserve           | 142,000.00           | 142,000.00           | 142,000.00           | 112,000.00                                    | 142,000.00           |
|  | 3,543,892.90         | 3,597,346.10         | 3,635,746.10         | 2,773,487.54                                  | 3,180,203.44         |
| Asset Management/Available for Working Funds | 1,648,992.31         | 1,616,240.37         | 1,638,098.78         | 1,392,104.00                                  | 1,218,489.12         |
| <b>Total Cash Balance - General Fund</b>     | <b>13,088,684.57</b> | <b>12,943,649.21</b> | <b>12,904,958.67</b> | <b>11,704,514.18</b>                          | <b>11,883,802.26</b> |
| <b>SEWERAGE FUND</b>                         |                      |                      |                      |   |                      |
| Sewerage Fund                                | 1,779,280.71         | 1,797,453.04         | 1,754,786.94         | 1,617,689.74                                  | 1,648,498.00         |
|  | 1,779,280.71         | 1,797,453.04         | 1,754,786.94         | 1,617,689.74                                  | 1,648,498.00         |
| <b>Total Cash Balance - Sewerage Fund</b>    | <b>1,779,280.71</b>  | <b>1,797,453.04</b>  | <b>1,754,786.94</b>  | <b>1,617,689.74</b>                           | <b>1,648,498.00</b>  |
| <b>TOTAL CONSOLIDATED CASH</b>               | <b>14,867,965.28</b> | <b>14,741,102.25</b> | <b>14,659,745.61</b> | <b>13,322,203.92</b>                          | <b>13,532,300.26</b> |

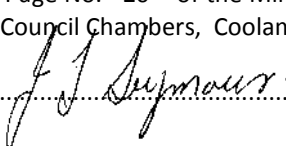
This is Page No. 19 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 17<sup>th</sup> November, 2016.

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

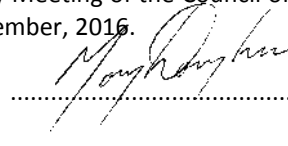
.....  
*Paul Douglas*  
..... GENERAL MANAGER.

RATE COLLECTIONS

|                  | ARREARS BRWD | LEVIES INC. INTEREST | TOTAL        | COLLECTIONS TO DATE | % TO TOTAL | ADJUSTMENTS INC. PENS CONCESSIONS | ADJ TOTAL    | % TO TOTAL | COLLECTABLE BALANCE |
|------------------|--------------|----------------------|--------------|---------------------|------------|-----------------------------------|--------------|------------|---------------------|
| 31/10/2003       | 280,098.47   | 2,027,632.31         | 2,307,730.78 | 857,746.23          | 37.17%     | 102,580.86                        | 2,205,149.92 | 38.90%     | 1,347,403.69        |
| 31/10/2004       | 181,374.69   | 2,089,378.64         | 2,270,753.33 | 833,155.25          | 36.69%     | 106,390.81                        | 2,164,362.52 | 38.49%     | 1,331,207.27        |
| 31/10/2005       | 163,566.58   | 2,161,087.40         | 2,324,653.98 | 854,022.98          | 36.74%     | 106,595.28                        | 2,218,058.70 | 38.50%     | 1,364,035.72        |
| 31/10/2006       | 185,519.90   | 2,240,125.29         | 2,425,645.19 | 840,742.52          | 34.66%     | 106,570.62                        | 2,319,074.57 | 36.25%     | 1,478,332.05        |
| 31/10/2007       | 236,912.33   | 2,413,436.48         | 2,650,348.81 | 954,343.56          | 36.01%     | 118,883.99                        | 2,531,464.82 | 37.70%     | 1,577,121.26        |
| 31/10/2008       | 277,343.62   | 2,494,636.91         | 2,771,980.53 | 952,397.05          | 34.36%     | 120,425.91                        | 2,651,554.62 | 35.92%     | 1,699,157.57        |
| 31/10/2009       | 239,371.45   | 2,597,036.84         | 2,836,408.29 | 987,381.20          | 34.81%     | 121,497.64                        | 2,714,910.65 | 36.37%     | 1,727,529.45        |
| 31/10/2010       | 292,105.99   | 2,709,127.81         | 3,001,233.80 | 1,042,643.73        | 34.74%     | 125,062.93                        | 2,876,170.87 | 36.25%     | 1,833,527.14        |
| 30/10/2011       | 239,162.46   | 2,859,628.99         | 3,098,791.45 | 1,119,459.58        | 36.13%     | 125,040.19                        | 2,973,751.26 | 37.64%     | 1,854,291.68        |
| 31/10/2012       | 207,935.41   | 3,022,197.05         | 3,230,132.46 | 1,202,563.74        | 37.23%     | 127,580.85                        | 3,102,551.61 | 38.76%     | 1,899,987.87        |
| 31/10/2013       | 230,807.22   | 3,134,372.75         | 3,365,179.97 | 1,208,882.77        | 35.92%     | 124,161.24                        | 3,241,018.73 | 37.30%     | 2,032,135.96        |
| 31/10/2014       | 263,562.88   | 3,292,140.97         | 3,555,703.85 | 1,291,979.03        | 36.34%     | 121,405.48                        | 3,434,298.37 | 37.62%     | 2,142,319.34        |
| 31/10/2015       | 335,520.44   | 3,407,861.74         | 3,743,382.18 | 1,408,399.46        | 37.62%     | 123,775.98                        | 3,619,606.20 | 38.91%     | 2,211,206.74        |
| <b>2016-2017</b> |              |                      |              |                     |            |                                   |              |            |                     |
| 31/07/2016       | 300,944.76   | 3,485,872.63         | 3,786,817.39 | 216,116.30          | 5.71%      | 123,930.52                        | 3,662,886.87 | 5.90%      | 3,446,770.57        |
| 31/08/2016       | 300,944.76   | 3,487,399.70         | 3,788,344.46 | 1,042,917.80        | 27.53%     | 124,652.38                        | 3,663,692.08 | 28.47%     | 2,620,774.28        |
| 30/09/2016       | 300,944.76   | 3,489,119.81         | 3,790,064.57 | 1,340,646.97        | 35.37%     | 124,736.75                        | 3,665,327.82 | 36.58%     | 2,324,680.85        |
| 31/10/2016       | 300,944.76   | 3,493,051.04         | 3,793,995.80 | 1,388,403.60        | 36.59%     | 124,149.25                        | 3,669,846.55 | 37.83%     | 2,281,442.95        |



MAYOR



GENERAL MANAGER.

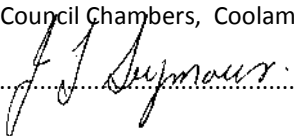
**CS2) DRAFT POLICY FOR THE PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR MAYORS AND COUNCILLORS (P.12-01, SC316)**

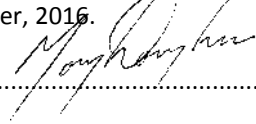
- Council will recall that the Draft Policy for the Payment of Expenses and Provision of Facilities for Mayors and Councilors was presented to the September 2016 Ordinary Meeting of Council. At that meeting, Council resolved to advertise the intention to adopt the policy. The advertising period has now expired and no submissions were received during the period of public notice. Attachment No. 8

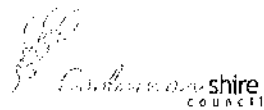
Recommendation

That the Policy for the Payment of Expenses and Provision of Facilities for Mayors and Councilors be adopted.

**RESOLVED on the motion of Clr Hutcheon and seconded by Clr McCann that the Policy for the Payment of Expenses and Provision of Facilities for Mayors and Councilors be adopted.** 254/11/2016

  
..... MAYOR

  
.....GENERAL MANAGER.



## COOLAMON SHIRE COUNCIL

### POLICY FOR THE PAYMENT OF EXPENSES & THE PROVISION OF FACILITIES FOR MAYORS AND COUNCILLORS

#### PURPOSE OF THE POLICY

The purpose of the policy is to ensure that there is Accountability and Transparency in the reimbursement of expenses incurred or to be incurred by Councillors. The policy also ensures that the facilities provided to assist Councillors to carry out their civic duties are reasonable.

#### OBJECTIVES AND COVERAGE OF THE POLICY

- 1) To ensure the scope and the extent of the expenses that may be claimed by, and equipment and facilities provided to, Mayors and Councillors are reasonable and appropriate.
- 2) To ensure the Coolamon Shire complies with the requirements of the Local Government Act 1993 in the payment of expenses and the provision of facilities to Mayors and Councillors.
- 3) This policy applies to the Mayor and all Elected Councillors and if appointed, Administrator, of the Coolamon Shire Council.

#### REPORTING REQUIREMENTS

Under Section 428 of the Local Government Act, 1993, Council is required to include in its Annual Report:

- 1) The Council's policy on the provision of facilities for and the payment of expenses to Mayors and Councillors.
- 2) The total amount of money expended during the year on providing these facilities and paying those expenses.
- 3) Additional information as required by the Local Government (General) Regulation 2005.

Additionally, Council will report separately on the cost of expenses and the provision of facilities for the Mayor and all Councillors as well as the cost of phone calls including mobiles, home located land lines, facsimile and internet services.

#### LEGISLATIVE REQUIREMENTS

##### Legislative Provisions

The Local Government Act 1993 contains specific sections with respect to the payment of Councillors fees, expenses and facilities.

Section 248 states:

- 1) A Council must pay each Councillor an annual fee.
- 2) A Council may fix the annual fee and, if it does so, it must fix the annual fee in accordance with the appropriate determination of the Remuneration Tribunal.
- 3) The annual fee so fixed must be the same for each Councillor.
- 4) A Council that does not fix the annual fee must pay the appropriate minimum fee determined by the Remuneration Tribunal.

Section 252 states:

- 1) Within five months after the end of each year a Council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the Mayor, the Deputy Mayor (if there is one) and the other Councillors in relation to discharging the functions of civic office.
- 2) The policy may provide for fees payable under this division to be reduced by an amount representing the private benefit to the Mayor or a Councillor of a facility provided by Council to the Mayor or Councillor.
- 3) A Council must not pay any expenses incurred or to be incurred, or provide any facilities to, the Mayor, the Deputy Mayor (if there is one) or a Councillor otherwise in accordance with a policy under this section.
- 4) A Council may from time to time amend a policy under this section.
- 5) A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under Section 23(a).

##### OTHER GOVERNMENT POLICY PROVISIONS

Other Government policy provisions which were considered in the preparation of this policy include:

- The Office of Local Government Department of Premier and Cabinet Guidelines for Payment of Expenses and Provision of Facilities for Mayors and Councillors in NSW (October 2009);
- Council's Model Code of Conduct;
- Various Office of Local Government Circulars to Councils; and
- ICAC Publications.

##### APPROVAL ARRANGEMENTS

Approval for attendance at conferences, seminars and other meetings should generally be approved by Council resolution, however, should this not be practicable, approval may be given by the Mayor and General Manager. Should attendance be proposed by the Mayor or General Manager approval may be given by the Deputy Mayor and/or another Councillor.

**PART 2**

**PAYMENT OF COUNCILLOR'S EXPENSES**

**Payment of Annual Fees**

Council shall fix the annual fee for the Mayor and Councillors in accordance with the determination limits of the Local Government Remuneration Tribunal each financial year. It should be noted annual fees do not fall within the scope of this policy.

**Travelling**

Community, Council and Council Committee Meetings

- 1) Councillors will advise the General Manager of their normal mode of travelling to Council and Council Committee Meetings.
- 2) Payment to and from Community Meetings, Council and Council Committee Meetings will be based on the number of kilometres travelled by the Local Government Award – Vehicle Allowance rate for Council employees who use their private vehicles for Council business.
- 3) Whilst travelling on Council business in either a private or Council vehicle the driver of the vehicle shall be personally responsible for any traffic or parking fines incurred whilst travelling.

**Community Meetings**

Payment will be made to Councillors for attendance at Community Meetings and will be based on Item 2 as above.

Community Meetings will include the following:

- Civic Receptions, Community Group Meetings where Councillors will receive information relating to civic duties.
- Attend Progress Association Meetings.
- Carry out inspections within the Local Government area.
- Carry out inspections of activities and developments in other Local Government areas where it is considered appropriate in order that a similar facility may be provided in the Coolamon Shire Local Government area.
- Attend meetings with Government officials.
- Attend meetings with Community and Private Sector officials where such meetings relate to civic duties.

**Council delegate**

In the event of a Councillor being authorised by Council resolution to nominate and ultimately succeed as a delegate to an outside related Local Government Organisation and the most appropriate mode of travel is by vehicle, and a Council vehicle is not available, the vehicle allowance indicated in item (2) shall apply.

In the event of a Councillor using public transport the booking of the trip shall be made through Council's Administration Office with payment of same being made by Council. If, however, a Councillor who uses public transport and pays for the cost of the public transport, the actual cost will be reimbursed on the production of a receipt and completion of expenses claim form submitted to the General Manager.



**Interstate Travel Expenses**

- 1) Prior to any interstate travel being taken, travel must be approved by a full meeting of Council.
- 2) Full details of the interstate travel shall be provided including purpose of the trip, expected benefits, duration, itinerary and approximate total costs of each visit.
- 3) Any interstate travel will be approved by Council on an individual trip basis only.
- 4) No retrospective reimbursement of interstate travel expenses will be paid unless prior authorisation of the travel has been obtained.
- 5) Full details of the proposal shall be included in Council's business paper for consideration.

**Overseas Travel Expenses**

- 1) Prior to any overseas travel being taken, travel must be approved by a full meeting of Council.
- 2) Full details of the overseas travel shall be provided including purpose of the trip, expected benefits, duration, itinerary and approximate total costs of each visit.
- 3) Any overseas travel will be approved by Council on an individual trip basis only.
- 4) No retrospective reimbursement of overseas travel expenses will be paid unless prior authorisation of the travel has been obtained.
- 5) Full details of the proposal shall be included in Council's business paper for consideration.

**CONFERENCE EXPENSES**

a) Councillors

Council will meet the registration, accommodation, sustenance and travel costs (in accordance with this policy) including those relating to official luncheons, dinners and tours which are relevant to the interests of Council.

Attendance at any Conference by any Councillor shall be approved by Council through resolution of the Council or by the Mayor or General Manager acting under delegated authority.

Attendance at Conferences will be subject to budget constraints.

b) Councillor's Partners

Councillor's partners may attend with Councillors, Seminars, Conferences or the like, subject to any additional travel, accommodation and sustenance costs and the like being met by the Councillor concerned or his or her partner.

Council will accept limited expenses of spouse/partners or accompanying persons associated with the attendance of the Local Government and Shires Associations Annual Conference which may include the cost of registration and official Conference Dinner.

c) Payments In Advance

Council will not normally provide funds to Councillors prior to attending a Seminar, Conference or the like, however, requests may be considered by the Mayor and General Manager. In the event of an approach being made and approval being given, a reconciliation of the funds expended, receipts and funds not expended is to be submitted to the General Manager following the conclusion of the Seminar, Conference or the like.

d) **Incidental Expenses**

Council will reimburse reasonable out of pocket or incidental expenses associated with attending Conferences, Seminars or Training Course that any Councillor may incur. Incidental expenses will be reimbursed upon presentation of official receipts and completion of the necessary expense claim forms.

Incidental expenses could be defined as:

- Cost of telephone or facsimile calls.
- Refreshments,
- Internet charges
- Laundry and dry cleaning
- Newspapers
- Taxi fares
- Parking fees

The cost of meals etc., not included in Registration or Conference fees will be reimbursed upon production of the necessary receipts and claim form.

Councillor expenses may not be used to support attendance by Councillors at political fund-raising activities.

Incidental expenses shall be limited to a maximum claim of \$100.00 daily.

**SPECIFIC EXPENSES FOR MAYORS AND/OR COUNCILLORS**

**Training and Educational Expenses**

Council will meet the registration, accommodation, sustenance and travel costs in accordance with this policy of any Councillor who by Council resolution or policy have been authorised to attend any training or educational Seminars which are relevant to the interests of the Council.

**Telephone Expenses**

Council will reimburse Councillors for the cost of any business calls made by Councillors on Council business.

Council will not provide dedicated phone lines to Councillors for use on Council business.

A facsimile machine shall be provided in the township of Ardlethan for use by the Councillors or Council Staff and Contractors. Council shall accept all related costs associated with this machine.

**Internet**

Council will not provide internet connections or accept any internet charges for Councillors.

**Care and Other Related Expenses**

Should a Councillor be responsible for any carer arrangements including children, elderly, disabled and/or sick immediate members of the Councillors family, in order to allow the Councillor to fulfill their Council business obligations, Council will be responsible for the reimbursement of additional expenses incurred by the Councillor whilst on official Council duties upon the production of the necessary receipt and completion of the expenses claim form submitted to the General Manager.

Should a Councillor have a special requirement such as a disability and access needs to allow them to perform their normal civic duties and responsibility, Council will give consideration to the payment of reasonable expenses to cover the special requirements.

**GIFT AND BENEFITS**

Any gift or benefit given by a Councillor should be of a token value with an upper limit of \$100.00 per gift.

**LEGAL ASSISTANCE FOR COUNCILLORS**

- 1) Legal assistance will be provided to Councillors in the event of an enquiry investigation or hearing into the conduct of the Councillor by:
  - the Independent Commission Against Corruption
  - the Office of the Ombudsman
  - the Division of Local Government
  - the Police
  - the Director of Public Prosecutions
  - the Local Government Pecuniary Interest Tribunal
  - Councils Conduct Review Committee
- 2) Legal proceedings being taken against a Councillor arising out of or in connection with the Councillor's performance of his or her civic duties or exercise of his or her functions as a Councillor.
- 3) Legal proceedings being taken against a Councillor which challenge the validity of the election of that Councillor to civic office.
- 4) Legal proceedings being taken against a Councillor by a person who is, as a result partly or wholly of those proceedings, subsequently declared to be a vexatious litigant.

Council shall reimburse such Councillor, at the conclusion of such inquiry, investigation, hearing or proceedings (including any appeal), for all legal expenses properly and reasonably incurred, including the cost of proceedings for the recovery of costs against the other party to the proceedings, on a solicitor/client basis, provided that:

- a) The Councillor diligently pursues the recovery of any costs which he or she is awarded in the proceedings.
- b) The amount of such reimbursement is reduced by the amount of any moneys recovered by the Councillor on any basis.
- c) Upon any recovery being made after reimbursement by Council, the amount recovered is paid to Council.
- d) The Councillor submits a statutory declaration which details his or her contributions to legal bills and any contributions received in respect to such matters.
- e) The inquiry, investigation, hearing or proceedings results in a finding in favour of the Councillor.

**INSURANCE – COUNCILLORS**

Council will provide Councillor's insurances required in the carrying out of their civic office functions. Councillors will receive the benefit of insurance cover to the limit specified in Council's insurance policies for the following:

- 1) Personal Injury
- 2) Professional Indemnity
- 3) Public Liability
- 4) Councillor's and Officer's Liability
- 5) Statutory Liability

**ADDITIONAL ASSISTANCE TO MAYOR AND COUNCILLORS**

Council shall provide secretarial support for the Councillors for the following purposes:

- 1) Answering correspondence received from residents/ratepayers in relation to the business of Council.
- 2) Reply to invitations and attend functions/gathering received in their capacity as Councillors.
- 3) Communication to Council Staff on official business.
- 4) Under no circumstances shall Council permit the facilities provided to be used for the initiation of circular type letters without prior authority of the Council being obtained.
- 5) A vehicle will not be supplied to the Mayor, Deputy Mayor or Councillors.

**PROVISION OF FACILITIES**

**Private use of equipment and Facilities**

Under no circumstances shall the Mayor or Councillors be able to utilise Council equipment for their private use or benefit.

**Postage and Printing**

Council shall meet all Councillors costs in the printing and posting of correspondence in response to representations from the residents and the ratepayers of the Council with the exception of circular type letters.

**Election Material**

Under no circumstances shall Councillors use the secretarial services provided in association with Local, State or Federal Government election material.

**Property and Equipment**

Although Council may supply faxes, phones, computers and the like to Councillors, this equipment remains the property of Council and shall be returned to the Council in the event of a Councillor no longer holding civic office.

Although this equipment is supplied by Council private usage costs (that is not business calls on Council's behalf) are to be borne by the individual Councillors as it is deemed these expenses form part of the Councillors fees as determined by the Remuneration Tribunal.

**Dispute Resolution**

Where a dispute arises relating to the payment of expenses or the provision of facilities the following procedures will be applied:-

Councillor

If a Councillor disputes the method in which this policy has been applied then the matter will be referred to the Mayor for determination.

Mayor

If the Mayor disputes the method in which this policy has been applied then the matter will be referred to the full Council for determination.

**REVIEW OF POLICY**

Council may amend this policy at any time subject to the requirements of the Local Government Act 1993 being met.

*Version 7 Re-Adopted: Council Meeting held 17 November 2016 (Minute No. 254/11/2016)*  
*Version 7 Re-Adopted: Council Meeting held 19 November 2015 (Minute No 253/11/2015)*  
*Version 7 Adopted: Council Meeting held 20 November 2014 (Minute No 296/11/2014)*  
*Version 6 Adopted: Council Meeting held 19 September 2013 (Minute No 231/09/2013)*  
*Version 5 Adopted: Council Meeting held 10 November 2011 (Minute No 322/11/2011)*  
*Version 4 Re-Adopted: Council Meeting held 21 October 2010 (Minute No 305/10/2010)*  
*Version 4 Adopted: Council Meeting held 19 November 2009 (Minute No. 357/11/2009)*  
*Version 3 Re-Adopted: Council Meeting held 24 September 2009 (Minute No.292/09/2009)*  
*Version 3 Adopted: Council Meeting held 16 October, 2008 (Minute No. 285/10/2008)*  
*Version 2 Adopted: Council Meeting held 18 October, 2007 (Minute No. 331/10/2007)*  
*Version 1 Adopted Council Meeting held 15 March, 2007 (Minute No. 65/03/2007)*

**CS3) COUNCIL'S ANNUAL REPORT FOR 2015/2016 (S.11-02, SC388)**

- A copy of Council's Annual Report for 2015/2016 will be **tabled** at the Meeting.

Recommendation

That the 2015/2016 Annual Report be endorsed.

**RESOLVED on the motion of Clr Logan and seconded by Clr Crocker that the 2015/2016 Annual Report be endorsed.** 255/11/2016

**CS4) POLICY REVIEW (P.12-01, SC316)**

- ➔ The following policies are presented for review. Attachment No. 9

- **Building Line Policy**

The building lines policy can be rescinded as it has been replaced by Section 15.3 of the Coolamon DCP 2015.

- **New Dwellings in 2(v) or 1(c) (needs to be updated to reflect zoning in LEP and needs review terms updated) –**

This policy can be rescinded as it is partially dealt within under Section 25.5 of the Coolamon DCP 2015 which provides:

*All relocatable dwellings and manufactured homes that are proposed to be located within the Designated Areas (refer section 23.4) shall be provided with a brick fender wall with an appropriately designed footing around the perimeter of the dwelling.*

The requirement for the installation of a brick fender wall doesn't have to be a policy position and can be addressed via condition of development consent in instances where dwelling developments are proposed to be erected on bearers and joists.

- **Relocatable Dwelling Policy**

This policy requires the review terms to be amended to

*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.*

- **Domestic Water Tanks for Rural Dwellings Policy**

This policy can be rescinded as it is covered in full under Section 15.10 'Services & Utilities' of the Coolamon DCP 2015.

- **Rejection or Withdrawal of Development Application Policy**

This policy has been reviewed by staff and there are no suggested changes or amendments.

- **Contaminated Land Policy**

This policy has been reviewed by staff and there are no suggested changes or amendments.

- **Sewerage Development Servicing Plan Policy (needs review terms updated)**

This policy requires the review terms to be amended to

*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.*

- **On-site Sewage Management System Classification and Inspection Policy (needs review terms updated)**

This policy requires the review terms to be amended to

*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.*

- **Sewage Treatment Plant Disposal of Effluent Policy**

This Policy needs to be updated to change the title from *Executive Manager, Planning & Environmental Services* to *Executive Manager Development and Environmental Services* and requires the review terms to be amended to

*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.*

- **Effluent Reuse Watering Scheme Policy**

This policy requires the review terms to be amended to

*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.*

- **Subdivision of Land in Village & Rural Small Holdings Policy (needs to be updated to reflect zoning in LEP and needs review terms updated)**

This policy can be rescinded as the information contained within the policy is now captured within Section 19 'Subdivision of Land' of the DCP 2015.

