

Meeting commenced at 3.00pm.

BUSINESS:

- 1) Apologies
- 2) Mayoral Minute
- 3) Declarations Interest
- 4)
 - a. Confirmation of Minutes of the Meeting held 18th August, 2022.
 - b. Matters arising out of Minutes. (Not elsewhere reported)
- 5) Correspondence
 - a. Agenda A (Information Only)
 - b. Agenda B
- 6) General Manager's Report
 - 6.1 General Manager's Report
 - 6.2 Executive Manager, Corporate & Community Services' Report
 - 6.3 Executive Manager, Engineering & Technical Services' Report
 - 6.4 Executive Manager, Development & Environmental Services' Report
- 7) Reports: Delegates/Mayor/Councillors

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

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.

APOLOGIES: Nil

1) APOLOGIES

There were no Apologies.

2) MAYORAL MINUTE

DEATH OF HER MAJESTY QUEEN ELIZABETH II

Last Friday we learnt the sad news of the death of Her Majesty Queen Elizabeth II, who has passed away at the age of 96.

Before she became Queen, the then Princess Elizabeth speaking on her 21st Birthday gave us her solemn dedication. “My whole life” she said, “shall be dedicated to your service.” As our Head of State, Her Majesty the Queen was entirely true to that pledge.

As the first reigning Monarch to visit our nation, she set foot for the first time on Australian soil in 1954 at Farm Cove in Sydney Harbour where an unprecedented crowd of more than 1 million people greeted her.

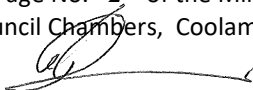
She has been an inspiration to the global community and here in NSW, visiting our State 12 times including many regional areas including a memorable visit to Wagga Wagga on 13th February 1954. Many members of our community still have vivid memories of that visit, travelling to Wagga for the event and the opportunity to see the Queen. I have spoken with many people from the Coolamon Shire who were present for that visit and still cherish that memory today.

The public’s overwhelming jubilation and enthusiasm at seeing the young Monarch was the beginning of the State’s long-held joy in her frequent visits.

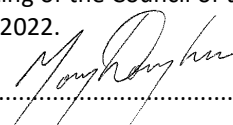
2022 marked the Queen’s Platinum Jubilee marking her 70 years on the throne. To mark the occasion, Coolamon Shire Council participated in the ‘Plant a Tree for the Queen’s Jubilee’ event. Trees have been planted across the Coolamon Shire and as they grow, they will become a living memory of Her Majesty’s legacy and her remarkable contribution will be revered for generations to come.

While we mourn her passing, it is the occasion for the Coolamon Shire to offer thanks for a lifetime of public duty to the Crown, the Commonwealth and to millions of people across the globe.

On behalf of the communities in the Coolamon Shire, we offer our deepest condolences to the Royal Family on the passing of Her Majesty The Queen. Her



..... MAYOR.....



.....GENERAL MANAGER.

Majesty dedicated her life to public service. During her reign, she exemplified a life of duty and sacrifice, ever resilient in the face of adversity and dedicated to the peace and prosperity of the Commonwealth.

Please stand and we will now pause for a Minutes Silence



David McCann, OAM, OAM (Mil)
Mayor
Coolamon Shire Council

15th September 2022

3) DECLARATIONS OF INTEREST


Clr Bruce Hutcheon declared a pecuniary interest in report HS2.

4a) CONFIRMATION OF MINUTES OF THE MEETING HELD 18TH AUGUST 2022.

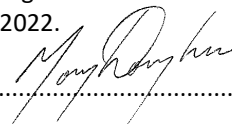
RESOLVED on the motion of Clr Crocker and seconded by Clr McKinnon that the Minutes of the Meeting held 18th August 2022 as circulated be confirmed and adopted. 169/09/2022

4b) MATTERS ARISING OUT OF THE MINUTES

There were no matters arising out of the Minutes.



..... MAYOR.....



.....GENERAL MANAGER.

5) CORRESPONDENCE

AGENDA A (FOR INFORMATION ONLY)

1a) ACTIVITY REPORTS

General Manager's Note

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

- 1) Operating Statistics of the Coolamon Shire Library for August 2022.
Attachment No. 1.1
- 2) Community Development Officer's Report for August 2022.
Attachment No. 1.2
- 3) Road Safety Officer's Activity Report for August 2022.
Attachment No. 1.3
- 4) Allawah Community Care Report for August 2022.
Attachment No. 1.4

2a) INFORMATION PAPERS

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

- 1) Draft Minutes of the RIVJO Board Meeting held 26 August 2022.
Attachment No. 2.1
- 2) Draft Minutes of the REROC Board Meeting held 26 August 2022.
Attachment No. 2.2
- 3) Minutes of the Advance Ganmain Committee Meeting held 7th September 2022. Attachment No. 2.3

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

AGENDA B

1b) LOCAL GOVERNMENT GRANTS COMMISSION (G.03-02, SC202)

- Please find attached information from the Local Government Grants Commission on Coolamon Shire's Financial Assistance Grants (FAGs) for the upcoming year (2022-2023) and the method of determination. [Attachment No. 3](#)

2b) LOCAL GOVERNMENT NSW (F.03-11, SC459)

- Please find attached correspondence from Cr Darriea Turley AM, President of LGNSW regarding a meeting with the State Government over Rural Fire Service Assets. [Attachment No. 4](#)

3b) COOLAMON FIRE MUSEUM (R.09-19, SC350)

Enclosing correspondence regarding the Coolamon Fire Engine Muster to be held on Sunday, 2nd October 2022. [Attachment No. 12](#)

RESOLVED on the motion of Clr Hatty and seconded by Clr White that the correspondence listed in Agenda A and Agenda B be received and noted.

[170/09/2022](#)

6) GENERAL MANAGER REPORTS

6.1) GENERAL MANAGER REPORTS

GM1) COUNCIL MEETING DATE AND TIME, APPOINTMENT OF DELEGATES, COUNCIL COMMITTEE STRUCTURE, OPERATIONAL COMMITTEES, SECTION 355 COMMITTEES AND DELEGATIONS (C.11-01, SC137)

1) DETERMINATION OF DATE AND TIME OF MEETING

The Local Government Act requires that Council should meet at least ten times per annum, each time being in a different month. (Section 365). It is appropriate therefore that Council determine the date and time for its Ordinary Meeting. Current policy is that Council meets on the third Thursday of the month commencing at 3.00pm

RESOLVED on the motion of Clr Maslin and seconded by Clr White that the Ordinary Meeting be held on the third Thursday of the month commencing at 3.00pm. 171/09/2022

2) APPOINTMENT OF DELEGATES

The following delegates are appointed usually for the term of Council unless Council proposes changes. The Organisations are external to Council's Administration.

	ORGANISATION	DELEGATES
a	Riverina Regional Library	<ul style="list-style-type: none">• Clr K Maslin• General Manager, T Donoghue• Alternate Delegate: Executive Manager, Corporate & Community Services, C Armstrong
b	Traffic Facilities Committee	<ul style="list-style-type: none">• Executive Manager, Engineering & Technical Services, T Kelly
c	Riverina Eastern Regional Organisation of Councils (REROC)	<ul style="list-style-type: none">• Mayor, Clr D McCann• General Manager, T Donoghue
d	Goldenfields Water County Council	<ul style="list-style-type: none">• Clr A White
e	Local Emergency Management Committee	<ul style="list-style-type: none">• Executive Manager, Engineering & Technical Services, T Kelly• General Manager, T Donoghue• Clr Dave McCann
f	Eastern Riverina Arts	<ul style="list-style-type: none">• Community Development Officer, J Collins
g	Noxious Weeds Authority Joint Venture Operating Committee	<ul style="list-style-type: none">• Clr G Perkin• Clr C McKinnon

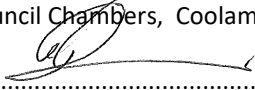

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 15TH SEPTEMBER 2022.

		<ul style="list-style-type: none"> Executive Manager, Engineering & Technical Services, T Kelly
h	NSW Rural Fire Service Agreement Committee	<ul style="list-style-type: none"> Clr C McKinnon Clr W Lewis
i	Riverina Regional Weeds Committee	<ul style="list-style-type: none"> Clr K Maslin Clr G Perkin
j	Riverina Joint Organisation of Councils	<ul style="list-style-type: none"> Mayor, Clr D McCann Associate Member: General Manager, Tony Donoghue
k	Coolamon Shire Council Southern Joint Regional Planning Panel	<ul style="list-style-type: none"> Terrey Kiss Kris Dunstan Tony Donoghue (Alternate Member) John Seymour (Alternate Member)

RESOLVED on the motion of Clr Maslin and seconded by Clr Lewis that the following delegates be appointed: 172/09/2022

	ORGANISATION	DELEGATES
a	Riverina Regional Library	<ul style="list-style-type: none"> Clr K Maslin General Manager, T Donoghue Alternate Delegate: Executive Manager, Corporate & Community Services, C Armstrong
b	Traffic Facilities Committee	<ul style="list-style-type: none"> Executive Manager, Engineering & Technical Services, T Kelly
c	Riverina Eastern Regional Organisation of Councils (REROC)	<ul style="list-style-type: none"> Mayor, Clr D McCann General Manager, T Donoghue
d	Goldenfields Water County Council	<ul style="list-style-type: none"> Clr A White
e	Local Emergency Management Committee	<ul style="list-style-type: none"> Executive Manager, Engineering & Technical Services, T Kelly General Manager, T Donoghue Clr Dave McCann
f	Eastern Riverina Arts	<ul style="list-style-type: none"> Community Development Officer, J Collins
g	Noxious Weeds Authority Joint Venture Operating Committee	<ul style="list-style-type: none"> Clr G Perkin Clr C McKinnon Executive Manager, Engineering & Technical Services, T Kelly
h	NSW Rural Fire Service Agreement Committee	<ul style="list-style-type: none"> Clr C McKinnon Clr W Lewis
i	Riverina Regional Weeds Committee	<ul style="list-style-type: none"> Clr G Perkin
j	Riverina Joint Organisation of Councils	<ul style="list-style-type: none"> Mayor, Clr D McCann Associate Member: General Manager, Tony Donoghue

This is Page No. 7 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 15th September 2022.


 MAYOR.....
 
GENERAL MANAGER.

k	Coolamon Shire Council Southern Joint Regional Planning Panel	<ul style="list-style-type: none">• Terrey Kiss• Kris Dunstan• Tony Donoghue (Alternate Member)• John Seymour (Alternate Member)
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3) COUNCIL COMMITTEE STRUCTURE

The following Committees are structured as Council Committees and (with the exception of the General Manager's Performance Review Committee) cannot make binding decisions. Their role is to review issues directed to them and to make recommendations to the following Council Meeting.

- Committee of a Whole

All Councillors

- To consider matters referred to this Committee that are in accordance with the relevant sections of the Local Government Act 1993 and to then make recommendations to the open Council Meeting.

- General Manager Performance Review Panel:

Councillor D McCann

Councillor A White

Councillor B Hutcheon

- To implement a General Manager Performance Appraisal System that is in accordance with the Guidelines issued by the Office of Local Government.
- To determine the General Manager's Performance Agreement and to undertake the Performance Appraisal in its entirety.
- To review and adjust the current General Manager's Employment Contract and the total Remuneration Package subject to Clause 8.3 of that Contract (refers to Performance Appraisal) and the Guidelines.

- Audit, Risk & Improvement Committee

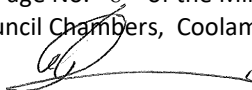
~~Mr Ray Smith~~, Mr Grant Baker, Bland Shire Council

Ms Alison Balind, Bland Shire Council

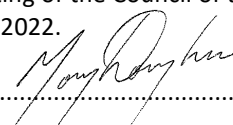
Clr Bruce Hutcheon

Clr Alan White

Alternate Delegate: Clr Kathy Maslin



..... MAYOR.....



.....GENERAL MANAGER.

Note:

Cootamundra-Gundagai Audit, Risk & Improvement Committee

Tony Donoghue

Courtney Armstrong

RESOLVED on the motion of Clr McKinnon and seconded by Clr Perkin that Council's Committee Structure be adopted as follows: 173/09/2022

- **Committee of a Whole**
All Councillors

- **To consider matters referred to this Committee that are in accordance with the relevant sections of the Local Government Act 1993 and to then make recommendations to the open Council Meeting.**

- **General Manager Performance Review Panel:**
Councillor D McCann
Councillor A White
Councillor B Hutcheon

- **To implement a General Manager Performance Appraisal System that is in accordance with the Guidelines issued by the Office of Local Government.**
- **To determine the General Manager's Performance Agreement and to undertake the Performance Appraisal in its entirety.**
- **To review and adjust the current General Manager's Employment Contract and the total Remuneration Package subject to Clause 8.3 of that Contract (refers to Performance Appraisal) and the Guidelines.**

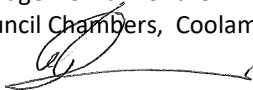
- **Audit, Risk & Improvement Committee**
Mr Grant Baker, Bland Shire Council
Ms Alison Balind, Bland Shire Council
Clr Bruce Hutcheon
Clr Alan White
Alternate Delegate: Clr Kathy Maslin

Note:

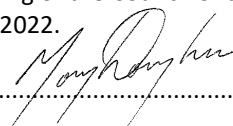
Cootamundra-Gundagai Audit, Risk & Improvement Committee

Tony Donoghue

Courtney Armstrong

.....

MAYOR.....



.....GENERAL MANAGER.

4) OPERATIONAL COMMITTEES

In accordance with Section 355 of the Local Government Act 1993, Council can delegate certain Committees to undertake the operational activities of Council. The following Committees are established for this purpose:

- Executive Management Committee:
General Manager, T Donoghue (Chairman)
Executive Manager, Engineering & Technical Services, T Kelly
Executive Manager, Corporate & Community Services, C Armstrong
Executive Manager, Development & Environmental Services, C Farmer
 - To consider operational issues as determined by the General Manager.
 - To review and prepare budgets and other financial documentation prior to submission to Council.
 - To review Council's Strategic 10 Year Plan prior for submission to Council.
 - To undertake policy and strategic review issues prior to Council consideration.

-
- Consultative Committee:
General Manager, T Donoghue
~~Mr J Mitchell~~ Stephen Buttigieg
~~Ms Erin Bowden~~ Melanie McInerney
 - Council by law is required to constitute a Consultative Committee. The Committee considers issues of an industrial nature with recommendations assessed by the General Manager and if required, coming to Council.

- Work Health & Safety Committee

Elected Representatives:

- Works Staff - Stephen Buttigieg
- Parks & Gardens and Maintenance - Craig Whitmore
- Assets, Waste and Contractors - ~~Jason Mitchell~~ Rod Wilms
- Coolamon Early Childhood Centre - Karina Bourke
- Administration - Margaret Payton
- Allawah Lodge - Jenny Smith
- Allawah Community Care - Karly Robinson

Management Appointed:

- Courtney Armstrong
- Scott Buchanan

Human Resources / Risk Management Officer:

- ~~Erin Bowden~~ **Melanie McInerney**

- Under Work, Health & Safety Legislation, Council Staff are entitled to request the formation of a Work, Health & Safety Committee.

