

**Meeting commenced at 2.00pm.**

**BUSINESS:**

- 1) Apologies
- 2) a. Confirmation of Minutes of the Meeting held 22<sup>nd</sup> September, 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) Recommendations of the Coolamon Shire Annual Events Funding Program Meeting held 6<sup>th</sup> October, 2016.

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

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

**APOLOGY:** Clr Steven Jones.

**1) APOLOGY**

**RESOLVED on the motion of Clr Kathy Maslin and seconded by Clr Bruce Hutcheon that the apology of Clr Jones be accepted.** 223/10/2016

**2a) CONFIRMATION OF MINUTES OF THE MEETING HELD 22<sup>ND</sup> SEPTEMBER, 2016.**

**RESOLVED** on the motion of Clr McCann and seconded by Clr Logan that the Minutes of the Meeting held 22<sup>nd</sup> September, 2016 as circulated be confirmed and adopted. 224/10/2016

**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) NSW Shires Association Weekly Circulars 37, 38, 39 & 40
- 2) Minutes of the Advance Ganmain Committee Meeting held 5<sup>th</sup> October, 2016.

**2a) ACTIVITY REPORTS**

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

**3a) LOCAL GOVERNMENT NSW (L.07-01, SC277)**

Forwarding a copy of the Annual Report for 2015-2016.

General Manager's Note

- A copy of the Annual Report has been **tabled** for the information of Councillors.

**4a) MAYORAL ELECTIONS (C.11-06, SC142)**

Advice has been received from a number of Councils within our area advising the names of their Mayors and Deputy Mayors for the ensuing two years. They are as follows:

<b>COUNCIL</b>	<b>MAYOR</b>	<b>DEPUTY MAYOR</b>
Lockhart Shire Council	Cr Rodger Schirmer	Cr Greg Verdon
Temora Shire Council	Cr Rick Firman	Cr Graham Sinclair
Bland Shire Council	Cr Tony Lord	Cr Jan Wyse
Wagga Wagga City Council	Cr Greg Conkey	Cr Dallas Tout
Narrandera Shire Council	Cr Neville Kschenka	Cr David Fahey
Junee Shire Council	Cr Neil Smith	Cr Matt Austin

**RESOLVED on the motion of Clr White and seconded by Clr McCann that the Correspondence be received.** 225/10/2016

**AGENDA B**

**1b) MURRAY DARLING ASSOCIATION (W.01-04, SC435)**

Inviting the Mayor and interested delegates from Coolamon Shire Council to attend the 72<sup>nd</sup> Annual MDA National Conference and Annual General Meeting to be held in Dubbo on 26<sup>th</sup>-27<sup>th</sup> October, 2016.

General Manager's Note

- ➔ A copy of the letter is attached to the information papers. Attachment No. 3

**RESOLVED on the motion of Clr Maslin and seconded by Clr White that the information be noted.** 226/10/2016

#### 4) GENERAL MANAGER REPORTS

##### 4.1) GENERAL MANAGER REPORTS

###### GM1) COOLAMON SHIRE COMMUNITY BENEFIT FUND (A.09-02, SC30)

Information has been received that the Beyond Bank Sponsorship Account has allocated \$12,769.90 towards the Coolamon Shire Community Benefit Fund.

This is seen as a great benefit to this Community Fund that supports people in need and is an indication of the use of this Sponsorship Account by individuals or businesses that donate interest from their savings accounts.

###### Recommendation

For Council information.

###### GM2) NEWELL HIGHWAY TASKFORCE (T.06-01, SC562)

- Council has received correspondence from the Secretary of the Newell Highway Taskforce requesting whether Coolamon Shire Council would consider becoming a member. Attachment No. 4

This Taskforce is associated with all aspects of the Newell Highway which is the major route for travelers and heavy vehicles between Melbourne, Brisbane and Adelaide.

###### Recommendation

For Council information.

**RESOLVED on the motion of Clr McCann and seconded by Clr Hutcheon that Council join as members of the Newell Highway Taskforce.** 227/10/2016

###### GM3) AMENDMENTS TO THE LOCAL GOVERNMENT ACT (L.05-02, SC274)

- The Office of Local Government have forwarded a Circular which summarises the amendments that have now come into force as from the 1<sup>st</sup> October, 2016. As can be seen there will be new roles and responsibilities for Mayors, Councillors and governing bodies together with new functions for General Managers. At the moment this is provided for advice and further information and will be rolled out in the coming months. Attachment No. 5

Recommendation

For Council information.

**GM4) DECLARATION OF PECUNIARY INTEREST (P.02-01, SC296)**

- In accordance with Section 450A of the Local Government Act, all Pecuniary Interest forms that have been returned are **tabled** for the information of Council.

Recommendation

That the report be noted.

**RESOLVED on the motion of Clr Maslin and seconded by Clr Logan that the General Manager's Reports (GM1, GM3 and GM4) be received and noted.**

228/10/2016

**GM5) EASTERN RIVERINA ARTS – MEMBERSHIP 2016/17 (A.10-02, SC32)**

- ➔ The Annual Report has been received from the Eastern Riverina Art Executive Officer together with the annual membership. As can be seen from the report, Eastern Riverina Arts undertakes numerous activities, a lot of which have been conducted within the Coolamon Shire.

Examples being, Bold Selfies by Oldies, the Jordy Bos Scholarship and supporting the Coolgrass Festival. This organisation regularly uses the Up-to-Date Store and community halls and provides outlets for regional artists.

It is thought that Council's involvement within this organisation is productive and warranted and that Council continue this association. Attachment No. 6

Recommendation

That Council continue its membership with Eastern Riverina Arts.

**RESOLVED on the motion of Clr Maslin and seconded by Clr White that Council continue its membership with Eastern Riverina Arts.** 229/10/2016

**GM6) OFFICE OF LOCAL GOVERNMENT (L.05-02, SC274; C.12-05, SC148)**

- Council has received Circulars and a letter from the Local Government Minister advising of Councillors Workshops entitled “Hit the Ground Running”. A copy of the information has been provided. Attachment No. 12

It is apparent that the Office of Local Government in conjunction with the Minister are encouraging Councillors to attend the Workshop.

Recommendation

For Council information.

**GM7) NATURAL DISASTER DECLARATION (R.07-09, SC334)**

- On the 12<sup>th</sup> October, 2016 Coolamon Shire Council was included in the Disaster Declaration for Storm Damage. A copy of the information has been provided. Attachment No. 13

Council will assess all infrastructure to ensure that roads or property affected by these storms can obtain the appropriate funding repair.

Recommendation

For Council information.

**GM8) REPORT INTO CROWN LANDS (L.02-02, SC570)**

- The General Purpose Standing Committee has now tabled the final report and it can be provided on the following link: <https://www.parliament.nsw.gov.au/committees/inquiries/Pages/inquiry-details.aspx?pk=2404#tab-reports> This is a rather large document and I am happy for Councillors to view it at their leisure and provide any comment should they so wish.

Recommendation

For Council information.

**RESOLVED on the motion of Clr McCann and seconded by Clr White that the General Manager’s Reports (GM6 to GM8) be received and noted.** 230/10/2016

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

### CS1) FINANCE REPORT AS AT 30 SEPTEMBER, 2016

RESOLVED on the motion of Clr White and seconded by Clr Hutcheon that the report be received. 231/10/2016

DATE INVESTED	INSTITUTION	INVESTMENT TYPE	AMOUNT INVESTED	TERMS (days)	RATE	MATURITY DATE
26/04/2016	NAB	Term Deposit	\$ 1,000,000	181	3.05%	24/10/2016
4/05/2016	Beyond Bank	Term Deposit	\$ 1,000,000	180	3.10%	31/10/2016
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
<b>TOTAL INVESTED</b>			<b>\$ 13,700,000</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

##### ESTIMATED 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
	<b>\$ 9,133,607.70</b>

##### ESTIMATED 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)	\$ 2,228,245.04
Swimming Pools	\$ 30,000.00
Rehabilitation of Gravel Pits	\$ 142,000.00
	<b>\$ 4,870,203.44</b>
	<b>\$ 14,003,811.14</b>

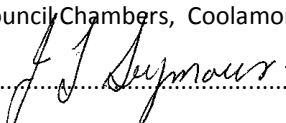
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 20<sup>TH</sup> OCTOBER, 2016.

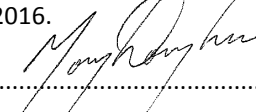
COOLAMON SHIRE COUNCIL  
INCOME STATEMENT

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

	SEPTEMBER 2016	AUGUST 2016	JULY 2016	2016/2017 BUDGET	2015/2016 UNAUDITED ACTUAL
<b>Income from continuing operations</b>					
<b>Revenue:</b>					
Rates & annual charges	3,341,363.88	3,341,621.25	3,342,343.11	3,330,237.57	3,249,992.78
User charges & fees	670,833.47	491,081.94	276,909.32	2,622,318.40	2,609,049.90
Interest and investment revenue	(42,982.68)	(61,676.63)	(72,081.89)	404,252.27	477,341.01
Other revenues	105,674.88	81,439.05	31,165.89	550,113.75	686,523.90
Grants & contributions provided for operating purposes	1,180,477.26	1,151,461.48	33,315.98	5,874,025.74	6,560,417.76
Grants & contributions provided for capital purposes	150,330.40	1,455.40	0.00	684,068.00	719,787.80
Internals	1,262.50	1,000.00	800.00		0.00
<b>Other income:</b>					
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>5,430,737.05</b>	<b>5,030,159.83</b>	<b>3,636,229.75</b>	<b>13,610,285.68</b>	<b>14,381,046.65</b>
<b>Expenses from continuing operations</b>					
Employee benefits and on-costs	1,257,873.12	854,206.37	376,632.11	4,623,875.00	4,630,382.33
Borrowing costs	13.09	0.00	0.00	22,504.88	3,592.76
Materials & contracts	689,057.83	388,031.89	208,199.24	2,388,631.40	2,678,087.94
Depreciation & amortisation	0.00	0.00	0.00	2,802,634.00	2,526,027.44
Other expenses	543,758.19	379,005.83	316,395.68	1,660,208.24	1,376,316.98
<b>Total expenses from continuing operations</b>	<b>2,490,702.23</b>	<b>1,621,244.09</b>	<b>901,227.03</b>	<b>11,497,853.52</b>	<b>11,214,407.45</b>
<b>Operating result from continuing operations</b>	<b>2,940,034.82</b>	<b>3,408,915.74</b>	<b>2,735,002.72</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>2,789,704.42</b>	<b>3,407,460.34</b>	<b>2,735,002.72</b>	<b>1,428,364.16</b>	<b>2,446,851.40</b>

This is Page No. 8 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 20<sup>th</sup> October, 2016.