- **Guidelines for One Day Food Stalls Policy**

This policy requires the review terms to be amended to

*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.*

**RESOLVED on the motion of Clr White and seconded by Clr Crocker:** 256/11/2016

**1) That the following policies be deleted:**

- **Building Line Policy**
- **New Dwellings in 2(v) or 1(c) Policy**
- **Domestic Water Tanks for Rural Dwellings Policy**
- **Subdivision of Land in Village & Rural Small Holdings Policy**

**2) That the policy amendments and rescissions be enacted to the below Policies and they then be adopted:**

- **Relocatable Dwellings & Manufactured Homes Policy**
- **Rejection or Withdrawal of Development Applications Policy**
- **Contaminated Land Management Policy**
- **Sewerage Development Servicing Plan Policy**
- **On-Site Sewage Management System Classification and Inspection Policy**
- **Sewage Treatment Plant Disposal of Effluent Policy**
- **Effluent Re-Use Watering Scheme Policy**
- **Guidelines for One Day Food Stalls Policy**





## COOLAMON SHIRE COUNCIL RELOCATABLE DWELLINGS & MANUFACTURED HOMES POLICY

### OBJECTIVES

- To protect the visual amenities of the towns and villages within the Coolamon Shire Council.
- To satisfy Council's obligation of meeting the principles of Ecologically Sustainable Development in accordance with the Local Government Act 1993 and the Environmental Planning & Assessment Act 1979.

### GENERAL

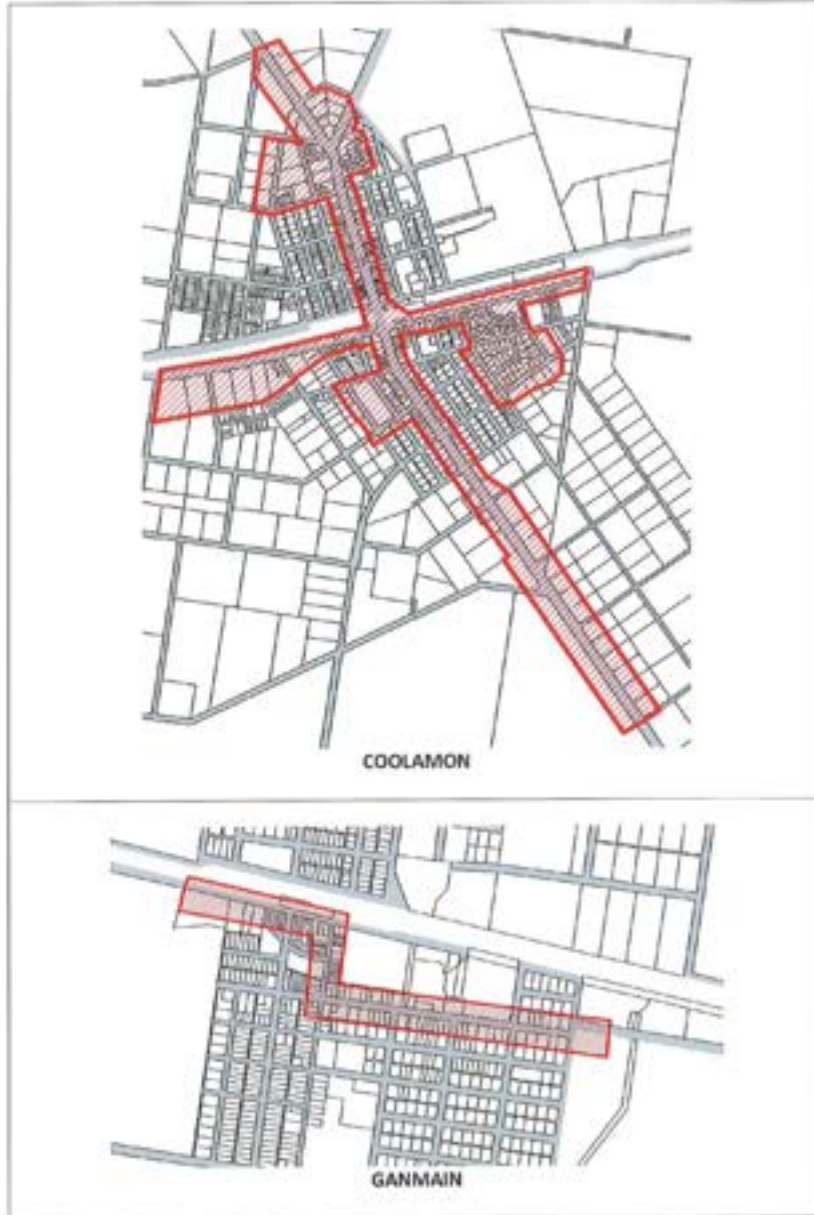
- 1) All relocatable dwellings and manufactured homes that are proposed to be located within the Designated Areas (see below) shall be provided with a brick fender wall with an appropriately designed footing around the perimeter of the dwelling.
- 2) All Development Applications relating to relocatable dwellings and manufactured homes are to be provided with a BASIX Certificate, issued in accordance with the State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004. Prior to final occupancy being granted, the applicant must provide evidence to Council that the development is in full compliance with the applicable BASIX Certificate.
- 3) All relocatable dwellings and manufactured homes that are proposed to be located within the Designated Areas are required to be approved by Council. Applications relating to relocatable dwellings and manufactured homes located outside of the Designated Areas can be assessed under delegated authority by the General Manager, provided no objections are received during the notification process.
- 4) The proposed building shall conform to the amenity of the area when required works have been completed.

### RELOCATABLE DWELLINGS

- 5) A payment of a bond of \$10,000 shall be submitted with the Construction Certificate. The bond will be returned upon the finalisation of the building to Council's satisfaction.
- 6) A time limit of nine months to finalise the building be applied to the Development Application. Should the application not be finished within nine months then a review of building works shall be carried out.
- 7) An Engineer's certification shall be provided that the building proposed to be moved meets the Australian Standard and is structurally adequate.
- 8) A report from an appropriately qualified professional shall be provided that indicates the proposed relocatable dwelling is free from pest infestation and/or damage.
- 9) All external materials must be completed to a satisfactory standard.

**DESIGNATED AREAS**

The following maps indicate the 'Designated Areas' referred to throughout this policy.



**REVIEW**

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

*Version 4 Adopted: Council Meeting held 17 November 2016 (Minute No.256/11/2016)*

*Version 3 Adopted: Council Meeting held 21 November 2013 (Minute No.282/11/2013)*

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

*Version 2 Adopted: Council Meeting held 15 May 2008 (Minute No. 129/05/2008)*

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



**COOLAMON SHIRE COUNCIL**  
**REJECTION OR WITHDRAWAL OF  
DEVELOPMENT APPLICATIONS POLICY**

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**OBJECTIVE**

To provide relief to applicants who withdraw Development Applications.

**GENERAL**

Upon application, a maximum of half the Development Application fee and half of the Construction Certificate fee be returned to the Applicant should they withdraw their Development Application.

**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.

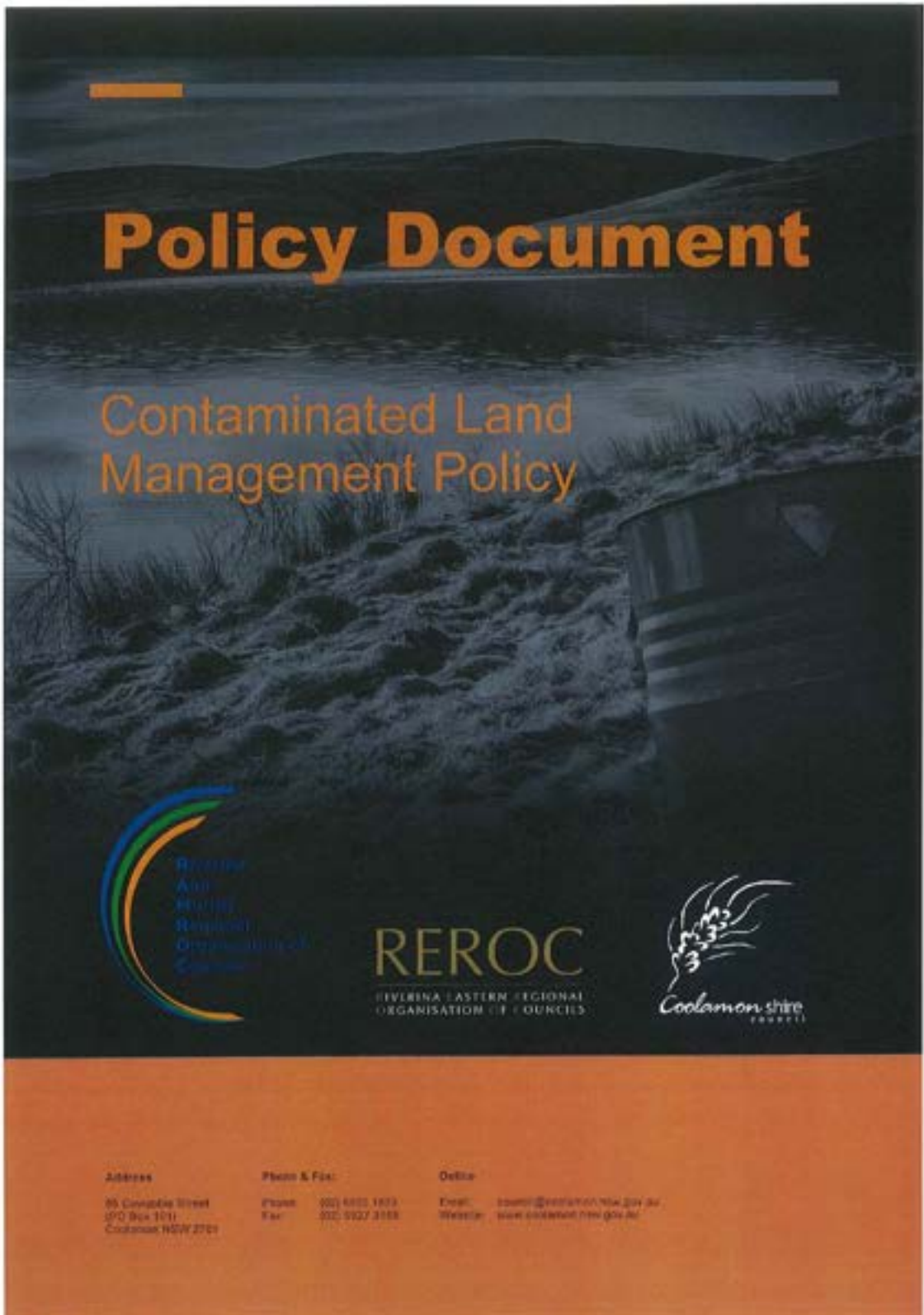
*Version 4 Re-Adopted: Council Meeting held 17 November 2016 (Minute No. 256/11/2016)*

*Version 3 Adopted: Council Meeting held 16 May 2013 (Minute No. 117/05/2013)*

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

*Version 2 Adopted: Council Meeting held 15 May 2008 (Minute No. 129/05/2008)*

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



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This is Page No. 37 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 17<sup>th</sup> November, 2016.

*J. J. Seymour* ..... MAYOR      *Maughan* ..... GENERAL MANAGER.

**Acknowledgement**

This resource was made possible through the Regional Capacity Building Program, under the Contaminated Land Management Program administered by the New South Wales (NSW) Environment Protection Authority (EPA) as funded by the NSW Environmental Trust.

The publication was produced as part of the Regional Contaminated Land Management Program (RCLM) administered by the Riverina and Murray Regional Organisation of Councils (RAMROC) and the Riverina Eastern Regional Organisation of Councils (REROC). The Executive Committee that oversaw publications development were:

- RAMROC Executive Officer – Mr Ray Stubbs
- REROC Executive Officer – Ms Julie Briggs
- Project Officer RCLM Program – Ms Jacqui Bright
- Albury City Council Director Planning and Environment – Mr Michael Keys
- Coolamon Shire Council Manager Planning and Environmental Services – Mr Scott Martin
- Project Manager RCLM Program – Matthew Dudley (Albury City Council)

Document contributions were also made by the Contaminated Land Working Group made up of the following councils:

- Albury City Council
- Coolamon Shire Council
- Former Corowa Shire Council (Federation Council)
- Former Deniliquin Shire Council (Edward River Shire Council)
- Griffith City Council
- Temora Shire Council
- Former Tumbarumba Shire Council (Snowy Valleys Council)
- Former Tumut Shire Council (Snowy Valleys Council)
- Wagga Wagga City Council





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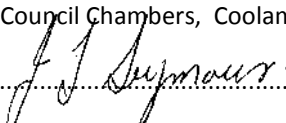
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17<sup>TH</sup> NOVEMBER, 2016.

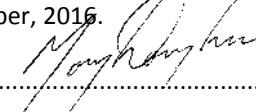
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This is Page No. 40 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 17<sup>th</sup> November, 2016.

..... MAYOR

.....GENERAL MANAGER.



## Policy

### 1. ABOUT THIS POLICY

This policy, known as the Contaminated Land Management Policy, outlines requirements relating to the use and / or development of land that is or may be contaminated.

This policy has been developed under the provisions of the *Contaminated Land Management Act*<sup>1</sup> (CLM Act), its associated State Environmental Planning Policy No. 55 – Remediation of land<sup>2</sup> and the Managing Land Contamination – Planning Guidelines<sup>3</sup> in regards to the principles of:

- i. Ensuring that changes of land use, or new development proposals, will not increase the risk to human health or the environment;
- ii. Avoiding inappropriate restrictions on land use; and
- iii. Providing information to support decision making and to inform the community.

#### 1.1 LAND TO WHICH POLICY APPLIES

All land in the Coolamon Shire Local Government Area (LGA).

#### 1.2 DATE ADOPTED BY COUNCIL

This policy was adopted by Council at XXXXX on XXXX.

#### 1.3 TERMS AND DEFINITIONS

Terms and definitions are set out in Appendix 1.

#### 1.4 PURPOSE

This policy provides a framework for the management of contaminated or potentially contaminated land in the Coolamon Shire LGA. The policy identifies how the management of contaminated land is integrated into Council's planning and development processes.

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<sup>1</sup> Contaminated Land Management Act 1997  
<http://www.legislation.nsw.gov.au/main/top/view/inforce/act+140+1997+pd+0+N>

<sup>2</sup> State Environmental Planning Policy No. 55 – Remediation of Land  
[http://www5.ausli.edu.au/au/legis/nsw/consol\\_reg/seppn55of537/](http://www5.ausli.edu.au/au/legis/nsw/consol_reg/seppn55of537/)

<sup>3</sup> Managing Land Contamination – Planning Guidelines  
[http://www.epa.nsw.gov.au/resources/clm/gu\\_contam.pdf](http://www.epa.nsw.gov.au/resources/clm/gu_contam.pdf)

### 1.5 OBJECTIVES

The integration of contaminated land management into the local planning and development control process will enable Council to:

- Ensure that the Council exercises its functions in relation to the development of contaminated land with a reasonable standard of care and diligence and that decisions are made in good faith;
- Ensure that the likelihood of land contamination is considered as early as possible in the planning and development control process;
- Ensure that planning and development decisions take into account available information relating to the likelihood of land contamination;
- Link decisions about the development of land with the information available about contamination possibilities;
- Ensure that any development of contaminated land will not result in unacceptable levels of risk to human health or the environment;
- Avoid inappropriate restrictions on the development of contaminated land;
- Ensure that site investigations and remediation work are carried out in a satisfactory manner, and where appropriate, are independently verified by site audits;
- Facilitate the provision of consistent and reliable information to the public about land contamination;
- Ensure that ongoing responsibility for management and monitoring of contaminated land is clearly and legally assigned;
- Ensure that the community is not unduly disadvantaged by increased health and environmental risks or increased management costs when accepting the dedication of public assets;
- Adopt a policy approach that will provide strategic and statutory planning options based on the information about contamination; and
- Exercise statutory planning functions with a standard of care.

### 1.6 POLICY APPLICATION

This policy applies to the following planning functions of Council:

- The preparation and amendment of Local Environmental Plans
- The preparation, approval and amendment of Development Control Plans
- The preparation and adoption of Plans of Management for Community Land
- The determination of Development Applications
- The modification of Development Consents;
- The determination of activities pursuant to Part 5 of the Environmental Planning and Assessment Act 1979; and
- The storage and sharing of contaminated land information through Section 149 certificates.

### 1.7 GUIDELINES

This policy has been developed from the State Environmental Planning Policy No. 55 – Remediation of Land (SEPP 55) and in conjunction with the Contaminated Land Management Act 1997 (CLM Act) and Coolamon Local Environment Plan 2011.

Effective management of contaminated land in land-use planning is necessary in managing the risk of harm potentially posed by land contamination to human health and the environment.

In the context of land contamination, councils are the planning and consent authorities and are thereby expected to act in "good faith" and in accordance with the requirements of the NSW CLM Act. "Good faith" provisions also extend to the subordinate State Environmental Planning Policy No.55 – Remediation of Land (SEPP 55), and its Planning Guidelines.

Councils have responsibilities under the *Environmental Planning and Assessment Act*<sup>4</sup> (EP&A Act) in regard to the early identification of contaminated sites, the consideration of land contamination issues in planning functions, data and information management regarding land contamination, and to inform the public on contamination matters (e.g. Section 149 planning certificates).

Under the CLM Act, the EPA regulates contaminated sites where the contamination is significant enough to warrant regulation. Contaminated sites that are not regulated by the EPA are managed by local councils through land-use planning processes.

#### 1.8 CHANGE MANAGEMENT

This policy will require management and review every 4 years or as legislation and regulations are updated. Any change must be made in accordance with the relevant legislation and regulations applicable at the time, and/or any regulatory changes.

## 2. OBLIGATIONS

### 2.1 DUTY TO REPORT

The CLM Act 1997 requires persons to notify the Environment Protection Authority (EPA) if they become aware that their activities have contaminated land so as to present an unacceptable risk to human health or the environment.

The Act also requires landowners to notify the EPA if they become aware that their land has been contaminated so as to present an unacceptable risk of harm to human health or the environment. This requirement applies whether the contamination occurred before or during the current owner's tenure of the land and the notification must be made as soon as practicable after becoming aware of the risk (See Appendix 2 – Activities that may cause contamination).

To assess this risk, the land owner and or persons who have caused the contamination should consult Guidelines on the Duty to Report Contamination under the *Contaminated Land Management Act 1997*.<sup>5</sup>

Section 60 of the CLM Act imposes a duty on owners of land, and persons who have contaminated land, to immediately notify the EPA when they become aware that contamination presents a significant risk of harm.

<sup>4</sup> Environmental Planning and Assessment Act  
<http://www.legislation.nsw.gov.au/viewtop/inforce/act+203+1979+first+0+N>

<sup>5</sup> Guidelines on the Duty to Report Contamination under the *Contaminated Land Management Act*  
<http://www.epa.nsw.gov.au/clm/150164-land-contamination.htm>

According to the Guidelines on the Duty to Report Contamination under the *Contaminated Land Management Act 1997*, a person is taken to be aware of the contamination if it is considered that they are aware or should have reasonably become aware of the contamination. Factors taken into account in determining when a person should reasonably have become aware of the contamination are;

- i. The persons' abilities, including their experience, qualifications and training
- ii. Whether the person could reasonably have sought advice that would have made them aware of the contamination
- iii. The circumstances of the contamination.

## 2.2 CONSULTANTS

Contaminated land consultant certification schemes have been developed to ensure any consultants dealing with contaminated sites have the necessary competencies to carry out the work. The certifications outlined below are recognised by the EPA and certify that a contaminated land consultant has achieved an acceptable minimum standard of competency:

- Site Contamination Practitioners Australia (SCPA); and
- Environment Institute of Australia and New Zealand's (EIANZ) Contaminated Land Assessment Specialist Certified Environmental Practitioner (CLA Specialist CEnvP)

Where reports are required to be submitted to the EPA and/or Council they must comply with the requirements of the CLM Act to be prepared, or reviewed and approved, by a certified SCPRA or EIANZ CLA Specialist CEnvP Practitioner. This requirement includes reports associated with a:

- Preliminary investigation order
- Management order
- Voluntary management proposal
- Ongoing maintenance order
- Duty to report contamination

Where required to be submitted to Council, reports must be prepared in accordance with the current relevant guidelines approved under the CLM Act and in accordance with SEPP 55. Council will require the following to be submitted:

- Preliminary investigation
- Detailed investigation
- A Remediation Action Plan
- Validation, monitoring and remediation reporting

The front cover of a submitted report must include the details of the consultant's certification. For a CLA Specialist CEnvP this involves affixing the CEnvP logo and for SCPA the certified practitioner is to affix their seal.

As the contaminated land consultant certification schemes are new, there is a 24 month transition period to enable consultants to become certified. Any requirements for reporting undertaken after 1 July 2017 must be prepared, or reviewed and approved, by a certified consultant.

### 3. COUNCIL RECORDS AND INFORMATION MANAGEMENT

Council has a responsibility to provide information regarding land use history, land contamination and remediation.

The SEPP 55 Guidelines emphasises the importance of local government information systems in ensuring that adequate information is available to Council staff and the community in relation to both actual and potential land contamination.

Council also has a statutory responsibility to include certain information regarding land contamination on planning certificates issued under Section 149(2) of the EP&A Act.

Council's records regarding contaminated land are dynamic and will change over time as land is investigated, remediated and validated, and as new sites of potential contamination are identified. Existing records in relation to contaminated land should be kept on individual property files for each parcel of land. To assist Council in the management of information the following is (without limitation) records for individual parcels of land (where available / known):

- a) Site contamination reports submitted to Council (i.e. Preliminary Investigation, Detailed Investigation, Remedial Action Plans Validation and Monitoring Reports);
- b) Site Audit Statements received;
- c) EPA declarations and orders issued under the CLM Act (including voluntary investigation management proposals approved by the EPA);
- d) Development Applications for Category 1 remediation works;
- e) Prior notification to Council of Category 2 remediation works;
- f) Notification of completion of Category 1 and Category 2 remediation work;
- g) Information regarding previous or current land uses which are likely to have resulted in land contamination; and
- h) Written complaints to Council about contamination.

Notations may be made on Council's property information system in relation to investigations and remediation work carried out for individual properties. This will assist staff to identify land that has been fully remediated or remediated for specific land uses. Some properties listed on the information system may be subject to legal notices under legislation administered by the EPA. The public should also consult with the EPA for up-to-date information on any such land in the local government area.

#### 4. PLANNING (SECTION 149) CERTIFICATES

Under Section 149 of the EP&A Act a person may request a planning certificate that contains advice on land contamination matters about a property from Council. For example, a planning certificate would show the existence of a council policy to restrict the use of land.

Such matters relating to land contamination that must be included on section 149(2) planning certificates are as set out in section 59(2) of the CLM Act will also include:

- a) Whether Council has adopted a policy to restrict the use of land due to the risk of land contamination;
- b) Whether the land is an investigation area or remediation site;
- c) Whether the land is subject to an investigation order or remediation order; and
- d) Whether a site audit statement of the land is held by Council.

Council is formally advised whenever a notice is issued under the CLM Act and accordingly annotates its planning certificates. Section 149(2) planning certificates will not include specific information about actual or potential contamination (such as the types, extent and level of contamination) on a parcel of land.

Council may also elect to provide additional information of a factual nature on S.149(5) certificates regarding the contamination status of a property.

## Procedure

### 1. ABOUT THIS PROCEDURE

The procedure applies to a planning process in which there is a need to consider a potential or known contaminated site in the development application or a planning proposal process. It is premised on SEPP 55 Planning Guidelines and sets out steps to ensure decisions are made in good faith, adequately manage harm and that the land is appropriate for its intended use.

A separate procedure exists for the management of data and information relating to potential or to known contaminated land, including managing notifications from the NSW EPA, Site Assessment Statements, consultant reports, historical land use information, etc (See Appendix 12).

### 2. COUNCIL'S PROCEDURE FOR CONSIDERING LAND CONTAMINATION ISSUES FOR PLANNING PROPOSALS

All land subject to a planning decision must be considered as to whether the issue of contamination is relevant. If it is, investigations may be required to provide information about the land to enable that function to be carried out in good faith.