- Allawah Clinical Governance Committee

- General Manager, Tony Donoghue
- Executive Manager, Corporate & Community Services, Courtney Armstrong
- Aged Care Services Manager, Simone Fuller
- Registered Nurse, Sharon Fitzpatrick

RESOLVED on the motion of Clr Perkin and seconded by Clr White that Council's Committee Structure be adopted as follows: 174/09/2022

- Executive Management Committee:

General Manager, T Donoghue (Chairman)

Executive Manager, Engineering & Technical Services, T Kelly

Executive Manager, Corporate & Community Services, C Armstrong

Executive Manager, Development & Environmental Services, C Farmer

- To consider operational issues as determined by the General Manager.
- To review and prepare budgets and other financial documentation prior to submission to Council.
- To review Council's Strategic 10 Year Plan prior for submission to Council.
- To undertake policy and strategic review issues prior to Council consideration.

- Consultative Committee:

General Manager, T Donoghue

Stephen Buttigieg

Melanie McInerney

- **Council by law is required to constitute a Consultative Committee. The Committee considers issues of an industrial nature with recommendations assessed by the General Manager and if required, coming to Council.**

- **Work Health & Safety Committee**

- **Elected Representatives:**

- **Works Staff - Stephen Buttigieg**
- **Parks & Gardens and Maintenance - Craig Whitmore**
- **Assets, Waste and Contractors - Rod Wilms**
- **Coolamon Early Childhood Centre - Karina Bourke**
- **Administration - Margaret Payton**
- **Allawah Lodge - Jenny Smith**
- **Allawah Community Care - Karly Robinson**

- **Management Appointed:**

- **Courtney Armstrong**
- **Scott Buchanan**

- **Human Resources / Risk Management Officer:**

- **Melanie McInerney**

- **Under Work, Health & Safety Legislation, Council Staff are entitled to request the formation of a Work, Health & Safety Committee.**
-

- **Allawah Clinical Governance Committee**

- **General Manager, Tony Donoghue**
- **Executive Manager, Corporate & Community Services, Courtney Armstrong**
- **Aged Care Services Manager, Simone Fuller**
- **Registered Nurse, Sharon Fitzpatrick**

5) **SECTION 355 COMMITTEES**

Council is required to reappoint its Committees that have been structured under Section 355 of the Local Government Act 1993. That particular Section allows Council to delegate authority to individuals or Committees to carry out functions on behalf of Council, or to take the care, control and management of various facilities. A number of these Committees are made up purely of citizen representation whilst others do have Council delegates. In a number of instances there may be a Councillor

Representative on the Committee but that has been purely a personal choice rather than Council actually nominating them as a delegate or Council actually needing representation on that particular Committee. Council Staff do not need to be nominated as delegates to the Committees and they can attend the various meetings as and when required depending on the agenda for each particular meeting.

- Advance Ardlethan Committee

Committee Members:

Dell Garrett, Diane McDermott, Aileen Bound, Jenny Kuemmel, Karen Wood, Bessie Brill, Lyn Litchfield, Rex Brill, ~~Peter Symes~~, Jenny Poutney, ~~Carolyn Ferris~~, ~~Yianni Johns~~, **Geoff Poultney**.

Objective:

- i) To control, manage and maintain the following assets on Council's behalf:-
 - Ardlethan Hall
 - Ardlethan Museum
- ii) To represent the Community of Ardlethan to consult, engage and work with Council to achieve outcomes identified for the Ardlethan Community included in Coolamon Shire's Community Strategic Plan or otherwise.
- iii) To carry out general promotional activities for the benefit of the Ardlethan Community.
- iv) To conduct fundraising activities within the Community on behalf of the Advance Ardlethan Committee.

- Advance Ganmain Committee

Committee Members:

Bernadette Bodel, Michael Quinn, Cathryn Booth, Val Brill, Melissa Corbett, Bronwyn Hatty, Rudi Linklater, Guy Purcell, Megan Hardman, Cayley Tonacia, Adele Hearn, Kendra Kerrisk, Helen Dedini, Kim Peat, Jackie Grainger, Kate Hyam, Jill Peat, Tina Bingham, Wendy Chamaoun, **Linda Nolan, Myfwany Collette, Leslie Hatty**.

Objective:

- i) To control, manage and maintain the following assets on Council's behalf:-
 - Ganmain Hall
 - Ganmain Haystack
 - ii) To represent the community of Ganmain to consult, engage and work with Council to achieve outcomes identified for the Ganmain Community included in Coolamon Shire's Community Strategic Plan or otherwise.
 - iii) To carry out general promotional activities for the benefit of the Ganmain Community.
 - iv) To conduct fundraising activities within the Community on behalf of the Advance Ganmain Committee.
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• Advance Marrar Committee

Committee Members:

Joanne Langtry, Ian Charlton, David Fox, Collette Wallace, Cathie Fox, Tom Pattison, Brendan Pattison, Kirsty McKelvie, Michael O'Donnell, Chris O'Donnell, **Brendan Halden**.

Objective:

- i) To control, manage and maintain the following assets on Council's behalf:-
 - Marrar Hall
 - Marrar Recreation Reserve
- ii) To represent the Community of Marrar to consult, engage and work with Council to achieve outcomes identified for the Marrar Community included in Coolamon Shire's Community Strategic Plan or otherwise.
- iii) To carry out general promotional activities for the benefit of the Marrar Community

- iv) To conduct fundraising activities within the Community on behalf of the Advance Marrar Committee.
-

• Advance Matong Committee

Committee Members:

~~Annette Quinn~~, Bill Karlburg, Dave Greenwell, Dennis Ashcroft, Mandy Ashcroft, **Robyn Clifford**.

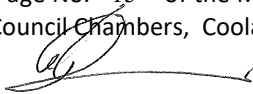
Objective:

- i) To control, manage and maintain the following assets on Council's behalf:
- Matong Park
 - Matong Sportsground
- ii) To represent the Community of Matong to consult, engage and work with Council to achieve outcomes identified for the Matong Community included in Coolamon Shire's Community Strategic Plan or otherwise.
- iii) To carry out general promotional activities for the benefit of the Matong Community.
- iv) To conduct fundraising activities within the Community on behalf of the Advance Matong Committee.
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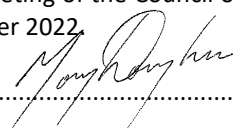
• Beckom Hall & Community Committee

Committee Members:

Paul Bray, ~~Marie Whyte~~, Janesse Bundy, Colin Thew, Linda Griffin, Paul Griffin, Anne Stewart, Jim Bundy, Paul Horan, Margie Rees, Mike O'Hare, Graham Maslin, Kathy Maslin, Kevin Popple, Ellie Walton, Lyn Mason, Maureen Wykes, Neil Wykes, Christine Fairman, **Jim Gardner, Janet Popple**.



..... MAYOR.....



.....GENERAL MANAGER.

Objective:

- i) To control, manage and maintain the following assets on Council's behalf:-
 - Beckom Hall
 - Soldiers Memorial Hall
 - Beckom Community Park
 - ii) To represent the community of Beckom to consult, engage and work with Council to achieve outcomes identified for the Beckom Community included in Coolamon Shire's Community Strategic Plan or otherwise.
 - iii) To carry out general promotional activities for the benefit of the Beckom Community.
 - iv) To conduct fundraising activities within the Community on behalf of the Beckom Hall & Community Committee.
-

• Ardlethan Showground Management Committee

Committee Members:

Jenny Keummel, Del Garrett, Roz Nisbet, Ralph Nisbet, Janet Popple, Margie Rees, Marcia Ryan, Kevin Popple.

Objective:

- i) The Committee is vested with general control over the Ardlethan Showground Reserve and is responsible for the general maintenance of all assets contained within this Reserve area.
 - ii) To conduct fundraising activities within the Community on behalf of the Ardlethan Showground Management Committee.
 - iii) To control and regulate the community use of the Showground Reserve, including the collection of fees associated with the use and operation of the facility.
-

- ~~Community Drug Action Team~~

~~Committee Members:~~

~~John Piltz, Eileen Knox.~~

~~Council Delegates:~~

~~Clr Bruce Hutcheon, Clr Alan White, Clr Jeremy Crocker, Tony Donoghue,
Jessica Inch~~

~~Objective:~~

- ~~i) To work with all communities and all sections of those communities within the Coolamon Shire on Drug and Alcohol issues.~~
- ~~ii) To liaise with the Drug and Alcohol Team from NSW Health on appropriate Drug and Alcohol Education Programs.~~
- ~~iii) To manage and implement Drug and Alcohol Education Programs throughout the Community including but not limited to Schools and all Sporting Clubs.~~
- ~~iv) To liaise with NSW Police on Drug and Alcohol issues within the Coolamon Shire Community on behalf of that Committee.~~
- ~~v) To conduct fundraising activities within the Coolamon Shire that support the above terms of reference.~~

This Committee to be deleted.

- Coolamon Shire Community Benefit Fund Committee

Committee Members:

Karen Wood, Alan White, Terrey Kiss, Barrie Logan, Angela McCann, Bruce Hutcheon, Gabrielle Thompson.

Council Delegate:

Tony Donoghue

Objective:

The Coolamon Shire Community Benefit Fund Committee is to assess applications for funding from the Community Benefit Fund to assist residents of the Coolamon Shire with disaster situations such as:

- a. A natural disaster such as a fire, flood or storm,
- b. Serious illness or injury
- c. Financial assistance required due to a crisis situation

• Coolamon Shire Photographic Competition

Committee Members:

Daniel Smith, Bronwyn Hatty, Helen McLoughlin, Jodie Harris.

Council Delegate:

~~Jessica Inch, Laura Munro/Sommer Denning,~~ Jacqui Collins.

Objective:

To co-ordinate and manage the "Capture Coolamon Shire Photographic Competition"

• Coolamon Showground Management Committee

Committee Members:

Wendy Dennis, Helen Turner, Barry Brill, Barb Wiscombe, Donna Graham.

Council Delegates:

Clr Jeremy Crocker, Colby Farmer

Objective:

- i) The Committee is vested with general control over the Coolamon Showground Reserve and is responsible for the general maintenance of all assets contained within this Reserve area.

- ii) To conduct fundraising activities within the Community on behalf of the Coolamon Showground Management Committee.
 - iii) To control and regulate the community use of the Showground Reserve, including the collection of fees associated with the use and operation of the facility.
-

- Friends of The Coolamon Up-To-Date Cultural Precinct

Committee Members:

Sandra West, Peter Lucas, Wayne Pearse, Bill Levy, Angela McCann, Chris Berry, Joanne Berry, Mel Mayer.

(Local History Group) – Marc Canino, Sharon Fitzgerald, Chris Mutton, Faye Bouquet, Clyde Goode, Shirley Underwood, **Cathy Booth, Ian Penfold.**

Council Delegates:

~~Clr John Seymour~~, Clr Dave McCann.

Objective:

- i) To facilitate the operation of the Up-to-Date Store Precinct, and to develop a vibrant cultural and conference centre for the Shire.
 - ii) To work alongside the Precinct Co-ordinator to implement regular and ongoing activities and events which raises the profile of the Coolamon Shire and the Precinct.
 - iii) To research and recommend ideas and initiatives for the development and enhancements to the Up-to-Date Store Precinct.
 - iv) To work co-operatively with the Precinct Co-ordinator to achieve the goals and objectives set out in the Strategic Plan.
-

- Local Heritage Fund Committee

Committee Members:

Karen Wood, Rose Higgins, Cliff Hamilton, Guy Purcell, **John Seymour.**

Council Delegates:

Clr Kathy Maslin, Clr Bruce Hutcheon, ~~Clr John Seymour~~, Clr Dave McCann,
Clr Alan White.

Objective:

To make recommendations for the disbursement of the Local Heritage Fund with the recommendations being submitted to Council for approval.

- Kindra Bike And Walking Trail Management Committee

Committee Members:

Ian Jennings, Terrey Kiss, Dick Jennings, Mick O'Neill.

Council Delegate:

Tony Kelly.

Objective:

- i) The Committee is vested with control over the licensed area of the bike/walking trail and is responsible for the general management and maintenance of all work associated with this track.
- ii) To conduct fundraising activities within the community on behalf of the Kindra Bike and Walking Trail Management Committee.
- iii) The authority to grant approval to events subject to the applicant providing Public Liability that meets the interest of Coolamon Shire Council, the State Forests and the Wiradjuri Aboriginal Land Council.
- iv) In regard to any approvals, the applicant must submit to the Committee the appropriate Risk Management Plans covering all Risk Management and Forest Management Plans.

- v) The Committee investigate the establishment of a bike/walking off-road trail between Coolamon and Ganmain
 - vi) The Committee submit funding applications where appropriate, that may assist in the establishment of an off-road trail and/or the creation of a green corridor between Coolamon and Ganmain.
-

- Rannock Community Centre – Reserve No. 89397

Committee Members:

Bruce Chant, Bruce Rollins, Barry Dennis, Royston Moncrieff, Murray Higman, Felicity Grinter, Merrill Rollins.

Objective:

- i) To provide management control over the Rannock Community Centre being responsible for the general maintenance of this asset.
 - ii) To conduct fundraising activities within the Community on behalf of the Rannock Community Centre.
-

- Volunteer Workers

That the following persons be authorised to operate Council equipment on behalf of the following Communities:

Beckom: Natt Herden, Kevin Popple

Marrar: Roy Walker, John Butterfield, Justin Rorke.

Matong: David Greenwell, Lesley Greenwell, Dennis Ashcroft, Amanda Ashcroft.

- Matong Hall Committee

Committee Members:

Dennis Ashcroft, David Greenwell, Bill Karlberg, Kristie Smith, ~~Katie Bensch~~.

Council Delegates:

Clr Colin McKinnon, Clr Bronwyn Hatty.

Tasks and Objective:

- Consultation over the design and construction of the Matong Hall.
 - Maintain the Matong Sportsground.
 - Conduct fundraising associated with the Matong Hall and Sportsground.
-

- Coolamon Flood Risk Management Committee

Committee Members:

Ian Jennings, Harvey Higgins, SES Representative, OEH Representative.

Council Delegates:

Clr Kathy Maslin, Clr Garth Perkin, Colby Farmer, Tony Kelly.