.....  
  
 ..... MAYOR

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

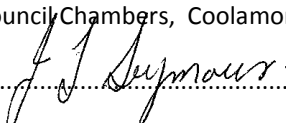


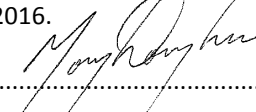
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 20<sup>TH</sup> OCTOBER, 2016.

COOLAMON SHIRE COUNCIL  
INCOME STATEMENT BY FUND

September 2016			
	CONSOLIDATED		
	GENERAL FUND	SEWERAGE FUND	TOTAL
<b>Income from continuing operations</b>			
<i>Revenue:</i>			
Rates & annual charges	2,851,641.70	489,722.18	3,341,363.88
User charges & fees	663,093.47	7,740.00	670,833.47
Interest and investment revenue	(43,545.64)	562.96	-42,982.68
Other revenues	104,786.78	888.10	105,674.88
Grants & contributions provided for operating purposes	1,180,477.26	0.00	1,180,477.26
Grants & contributions provided for capital purposes	148,875.00	1,455.40	150,330.40
Internals	1,262.50	0.00	1,262.50
<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>4,930,368.41</b>	<b>500,368.64</b>	<b>5,430,737.05</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	1,222,429.97	35,443.15	1,257,873.12
Borrowing costs	13.09		13.09
Materials & contracts	670,830.83	18,227.00	689,057.83
Depreciation & amortisation	0.00	0.00	0.00
Other expenses	533,788.64	9,969.55	543,758.19
<b>Total expenses from continuing operations</b>	<b>2,427,062.53</b>	<b>63,639.70</b>	<b>2,490,702.23</b>
<b>Operating result from continuing operations</b>	<b>2,503,305.88</b>	<b>436,728.94</b>	<b>2,940,034.82</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>			
	<b>2,354,430.88</b>	<b>435,273.54</b>	<b>2,789,704.42</b>

This is Page No. 9 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 20<sup>th</sup> October, 2016.

.....  
  
 ..... MAYOR

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

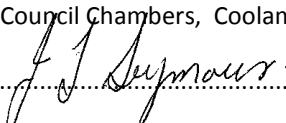
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN  
THE COUNCIL CHAMBERS, COOLAMON ON THE 20<sup>TH</sup> OCTOBER, 2016.

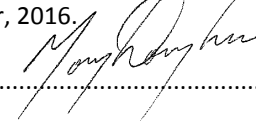
COOLAMON SHIRE COUNCIL  
BALANCE SHEET

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

	SEPTEMBER 2016	AUGUST 2016	JULY 2016	2016/2017 BUDGET (ADJ FOR OPENING BALS)	2015/2016 UNAUDITED ACTUAL
<b>ASSETS</b>					
<b>Current assets</b>					
Cash and cash equivalents	1,041,102.25	1,959,745.61	769,666.99	13,112,203.92	1,322,300.26
Investments	13,700,000.00	12,700,000.00	12,700,000.00	700,000.00	12,700,000.00
Receivables	2,398,172.62	2,986,910.08	3,554,193.07	666,747.44	667,347.44
Inventories	1,273,156.23	1,270,246.88	1,274,934.85	793,577.81	1,289,621.81
Other					
<b>Total current assets</b>	<b>18,412,431.10</b>	<b>18,916,902.57</b>	<b>18,298,794.91</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	211,509,598.37	211,419,722.00	211,357,454.25	217,369,384.03	211,270,617.03
Accumulated Dep'n - Infrastructure, PP&E	(40,907,795.92)	(40,907,795.92)	(40,907,795.92)	(44,191,243.42)	(40,907,795.92)
Other					
<b>Total non-current assets</b>	<b>170,608,150.65</b>	<b>170,518,274.28</b>	<b>170,456,006.53</b>	<b>173,181,531.81</b>	<b>170,369,169.31</b>
<b>Total assets</b>	<b>189,020,581.75</b>	<b>189,435,176.85</b>	<b>188,754,801.44</b>	<b>188,454,060.98</b>	<b>186,348,438.82</b>
<b>LIABILITIES</b>					
<b>Current liabilities</b>					
Payables	6,892,537.34	6,871,880.91	6,824,688.24	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	1,614,142.37	1,580,512.98	1,581,632.97	1,487,839.22	1,580,582.22
<b>Total current liabilities</b>	<b>8,507,836.71</b>	<b>8,453,550.89</b>	<b>8,407,478.21</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>9,554,942.10</b>	<b>9,500,656.28</b>	<b>9,454,583.60</b>	<b>9,816,023.99</b>	<b>9,822,833.99</b>
<b>Net assets</b>	<b>179,465,639.65</b>	<b>179,934,520.57</b>	<b>179,300,217.84</b>	<b>178,638,036.99</b>	<b>176,525,604.83</b>
<b>EQUITY</b>					
Retained earnings	83,499,945.72	83,968,826.64	83,294,913.62	82,672,343.06	80,559,910.90
Reserves	95,965,693.93	95,965,693.93	95,965,693.93	95,965,693.93	95,965,693.93
Internal Assets/Liabilities	0.00	0.00	0.00		0.00
<b>Total equity</b>	<b>179,465,639.65</b>	<b>179,934,520.57</b>	<b>179,260,607.55</b>	<b>178,638,036.99</b>	<b>176,525,604.83</b>

This is Page No. 10 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 20<sup>th</sup> October, 2016.

..... MAYOR

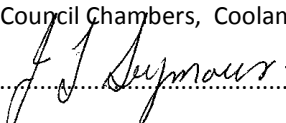
.....GENERAL MANAGER.

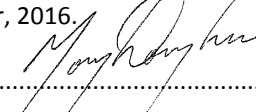
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 20<sup>TH</sup> OCTOBER, 2016.

COOLAMON SHIRE COUNCIL  
BALANCE SHEET BY FUND

September 2016			
	CONSOLIDATED GENERAL FUND	SEWERAGE FUND	COOLAMON SHIRE TOTAL
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents	(756,350.79)	1,797,453.04	1,041,102.25
Investments	13,700,000.00		13,700,000.00
Receivables	2,070,559.67	327,612.95	2,398,172.62
Inventories	1,273,156.23		1,273,156.23
Other			0.00
<b>Total current assets</b>	<b>16,287,365.11</b>	<b>2,125,065.99</b>	<b>18,412,431.10</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 & equipment	193,459,064.84	18,050,533.53	211,509,598.37
Accumulated Depreciation	(35,647,991.47)	(5,259,804.45)	(40,907,795.92)
Other			0.00
<b>Total non-current assets</b>	<b>157,817,421.57</b>	<b>12,790,729.08</b>	<b>170,608,150.65</b>
<b>Total assets</b>	<b>174,104,786.68</b>	<b>14,915,795.07</b>	<b>189,020,581.75</b>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Payables	6,892,537.34	0.00	6,892,537.34
Interfunding			0.00
Interest bearing liabilities	1,157.00		1,157.00
Provisions	1,614,142.37		1,614,142.37
<b>Total current liabilities</b>	<b>8,507,836.71</b>	<b>0.00</b>	<b>8,507,836.71</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>9,554,942.10</b>	<b>0.00</b>	<b>9,554,942.10</b>
<b>Net assets</b>	<b>164,549,844.58</b>	<b>14,915,795.07</b>	<b>179,465,639.65</b>
<b>EQUITY</b>			
Retained earnings	77,096,455.95	6,403,489.77	83,499,945.72
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>164,549,844.58</b>	<b>14,915,795.07</b>	<b>179,465,639.65</b>

This is Page No. 11 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 20<sup>th</sup> October, 2016.

.....  
  
 ..... MAYOR

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

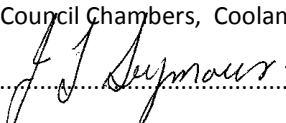
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 20<sup>TH</sup> OCTOBER, 2016.

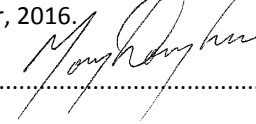
COOLAMON SHIRE COUNCIL  
INTERNAL & EXTERNAL RESTRICTIONS

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

	SEPTEMBER 2016	AUGUST 2016	JULY 2016	2016/2017 BUDGET (ADJ FOR OPENING BALS)	2015/2016 UNAUDITED ACTUAL
<b>GENERAL FUND</b>					
<i>EXTERNALLY RESTRICTED</i>					
Grants & Subsidies & Other	169,376.83	179,037.30	191,934.24	114,612.64	147,827.06
Waste Management	896,554.91	875,692.37	786,303.81	742,906.88	760,898.52
Allawah Lodge Accommodation Payments	3,623,025.00	3,535,278.12	3,535,278.12	3,519,582.12	3,535,278.12
Allawah Village Loan-Licence	3,041,106.00	3,041,106.00	3,041,106.00	3,161,821.00	3,041,106.00
	<u>7,730,062.74</u>	<u>7,631,113.79</u>	<u>7,554,622.17</u>	<u>7,538,922.64</u>	<u>7,485,109.70</u>
<i>INTERNALLY RESTRICTED</i>					
Plant Replacement Reserve	921,464.86	921,464.86	921,464.86	707,273.75	921,464.86
Employees Leave Entitlements Reserve	1,293,000.00	1,293,000.00	1,293,000.00	1,230,257.00	1,293,000.00
Stormwater Management Reserve			0.00	0.00	
Swimming Pools Reserve	30,000.00	30,000.00	30,000.00	45,000.00	30,000.00
Deferred Works Reserve	197,910.34	202,440.89	220,950.64	0.00	255,493.54
Community Housing Programme Reserve	0.00	0.00	0.00	0.00	0.00
Allawah Lodge Asset Mgt Reserve	483,617.34	505,080.50	548,611.77	545,655.63	512,519.91
Allawah Village Asset Mgt Reserve	357,349.50	375,012.39	370,402.76	485,355.61	377,365.58
CECC Asset Mgt Reserve	172,004.06	166,747.46	146,107.11	137,945.55	138,359.55
Gravel Pits Rehabilitation Reserve	142,000.00	142,000.00	142,000.00	112,000.00	142,000.00
	<u>3,597,346.10</u>	<u>3,635,746.10</u>	<u>3,672,537.14</u>	<u>3,263,487.54</u>	<u>3,670,203.44</u>
Asset Management/Available for Working Funds	1,616,240.37	1,638,098.78	565,947.83	1,392,104.00	1,218,489.12
<b>Total Cash Balance - General Fund</b>	<u><b>12,943,649.21</b></u>	<u><b>12,904,958.67</b></u>	<u><b>11,793,107.14</b></u>	<u><b>12,194,514.18</b></u>	<u><b>12,373,802.26</b></u>
<b>SEWERAGE FUND</b>					
Sewerage Fund	1,797,453.04	1,754,786.94	1,676,559.85	1,617,689.74	1,648,498.00
	<u>1,797,453.04</u>	<u>1,754,786.94</u>	<u>1,676,559.85</u>	<u>1,617,689.74</u>	<u>1,648,498.00</u>
<b>Total Cash Balance - Sewerage Fund</b>	<u><b>1,797,453.04</b></u>	<u><b>1,754,786.94</b></u>	<u><b>1,676,559.85</b></u>	<u><b>1,617,689.74</b></u>	<u><b>1,648,498.00</b></u>
<b>TOTAL CONSOLIDATED CASH</b>	<u><b>14,741,102.25</b></u>	<u><b>14,659,745.61</b></u>	<u><b>13,469,666.99</b></u>	<u><b>13,812,203.92</b></u>	<u><b>14,022,300.26</b></u>

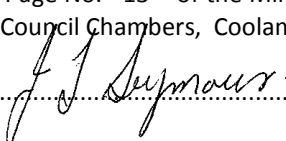
This is Page No. 12 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 20<sup>th</sup> October, 2016.