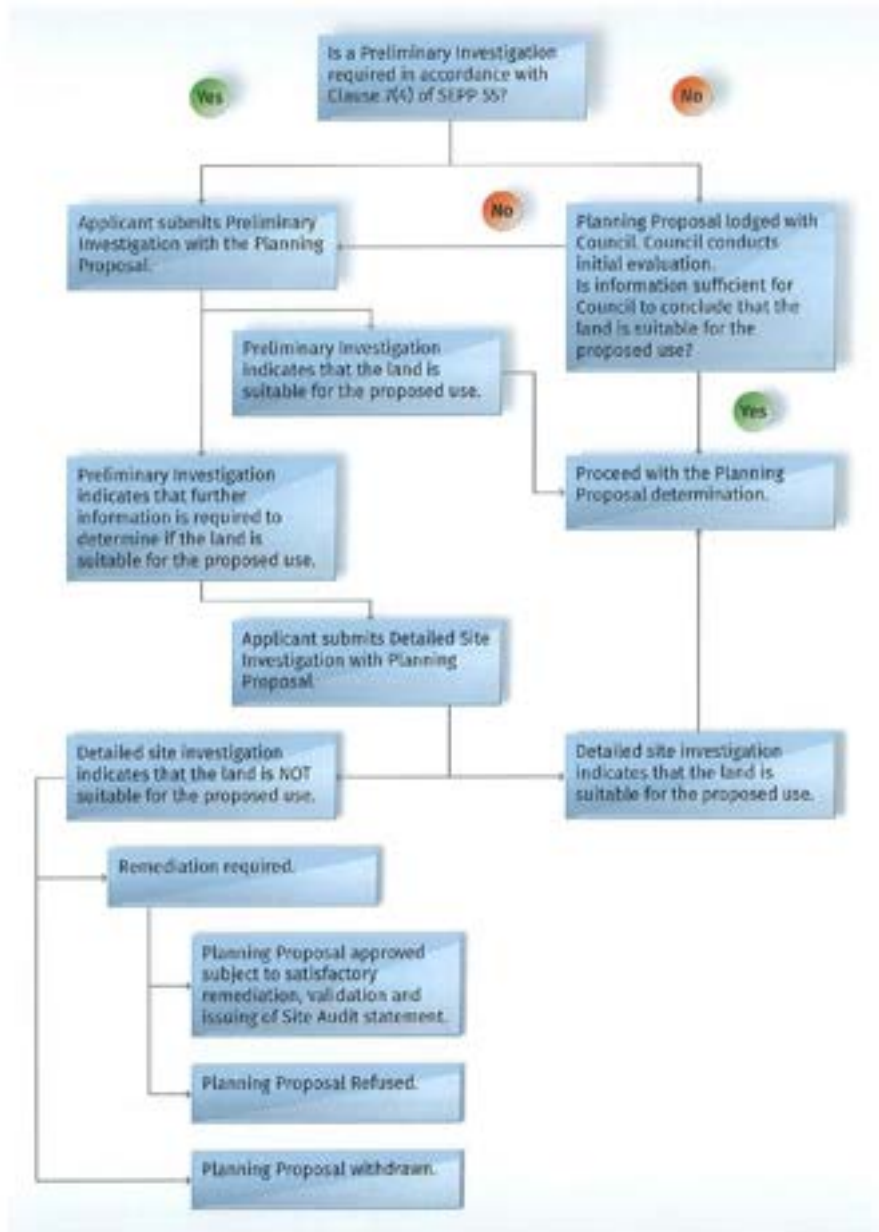
An initial evaluation is an assessment of readily available factual information. Its purpose is to determine whether contamination is an issue that requires further investigation prior to the preparation of the plan, or determination of the matter and whether a site investigation process is required to be carried out.

The preliminary investigation is to identify any past or present potentially contaminating activities and to provide a preliminary assessment of site contamination. The preliminary investigation typically contains a detailed appraisal of the site history and a report based on visual site inspection and assessment.

The detailed site investigation is undertaken by an experienced and certified consultant at the cost of the applicant, and should be undertaken in accordance with the guidelines made or approved by the EPA under Section 105 of the CLM Act.



Figure 1: Preliminary Investigation process for planning proposals





## 2.1 INITIAL EVALUATION

An initial evaluation is to comprise an assessment of readily available factual information. Its purpose is to determine whether contamination is an issue that requires further investigation prior to the preparation of the plan, or to determine the matter and whether a site investigation process is required.

The initial evaluation will be based on readily available factual information and should be carried out regardless of the nature of the proposed use or the current use. This information may include:

- the current zoning and permissible land uses;
- records from previous zoning;
- historical land uses;
- aerial photographs;
- development and building applications; and
- property files and information provided by the applicant or other information available to Council.

Council may also carry out a site inspection of the land as part of the initial evaluation process.

As part of the initial investigation, applicants may request Council undertake a search of its records to determine previous approved developments at the site.

If Council is satisfied that the initial evaluation concludes that contamination is not an issue, then Council may not require any further investigation.

If, after an initial evaluation, there is nothing to suggest that the land might be contaminated, or that further enquiry is warranted, Council and the proponent may proceed without further reference to this policy. However, if there are indications that:

- the land is or may be contaminated; or
- there is insufficient information on which to make a decision;

a site investigation process is to be carried out in accordance with the Contaminated Land Planning Guidelines.

Insufficient information on which to make a decision exists if there are significant gaps in historical information for a site, or if land uses are not described in sufficient detail to identify the presence or absence of possible contaminating land uses during periods in which such uses could be lawfully carried out.

The circumstances in which a site investigation process is required also include those specified in clause 6 and 7 of SEPP 65 – Remediation of Land. In accordance with these clauses, Council will require a preliminary investigation to be submitted with zoning and rezoning applications or a subdivision or development application where the land concerned is:

- Land that is within an investigation area;
- Land on which a potentially contaminating land use is being, or is known to have been carried out;

- Land on which it is proposed to carry out development for residential, educational, recreational, child care purposes or for a hospital;
- Where there is no knowledge or incomplete knowledge as to whether potentially contaminating development has been carried out on the land; and
- Where it would have been lawful to carry out such development on the land during any period in respect of which there is no knowledge or incomplete knowledge.

See Appendix 5: Council procedure for Initial Evaluation for steps on undertaking this process.

## 2.2 PRELIMINARY INVESTIGATION

The objectives of a preliminary investigation are to identify any past or present potentially contaminating activities and to provide a preliminary assessment of site contamination. The preliminary investigation typically contains a detailed appraisal of the site history and a report based on visual site inspection and assessment.

Where contaminating activities are suspected to have had an impact on the land, sampling and analysis will be required to confirm and support any conclusion reached from the site history appraisal.

When undertaking a preliminary investigation landowners should consider that the information gained should be in accordance with the Guidelines on the Duty to Report Contamination under the Contaminated Land Management Act 1997 and may include:

- Description of activities that have occurred on the site
- Any large gaps in history that might hide a use
- Reliability of sources
- Historical permissible uses that may have occurred on site where there is a gap in land history
- Does that site pose a significant threat to human health or the environment?
- Does information conform to the relevant EPA guidelines?

As part of the preliminary investigation, applicants may request Council search its records to determine previous approved developments at the site.

Council will require further investigation (preliminary investigation) to be conducted and results submitted with planning proposals where it is found through the initial evaluation that the land concerned is:

- Land that is or that has been notified to the EPA under s60, or is regulated by the EPA under any other section, of the CLM Act;
- Land on which activities referred to in Appendix 2 are being undertaken, or are known to have been carried out; or
- Land on which there is incomplete knowledge about whether activities referred to in Appendix 2 are being, or are known to have been carried out, and if the proposed development involved residential, educational, recreational, child care or hospital purposes.

Where an initial evaluation by Council identified that the land was previously used for agricultural or horticultural purposes, Council may request a preliminary investigation to be undertaken to determine the history of the property. If the preliminary investigation shows that the land was only used for broad acre agriculture then the application may, in most cases, proceed. Although it is likely that herbicides and pesticides were used for broad acre farming, the likelihood of elevated levels of residual pesticides in the soil would be low. However, if investigations show that the land was used for intensive agriculture or horticulture, or if there are any other reasons for Council to be concerned about contamination or misuse of potential contaminants then a further investigation may be required.

Council may also require further investigation when:

- There are reasonable grounds to believe that the land is contaminated because of its history, condition, or other factual information known (where it is available);
- The site has been investigated or remediated but there is insufficient information available about the nature and extent of contamination or remediation, or whether these circumstances have changed;
- Where the land use changes to a more sensitive land use;
- There are restrictions on, or conditions attached to, the use of the site by regulatory or planning authority that are, or may be related to contamination, but there is insufficient information available about the nature and extent of contamination;
- Council records have demonstrated that the site is associated with pollution incidents or illegal dumping of waste; or
- The site is adjoining land that has been associated with activities that may cause contamination listed in Appendix 2 and it is likely that this may have contaminated the subject site.

The preliminary site contamination investigation shall be reported in accordance with the requirements of the NSW EPA Guidelines for Consultants Reporting on Contaminated Sites. The applicant is responsible for engaging a suitably certified, qualified and experienced consultant to undertake the preliminary site contamination investigation and is responsible for all costs borne in engaging the consultant and the works involved.

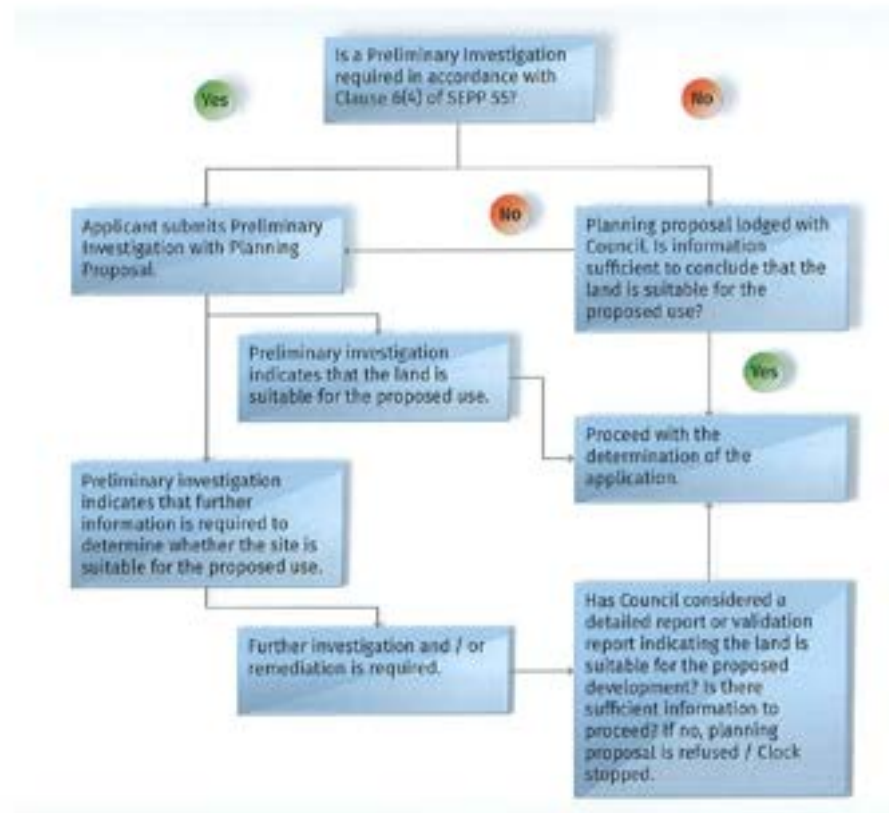
If after the preliminary investigation Council is satisfied that contamination is not an issue, then any further investigation may not be required.

See Appendix 6: Council procedure for Preliminary Site Investigation for steps on undertaking this process.

### 2.3 DETAILED INVESTIGATION

If the result of the preliminary investigation demonstrates the potential for, or existence of, contamination that may preclude the land from being suitable for the proposed zone or use, Council may require a detailed contamination investigation, which is described below. In some cases, the preliminary and detailed investigations may be combined (e.g. where it is known that the land is contaminated or that the land has been used for a potentially contaminating activity).

Figure 2: Consideration of planning proposals



The detailed site contamination investigation is to be undertaken, in accordance with the guidelines made or approved by the EPA under Section 105 of the CLM Act, by a suitably certified, qualified and experienced consultant at the cost of the applicant. The objectives of a detailed site investigation are to:

- Define the extent and degree of contamination;
- Assess the potential risk posed by contaminants to human health and the environment, and
- Obtain sufficient information for the development of a Remedial Action Plan (if necessary).

The detailed site contamination investigation shall state whether the site is suitable for the proposed use, and for all other purposes permissible in the zone if it can be made suitable through remediation.

If remediation is required, the report should also list the feasible remediation options available to make the site suitable for any purpose permitted within that zone. If a feasible option is available, the planning proposal can proceed with certain provisions.

If site contamination investigations show that the site is contaminated, but there are feasible remediation options, Council may include provisions in a local environmental plan or development control plan to ensure that remediation is addressed prior to the redevelopment of the land.

Section 4 outlines the process for remediation and validation prior to development in accordance with the approved planning proposal.

If the detailed site investigation shows that the site is contaminated, but there are no options to remediate, Council may not allow the planning proposal to proceed.

In the event that a detailed site investigation report is required to be assessed by Council, Council may hire a third party consultant to assess the investigations on Council's behalf, at the applicant's expense.

See Appendix 7: Council procedure for Detailed Site Investigation for steps on undertaking this process.

### **3. COUNCIL'S PROCEDURE FOR CONSIDERING LAND CONTAMINATION ISSUES FOR DEVELOPMENT APPLICATIONS**

#### **3.1 GENERAL**

Section 79C of the EP&A Act requires Council to consider the suitability of the site for the proposed development when assessing development applications. This includes any risk from contamination to public health and environment.

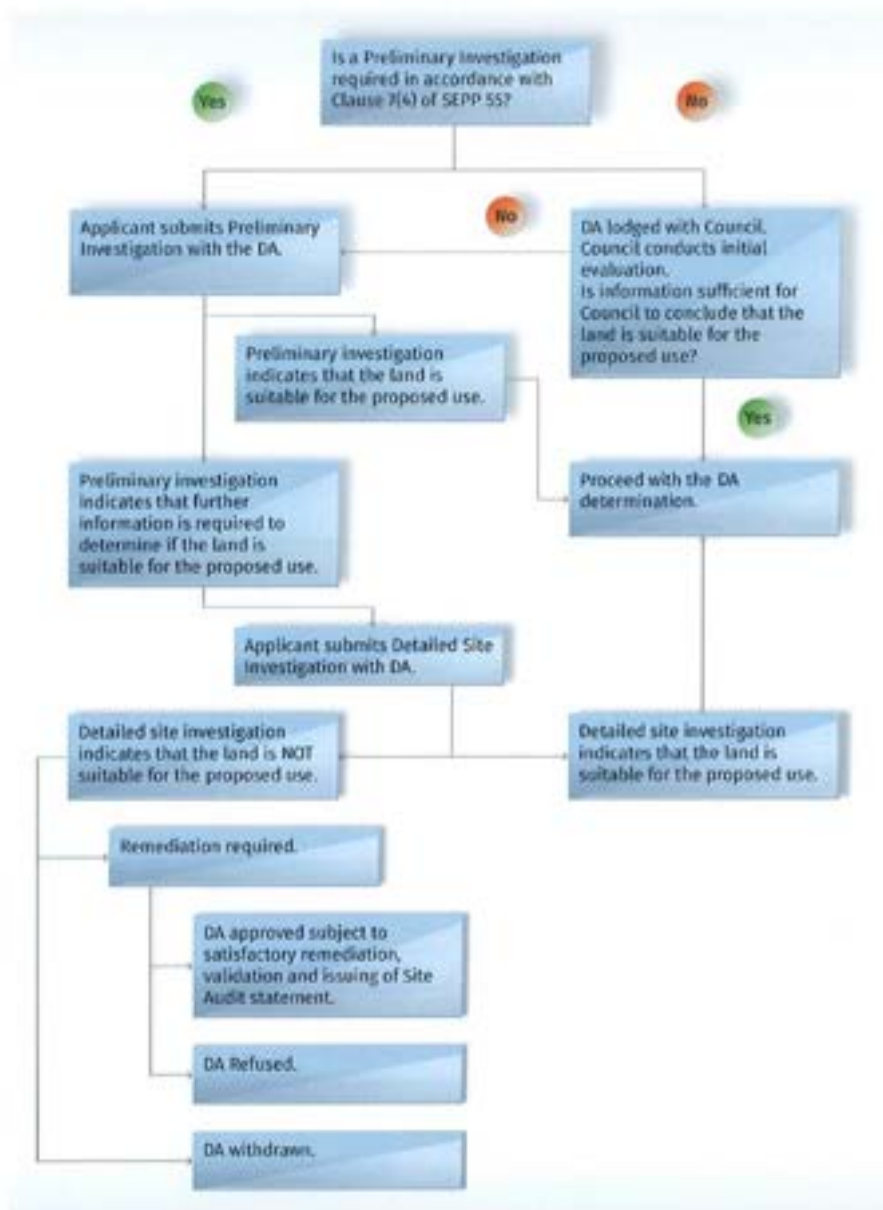
Council will not grant consent to the development of any land unless there has been consideration of whether the land is contaminated, and;

- If the land is contaminated, Council is satisfied that the land is suitable in its contaminated state (or will be suitable after remediation) for the purposes of the proposed development; and
- If the land requires remediation to be made suitable for any purpose for which the development is proposed, Council is satisfied that the land will be remediated before the land is used for that purpose.

Upon lodging a development application for a change of use, the applicant can also become liable for the clean-up of any contamination on the site prior to their proposal being authorised. This is because when a change of use is approved, it can result in an increased risk of harm, even if the contamination itself does not change.

The following sections outline situations when Council will require site contamination information to be submitted with applications.

Figure 3: Preliminary Investigation process for development applications



### 3.2 INITIAL EVALUATION

Council will conduct an initial evaluation as part of the assessment process for a development application to determine if contamination is likely to be an issue and whether sufficient information is available to make a decision in good faith.

The initial evaluation will be based on readily available, factual information provided by the applicant and any other available information (e.g. previous contamination investigations, previous zoning and land use and restrictions relating to contamination issued by the EPA). For that purpose, the contamination may be within a building/structure or other structure on the land, rather than only within the soil of that land.

Where an initial evaluation by Council identified that the land was previously used for agriculture or horticulture purposes, Council may request a preliminary investigation to be undertaken to determine the history of the property. If the preliminary investigation shows that the land was only used for broad acre agricultural then the application may proceed. Although it is likely that herbicides and pesticides were used for broad acre farming, the likelihood for elevated levels of residual pesticides in the soil would be low. However, if investigations show that the land was used for intensive agriculture or horticulture, or if there are any other reasons for Council to be concerned about contamination or misuse of potential contaminants then a further investigation may be required.

See Appendix 5: Council procedure for Initial Evaluation for steps on undertaking this process.

### 3.3 PRELIMINARY INVESTIGATION

The objectives of a preliminary investigation are to identify any past or present potentially contaminating activities and to provide a preliminary assessment of site contamination. The preliminary investigation typically contains a detailed appraisal of the site history and a report based on visual site inspection and assessment.

Council will require further investigation where it is found through the initial evaluation that the land concerned is:

- Land that is within an investigation area that has been notified as such by the EPA;
- Land on which activities referred to in Appendix 2 are being, or are known to have been carried out, or
- Land on which there is incomplete knowledge about whether activities referred to in Appendix 2 are being carried out, and if the proposed development involved residential, educational, recreation, child care or hospital purposes.

Council may also require further investigation when:

- There are reasonable grounds to believe that the land is contaminated because of the land's history, condition, or other information known (where it is available);
- The site has been investigated or remediated but there is insufficient information available about the nature and extent of contamination or remediation, or where these circumstances have changed;
- The land use has changed to a more sensitive land use;



- There are restrictions on, or conditions attached to the use of the site by a regulatory or planning authority that are, or may be related to contamination, but there is insufficient information available about the nature and extent of contamination;
- Council records have demonstrated that the site is associated with pollution incidents or illegal dumping of wastes; or
- The adjoining land has been associated with activities that may cause contamination listed in Appendix 2 and is likely that this may have contaminated the subject site.

The preliminary site contamination investigation shall be carried out in accordance with the requirements of the *NSW EPA Guidelines for Consultants Reports on Contaminated Sites*. The applicant is responsible for engaging a suitably qualified and experienced consultant to undertake the preliminary site contamination investigation and is responsible for all costs borne in engaging the consultant.

As part of the preliminary investigation, applicants may request Council undertake a search of its records to determine previous approved developments at the site.

If after the preliminary investigation Council is satisfied that contamination is not an issue, then any further investigation may not be required.

See Appendix 6: Council procedure for Preliminary Investigation for steps for undertaking this process.

#### 3.4 DETAILED INVESTIGATION

If the results of the preliminary investigation demonstrate the potential for, or existence of, contamination which may preclude the land from being suitable for the proposal, Council may require a detailed contamination investigation, which is described below. In some cases, the preliminary and detailed investigations may be combined (e.g. where it is known that the land is contaminated or that the land has been used for an activity that could cause contamination).

The lodgement of a development application may trigger the management and/or remediation of any significant contamination on the site prior to the development being authorised. The detailed site contamination investigation is to be undertaken by a suitably certified, qualified and experienced consultant (at the cost of the applicant) in accordance with the guidelines made or approved by the EPA under Section 105 of the CLM Act.

The objectives of a detailed site investigation are to:

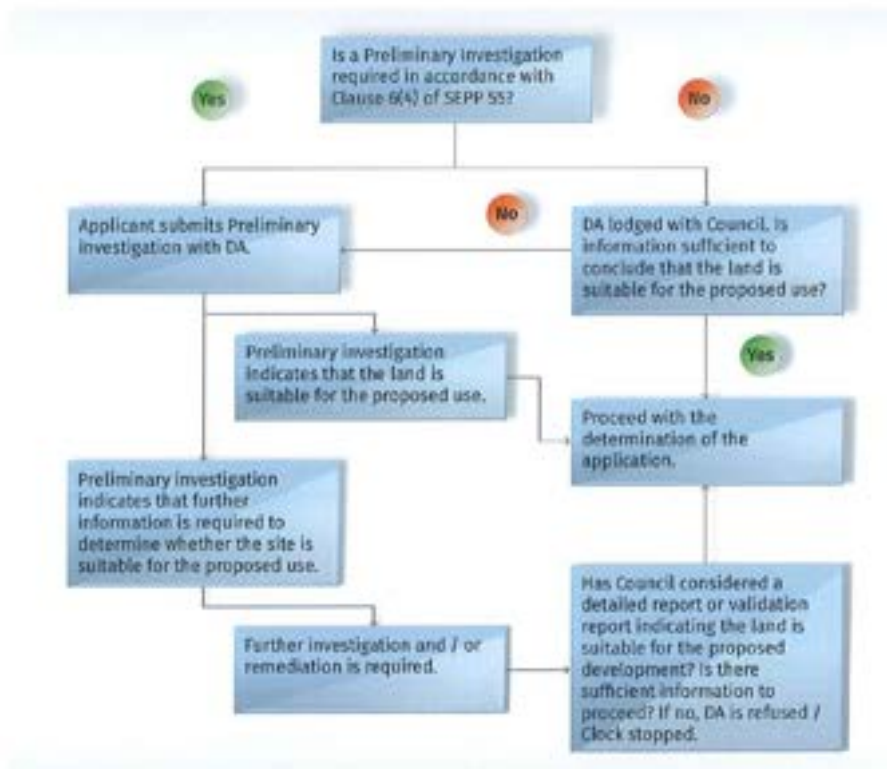
- Define the extent and degree of contamination;
- Assess the potential risk posed by contaminants to human health and the environment; and
- If necessary, obtain sufficient information for the development of a Remedial Action Plan.

The detailed site contamination investigation shall state whether the site is suitable for the proposed use and for all other purposes permissible in the zone, or if remediation is necessary. If remediation is required, a remediation action plan will need to be prepared for Council outlining the feasible remediation options available to make the site suitable for the proposed use.



If the detailed site contamination investigation states (and Council is satisfied) that the site is suitable for the proposed use, then Council may determine the development application through Council's usual procedures.

Figure 4: Consideration of development applications



If the results of the detailed site contamination investigation demonstrated the existence of contamination that may preclude the land from being suitable for the proposed use, the applicant may choose to either withdraw the application or to remediate the land. Council's response will then depend on whether the remediation work constitutes Category 1 or Category 2 remediation work. A detailed explanation of what constitutes Category 1 remediation or Category 2 remediation is provided in Section 4.5 and 4.6 respectively.

If the remediation proposed is Category 1 remediation work (i.e. remediation work that requires development consent), Council may:

- Require the applicant to amend the application (if already submitted) to include a remediation proposal, or
- Require a new development application for the remediation to be submitted before the application is considered for the final use of the site.

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

*Maughan* ..... GENERAL MANAGER.

If the proposed remediation is Category 2 remediation work (i.e. remediation work that does not require consent), Council may;

- Impose conditions on the development consent for the use, requiring the site to be remediated and validated either before other work commences or before occupation of the site; or
- Issue deferred commencement consent for the use of the site, and require the site to be remediated and validated before other work commences.

If the investigation finds that the land is unsuitable for the proposed use and may not be appropriately remediated, or the applicant does not wish to remediate:

- The proposal may be modified to a use that is suitable for the land without remediation, provided a new development application is not required; or
- The application may be withdrawn; or
- The application should be refused.

See Appendix 7: Council procedure for Detailed investigation for steps outlining this process.