Objective:

- i) As defined the NSW Floodplain Development Manual “The principle objective of the Management Committee is to assist Council in the development and implication of the one or more Flood Risk Management Plans for the area under its jurisdiction. The Committee is both the focus of, and a forum for, the discussion of technical, social, economic and ecological issues for the distillation of possibly differing viewpoints on these issues.
 - ii) The Committee is expected to work with the Council and community during the development of the plan and policies and then assist Council in the administration of the resultant policies.
-

RESOLVED on the motion of Clr White and seconded by Clr Lewis that the Section 355 Committees listed below be appointed: 175/09/2022

- Advance Ardlethan Committee

Committee Members:

Dell Garrett, Diane McDermott, Aileen Bound, Jenny Kuemmel, Karen Wood, Bessie Brill, Lyn Litchfield, Rex Brill, Jenny Poutney, Geoff Poultney.

Objective:

- i) To control, manage and maintain the following assets on Council's behalf:-
 - Ardlethan Hall
 - Ardlethan Museum
- ii) To represent the Community of Ardlethan to consult, engage and work with Council to achieve outcomes identified for the Ardlethan Community included in Coolamon Shire's Community Strategic Plan or otherwise.
- iii) To carry out general promotional activities for the benefit of the Ardlethan Community.
- iv) To conduct fundraising activities within the Community on behalf of the Advance Ardlethan Committee.

• **Advance Ganmain Committee**

Committee Members:

Bernadette Bodel, Michael Quinn, Cathryn Booth, Val Brill, Melissa Corbett, Bronwyn Hatty, Rudi Linklater, Guy Purcell, Megan Hardman, Cayley Tonacia, Adele Hearn, Kendra Kerrisk, Helen Dedini, Kim Peat, Jackie Grainger, Kate Hyam, Jill Peat, Tina Bingham, Wendy Chamaoun, Linda Nolan, Myfwany Collette, Leslie Hatty.

Objective:

- i) To control, manage and maintain the following assets on Council's behalf:-
 - Ganmain Hall
 - Ganmain Haystack
- ii) To represent the community of Ganmain to consult, engage and work with Council to achieve outcomes identified for the Ganmain Community included in Coolamon Shire's Community Strategic Plan or otherwise.
- iii) To carry out general promotional activities for the benefit of the Ganmain Community.

- iv) To conduct fundraising activities within the Community on behalf of the Advance Ganmain Committee.
-

• **Advance Marrar Committee**

Committee Members:

Joanne Langtry, Ian Charlton, David Fox, Collette Wallace, Cathie Fox, Tom Pattison, Brendan Pattison, Kirsty McKelvie, Michael O'Donnell, Chris O'Donnell, Brendan Halden.

Objective:

- i) To control, manage and maintain the following assets on Council's behalf:-
- Marrar Hall
 - Marrar Recreation Reserve
- ii) To represent the Community of Marrar to consult, engage and work with Council to achieve outcomes identified for the Marrar Community included in Coolamon Shire's Community Strategic Plan or otherwise.
- iii) To carry out general promotional activities for the benefit of the Marrar Community
- iv) To conduct fundraising activities within the Community on behalf of the Advance Marrar Committee.
-

• **Advance Matong Committee**

Committee Members:

Bill Karlburg, Dave Greenwell, Dennis Ashcroft, Mandy Ashcroft, Robyn Clifford.

Objective:

- i) To control, manage and maintain the following assets on Council's behalf:

- **Matong Park**
 - **Matong Sportsground**
- ii) **To represent the Community of Matong to consult, engage and work with Council to achieve outcomes identified for the Matong Community included in Coolamon Shire’s Community Strategic Plan or otherwise.**
- iii) **To carry out general promotional activities for the benefit of the Matong Community.**
- iv) **To conduct fundraising activities within the Community on behalf of the Advance Matong Committee.**
-

• **Beckom Hall & Community Committee**

Committee Members:

Paul Bray, Janesse Bundy, Colin Thew, Linda Griffin, Paul Griffin, Anne Stewart, Jim Bundy, Paul Horan, Margie Rees, Mike O’Hare, Graham Maslin, Kathy Maslin, Kevin Popple, Ellie Walton, Lyn Mason, Maureen Wykes, Neil Wykes, Christine Fairman, Jim Gardner, Janet Popple.

Objective:

- i) **To control, manage and maintain the following assets on Council’s behalf:-**
- **Beckom Hall**
 - **Soldiers Memorial Hall**
 - **Beckom Community Park**
- ii) **To represent the community of Beckom to consult, engage and work with Council to achieve outcomes identified for the Beckom Community included in Coolamon Shire’s Community Strategic Plan or otherwise.**
- iii) **To carry out general promotional activities for the benefit of the Beckom Community.**
- iv) **To conduct fundraising activities within the Community on behalf of the Beckom Hall & Community Committee.**
-

- **Ardlethan Showground Management Committee**

Committee Members:

Jenny Keummel, Del Garrett, Roz Nisbet, Ralph Nisbet, Janet Popple,
Margie Rees, Marcia Ryan, Kevin Popple.

Objective:

- i) The Committee is vested with general control over the Ardlethan Showground Reserve and is responsible for the general maintenance of all assets contained within this Reserve area.
 - ii) To conduct fundraising activities within the Community on behalf of the Ardlethan Showground Management Committee.
 - iii) To control and regulate the community use of the Showground Reserve, including the collection of fees associated with the use and operation of the facility.
-

- **Coolamon Shire Community Benefit Fund Committee**

Committee Members:

Karen Wood, Alan White, Terrey Kiss, Barrie Logan, Angela McCann,
Bruce Hutcheon, Gabrielle Thompson.

Council Delegate:

Tony Donoghue

Objective:

The Coolamon Shire Community Benefit Fund Committee is to assess applications for funding from the Community Benefit Fund to assist residents of the Coolamon Shire with disaster situations such as:

- a. A natural disaster such as a fire, flood or storm,
 - b. Serious illness or injury
 - c. Financial assistance required due to a crisis situation
-

- **Coolamon Shire Photographic Competition**

Committee Members:

Daniel Smith, Bronwyn Hatty, Helen McLoughlin, Jodie Harris.

Council Delegate:

Laura Munro, Jacqui Collins.

Objective:

To co-ordinate and manage the “Capture Coolamon Shire Photographic Competition”

- **Coolamon Showground Management Committee**

Committee Members:

Wendy Dennis, Helen Turner, Barry Brill, Barb Wiscombe, Donna Graham.

Council Delegates:

Clr Jeremy Crocker, Colby Farmer

Objective:

- i) The Committee is vested with general control over the Coolamon Showground Reserve and is responsible for the general maintenance of all assets contained within this Reserve area.
 - ii) To conduct fundraising activities within the Community on behalf of the Coolamon Showground Management Committee.
 - iii) To control and regulate the community use of the Showground Reserve, including the collection of fees associated with the use and operation of the facility.
-

- **Friends of The Coolamon Up-To-Date Cultural Precinct**

Committee Members:

Sandra West, Peter Lucas, Wayne Pearse, Bill Levy, Angela McCann, Chris Berry, Joanne Berry, Mel Mayer.

(Local History Group) – Marc Canino, Sharon Fitzgerald, Chris Mutton, Faye Bouquet, Clyde Goode, Shirley Underwood, Cathy Booth, Ian Penfold.

Council Delegate:

Clr Dave McCann.

Objective:

- i) To facilitate the operation of the Up-to-Date Store Precinct, and to develop a vibrant cultural and conference centre for the Shire.
 - ii) To work alongside the Precinct Co-ordinator to implement regular and ongoing activities and events which raises the profile of the Coolamon Shire and the Precinct.
 - iii) To research and recommend ideas and initiatives for the development and enhancements to the Up-to-Date Store Precinct.
 - iv) To work co-operatively with the Precinct Co-ordinator to achieve the goals and objectives set out in the Strategic Plan.
-

- **Local Heritage Fund Committee**

Committee Members:

Karen Wood, Rose Higgins, Cliff Hamilton, Guy Purcell, John Seymour.

Council Delegates:

Clr Kathy Maslin, Clr Bruce Hutcheon, Clr Dave McCann, Clr Alan White.

Objective:

To make recommendations for the disbursement of the Local Heritage Fund with the recommendations being submitted to Council for approval.

- **Kindra Bike And Walking Trail Management Committee**

Committee Members:

Ian Jennings, Terrey Kiss, Dick Jennings, Mick O'Neill.

Council Delegate:

Tony Kelly.

Objective:

- i) The Committee is vested with control over the licensed area of the bike/walking trail and is responsible for the general management and maintenance of all work associated with this track.
- ii) To conduct fundraising activities within the community on behalf of the Kindra Bike and Walking Trail Management Committee.
- iii) The authority to grant approval to events subject to the applicant providing Public Liability that meets the interest of Coolamon Shire Council, the State Forests and the Wiradjuri Aboriginal Land Council.
- iv) In regard to any approvals, the applicant must submit to the Committee the appropriate Risk Management Plans covering all Risk Management and Forest Management Plans.
- v) The Committee investigate the establishment of a bike/walking off-road trail between Coolamon and Ganmain
- vi) The Committee submit funding applications where appropriate, that may assist in the establishment of an off-road trail and/or the creation of a green corridor between Coolamon and Ganmain.

- **Rannock Community Centre – Reserve No. 89397**

Committee Members:

Bruce Chant, Bruce Rollins, Barry Dennis, Royston Moncrieff, Murray Higman, Felicity Grinter, Merrill Rollins.

Objective:

- i) To provide management control over the Rannock Community Centre being responsible for the general maintenance of this asset.
 - ii) To conduct fundraising activities within the Community on behalf of the Rannock Community Centre.
-

• **Volunteer Workers**

That the following persons be authorised to operate Council equipment on behalf of the following Communities:

Beckom: Natt Herden, Kevin Popple
Marrar: Roy Walker, John Butterfield, Justin Rorke.
Matong: David Greenwell, Lesley Greenwell, Dennis Ashcroft,
Amanda Ashcroft.

• **Matong Hall Committee**

Committee Members:

Dennis Ashcroft, David Greenwell, Bill Karlberg, Kristie Smith.

Council Delegates:

Clr Colin McKinnon, Clr Bronwyn Hatty.

Tasks and Objective:

- Consultation over the design and construction of the Matong Hall.
 - Maintain the Matong Sportsground.
 - Conduct fundraising associated with the Matong Hall and Sportsground.
-

- **Coolamon Flood Risk Management Committee**

Committee Members:

Ian Jennings, Harvey Higgins, SES Representative, OEH Representative.

Council Delegates:

Clr Kathy Maslin, Clr Garth Perkin, Colby Farmer, Tony Kelly.

Objective:

- i) **As defined the NSW Floodplain Development Manual “The principle objective of the Management Committee is to assist Council in the development and implication of the one or more Flood Risk Management Plans for the area under its jurisdiction. The Committee is both the focus of, and a forum for, the discussion of technical, social, economic and ecological issues for the distillation of possibly differing viewpoints on these issues.**
- ii) **The Committee is expected to work with the Council and community during the development of the plan and policies and then assist Council in the administration of the resultant policies.**

6) **DELEGATION OF VARIOUS AUTHORITIES TO COMMITTEES AND COUNCIL STAFF**

Pursuant to a new Council being elected it is the responsibility of that Council to either reaffirm or revoke previous delegations to Council Staff and Committees. Delegations made to Staff or Committees allow the organisation to function without constant reference to Council. Decisions made are generally in accordance with Council's policies and as such expedite the decision making process. The following is a formal list of delegations that have existed in the past or have evolved through general practice.

DELEGATIONS FROM COUNCIL TO THE MAYOR

That subject to the requirements of the Local Government Act 1993 and regulations there under and any expressed policy of Council or the requirements or regulations under any other Act and pursuant to Section 377 of the Local Government Act 1993, the MAYOR, David McCann be authorised to exercise or perform on behalf of the Coolamon Shire Council

the following powers, authorities, duties and functions:

- To carry out any function conferred on and duty imposed on the Mayor under any Act or regulation.
- To carry out the general supervision, control and direction of the General Manager.
- To approve Applications of Leave by the General Manager.
- To sign cheques drawn on Council's bank accounts in conjunction with the General Manager or any other Staff Member authorised by the General Manager.
- To affix the Common Seal of Council in conjunction with the General Manager to any necessary document pursuant to or consequent upon any decision of Council.
- To respond to media publicity on Council matters and to issue media releases and make statements to the media on behalf of Council.
- Approve attendance by Elected Members and Senior Staff at Conferences and Seminars etc., within New South Wales and the ACT to a maximum of three days and within budget provisions.
- Authorise urgent works up to an amount of \$20,000.

DELEGATIONS FROM COUNCIL TO DEPUTY MAYOR

That subject to the requirements of the Local Government Act 1993 and regulations there under and any expressed policy of Council or the requirements or regulations under any other Act and pursuant to Section 377 of the Local Government Act 1993, the DEPUTY MAYOR, Alan White be authorised to exercise on behalf of Coolamon Shire Council the following powers, authorities, duties and functions:-

- To carry out the statutory functions of the Mayor and exercise the delegations conferred upon the Mayor whenever the Mayor is absent from the Council area or is otherwise unable to carry out his duties.
- To affix the Common Seal of the Council in conjunction with the General Manager to any necessary document pursuant to or consequent upon any decision of Council.

FUNCTIONS OF THE GENERAL MANAGER

In pursuance of Section 335 of the Local Government Act, 1993 the GENERAL MANAGER, Anthony Gerard Donoghue has the following functions:

- 1) The General Manager is generally responsible for the efficient and effective operation of the Council's organisation and for ensuring the implementation, without undue delay, of decisions of the Council.
- 2) The General Manager shall have the following particular functions:
 - the day to day management of the Council;
 - to exercise such of the functions of the Council as are delegated by the Council to the General Manager;
 - to appoint staff in accordance within the organisation structure and resources approved by the Council provided. The General Manager may appoint or dismiss Senior Staff only after consultation with the Council;
 - to direct and dismiss staff; and
 - to implement the Council's equal employment opportunity management plan.
- 3) The General Manager has such other functions as may be conferred or imposed on the General Manager by or under this or any other Act.

These functions include but are not limited to the following:

- To carry out the regular services and operations of the Council within the sums voted by the Council for expenditure thereon and in accordance with any policy or resolution of the Council.
- To perform or authorise any action necessary to comply with any decision, policy or code of Council, any statutory requirements of the Local Government Act or regulation or any other law, rule or regulation affecting Council.
- Reject any application within the prescribed period if it is not clear as to the approval sought or if it is not easily legible.
- Request any additional information that is reasonably necessary

to determine any application.