..... MAYOR

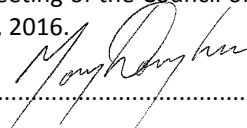
.....GENERAL MANAGER.

RATE COLLECTIONS

	ARREARS BFWD	LEVIES INC. INTEREST	TOTAL	COLLECTIONS TO DATE	% TO TOTAL	ADJUSTMENTS INC. PENS CONCESSIONS	ADI TOTAL	% TO TOTAL	COLLECTABLE BALANCE
30/09/2003	280,098.47	2,032,447.59	2,312,546.06	786,475.07	34.01%	101,616.96	2,210,929.10	35.57%	1,424,454.03
30/09/2004	181,374.69	2,088,310.77	2,269,685.46	792,620.41	34.92%	106,486.81	2,163,198.65	36.64%	1,370,578.24
30/09/2005	163,566.58	2,161,602.60	2,325,169.18	819,254.52	35.23%	106,739.28	2,218,429.90	36.93%	1,399,175.38
30/09/2006	185,519.90	2,238,327.83	2,423,847.73	813,812.57	33.58%	106,455.19	2,317,392.54	35.12%	1,503,579.97
30/09/2007	236,912.33	2,411,740.88	2,648,653.21	927,417.05	35.01%	117,989.76	2,530,663.45	36.65%	1,603,246.40
30/09/2008	277,343.62	2,494,944.30	2,772,287.92	918,838.29	33.14%	119,260.57	2,653,027.35	34.63%	1,734,189.06
30/09/2009	239,371.45	2,586,732.54	2,826,103.99	945,123.22	33.44%	121,683.64	2,704,420.35	34.95%	1,759,297.13
30/09/2010	292,105.99	2,707,202.01	2,999,308.00	1,004,718.49	33.50%	124,667.90	2,874,640.10	34.95%	1,869,921.61
30/09/2011	239,162.46	2,855,777.06	3,094,939.52	1,078,136.90	34.84%	124,382.82	2,970,556.70	36.29%	1,892,419.80
30/09/2012	207,935.41	2,990,079.08	3,198,014.49	1,141,925.07	35.71%	126,749.85	3,071,264.64	37.18%	1,929,339.57
30/09/2013	230,923.44	3,133,024.16	3,363,947.60	1,137,346.26	33.81%	124,350.25	3,239,597.35	35.11%	2,102,251.09
30/09/2014	263,562.88	3,288,463.25	3,552,026.13	1,206,137.92	33.96%	121,049.23	3,430,976.90	35.15%	2,224,838.98
30/09/2015	335,520.44	3,396,545.39	3,732,065.83	1,334,922.00	35.77%	122,736.97	3,609,328.86	36.99%	2,274,406.86
<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



MAYOR



GENERAL MANAGER.

↑ **ADJOURNMENT**

Council adjourned from standing orders to conduct a Citizenship Ceremony for Ms Margaret Cecilia Esihall DUNCAN at 3.05pm.

Council reconvened at 3.35pm

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

→ Attached, please find the existing Fire Breaks Policy adopted by Council on 18th September 2014 for review. Attachment No. 7

Recommendation  
For Council discussion

**RESOLVED** on the motion of Clr McKinnon and seconded by Clr Hutcheon that the following be included as the Fire Breaks Policy: 232/10/2016

Council shall require the owner or occupier of any land within the Shire:

- 1) Between four (4) hectares and two hundred (200) hectares in area to make and maintain fire breaks surrounding the entire property or as near as practicable thereto by ploughing or maintaining bare earth to a width of not less than 3 metres;
- 2) Property under crop or pasture in excess of two hundred (200) hectares in area to make and maintain fire breaks surrounding the entire property or as near as practicable thereto by ploughing or maintaining bare earth to a width of not less than 4 metres;

Such work must be completed by the 31 October, and where land is under crop by the 30 November. Where harvesting is carried out prior to the 30 November, fire breaks must be established prior to such harvest.

Where it is intended to carry out clover harvesting and the clover paddock to be harvested is located on the boundary of a property, landholders are required to establish a fire break by ploughing to a width of not less than 10 metres (33ft) along such boundary.

**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.



## COOLAMON SHIRE COUNCIL

### FIRE BREAKS POLICY

Council shall require the owner or occupier of any land within the Shire:

- 1) Between four (4) hectares and two hundred (200) hectares in area to make and maintain fire breaks surrounding the entire property or as near as practicable thereto by ploughing or maintaining bare earth to a width of not less than **3 metres**;
- 2) Property under crop or pasture in excess of two hundred (200) hectares in area to make and maintain fire breaks surrounding the entire property or as near as practicable thereto by ploughing or maintaining bare earth to a width of not less than **4 metres**;

Such work must be completed by the 31 October, and where land is under crop by the 30 November. Where harvesting is carried out prior to the 30 November, fire breaks must be established prior to such harvest.

Where it is intended to carry out clover harvesting and the clover paddock to be harvested is located on the boundary of a property, landholders are required to establish a fire break by ploughing to a width of not less than 10 metres (33ft) along such boundary.

#### 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 Adopted: Council Meeting held 20 October 2016 (Minute No. 232/10/2016)**  
**Version 3 Adopted: Council Meeting held 18 September 2014 (Minute No.246/09/2014)**  
**Version 2 Re-Adopted: Council Meeting held 19 March 2009 (Minute No.64/03/2009)**  
**Version 2 Adopted: Council Meeting held 13 December 2007 (Minute No. 398/12/2007)**  
**Version 1 Adopted Council Meeting held 19 August 2004 (Minute No. 277/8/2004)**

COOLAMON SHIRE COUNCIL  
POS.01.02\_FIRE BREAKS POLICY

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

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

**CS3) POLICY REVIEW (P.12-01, SC316)**

As indicated in the Councillor Induction Workshop, Council is required to review all of the existing policies within the first twelve months following the election.

→ Attached please find the following policies to which Council staff are not proposing any amendment except for the review terms (where applicable).

Attachment No. 8

- Coolamon Caravan Park Policy (review period to be changed)
- Community Bus Policy
- Telecommunications Tower Use Rental Policy (review period to be changed)
- Service Installation & Replacement Policy (review period to be changed)
- Property Access Policy
- Installation of Service Facilities including water pipes within Road Reserves Policy (review period to be changed)
- Road Damage-Wet Weather Periods Policy (review period to be changed)
- Road Drainage Policy (review period to be changed)
- Kerb & Gutter Construction Policy (review period to be changed)
- Public Cemeteries Policy
- Mobile Garbage Bin Replacement Policy
- New Roads Policy (review period to be changed)
- Bush Fire Permits Policy (review period to be changed)
- Bush Fire Control – Council’s Workstaff involving Plant & Equipment Policy.

For those policies required changes to the review period, the following review terms are proposed

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.

Recommendation

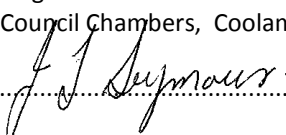
For Council discussion

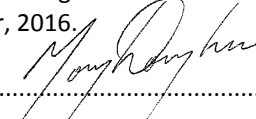
**RESOLVED on the motion of Clr White and seconded by Clr McKinnon that the below Policies be adopted:** 233/10/2016

- **Coolamon Caravan Park Policy**
- **Community Bus Policy**
- **Telecommunications Tower Use Rental Policy**



- **Service Installation & Replacement Policy**
- **Property Access Policy**
- **Installation of Service Facilities including water pipes within Road Reserves Policy**
- **Road Damage-Wet Weather Periods Policy**
- **Road Drainage Policy**
- **Kerb & Gutter Construction Policy**
- **Public Cemeteries Policy**
- **Mobile Garbage Bin Replacement Policy**
- **New Roads Policy**
- **Bush Fire Permits Policy**
- **Bush Fire Control – Council’s Workstaff involving Plant & Equipment Policy.**

..... MAYOR

.....GENERAL MANAGER.



**COOLAMON SHIRE COUNCIL**  
**COOLAMON CARAVAN PARK POLICY**

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**OBJECTIVE**

Guidelines for the keeping of dogs in Council Caravan Parks.

**GENERAL**

Dogs shall be permitted at Caravan Parks provided:

- they are restrained at all times.
- they do not disturb the amenity.
- all waste is disposed appropriately.

**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 20 October 2016 (Minute No. 233/10/2016)***

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

***Version 2 Adopted: Council Meeting held 19 June 2008 (Minute No.162/6/2008)***

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



## COOLAMON SHIRE COUNCIL

### COOLAMON SHIRE COMMUNITY BUS POLICY

#### OBJECTIVE

To provide conditions of use for Community Bus

#### GENERAL

#### CONDITIONS OF USE FOR THE HIRE OF THE COOLAMON SHIRE COMMUNITY BUS

1) **APPROVED USERS**

Various Community Non Profit Organisations with the Coolamon Shire subject to the concurrence of the General Manager such as:

- CWA
- Hospital Auxiliary
- Canola Adventurers
- Community Transport

The bus shall only be available for Community / Charitable Organisations principally associated with the Allawah Lodge Aged Persons Hostel, Allawah Lodge Community Centre, Allawah Village and/or the Coolamon-Ganmain Hospital.

2) **VEHICLE BOOKINGS**

Bookings shall be made through the Administration Office of the Coolamon Shire Council with a minimum booking notification time of one week prior to use.