#### 4. REMEDIATION PROCESSES

##### 4.1 REMEDIATION

A Remedial Action Plan (RAP), is documentation describing remedial actions that should be prepared for all remediation proposals. A formal RAP must be developed by an experienced and certified consultant and be submitted to Council for all Category 1 remediation work (i.e. remediation work that required development consent). The RAP should also contain an environmental management plan and workplace health and safety plan for the remediation works and shall be submitted to Council prior to DA approval.

The objectives for the RAP are to:

- Set remediation objectives;
- Determine the most appropriate remedial strategy; and
- Identify necessary approvals that need to be obtained from any other regulatory authorities.

Remedial Action Plans are to be consistent with the SEPP 55 Planning Guidelines and all remediation is to be carried out in accordance with the EPA guidelines made under the CLM Act. The applicant is responsible for engaging an experienced and certified consultant to prepare the RAP and for all associated costs, including any remediation works as well as site audit costs if requested by Council.

The previous Figure 3 outlines the relationships between the Planning System and the CLM Act, and the role of Council and the EPA in the process of site remediation.

See Appendix 8: Council procedure for Remediation for steps for undertaking this process.

#### 4.2 VALIDATION AND MONITORING REPORT

The objective of the validation and monitoring report is to demonstrate that the objectives of the RAP have been achieved and that any conditions of development consent in regard to contaminated land have been complied with.

Council will require a validation and monitoring report to be submitted by the applicant after remediation works have been completed, and prior to the commencement of any development works. Council will place a condition on the development consent requiring the submission and approval of a validation and monitoring report prior to the issue of a construction certificate, or if a construction certificate is not required, prior to occupying the site, or within a specified timeframe as stipulated in conditions of consent. The validation report will be required to be submitted to the satisfaction of the Council.

Alternatively, Council may issue a deferred commencement or staged consent for the proposed use or development, requiring that remediation and validation is undertaken prior to any other work commencing.

Ideally the same certified consultant should undertake the site investigation, remediation and validation of the site. The Validation Report must confirm that the remediated site complies with the clean-up criteria set for the site in the RAP and be prepared in accordance with the EPA Guidelines for Consultants Reporting on Contaminated Sites.

Council may require independent review of the remediation and validation by an EPA accredited auditor.

#### 4.3 VOLUNTARY REMEDIATION

Section 60 of the CLM Act places a duty on the owner and the polluter of contaminated land to report contamination to the EPA.

Owners of land that has been identified as being contaminated or potentially contaminated may wish to voluntarily undertake investigation and/or remediation at any time, regardless of whether they intend to carry out development, or apply for a planning proposal regarding that land.

Investigation by the owner must be undertaken in accordance with the relevant EPA guidelines by an experienced and certified consultant. Remediation must be carried out according to the NSW legislation and the process outlined in this Policy. Requirements for remediation are provided below in Section 4.4.

Council will consider the results of any investigation or remediation prior to providing a planning certificate for the property.

See Appendix 9: Council procedure for Voluntary Remediation for steps for undertaking this process.

#### 4.4 REQUIREMENTS FOR REMEDIATION

In some situations remediation work itself has the potential for environmental impact and the planning process must ensure that these impacts are adequately identified and mitigated. Remediation work is classified as either Category 1 remediation work (i.e. remediation that requires development consent), or Category 2 remediation work (i.e. remediation work where no consent is required however the work must still be carried out in accordance with the requirements of SEPP 55).

All remediation work must be carried out by an experienced and certified consultant in conjunction with a Remedial Action Plan. Council's procedure for considering site remediation proposal is shown in Figure 3.

#### 4.5 CATEGORY 1 REMEDIATION WORK

Development consent is generally only required for remediation work where there is potential for significant environmental impacts from the work.

Remediation work that requires development consent is known as Category 1 remediation work. Category 1 work includes any work that is:

- Designated development; or
- Carried out on land that is declared to be critical habitat (for threatened species); or
- Likely to have a significant impact on critical habitat or a threatened species, population or ecological community; or
- Development for which another State Environmental Planning Policy or a regional environmental plan requires development consent; or
- In an area or zone to which any of the following classifications apply under an environment planning instrument:
  - A. Coastal protection;
  - B. Conservation or heritage conservation;
  - C. Habitat area, habitat protection area, habitat or wildlife corridor;
  - D. Environment protection;
  - E. Escarpment, escarpment protection or escarpment preservation;
  - F. Floodway;
  - G. Littoral rainforest;
  - H. Nature reserve;
  - I. Scenic area or scenic protection;
  - J. Wetland; or
- On any land in a manner that does not comply with a policy made under the contaminated land planning guidelines by the council for any local government area in which the land is situated.

All category 1 remediation work must be carried out in accordance with:

- The contaminated land planning guidelines;
- The guidelines published under the CLM Act; and
- A Remedial Action Plan prepared in accordance with the contaminated land planning guidelines and approved by the consent authority.

All other remediation work may be carried out without development consent and is known as Category 2 remediation work.

Note: under Clause 9(f) of SEPP 55, Council's can nominate Category 1 remediation works, it's not a good idea to nominate everything, but if there is a concern, eg: removal of USTs not being undertaken correctly or shallow groundwater, adjacent to a waterway etc, then the Council is able to nominate these works as Category 1. You will then have to list them above.

#### 4.6 CATEGORY 2 REMEDIATION WORK

Category 2 remediation works is all remediation work that is not defined as Category 1 remediation work. Category 2 remediation work does not require development consent.

- Part 5 of the EP&A Act applies where development consent is not required under a planning instrument but where approval from a public authority is required. Each determining authority will consider the potential significance of any environment impacts from the proposed remediation.
- If the remediation is likely to significantly impact the environment, an Environmental Impact Statement (EIS) would be required.
- If consent is not required under SEPP 55 (e.g. Category 2 remediation works), it is unlikely that the remediation works will significantly impact the environment and therefore an EIS would not be required, however this would be determined on a case-by case basis.

Under Part 5 of the EP&A, Category 2 remediation works must take full account of all matters likely to impact the environment

SEPP 55 requires that Council must be notified at least 30 days before Category 2 remediation works commence. Prior notice of Category 2 remediation works must also address the information in Appendix 3 – Requirements for Category 2 Remediation Works.

A copy of the Validation and Monitoring Report and Site Audit Statement from an EPA accredited auditor must be forwarded to Council within 30 days of the completion of remediation works. Council will not consider any subsequent development applications for the site until it is satisfied that the site suitable for the proposed use.

See Appendix 9: Council procedure for Remediation for steps for undertaking Category 1 and Category 2 remediation works.

#### 4.7 SITE AUDITING

A site audit is an independent review of any or all stages of the site investigation process, conducted in accordance with the CLM Act. A site audit may review a preliminary investigation, a detailed investigation, a Remedial Action Plan, or validation report.

A site audit will lead to the provision of a certificate called a Site Audit Statement, stating for what use the contaminated land is suitable. A Site Audit Statement must be prepared by an EPA accredited site auditor in accordance with the legislation.

Council may request a site audit to be undertaken at any stage during the contamination investigation or remediation works if Council:

- Believes on reasonable grounds that information, including that related to potential contamination or previous land use history, provided by the applicant is incorrect or incomplete;
- Wishes to verify whether the information provided by the applicant has adhered to appropriate standards, procedures and guidelines; or
- Does not have the internal resources to undertake a technical review.

If Council requires a site audit, the cost shall be borne by the applicant.

A site auditor can comment on, or verify information provided by the applicant:

- to determine if the contaminated land consultant complied with all appropriate standards, procedures and relevant EPA guidelines;
- to determine if further investigations or remediation is required before the land is suitable or determine any specified use or range of uses;
- to determine if the proposed remediation is adequate and, if undertaken, will render the site suitable for the proposed use;
- to determine if there is any acceptable off-site migration of contaminants, particularly via ground water; or
- to determine if the contamination conditions at the site are suitable for in-ground absorption of stormwater.

Before issuing a Site Audit Statement, the site auditor must prepare a Site Audit Summary Report. This report is a requirement of the EPA. It contains the key information and the basis of consideration that leads to the issue of the Site Audit Statement. The EPA Guideline for the NSW Site Auditor Scheme provides guidelines on the content of the statement and audit report.

See Appendix 10: Council procedure for Site Auditing for undertaking process steps.

**5. PLANNING (SECTION 149) CERTIFICATES**

Under Section 149 of the EP&A Act a person may request from Council a planning certificate that contains advice on land contamination matters about a property. For example, a planning certificate would show the existence of a council policy to restrict the use of land.

Such matters relating to land contamination that must be included on section 149(2) planning certificates area as set out in section 59(2) of the CLM Act and will also include:

- a) Whether Council has adopted a policy to restrict the use of land due to the risk of land contamination;
- b) Whether the land is an investigation area or remediation site;
- c) Whether the land is subject to an investigation order or remediation order; and
- d) Whether a site audit statement of the land is held by Council.

Council is formally advised whenever a notice is issued under the CLM Act and accordingly annotates its planning certificates. Section 149(2) planning certificates will not include specific information about actual or potential contamination (such as the types, extent and level of contamination) on a parcel of land.

Additional information of a factual nature regarding the contamination status of the site can be placed on the S.149(5) section of the planning certificate.

See Appendix 11: Section 149 Certificates procedure for undertaking this process steps.



**APPENDIX 1: TERMS AND DEFINITIONS**

|  |   |
|--|---|
| Category 1 Remediation Work under SEPP 55<br>As defined in the SEPP 55 guidelines. | Remediation work that requires development consent. Defined in Section 4.5 of this document.  |
| Category 2 Remediation Work under SEPP 55<br>As defined in the SEPP 55 guidelines. | Remediation work that does not require development consent under SEPP 55. Defined in Section 4.6 of this document.  |
| CLM Act  | <i>Contaminated Land Management Act 1997</i>  |
| Contaminated Land<br>As defined in the SEPP 55 guidelines.                         | Land in, on or under which any substance is present at a concentration above that naturally present in, on or under the land that poses, or is likely to pose, an immediate or long-term risk to human health or environment.   |
| Contamination<br>As defined in the CLM Act.  | The presence in, on or under the land of a substance at a concentration above the concentration at which the substance is normally present in, on or under (respectively) land in the same locality being a presence that represents a risk of harm to human health or any other aspect of the environment. |
| Detailed Investigation<br>As defined in the SEPP 55 guidelines.                    | An investigation to define the extent and degrees of contamination, to assess potential risk posed by contaminants to human health and the environment, and to obtain sufficient information for the development of a remedial action plan if required.   |
| EP&A Act   | <i>Environmental Planning and Assessment Act 1979</i>   |
| Independent review<br>As defined in the SEPP 55 guidelines.                        | An evaluation by an independent expert required by a planning authority of any information submitted by an applicant conducted at the applicant's expense.  |
| Initial evaluation<br>As defined in the SEPP 55 guidelines.                        | An assessment of readily available factual information to determine whether contamination is an issue relevant to the decision being made.  |
| Investigation Order<br>As defined in the SEPP 55 guidelines.                       | An order by the EPA under the Contaminated Land Management Act 1997 to investigate contamination at a site of within an area.   |
| Notice of completion<br>As defined in the SEPP 55 guidelines.                      | A notice to Council in accordance with the State Environmental Planning Policy No. 55 – Remediation of Land that remediation work has been completed.   |
| Notification of remediation<br>As defined in the SEPP 55                           | Prior notice of category 2 remediation work given to Council in accordance with the State Environmental Planning Policy no. 55 –  |



MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17<sup>TH</sup> NOVEMBER, 2016.

|  |  |
|--|--|
| guidelines   | Remediation of Land.   |
| Planning authority<br>As defined in the SEPP 55 guidelines.        | A public authority or other person responsible for exercising a planning function.   |
| Preliminary Investigation<br>As defined in the SEPP 55 guidelines. | An investigation to identify any past or present potential contaminating activities and to provide a preliminary assessment of any site contamination.<br>The preliminary investigation typically contains detailed appraisal of the site history and a report based on visual site inspection and assessment.   |
| Remedial Action Plan<br>As defined in the SEPP 55 guidelines.      | A plan that sets remediation goals and documents that outline the process required to remediate a site.  |
| Remediation Order<br>As defined in the SEPP 55 guidelines.         | A direction from the EPA under the Contaminated Land Management Act 1997 to remediate.   |
| Remediation Site<br>As defined in the SEPP 55 guidelines.          | A site declared by the EPA under the Contaminated Land Management Act 1997 as posing a significant risk of harm.   |
| Remediation Work<br>As defined in the SEPP 55 guidelines.          | Work in, on or under contaminated land, being work that:<br>Removes the cause of contamination of the land; or<br>Disperses, destroys, reduces, mitigates or contains the contamination of the land; or<br>Eliminates or reduces any hazard arising from the contamination of the land (including by preventing the entry of persons or animals on that land).   |
| SEPP 55  | State Environmental Planning Policy 55 – Remediation of Land   |
| Site Audit<br>As defined in the CLM Act.                           | A review<br>That relates to management of the actual or possible contamination of land; and<br>That is conducted for the purpose of determining any one or more of the following matters<br>The nature and extent of any contamination of the land<br>The nature and extent of any management of actual or possible contamination of the land<br>Whether the land is suitable for any specified use or range of uses<br>What management remains necessary before the land is suitable for any specified use or range of uses<br>The suitability and appropriateness of a plan of management, long-term management plan or a voluntary management proposal. |

|   |  |
|---|--|
| Site Auditor<br>As defined in the SEPP 55 guidelines.               | A person accredited by the EPA under the Contaminated Land Management Act to conduct site audits.  |
| Site Auditor Statement<br>As defined in the SEPP 55 guidelines.     | A certificate issued by a site auditor for what use the land is suitable.<br>OR<br>A site audit statement prepared by a site auditor in accordance with the Contaminated Land Management Act.  |
| Site Audit Report<br>As defined in the SEPP 55 guidelines.          | A report containing the key information and the basis of consideration which leads to the issue of a site audit statement.<br>OR<br>A site audit report prepared by a site auditor in accordance with the Contaminated Land Management Act.                                  |
| Site History<br>As defined in the SEPP 55 guidelines.               | A land use history of a site that identifies activities or land uses that may have contaminated the site, establishes the geographical location of particular processes within the site, and determines the approximate time periods over which these activities took place. |
| Site Investigation Process<br>As defined in the SEPP 55 guidelines. | The process of investigating land that may be, or is, contaminated, for the purpose of providing information to a planning authority.  |
| Validation<br>As defined in the SEPP 55 guidelines.                 | The process of determining whether the objectives for remediation and any development consent conditions have been achieved.   |

**APPENDIX 2: ACTIVITIES THAT MAY CAUSE CONTAMINATION**

Activities that may cause contamination, as listed by the Planning Guidelines SEPP 55 – Remediation of Land, are listed below. This should be used as a guide only. A conclusive contaminated or non contaminated status can only be determined after a site history investigation and sampling analysis (where required).

- acid/alkali plant and formulation
- agricultural/horticultural activities
- airports
- asbestos production and disposal
- chemicals manufacture and formulation
- defence works
- drum re-conditioning works
- dry cleaning establishments
- electrical manufacturing (transformers)
- electroplating and heat treatment premises
- engine works
- explosives industry
- gas works
- iron and steel works
- landfill sites
- metal treatment
- mining and extractive industries
- oil production and storage
- paint formulation and manufacture
- pesticide manufacture and formulation
- power stations
- railway yards
- scrap yards
- service stations
- sheep and cattle dips
- smelting and refining
- tanning and associated trades
- waste storage and treatment
- wood preservation
- clandestine laboratories and hydroponic plantings\*

Source: Department of Urban Affairs and Planning & Environment Protection Authority. 1998. Managing Land Contamination Planning Guidelines. Table 1.

\* Not currently listed in SEPP 55 Guidelines Remediation of land.

### **APPENDIX 3: REQUIREMENTS FOR CATEGORY 2 REMEDIATION**

An applicant undertaking Category 2 remediation work must comply with the following requirements in order to maintain the amenity of adjoining owners, to prevent a risk to human health and to protect the environment.

The following detail should also be included in the development of a Remedial Action Plan in accordance with Guidelines on the Duty to Report Contamination under the Contaminated Land Management Act 1997.

#### **1. Hours of Operation**

All remediation work (including the delivery/removal of materials or equipment) shall be limited to the following hours of work (unless through an alternative mutual agreement in writing with Council or is carried out in a residential zone) to:

- Monday to Friday 7.00am to 6.00pm
- Saturday 8.00am to 1.00pm

No remediation work is permitted on Sundays or public holidays.

Noise from power tools and equipment in a residential zone is only restricted by the following:

- Noise should not be heard in a habitable room in a neighbour's residence between:
  - 8pm to 7am on weekdays and Saturdays
  - 8pm to 8am on Sundays and public holidays

#### **2. Noise and Vibrations**

Any noise and vibrations from the site shall be limited by:

- Complying with the NSW EPA's Industrial Noise Policy where applicable;
- Ensuring that all machinery and equipment is operated in an efficient manner to minimise noise from the site on adjoining properties;
- Ensuring that the use of any plant and/or machinery does not cause vibrations in excess of legislation and Australian Standards, on any premises.

#### **3. Erosion and Sediment Control Plans**

An Erosion and Sediment Control Plan (ESCP) shall be prepared and submitted to Council for approval prior to remediation works commencing onsite. The ESCP shall be developed with regard to the requirements detailed in Council's Soil and Water Management Policy and Council's Engineering Guidelines and Technical Specifications.

Sediment control structures shall be provided to prevent sediment entering drainage systems particularly where surfaces are exposed or where soil is stockpiled.

All erosion and sediment control measures must be maintained in a functional condition throughout the remediation works.

**4. Stockpiles**

No stockpiles of soil or other materials shall be placed on public land (i.e. footpaths, reserves or nature strips). All stockpiles shall be placed away from drainage lines, gutters or stormwater pits or inlets. All stockpiles of soil or other material shall be maintained to prevent dust, odours or seepage. All stockpiles of contaminated soils shall be secured to prevent dust, odour or seepage if being stored for more than 24 hours.

**5. Bunding**

Any areas used for remediation or the stockpiling of construction materials or contaminated soils shall be controlled to contain surface water runoff and run-on and be designed and constructed so as to prevent the leaching of contaminants into the subsurface groundwater. Locate stockpiles and construction materials away from drainage lines and provide bunding of disturbed areas and excavations to prevent runoff to waterways or stormwater where necessary. Ensure stabilisation as soon as possible. All surface water discharges from the area to Council's stormwater system shall not contain detectable levels of contaminants.

**6. Site Access and Vehicle Use**

Vehicle access to the site shall be designated to prevent the tracking of sediment onto public roadways and footpaths. Soil, earth, mud or similar material must be removed from the roadway by sweeping, shovelling, or a means other than washing on a daily basis or as required by an appropriate authority. Soil residue from vehicle wheels shall be collected and disposed of in an appropriate manner.

All vehicles are to:

- Enter and exit the site in a forward motion;
- Comply with all road rules, including vehicle weight limits;
- Minimise the use of Local Roads by utilising State Roads where available;
- Be cleaned pre and post works to prevent the movement of weed seeds;
- Securely cover or seal all loads to prevent the release of any dust, fumes, soil or liquid emissions during transportation;
- Conduct deliveries of soil, materials, equipment or machinery during the hours of remediation work outlined in Section 1;

Note. Applicants may consult Council prior to selecting the most suitable transport route.

**7. Air Quality**

Emissions of dust, odour and fumes from the site are to be appropriately controlled as per the EPA regulations and guidelines. These may include but are not limited to:

- Using water sprays to suppress dust;
- Establishing dust screens around work zones, the perimeter of the development site and any material handling areas;
- Securely covering loads entering/exiting the site;
- Covering stockpiles of contaminated soil that remain on site for more than 24 hours;

- Keeping excavation surfaces and stockpiles moist

**8. Groundwater and Surface Water**

Contaminated water is to be disposed of offsite at an appropriate waste treatment processing facility. Alternatively water that has been analysed for suspended solids, total solids, pH and contaminants identified in preliminary/detailed site investigations may be excavation pumped to stormwater if levels of all parameters tested meet EPA and Australian and New Zealand Guidelines (ANZECC) for fresh and marine water quality. Application may be made to Council for the water to be disposed of via sewer via a Trade Waste Agreement.

**9. Existing Vegetation**

There shall be no removal or disturbance to trees or native understorey without the prior written consent through Council's Tree Preservation Order process. All trees that will be retained on the site must be suitably protected from damage during remediation works. This includes provision of protective fencing to protect the root zone of these trees. The fencing must extend to a minimum of the drip line of each tree. No stockpiling, storage, excavation, vehicle parking, or vehicle movement is to occur within the root zone protection area. Tree protection fencing must remain in place until the end of remediation works.

All exposed areas shall be progressively stabilised and revegetated on the completion of remediation works.

**10. Capping of Contaminated Soil**

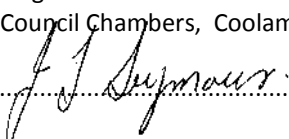
Capping of contaminated soil should only occur after alternative remediation works have been investigated, particularly in urban zoning or areas identified as future growth in Coolamon's LEP/DCP.

Contaminated soil is only permitted to be capped if it does not prevent any permitted use of the land and it can be demonstrated that there will be no ongoing impacts on human or environment health. Capping of contaminated soil that exceeds zoning permissible levels, is classified as Category 1 Remediation Work and may only be permitted in accordance with a Development Consent.

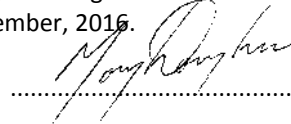
Where site capping is carried out on a site and further maintenance is required, Council will require the placement of a covenant on the title of the land. The covenant will advise of any maintenance works required to be carried out. Records of any maintenance undertaken on the site shall be kept for future reference and provided to Council on an annual basis. The cost of the preparation of covenant is borne by the applicant.

**11. Contaminated Soil Disposal**

Disposal of contaminated soil must be in accordance with the Protection of the Environment Operations Act and Regulations and any EPA guidelines relevant at the time (such as the NSW EPA publication NSW EPA Environmental Guidelines: Assessment, Classification and Management of Liquid and Non-Liquid Wastes (2004)).

.....  


MAYOR

.....  


GENERAL MANAGER.

Any enquires associated with the off-site disposal of waste from a contaminated site should be referred to the EPA helpline (phone 131 555). If contaminated soil or other waste is transported to or from a site a licensed waste transport contractor must be used.

The Coolamon Shire Council's Waste Management Facility only accepts waste in accordance with its Environment Protection Licence (insert licence number). Section 1.5 Waste requires that waste be 'General Solid Waste'. Analysis of the contaminated soil is to be undertaken to verify that the waste is 'General Solid Waste'. All documentation is to be provided to Council's Waste Management Team and approved prior to the waste entering the landfill.

#### 12. Work Health and Safety

It is the employer's responsibility to ensure that all site remediation works comply with the Work Health and Safety legislation and other applicable SafeWork (previously known as WorkCover) NSW requirements.

#### 13. Importation of Fill

All fill imported to the site shall be validated as Virgin Excavated Natural Material (VENWENM) as defined in the Protection of the Environment Operations Act 1997 (PEEO Act) to ensure the imported fill is suitable for the proposed land use from a contamination perspective. Council may in certain instances require details of the appropriate validation of imported fill material to be submitted with any application for the future development of the site.

Fill is permitted for use provided that:

- It itself is not contaminated;
- It is weed and pest free;
- It is compatible with the existing soil characteristic so as not to adversely affect site drainage.

#### 14. Site Security and Lighting

The site shall be secured to ensure against all unauthorised access by using appropriate fencing.

It is recommended that security lighting is used to deter unauthorised access. If security lighting is used it shall be shielded to protect the amenity of adjoining landowners.

#### 15. Rodents and Vermin

Rodents and vermin are to be adequately controlled and disposed of in an environmentally appropriate manner.

#### 16. Consultation

Written notification to adjoining owners/occupants is to occur at least two days prior to the commencement of remediation works. Notification is to include:

- Estimated length of works;
- Contact details of Site Manager;



Signage visible from the road and adjacent to site access is to display the Site Manager and Remediation Contractor contact details for the duration of the works.

**17. Removal of Underground Petroleum Storage Systems (UPSS)**

The removal of all UPSS is to be completed in accordance with the:

- Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulations 2014<sup>6</sup>;
- Australian Institute of Petroleum's Code of Practice: The Removal and Disposal of Underground Petroleum Storage Tanks (AIP CP22-1994)<sup>7</sup>;
- NSW Work Cover requirements;
- Australian Standard/s including AS 2601 – 1991 Demolition of Structures and AS 1940 – 2004 Storage and Handling of Flammable and Combustible Liquids.

Following the removal of underground storage systems containing fuel, the site area, which includes bowser lines and fuel lines, shall be assessed, remediated if need be, and validated in accordance with the requirements above. All documents must be submitted to Council, including but not limited to a tank pit validation prepared in accordance with the POEO regulations.