- Authorise the purchase of stationery; seek quotes for office equipment and acceptance of quotes for amounts covered within the Budget.
- Letters of reference may be issued by the General Manager under Council's letterhead at his discretion.
- Grant the tenancy on behalf of Council to permanent residents of Kindra Lodge, Centenary Lodge, Ganmain Aged Persons Units, Ardlethan Aged Persons Units, Allawah Lodge, Allawah Village and other Council dwellings subject to such discussions on appropriateness of tenants with the Mayor.
- To sign purchase orders on Council's behalf.
- To determine the matters which are to be included in the Business Papers subject to the inclusion of the following items whenever they arise, namely:-
 - a) Reports on matters which cannot be determined under Delegated Authority.
 - b) Reports required to be submitted under any Act or regulation.
 - c) Reference to any deputations which the Council has agreed to receive.
 - d) Matters requiring a determination of policy.
 - e) Reports directed by Council to be submitted.
 - f) Matters essential for the Council's information.
 - g) Matters requiring a vote of money.
 - h) Matters where the General Manager is of the opinion that any application should be refused.
- To reply to all routine correspondence not involving a monetary vote by Council, not effecting Council policy and not requiring the consideration of Council.
- To authorise the payment of salaries and wages of the employees of the Council within the sums voted by the Council for expenditure thereon.
- To authorise payment of accounts in respect of works or votes authorised by Council or associated with the functions of

Council.

- To approve applications for extension of time to pay accounts where acceptable case is made out.
- To sign cheques drawn on Council's bank account and authorise and transmit electronic transfers from Council's bank account in conjunction with any other person authorised to sign cheques or electronic transfers on Council's behalf.
- Refund of Trust Fund Deposits including Contract Deposits on the recommendation and certification of the appropriate servant.
- Accept quotations for the purchase of and replacement of light vehicles.
- To authorise approval of leave of absence for all Staff of the Council.
- To apply to wages and salaries any automatic award variations basic wage variation or cost of living adjustments subject to official notification from Local Government NSW or total financial resource allocation in Council's Operational Plan.
- To approve attendance by Council Officers and Staff at Conferences and Seminars which are conducted by or endorsed by the Office of Local Government and other relevant authorities and/or Local Government NSW.
- To approve attendance by Staff at training courses included in Council's Staff Training Programme together with associated User Group Meetings and for which funds are available in Council's Budget.
- To authorise Council Staff to attend Professional Conferences in accordance with Councils policy.

DELEGATIONS OF AUTHORITY TO THE GENERAL MANAGER

That pursuant to Section 377 of the Local Government Act, 1993, Council delegates to the GENERAL MANAGER, Anthony Gerard Donoghue the functions of Council under the Local Government Act, 1993 other than

those functions which, pursuant to sub-section (1) of that section, cannot be delegated by the Council.

That pursuant to Section 381 of the Local Government Act, 1993, Council delegates to the GENERAL MANAGER, Anthony Gerard Donoghue the exercise of functions conferred or imposed on Council employees under other Acts.

The General Manager shall exercise the functions herein delegated in accordance with and subject to:-

- (i) the provisions of the Local Government Act, 1993 and other relevant legislation; and
- (ii) each and every policy of the Council adopted by resolution and current at the time of the exercise of the function herein delegated.

The delegations under Section 377 and 381 of the Local Government Act, 1993 include but are not limited to the following:

LOCAL GOVERNMENT ACT, 1993

(a) Chapter 6 - Services Function

(i) PART 2 - PUBLIC LAND

s.54 - Issue of Land Classification Certificates.

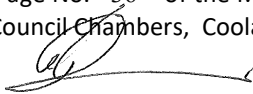
(b) Chapter 7 - Regulatory Function

(i) PART 1 - APPROVALS

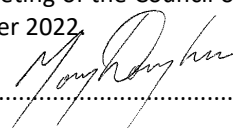
s.68 - Approval of activities specified in the table (Section 68 Local Government Act), except in so far as the Local Government Act, 1993, the regulations or a local policy adopted by the Council allows the activity to be carried out without approval.

s.82 - To modify provisions of Clauses 54 and 55 of the (Approvals) Regulations.

s.94 - Determination of Applications by granting approval, either conditionally or subject to conditions, or by refusing approval.

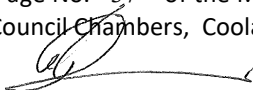


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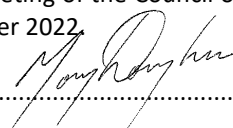


.....GENERAL MANAGER.

- s.95 - Exercising Council's power for deferred commencement of approvals.
- s.96 - Exercising Council's power to grant Staged Approval.
- s.97 - Exercising Council's power to apply Conditions concerning security.
- s.98 - Exercising Council's power to impose Other Conditions.
- s.99 - Giving of notice to applicants of determination of Applications.
- s.100 - Review of Determination where made by a delegation of Council.
- s.106 - Exercising Council's power to amend an approval, in accordance with the procedures outlined in Section 106.
- s.107 - Exercise Council's power to extend or review an approval.
- s.108-109 - Exercise Council's power to revoke or modify an approval in any of the following circumstances:-
 - (a) if the approval was obtained by fraud, misrepresentation or concealment of facts;
 - (b) for any cause arising after the granting of the approval which, had it arisen before the approval was granted, would have caused the Council not to have granted the approval (or not have granted it in the same terms);
 - (c) for any future failure to comply with a requirement made by or under the Local Government Act, 1993 relating to the subject of the approval; and
 - (d) for any failure to comply with a condition of the approval.



..... MAYOR.....



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

(ii) PART 2 - ORDERS

- s.124 - Order a person to do or refrain from doing a thing specified in Column 1 Table No.2 (Chapter 7 - Orders) if the circumstances specified opposite in Column 2 of the Table exists and the person comes within the description opposite it in Column 3 of the Table.
- s.125 - Order a person responsible for a public nuisance to abate such nuisance.
- s.132 - Give notices of an Order under Section 121.

(c) Chapter 8 - Ancillary Functions

(i) PART 1 - ACQUISITION OF LAND

- s.186-187 - Negotiate on Council's behalf for the acquisition of land for the purpose of exercising any of the functions, up to the stage of presenting offers to Council for determination.

(ii) PART 2 - ENTRY ON TO LAND AND OTHER POWERS

- s.191-192 - Authorise Council employees (or other persons) to enter any premises for the purpose of enabling the Council to exercise its functions.
- s.194 - Authorise the use of force for the purposes of entering premises.
- s.201 - Make application to an authorised Justice for the issue of a Search Warrant.

(d) Chapter 11 – How Are Councils Staffed

(i) PART 3 – PUBLIC OFFICER

- s.342 - Designate a member of staff as a Public Officer.
- s.353 - Prohibit staff from engaging in private employment or contract work outside Council.

(e) Chapter 12 - Operation of Councils

(i) PART 3 - SALE OF COUNCIL PROPERTY - PLANT AND EQUIPMENT

To dispose of Council plant and equipment by way of sale at the best offer received when:

- (1) The sale of such item of plant and equipment is approved in the current year's annual operating plan and budget or approved by the Asset Management Committee; or
- (2) The item of plant, equipment or material is obsolete, unserviceable and/or surplus to Council's requirements and the sale of such item of plant or equipment represents the most cost effective option.

(ii) PART 4 – INSURANCE

s.382 - Make arrangements for adequate insurance against public liability and professional liability.

(f) Chapter 15 - Council Finances

(i) PART 3 - ORDINARY RATES

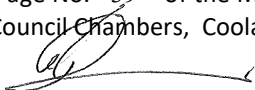
s.514 - Determine and declare the categorisation of land for the purpose of making an ordinary rate.

s.515 - Determine and declare the categorisation of land as farmland.

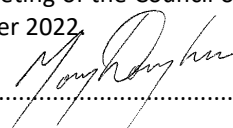
s.516 - Determine and declare the categorisation of land as residential.

s.517 - Determine and declare the categorisation of land as mining.

s.518 - Determine and declare the categorisation of land as business.



..... MAYOR.....



.....GENERAL MANAGER.

- s.519 - Determine and declare the categorisation of vacant land.
 - s.520 - Issue notices of categorisation of land.
 - s.523 - Review determinations of categorisation of land.
 - s.525 - Determine applications for change of categorisation of land.
 - s.548A - Determine applications for aggregation of land values by Council and to adjust and re-levy accordingly.
- (ii) PART 5 - LEVYING OF RATES AND CHARGES
- s.552 - Determination of what land may be subject to a water supply special rate or charge.
 - s.553 - Determination of time at which land becomes subject to special rate or charge.
- (iii) PART 6 - RATEABLE LAND
- s.555 - Determination of what land is exempt from all rates.
 - s.556 - Determination of what land is exempt from all rates, other than water supply special rates and sewerage special rates.
- (iv) PART 7 - PAYMENT OF RATES AND CHARGES
- s.564 - Approval of agreements as to periodical payment of rates and charges.
 - s.567 - Write-off accrued interest on rates or charges payable by a rateable owner if, in the General Manager's opinion:-
 - (a) the rateable owner is unable to pay the accrued interest for reasons beyond the rateable owner's control; or
 - (b) payment of the accrued interest would

cause the rateable owner hardship.
Section 569 - Issue and serve notices on occupiers for liability for payment of unpaid rates and charges.

(v) LOCAL GOVERNMENT GENERAL REGULATION (2005)

- cl.131 - To write off Rates and Charges in accordance with the regulation under this clause.
- To write off Rates and Charges up to \$10,000 in accordance with this clause (errors, at law or cost effectiveness).
 - To write off debts to Council up to \$500.00 in accordance with this clause.

(vi) PART 13 - INVESTMENTS

- s.625 - Arrange the investment of money that is not, for the time being, required by the Council for any other purpose.

Money may only be invested in the following:-

- (a) in any security authorised by the Trustee Act; or
- (b) in a form of investment notified by order of the Minister published in the Government Gazette.

(vii) LOCAL GOVERNMENT GENERAL REGULATION, 2000

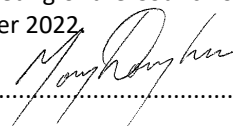
- cl.144 - To apply water restrictions under the terms of this clause.

Council delegates to the General Manager the functions, powers, duties and authorities conferred upon it by the following Acts:-

- Aged Care Act, 1997
- Aged Care Quality Safety Commission Act 2018
To operate the approved Aged Care Services of Coolamon Shire as the key personnel.
- Biodiversity Conservation Act 2016



..... MAYOR.....

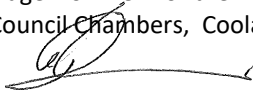


.....GENERAL MANAGER.

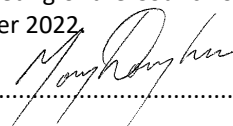
- Biosecurity Act 2015
- Children and Young Persons (Care and Protection) Act, 1998
- Children (Education & Care Services National Law Application) Act 2010
To manage and control the operations of the Coolamon Shire Childcare.
- Companion Animals Act, 1998 & Regulations
Part 5 Division 1 relating to the declaration of dangerous dogs, the consideration of objections by owners of proposed dangerous dogs, revocation of dangerous dog declarations where it is appropriate to do so and to authorise persons for the purposes of that Act.
- Contaminated Land Management Act, 1997 & Regulations
- Environmental Planning and Assessment Act, 1979 & Regulations
 - i) The authority to determine development applications lodged for consent under Part 4 of the Environmental Planning & Assessment Act, 1979 which:
 - a) Comply with the provisions of any Environmental Planning Instrument;
 - b) Are consistent with relevant Development Control Plans, Codes or Policies adopted by the Council;
 - c) May be considered under Part 4 Division 2, Division 4.11 (Existing Use Rights) of the Environmental Planning & Assessment Act, 1979;
 - d) Are the subject of public submissions to which the objection relates;
 - (i) solely to the type of development proposed;
 - (ii) to possible market competition arising, if the development is approved;
 - (iii) to a design standard contained within an adopted Development Control Plan, Code or Policy;
 - (iv) to an issue that may be reasonably alleviated by the imposition of a condition of development consent.
 - ii) The authority to, make amendments to or create new Environmental Planning Instruments in accordance with Part 3 of the Environmental Planning and Assessment Act 1979.
 - iii) The authority to impose conditions on a development consent granted under Part 4 of the Environmental Planning &

Assessment Act, 1979, which are:

- (a) for a purpose identified in Section 4.17A of the Environmental Planning and Assessment Act 1979;
 - (b) in accordance with the terms of any environmental planning instrument;
 - (c) in accordance with any development control plan, code or policy adopted by the Council;
 - (d) requirements specified by any public authority or public undertaking.
- iv) The authority to refuse a development application which:
- (a) is prohibited under the provisions of any environmental planning instrument;
 - (b) does not comply with the statutory provisions of the Environmental Planning & Assessment Act, 1979;
 - (c) does not contain adequate information to enable assessment under the relevant heads of consideration listed in Section 4.15 of the Environmental Planning & Assessment Act, 1979.
- v) The authority to determine any request for reconsideration or variation of a condition of development consent under Section 4.55 of the Environmental Planning & Assessment Act, 1979.
- vi) The authority to approve an extension of any development consent in accordance with the provisions of Section 4.53 of the Environmental Planning & Assessment Act, 1979.
- vii) The function of the Council in relation to Part 5 of the Environmental Planning & Assessment Act, 1979 for an activity which is not of a prescribed kind or an activity that is not likely to significantly affect the environment.
- viii) The authority to reject a development application within 7 days after its receipt if it is not clear as to the development consent sought or it is not easily legible.
- ix) The function of the Council under Division 9.2, Subdivision 2, of the Environmental Planning and Assessment Act 1979 to authorise a person to carry out inspections for the purposes of that Act, the regulations under that Act and any environmental planning instrument under that Act.



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.....GENERAL MANAGER.

- x) The function of the Council under Division 9.5 of the Environmental Planning and Assessment Act 1979 to bring proceedings to remedy or restrain a breach of that Act.
- xi) Authority to forward a Draft Local Environmental Plan under Part 3 of the Environmental Planning and Assessment Act 1979 to the Department of Planning where no public submissions are received as a result of the public exhibition.
- xii) Authority to vary any numeric standard contained within any Council code, policy or development control plan by up to 10% provided the development still meets the objectives of the particular code, policy or development control plan.
- xiii) The authority to require the lodgement of a cash bond or bank guarantee for work outstanding in any partly completed development with the amount of the bond being sufficient to complete the approved work allowing for inflation and administration costs or as provided for in Council's policy.
- xiv) The authority to act on Council's behalf in relation to legal proceedings lodged with the Land & Environment Court as follows:
 - (a) To determine the nature of action to be taken to defend the appeal and thereafter institute any action deemed necessary in the circumstances.
 - (b) To negotiate on matters in issue during conferences between parties when presided over by an assessor appointed by the Land & Environment Court and to delegate such authority to the Director - Works and/or the Director – Environmental & Community Services, where appropriate.
- xv) The function of the Council under Section 6.24 and 10.7.
- xvi) The authority to issue Certificates under Part 4 including Construction, Occupation, Compliance and Subdivision Works Certificates.
- xvii) The powers conferred under Division 9.2 'Investigative powers of departmental or council officers'.

xviii) The power to issue Notice of Intention and orders under Division 9.3 'Development Control Orders' and Schedule 5 'Development Control Orders'.