3) **HOUSING OF VEHICLE**

The vehicle shall be housed at the Coolamon Shire Council Depot and picked up from that Depot.

If the Depot is locked when bus is returned, alternate arrangements will need to be made to ensure the vehicle is left at the Allawah Lodge Complex.

4) **DRIVERS**

Drivers are required to have an LR (Light Rigid) Drivers Licence. Drivers will be sourced from the Community in a voluntary capacity.

5) **COMMUNITY ORGANISATION CHARGES**

- a) As per Annual Operational Plan

Any trips beyond 400kms to be negotiated with Applicant Organisation.

- b) Bus will have a pre safety check carried out by Staff of the Coolamon Shire Council. It will be made available to Organisations with the fuel tank full. It will be the responsibility of the Organisation to return the bus in the same condition and with the fuel tank full. The bus shall be inspected when it is returned to the Depot. If the bus is returned in an unacceptable state,

COOLAMON SHIRE COUNCIL  
EA.02.02 COMMUNITY BUS POLICY

Council may charge a cleaning fee to bring the bus to an acceptable standard which is to be paid by the Applicant Organisation. The future use of the bus if it is returned in an unacceptable condition by an Organisation is subject to Council approval.

- 6) **CONDITIONS OF USE**  
No food or drinks to be consumed in vehicle.
- 7) **BOOKINGS**  
No more than one booking shall be made at one time and a second booking shall only be allowed after the first booking has been completed. In the case of the Canola Adventurers where they normally have fortnightly excursions, they shall not have exclusive rights to the bus each fortnight. This shall be subject to bookings by the various Community Organisations.
- 8) **LOG BOOK**  
A log book on the usage of the vehicle will be kept. The log book will be made available at the commencement of hire and shall be completed by the hiring organisation when the bus is returned to the Depot. Upon verifying the kilometres travelled the applicable fee shall be payable by the organisation at the time of bus being returned.  
Intermittent users shall be required to complete the log book for all trips that are taken. It will be the responsibility of the Storekeeper/Purchasing Officer to ensure the log book is completed and the page returned to the Administration Department of the Coolamon Shire Council.
- 9) **SAFETY CHECK**  
The Storekeeper/Purchasing Officer is responsible for completing the pre delivery safety check on the vehicle.

**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 20 October 2016 (Minute No. 233/10/2016)  
**Version 4 Adopted:** Council Meeting held 16 May 2013 (Minute No. 117/05/2013)  
**Version 3 Adopted:** Council Meeting held 14 February 2012 (Minute No. 022/02/2012)  
**Version 2 Re-Adopted:** Council Meeting held 21 May 2009 (Minute No.141/05/2009)  
**Version 2 Adopted:** Council Meeting held 19 June 2008 (Minute No.162/6/2008)  
**Version 1 Adopted** Council Meeting held 21 September, 2006 (Minute No. 299/9/2006)



## COOLAMON SHIRE COUNCIL

### TELECOMMUNICATIONS TOWER USE / RENTAL POLICY

#### OBJECTIVE

To outline the conditions of occupancy to Council's staff for the Coolamon Mobile Phone Tower when negotiating arrangements for occupancy on the Tower with prospective tenants.

#### ELIGIBILITY

This Policy will apply to all occupiers utilising the Coolamon Mobile Phone Tower.

#### GENERAL CONDITIONS / FEES

The fees payable by commercial operators and community benefit organisations are set in Council's Annual Operational Plan with the following exceptions:

- **Goldenfields Water County Council**  
Goldenfields Water County Council shall have access to the site at a nil lease fee but will be subject to the other conditions of use. This nil lease fee has been adopted as Goldenfields Water County Council transferred the Mobile Phone Tower site at nil cost to Council.
- **Community Benefit Organisations**  
The fees set for Community Benefit Organisations shall be subject to determination by the General Manager.

#### INSURANCES

All lessees shall have public liability insurance to a minimum of \$10 million with the policies including loss due to radiation and electrical interference with Council's interests duly noted.

#### INTERFERENCE

All lessees shall ensure their signal does not interfere with the transmission of any other users or occupiers. If transmission is causing any interference to other users, it will be the offending tenant's responsibility to rectify this problem at their own expense. If unable to rectify the transmission interference the tenant shall remove their equipment expeditiously.

#### VACATING OF SITE

All lessees on vacation shall ensure the site is left in the same or similar condition as to when original occupancy was taken up.

#### 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 20 October 2016 (Minute No. 233/10/2016)**

**Version 1 Adopted: Council Meeting held 23 April 2009 (Minute No.104/04/2009)**

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## COOLAMON SHIRE COUNCIL

### SERVICE INSTALLATION AND REPLACEMENT POLICY

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#### OBJECTIVE

- To clearly define the responsibilities of the various authorities.
- Efficient/cost effective replacement of services prior to road reconstruction.

#### GENERAL

- The responsibility, installation and reinstatement expenses are solely the responsibility of the particular Service Authority.
- When undertaking major road reconstruction Council will give sufficient notice to the Infrastructure Providers of the work to allow the co-ordination of work schedules to ensure post construction impact is minimal and at no expense to Council.

#### EXCEPTIONS

- Where sufficient notice has not been provided, Coolamon Shire Council will negotiate a contribution. An example of Council's contribution may be the ratio of life remaining in the asset to cost of replacing the main (ie. 25% remaining life, \$100 per linear metre to replace main, Council contribution is \$25/linear metre).

*Note: Sufficient notice is a minimum 6 months from adoption of the Service Provider's Delivery Program.*

#### 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 20 October 2016 (Minute No. 233/10/2016)**

**Version 1 Adopted: Council Meeting held 19 May 2011 (Minute No. 117/05/2011)**



## COOLAMON SHIRE COUNCIL

### PROPERTY ACCESSES POLICY

#### OBJECTIVE

To provide the opportunity for the landholder to gain road access to a property parcel (a property parcel is defined as a single or number of lots/assessments in the same ownership collectively adjacent to each other).

#### GENERAL

Council will provide access to the road network at the nearest point of the property parcel. This access point will be onto the higher hierarchical designated road. Use of alternative roads will not result in an elevated hierarchical designation.

The current road network services all landowners. Therefore any sale of individual lots/parcels that result in land locking properties (ie no access to current network) will result in the landowner providing access to Council's Standard at their cost.

#### 1) RURAL LOCATIONS

Installation of access crossings to property entrances shall be provided in Zone RU1 where property has a minimum area of 40ha. Costs will be required according to the following conditions:

##### 1a) New Roadworks

In case where Council have completed road construction/reconstruction works and established property entrance access have been denied, Council will provide one access (culvert, concrete dish crossing etc) per property (up to maximum of 7.3m length) at no cost to the landholder. Any additional culverts will be at full cost to the applicant.

##### 1b) Existing Roads

The cost of installation of any access crossing will be at full cost to the applicant.

##### 1c) once constructed the ongoing maintenance (nominally from bitumen edge to property boundary), will be at the landholders cost.

#### 2) URBAN LOCATIONS including RU4 and RU5.

All property within Zones RU4 and RU5 - the cost and ongoing maintenance of any access crossings will be at full cost to the applicant.

**3) ENGINEERING APPROVALS**

- a) Applicant to complete Council's Application Form.
- b) Location and type of access to be approved by the Executive Manager, Engineering & Technical Services following site inspection.
- c) All constructed access entrances shall be constructed in accordance with Council's Engineering standards.
- d) Construction of access entrances shall:
  - i) Carried out by Council Staff (at their convenience), or alternatively
  - ii) By a Council approved Contractor.

**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 20 October 2016 (Minute No. 233/10/2016)***

***Version 4 Adopted: Council Meeting held 20 February 2015 (Minute No 13/02/2015)***

***Version 3 Adopted: Council Meeting held 21 December 2010 (Minute No. 386/12/2010)***

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

***Version 2 Adopted: Council Meeting held 19 June 2008 (Minute No.162/6/2008)***

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



General Manager,  
Coolamon Shire Council,  
P O Box 101,

**COOLAMON NSW 2701**

Dear Sir,

**RE: PROPERTY ACCESS**

I, NAME: .....

ADDRESS: .....

.....

PHONE: .....

wish to apply for road access to service the property known as

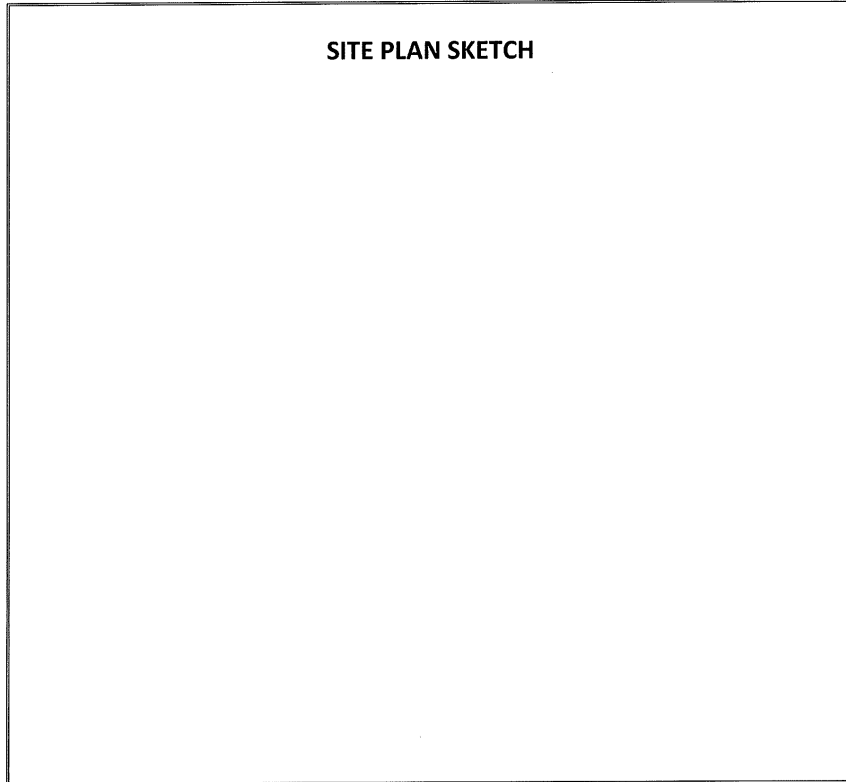
.....

..... See  
attached plan).

.....  
(Applicant's Signature)

.....  
(Date)

**SITE PLAN SKETCH**



**COUNCIL AUTHORITY**

Permission of the proposed property access is granted subject to the below mentioned conditions and Council's Property Access Policy.