**18. Hazardous Materials**

Hazardous and/or intractable wastes arising from the remediation work shall be removed and disposed of in accordance with the requirements of the NSW EPA and SafeWork (previously known as WorkCover) NSW, together with the relevant regulations, namely:

- NSW Work Health and Safety Act 2011;
- NSW Work Health and Safety Regulation 2011;
- Contaminated Land Management Act and Regulations; and
- Environmentally Hazardous Chemicals Act 1985 and Regulations.

Under the Protection of the Environment Operations Act 1997 the transportation of Schedule 1 Hazardous Waste is a scheduled activity and must be carried out by a transporter licensed by the NSW EPA.

**19. Site clean-up/rehabilitation**

The remediation work site must be stabilised to ensure that no offsite impacts occur on the site post completion.

<sup>6</sup> Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2014  
<http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+565+2014+cd+0+N>

<sup>7</sup> NB: Australian Institute of Petroleum's Code of Practice: The Removal and Disposal of Underground Petroleum Storage Tanks (AIP CP22-1994) has been withdrawn by AIP.



**20. Site Validation**

All Category 2 remediation work shall be validated by a site auditor accredited by the EPA under Part 4 of the CLM Act and a copy provided to Council within 90 days of completion and prior to the commencement of building construction works. The validation report is to:

- Contain a copy of any reports or records taken during remediation or following completion of validation works;
- Contain a validation statement detailing all works have been undertaken and completed satisfactorily;
- Demonstrate that the objectives of any relevant Remedial Action Plan (RAP) have been achieved, any conditions of development consent have been complied with or whether any further remediation work or restrictions on land use are required;
- Provide evidence confirming that all NSW EPA, SafeWork (previously known as WorkCover) and other regulatory authorities license conditions and approvals have been met;
- Identify the need for continued monitoring in situations where clean-up is not feasible or on-site containment has occurred;
- State the suitability of the site for its current or proposed use.

Successful validation is the statistical confirmation that the remediated site complies with the clean-up criteria set for the site.

The site auditor must:

- Be currently accredited by the NSW EPA;
- Comply with all relevant publications of the NSW EPA;
- Not have a conflict of interest or a pecuniary interest, within the meaning of Section 54 of the Contaminated Land Management Act 1997.

The full cost of the validation will be borne by the applicant and not Council.

Category 2 Remediation Works Checklist

| Requirement  | Completed |
|--|-----------|
| Remediation works are not classified as designated development under the Environmental Planning and Assessment Act 1979 or any other planning instrument   |           |
| Remediation works are not proposed on land that is:<br>Identified as critical habitat under the Threatened Species Conservation Act 1995; or<br>Likely to have a significant impact on threatened species, populations, ecological communities or their habitats; or<br>In an area or zone classified under an Environmental Planning Instrument as conservation or heritage conservation, habitat area, habitat protection area, habitat or wildlife corridor, environment protection, floodway, nature reserve, scenic area or scenic protection, or wetland, or<br>Requiring consent under another State Environmental Planning Policy. |           |
| Remediation work is consistent with the Requirements for Category 2 Remediation of Contamination Law, or you have received written confirmation from Council.  |           |
| Details of category 2 remediation work has been submitted 30 days prior to commencement, unless otherwise exempt.  |           |
| Written notification to adjoining owners/occupants has occurred at least two days prior to the commencement of remediation works detailing the estimated length of the works and contact details of the Site Manager.  |           |
| Have provided written correspondence to Council and members of the public who raised written concerns relating to the remediation works within 2 working days of commencement.   |           |
| Signage is visible from the road and adjacent to site access, displaying the Site Manager and Remediation Contractor contact details.  |           |
| Have provided notice of completion of remediation work within 30 days after the completion of the works to Council and any other consent authority in accordance with Clauses 17 and 18 of SEPP 55.  |           |
| Have provided independent verification within 90 days of remediation works being completed.  |           |
| If applicable, have notified Council of maintenance required in order for a covenant to be placed on the title.  |           |
| Have a mechanism in place to provide Council details of maintenance completed annually.  |           |

#### **APPENDIX 4: CONDITIONS OF CONSENT**

The following conditions have been created for use with development applications involving contaminated land. Not all conditions will be relevant to every development application and they will be used as appropriate and where relevant to a particular application. Amendments may also be made, where appropriate, to reflect legislative or other changes.

##### **Contaminated Land**

The subject land has been contaminated from past land use or development. Accordingly, the applicant is advised to make contact with the SafeWork NSW (previously known as WorkCover) for advice regarding minimising harm to workers during operations. Any soil or debris that may need to be removed from the site may only be deposited at licensed landfill sites able to receive potentially contaminated wastes. Reference should be made to Coolamon Shire Councils Contaminated Land Management Policy.

##### **Contamination – Recommendations**

The recommendations contained in (insert section) of the document entitled (insert title) prepared by (insert author) dated (insert date) and supplied to Council (insert date) are adopted as conditions of this Consent subject to the following additional requirements.

- a) Insert
- b) Insert

##### **Contamination – Notation on Title**

A notation is to be registered on the title of (insert Lot and DP) advising prospective purchasers to the effect that:

- a) The land is classified as contaminated land as past uses of the land may have contaminated, or contributed to the contamination of, the land; and
- b) Remediation works have been partial and localised only; and
- c) Contaminants may remain in both the soil and groundwater; and
- d) Further investigation and remediation may be required prior to any particular use of the land being undertaken or approved.

##### **Environmental - site remediation works**

Site remediation works (as may be required) are to be carried out generally in accordance with the approved contamination report and remedial action plan, the ANZECC and NHMRC Guidelines (1992) and applicable NSW Environment Protection Authority Guidelines.

On completion of the site remediation works, the following documentation is to be submitted to the Principal Certifying Authority and to Coolamon Shire Council, if Council is not the Principal Certifying Authority:

- a) Written notification that the site remediation works have been completed is to be submitted within 30 days of the works being completed.

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- b) The report is to certify that the remediation works have been carried out in accordance with the approved Remedial Action Plan and relevant NSW Environment Protection Authority requirements. (D436)

***State Environmental Planning Policy 55 – guidelines and notices***

All remediation work must, in addition to complying with any requirement under the Environmental Planning and Assessment Act or any other law, be carried out in accordance with:

- a) the contaminated land planning guidelines; and
- b) the guidelines (if any) in force under the Contaminated Land Management Act 1997.

In addition a notice of completion of remediation work on any land must be given to the Council. The notice is to be given within 30 days after the completion of the work.

**Completion of Remediation Works – Prior to the commencement of any other works**

Upon the completion of any remediation works stated in the RAP, the person acting on this consent must submit to Council a Validation and Monitoring Report. The report is to be prepared in accordance with the NSW Environment Protection Authority's Guidelines for Consultants Reporting on Contaminated Sites 1998.

**Completion of Remediation Works – Prior to Occupation**

Upon the completion of the approved remediation works stated in the approved Remediation Action Plan and before the issue of an Occupation Certificate (whether an interim or final Occupation Certificate), the person acting on this consent shall submit to Council a Validation and Monitoring Report. The report is to be conducted in accordance with the NSW Environment Protection Authority's Guidelines for Consultants Reporting on Contaminated Sites 1998.

**Environmental Management Plan**

Prior to the issue of a Construction Certificate, an Environmental Management Plan (EMP) for the site is to be submitted to Coolamon Shire Council for consideration and approval. The EMP is to be prepared by an experienced and certified consultant in consultation with Council and other relevant agencies, and may need to be amended to include the comments provided by Council and other agencies. The EMP is to:

- a) Address all environmental aspects of the development's construction and operational phases; and
- b) Recommend any systems/controls to be implemented to minimise the potential for any adverse environmental impact(s); and
- c) Incorporate a programme for ongoing monitoring and review to ensure that the EMP remains contemporary with relevant environmental standards.

The EMP should include but is not limited to the following:

- i. Soil and water management
- ii. Air Quality
- iii. Water Quality
- iv. Dust suppression
- v. Litter control
- vi. Noise control
- vii. Waste management
- viii. Dangerous/hazardous goods storage
- ix. Emergency response and spill contingency.

Council will not withhold its consent to the Environmental Management Plan provided the above-mentioned matters are reasonably addressed.

The relevant aspects of the approved EMP are to be implemented during the relevant phase(s) of the development.

- Employment of Environmental Consultant

An experienced and certified environmental consultant is to be employed to supervise the implementation of the development in accordance with the relevant aspects of the approved EMP as identified at each phase of the development (e.g. prior to commencement of works, construction and post-construction/ ongoing operations of the development). Details of the environmental consultant, including contact details, employed to oversee the development is to be submitted to Coolamon Shire Council with the 'Notification of Commencement' 2 days before any works are to commence on site.

Note: An appropriately qualified and experience environmental consultant must be certified by one of the following certification schemes or equivalent:

- o Site Contamination Practitioners Australia (SCPA); and
- o Environment Institute of Australia and New Zealand's (EIANZ) Contaminated Land Assessment Specialist Certified Environmental Practitioner (CLA Specialist CEnvP).

- Add following paragraph if required:

Operational matters of the development, Compliance Certificates or other written document are to be obtained from a qualified environmental consultant certifying that the aspects of the approved EMP are complied with. The Compliance Certificate or other written documentation is to be submitted to Coolamon Shire Council on an annual basis, on the anniversary of the Occupation Certificate being issued for the development.

#### **Erosion and Sediment Control**

Run-off and erosion control measures must be implemented to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land. The control measures must be in accordance with Coolamon Shire Council's adopted Erosion and Sediment Control Guidelines for Building Sites.

Erosion and sediment control measures must address and incorporate general site management material handling practices, soil stabilisation, wind erosion, access measures and shall provide for:

- a) The diversion of uncontaminated run-off around cleared or disturbed areas.
- b) The erection of a silt fence to prevent debris escaping into drainage systems or waterways.
- c) The prevention of tracking of sediment by vehicles onto roads.
- d) Covering of vehicles entering/exiting the site with material.
- e) The stockpiling of topsoil, excavated material, construction and landscaping supplies and debris within the site, and the removal or utilisation (where appropriate) of that stockpile after completion of the works.
- f) Maintenance of control measures until the land is effectively rehabilitated and stabilised beyond the completion of construction. (C430)

**Maintenance of soil erosion and pollution controls**

All measures specified in Council's Soil and Water Management Policy to minimise the effects of soil erosion and pollution are to be installed then maintained until disturbed areas are rehabilitated and landscaped. Council may issue infringement notices incurring a monetary penalty where measures are not provided or maintained.

**Environmental - dust control**

Effective dust control measures shall be introduced and maintained at all times. Full details of the proposed method of dust control shall be submitted to and approved by Council with the construction certificate.

**Environmental - dust suppression**

Dust suppression techniques are to be employed during works to reduce any potential nuisances to surrounding properties.

**Waste Disposal**

All waste generated on site during the project shall be classified and separated in accordance with DECCW's Waste Classification Guidelines and transported to facility that may lawfully accept the waste.

**Secure Remediation Area**

Prior to commencement of works on site, a secure fence shall be installed around the proposed remediation area to prevent access by unauthorised persons, which shall be removed following completion of remediation works.

**Landscape Plan**

Prior to the issue of a Construction Certificate, a detailed Landscape Plan that includes the following will be required:

- a) Identification and accurate mapping of all trees suitable for retention based on health and condition.
- b) Report detailing species, health, condition and hazard rating of trees identified as suitable for retention.

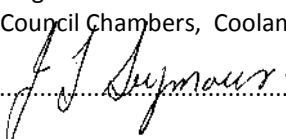
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17<sup>TH</sup> NOVEMBER, 2016.

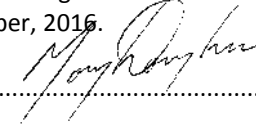
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- c) Trees identified for retention to be clearly tagged on site to allow for assessment by Council officers.
- d) A tree planting/revegetation plan detailing species and location.
- e) Methods of tree protection during engineering works for trees identified to be retained.

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..... MAYOR

.....GENERAL MANAGER.

**APPENDIX 5: COUNCIL PROCEDURE FOR INITIAL EVALUATION**

Process: Initial Evaluation

Exceptions: If an application is sent directly to the NSW Department of Planning and Environment as the land is deemed to be contaminated, and that the contamination is significant enough to be declared Significantly Contaminated under the CLM Act.

Trigger: An application is submitted to Council by an applicant for a given site.

Checklist process:

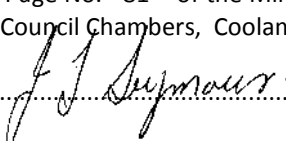
| Step | Process  | Yes  | No  |
|------|--|--|---|
| 1    | Does the application include a statement that the land (or neighbouring land) is, or is likely to be contaminated?   | Go to Step 1A.   | Initiate Preliminary site investigation process – Appendix 6. |
| 1A   | Did the application include a Site Audit Statement or Remedial Action Plan?  | Go to site auditing or to Remediation process.<br>- Appendix 10 and 8 respectively.                                    | Go to Step 2.   |
| 2    | Is the application requiring a change in land use to residential, educational, recreational, child care or hospital?   | Need to be mindful of this when deciding as to whether a preliminary site investigation is required before proceeding. | Go to Step 3.   |
| 3    | Is the site, under consideration (or neighbouring sites) included in the Register as 'significantly contaminated' or 'remediated land'? Listed on the EPA's notifications list i.e. sites which are awaiting assessment? | Go to Step 3A.   | Go to Step 4.   |
| 3A   | Does the Site Audit Statement or Remedial Action Plan place limitations on the use of the land?  | Initiate preliminary site investigation process – Appendix 6.  | Go to Step 4.   |
| 4    | Is the site under consideration (or neighbouring sites) included in the register as potentially contaminated land?   | Go to Step 4A.   | Go to Step 5.   |

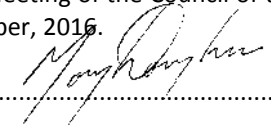
.....*J. J. Seymour*..... MAYOR

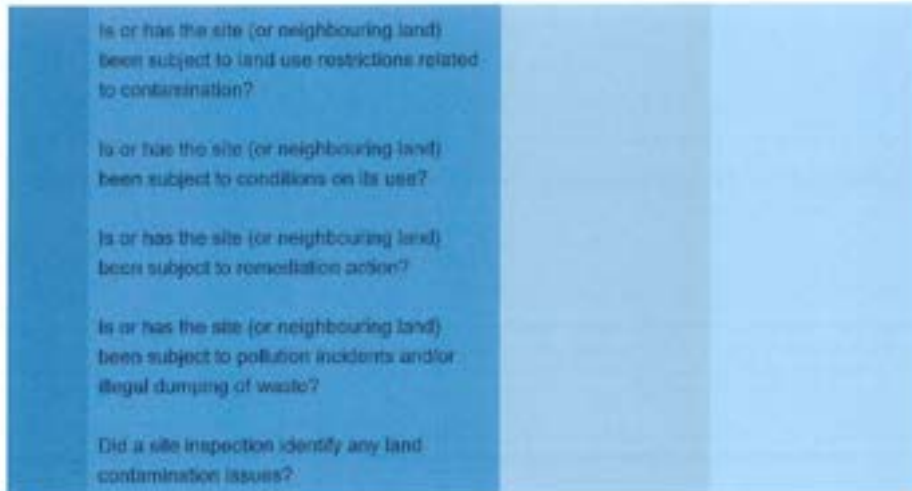
.....*Maughan*..... GENERAL MANAGER.



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| 4A | Determine previous land use history and contamination potential. Is contamination possible?   | Initiate preliminary site investigation – Appendix 6.                               | Go to Step 5.  |
| 5  | Has the site under consideration been subject to either a preliminary or detailed site contamination investigations in the past?  | Go to Step 5A.  | Go to Step 6.  |
| 5A | Locate and review Site Audit Statement and the Validation and Monitoring Report. Do restrictions and/or conditions on the land use require further investigation?   | Initiate preliminary site investigation – Appendix 6.                               | Go to Step 6.  |
| 6  | Is the application outlining no change in land use, but the existing land use involves an activity listed in Appendix 2 of the Policy?  | Go to Step 6A.  | Go to Step 7.  |
| 6A | Is the previous/existing land use related to industrial/commercial or to intensive broadacre?   | Consider if a preliminary site investigation is warranted before proceeding.        | Go to Step 7.  |
| 7  | Does information on current zoning and permissible land uses (e.g. restrictions and/or conditions on land use relating to land contamination contained in the LEP, DCP etc), or records from previous zonings, development and building applications, property files and information provided by the applicant suggest land contamination may be an issue for this or in neighbouring sites?<br><br>Does the Local Environment Plan or Development Control Plan place restrictions or conditions for the development of the site?<br><br>Is an identified historical land use for the land (or neighbouring land) listed in Appendix 2 of the Policy?<br><br>Is an identified historical land use (or neighbouring land) related to agriculture or intensive horticulture? (excludes broadacre horticulture). | Yes or maybe to one or more – Initiate preliminary site investigation - Appendix 6. | No to all. Proceed with normal planning assessment process. Process finalised. |

..... MAYOR

.....GENERAL MANAGER.



Key decision for check list:

Initial Evaluation Report (as a file note) concludes that:

1. Reasonable efforts have been made to come to a conclusion that there is no risk in the development application relating to land contamination, hence the assessment of the Development Application continues business-as-usual; or
2. There is insufficient information to determine whether the land under consideration in the development application is not contaminated land, in that the land concerned is either:
  - Land that is within an investigation area that has been notified as such by the EPA;
  - Land on which activities referred to in Appendix 2 of the Contaminated Land Management Policy are being, or are known to have been carried out, especially in regards to agriculture and intensive horticulture activities; or
  - Land on which there is incomplete knowledge about whether activities referred to in Appendix 2 of the Contaminated Land Management Policy are being, or are known to have been carried out, and if the proposed development involved residential, educational, recreational, child care or hospital purposes.

If 1): proceed with normal business process in the assessment of the development application.

If 2): notify the applicant in writing that a Preliminary Site Investigation is required.

**APPENDIX 6: COUNCIL PROCEDURE FOR PRELIMINARY SITE INVESTIGATION**

Process: Preliminary Site Investigation

Exceptions: If an application is sent directly to the NSW Department of Planning and Environment (as a consenting authority) as the land is deemed to be contaminated, and that the contamination is significant enough to warrant regulation.

Trigger: Initial Evaluation could not conclude that the land under consideration in the application is not contaminated land.

Activity: Request the applicant to use a suitably qualified expert to undertake a preliminary site contamination investigation, and to undertake this investigation in accordance with the NSW EPA Guidelines for Consultants Reporting on Contaminated Sites. Request that the outcomes of this investigation are included in a revised application. (Note: this activity can be undertaken in conjunction with the Detailed Site Investigation).

Checklist process:

| Step | Process  | Yes   | No   |
|------|--|---|--|
| 1    | The application includes a Preliminary Site Investigation Report.  | Go to Step 2.                                   | Go to Step 1A.   |
| 1A.  | Request the applicant provide the Preliminary Site Investigation Report.   | Go to Step 2.                                   | Undertake Step 1A before proceeding.                           |
| 2    | Review the Preliminary Site Investigation Report and determine whether a Detailed Site Investigation is required.  | Go to Step 3.                                   | Undertake Step 2A before proceeding.                           |
| 3    | Preliminary Site Investigation Report (as a file note with the report) demonstrates the potential for, or existence of, contamination, which may preclude the land of being suitable for the proposed use. | Go to Detailed Site Investigation – Appendix 7. | Go to Step 4.  |
| 4    | Is there a requirement for conditions of consent (refer to Appendix 4).  | Go to step 5.                                   | Process the application. Process finalised.                    |
| 5    | Process application with Conditions of Consent.  | Process finalised.                              | Step 5 needs to be undertaken before process can be finalised. |

**APPENDIX 7: COUNCIL PROCEDURE FOR DETAILED SITE INVESTIGATION**

Process: Detailed Site Investigation

Exceptions: If an application is sent directly to the NSW Department of Planning and Environment (as the consenting authority) as the land is deemed to be contaminated, and that the contamination is significant enough to warrant regulation.

Trigger: Preliminary Site Investigation Report identifies the potential for, or existence of, contamination which may preclude the land of being suitable for the proposed use.

Activity: Request the applicant to use a suitably qualified expert to undertake a detailed site contamination investigation, and to undertake this investigation in accordance with the NSW EPA Guidelines for Consultants Reports for Contaminated Sites. Request that the outcomes of this investigation are included in a revised development application. (Note: this activity can be undertaken in conjunction with the Preliminary Site Investigation).

Checklist process:

| Step | Process   | Yes            | No   |
|------|---|----------------|--|
| 1    | The application includes a Detailed Site Investigation Report.  | Go to Step 3.  | Go to Step 2.  |
| 2    | Request the applicant provide a Detailed Site Investigation Report  | Go to Step 3.  | Undertake Step 2 before proceeding.  |
| 3    | Does the Detailed Site Investigation Report include a statement that the site is contaminated and that the contamination is significant enough to warrant regulation?   | Go to Step 4.  | Go to Step 3A.   |
| 3A   | Request the applicant submit a revised Detailed Site Investigation Report to include a statement on the suitability   | Go to Step 3B. | Cannot proceed until Step 3A is undertaken.                                  |
| 3B   | Revised Detailed Site Investigation report received.  | Go to Step 4.  | Cannot proceed until revised detailed site investigation report is received. |
| 4    | The Detailed Site Investigation Report includes a statement on whether the site is suitable for the proposed use and for all other purposes permissible in the zone, or if it can be made suitable through remediation. | Go to Step 5.  | Go to Step 4A.   |
| 4A   | Request a statement on whether the site is suitable for the proposed use and for all other  | Go to Step 5.  | Undertake Step 4A before proceeding.   |

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

.....*M. J. Douglas*..... GENERAL MANAGER.

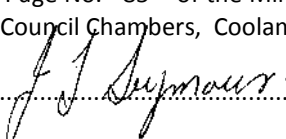


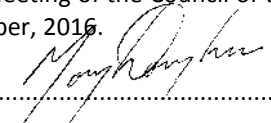
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|    | purposes permissible in the zone, or if it can be made suitable through remediation.  |                              |   |
| 5  | Does the Detailed Site Investigation Report include a statement that the site is potentially contaminated and that the contamination is significant enough to warrant regulation?   | Go to Step 5A.               | Go to Step 6.   |
| 5A | Notify NSW EPA immediately.   | Proceed with EPA directions. | No other action can be undertaken until Step 5A has occurred.                             |
| 6  | Does the Detailed Site Investigation Report conclude that the land is unsuitable for the proposed use and may not be appropriately remediated, or the applicant does not wish to remediate?   | Go to Step 5A.               | Go to Step 7.   |
| 6A | The application may be modified to a use that is suitable for the land without remediation (e.g. relating to a development application outlining no change in land use), provided a new development application is not required, or the application can be withdrawn, or the application can be refused by Council. Application modified for consent. | Go to Step 7.                | Go to Step 6B.  |
| 6B | Has the applicant indicated its intent to withdraw the development application?   | Go to Step 6C.               | Go to Step 6D.  |
| 6C | Close the assessment of the application.  | Process finalised.           | Undertake Step 6C to finalise process.  |
| 6D | Application refused by Council.   | Go to Step 6E.               | Application is required to be modified, withdrawn or refused for process to be finalised. |
| 6E | Consider if the site should be included on the Contaminated Lands site register and include on register if required.  | Process finalised.           | Undertake Step 6E to finalise process.  |
| 7  | Does the Detailed Site Investigation Report include a statement that the site is  | Go to Step 8.                | Go to Step 9.   |

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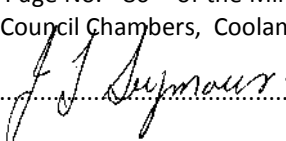
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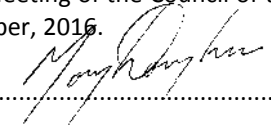
.....GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17<sup>TH</sup> NOVEMBER, 2016.

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|     | contaminated, which may preclude the land from being suitable for the proposed use?   |                                 |  |
| 8   | Has the applicant indicated its intent to withdraw the development application?   | Go to Step 6C.                  | Go to Step 9.  |
| 9   | Is Council satisfied that the site is suitable for the proposed use and for all other purposes permissible in the zone?   | Go to Step 10A.                 | Go to Step 9.  |
| 9A  | Are conditions of consent required?   | Go to Step 9B.                  | Go to Step 10.   |
| 9B  | Include conditions of consent (see Appendix 4 of the Policy).   | Process finalised.              | Process can't be finalised until Step 9B is undertaken.    |
| 10  | Council to develop restrictions and/or conditions for the land, including any restrictions relating to the intended land use or conditions on the remediation and also provision of a Validation and Monitoring Report prior to commencement of development work (e.g. construction certificate). | Go to Step 11.                  | Undertake Step 10 before proceeding.                       |
| 11  | Does the Detailed Site Investigation Report include a list of feasible remediation options available to remediate the site in order to make it suitable for the proposed use?   | Go to Remediation – Appendix 8. | Go to Step 11A.  |
| 11A | Seek this information from the applicant.   | Go to Remediation – Appendix 8. | Process cannot proceed until Step 11A has been undertaken. |

Note: Subsequent to finding that the Detailed Site Investigation Report includes a statement that the site is contaminated and that the contamination is significant enough to warrant regulation, Council must notify the NSW EPA who may then declare the land as a 'Remediation Site' thereby subjecting the land to remediation works and processes under the Management Order issued by the EPA.