• Environmental Planning & Assessment Amendment Act, 1997

a. Approving application which:

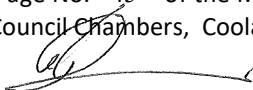
- 1) Comply with the provisions of an environmental planning instrument.
- 2) Are consistent with relevant Development Control Plans, Codes or Policies adopted by Council.
- 3) May be considered under Part 4 Division 2, Division 4.11 (Existing Use Rights).
- 4) Are the subject of public submissions to which the objection relates:
 - i) solely to the type of development proposal.
 - ii) to possible market competition arising, if the development is approved.
 - iii) to a design standard contained within an adopted Development Control Plan, Code or Policy.
 - iv) to an issue that may be reasonably alleviated by the imposition of a condition of development consent.
 - v) To make decisions on matters in issues during any mediation between parties whether presided over by a mediator appointed by the Court (Commissioner) or by a commercial mediator appointed to determine such matters.

b. Imposing conditions on a development consent granted under Part 4 which are:

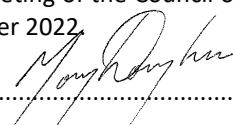
- 1) For a purpose identified in Section 4.17.
- 2) In accordance with the terms of an environmental planning instrument.
- 3) In accordance with any Development Control Plan, code or policy adopted by Council.
- 4) Requirements specified by any public authority or public undertaking including a Commissioner appointed by the Land & Environment Court.

c. Refusing application which:

- 1) are prohibited under the provisions of any environmental planning instrument.
- 2) do not comply with the statutory provisions of the Environmental Planning and Assessment Amendment Act,



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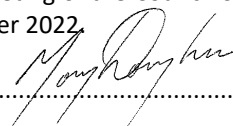
.....GENERAL MANAGER.

1997.

- 3) do not contain adequate information to enable assessment under the matters for consideration listed in Section 4.15.
 - d. The authority to approve an extension of any development consent in accordance with the provisions of Section 4.53.
 - e. The authority to determine any request for reconsideration or variation of a condition of development consent under Section 4.55.
 - f. The authority to revoke or modify a development consent under Section 4.57.
 - g. The authority to determine, issue or revoke the following certificates in accordance with the provisions of:
 - a) Section 6.3 – Part 4
 - 1) Compliance Certificates
 - 2) Construction Certificates
 - 3) Occupation Certificates
 - 4) Subdivision Certificates
 - b) Section 6.3
 - 5) Building Certificates
 - h. The function of the Council to determine in relation to Part 5 for an activity which is not a prescribed activity that is not likely to significantly affect the environment.
 - i. The function of the Council under Division 9.2 ‘Investigative powers of departmental or council officers’.
 - j. The power to issue Notice of Intention and orders under Division 9.3 ‘Development control orders’ and Schedule 5 ‘Development Control Orders’.
 - k. The function of the Council to authorise an employee of Council to issue Penalty Notices in accordance with Division 9.58 ‘Penalty notices for certain offences’.
- Food Act, 2003 & Regulations
 - Government Information (Public Access) Act 2009
 - Health Records and Information Privacy Act 2002



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- Heritage Act, 1977
- Impounding Act, 1993
- Independent Commission Against Corruption Act, 1998
- Privacy and Personal Information Protection Act, 1998
- Protection of the Environment Operations Act, 1997 & Regulations
 - s.91 - Issue Clean Up Notices
 - s.92 - Undertake clean up and recover costs in relation to reasonable costs and expenses.
 - s.94 - Recover costs
 - s.96 - Issue Prevention Notices
 - s.98 - Take action where a person does not comply with Prevention Notice
 - s.187 - Appoint authorised officers
 - s.224 - Serve a Penalty Notice
 - s.264 - Issue Noise Control Notices
- Public Health Act, 2010 & Regulations
 - s.105 - Inspection of Records
 - s.108 - Power of Entry
 - s.110 - Power of Authorised Officer to require answers
 - s.111 - Requirement to provide information and documents
 - s.112 - Power of Authorised Officers to direct name and address to be provided
 - s.126 - Authorised Officer
 - s.127 - To exercise all functions of Authorised Officers
- Roads Act, 1993
- Rural Fires Act, 1997 & Regulations
 - s.66 - Issue notices requiring owners or occupiers (not being a public authority) of land to carry out bush fire hazard reduction work.
 - s.67 - Resolve objections to Section 66 Notices.
 - s.70 - Enter on land and carry out bush fire hazard reduction work.
 - Div2A - Investigate bush fire hazard complaints.
 - s.100D, 100E, 100F & 100G - Issue bush fire hazard certificates.
 - s.100H - Remedy and restraint for breaches under Sections 100F and 100G by bringing proceedings in the Land & Environment Court.

s.131 - To serve penalty notices on a person.

- State Emergency & Rescue Management Act, 1989
- State Records Act, 1998
- Swimming Pools Act, 1992
 - s.27 - Power to Appoint Inspector
 - s.28 - Power of Entry and Inspection
 - s.24 - Issue Compliance Certificates
 - s.34 - Serve Notices
 - s.35 - Issue Penalty Notices
- Transport Administration Act 1988
- Waste Minimisation Act
- Water Management Act, 2010 & Regulations
- Workers Compensation Act, 1987
- Work Health & Safety Act 2011 & Regulations 2017

RESOLVED on the Motion of Clr Hatty and seconded by Clr White that the following delegations be approved: 176/09/2022

DELEGATIONS FROM COUNCIL TO THE MAYOR

That subject to the requirements of the Local Government Act 1993 and regulations there under and any expressed policy of Council or the requirements or regulations under any other Act and pursuant to Section 377 of the Local Government Act 1993, the MAYOR, David McCann be authorised to exercise or perform on behalf of the Coolamon Shire Council the following powers, authorities, duties and functions:

- **To carry out any function conferred on and duty imposed on the Mayor under any Act or regulation.**
- **To carry out the general supervision, control and direction of the General Manager.**
- **To approve Applications of Leave by the General Manager.**

- To sign cheques drawn on Council's bank accounts in conjunction with the General Manager or any other Staff Member authorised by the General Manager.
- To affix the Common Seal of Council in conjunction with the General Manager to any necessary document pursuant to or consequent upon any decision of Council.
- To respond to media publicity on Council matters and to issue media releases and make statements to the media on behalf of Council.
- Approve attendance by Elected Members and Senior Staff at Conferences and Seminars etc., within New South Wales and the ACT to a maximum of three days and within budget provisions.
- Authorise urgent works up to an amount of \$20,000.

DELEGATIONS FROM COUNCIL TO DEPUTY MAYOR

That subject to the requirements of the Local Government Act 1993 and regulations there under and any expressed policy of Council or the requirements or regulations under any other Act and pursuant to Section 377 of the Local Government Act 1993, the DEPUTY MAYOR, Alan White be authorised to exercise on behalf of Coolamon Shire Council the following powers, authorities, duties and functions:-

- To carry out the statutory functions of the Mayor and exercise the delegations conferred upon the Mayor whenever the Mayor is absent from the Council area or is otherwise unable to carry out his duties.
- To affix the Common Seal of the Council in conjunction with the General Manager to any necessary document pursuant to or consequent upon any decision of Council.

FUNCTIONS OF THE GENERAL MANAGER

In pursuance of Section 335 of the Local Government Act, 1993 the GENERAL MANAGER, Anthony Gerard Donoghue has the following functions:

- 1) The General Manager is generally responsible for the efficient and effective operation of the Council's organisation and for ensuring the implementation, without undue delay, of decisions of the

Council.

- 2) **The General Manager shall have the following particular functions:**
- **the day to day management of the Council;**
 - **to exercise such of the functions of the Council as are delegated by the Council to the General Manager;**
 - **to appoint staff in accordance within the organisation structure and resources approved by the Council provided. The General Manager may appoint or dismiss Senior Staff only after consultation with the Council;**
 - **to direct and dismiss staff; and**
 - **to implement the Council's equal employment opportunity management plan.**
- 3) **The General Manager has such other functions as may be conferred or imposed on the General Manager by or under this or any other Act.**

These functions include but are not limited to the following:

- **To carry out the regular services and operations of the Council within the sums voted by the Council for expenditure thereon and in accordance with any policy or resolution of the Council.**
- **To perform or authorise any action necessary to comply with any decision, policy or code of Council, any statutory requirements of the Local Government Act or regulation or any other law, rule or regulation affecting Council.**
- **Reject any application within the prescribed period if it is not clear as to the approval sought or if it is not easily legible.**
- **Request any additional information that is reasonably necessary to determine any application.**
- **Authorise the purchase of stationery; seek quotes for office equipment and acceptance of quotes for amounts covered within the Budget.**
- **Letters of reference may be issued by the General Manager under Council's letterhead at his discretion.**

- **Grant the tenancy on behalf of Council to permanent residents of Kindra Lodge, Centenary Lodge, Ganmain Aged Persons Units, Ardlethan Aged Persons Units, Allawah Lodge, Allawah Village and other Council dwellings subject to such discussions on appropriateness of tenants with the Mayor.**
- **To sign purchase orders on Council's behalf.**
- **To determine the matters which are to be included in the Business Papers subject to the inclusion of the following items whenever they arise, namely:-**
 - a) **Reports on matters which cannot be determined under Delegated Authority.**
 - b) **Reports required to be submitted under any Act or regulation.**
 - c) **Reference to any deputations which the Council has agreed to receive.**
 - d) **Matters requiring a determination of policy.**
 - e) **Reports directed by Council to be submitted.**
 - f) **Matters essential for the Council's information.**
 - g) **Matters requiring a vote of money.**
 - h) **Matters where the General Manager is of the opinion that any application should be refused.**
- **To reply to all routine correspondence not involving a monetary vote by Council, not effecting Council policy and not requiring the consideration of Council.**
- **To authorise the payment of salaries and wages of the employees of the Council within the sums voted by the Council for expenditure thereon.**
- **To authorise payment of accounts in respect of works or votes authorised by Council or associated with the functions of Council.**
- **To approve applications for extension of time to pay accounts where acceptable case is made out.**
- **To sign cheques drawn on Council's bank account and authorise and transmit electronic transfers from Council's bank account in conjunction with any other person authorised to sign cheques or electronic transfers on Council's behalf.**

- Refund of Trust Fund Deposits including Contract Deposits on the recommendation and certification of the appropriate servant.
- Accept quotations for the purchase of and replacement of light vehicles.
- To authorise approval of leave of absence for all Staff of the Council.
- To apply to wages and salaries any automatic award variations basic wage variation or cost of living adjustments subject to official notification from Local Government NSW or total financial resource allocation in Council's Operational Plan.
- To approve attendance by Council Officers and Staff at Conferences and Seminars which are conducted by or endorsed by the Office of Local Government and other relevant authorities and/or Local Government NSW.
- To approve attendance by Staff at training courses included in Council's Staff Training Programme together with associated User Group Meetings and for which funds are available in Council's Budget.
- To authorise Council Staff to attend Professional Conferences in accordance with Councils policy.

DELEGATIONS OF AUTHORITY TO THE GENERAL MANAGER

That pursuant to Section 377 of the Local Government Act, 1993, Council delegates to the GENERAL MANAGER, Anthony Gerard Donoghue the functions of Council under the Local Government Act, 1993 other than those functions which, pursuant to sub-section (1) of that section, cannot be delegated by the Council.

That pursuant to Section 381 of the Local Government Act, 1993, Council delegates to the GENERAL MANAGER, Anthony Gerard Donoghue the exercise of functions conferred or imposed on Council employees under other Acts.

The General Manager shall exercise the functions herein delegated in accordance with and subject to:-

- (i) the provisions of the Local Government Act, 1993 and other relevant legislation; and
- (ii) each and every policy of the Council adopted by resolution and current at the time of the exercise of the function herein delegated.

The delegations under Section 377 and 381 of the Local Government Act, 1993 include but are not limited to the following:

LOCAL GOVERNMENT ACT, 1993

(a) Chapter 6 - Services Function

(i) PART 2 - PUBLIC LAND

s.54 - Issue of Land Classification Certificates.

(b) Chapter 7 - Regulatory Function

(i) PART 1 - APPROVALS

s.68 - Approval of activities specified in the table (Section 68 Local Government Act), except in so far as the Local Government Act, 1993, the regulations or a local policy adopted by the Council allows the activity to be carried out without approval.

s.82 - To modify provisions of Clauses 54 and 55 of the (Approvals) Regulations.

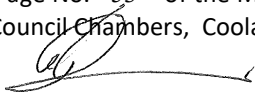
s.94 - Determination of Applications by granting approval, either conditionally or subject to conditions, or by refusing approval.

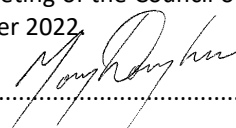
s.95 - Exercising Council's power for deferred commencement of approvals.

s.96 - Exercising Council's power to grant Staged Approval.

s.97 - Exercising Council's power to apply Conditions concerning security.

s.98 - Exercising Council's power to impose Other Conditions.


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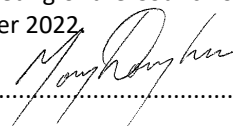
- s.99 - Giving of notice to applicants of determination of Applications.
- s.100 - Review of Determination where made by a delegation of Council.
- s.106 - Exercising Council's power to amend an approval, in accordance with the procedures outlined in Section 106.
- s.107 - Exercise Council's power to extend or review an approval.
- s.108-109 - Exercise Council's power to revoke or modify an approval in any of the following circumstances:-
 - (a) if the approval was obtained by fraud, misrepresentation or concealment of facts;
 - (b) for any cause arising after the granting of the approval which, had it arisen before the approval was granted, would have caused the Council not to have granted the approval (or not have granted it in the same terms);
 - (c) for any future failure to comply with a requirement made by or under the Local Government Act, 1993 relating to the subject of the approval; and
 - (d) for any failure to comply with a condition of the approval.

(ii) PART 2 - ORDERS

- s.124 - Order a person to do or refrain from doing a thing specified in Column 1 Table No.2 (Chapter 7 - Orders) if the circumstances specified opposite in Column 2 of the Table exists and the person comes within the description opposite it in Column 3 of the Table.
- s.125 - Order a person responsible for a public nuisance to abate such nuisance.



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.....GENERAL MANAGER.

s.132 - Give notices of an Order under Section 121.

(c) **Chapter 8 - Ancillary Functions**

(i) **PART 1 - ACQUISITION OF LAND**

s.186-187 - Negotiate on Council's behalf for the acquisition of land for the purpose of exercising any of the functions, up to the stage of presenting offers to Council for determination.

(ii) **PART 2 - ENTRY ON TO LAND AND OTHER POWERS**

s.191-192 - Authorise Council employees (or other persons) to enter any premises for the purpose of enabling the Council to exercise its functions.

s.194 - Authorise the use of force for the purposes of entering premises.

s.201 - Make application to an authorised Justice for the issue of a Search Warrant.