Special Conditions:

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

.....  
(Council Representative)

.....  
(Date)

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

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



## COOLAMON SHIRE COUNCIL

### INSTALLATION OF SERVICE FACILITIES INCLUDING WATER SERVICES WITHIN ROAD RESERVES POLICY

#### OBJECTIVE

To provide guidelines for the installation of service facilities including water pipes within Council Road Reserves.

#### INSTALLATION OF SERVICE FACILITIES INCLUDING WATER SERVICES WITHIN ROAD RESERVES

Approval may be granted for the installation of service facilities within Council road reserves by the Executive Manager, Engineering & Technical Services. Such approval to be subject to the following conditions and completion of Councils Application form:

#### LOCATION

A) Plan identifying where the intended facility is proposed within the road reserve:

1) SERVICES CROSSING A ROAD

(A) SEALED / PAVED ROADS, STREETS & FOOTPATHS

Applicants shall underbore all road, street and constructed footpaths and provide conduits in which services are to be placed.

(B) UNSEALED ROADS & STREETS

Whilst underbore services are encouraged, excavation and placement of facilities may be permitted subject to approval by the Executive Manager, Engineering & Technical Services and reinstatement costs are to be borne by the applicant.

2) SERVICES PARALLEL TO ROAD RESERVES

(i) Permission provided on specific site circumstances with emphasis on;

(a) Agreed service alignments with road reserves

(b) Concurrent approval from other relevant service authorities

(c) Reinstatement of any excavation / trenching works.

B) GENERAL CONDITIONS

1) The applicant shall be responsible for the Public Safety and all work practices will be carried out in accordance with Australian Standards, Workcover Code of Practices and Council requirements.

2) Service provisions across rural road formations shall have a minimum cover of 800mm and extend a minimum distance of 2.0 metres past the table drain or fill batter. Services and conduits shall be installed in a straight line and as near as possible at right angles across the road reserve with markers on fence line showing locations.

Services across urban roads shall have a minimum depth of 1.0 metres measured from the top of kerb and shall extend a minimum distance of 1.0 metres from the face or kerb. Services and conduits shall be installed in a straight line and as near as possible at right angles across the road.

3) Service provision along a road reserve would need to be approved on an individual basis.

- 4) Drainage culverts are not to be used as service conduits.
- 5) The applicant is responsible for the location of all other services and where the installation of the service affects any other authority the written approval of that authority must first be obtained.
- 6) Restoration and/or reinstatement (including trench subsidence) will be the responsibility of the applicant and will be to the satisfaction of the Executive Manager, Engineering & Technical Services.
- 7) Should trees or shrubs need to be removed the debris shall be removed or suitably disposed of and replaced in accordance with Council direction.

**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 Adopted: Council Meeting held 20 October 2016 (Minute No. 233/10/2016)**

**Version 3 Adopted: Council Meeting held 21 May 2009 (Minute No.141/05/2009)**

**Version 2 Adopted: Council Meeting held 19 June 2008 (Minute No.162/6/2008)**

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



## COOLAMON SHIRE COUNCIL

### ROAD DAMAGE – WET WEATHER PERIODS POLICY

---

#### OBJECTIVE

To protect the assets of the Coolamon Shire Council.

#### GENERAL

That subject to the discretion of the Executive Manager, Engineering & Technical Services heavy transport shall be limited and/or precluded from using Council roads where excessive damage may be sustained.

#### 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 Adopted: Council Meeting held 20 October 2016 (Minute No. 233/10/2016)*

*Version 3 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

### ROAD DRAINAGE POLICY

---

#### OBJECTIVE

To protect infrastructure assets of Coolamon Shire Council.

#### GENERAL

The principle function of road drainage construction activities is to ensure that:

- 1) Roads are constructed according to appropriate Engineering standards and to convey stormwater drainage from the roadside in an efficient manner along established water courses.
- 2) Any request for the special stormwater needs of the adjacent landholder will be assessed according site specific circumstances.

#### 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 20 October 2016 (Minute No. 233/10/2016)***

***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**  
**KERB AND GUTTER CONSTRUCTION**  
**POLICY**

**OBJECTIVE**

To provide for uniform development in the towns and villages of the Shire.

**GENERAL**

- 1) That where Council intends to carry out a program of new kerb and gutter construction all affected owners be notified in advance and be requested to advise of any opposition to such works.
- 2) That where Council continues to carry out that program then the owner of the property be responsible for up to half of the costs so incurred with the kerb and gutter construction. Council will provide to all properties a full vehicular access.
- 3) If a street is to be provided with kerb and gutter, provision of a "layback" in the kerb and gutter be installed in construction at no additional cost to the normal half cost construction towards kerb and gutter construction.
- 4) Where requested, Council will provide a vehicle gutter crossing in existing kerb and gutter at the full cost of the applicant.
- 5) If Council receives a request from a landowner for construction of kerb and gutter adjacent to their property which is not included in Councils current Kerb & Guttering Construction Program full cost shall be borne by the landowner.

**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 Adopted: Council Meeting held 20 October 2016 (Minute No. 233/10/2016)***

***Version 3 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

### PUBLIC CEMETERIES – GENERAL POLICY

#### OBJECTIVE

To control the operations and administration of Councils cemeteries in an efficient and effective manner.

#### GENERAL

- 1) Notification of burials, Undertakers shall be required to give at least 36 working hours notice prior to a burial being able to take place.
- 2) All Funeral Directors be required to comply with the Coolamon Shire Council Notification of Burial form in both the monumental and lawn sections of the various Cemeteries. (Copy of forms attached).
- 3) All Funeral Directors be required to pay all Cemetery fees within 30 days from date of burial.
- 4) Lawn Cemetery Reservations – Council will not permit reservations in the Lawn Cemeteries located at Ardlethan, Coolamon, Ganmain and Marrar.
- 5) Second Internment – Monumental Section – Any application for a second internment in the Monumental Section of Council's Cemetery shall be required to sign an Indemnity Form relieving Council of any liability in relation to the removal of any monumental memorial.
- 6) Cemetery Fees and Charges – The Cemetery fees and charges applicable to the Monumental Cemeteries and Lawn Cemeteries shall be as set out in Council's annual Operational Plan.

#### LAWN CEMETERY OPERATIONS

- 7) That fresh or artificial flowers be permitted to be placed in Council approved vases that are suitable for insertion in the concrete beam.
- 8) That no glass/ceramic vases, statues, crosses or breakable items be placed upon the beam or permanently affixed to the concrete beam.
- 9) That no plants be placed on or in the actual grave site.
- 10) That personal items may be left on the beam for a six month period from the time of burial.
- 11) That a regular clearance be undertaken of flowers, vases and prohibited items.

COOLAMON SHIRE COUNCIL  
HCA.04.01 PUBLIC CEMETERIES GENERAL POLICY



**ARDLETHAN & COOLAMON MEMORIAL GARDEN CEMETERY**

The following conditions of interment shall apply:

- 12) A garden is of a "Memorial Garden" type with community ownership, (ie. no interment would have exclusive provision of any particular shrub, tree or plant etc.
- 13) Recommended plot size of 300mm x 300mm mounted on a suitable base, eg: cement type tile with a 230 x 230 brass plaque.
- 14) Dual interments mounted side by side on a 300 x 300 base, (ie. total 600 x 300) with one laurel vase per dual interment. For a single interment again a 300 x 300 base plate with a 230 x 230 plaque with a single vase at the head of the interment.
- 15) Each interment to be placed in sequence around the bed with only one reserve plot for partner/family.
- 16) Garden concept to include suitable paving, around the perimeter of the area (suggested brick paving edge). The garden area to include a variety of suitable trees and shrubs. The garden area to be covered with a suitable weed mat and approved aggregate. Should anyone wish to supply a individual shrub, tree or rose Council would reserve the right to reject it if was felt it was not compatible with the general garden concept.

**REVIEW**

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

**Version 6 Adopted:** Council Meeting held 20 October 2016 (Minute No. 233/10/2016)  
**Version 5 Adopted:** Council Meeting held 17 May 2012 (Minute No 124/05/2012)  
**Version 4 Adopted:** Council Meeting held 14 February 2012 (Minute No. 022/02/2012)  
**Version 3 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)



**COOLAMON SHIRE COUNCIL**  
 Phone: (02) 6930 1800 Fax: 6927 3168  
 After Hours: 1300 880 045

**NOTIFICATION OF BURIAL – LAWN SECTION**

**DECEASED**.....  
SURNAME GIVEN NAMES

**DATE OF DEATH**.....**DATE OF BIRTH**.....

**LAST PERMANENT ADDRESS**.....

**AGE**.....**SEX** M / F **FORMER OCCUPATION**.....

**NAME & ADDRESS OF PERSON AUTHORISING BURIAL**.....

**RELATIONSHIP TO DECEASED**..... **SIGNATURE**.....

**FUNERAL DIRECTOR** (please tick)  

Alan Harris McDonald	6921 4913
John Bance & Son	6925 4444
Daniel Woods Funeral Care	6921 8218
Les Watkins & Sons	6959 2062
Temora Funeral Services	6977 1332

**CEMETERY** Coolamon Ganmain Ardlethan Marrar  
**FIRST INTERMENT:** Yes Re-Opening Twin Grave  
 Name of previous interment.....  
SURNAME GIVEN NAMES

**GRAVE DESCRIPTION** Row.....Lot.....

**GRAVE DEPTH** 7'0" OR 2.1m Re-open  
**COFFIN SIZE** Standard Oversize (Please specify ACTUAL coffin size).....

**BURIAL TIME & DATE**  

DAY	DATE OF FUNERAL	SERVICE TIME	E.T.A. AT CEMETERY
-----	-----------------	--------------	--------------------

**DENOMINATION** Presbyterian Methodist C of E Catholic Other  
**TYPE OF SERVICE** Normal Grave-side Req.Mass Other

CAN A MINIMUM NOTICE OF 36 HOURS BE PROVIDED BEFORE INTERMENT YES NO  
 IS RELATIVE ABLE TO CONFIRM CEMETERY PLAQUE REQUIREMENTS AT SHIRE YES NO

(Office use only)  
**BURIAL FEES PAID** Date.....Receipt No.....Amount.....  
 HAS INTERMENT BEEN RECORDED ON COUNCIL'S PLANS NO YES.....REGISTER NO.....

**SHIRE LAWN CEMETERIES AGREEMENT**

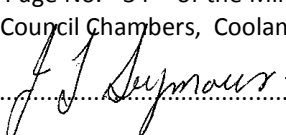
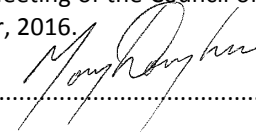
In order for Council to be able to maintain its lawn cemeteries in a tidy manner it is requested that only the vase provided be used for floral arrangements and that no other ornament, attachment or vase be placed on the grave site. If any other ornaments or memorabilia are placed on the grave site Council will remove them.