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 ..... GENERAL MANAGER.

**APPENDIX 8: COUNCIL PROCEDURE FOR REMEDIATION**

Process: Managing requirements of Council, the applicant and other actors relating to remediation of land and its congruence with SEPP 55 Planning Guidelines, and that remediation works will be undertaken in accordance with the relevant EPA Guidelines under the Contaminated Land Management Act.

Exceptions:

- Category 1 remediation works with consent from the Department of Planning and Environment.
- Category 2 remediation works subject to a Remediation Order by the EPA without consent. Under this scenario the EPA declares that the land is a Remediation Site and a Remediation Order is issued by the EPA.
- Site that is under voluntary remediation (i.e. Voluntary Remediation Plan) with the EPA declaring the site a Remediation Site (See Section 4.3, Voluntary Remediation) and where the EPA does not require the specific works to be undertaken under the EP&A Act.

Trigger:

- Land covered by a development application requires remediation to make the land suitable for the proposed use and for all other purposes permissible in the zone.
- Receipt of a notification regarding proposed Category 2 remediation works without consent.

Checklist process:

| Step | Process   | Yes  | No            |
|------|---|--|---------------|
| 1    | Is the remediation work likely to have a potential for significant environmental impacts from the remediation works?  | Go to Step 1A  | Go to Step 1B |
| 1A   | Remediation works would be considered as Category 1 remediation works with Council consent (go to sub-section Category 1 Remediation Works With Council Consent). | Proceed to subsection Category 1 Remediation Works with Council Consent. | N/A           |
| 1B   | Considered as Category 2 remediation works without consent (go to sub-section Category 2 Remediation Works Without Consent).                                      | Proceed to subsection Category 2 Remediation Works Without Consent.      | N/A           |

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

.....*M. J. Douglas*.....GENERAL MANAGER.

Notes: Category 1 remediation work includes any work that is:

1. Designated development as listed in Schedule 3 under the Environmental Planning and Assessment Regulation (2000), and requires the applicant to prepare an Environmental Impact Statement.
2. Carried out on land that is considered as critical habitat (for threatened species).
3. Likely to have a significant impact on critical habitat or a threatened species, population or ecological community.
4. Development for which another SEPP requires development consent.
5. In an area or zone to which are classified for coastal protection, conservation or heritage conservation, habitat area, habitat protection area, habitat or wildlife corridor, environmental protection, floodway, nature reserve, scenic area or scenic protection, wetland, or any land in a manner that does not comply with the Policy made under the contaminated land planning guidelines by Council.
6. Any other works as nominated by Council under s.9(f) of SEPP 55 – Remediation of Land.
7. Council should notify NSW EPA that it considers remediation works associated with a planning proposal or development application to be Category 1 remediation works.

**Category 1 Remediation Work Subject to Management Order with Consent of Department of Planning and Environment.**

Notes:

1. Similar process to Category 1 Remediation Works with Council Consent except that Department of Planning and Environment manage the assessment steps and Council receives notifications at certain stages in the process.
2. A Remediation Action Plan must be prepared by the applicant and subsequently approved by the Department of Planning and Environment (as the consenting authority).
3. Department of Planning and Environment may require an Environmental Impact Statement (EIS) if the remediation is likely to significantly affect the environment.
4. A Remediation Action Plan, planning proposal or development application and an EIS is required to be submitted by the applicant to the Department of Planning and Environment.
5. Management Order is issued by the EPA.
6. Post-remediation: Validation and Monitoring Report and Site Audit Statement sent to the Department of Planning and Environment (under SEPP 55) and to the EPA (under the Remediation Order).



*Category 1 Remediation Work with Council Consent*

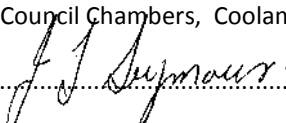
| Step | Process   | Yes  | No   |
|------|---|--|--|
| 1.   | Does the Category 1 remediation work include any work that is designated development listed in Schedule 3 of the Environmental Planning and Assessment Regulation?  | Determine whether the applicant is required to submit an Environmental Impact Statement before proceeding. | Go to step 2.                                    |
| 2    | If the remediation work is Category 1 remediation work, has the applicant submitted a Remedial Action Plan?   | Go to 2A.  | Remedial Action Plan required before proceeding. |
| 2A   | Is Council satisfied that the site can be remediated?   | Go to Step 3.  | Go to Step 2B.                                   |
| 2B   | Request applicant provides a revised Remedial Action Plan or if unsure decide whether to use a Site Auditor to review the Remedial Action Plan.   | Go to Step 3.  | Undertake Step 2B before proceeding.             |
| 3    | Are the proposed clean-up criteria appropriate for the future use of the site, considering possible human health and environmental impacts?   | Go to Step 4.  | Go to Step 3B.                                   |
| 3B   | Has the applicant provided a suitable revised Remedial Action Plan and Council is satisfied the land can be remediated for the intended land use. If unsure decide whether to use a Site Auditor to review the Remedial Action Plan.  | Go to Step 4.  | Undertake Step 3B before proceeding.             |
| 4    | Are the proposed plans for remediation work acceptable in that they include an operational plan, occupational health and safety plan, site environmental management plan, community relations plan and contingency plan and outline all necessary approvals required from regulatory authorities? | Go to Step 5.  | Go to Step 4A.                                   |
| 4A   | Request applicant provides revised Remedial work plans. Is council satisfied with the revised remedial work plans?<br>Unsure – Decide whether to use a Site Auditor to review the Remedial Action Plan.   | Go to Step 5.  | Undertake Step 4A before proceeding.             |

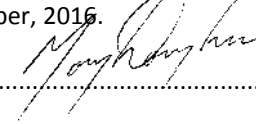
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| B  | Is a Site Auditor required to review the Remediation Action Plan?  | Inform the applicant that Council intends to engage a Site Auditor, and that the cost of this auditor is with the applicant.<br>Go to Step 8. | Go to Step 7.                        |
| B1 | Request the applicant to submit a satisfactory Remedial Action Plan. Process should be stopped until a satisfactory RAP is submitted.  | Go to Step 7.   | Undertake Step 6 before proceeding.  |
| 7  | Does Council need to impose conditions on the development consent in relation to:<br>Requiring the submission of a Validation and Monitoring Report after completion of the remediation work, but before commencement of the development work (i.e. before issuance of a construction certificate).<br>Any other conditions and/or restrictions on the remediation work, including any condition of consent set out in appendix 3 of the Policy? | Go to Step 7A.  | Go to Step 8.                        |
|    |  | Go to Step 7B.  |                                      |
| 7A | Prepare conditions of consent to reflect provision of a Validation and Monitoring Report upon completion of remediation works  | Go to Step 8.   | Undertake step 7A before proceeding. |
| 7B | Prepare conditions of consent to reflect identified conditions of consent relevant to the remediation works and ongoing management of the land under consideration in regards to occupational health and safety, site environmental management (including ongoing site monitoring) and any other identified matter.  | Go to Step 8.   | Undertake Step 8A before proceeding. |
| B  | Any objections received on the advertised planning proposal or development application (including the Remedial Action Plan)?   | Go to Step 8A.  | Go to Step 9.                        |
| 8A | Is the planning proposal or development consent a designated development?  | Go to Step 8B.  | Go to Step 9.                        |
| 8B | These objections must be sent to the Department of Planning and Environment for comment.   | Go to Step 9.   | Undertake step 8B before proceeding. |
| 8C | Planning proposal or development consent is not designated development. Council is to  | Go to Step 9.   | Undertake step 8C.                   |

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.....  
  
 ..... MAYOR

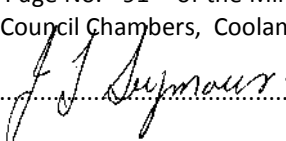
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 .....GENERAL MANAGER.

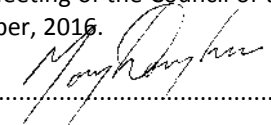
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|     |  |                 |                                       |
|-----|--|-----------------|---------------------------------------|
|     | review objections and make a determination on these  |                 |                                       |
| 9   | Determine the development application, including any comments on objections received from the Department of Planning and Environment (if designated development)   | Go to Step 10.  | Undertake step 9 before proceeding.   |
| 10  | Inform the applicant of determination  | Go to Step 11.  | Undertake step 10 before proceeding.  |
| 11  | Upon completion of the remediation works, and before a construction or occupation certificate is issued, has a notification from the applicant that includes the Validation and Monitoring Report been submitted to Council within 30 days of completion of the remediation works or as specified in the Development consent? (Note: sometimes submission for the validation report within 30 days of completion of remedial works and prior to construction certificate is not feasible. Some flexibility is required here. | Go to Step 12.  | Go to Step 11A.                       |
| 11A | Request the notification and Validation and Monitoring Report to be submitted to Council.  | Go to Step 12.  | Undertake step 11A before proceeding. |
| 12  | Does the Validation and Monitoring Report include:<br>A statement that the land under consideration has been remediated in accordance with the approved Remedial Action Plan to make it suitable for its intended use or other purpose in that zone?   | Go to Step 13.  | Go to Step 12A.                       |
| 12A | If the site was remediated in accordance with requirements, then request the report is modified to include such a statement, or, if the report identified that full remediation was not feasible or onsite containment of contamination is proposed, then ensure that a detailed ongoing monitoring strategy/program and site environmental management plan is provided.   | Go to Step 13.  | Undertake step 12A before proceeding. |
| 13  | Does the Validation and Monitoring Report include:<br>A statement confirming that all licencee,  | Go to Step 13A. | Go to Step 13C.                       |

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..... MAYOR

.....GENERAL MANAGER.

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|     | approvals and development connects have been complied with?  |                    |  |
| 13A | Did the Validation and Monitoring Report include any documentary evidence?   | Go to Step 14.     | Go to Step 13B.                              |
| 13B | Request that the report is modified to include such documentary evidence.  | Go to Step 14.     | Undertake step 13B before proceeding.        |
| 13C | Request that the report is modified to include such a statement and documentary evidence.  | Go to Step 14.     | Undertake step 13C before proceeding.        |
| 14  | Does the Validation and Monitoring Report include:<br>A Site Audit Statement and Site Audit Summary Report?  | Go to Step 15.     | Go to Step 14A.                              |
| 14A | Request that the Site Audit Statement and Site Audit Summary Report is provided  | Go to Step 15.     | Undertake step 14A before proceeding.        |
| 15  | Is Council satisfied with the Validation and Monitoring Report and the Site Audit Statement?   | Process finalised. | Undertake step 15A                           |
| 15A | Seek a Site Auditor to review with a view to verify information contained in the Validation and Monitoring Report (See Appendix 10 Site Auditing). | Go to Step 15.     | Cannot proceed until Step 15A is undertaken. |



Note: Site auditor will provide a report that will confirm the above questions and thereby dictate whether the process continues or if another iteration on the Remedial Action Plan is required. If no Remediation Action Plan is sought (or is not needed), then the remediation must be tested against standards endorsed by the EPA.

Include the relevant information in section 149(2) planning certificates, covenants on the title or annual reporting and other information made available under section 149(5).

**Category 2 Remediation Work Without Consent**

Notes:

1. Category 2 remediation work is all remediation work that is not defined as Category 1 remediation work.
2. Category 2 remediation work does not require consent.
3. Council is required to be notified of any proposed category 2 remediation work at least 30 days before the works commence.
4. This notification is also required to address information contained in Appendix 2 Requirements for Category 2 Remediation Works.
5. Remediation Action Plans are not mandatory for Category 2 works without consent, but Council can deem the risk of contamination to be of the level requiring a Remediation Action Plan to be developed by the applicant.
6. A copy of the Validation and Monitoring Report and a Site Audit Statement from an EPA accredited auditor must be forwarded to Council within 30 days of the completion of the remediation works. Council will not consider any subsequent development applications for the site until it is satisfied that the site is suitable for the proposed use.
7. This section does not consider Category 2 Remediation Work Subject to a Remediation Order by the EPA – without consent, nor Category 2 remediation works relating to underground petroleum storage systems (even though Appendix 3 of the Policy includes UPSSs in the 'requirements for category 2 remediation works'). The UPSS regulatory framework is proposed to be changed in 2017 resulting in more responsibility given to local government.

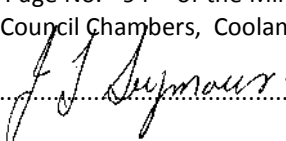
| Step | Process   | Yes           | No   |
|------|---|---------------|--|
| 1    | For Category 2 remedial works, was Council notified at least 30 days before commencement of the works?  | Go to Step 3. | Go to step 2.                                    |
| 2    | Contact applicant to remind them of the notification requirement.   | Go to Step 3. | Process cannot proceed until Step 2 is complete. |
| 3    | Did the notification include a proposal for the remediation works that addressed information contained in Appendix 3 of the Policy in relation to 'Requirements for Category 2 Remediation Works', and the dates in which | Go to Step 4. | Go to Step 3A.                                   |

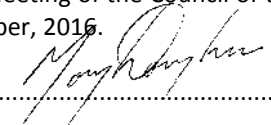
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|    |   |                |   |
|----|---|----------------|---|
|    | This work is to be undertaken?  |                |   |
| 3A | Obtain this information from the applicant.   | Go to Step 4.  | Process cannot proceed until Step 3A is undertaken. |
| 4  | Did the notification seek any approvals from Council (e.g. dissolved hydrocarbon impact from open excavations to be taken to landfill or recharged to the sewer under consent conditions)?  | Go to Step 4A. | Go to Step 5.                                       |
| 4A | Consult with relevant internal operational area.  | Go to Step 5.  | Undertake Step 4A before proceeding.                |
| 5  | Did the notification require any approvals from other regulatory bodies (e.g. leaching [i.e. discharge] of toxic material to stormwater or sewer)?  | Go to step 5A. | Go to Step 6.                                       |
| 5A | Request evidence of approval.   | Go to Step 6.  | Undertake Step 5A before proceeding.                |
| 6  | Did the notification provide contact details?   | Go to Step 6A. | Go to Step 7.                                       |
| 6A | Consult with relevant internal operational area.  | Go to Step 7.  | Undertake Step 6A before proceeding.                |
| 7  | Has a remedial works plan been submitted with the notification?   | Go to Step 8.  | Go to Step 7A.                                      |
| 7A | Ask and receive the Remedial Works Plan from the applicant.   | Go to Step 8.  | Cannot proceed until Step 7A is undertaken.         |
| 8  | Does the Remedial Works Plan state that it has been prepared in line with the SEPP65 Planning Guidelines, and that proposed remediation works will be undertaken in accordance with the relevant EPA Guidelines under the Contaminated Land Management Act? | Go to Step 9.  | Go to Step 8A.                                      |
| 8A | Seek the applicant or proponent to provide this confirmation in writing.  | Go to Step 9.  | Undertake step 8A before proceeding.                |
| 9  | Has a site inspection been undertaken?  | Go to Step 10. | Go to Step 9A.                                      |
| 9A | Arrange and undertake a site inspection.  | Go to Step 10. | Undertake step 9A before proceeding.                |

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..... MAYOR

.....GENERAL MANAGER.

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|     |  |                 |  |
|-----|--|-----------------|--|
| 10  | Upon completion of the remedial works has the following been provided to Council?<br>Within 30 days of completion of the remediation works, a notification that remediation work and validation has been completed.        | Go to Step 11.  | Go to Step 10A.                              |
| 10A | Contact the proponent and request this information is submitted to Council.  | Go to Step 11.  | Cannot proceed until Step 10A is undertaken. |
| 11  | Upon completion of the remedial works has the following been provided to Council?<br>Validation and Monitoring Report  | Go to Step 12.  | Go to Step 11A.                              |
| 11A | Contact the proponent and request the Validation and Monitoring Report is submitted to Council.  | Go to Step 12.  | Cannot proceed until Step 11A is undertaken. |
| 12  | Upon completion of the remedial works is Council satisfied that the category 2 remediation works have been carried out?  | Go to Step 13.  | Go to Step 12A.                              |
| 12A | Issue a clean-up notice under the POEO Act requiring that further works be undertaken, or that a site auditor is appointed to review works to date and make suggestions on what additional works are required.             | Go to Step 13.  | Cannot proceed until Step 12A is undertaken. |
| 13  | Is Council satisfied with the content of the Validation and Monitoring Report and the Site Audit Statement?  | Go to Step 14.  | Go to Step 13A.                              |
| 13A | If Council is not satisfied with the content of the site audit statement it should be reported to the EPA.   | Go to Step 14.  | Cannot proceed until Step 13A is undertaken. |
| 14  | Did the Validation and Monitoring Report and/or Site Audit Statement include:<br>A statement that the land under consideration has been remediated to make it suitable for its intended use or other purpose in that zone? | Go to Step 15.  | Go to Step 14A.                              |
| 14A | Request that this information is provided.   | Go to Step 15.  | Undertake step 14A before proceeding.        |
| 15  | Did the Validation and Monitoring Report and/or Site Audit Statement include:<br>Requirements relating to ongoing site   | Go to Step 15A. | Go to Step 16.                               |

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

.....*M. J. Douglas*..... GENERAL MANAGER.

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|     | management, including restrictions on use?  |                    |  |
| 15A | include the relevant information in section 149(2) planning certificates, covenants on title or annual reporting and other information made available under section 149(5). | Go to Step 16.     | Undertake step 15A.  |
| 16  | Has a site inspection been undertaken?  | Go to Step 17.     | Undertake Step 16A.  |
| 16A | Undertake a site inspection.  | Go to Step 17.     | Cannot proceed until Step 16A is undertaken.                                       |
| 17  | Council is satisfied with the remediation work.   | Process finalised. | Process cannot be finalised until Council is satisfied with the remediation works. |

Note: Some notifications on category 2 remediation works without consent list requests Council approvals. An example is the discharge of dissolved hydrocarbon impact to sewer or to take it to landfill to de-wet. Council follows the NSW office of Water's Liquid Trade Waste Management Guidelines April 2009.



**APPENDIX 9: COUNCIL PROCEDURE FOR VOLUNTARY REMEDIATION**

Process: -To manage data and/or information regarding any voluntary management proposal approved by the EPA.

Exceptions: None identified.

Objective: to ensure the appropriate management of data and information from activities related to voluntary management proposals.

Trigger:

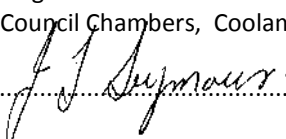
- Land owner informs Council of intent to remediate identified contaminated land.
- EPA notifies Council of a voluntary management proposal to remediate a contaminated site.
- EPA notifies Council of completion of remediation works associated with a voluntary management proposal.

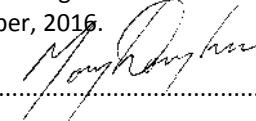
Checklist process:

| Step |  | Yes                | No  |
|------|--|--------------------|---|
| 1    | Notification received from EPA in regards to a voluntary management proposal?                                    | Go to Step 2.      | Process not applicable.                           |
| 2    | Record information in Council's systems in accordance with agreed procedures.                                    | Go to Step 3.      | Undertake Step 3 before proceeding.               |
| 3    | Is Council satisfied that a section 149(2) planning certificate can be issued for the site?                      | Go to Step 4.      | Go to Step 5.                                     |
| 4    | Prepare appropriate text for the section 149(2) planning certificate (See Appendix 11 Section 149 Certificates). | Process Completed. | Process not completed until Step 4 is undertaken. |
| 5    | Liaise with EPA for clarification.   | Process completed. | Process not completed until Step 5 is undertaken. |

Notes:

1. **Duty to Notify:** Anyone whose activities have caused land to be contaminated, and owners of land who become aware, or ought reasonably to be aware, that the land has been contaminated must notify the EPA as soon as practicable after becoming aware of the contamination when a site owner provides an undertaking to voluntarily remediate a site that initiates a process via a notification to the NSW EPA. This is a requirement under section 60(3) of the Contaminated Land Management Act and supported by the Guidelines on the Duty to Report Contamination under the Contaminated Land Management Act.
2. **Management Orders:** The EPA may order persons to manage significantly contaminated land in the following hierarchy: those responsible for the contamination, the landowner and the notional owner. Under worst-case scenarios this could see Council as the 'notional owner' of private land and thereby is responsible for remediation.
3. **Voluntary Management Proposals:** The EPA may approve a voluntary management proposal for the management of significantly contaminated land, with or without conditions. The voluntary management proposals subsumes the former voluntary investigation proposal and the voluntary remediation proposal.

..... MAYOR

.....GENERAL MANAGER.

**APPENDIX 10: COUNCIL PROCEDURE FOR SITE AUDITING**

Process: To ensure that Council has confidence in information regarding contamination or potential contamination of land and verification thereof.

Exceptions: None identified

Trigger: Council:

- Believes on reasonable grounds that information including that related to potential contamination or previous land use history, provided by the applicant is incorrect or incomplete.
- Wishes to verify whether the information provided by the applicant has adhered to appropriate standards, procedures and guidelines.
- Does not have the internal resources to undertake a technical review.

Notes:

1. A Site Auditor is an individual accredited by the EPA under Part 4 of the CLM Act.
2. Site auditors review the work of contaminated site consultants. The CLM Act calls these reviews site audits and defines a site audit as an independent review.
3. Site auditors can prepare an independent review:
  - a. that relates to investigation or remediation carried out (whether under the CLM Act or otherwise) in respect of the actual or possible contamination of land; and
  - b. that is conducted for the purpose of determining any one or more of the following matters:
    - I. the nature and extent of any contamination of the land
    - II. the nature and extent of the investigation or remediation
    - III. whether the land is suitable for any specified use or range of uses
    - IV. what investigation or remediation remains necessary before land is suitable for any specified use or range of uses
    - V. the suitability and appropriateness of a plan of remediation, a long-term management plan, a voluntary investigation proposal or a remediation proposal.
4. Costs for Site Audit services are borne by the applicant.

Checklist process:

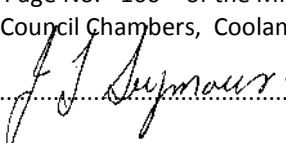
| Step | Process  | Yes           | No                                  |
|------|--|---------------|-------------------------------------|
| 1    | Developed a terms of reference for site audit.   | Go to Step 2. | Undertake Step 1 before proceeding. |
| 2    | Package and provide all direct and background information required to be verified by the Site Auditor.             | Go to Step 3. | Undertake Step 2 before proceeding. |
| 3    | After completion of the site audit, has the Site Audit Summary Report been provided with the Site Audit Statement? | Go to step 4. | Go to Step 3A.                      |

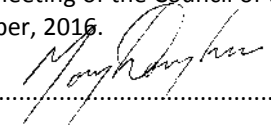
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|    |  |                    |   |
|----|--|--------------------|---|
| 3A | Seek Site Audit Summary Report from applicant.                           | Go to Step 4.      | Undertake Step 3A before proceeding.  |
| 4  | Is Council satisfied with the outcomes of the site audit?                | Process completed. | Go to Step 5.   |
| 5  | Liase with site auditor to clarify findings or report to EPA for review. | Process Completed. | Process cannot be deemed completed until Step 5 (findings clarified or EPA reviewed) is undertaken. |

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..... MAYOR

.....GENERAL MANAGER.

**APPENDIX 11: SECTION 149 CERTIFICATES PROCEDURE**

Process: To ensure that accurate information regarding land contamination matters including Council policy to restrict the use of land is included in planning certificates issued under section 149 of the EP&A Act.

Trigger: A request for information regarding a parcel of land that triggers a process under section 149 of the EP&A Act.

Steps:

1. Identify parcel of land of interest.
2. Check Register for annotations regarding contaminated land management issues.
3. Generate certificate
4. Confirm correctness of statements included in the certificate regarding contaminated land management matters.

Under s.149 of EP&A Act, a person may request from Council a planning certificate containing advice on matters about the land that are prescribed in the EP&A Regulation including information regarding land contamination.

- (a) Section 59(2) of the CLM Act provides that specific notations (as listed below) relating to contaminated land issues must be included on s.149 certificates where:
- (b) that the land to which the certificate relates is significantly contaminated land within the meaning of that Act – if the land (or part of the land) is significantly contaminated land at the date when the certificate is issued;
- (c) that the land to which the certificate relates is subject to a management order within the meaning of that Act – if it is subject to such an order at the date when the certificate is issued;
- (d) that the land to which the certificate relates is the subject of an approved voluntary management proposal within the meaning of that Act – if it is the subject of such an approved proposal at the date when the certificate is issued;
- (e) that the land to which the certificate relates is subject to an ongoing maintenance order within the meaning of that Act – if it is subject to an order at the date when the certificate is issued;
- (f) that the land to which the certificate relates is the subject of a site audit statement within the meaning of that Act – if a copy of such a statement has been provided at any time to the local authority issuing the certificate.