(d) **Chapter 11 – How Are Councils Staffed**

(i) **PART 3 – PUBLIC OFFICER**

s.342 - Designate a member of staff as a Public Officer.

s.353 - Prohibit staff from engaging in private employment or contract work outside Council.

(e) **Chapter 12 - Operation of Councils**

(i) **PART 3 - SALE OF COUNCIL PROPERTY - PLANT AND EQUIPMENT**

To dispose of Council plant and equipment by way of sale at the best offer received when:

- (1) The sale of such item of plant and equipment is approved in the current year's annual operating plan and budget or approved by the Asset Management Committee; or
- (2) The item of plant, equipment or material is obsolete, unserviceable and/or surplus to Council's requirements and the sale of such item of plant or equipment represents the most cost effective option.

(ii) **PART 4 – INSURANCE**

- s.382 - Make arrangements for adequate insurance against public liability and professional liability.

(f) **Chapter 15 - Council Finances**

(i) **PART 3 - ORDINARY RATES**

- s.514 - Determine and declare the categorisation of land for the purpose of making an ordinary rate.
- s.515 - Determine and declare the categorisation of land as farmland.
- s.516 - Determine and declare the categorisation of land as residential.
- s.517 - Determine and declare the categorisation of land as mining.
- s.518 - Determine and declare the categorisation of land as business.
- s.519 - Determine and declare the categorisation of vacant land.
- s.520 - Issue notices of categorisation of land.
- s.523 - Review determinations of categorisation of land.

s.525 - Determine applications for change of categorisation of land.

s.548A - Determine applications for aggregation of land values by Council and to adjust and re-levy accordingly.

(ii) PART 5 - LEVYING OF RATES AND CHARGES

s.552 - Determination of what land may be subject to a water supply special rate or charge.

s.553 - Determination of time at which land becomes subject to special rate or charge.

(iii) PART 6 - RATEABLE LAND

s.555 - Determination of what land is exempt from all rates.

s.556 - Determination of what land is exempt from all rates, other than water supply special rates and sewerage special rates.

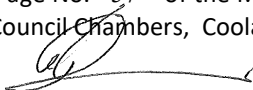
(iv) PART 7 - PAYMENT OF RATES AND CHARGES

s.564 - Approval of agreements as to periodical payment of rates and charges.

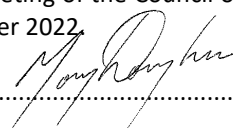
s.567 - Write-off accrued interest on rates or charges payable by a rateable owner if, in the General Manager's opinion:-

(a) the rateable owner is unable to pay the accrued interest for reasons beyond the rateable owner's control; or

(b) payment of the accrued interest would cause the rateable owner hardship.
Section 569 - Issue and serve notices on occupiers for liability for payment of unpaid rates and charges.



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.....GENERAL MANAGER.

(v) LOCAL GOVERNMENT GENERAL REGULATION (2005)

- cl.131 - To write off Rates and Charges in accordance with the regulation under this clause.
- To write off Rates and Charges up to \$10,000 in accordance with this clause (errors, at law or cost effectiveness).
 - To write off debts to Council up to \$500.00 in accordance with this clause.

(vi) PART 13 - INVESTMENTS

- s.625 - Arrange the investment of money that is not, for the time being, required by the Council for any other purpose.

Money may only be invested in the following:-

- (a) in any security authorised by the Trustee Act; or
- (b) in a form of investment notified by order of the Minister published in the Government Gazette.

(vii) LOCAL GOVERNMENT GENERAL REGULATION, 2000

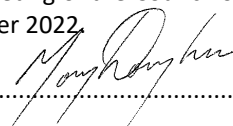
- cl.144 - To apply water restrictions under the terms of this clause.

Council delegates to the General Manager the functions, powers, duties and authorities conferred upon it by the following Acts:-

- Aged Care Act, 1997
- Aged Care Quality Safety Commission Act 2018
To operate the approved Aged Care Services of Coolamon Shire as the key personnel.
- Biodiversity Conservation Act 2016
- Biosecurity Act 2015
- Children and Young Persons (Care and Protection) Act, 1998



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- **Children (Education & Care Services National Law Application) Act 2010**
To manage and control the operations of the Coolamon Shire Childcare.

- **Companion Animals Act, 1998 & Regulations**
Part 5 Division 1 relating to the declaration of dangerous dogs, the consideration of objections by owners of proposed dangerous dogs, revocation of dangerous dog declarations where it is appropriate to do so and to authorise persons for the purposes of that Act.

- **Contaminated Land Management Act, 1997 & Regulations**

- **Environmental Planning and Assessment Act, 1979 & Regulations**
 - i) The authority to determine development applications lodged for consent under Part 4 of the Environmental Planning & Assessment Act, 1979 which:
 - a) Comply with the provisions of any Environmental Planning Instrument;
 - b) Are consistent with relevant Development Control Plans, Codes or Policies adopted by the Council;
 - c) May be considered under Part 4 Division 2, Division 4.11 (Existing Use Rights) of the Environmental Planning & Assessment Act, 1979;
 - d) Are the subject of public submissions to which the objection relates;
 - (i) solely to the type of development proposed;
 - (ii) to possible market competition arising, if the development is approved;
 - (iii) to a design standard contained within an adopted Development Control Plan, Code or Policy;
 - (iv) to an issue that may be reasonably alleviated by the imposition of a condition of development consent.

 - ii) The authority to, make amendments to or create new Environmental Planning Instruments in accordance with Part 3 of the Environmental Planning and Assessment Act 1979.

 - iii) The authority to impose conditions on a development consent granted under Part 4 of the Environmental Planning & Assessment Act, 1979, which are:
 - (a) for a purpose identified in Section 4.17A of the Environmental Planning and Assessment Act 1979;

- (b) in accordance with the terms of any environmental planning instrument;
 - (c) in accordance with any development control plan, code or policy adopted by the Council;
 - (d) requirements specified by any public authority or public undertaking.

- iv) The authority to refuse a development application which:
 - (a) is prohibited under the provisions of any environmental planning instrument;
 - (b) does not comply with the statutory provisions of the Environmental Planning & Assessment Act, 1979;
 - (c) does not contain adequate information to enable assessment under the relevant heads of consideration listed in Section 4.15 of the Environmental Planning & Assessment Act, 1979.

- v) The authority to determine any request for reconsideration or variation of a condition of development consent under Section 4.55 of the Environmental Planning & Assessment Act, 1979.

- vi) The authority to approve an extension of any development consent in accordance with the provisions of Section 4.53 of the Environmental Planning & Assessment Act, 1979.

- vii) The function of the Council in relation to Part 5 of the Environmental Planning & Assessment Act, 1979 for an activity which is not of a prescribed kind or an activity that is not likely to significantly affect the environment.

- viii) The authority to reject a development application within 7 days after its receipt if it is not clear as to the development consent sought or it is not easily legible.

- ix) The function of the Council under Division 9.2, Subdivision 2, of the Environmental Planning and Assessment Act 1979 to authorise a person to carry out inspections for the purposes of that Act, the regulations under that Act and any environmental planning instrument under that Act.

- x) The function of the Council under Division 9.5 of the Environmental Planning and Assessment Act 1979 to bring proceedings to remedy or restrain a breach of that Act.

- xi) Authority to forward a Draft Local Environmental Plan under Part 3 of the Environmental Planning and Assessment Act 1979 to the Department of Planning where no public submissions are received as a result of the public exhibition.**
- xii) Authority to vary any numeric standard contained within any Council code, policy or development control plan by up to 10% provided the development still meets the objectives of the particular code, policy or development control plan.**
- xiii) The authority to require the lodgement of a cash bond or bank guarantee for work outstanding in any partly completed development with the amount of the bond being sufficient to complete the approved work allowing for inflation and administration costs or as provided for in Council's policy.**
- xiv) The authority to act on Council's behalf in relation to legal proceedings lodged with the Land & Environment Court as follows:**

 - (a) To determine the nature of action to be taken to defend the appeal and thereafter institute any action deemed necessary in the circumstances.**
 - (b) To negotiate on matters in issue during conferences between parties when presided over by an assessor appointed by the Land & Environment Court and to delegate such authority to the Director - Works and/or the Director – Environmental & Community Services, where appropriate.**
- xv) The function of the Council under Section 6.24 and 10.7.**
- xvi) The authority to issue Certificates under Part 4 including Construction, Occupation, Compliance and Subdivision Works Certificates.**
- xvii) The powers conferred under Division 9.2 'Investigative powers of departmental or council officers'.**
- xviii) The power to issue Notice of Intention and orders under Division 9.3 'Development Control Orders' and Schedule 5 'Development Control Orders'.**

- **Environmental Planning & Assessment Amendment Act, 1997**
 - a. **Approving application which:**
 - 1) **Comply with the provisions of an environmental planning instrument.**
 - 2) **Are consistent with relevant Development Control Plans, Codes or Policies adopted by Council.**
 - 3) **May be considered under Part 4 Division 2, Division 4.11 (Existing Use Rights).**
 - 4) **Are the subject of public submissions to which the objection relates:**
 - i) **solely to the type of development proposal.**
 - ii) **to possible market competition arising, if the development is approved.**
 - iii) **to a design standard contained within an adopted Development Control Plan, Code or Policy.**
 - iv) **to an issue that may be reasonably alleviated by the imposition of a condition of development consent.**
 - v) **To make decisions on matters in issues during any mediation between parties whether presided over by a mediator appointed by the Court (Commissioner) or by a commercial mediator appointed to determine such matters.**
 - b. **Imposing conditions on a development consent granted under Part 4 which are:**
 - 1) **For a purpose identified in Section 4.17.**
 - 2) **In accordance with the terms of an environmental planning instrument.**
 - 3) **In accordance with any Development Control Plan, code or policy adopted by Council.**
 - 4) **Requirements specified by any public authority or public undertaking including a Commissioner appointed by the Land & Environment Court.**
 - c. **Refusing application which:**
 - 1) **are prohibited under the provisions of any environmental planning instrument.**
 - 2) **do not comply with the statutory provisions of the Environmental Planning and Assessment Amendment Act, 1997.**
 - 3) **do not contain adequate information to enable assessment under the matters for consideration listed in Section 4.15.**

- d. The authority to approve an extension of any development consent in accordance with the provisions of Section 4.53.
 - e. The authority to determine any request for reconsideration or variation of a condition of development consent under Section 4.55.
 - f. The authority to revoke or modify a development consent under Section 4.57.
 - g. The authority to determine, issue or revoke the following certificates in accordance with the provisions of:
 - a) Section 6.3 – Part 4
 - 1) Compliance Certificates
 - 2) Construction Certificates
 - 3) Occupation Certificates
 - 4) Subdivision Certificates
 - b) Section 6.3
 - 5) Building Certificates
 - h. The function of the Council to determine in relation to Part 5 for an activity which is not a prescribed activity that is not likely to significantly affect the environment.
 - i. The function of the Council under Division 9.2 ‘Investigative powers of departmental or council officers’.
 - j. The power to issue Notice of Intention and orders under Division 9.3 ‘Development control orders’ and Schedule 5 ‘Development Control Orders’.
 - k. The function of the Council to authorise an employee of Council to issue Penalty Notices in accordance with Division 9.58 ‘Penalty notices for certain offences’.
- Food Act, 2003 & Regulations
 - Government Information (Public Access) Act 2009
 - Health Records and Information Privacy Act 2002
 - Heritage Act, 1977

- **Impounding Act, 1993**
- **Independent Commission Against Corruption Act, 1998**
- **Privacy and Personal Information Protection Act, 1998**
- **Protection of the Environment Operations Act, 1997 & Regulations**
 - s.91 - Issue Clean Up Notices
 - s.92 - Undertake clean up and recover costs in relation to reasonable costs and expenses.
 - s.94 - Recover costs
 - s.96 - Issue Prevention Notices
 - s.98 - Take action where a person does not comply with Prevention Notice
 - s.187 - Appoint authorised officers
 - s.224 - Serve a Penalty Notice
 - s.264 - Issue Noise Control Notices
- **Public Health Act, 2010 & Regulations**
 - s.105 - Inspection of Records
 - s.108 - Power of Entry
 - s.110 - Power of Authorised Officer to require answers
 - s.111 Requirement to provide information and documents
 - s.112 Power of Authorised Officers to direct name and address to be provided
 - s.126 Authorised Officer
 - s.127 To exercise all functions of Authorised Officers
- **Roads Act, 1993**
- **Rural Fires Act, 1997 & Regulations**
 - s.66 - Issue notices requiring owners or occupiers (not being a public authority) of land to carry out bush fire hazard reduction work.
 - s.67 - Resolve objections to Section 66 Notices.
 - s.70 - Enter on land and carry out bush fire hazard reduction work.
 - Div2A - Investigate bush fire hazard complaints.
 - s.100D, 100E, 100F & 100G - Issue bush fire hazard certificates.
 - s.100H - Remedy and restraint for breaches under Sections 100F and 100G by bringing proceedings in the Land & Environment Court.
 - s.131 - To serve penalty notices on a person.

- **State Emergency & Rescue Management Act, 1989**
- **State Records Act, 1998**
- **Swimming Pools Act, 1992**
 - s.27 - Power to Appoint Inspector
 - s.28 - Power of Entry and Inspection
 - s.24 - Issue Compliance Certificates
 - s.34 - Serve Notices
 - s.35 - Issue Penalty Notices
- **Transport Administration Act 1988**
- **Waste Minimisation Act**
- **Water Management Act, 2010 & Regulations**
- **Workers Compensation Act, 1987**
- **Work Health & Safety Act 2011 & Regulations 2017**

GM2) REGIONAL COLLABORATION (R.06-01, SC329; R.06-10, SC1068)

HISTORY

The Riverina Eastern Regional Organisation of Councils (REROC) commenced in 1994, and was incorporated under the NSW Incorporations Act in approximately 1998. This is a membership based Organisation that historically undertook both an Operational and Advocacy role for its Members.

As part of the Fit for the Future Review and Recommendations, Joint Organisations (JO's) were proposed by the State Government. REROC was part of the Pilot Programme that trialed these Regional Organisations.

In early 2018 the State Government made it a requirement to join JO's for all Councils within regions outside of the Sydney Basin. Those Councils still within the Sydney Basin are permitted to operate under Regional Organisations of Councils (ROCS).

In 2018 all Councils with the exception of Wagga Wagga, formed the Joint Organisation for the Riverina (RIVJO). Wagga joined in December 2019.

In forming the Joint Organisation (as was compulsory at the time), it was decided to leave the REROC structure to the side and to continue to run the operational activities from this body. This was decided as a safety measure for insurance, just in case the Joint Organisation didn't deliver. Even at this point, and throughout the Pilot, REROC had always flagged concerns about the financial sustainability of the Local Government JO Model.

CURRENT SITUATION

REROC as an incorporated body, has the ability to employ staff, tender and contract. It has a regulatory regime and a governance structure as subject to the Corporations Act. It sits outside the Local Government Act and is paid for by its membership base, and the members determine the direction of its operations and advocacy.