I/We acknowledge that a vase is provided with every grave along with the plaque and that no other ornament, attachment or vase is to be placed on the grave site.

Signed: .....Date.....

Name: **(please print)**.....

COOLAMON SHIRE COUNCIL  
HCA.04.01 PUBLIC CEMETERIES GENERAL POLICY

.....  
 MAYOR  GENERAL MANAGER.



MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 20<sup>TH</sup> OCTOBER, 2016.



**COOLAMON SHIRE COUNCIL**  
Phone: (02) 6930 1800 Fax: 6927 3168  
After Hours: 1300 880 045

**NOTIFICATION OF BURIAL – MONUMENTAL SECTION**

DECEASED.....  
SURNAME GIVEN NAMES

DATE OF DEATH.....DATE OF BIRTH.....

LAST PERMANENT ADDRESS.....

AGE.....SEX M / F FORMER OCCUPATION.....

NAME & ADDRESS OF PERSON AUTHORISING BURIAL.....

RELATIONSHIP TO DECEASED..... SIGNATURE.....

FUNERAL DIRECTOR (please tick) Alan Harris McDonald 6921 4913  
John Bance & Son 6925 4444  
Daniel Woods Funeral Care 6921 8218  
Les Watkins & Sons 6959 2062  
Temora Funeral Services 6977 1332

CEMETERY Coolamon Ganmain Ardlethan Marrar

FIRST INTERMENT: Yes Re-Opening Twin Grave  
Name of previous Interment.....  
SURNAME GIVEN NAMES

GRAVE DESCRIPTION Row.....Lot.....

GRAVE DEPTH 7'0" OR 2.1m Re-open

COFFIN SIZE Standard Oversize (Please specify ACTUAL coffin size).....

BURIAL TIME & DATE DAY DATE OF FUNERAL SERVICE TIME E.T.A. AT CEMETERY

DENOMINATION Presbyterian Methodist C of E Catholic Other

TYPE OF SERVICE Normal Grave-side Req.Mass Other

CAN A MINIMUM NOTICE OF 36 HOURS BE PROVIDED BEFORE INTERMENT YES NO

ARE RELATIVE ABLE TO CONFIRM CEMETERY PLAQUE REQUIREMENTS AT SHIRE YES NO

(Office use only)  
BURIAL FEES PAID Date.....Receipt No.....Amount.....  
HAS INTERMENT BEEN RECORDED ON COUNCIL'S PLANS NO YES.....REGISTER NO.....

**SHIRE CEMETERIES AGREEMENT**

DOES A MONUMENTAL SLAB NEED REMOVING? NO

If YES (Please sign) – I hereby request the staff of Coolamon Shire Council to remove the slab and indemnify Council against any damage.

Signed: .....Date.....

Name: (please print).....

This is Page No. 36 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 20<sup>th</sup> October, 2016.

MAYOR

GENERAL MANAGER.



**COOLAMON SHIRE COUNCIL**  
 Phone: (02) 6930 1800 Fax: 6927 3168  
 After Hours: 1300 880 045

**CONFIRMATION OF BURIAL**

**DECEASED.....** SURNAME GIVEN NAMES

- Alan Harris McDonald 6921 4913 fax: 6921 7248 [harris.mcdonald@bigpond.com](mailto:harris.mcdonald@bigpond.com)
- John Bance & Son 6925 4444 fax: 6925 5026 [admin@johnbance.com.au](mailto:admin@johnbance.com.au)
- Daniel Woods Funeral Care 6921 8218 fax: 6921 8217 [admin@dwfc.com.au](mailto:admin@dwfc.com.au)
- Les Watkins & Sons 6953 3499 fax: 6959 3224 [info@leswatkins.com.au](mailto:info@leswatkins.com.au)
- Temora Funeral Services 6977 1332 fax: 6977 4773 [info@temorafuneralservice.com.au](mailto:info@temorafuneralservice.com.au)
- Abelia Lady Funerals 69266430 fax: 69241068 [admin@abelialadyfunerals.com.au](mailto:admin@abelialadyfunerals.com.au)

**CEMETERY** COOLAMON GANMAIN ARDLETHAN MARRAR

**CEMETERY SECTION:** LAWN MONUMENTAL  
 .....(denomination)

**FIRST INTERMENT:**  Yes  Re-Opening  Twin Grave  
 Name of previous Interment..... SURNAME GIVEN NAMES

**GRAVE DESCRIPTION** Row..... Lot.....

**BURIAL TIME & DATE** DAY DATE OF FUNERAL SERVICE TIME E.T.A. AT CEMETERY

(Office use only)  
 BURIAL FEES PAID Date..... Receipt No..... Amount.....  
 HAS INTERMENT BEEN RECORDED ON COUNCIL'S PLANS  NO  YES..... signed

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



## COOLAMON SHIRE COUNCIL

### MOBILE GARBAGE BIN ISSUE & REPLACEMENT POLICY

#### OBJECTIVE

To provide uniform guidelines for the issue and replacement of Mobile Garbage Bins.

#### GENERAL

1. Dwellings and businesses located within Council's designated scavenging areas shall be allocated 1 x 140 litre garbage bin and 1 x 240 litre recycling bin at no charge.
2. Provision of Organic bins for the townships of Coolamon and Ganmain where 140 litre and 240 litre mobile garbage bins have been supplied by Council, the bins are to remain with the premises. Where either one or both bins are removed, the new owner/s will be responsible for the cost of replacement.
3. As Council provides the initial bin free of charge, any requests for Mobile Garbage Bin replacement shall be charged at a fee as set out in Council's Annual Operational Plan.

#### 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 Adopted:** Council Meeting held 20 October 2016 (Minute No. 233/10/2016)  
**Version 3 Adopted:** Council Meeting held 14 February 2012 (Minute No. 022/02/2012)  
**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)

COOLAMON SHIRE COUNCIL  
HCA.03.03 MOBILE GARBAGE BIN ISSUE AND REPLACEMENT POLICY



## COOLAMON SHIRE COUNCIL

### NEW ROADS POLICY

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#### OBJECTIVE

To provide direction to staff in relation to road construction in new subdivisions.

#### GENERAL

That where Subdivisions involve the opening of new roads within the Subdivisions full cost be charged for the construction of kerbing and guttering in addition to the cost of providing roads, drainage and service installations.

#### 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 20 October 2016 (Minute No. 233/10/2016)*

*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)*



## COOLAMON SHIRE COUNCIL

### ISSUE OF BUSH FIRE PERMITS POLICY

#### OBJECTIVE

To provide guidelines to Captains and Group Captains for the issue of Bush Fire Permits during the Fire Season.

#### GENERAL

1) The Shire be divided into four Group Areas as follows:

EAST: Marrar  
Marrarvale  
Murrulebale

CENTRAL: Berry Jerry North  
Rannock  
Methul  
Coolamon

NORTH: Ardlethan  
Beckom  
Wallerooobie

WEST: Ganmain  
Matong  
Cowabbie

- 2) a. That each Group in consultation with the Group Captains, determine the burning time on permits provided that no burning be permitted before 3.00pm during the months of January and February.
- b. No permits are to be issued prior to 1st January. Requests for permits before 1st January are to be referred to the Zone Manager or in the absence of Zone Manager, his delegate.
- c. Each Group Captain must advise the Zone Manager or in the absence of Zone Manager, his delegate, of the earliest burn time set for his group.
- 3) Christmas Day to be a "No Burn" day.

#### 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 Adopted: Council Meeting held 20 October 2016 (Minute No. 233/10/2016)**

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

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

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





**CS4) FINANCIAL STATEMENTS (S.11-04, A.12-01)**

Council's Draft Financial Statements for the 2015/2016 Financial Year have been completed. It is anticipated that these reports will be tabled at the November Meeting of Council, with Council's Auditor Mr Graham Bradley in attendance.

Recommendation

- 1) That the Draft 2015/2016 Financial Statements be referred to Council's Auditor, Auswild & Co for audit.
- 2) That Council delegate authority to the General Manager to authorise the accounts for issue in accordance with Section 413(2)(c) of the Local Government Act 1993 (as amended).

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

234/10/2016

- 1) **The Draft 2015/2016 Financial Statements be referred to Council's Auditor, Auswild & Co for audit.**
- 2) **Council delegate authority to the General Manager to authorise the accounts for issue in accordance with Section 413(2)(c) of the Local Government Act 1993 (as amended).**

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

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

The following roads have received attention:

1) MAINTENANCE

- Evans Lane (Matong North Road to gate)

2) RESHEETING

- McIntyres Lane (Marrar South Road to Woodens Lane)

September was by far the wettest month this year with 175mm recorded on top of the 452mm received up to the end of August. A week of dry weather has permitted the grader gangs to again provide maintenance and are now addressing a number of priority areas. Some areas are still saturated, will take some time for them to dry out before maintenance can be provided. These areas will continue to be monitored and scheduled for works when the opportunity arises.

There is widespread damage across the Road Network, all Council resources are currently focused on providing maintenance and could even take a number of years before the Network is returned to pre-flood conditions, understanding and patience of landholders is appreciated. It should be noted that the upcoming harvest will not assist Council's efforts.

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

###### COOLAMON SKATE PARK NATURE STRIP LANDSCAPING/STEPS

Concreting works to construct the Skate Park entrance steps and retaining walls have been completed. Council's Parks and Gardens Staff have ordered the synthetic turf and it will be laid on its arrival.

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

###### Noxious Weeds Officer Reports

- Rolling out the new DPI BIS compliant mapping system.
- Mapping of priority sites e.g. Rest areas.

- Inspected Newell Highway for Parthenium weeds
- Surveyed all known Coolatai sites, none active.
- Surveyed all previously known Prairie Ground Cherry sites, 1 site treated.
- On-going wet weather is still impacting on the ability to undertake private property inspections, these will commence again as soon as conditions allow.