In addition to detailing information relevant to the prescribed matters, all s.149(2) certificates issued by Council will also contain one of the following notations relating to land contamination:

Where Council's contaminated land policy restricts the use of land which:

- has a previous land use history which could have involved use of contaminants on the site, for examples, land which may have been used for an activity listed in Appendix 2, or
- is known to be contaminated, but
- has not been remediated.

an appropriate notation may be:

*'Council has adopted by resolution a policy on contaminated land which may restrict the development of the land. This policy is implemented when zoning or land use changes are proposed on lands that have previously been used for certain purposes. Consideration of Council's adopted policy and the application of provisions under relevant State legislation is warranted.'*

Where council's contaminated land policy restricts the use of land which:

- is known to contain contaminants, but
- has been remediated for a particular use or range of uses and some contamination remains on the site, for example encapsulated,

an appropriate notation might be:

*'Council has adopted by resolution a policy on contaminated land which may restrict the development of the land. This policy is implemented when zoning or land use changes are proposed on lands which are considered to be contaminated, or on lands which have been remediated for a specific use. Consideration of Council's adopted policy and the application of provisions under relevant State legislation is warranted.'*

Where Council records do not contain a clear site history without significant gaps in information and council cannot determine whether or not the land is contaminated, and therefore the extent to which council's policy should apply, council may decide to take a cautious approach. In such cases an appropriate notation might be:

*'Council has adopted by resolution a policy on contaminated land which may restrict the development of the land. This policy is implemented when zoning or land use changes are proposed on lands which have previously been used for certain purposes. Council records do not have sufficient information about previous use of this land to determine whether the land is contaminated. Consideration of Council's adopted policy and the application of provisions under relevant state legislation is warranted.'*

Council may make additional notations upon S.149(2) or S.149(5) certificates where specific information is obtained in relation to the use of land.

**APPENDIX 12: PROCEDURE FOR STORING CONTAMINATED SITES INFORMATION**

Purpose: To record all information relating to contamination or potential contamination on land within the Coolamon Shire.

Scope: Coolamon Shire Officers within the Planning and Environmental Department.

References:

- I. NSW Environmental Planning and Assessment Act 1979
- II. NSW Environmental Planning and Assessment Regulation 2000
- III. NSW State Records Act 1998

Activity:

On receipt of Contaminated Land information the following steps should be followed.

Check if relevant parcel(s) are listed on the Contaminated Land Register.

1. If listed:
  - a. Update information in the Contaminated Land register if applicable. The entry is to contain/include:
    - Date of entry
    - Person identifying the information provided; and
    - Any evidence or information supporting the entry.
2. If not listed:
  - b. Insert an entry into the Contaminated Land register. The entry is to contain/include:
    - Date of entry;
    - Type of potential contamination noted;
    - Person identifying the contamination;
    - Any evidence or information provided with the contamination.
3. The information will be included into TRIM the electronic recording system of Coolamon Shire Council. The information will be stored on the property file in addition to the Contaminated Land Register.

**REVIEW**

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

*Version 1 Adopted: Council Meeting held 17 November 2016 (Minute No. 256/11/2016)*





## COOLAMON SHIRE COUNCIL

### SEWERAGE DEVELOPMENT SERVICING PLAN POLICY

#### OBJECTIVE

Provide criteria for Council staff in relation to Sewerage Connections.

#### GENERAL

This policy is intended to cover the conditions applicable for sewerage provision to any parcel of land located within the existing Coolamon & Ganmain Sewerage Catchments. Two situations normally occur, i.e. "land parcels previously rated for sewer" and "non rated sewer areas".

Conditions applicable to these circumstances are as follows:-

#### a) LAND PARCELS PREVIOUSLY RATED FOR SEWER

##### i) *Not involving Subdivision\**

That provision of sewer main extension (including sewer spur extension to the allotment) be provided at no cost to the applicant.

##### ii) *Involving Proposed Subdivision\* or sale of separate land parcel*

That the Developer be required to pay the minimum fee as set out in Council's annual Operational Plan for each additional connection or the full cost of the main extension, whichever is the greater on a per allotment basis. Where the extension allows adjoining land to be serviced the full cost referred to above shall be reduced by the amount attributable per allotment in accordance with additional allotments allowed on the adjoining land under Council's LEP. Payment must be made prior to release of subdivisional plans.

##### iii) Where the owner of an allotment of land with a single connection has been affected by subdivision work carried out for an adjoining owner and that owner subsequently subdivides, they be required to pay the allotment cost for each additional allotment created at the time of the original subdivision of the adjoining land plus CPI from the time of construction of the sewerage extension until the present. Payment must be made prior to release of subdivisional plans.

#### b) LAND PARCELS NOT PREVIOUSLY RATED FOR SEWER

##### i) *Not involving Subdivision\* includes sale of existing land parcels*

That the landholder be required to pay the minimum fee as set out in Council's annual Operational Plan for each connection or full cost of sewer main extension (including junction provisions) whichever is the greater, for each existing parcel of land.

##### ii) *Involving Proposed Subdivision\**

Requesting sewer main connection plus sub-divisional application for one or more allotments.

That the Developer be required to pay the minimum fee as set out in Council's annual Operational Plan for each additional connection or the full cost of the main extension, whichever is the greater on a per allotment basis. Where the extension allows adjoining land to be serviced the full cost



referred to above shall be reduced by the amount attributable per allotment in accordance with additional allotments allowed on the adjoining land under Council's LEP. Payment must be made prior to release of subdivisional plans.

- iii) Where the owner of an allotment of land with a single connection has been affected by subdivision work carried out for an adjoining owner and that owner subsequently subdivides, they be required to pay the allotment cost for each additional allotment created at the time of the original subdivision of the adjoining land plus CPI from the time of construction of the sewerage extension until the present. Payment must be made prior to release of subdivisional plans.

*Nb. \* Subdivision has the meaning attributed to it by the Environmental Planning & Assessment Act 1979*

#### **MULTI-UNIT DEVELOPMENTS SEWERAGE CONNECTION**

Council shall require payment of the minimum fee as set out in Council' annual Operational Plan per additional connection on multi-unit developments, whether the land is subdivided or not. A unit in this context has the meaning that it is capable of providing separate occupation by an individual or group whereby those resident(s) live or reside independently of the person(s) residing in the other units. It should be noted that the first connection is provided in accordance with Councils normal charging arrangements.

#### **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 Adopted: Council Meeting held 17 November 2016 (Minute No. 256/11/2016)*  
*Version 4 Adopted: Council Meeting held 16 April 2014 (Minute No 79/04/2014)*  
*Version 3 Re-Adopted: Council Meeting held 21 May 2009 (Minute No.141/05/2009)*  
*Version 3 Adopted: Council Meeting held 15 May 2008 (Minute No. 129/05/2008)*  
*Version 2 Adopted: Council Meeting held 14 February 2007 (Minute No. 24/02/2007)*  
*Version 1 Adopted Council Meeting held 19 August 2004 (Minute No. 277/8/2004)*



**COOLAMON SHIRE COUNCIL**  
**ON-SITE SEWAGE  
MANAGEMENT SYSTEM CLASSIFICATION  
AND INSPECTION POLICY**

**OBJECTIVE**

To protect Public Health & Safety.

**ELIGIBILITY**

To apply to all of the Coolamon Shire Local Government Area.

**LOCAL GOVERNMENT (GENERAL) REGULATIONS 2005**

- 1) That Council classifies all on-site sewage management systems and undertakes the necessary inspections in accordance with the following table:

| Land Classification<br>Coolamon LEP, 2011 | Risk Category | Approval Period |
|---|---------------|-----------------|
| RU1 – Primary Production                  | Low           | 5 Year          |
| RU4 – Rural Small Holdings                | Medium        | 3 Year          |
| RUS – Village                             | High          | 1 Year          |
| RE1 – Public Recreation                   | High          | 1 Year          |
| SP2 – Infrastructure                      | High          | 1 Year          |

- 2) That Council engages a suitably qualified contractor to undertake the required inspections of the on-site sewage management systems located in the high-risk areas.
- 3) That Council charges an inspection fee as set out in the Management Plan on all properties where an inspection is undertaken on an on-site sewage management system.
- 4) That a suitable check list be developed and distributed to all property owners located in a RU1 and RU4 zone (high and medium risk areas) to enable self certification.

**Note:**

*For the purpose of this table the general rating of low, medium and high is based on density and therefore potential impact to public health.*

*Other factors that can determine the risk level may include proximity to watercourse, flood liable land, soil quality etc. Some properties regardless of their zoning can be included into other risk categories that reflect public health concerns.*

**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 Adopted: Council Meeting held 17 November 2016 (Minute No. 256/11/2016)*  
*Version 4 Adopted: Council Meeting held 20 June 2013 (Minute No.154/06/2013)*  
*Version 3 Adopted: Council Meeting held 16 May 2013 (Minute No 117/05/2013)*  
*Version 2 Re-Adopted: Council Meeting held 21 May 2009 (Minute No.141/05/2009)*  
*Version 2 Adopted: Council Meeting held 15 May 2008 (Minute No. 129/05/2008)*  
*Version 1 Adopted Council Meeting held 19 August 2004 (Minute No. 277/8/2004)*

COOLAMON SHIRE COUNCIL  
SS.01.02\_ON-SITE\_SEWAGE\_MANAGEMENT\_SYSTEM\_INSPECTION\_POLICY



**COOLAMON SHIRE COUNCIL**

**SEWAGE TREATMENT PLANT  
DISPOSAL OF EFFLUENT POLICY**

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**OBJECTIVE**

To protect and extend the life of assets belonging to the Coolamon Shire Council whilst providing appropriate services to Residents.

**GENERAL**

Council prohibits the disposal of Septic Tank effluent external to the Coolamon Shire by private companies and/or individuals at the Coolamon and Ganmain Sewerage Treatment Works, however the disposal of local effluent or effluent emanating from sources from within the Coolamon Shire Council be subject to approval by the Executive Manager, Development and Environmental Services.

**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 Adopted: Council Meeting held 17 November 2016 (Minute No. 256/11/2016)*

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

*Version 2 Adopted: Council Meeting held 15 May 2008 (Minute No. 129/05/2008)*

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



**COOLAMON SHIRE COUNCIL**

**EFFLUENT RE-USE WATERING SCHEME  
POLICY**

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Council will subsidise the Effluent Reuse Water Users at the rate of 50% per litre based on the previous year's actual cost to Council. Actual cost is to be determined as the cost of delivering the effluent water from the Treatment Works to the Pumping Station at Kindra Park and from that point through to the actual facilities.

**REVIEW**

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

*Version 2 Adopted: Council Meeting held 17 November 2016 (Minute No. 265/11/2016)*

*Version 1 Adopted: Council Meeting held 18 October 2012 (Minute No. 292/10/2012)*



## COOLAMON SHIRE COUNCIL

### GUIDELINES FOR ONE DAY FOOD STALLS POLICY

#### OBJECTIVE

To ensure the operation of food stalls are carried out according to adequate Health & Safety requirements.

#### 1. GENERAL

- 1.1 A one day food stall shall consist of a food stall of which the roof and three sides are covered with plastic sheeting, vinyl or other approved material (or shall consist of an open food stall which must comply with Section 7).
- 1.2 Where a one day food stall is erected on unsealed ground a suitable impervious material shall be laid over the ground area of the stall.
- 1.3 Where the stall has been erected within the grounds of any Showground, and at the approval of the relevant Show Society, a one day stall may operate for the duration of the show provided it complies with all relevant sections of the policy. All food is to be removed from the stall at the end of each day.

#### 2. PROTECTION OF FOOD

- 2.1 Disposable eating and drinking utensils only shall be used.
- 2.2 All food stored inside the stall shall be stored 750mm above the ground and covered or in closed containers.
- 2.3 Food shall not be displayed so as to be openly accessible to the public. A physical barrier shall be provided by means of sandwich display type counters, perspex glass sneeze guards or clear plastic siding to the stall.
- 2.4 All condiments such as sauce, mustard, etc, shall be contained in squeeze type dispensers or in individual sealed packs.
- 2.5 All disposable-eating utensils shall be pre-wrapped in paper napkins, cellophane bags or similar material prior to distribution to the public.
- 2.6 Drinking straws, paper cups, spoons, etc, shall be enclosed in suitable dispensers or otherwise protected from contamination.
- 2.7 Tea, coffee, cordial and other beverages shall be dispensed from an enclosed or lidded receptacle equipped with a tap or spout.

#### 3. WASHING FACILITIES

- 3.1 Separate hand washing facilities and utensil washing facilities shall be provided within the stall. (Eg: two plastic dishes of sufficient capacity for adequate cleaning of hands and utensils). A supply of hot and cold water shall be immediately available to the food stall.
- 3.2 The supply of running water for hand washing can be achieved by a container with a faucet (tap). Such containers shall have a capacity of at least 9 litres (2 gallons) and shall be placed on a bench to enable easy use. Waste water is to be discharged into a bucket or other similar container.
- 3.3 Hand towels, liquid soap and detergent shall be provided in each food stall where washing facilities are required by this Standard.

**4. FOOD TEMPERATURE CONTROL**

- 4.1 All takeaway foods prepared on the stall shall be made for immediate sale and consumption unless a suitable food warmer or food display, maintaining the food at a temperature of at least 60 degrees Celsius (hot foods) or below 5 degrees Celsius (cold foods) is provided or at temperatures required by respective State Legislation.
- 4.2 Pre-prepared food products or pre-cooked food consisting wholly or in part of fresh cream, custard, trifle, or any similar food which promotes bacterial growth shall not be sold from a one day food stall, unless stored or displayed under refrigerated conditions as prescribed in 4.1.
- 4.3 All raw food and perishable foods such as steaks, hamburgers patties, frankfurts, shall be stored in a portable cooler together with an adequate supply of ice for a cooling medium.
- 4.4 The sale of pre-cooked or pre-cooked chicken pieces or pre-cooked rice from a one day food stall is not permitted.

**5. COOKING**

- 5.1 All heating and cooking equipment including open flame barbeques and cooking plates shall be located within the stall or otherwise suitably protected from contamination.
- 5.2 Raw foods awaiting cooking and foods which have been cooked shall not be displayed outside the stall. Raw food awaiting cooking shall not be stored or held outside the stall except in enclosed containers providing cooking conditions in accordance with Section 1.
- 5.3 The cooking area shall be kept free of dust borne contamination and droplet infection (coughing, sneezing by the public).
- 5.4 Cooking and heating equipment shall not be within reach of the public.
- 5.5 A fire extinguisher of adequate size shall be provided convenient to every stall where open flame cooking is carried out.
- 5.6 Where cooking is carried out adequate provisions shall be made to protect the stall walls from heat, flame and splashing.

**6. RUBBISH REMOVAL**

- 6.1 Suitable garbage receptacles shall be provided near the stall for the public to dispose of used take away food containers and the like.
- 6.2 Adequate arrangement shall be made for the storage and daily, or more frequent, removal of garbage generated inside and outside the food stall.

**7. OPEN FOOD STALLS**

- 7.1 Open food stalls consisting of tables only or tables and trestles, where permitted by these standards, shall be used only for the sale of factory pre-packaged food in hermetically sealed containers, (eg: canned or bottled soft drinks, canned foodstuffs).
- 7.2 No perishable food shall be sold from an open food stall except packaged milk products and pre-wrapped icecream, all of which shall be provided with approved means of low temperature storage.
- 7.3 Provision shall be required for screening or shielding the stall to protect any perishable food from direct sunlight.
- 7.4 All pre-packaged foodstuffs shall be labelled in accordance with the provisions of the relevant State Legislation.

**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 Adopted: Council Meeting held 17 November 2016 (Minute No. 256/11/2016)*

*Version 2 Re-Adopted: Council Meeting held 23 April 2009 (Minute No. 104/04/2009)*

*Version 2 Adopted: Council Meeting held 20 February 2008 (Minute No. 22/02/2008)*

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

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This is Page No. 111 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 17<sup>th</sup> November, 2016.

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

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

**CS5) AUDIT ARRANGEMENTS (A.12-01, SC34)**

Following the passing of amendments to the Local Government Act 1993 in the Local Government Amendment (Governance and Planning) Act 2016 the Auditor-General has been appointed as the Auditor for all Councils effective 1st October, 2016.

- Council has received a letter from the Audit Office of NSW indicating that the auditing for the Coolamon Shire Council will be contracted out as Council's previous auditor has not sought accreditation with the Audit Office as an Audit provider. Attachment No. 10

As detailed in the letter, the Audit Office will be seeking proposals from four firms:

- Crowe Horwath,
- Pitcher Partners,
- RSM Bird Cameron, and
- Prosperity

Recommendation

For Council information only.

**RESOLVED on the motion of Clr White and seconded by Clr McCann that the report be noted.** 257/11/2016

**↑ ADJOURNMENT**

Council adjourned from standing orders at 3.36pm to make a presentation to Grant Beard and Dennis Brill with a Certificate of Service from Local Government NSW as an acknowledgement of the work of retiring or long serving elected members.

Council reconvened at 4.10pm



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

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

The following roads have received maintenance attention:

##### MAINTENANCE

- Berry Jerry Lane (Rannock Road to Lawrences Lane)
- Tilyards Lane (Rannock Road to Ariaah Road)
- Ariaah Road (Tilyards Lane to Menzies Lane)
- McIntyres Lane (Marrar South Road to boundary)
- Armstrongs Lane (Marrar North Road to Seymours Lane)
- Evans Lane (Matong North Road to gate)
- Poverty Lane (Matong North Road to Ashbridge Road)
- Walls Lane (Evans Lane to gate)
- Manglesdorfs Lane (Ariaah Road to Mary Gilmore Way)
- Seymours Lane (Armstrongs Lane to Berry Jerry Lane)
- Ashbridge Road (Poverty Lane to bitumen)
- Seymours Lane (Armstrongs Lane to Johnsons Hill Road)
- Menzies Lane (Rannock Road to Ariaah Road)
- Freers Lane (Rannock Road to Ariaah Road)
- Ashbridge School Lane (Ashbridge Road to Matong North Road)
- Yarrawong Road (Matong North Road to Pamandi Road)
- Johnsons Hill Road (Seymours Lane to Redgrave Lane)
- Bradshaws Lane (Lawrences Lane to Rannock Road)
- Walshs Lane (Yarrawong Road to Whites Lane)
- East West Road (Ariaah Road to Mary Gilmore Way)

As can be seen Council's graders have concentrated their efforts to priority gravel roads prior to harvest and will continue these works up to Christmas. Bitumen Maintenance Staff have also been focused on addressing pothole and shove hazards across the Sealed Network. Asphaltting of hazards is achieving the best result in the short intervention period.

#### **ES2) CYCLEWAYS PROGRAMME 2016/2017 – METHUL STREET EAST SIDE (LOUGHNAN TO DOUGLAS STREET, COOLAMON)**

Works to replace the existing deteriorated narrow path with a 2.1m wide concrete path have now been completed. These works provide a continuous cycleway route to and around the Coolamon Central School. Parks and Gardens staff will reinstate the nature strip with loam and seeding over the coming weeks. Bunting

mesh will remain in place until the nature strip is reinstated to a satisfactory standard.

**ES3) ASSET MAINTENANCE – SEWER AND STORMWATER**

Contractors have commenced works to assess 5% of Council's Gravity Sewer Mains and priority Stormwater Network. Works involve high pressure cleaning of the main and camering to determine asset condition. Early indication are that the mains are in good condition with very few issues raised. The report and footage will be further assessed on completion to develop a Works Programme to address any issues. This is an annual programme which has occurred since 2010.

**ES4) HORNBY SUBDIVISION**

With The dry weather, Contractors have recommenced works to install the electricity, gas and NBN services. The hard rock at the top of the hill is making excavation difficult but good progress is now occurring. Roadworks and pegging of blocks is scheduled to be completed by the end of 2016.

**ES5) FACILITIES MAINTENANCE OFFICER'S REPORT (P.01-01, SC513)**

Facility Maintenance Officer Reports

• **Irrigation**

Treated effluent storages are all at capacity with some parks now being irrigated which will relieve pressure gradually on our storage dams.

The Parks Maintenance Crews have begun catching up on mowing in the urban areas. Slashing has also begun in some urban areas but staff availability has hindered slashing and will continue as staff are available.

• **Tree Removal**

Trees have been removed in Ardlethan to allow effective repairs of kerb and gutter. These will be replaced with suitable species as soon as possible.

Trees have also been removed in Redgrave Park Coolamon and will be replaced with suitable species.

- **Organics**

There is currently a large stockpile of material ready to be screened at the Coolamon Landfill. The product has been too wet to process, however, this will be done in the coming weeks to replenish our stockpile.

- **Community Garden**

Ground work has commenced at the Community Garden site in Coolamon with the area cleared of groundcover and a layer of compacted road base installed ready for planter boxes. Placement and fill of beds will occur later this month.

- **Pools**

Ardlethan and Coolamon Pools are up and running. The Ganmain Pool was on track to open with the other pools, however, a major water leak has delayed opening. We are currently investigating the issue which will determine if or when the pool will open.

- **Building Maintenance**

Staff have begun work on the Manager's residence and carport at the Coolamon Caravan Park.

Maintenance has also occurred at the following properties:

- Coolamon Childcare
- Several units at Allawah Village
- Room 20 Allawah Lodge, full refurbishment
- Coolamon Pool

Recommendation

For Council information.

**RESOLVED on the motion of Clr McCann and seconded by Clr Jones that the Executive Manager, Engineering & Technical Services' Reports (ES1 to ES5) be received and noted.** 258/11/2016

**ES6) UNSEALED LOCAL ROAD RESHEETS (R.07-01, SC480)**

Since the adoption of the 2016/2017 Budget by Council, extensive damage across the whole Road Network has been experienced as a consequence of the flood events of May to September 2016. What was considered priority items in March and presented to Council for consideration and adoption, have changed dramatically.

For Council to address the widespread damage, service the needs of the community and not be restricted to an assessment which is now considered inaccurate, it is proposed that the funds allocated under the Unsealed Local Roads – Capital Works (Resheets) be re-assigned as Unsealed Local Road – Maintenance. In addition to the funds which will be pursued under the Natural Disaster Assistance Programme, this will permit Council to reinstate its Road Network to pre-existing condition as has currently been identified and addresses the issues that are present as of November 2016.

Recommendation

The remaining funds allocated under the Unsealed Local Roads – Capital Works (Resheets) (\$375,561) be re-assigned under Unsealed Local Roads – Maintenance.

**RESOLVED on the motion of Clr McCann and seconded by Clr Hutcheon that the remaining funds allocated under the Unsealed Local Roads – Capital Works (Resheets) (\$375,561) be re-assigned under Unsealed Local Roads – Maintenance.** 259/11/2016

**ES7) QUOTATION FOR THE SUPPLY OF ROLLER 2016-04 – SMOOTH STEEL DRUM (Q.01-03, SC552)**

INTRODUCTION

Quotations have been received for the supply and replacement of one of Council's construction rollers under the Local Government Procurement (LGP) Vendor Panel. As Councillors are aware this unit is a major plant item owned by Council and will be primarily used by construction gang one. The normal replacement cycle (as adopted in our annual plant report) is 10 years (approximately 8000hrs). The replacement roller is a 2006 model with 7000hrs.

QUOTATIONS RECEIVED

The specification called for the supply and delivery of one (1) new self-propelled smooth drum vibrating roller to Coolamon Shire Council. All quotations received

are within the Civil Contractors Federation CCF class 12.5 to 15 tonne specification range.

Reference is made to the attached spreadsheet details that provide the quotation amounts and specifications for each Company under the "Local Government Procurement" process.

Council received 5 quotations ranging from \$119,900.00 to \$164,450.00 GST Inc. for the supply of one roller.

Trade in prices from suppliers and private purchase quotations have not been an option in this tender process. The additional roller will be retained to the end of the financial year to assist in the natural disaster road repair works and then be sold at auction.

Five rollers have been quoted from five Companies, these being Atlas Copco (Dynapac), Conplant (Ammann), GCM Agencies (Multipac), Tutt Bryant Equipment (Bomag) and Westrac (Caterpillar).