RIVJO is formed under the NSW Local Government Act and by a proclamation from the NSW Governor. It is a public sector Organisation, subject to the same accountabilities and controls as other public sector organisations in New South Wales. In effect, it is a County Council Model, and therefore has the same compliance regime and auditing requirements as a Council. Whilst its membership pays for its operation, as a State Government Body, it is answerable to and at the direction of the State.

These two bodies have been operating side by side for approximately four years, to allow time for a determination on what is most suitable to members. The financing of the Organisations were split out to reflect that the JO is for Advocacy and Leadership and the ROC is Operational. WWCC has decided not to be involved in the ROC as it believes the operational benefits do not apply to them. The remaining Councils are in both Organisations.

- It has always been the intention of this region to work towards a single Organisation that represents the needs of its members and the collaboration that a Regional Body brings. There have been numerous reports and reviews by both the State Government and REROC to determine the best way forward. At the last RIVJO and REROC Meetings, an Options Paper was prepared and provided to Councils. (See attached). Attachment No. 5

These options are:

- 1) REROC as a Stand Alone Organisation and the JO folds.
- 2) The JO as a Stand Alone Organisation, REROC does not fold, but goes into hiatus. *(Suggested as the incorporation of this body is not easy to achieve and the structure maybe required in the future).*

- 3) REROC as a Stand Alone Organisation, the JO is operated by Wagga Wagga City Council. *(WWCC do not want to be in REROC, but believe the JO should be maintained for Advocacy and that they will pay for and manage it for two years).*
- 4) REROC as a Stand Alone Organisation, the JO goes into hiatus.

In regard to other regions across the State there are still Councils that are not participating in JO's and some regions that commenced have now withdrawn from them, such as the Dubbo (Orana) and Tamworth (Namoi) regions.

CONSIDERATIONS

Participation, trust and commitment are what make a regional organization work, and provided all members commit to these principles, whatever is chosen will represent the region well.

Coolamon Shire Council has always seen a huge benefit in its REROC Membership through the collaboration that it brings, within all levels of the Council. It not only allows the Council to advocate strongly but also provides support to staff in their day to day operations. In delivering positive outcomes both internally to this Organisation and externally to the whole region, it has an excellent brand and delivers on quality advocacy through suggesting solutions to achieving better regional opportunities.

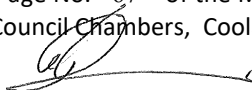
REROC is a membership based Organisation and those paying for membership benefit from the actions undertaken.

The Joint Organisation is a State Government imposed Regional Organisation that suffers from the bureaucracy of Local Government. As an example, it is required to have the same audit and ARIC processes as a general Council, however with a budget of just \$350,000. This situation alone costs about \$30,000 or approximately 10% of the budget.

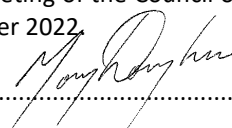
Membership of the JO requires that contributions are made, however the directions on how to operate are determined by the State Government. Initially regional funding was to be funneled through JO's, but this has not eventuated.

SUMMARY

REROC has been the best model available to Coolamon Shire Council due to its ability to support or undertake operational activities across the region, but also for its excellent advocacy on regional issues. REROC has always believed that any



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Regional Organisation should be nimble, lean, independent and cost effective. This position was presented throughout the Pilot stages.

By contrast the Joint Organisation is costly, cumbersome and bureaucratic which requires far greater reporting and maintenance.

In one of the options presented, Wagga Wagga City Council (WWCC) has indicated it will take on the role and all costs associated with running a Joint Organisation – (for a minimum of two years after which a review will occur). Within this proposal it is implied that the WWCC General Manager will become the CEO of the Organisation and it will run from the WWCC offices.

Up to this point in time, no individual Council has held such control over the Regional Organisation of Councils.

The current belief has always been that all members pay into a management structure that operates free from perceived bias and is housed independent of any Council Member. This has been a strength of the Organisation and a reason for the long history of success (again pointed out as our reponse to the Pilot). It should be noted Coolamon Shire Council already does do the treasury operations of REROC and the Joint Organisation free of any charge.

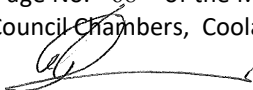
WWCC offer to run the Joint Organisation free of charge is a little perplexing in that it left the REROC Organisation and refused to join the Joint Organisation until certain demands were met. This in addition to its recent Riverina Regional Library action taken against the remaining RRL Members should be remembered when making any decisions in regard to the management of our regional collaboration moving forward.

The fear in not participating in the JO and previous threats or inducements by State Government seem unfounded, as other Regional Councils have not belonged or pulled out, and Sydney Councils are not imposed with any such additional regulatory requirement.

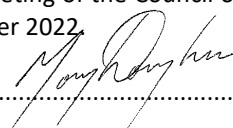
REROC has always operated in a larger capacity than just dealing with State Government issues, and regularly tackles or advocates federal issues as well as working with private industry to achieve what the membership requires.

The current Government seem to be continuing with the JO Model as their preference for Regional Organisations, whilst the Opposition have indicated that they are happy for each region to determine what works for them.

As this is an individual Council decision, but any outcome has regional implications, it is suggested that Council give its first two preferences. This will



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allow the regional preferences to be tallied and the best outcome for all REROC/RIVJO members can be determined. As with any larger regional context, there will be some negotiation and co-operation in order to achieve the best outcome for all.

Recommendation

That Council choose the most appropriate Regional Model it believes appropriate to its needs.

RESOLVED on the motion of Clr McKinnon and seconded by Clr Lewis that Council support the following options relating the most appropriate Regional Model: 177/09/2022

- 1) **REROC as a Stand Alone Organisation, the JO goes into hiatus.**
- 2) **REROC as a Stand Alone Organisation and the JO folds.**

GM3) ALLAWAH RETIREMENT VILLAGE (A.05-04, SC8)

New Retirement Villages Regulations commenced on the 1st September 2022 under the *Retirement Villages Amendments (Operators Obligations) Regulation 2022* that will now require Council to submit annual information on to the new Retirement Villages Portal.

In addition to this, Council received an Infringement Notice relating to its reporting activities on the 22nd July 2022.

➔ A full copy of this information has been included in the attachments.
Attachment No. 6.1

You will note there are several items that Council needs to consider and review. These are:

- 1) ***Fail to prepare Retirement Village Emergency Plan.***

Council Comment

Under the Retirement Village Act, an operator should “develop and disseminate to each resident emergency evacuation plans and make sure they are available and displayed in relevant common areas where they can be sighted by residents, staff and visitors in an emergency”.

Obviously from the legislation, this applies to a variety of Retirement Village Models. As you are aware the Allawah Retirement Village is made up of completely separate houses and the only common area is the surrounding grounds and barbeque area. There is no real area to locate emergency evacuation plans and every individual would need to leave their own home and head towards the external common area.

This matter can be rectified by plans located in each dwelling.

There are no required exit paths, exit doors or specific fire fighting features, each unit is its own self-contained house that enters onto open road or public space and all residents would, depending on the circumstances, make their way to the barbeque area in the centre or towards the Community Centre.

The Act requires that we must demonstrate this by holding an exercise. (See below).

2) *Operator not carry out evacuation exercise/display/provide key safety information.*

Council Comment

As a result of the above requirement, the Retirement Village is required to hold an exercise whereby the residents leave their property and attend the emergency evacuation point. This drill would mean everyone leaves their house and meets at the predetermined location.

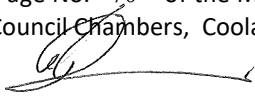
When we spoke to the residents about this matter they thought it superfluous.

3) *Not hold annual management meeting of the residents.*

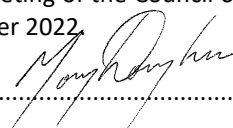
Council Comment

Council does in fact hold three meetings per year with all residents invited to attend. These meetings are minuted and a record of all meetings can be provided.

Whilst NSW Fair Trading acknowledged Council holds these meetings, they were not run as per Section 72A and 72B of the Act. Every year Council asks the residents of Allawah Lodge how they would like to conduct their meetings and what information they would require. The residents have continually reinforced that they like the informal meetings and the ability



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to speak with Council's Senior Management three time a year in regard to the services they receive.

4) Operator not prepare/keep up to date Asset Management Plan.

Council Comment

Council do in fact have an Asset Management Plan and it is incorporated in with all of Coolamon Shire Council's assets.

Again the Retirement Villages Act requires that Council have a specific Asset Register Maintenance Schedule and 3 Year report for Capital Maintenance. Council has a 10 Year Capital Maintenance Programme and complies with the Local Government Act in relation to reporting on its Assets. It further notes that this Asset Management Plan must be prepared by an Independent Auditor whose appointment was formally consented to by the residents.

It would appear that Council's Stronger Asset Management requirements under the Local Government Act do not meet the Fair Trading requirements and that we are to have separate Asset Management Plans within our system. This appears counterintuitive and a doubling of the workload.

5) Operator not provide residents with proposed annual budget.

Council Comment

Council includes the Allawah Village budget in with the total budget of Council. It is placed on public exhibition and meets all statutory requirements for consultation.

The budget is distilled into the relevant details and provided annually to the residents at their meetings. Council's Financial Officer chairs the meetings and is available for any discussion/question at all times.

Implying that the residents are not provided with financial or asset information is incorrect and ample opportunity is given for feedback on the way the Village is handled by Council. To date we have only received positive feedback and appreciation for how it is managed.

→ Council will pay the fine on this occasion and the matters identified above have been explained to residents at a meeting held on 17th August 2022, Minutes of that meeting are attached. Attachment No. 6.2

At this meeting Council explained how and why we have been holding our meetings and operating how we have, and this was accepted by the residents at Allawah Village.

Whilst the need for an emergency drill to prove that residents can leave their home to a predetermined location is questioned, the meeting on the 17th August 2022 discussed what is appropriate. Obviously depending on the type of emergency will depend on the location required. Residents have access to the open air point for some emergencies or into the Community Centre if the danger requires that response.

Council's response to the issues is below:

- 1) Council prepare an Emergency Plan.
- 2) Council will discuss with the residents and put in place proper procedures to identify locations and procedures for emergency response.
- 3) The existing management meetings will be altered to reflect timing and information showing compliance with the Villages Act and Regulations.
- 4) Council will seek an explanation about why the existing financial and asset management process cannot be used.

The most disappointing outcome of this process was the lack of contact and information regarding how Fair Trading handled the information. They asked for information to be provided but did not seek any further feedback as to how the facility was managed or run before making a decision to issue a fine.

There was no follow up with residents to see if this is being run to their satisfaction and how they feel about issues of Asset Management and Finance.

Recommendation

For Council information.

RESOLVED on the motion of Clr White and seconded by Clr Maslin: 178/09/2022

- 1) **That Council pay the fine.**
- 2) **That Council write to the NSW Department of Fair Trading regarding dissatisfaction at the outcome of the desktop audit.**

**GM4) STRONGER COUNTRY COMMUNITIES FUNDING ROUND 5 (SCCF5)
WORKSHOP (G.03-85, SC1424)**

As a result of the workshop that was held on Friday, 2nd September 2022, the following matters were considered:

- What constitutes a Council project and what is a community project.
- The importance of some community projects over others.
- The level of funding received and what may still be possible in regard to future funding.
- The need for Council to ensure that funding is spent wisely and sustainably.
- The current standing of our strategic projects.

It was decided that the two most important projects for our communities were the Coolamon Showground and the Ganmain Bowling green.

These two projects would be priced and prepared for submission as part of Council's \$900k.

From a Council perspective, the next project that funding will be sought for is disabled access and pool improvements at Coolamon and hoist access for the other two pools. This will be outside this round of funding.

The remaining \$400k would be open to Community Organisations to apply for.

Recommendation

That Council submit an Application for SCCF5 funding for:

- 1) Improvements to the Coolamon Showground – Approximately \$550,000.
- 2) The construction of a bowling green at the Ganmain Sports Club – Approximately \$350,000.

RESOLVED on the motion of Clr Hatty and seconded by Clr Perkin that Council submit an Application for SCCF5 funding for: 179/09/2022

- 1) **Improvements to the Coolamon Showground – Approximately \$550,000.**
- 2) **The construction of a bowling green at the Ganmain Sports Club – Approximately \$350,000.**

GM5) DECLARATION OF PECUNIARY INTEREST (P.02-01, SC296)

In accordance with Clause 4.21 of Council's Model Code of Conduct 2019, Councillors and Designated Persons are required to complete a Disclosure of Interest Return.

- Clause 4.25 of the same Model Code of Conduct requires that the Disclosure of Interest Returns must be **tabled** at the first meeting of Council after the last day the return is required to be lodged.

Recommendation

For Council information.

RESOLVED on the motion of Clr White and seconded by Clr Lewis that the report be noted. 180/09/2022

GM6) MODEL MEDIA POLICY (P.12-01, SC316)

- ➔ The Office of Local Government has developed a draft Model Media Policy for consultation. A copy of the draft is attached. Attachment No. 7

This will not be a mandatory Policy but maybe of benefit to ensure all members of a Council are aware of the responsibilities and roles.

Submission can be made before 26th October 2022.

Recommendation

For Council information.

RESOLVED on the motion of Clr White and seconded by Clr Perkin that the report be noted. 181/09/2022

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 15TH SEPTEMBER 2022.