#### **ES4) FACILITIES MAINTENANCE OFFICER'S REPORT (P.01-01, SC513)**

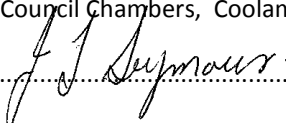
##### Facility Maintenance Officer Reports

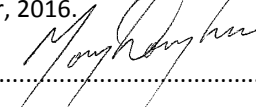
- Wet weather has obviously hindered operations over the past month, however, staff are now beginning to mow areas where possible.
- It should be noted that even in fine weather staff are often unable to mow due to mowers sinking and bogging in lawn areas.
- Several funerals in past weeks have presented challenges for staff, however, the use of protection mats on the ground has reduced damage considerably.
- Ardlethan Cemetery is currently closed to allow staff to top up graves and will be reopened shortly now that flooding has subsided.
- Powerline clearance has been undertaken by Essential Energy Contractors in Coolamon, Marrar, Matong and Ganmain. Ardlethan is scheduled in the coming weeks.
- Tree removals have begun in Ardlethan to facilitate kerb and gutter repairs. Replacement trees will be planted as soon as possible.
- Maintenance and building works staff have begun construction of a carport at the new Caravan Park residence.
- Minor works have been completed in the following locations:
  - Coolamon Childcare
  - Kindra Flats
  - Allawah Lodge
  - Allawah Village
  - Carpathia Court

##### Recommendation

For Council information.

**RESOLVED on the motion of Clr McCann and seconded by Clr White that the Executive Manager, Engineering & Technical Services' Reports (ES1 to ES4) be received and noted.** 235/10/2016

  
..... MAYOR

  
.....GENERAL MANAGER.

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

**HS1) DEVELOPMENT ACTIVITY REPORT FOR THE PERIOD ENDING (30/09/16) (B.05-01, SC58)**

Summary

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

Application Number	Type	Address	Determination	Value
DA 40/2016	New Shed	19-21 Spring Street, Ganmain	Approved	\$4,800.00
DA 45/2016	New Shed & Carport	18-20 Cave Street, Ganmain	Approved	\$19,860.00
DA 43/2016	Change of Use – Garage into Office/Bedroom	44-46 Dunrobin Street, Coolamon	Approved	\$2,000.00
DA 44/2016	Alterations & Additions to Dwelling	25-27 Logan Street, Coolamon	Approved	\$40,600.00
DA 2016/032	Freight Transport Facility/Intermodal Terminal including Rail Siding Loading Infrastructure, Additional Grain Storage Bunkers, Relocation of Site Office & Amenities & New Exit Road	20 Kamarah Tank Road, Ardlethan	Approved	\$2,000,000.00
DA 2016/041	Change of Use to Giftware Shop with Signage and New Front Fence	67 Cowabbie Street, Coolamon	Approved	\$5,000.00

Recommendation

That Council receive and note this report on development activity for the period up to 30/09/2016.

**RESOLVED on the motion of Clr McCann and seconded by Clr White that Council receive and note this report on development activity for the period up to 30/09/2016.** 236/10/2016

**HS2) CONTRACT RANGER ACTIVITY REPORT (A.08-01, SC21)**

**Recommendation**

**It is RECOMMENDED that Council receive the report for information and endorse the future engagement of a Contract Ranger to conduct ranger duties as and when required.**

**Summary**

In August Council engaged the services of a contract ranger to provide ranger services throughout the Shire. Attached is an activity report that gives a summary of the work that was completed by the Contract Ranger.

**Background**

As a result of there being numerous dogs wandering, problems with barking dogs and several dog attacks Council engaged the services of a contract ranger in order to have a crackdown on problem dogs throughout the Shire.

Steve Larson Contract Ranger Services were engaged to undertake work within the Coolamon Shire in the period 22 – 24 August 2016.

- As can be seen by the Activity Report provided by the contract ranger there were 11 dogs caught whilst off the lead in public. The ranger also completed four barking dogs follow ups and audits, as well as three dangerous dog audits on dogs that have been declared dangerous. **Attachment No. 9**

Since the Contract Ranger completed his services, Council staff have been conducting follow up action on a number of issues that occurred whilst the Contract Ranger was working for Council.

**Consultation**

Consultation was undertaken between internal Council staff and the contract Ranger.

Consultation was also made with the public prior to the contract ranger undertaking his three days of work. Council gave all dog owners notice in the Council Newsletter that there was going to be crackdown on wandering and barking dogs.

**RESOLVED on the motion of Clr McCann and seconded by Clr Maslin that Council receive the report for information and endorse the future engagement of a Contract Ranger to conduct ranger duties as and when required. 237/10/2016**

**HS3) LEASE OF THE GANMAIN SWIMMING POOL (S.19-04, SC40)**

**Recommendation**

**It is RECOMMENDED that Council award the lease for the Ganmain Swimming Pool for the 2016/17 season to Bruce Tenhave and that Council endorse the proposed opening hours and fees for the Ganmain Swimming Pool.**

**Summary**

This report provides information to Council on the proposed opening hours and entry fees for the Ganmain Swimming Pool.

**Background**

Council has received an Expression of Interest from Mr Bruce Tenhave to undertake the contract for managing the Ganmain Swimming Pool during the 2016-17 season.

Mr Tenhave has proposed the following opening hours for the Ganmain Swimming Pool:

- 2.30pm to 7:00pm, Monday to Friday
- 10.00am to 7:00pm, Saturday and Sunday
- 10.00am to 7:00pm, throughout school holidays
- 6.00am to 7:00am, Monday to Sunday

Mr Tenhave has proposed the entry fees as follows:

- Swimmers – \$2.00
- Non Swimmers – free

The proposed season ticket prices are:

- Family - \$180.00
- Adult - \$70.00

The Deed of Agreement between Council and the operator (Mr Bruce Tenhave) specifies that the operator must ensure that the pool is open:



- Monday – Friday outside of school holidays between 2.00pm to 7.00pm.
- Saturday, Sunday, Public Holidays and School Holidays between 1.00pm to 7.00pm.
- At such times during school hours as are required by the local Schools and other Government Bodies to run swimming programs.

Therefore the opening hours proposed by Mr Tenhave do not satisfy the minimum opening hours for Monday to Friday outside of school holidays specified in the Deed of Agreement. It should be noted that the pool is proposed to be open for longer than required on Saturdays, Sundays and throughout the school holidays. Therefore it considered the hours are considered satisfactory.

The Deed of Agreement also specifies an 'extra hour's provision', which provides:

- Opening the pool for a minimum of three mornings per week for at least two hours prior to 9.00am being in addition to the minimum weekly operating hours listed above.

The proposed hours that Mr Tenhave has specified in his correspondence does not meet the 'extra hour's provision'. However, it should be noted that this is not a compulsory requirement, rather it is an incentive for the operator to generate additional income. Council staff have reinforced with Mr Tenhave that the proposed hours will not enable him to claim the 'extra hours' bonus.

**Note:** Council staff contacted Donna Horan (Ardlethan Pool) to discuss the 'extra hour's provision' after the September 2016 Council Meeting. Donna has reconsidered the proposed opening hours for the Ardlethan Pool and has confirmed in writing that she will now open from 7am – 9 am on Monday, Wednesday and Friday, which now meets the 'extra hour provisions'.

### Consultation

Consultation was undertaken between Council staff and Bruce Tenhave. It is proposed to also notify the general community of proposed opening hours and fees in the Council newsletter once and if the report is endorsed by Council.

**RESOLVED on the motion of Clr Logan and seconded by Clr Hutcheon that Council award the lease for the Ganmain Swimming Pool for the 2016/17 season to Bruce Tenhave and that Council endorse the proposed opening hours and fees for the Ganmain Swimming Pool.** 238/10/2016

**HS4) PLANNING PROPOSAL PUBLIC EXHIBITION, LOT 252, DP 750846, WALLACE STREET NORTH, COOLAMON (RT1001717)**

**Recommendation**

**That Council:**

- a Note the report on the Public Exhibition for the Planning Proposal for the land known as Lot 252, DP 750846, Wallace Street North, Coolamon; and
- b Defer the determination of the planning proposal until such time as the applicant provides an Odour Impact Assessment that addresses the potential impacts that the rezoning may have on the Coolamon Sewerage Treatment Works.

**Report**

This report summarises the submissions received for the Wallace Street North planning proposal and recommends that the planning proposal be deferred until such time as the applicant prepares an odour impact assessment for Councils review.

**Background**

Council will recall a report was presented to the Ordinary Council Business Meeting held on 21 July 2016, on the proposed rezoning of land located at Lot 252, DP 750846, Wallace Street North, Coolamon. The proposal seeks to rezone the land which is currently zoned RU4 (Rural Small Holdings) with a minimum lot size of 2 Ha to RU5 (Village) with a minimum lot size of 800 m2.

Council supported the forwarding of the proposal to the NSW Department of Planning and Environment for a Gateway Determination.

On the 26<sup>th</sup> August 2016 the NSW Department of Planning and Environment issued Council with a Gateway Determination to proceed with exhibition of the planning proposal. Public exhibition and community consultation was carried out in accordance with Section 56(2) (d) and (c) and Section 57 of the Environmental Planning and Assessment Act 1979 (EP&A Act) and the Gateway Determination issued by the NSW Department of Planning and Environment.

**Exhibition and Notification**

The planning proposal was placed on public exhibition for 28 days from 5 September 2016 until 3 October 2016. The affected landowners were notified of

the exhibition by letter. An advertisement was placed in the Temora Independent on 9 September 2016.

In accordance with the Gateway Determination, Council placed the following material on exhibition:

- The Planning Proposal and associated maps; and
- Gateway Determination as issued by the NSW Department of Planning and Environment

The information was made available for viewing at Council Chambers and was also available on Council's website from 5 September – 3 October 2016.

In addition to the public exhibition identified above, the planning proposal was also provided to the following public authorities in accordance with the Gateway Determination:

- Environmental Protection Authority

Each public authority was provided with a copy of the planning proposal and relevant supporting material and given 21 days (as required by the Gateway Determination) to comment on the proposal.

### Submissions

One (1) written submission was received during the exhibition period from the NSW Environmental Protection Authority (EPA) relating to the Planning Proposal.

One (1) written submission **was received outside the exhibition period from Harvey Higgins (Adjoining Landowner)** relating to the Planning Proposal.

Below is a summarised table of the submissions received for this proposal and a response to these issues:

Submission	Issues	Response
EPA	The location of the Coolamon Sewerage Treatment Plant and the increase of residential receptors that the rezoning application will result in. The EPA have made it clear that Council will be responsible for addressing and mitigating any odour issues that may affect future residences located on the land. The Authority reminds Council of the need to ensure appropriate buffer distances around activities such as sewerage treatment plants.	Council staff agree with the submission made by the EPA and recommend that the applicant undertake an odour impact assessment of the subject site in relation to the Coolamon Sewerage Treatment Plant.