### **EVALUATION**

In consultation with Council's Workshop Supervisor, local plant hire firms and other local Council's with similar rollers, the following items of plant were arranged for inspection:

1. Caterpillar – CS64B Young
2. Ammann – ASC120D Cootamundra
3. Dynapac – CA4000D Queanbeyan

An inspection team comprising of Brett Foster (Workshop Supervisor) and Scott Buchanan (Works Engineer) completed an evaluation on all rollers with considerations for:

1. Operation and Performance.
2. Maintenance and Service Requirements.
3. Risk and Safety.

Of the three rollers inspected the Caterpillar CS series was very difficult to fault and continues to improve in power (117 kW utilising a six cylinder Caterpillar engine), performance, reliability, technology advances and with more static weight for its class, along with increased amplitude thus providing greater compactive power. On inspection we found the caterpillar had excellent attention to detail, for example easy access to the entire engine and hydraulic compartment, fold out cooling modules for greater serviceability in dusty

conditions, well designed hydraulic hose and electrical harness routs minimising the chance of component fatigue and large robust articulation and steering components. Ease of operation and operator comfort is of a high standard with excellent visibility in all directions. The Caterpillar CS series had excellent operator feedback relating to ease of daily machine safety checks and servicing.

The Ammann ASC series roller inspected is very similar to the roller inspected in 2012 with little product change in this period. The Ammann roller is of heavy construction with good design points relating to servicing and repairs. For example hydraulic operated tilting cab. Technology advancements has been of a minimal standard for the time the roller has been in production with a Cummins four cylinder engine being provided as standard. The operating performance is of a high standard with only the complex hydraulic hose and electrical wiring lending towards the possibility of fatigue in years ahead. The Ammann ASC 130D roller meets all our requirements with power (119 kW), performance and service but little change from previous models. The Ammann roller has a product service and support workshop in Sydney with mobile service units and technicians operating throughout the state.

The Dynapac CA4000 inspected meets all our requirements with power (119kW four cylinder Cummins engine), performance and technology advances. Atlas Copco provided three roller configuration for our consideration with the CA4000 meeting our operating requirements. A demonstration roller was provided for inspection and operation in a pad foot configuration. The Dynapac roller is very well appointed with full electronic control operation, grease free servicing, appearance and operator comfort. Consideration was given to the electronic components within this machine over a ten year period and thus the machines reliability. The Dynapac roller has a product service and support workshop in Sydney and Dubbo with mobile service units and technicians operating throughout the state.

An assessment was performed on Council's existing rollers being the Bomag BW211 and Dynapac CA302 configuration, both machines have provided fatigue points in the articulation and steering components with the Dynapac showing electrical component failure within a four year period.

### **SUMMARY**

The Caterpillar CS68B vibrating steel drum roller provides a high quality machine with excellent attention to detail and operator comfort. The roller can be serviced and supported locally here in Wagga Wagga along with mobile service units, with excellent reviews from other Council's. The Caterpillar CS68B is superior in the machine quality finish and design with a compaction meter measuring roller resistance as standard.

The Caterpillar CS series is well supported within Local Government in our region with 4 units supplied this year. Roller performance, safety, reliability and ease of operation are the main advantages being experienced.

The Caterpillar CS68B is the preferred machine with Westrac Wagga providing a local service and within budget.

Recommendation

That Council accepts Westrac's quotation for the Caterpillar CS68B vibrating steel drum roller with additional window tint priced at \$165,429.00 GST Inc.

**RESOLVED on the motion of Clr Logan and seconded by Clr Maslin that Council accepts Westrac's quotation for the Caterpillar CS68B vibrating steel drum roller with additional window tint priced at \$165,429.00 GST Inc. 260/11/2016**

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17<sup>TH</sup> NOVEMBER, 2016.

| Item                 | Item 1  | Item 2  | Item 3                                      | Item 4  | Item 5   | Item 6              | Item 7      | Item 8               | Item 9      | Item 10              |              |           |               |                     |             |                      |             |                      |               |           |               |         |             |
|----------------------|---|---|---|---|--|---------------------|-------------|----------------------|-------------|----------------------|--------------|-----------|---------------|---------------------|-------------|----------------------|-------------|----------------------|---------------|-----------|---------------|---------|-------------|
| 1. Name of Tenderer  | STANLEY GROUP<br>C/O DAVID L.S. S.L.<br>14119 | AMMANN ABC UNIT<br>C/O DAVID L.S. S.L.<br>14119 | MILTON 1134<br>C/O DAVID L.S. S.L.<br>14119 | BURNS MERTONS<br>C/O DAVID L.S. S.L.<br>14119 | GUYMILLER CHAMBERS<br>C/O DAVID L.S. S.L.<br>14119 | 1. Name of Tenderer | 2. Address  | 3. Reference Number  | 4. Contact  | 5. Email             | 6. Telephone | 7. Fax    | 8. Website    | 9. Name of Tenderer | 10. Address | 11. Reference Number | 12. Contact | 13. Email            | 14. Telephone | 15. Fax   | 16. Website   |         |             |
| 17. Name of Tenderer | 18. Address                                   | 19. Reference Number                            | 20. Contact                                 | 21. Email                                     | 22. Telephone                                      | 23. Fax             | 24. Website | 25. Name of Tenderer | 26. Address | 27. Reference Number | 28. Contact  | 29. Email | 30. Telephone | 31. Fax             | 32. Website | 33. Name of Tenderer | 34. Address | 35. Reference Number | 36. Contact   | 37. Email | 38. Telephone | 39. Fax | 40. Website |
| 41. Name of Tenderer | 42. Address                                   | 43. Reference Number                            | 44. Contact                                 | 45. Email                                     | 46. Telephone                                      | 47. Fax             | 48. Website | 49. Name of Tenderer | 50. Address | 51. Reference Number | 52. Contact  | 53. Email | 54. Telephone | 55. Fax             | 56. Website | 57. Name of Tenderer | 58. Address | 59. Reference Number | 60. Contact   | 61. Email | 62. Telephone | 63. Fax | 64. Website |

..... *J. J. Seymour* ..... MAYOR ..... *Ray Douglas* ..... GENERAL MANAGER.



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

##### HS1) DEVELOPMENT ACTIVITY REPORT FOR THE PERIOD ENDING (31/10/16) (B.05-01, SC58)

###### Summary

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

| Application Number | Type  | Address                      | Determination | Value        |
|--------------------|---|------------------------------|---------------|--------------|
| DA 2016/48         | New Portable Weighbridge Hut & Relocation & Extension to Sample Stand | 54 Hodges Lane, Coolamon     | Approved      | \$300,000.00 |
| DA 49/2016         | New Single Dwelling & Shed  | 15-17 Booth Street, Coolamon | Approved      | \$290,000.00 |
| DA 52/2016         | Continued use of Existing Extensions                                  | 1843 Millwood Road, Coolamon | Approved      | N/A          |
| DA 50/2016         | Aboveground Swimming Pool   | 247 Lawrences Lane, Marrar   | Approved      | \$35,000.00  |
| DA 51/2016         | New Patio/Deck  | 247 Lawrences Lane, Marrar   | Approved      | \$19,500.00  |
| DA 47/2016         | Alterations & Additions to Dwelling                                   | 64 Langham Street, Ganmain   | Approved      | \$55,000.00  |

###### Recommendation

That Council receive and note this report on development activity for the period up to 31/10/2016.

**RESOLVED on the motion of Clr Hutcheon and seconded by Clr Maslin that Council receive and note this report on development activity for the period up to 31/10/2016.** 261/11/2016

**HS2) COOLAMON NYE STREET PARTY 2016 ALCOHOL FREE ZONE SUSPENSION (E.07-02, SC492)**

**Recommendation**

**It is RECOMMENDED that Council temporarily suspends the Alcohol Free Zone in Coolamon on 31st December, 2016 between the hours of 6.00pm and 12.00am.**

**Summary**

This report seeks Council approval for the suspension of the current Alcohol Free Zone within Coolamon for the 2016 New Year's Eve Party.

This request has occurred in previous years for New Year's Eve street parties and is considered appropriate for the function being held.

**Background**

The drinking of alcohol is prohibited in an alcohol-free zone that has been established by a Council. Public places that are public roads, footpaths or public car-parks may be included in a zone. Alcohol-free zones promote the use of these roads, footpaths and car-parks in safety and without interference from irresponsible street drinkers.

Council has the ability to suspend the Alcohol Free Zone provided the appropriate advertising and notification has taken place. Police have been happy to patrol this change and have in the past been supportive.

**Legislative Implications**

Alcohol-Free Zones prohibit the drinking of alcohol in public places such as roads or car parks under Part 4 of the NSW Local Government Act 1993, Sections 642 - 649. The purpose of these zones is to create a safe environment in which individuals may move about without interference from irresponsible street drinkers. Alcohol Free Zones operate 24 hours a day, 7 days a week.

In accordance with Section 645 of the Act, Council has the power to suspend or cancel the Zone at an earlier date if deemed necessary, or to hold a specific community event. Council is required to do so via a Council resolution and must publish a notice of suspension and/or cancellation. Section 645 *Suspension or cancellation* provides that:

- (1) *The council may, at the request of any person or body or of its own motion, suspend the operation of an alcohol-free zone by publishing notice of the*

*suspension in a newspaper circulating in the area as a whole or in a part of the area that includes the zone concerned.*

- (2) *During the period indicated in such a notice as the period of suspension, the zone does not operate as an alcohol-free zone.*
- (3) *In like manner the council may at any time cancel the operation of an alcohol-free zone.*

Prior to cancellation or suspension Council would be required to liaise with Police both prior to and after the Council resolution.

### **Financial Implications**

There are no financial implications to Council or the community resulting from this report.

### **Consultation**

The NSW Police (Wagga Licensing Sergeant) was contacted on 9 November 2016 and advised of the proposed suspension of the zone and confirmed that NSW Police have no issues with supporting such a proposal.

Further consultation is required to occur in accordance with the Local Government Act 1993 if Council resolves to support the suspension by publishing notice of the suspension in a newspaper circulating in the area as a whole or in a part of the area that includes the zone concerned.

**RESOLVED on the motion of Clr McCann and seconded by Clr White that that Council temporarily suspends the Alcohol Free Zone in Coolamon on 31st December, 2016 between the hours of 6.00pm and 12.00am. 262/11/2016**

### **HS3) COOLAMON CARAVAN PARK STRUCTURE PLAN (C.01-03, SC65)**

#### **Recommendation**

**It is RECOMMENDED that Council:**

- a. Note and endorse the Coolamon Caravan Park Structure Plan and**
- b. Endorse the Public Display of the Plan for a period of 28 days.**

#### **Summary**

This report presents to Council the newly created Coolamon Caravan Park Structure Plan.

#### **Background**

The Coolamon Caravan Park is situated in close proximity to Coolamon's main street (Cowabbie Street). The site is surrounded by Redgrave Park, the old tennis courts, swimming pool and the Coolamon Early Childhood Centre. The Caravan Park is within easy walking distance to Coolamon's sporting precinct including the Club. Visitors and travelers currently have access to fully powered caravanning and camping sites, BBQ facilities, sullage dump point, and other amenities.

Coolamon Shire Council has operated the Caravan Park for a number of years and whilst regular maintenance and routine upgrade works have occurred over this period, there have been no significant redevelopment or improvement works undertaken at the park. Given this, it should be noted that the parks current occupancy rates have and continue to be respectable. However it is recognised that efforts to continue to attract visitors to the Caravan Pak, Town and Region that future redevelopment options and opportunities need to be investigated. Future development opportunities will assist in guiding the planning and development of the Coolamon Caravan Park into a facility that is financially self-sustaining, is accessible to the greater community and visitors, and attracts and encourages more visitors to the region.

Council staff have recently developed a Structure Plan for the Coolamon Caravan Park that provides a vision for the facility and will serve as a blue print to the future development of the Park.

#### **The Structure Plan**

The Structure plan has been created to demonstrate the continued commitment of Council of clearly establishing a vision for the future development of the Coolamon Caravan Park. The document provides for the development of the Caravan Park and includes a wide range of integrated facilities that a modern growing tourism town such as Coolamon needs.

The Plan seeks to continue the tradition of providing for affordable camping and caravan sites available year round on the site. It is anticipated that the proposed new infrastructure and facilities at the park precinct will attract greater occupancy rates year round and encourage visitors to stay longer, increasing the yield per visitor within the Local Government Area.

The general caravan and camping sites will be improved through the development of a new amenities block, camp kitchen and BBQ's, wash down area improved powerheads to sites, and new sealed internal access roads all to be provided within a secure site achieved via the installation of open style fencing around the perimeter of the grounds.

Significant landscaping is also proposed both within and around the park to create both a noise and visual barriers for the caravan and camping area. All these works will serve to compliment the recent works that have been carried out at the park in the form of the installation of a caretaker's office and residence with associated carport.

The Structure Plan provides and incorporates the following design and civil work elements:

- Site Plan
- Lot and Site Layout
- Landscape Plan
- Electrical Plan
- Sewerage and Drainage Layout
- Water Layout
- Fire Services Layout
- Traffic Management Plan.

### **The Site**

The Caravan Park is located on Lot 701, DP 94473, bounded by Bruce, Loughnan and Methul.



### **Legislative Implications**

Any works proposed to be undertaken at the Coolamon Caravan Park need to be undertaken in accordance with the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005.

The Regulation essentially governs:

- standards for the design and construction of manufactured homes and other moveable dwellings and for their siting established by the former Regulations, and
- the standards to promote the health, safety and amenity of the occupiers of manufactured homes and other moveable dwellings established by the former Regulations.

The Structure Plan has been created to ensure compliance with the relevant and applicable requirements of the Regulation.

### **Financial Implications**

The works provided for in the Structure Plan have not been costed as yet although it is estimated that the total project could be upwards of \$450,000.

In 2014/15 Council received \$127, 773.13 (GST Ex) from Crown Lands under the auspices of the Public Reserves Management Fund Program. The funding was to undertake development works at the Coolamon Caravan Park in the form of erection of a Caretakers Residence/Office and Carport, the project is now complete.

Council will continue to investigate funding opportunities to contribute to existing funding in the Caravan Park Reserve for the completion of works nominated in the Structure Plan.

### **Consultation**

Internal consultation with relevant Council staff has been undertaken with regards to the creation of the Coolamon Caravan Park Structure Plan.

It should be noted that future Consultation with lands Department in respect to increasing the terms of the Crown Lands Lease of the former Tennis Club portion of the Caravan Park site will need to be undertaken, although it is anticipated that there will be no issues in this regard.

It is also proposed to inform the Community of the works provided for in the Structure Plan via the notification of the plans creation in the next Community Newsletter and display of the Structure Plan on Council's Website.

**Attachments**

- ➔ Coolamon Caravan Park Re – Development Proposal Structure Plan.  
Attachment No. 11

**RESOLVED** on the motion of Clr McCann and seconded by Clr White that:  
263/11/2016

- 1) Council note and endorse the Coolamon Caravan Park Structure Plan; and
- 2) Council endorse the Public Display of the Plan for a period of 28 days.

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

There were no Reports.

**6) MINUTES OF THE NOXIOUS WEEDS MEETING OF COOLAMON, JUNE & TEMORA SHIRES HELD 4<sup>TH</sup> OCTOBER, 2016.**

**RESOLVED** on the motion of Clr McCann and seconded by Clr McKinnon that the Minutes of the Noxious Weeds Meeting of Coolamon, June & Temora Shires held 4<sup>th</sup> October, 2016 be adopted. 264/11/2016

*Meeting Closed at 4.56pm.*

Confirmed and signed during the Meeting held this 15th day of December, 2016.

.....  
**MAYOR**

.....  
*J. J. Seymour*..... MAYOR      *Paul Douglas*.....GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17<sup>TH</sup> NOVEMBER, 2016.

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16/13432

MINUTES OF THE NOXIOUS WEEDS MEETING OF COOLAMON, JUNE & TEMORA HELD AT COOLAMON SHIRE COUNCIL ON TUESDAY 4 OCTOBER 2016 AT 2.00PM.

**BUSINESS:**

- 1) Present and Apologies
- 2) Confirmation of Minutes of the Meeting held 1 March 2016
- 3) Matters arising from the Minutes held 1 March 2016
- 4) Correspondence
- 5) Agenda Items
  1. Rob Ferguson Management Pty Ltd – Quarterly Report
  2. Riverina Regional Weeds Committee
  3. WAP Update/Finding
  4. DPI Biosecurity Information Systems (BIS) Requirements & Implications
  5. RENWA Weeds List
  6. RENWA Logo
  7. General Business
  8. Next Meeting
- 6) General Business
- 7) Next Meeting

**PRESENT:** Clr John Seymour, Coolamon Shire Council  
Tony Kelly, Coolamon Shire Council  
David Carter, Junee Shire Council  
Robert Ferguson, Robert Ferguson Management Pty Ltd (phone)  
Will Barton, Junee Shire Council  
Kris Dunstan – Temora Shire Council

**APOLOGIES:** Clr Colin McKinnon, Coolamon Shire Council

**1) APOLOGIES**

**RESOLVED** that the apologies of Clr Colin McKinnon be received and accepted.

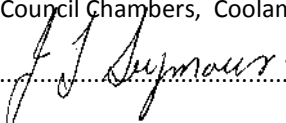
**2) CONFIRMATION OF THE MINUTES OF THE MEETING HELD 27 June 2016.**

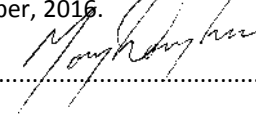
**RESOLVED** that the Minutes of the Meeting held 27 June 2016 be received.

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This is Page No. 128 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 17<sup>th</sup> November, 2016.

.......... MAYOR

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



MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17<sup>TH</sup> NOVEMBER, 2016.

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MINUTES OF THE NOXIOUS WEEDS MEETING OF COOLAMON, JUNEE & TEMORA HELD AT COOLAMON SHIRE COUNCIL ON TUESDAY 4 OCTOBER 2016 AT 2.00PM.

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3) **MATTERS ARISING FROM THE MINUTES HELD 1<sup>st</sup> March 2016.**

There were no matters arising.

4) **CORRESPONDENCE**

- There was no correspondence from the previous meeting.

5) **AGENDA ITEMS**

5.1) **Rob Ferguson Management Pty Ltd – Quarterly Report**

- Due to the ongoing wet conditions inspections have been limited. All high risk areas on roads have been inspected regularly. No unforeseen infestations have been identified.
- Field testing and fine tuning of the mapping software has continued.
- No new incursions have been identified with an abundance of moisture and the eventual arrival of warmer weather there is a high probability of extensive growth.
- Individual Councils should closely monitor their expenditure to ensure objectives are being achieved and funds are not being unnecessarily exhausted.
- With high probability of extensive growth and fire fuel, individual Councils are advised to explore the option of additional funding from the Rural Fire Service for fire mitigation measures.

5.2) **Riverina Regional Weeds Committee.**

Currently the major project for the committee is to develop the regional weeds priority list. A draft priority list will be tabled at the next Riverina Regional Weeds Committee and then presented to the local control authorities for their consideration. Identification of regional weeds priority list is determined on a risk based system with local control authorities still determining the final weeds list and management level.

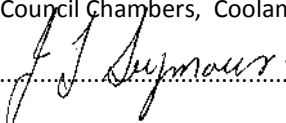
The implementation of the NSW Biosecurity Act is scheduled to commence in the first half of 2017. Local Control Authorities (LCA) will still have the power to appoint authorised officers. Authorised officers will be required to complete a number of E Learning modules. Local control authorities will have authority under the new legislation and rules will apply to all land holders including Crown Land, Forestry, John Holland Rail etc.

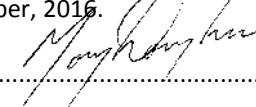
Regional Weeds Management Plan will be a living document which will be continuously reviewed and means tested allowing LCA's the flexibility to adjust the weeds list as required.

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This is Page No. 129 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 17<sup>th</sup> November, 2016.

.......... MAYOR

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

MINUTES OF THE NOXIOUS WEEDS MEETING OF COOLAMON, JUNEE & TEMORA HELD AT COOLAMON SHIRE COUNCIL ON TUESDAY 4 OCTOBER 2016 AT 2.00PM.

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**5.3) Weed Action Plan and Update and Findings**

A five year weed action plan was developed by Rob Ferguson Management, submitted to and approved by the Government and six months into the program funding reductions have occurred. Over the 5 year term of RENWA's Weed Action Plan, funding has been reduced by 10% to 12 % resulting in a loss of approximately \$19,000.00. Other areas in the LLS have seen a reduction in funding of up to 45%. Concern is that administration is increasing and funding is decreasing which will result in reduced action on the ground. Rob Ferguson to prepare a paper for the RENWA Councils detailing key issues of reduced funding.

**5.4) Ferguson Management RENWA and Leeton Shire Services Arrangements**

Robert Ferguson Management is in discussion with Leeton Shire Council to provide noxious weeds services identical to the RENWA.

No agreement as yet has been made but if successful it is thought that three days per week would be required to service their needs and the plan is to employ additional full time inspection officer. The services provided to the RENWA would not change and could possibly improve with efficiencies and specialised services.

**5.5) BIS Mapping and Data Collection System**

Staff members are currently collecting data for uploading to the primary industries portal. Whilst the system is currently fairly basic it serves the requirements of the Primary Industries and the RENWA Councils and can be further developed. Questions were raised on the possible resale of the software, to Leeton and if they take advantage of RENWA's investment in its development, the Temora Shire Council server upgrades and how and when the data will be able to be seen on individual Council viewers. Kris Dunstan will follow these up with Kurt and Matt.

**6) GENERAL BUSINESS**

There were no matters raised.

**7) NEXT MEETING**

**RESOLVED** that the next Meeting be held on Tuesday, 7 February 2017 at 2.00pm at Temora Shire Council.

*Meeting Closed at 3.30pm.*

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**ATTACHMENTS FOR THE MEETING HELD  
17TH NOVEMBER, 2016**

**ITEMS DISTRIBUTED WITH THE AGENDA**

- 1) Information Papers:
  - 1) Local Government NSW Weekly Circulars 41, 42, 43 and 44.
  - 2) October 2016 Newsletter "Advancing Cootamundra" from Hon Katrina Hodgkinson MP.
  - 3) Media Release from Hon Katrina Hodgkinson MP entitled "Funding Boost for Public Schools in Coolamon & District".
  - 4) Local Government NSW – Message from the President, Cr Keith Rhoades AFSM.
  - 5) REROC - Agenda for the AGM and Ordinary Meeting held 25<sup>th</sup> October, 2016. Minutes of the AGM held 20 October, 2015 and Ordinary Meeting held 23<sup>rd</sup> August, 2016.
  - 6) Minutes of the Advance Ganmain Committee Meeting held 2<sup>nd</sup> November, 2016.Refer Correspondence Item (1a).
  
- 2) Activity Reports:
  - 1) Operating Statistics of the Coolamon Shire Library for October 2016.
  - 2) Youth & Community Development Officer's Report for October 2016.Refer Correspondence Item (2a).
  
- 3) Correspondence from the NSW Rural Fire Service Riverina Zone regarding the Coolamon District vehicle.  
Refer Correspondence Item (1b), [File No. F.031].
  
- 4) A copy of the Auditors Report to the 30<sup>th</sup> June, 2016  
Refer General Manager's Report (GM1), [File No. A.12-01, SC34].
  
- 5) A copy of the REROC Annual Report for 2015/2016.  
Refer General Manager's Report (GM2), [File No. R.06-01, SC329].
  
- 6) Correspondence from State Library of New South Wales regarding funding.  
Refer Correspondence Item (GM3), [File No. L.03-01, SC268].
  
- 7) Correspondence from Riverina Regional Tourism giving an update on future operations.  
Refer Correspondence Item (GM4), [File No. T.06-03, SC427].
  
- 8) A copy of the draft Policy for the Payment of Expenses and Provision of Facilities for Mayors and Councillors.  
Refer Executive Manager, Corporate & Community Services' Report (CS2), [File No. P.12-01].
  
- 9) A copy of the draft Policies in relation to the Policy Review.  
Refer Executive Manager, Corporate & Community Services' Report (CS4), [File No. P.12-01].

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 17<sup>TH</sup> NOVEMBER, 2016.

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- 10) Correspondence from the Audit Office of New South Wales regarding Future Audit Arrangements for Coolamon Shire Council.  
Refer Executive Manager, Corporate & Community Services' Report (CS5), [File No. A.12-01].
- 11) Correspondence regarding the Coolamon Caravan Park Structure Plan.  
Refer Executive Manager, Development & Environmental Services' Report (HS3), [File No. C.01-03].
- 12) Correspondence from the Hon David Elliott MP and Katrina Hodgkinson MP regarding the Rural Fire Fighting Fund.  
Refer General Manager's Report (GM6), [File No. F.03-11].
- 13) Correspondence from Infrastructure NSW regarding the Ardlethan Sewerage Scheme.  
Refer General Manager's Report (GM7), [File No. S.03-02].

**ITEMS TABLED AT THE MEETING**

- 1) A copy of Council's Annual Report for 2015/2016.

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This is Page No. 132 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 17<sup>th</sup> November, 2016.

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

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