Submission	Issues	Response
Harvey Higgins	Has raised concerns that the new rezoning will result in additional neighbours who may object to future development proposals on the Higgins land.	The increase in residential allotments will create the potential for additional objectors to future development on the Harvey's land. This is not considered as a reason to not proceed with the subject rezoning as there is no certainty as to what development will be proposed on Harvey's land in the future and the development assessment process is the relevant framework for which to address such matters / concerns in the future.
Harvey Higgins	Concerned that the new zoning will affect development rights permitted under the RU4 zone applying to the Harvey's land.	The new zoning will not affect the permissibility of land uses currently enjoyed in the RU4 zone and any future development is required to be assessed and determined under the development assessment framework.
Harvey Higgins	Stormwater Issues resulting from intensification of the subject site via a zone that allows increased residential densities on the site.	This issue has also been identified by staff and will be addressed at future and required development assessment stages. Any future development will be required to demonstrate that no adverse stormwater affects will occur to adjoin land.

### Additional Matters

During the exhibition period staff had an opportunity to review the rezoning proposal and like the Environmental Protection Authority have identified some concerns with regards to the rezoning's proximity to Council's sewerage treatment Plant. The sewerage treatment plant is located approximately 300 metres to the west of the subject site.

In NSW, land-use planning and environment protection legislation provides the framework for odour management. Legislation includes the Environmental Planning and Assessment Act 1979 (EP&A Act), the Protection of the Environment Operations Act 1997 (POEO Act) and the Local Government Act 1993 (LG Act).

Whilst it is generally acknowledged under the NSW Odour Management Framework that the emission of odour cannot be prevented from some activities and that 'no odour' is not a realistic objective in many instances, it should be noted that the operator of an activity that emits odour is ultimately responsible for managing any impacts of the activity beyond its boundary (this would be Coolamon Shire Council in this instance).

Odours issues are the largest source of air pollution complaints to the Environmental Protection Authority in NSW. Odour problems generally arise when:

- an activity is not operating in accordance with best management practice.
- odour has not been appropriately considered in the planning and approval of an activity.
- **new or expanded urban development occurs near an existing odour-generating activity.**
- an odour-generating activity is inappropriately located near residential development, or
- an existing activity changes technology or increases the size of its operations, and this increases odour generating activities.

The planning proposal submitted by the applicant undertakes no impact analysis of the effect of increasing the number of residential receptors that would be located within close proximity to Councils/Communities Coolamon Sewerage Treatment Plant. Effective land use planning should remove or reduce the possibility of land use conflict arising through a rezoning application / process. The opportunity to evaluate any potential impacts of the rezoning on Councils and ultimately the Communities infrastructure is now.

It may be considered neglect, in the absence of an odour impact assessment to approve the rezoning of land which will increase the density of residential receptors in proximity to significant community infrastructure. As previously mentioned, the management of odour is ultimately required at the source and such mitigation measures could come at a substantial cost to the community while the rezoning of the subject land and its increase in allotment yield is at a windfall gain to a developer. Now is the opportunity to consider any proposed odour impacts, potential mitigation measures and ultimately the suitability of the land for rezoning which will result in increased residential densities in close proximity to a sewerage treatment plant. It is acknowledged that there are existing residential receptors located closer to the treatment plant, however evaluation needs to be undertaken as to the potential impact of increasing the number of residential receptors in the area.

The applicant should be required by virtue of an odour impact assessment to demonstrate the capacity of subject site to provide an adequate 'on-site buffer' or suitable mitigation measures to the potential odour impacts from the Coolamon Sewerage Treatment Plant.

At this stage and without an odour impact assessment to inform the rezoning application, it is recommended that Council defer any further consideration of the Planning Proposal.

### **Budget**

There are no immediate budget implications to Council resulting from this report.

Future budget implications may accrue in the form of the costs associated with implementing odour mitigation measures for the Coolamon Sewerage Treatment Plants. Such costs are currently unquantified but could be considered substantial.

### **Policy**

This report has considered the following Council Policies in its formulation;

- Coolamon Local Environmental Plan 2011; and
- Coolamon Development Control Plan 2015.

### **Risk Management and Work Health and Safety Issues for Council**

Approving the subject rezoning application in the absence of an odour impact assessment/information could result in the residential intensification of the land with resulting odour complaints from residents that Council would be required to manage.

The risk management issue associated with approving this application include the costs associated with retrofitting or upgrading the Coolamon Sewerage Treatment Plant with odour attenuation and mitigation measures.

### **Internal / External Consultation**

In accordance with the Gateway Determination conditions, consultation with the required public authorities under Section 56(2)(d) of the EP&A Act was undertaken and community consultation was undertaken as required under section 56(2)(c) and 57 of the EP&A Act.

Internal consultation has been undertaken with relevant internal Council Staff.

**Attachments** Attachment No. 10

1. Copy of the Applicants Planning Proposal Application.
2. NSW Department of Planning and Environment Gateway Determination.
3. Environmental Protection Authority Submission.
4. Harvey Higgins Submission.

**RESOLVED on the motion of Clr Hutcheon and seconded by Clr McCann that Council:** 239/10/2016

- 1) **Note the report on the Public Exhibition for the Planning Proposal for the land known as Lot 252, DP 750846, Wallace Street North, Coolamon; and**
- 2) **Defer the determination of the planning proposal until such time as the applicant provides an Odour Impact Assessment that addresses the potential impacts that the rezoning may have on the Coolamon Sewerage Treatment Works.**

*The Mayor called for a division.*

*Those voting in favour of the recommendation: All those present*

*Those voting against the recommendation: Nil*

**HS5) GOLDENFIELDS WATER COUNTY COUNCIL INTEGRATED WATER CYCLE MANAGEMENT PROJECT (W.01-02, SC433)**

**Recommendation**

**It is RECOMMENDED that Council note the report and support the participation of Council staff on the Project Reference Group.**

**Summary**

This report provides information to Council on the Goldenfields Water County Council Integrated Water Cycle Management Project Reference Group Workshop.

**Background**

Coolamon Shire Council has received correspondence dated 5 October 2016 (see attached) from Goldenfields Water County Council advising of its intent to prepare an Integrated Water Cycle Management Strategy.

The strategy will ultimately assist Goldenfields manage the provision of urban water services in a more effective and sustainable manner to the benefit of the

communities it serves. The project will focus on identifying water supply issues and developing corresponding solutions.

The project will be divided into 2 component parts:

- 1) The development of **an issues paper**; and
- 2) Development of **the strategy**

### **Consultation**

Consultation has been undertaken by Goldenfields County Council to key stakeholders via initial introduction letter and invitation to participate on project reference group.

Coolamon Shire Council has been invited to become a project reference group partner and the first meeting of the reference group is scheduled for Friday 1 November 2016.

### **Attachments** Attachment No. 11

Letter to Coolamon Shire Council from Goldenfields County Council.

**RESOLVED on the motion of Clr McCann and seconded by Clr White that Council note the report and support the participation of Council staff on the Project Reference Group.** 240/10/2016

## **5) RECOMMENDATIONS OF THE COOLAMON SHIRE ANNUAL EVENTS FUNDING PROGRAM MEETING HELD 6<sup>TH</sup> OCTOBER, 2016.**

**RESOLVED on the motion of Clr Maslin and seconded by Clr Logan that the Recommendations of the Coolamon Shire Annual Events Funding Program Meeting held 6<sup>th</sup> October, 2016 be adopted.** 241/10/2016

## **6) REPORTS: DELEGATES/MAYOR/COUNCILLORS**

Clr Kathy Maslin informed the meeting that she had attended the Weeds Meeting along with Clr Crocker representing the Junee Shire, and indicated that there were forecasted changes to the Weed Declaration List. It was noted that Rob Ferguson from RENWA would be providing a presentation at the December Council Meeting.



**Meeting Closed at 4.18pm.**

Confirmed and signed during the Meeting held this 17th day of November, 2016.

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**MAYOR**

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

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

**ATTACHMENTS FOR THE MEETING HELD  
20TH OCTOBER, 2016**

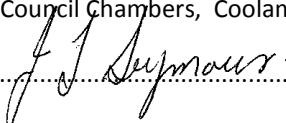
**ITEMS DISTRIBUTED WITH THE AGENDA**

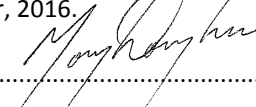
- 1) Information Papers:
  - 1) NSW Shires Association Weekly Circulars 37, 38 & 39
  - 2) Minutes of the Advance Ganmain Committee Meeting held 5<sup>th</sup> October, 2016.  
Refer Correspondence Item (1a).
- 2) Staff Activity Reports:
  - 1) Operating Statistics of the Coolamon Shire Library for September 2016.
  - 2) Youth & Community Development Officer's Report for September 2016.  
Refer Correspondence Item (2a).
- 3) Correspondence from Murray Darling Association regarding their 72<sup>nd</sup> Annual MDA National Conference and Annual General Meeting.  
Refer Correspondence Item (1b); [File No. W.01-04]
- 4) Correspondence from the Secretary of the Newell Highway Taskforce.  
Refer General Manager's Report (GM1), [File No. T.06-01].
- 5) A copy of a Circular from the Office of Local Government regarding amendments to the Local Government Act.  
Refer General Manager's Report (GM3), [File No. L.05-02].
- 6) Correspondence from Eastern Riverina Arts in regard to membership for 2016-17.  
Refer General Manager's Report (GM5), [File No. A.10-02].
- 7) A copy of Council's Firebreak Policy.  
Refer Executive Manager, Corporate & Community Services' Report (CS2), [File No. P.12-01].
- 8) A copy of the various Policies in relation to the Policy Review.  
Refer Executive Manager, Corporate & Community Services' Report (CS3), [File No. P.12-01].
- 9) A copy of the Contract Ranger Activity Report.  
Refer Executive Manager, Development & Environmental Services' Report (HS2), [File No. A.08-01].
- 10) Correspondence in regard to the Planning proposal for Lot 252, DP 750846, Wallace Street North, Coolamon.  
Refer Executive Manager, Development & Environmental Services' Report (HS4), [File No. RT1001717].

- 11) Correspondence from Goldenfields Water County Council.  
Refer Executive Manager, Development & Environmental Services' Report (HS5), [File No. W.01-02].
- 12) A copy of a Circular from the Office of Local Government and a letter from the Local Government Minister advising of Councillors Workshops entitled "Hit the Ground Running".  
Refer General Manager's Report (GM6), [File No. L.05-02, C.12-05].
- 13) Correspondence from the Department of Justice regarding the Natural Disaster Declaration.  
Refer General Manager's Report (GM7), [File No. R.07-09].

#### ITEMS TABLED AT THE MEETING

- 1) Local Government NSW Annual Report for 2015-2016.
- 2) A copy of the Report into Crown Lands from the General Purpose Standing Committee.

  
..... MAYOR

  
.....GENERAL MANAGER.