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

CS1) FINANCE REPORT TO THE 31ST AUGUST 2022

DATE INVESTED	INSTITUTION	RATING	INVESTMENT TYPE	AMOUNT INVESTED	TERMS (days)	RATE	MATURITY DATE
9/03/2022	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	184	0.40%	9/09/2022
23/09/2021	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	0.60%	23/09/2022
1/10/2021	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	365	0.60%	1/10/2022
30/09/2021	AMP	A2/BBB	Term Deposit	\$ 1,000,000	369	0.80%	4/10/2022
19/10/2021	Beyond Bank	A2/BBB	Term Deposit	\$ 750,000	365	0.60%	19/10/2022
8/11/2021	Bank of Queensland	A2/BBB+	Term Deposit	\$ 1,000,000	365	0.55%	8/11/2022
18/01/2022	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	304	1.00%	18/11/2022
25/11/2021	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	365	1.00%	25/11/2022
25/11/2021	AMP	A2/BBB+	Term Deposit	\$ 500,000	365	1.00%	25/11/2022
10/12/2021	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	365	1.10%	10/12/2022
19/03/2022	Beyond Bank	A2/BBB	Term Deposit	\$ 1,000,000	275	0.45%	19/12/2022
14/01/2022	AMP	A2/BBB+	Term Deposit	\$ 500,000	365	1.10%	16/01/2023
17/01/2022	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	365	1.10%	17/01/2023
28/04/2022	Bank of Queensland	A2/BBB+	Term Deposit	\$ 1,000,000	272	2.25%	25/01/2023
1/02/2022	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	365	1.10%	1/02/2023
11/02/2022	AMP	A2/BBB+	Term Deposit	\$ 2,000,000	367	1.10%	13/02/2023
2/06/2022	Beyond Bank	A2/BBB	Term Deposit	\$ 1,001,512	273	1.10%	2/03/2023
11/05/2022	NAB	A1/A+	Term Deposit	\$ 1,000,000	336	2.60%	13/04/2023
23/05/2022	NAB	A1/A+	Term Deposit	\$ 1,000,000	336	2.60%	24/04/2023
6/05/2022	NAB	A1/A+	Term Deposit	\$ 1,000,000	364	2.80%	5/05/2023
4/07/2022	NAB	A1/A+	Term Deposit	\$ 1,000,000	336	3.44%	5/06/2023
21/07/2022	Judo Bank	NR (Govt Guarantee)	Term Deposit	\$ 250,000	365	3.95%	21/07/2023
22/07/2022	Bank of Queensland	A2/BBB+	Term Deposit	\$ 1,000,000	367	4.00%	24/07/2023
3/08/2022	AMP	A2/BBB+	Term Deposit	\$ 1,000,000	365	4.25%	3/08/2023
TOTAL INVESTED				\$ 23,001,512			

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


(Samantha Jennings, Finance Manager)

UNAUDITED RESTRICTED CASH, CASH EQUIVALENTS & INVESTMENTS (as at 30 June 2022)

External Restrictions - included in liabilities	
Specific purpose unexpended grants	1,673,201.90
Allawah Lodge Bonds & Payments	4,356,548.65
Allawah Village Loan Licences	3,874,000.84
Home Care Packages	167,474.94
	<u>10,071,226.33</u>
External Restrictions - other	
Developer contributions - general	92,791.83
Specific purpose grants (recognised as revenue)	809,254.87
Sewerage Services	2,256,858.36
Domestic Waste Management	849,242.40
Stormwater Management	10,524.83
Other - Community Transport	270,928.00
	<u>4,289,600.29</u>
Internal Restrictions	
Plant & vehicle replacement	1,000,000.00
Employees Leave Entitlements	1,700,000.00
Deferred Works	73,760.00
Ardlethan Preschool (non-grant)	58,769.64
Asset management/replacement	4,500,000.00
Financial Assistance Grant Advance	3,159,565.00
Swimming Pools	75,000.00
Rehabilitation of Gravel Pits	215,000.00
Coolamon Early Childhood Centre	442,957.02
Allawah Lodge	939,413.99
Allawah Village	326,777.40
	<u>12,491,243.05</u>
TOTAL RESTRICTIONS	<u><u>26,852,069.67</u></u>
UNRESTRICTED	253,487.18
TOTAL CASH, CASH EQUIVALENTS & INVESTMENTS	<u><u>27,105,556.85</u></u>

This is Page No. 75 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 15th September 2022.

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

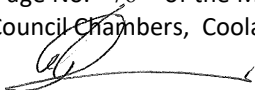
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 15TH SEPTEMBER 2022.

COOLAMON SHIRE COUNCIL
INCOME STATEMENT

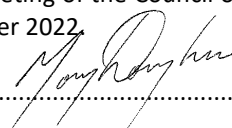
for the period 1st July 2022 to 30th June 2023

	AUGUST 2022	JULY 2022	2022/2023 BUDGET	2021/2022 ACTUAL UNAUDITED
Income from continuing operations				
Rates & annual charges	4,077,177.99	4,075,698.89	4,098,921.47	4,066,634.90
User charges & fees	797,104.79	331,841.66	5,267,323.00	5,640,141.22
Other revenues	23,882.65	10,484.92	411,415.51	416,162.55
Grants & contributions provided for operating purposes	433,846.20	78,657.40	3,738,847.50	8,292,033.99
Grants & contributions provided for capital purposes	13,639.18	0.08	6,142,114.12	4,056,605.07
Interest and investment revenue	(73,147.09)	(83,524.77)	470,895.67	206,245.44
Other income	88,368.16	44,914.66	395,006.77	365,328.47
Net gain from the disposal of assets	29,545.45	29,545.45	303,665.45	-188,544.76
Internals	0.00	0.00		0.00
Total income from continuing operations	5,390,417.33	4,487,618.29	20,828,189.49	22,854,606.88
Expenses from continuing operations				
Employee benefits and on-costs	1,178,530.85	510,542.33	6,669,700.00	7,098,263.90
Materials & services	1,172,349.26	760,068.10	5,290,118.64	5,496,606.78
Borrowing costs	0.00	0.00	10,000.00	23,321.75
Depreciation, amortisation & impairment	0.00	0.00	4,393,790.00	4,189,169.06
Other expenses	111,410.84	44,188.38	451,187.33	379,243.79
Net loss from the disposal of assets				
Total expenses from continuing operations	2,462,290.95	1,314,798.81	16,814,795.97	17,186,605.28
Operating result from continuing operations	2,928,126.38	3,172,819.48	4,013,393.52	5,668,001.60
Net operating result for the year before grants and contributions provided for capital purposes	2,914,487.20	3,172,819.40	-2,128,720.60	1,611,396.53

This is Page No. 76 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 15th September 2022.



MAYOR.....



.....GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 15TH SEPTEMBER 2022.

COOLAMON SHIRE COUNCIL
INCOME STATEMENT BY FUND

August 2022			
CONSOLIDATED			
	GENERAL FUND	SEWERAGE FUND	TOTAL
Income from continuing operations			
Rates & annual charges	3,370,691.98	706,486.01	4,077,177.99
User charges & fees	797,104.79	0.00	797,104.79
Other revenues	23,682.65	200.00	23,882.65
Grants & contributions provided for operating purposes	433,846.20	0.00	433,846.20
Grants & contributions provided for capital purposes	11,738.68	1,900.50	13,639.18
Interest and investment revenue	(73,451.13)	304.04	-73,147.09
Other income	88,368.16		88,368.16
Net gain from the disposal of assets	29,545.45	0.00	29,545.45
Internals	0.00	0.00	0.00
Total income from continuing operations	4,681,526.78	708,890.55	5,390,417.33
Expenses from continuing operations			
Employee benefits and on-costs	1,146,093.92	32,436.93	1,178,530.85
Materials & services	1,130,456.15	41,893.11	1,172,349.26
Borrowing costs	0.00		0.00
Depreciation & amortisation	0.00	0.00	0.00
Other expenses	111,410.84	0.00	111,410.84
Total expenses from continuing operations	2,387,960.91	74,330.04	2,462,290.95
Operating result from continuing operations	2,293,565.87	634,560.51	2,928,126.38
Net operating result for the year before grants and contributions provided for capital purposes			
	2,281,827.19	632,660.01	2,914,487.20

This is Page No. 77 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 15th September 2022.

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

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 15TH SEPTEMBER 2022.

COOLAMON SHIRE COUNCIL
BALANCE SHEET

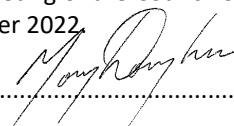
for the period 1st July 2022 to 30th June 2023

	AUGUST 2022	JULY 2022	2022/2023	
			BUDGET (ADJ FOR OPENING BALS)	2021/2022 ACTUAL UNAUDITED
ASSETS				
Current assets				
Cash and cash equivalents	4,093,710.18	3,221,681.18	3,302,156.69	5,104,044.52
Investments	23,001,512.33	23,001,512.33	19,800,000.33	22,001,512.33
Receivables	3,299,728.69	4,461,177.97	919,874.73	919,874.73
Inventories	2,288,551.98	2,290,769.93	3,904,282.79	2,298,206.98
Other				
Total current assets	32,683,503.18	32,975,141.41	27,926,314.54	30,323,638.56
Non-current assets				
Investments				
Receivables	280,092.35	280,092.35	248,082.35	280,092.35
Inventories	429,149.05	429,149.05	429,149.05	429,149.05
Infrastructure, property, plant & equipment	253,714,572.17	253,201,829.85	262,762,867.32	253,047,915.68
Accumulated Dep'n - Infrastructure, PP&E	(54,129,301.21)	(54,129,301.21)	(58,523,091.21)	(54,129,301.21)
Accumulated Imp't - Infrastructure, PP&E	0.00	0.00	0.00	0.00
Total non-current assets	200,294,512.36	199,781,770.04	204,917,007.51	199,627,855.87
Total assets	232,978,015.54	232,756,911.45	232,843,322.05	229,951,494.43
LIABILITIES				
Current liabilities				
Payables	8,348,811.64	8,474,326.28	7,564,316.29	8,829,782.19
Contract Liabilities	2,258,255.98	1,667,255.98		1,673,201.90
Borrowings	0.00	0.00	0.00	0.00
Employee benefit provisions	1,982,160.03	1,982,320.38	2,121,841.25	1,987,941.25
Provisions	0.00	0.00	0.00	0.00
Other	4,975.45	4,503.27	4,883.03	4,883.03
Total current liabilities	12,594,203.10	12,128,405.91	9,691,040.57	12,495,808.37
Non-current liabilities				
Payables	4,241.62	4,241.62	4,241.62	4,241.62
Borrowings	0.00	0.00	0.00	0.00
Employee benefit provisions	131,302.97	131,302.97	131,302.97	131,302.97
Provisions	1,075,019.30	1,075,019.30	1,085,019.30	1,075,019.30
Total non-current liabilities	1,210,563.89	1,210,563.89	1,220,563.89	1,210,563.89
TOTAL LIABILITIES	13,804,766.99	13,338,969.80	10,911,604.46	13,706,372.26
Net assets	219,173,248.55	219,417,941.65	221,931,717.59	216,245,122.17
EQUITY				
Retained earnings	109,639,853.67	109,884,546.77	112,398,322.71	106,711,727.29
Reserves	109,533,394.88	109,533,394.88	109,533,394.88	109,533,394.88
Internal Assets/Liabilities	0.00	0.00		0.00
Trust Transfer				
Total equity	219,173,248.55	219,417,941.65	221,931,717.59	216,245,122.17

This is Page No. 78 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 15th September 2022.



MAYOR.....



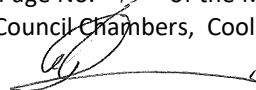
.....GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 15TH SEPTEMBER 2022.

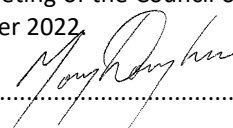
COOLAMON SHIRE COUNCIL
BALANCE SHEET BY FUND

August 2022			
	CONSOLIDATED		COOLAMON SHIRE
	GENERAL FUND	SEWERAGE FUND	TOTAL
ASSETS			
Current assets			
Cash and cash equivalents	1,679,214.92	2,414,495.26	4,093,710.18
Investments	23,001,512.33		23,001,512.33
Receivables	2,814,122.30	485,606.39	3,299,728.69
Inventories	2,288,551.98		2,288,551.98
Other			0.00
Total current assets	29,783,401.53	2,900,101.65	32,683,503.18
Non-current assets			
Investments			0.00
Receivables	280,092.35		280,092.35
Inventories	429,149.05		429,149.05
Infrastructure, property, plant & equipment	232,197,643.73	21,516,928.44	253,714,572.17
Accumulated Depreciation	(46,299,535.94)	(7,829,765.27)	(54,129,301.21)
Accumulated Impairment	0.00		0.00
Total non-current assets	186,607,349.19	13,687,163.17	200,294,512.36
Total assets	216,390,750.72	16,587,264.82	232,978,015.54
LIABILITIES			
Current liabilities			
Payables	8,348,811.64	0.00	8,348,811.64
Contract Liabilities	2,258,255.98		2,258,255.98
Interfunding			0.00
Interest bearing liabilities	0.00		0.00
Employee benefit provisions	1,982,160.03		1,982,160.03
Provisions	0.00		0.00
Other	4,975.45	0.00	4,975.45
Total current liabilities	12,594,203.10	0.00	12,594,203.10
Non-current liabilities			
Payables	4,241.62		4,241.62
Interest bearing liabilities	0.00		0.00
Employee benefit provisions	131,302.97		131,302.97
Provisions	1,075,019.30		1,075,019.30
Total non-current liabilities	1,210,563.89	0.00	1,210,563.89
TOTAL LIABILITIES	13,804,766.99	0.00	13,804,766.99
Net assets	202,585,983.73	16,587,264.82	219,173,248.55
EQUITY			
Retained earnings	99,669,948.94	9,969,904.73	109,639,853.67
Reserves	102,916,034.79	6,617,360.09	109,533,394.88
Internal Assets & Liabilities			0.00
Trust Transfer			0.00
Total equity	202,585,983.73	16,587,264.82	219,173,248.55

This is Page No. 79 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 15th September 2022.



..... MAYOR.....



.....GENERAL MANAGER.

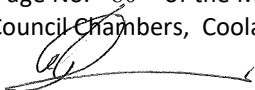
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 15TH SEPTEMBER 2022.

COOLAMON SHIRE COUNCIL
INTERNAL & EXTERNAL RESTRICTIONS

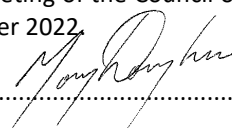
for the period 1st July 2022 to 30th June 2023

	AUGUST 2022	JULY 2022	2022/2023	
			BUDGET (ADJ FOR OPENING BALS)	2021/2022 ACTUAL UNAUDITED
<i>EXTERNALLY RESTRICTED</i>				
Contract Liabilities	1,333,594.54	1,715,897.41	262,804.00	1,673,201.90
Allawah Lodge Accommodation Payments	4,350,892.48	4,356,548.65	4,356,548.65	4,356,548.65
Allawah Village Loan-Licence	3,874,000.84	3,874,000.84	4,019,572.84	3,874,000.84
Home Care Packages	167,474.94	188,054.88	167,474.94	167,474.94
Developer Contributions	92,791.83	92,791.83	81,942.31	92,791.83
Grant Revenues	777,760.87	809,254.87	43,809.87	809,254.87
Sewerage Fund	2,414,495.26	2,232,214.18	2,329,618.58	2,256,858.36
Waste Management	1,056,026.43	851,673.30	635,104.55	849,242.40
Stormwater Management Reserve	10,524.83	10,524.83	18,939.83	10,524.83
Other - Community Transport	270,928.00	270,928.00	270,928.00	270,928.00
	14,348,490.02	14,401,888.79	12,186,743.57	14,360,826.62
<i>INTERNALLY RESTRICTED</i>				
Plant Replacement Reserve	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00
Employees Leave Entitlements Reserve	1,700,000.00	1,619,237.00	1,793,500.00	1,700,000.00
Deferred Works Reserve	73,760.00	73,760.00	15,970.00	73,760.00
Ardlethan Preschool	58,769.64	58,769.64	78,269.64	58,769.64
Asset Management	4,500,000.00	4,500,000.00	4,959,469.39	4,500,000.00
Financial Assistance Grant	0.00	0.00	0.00	3,159,565.00
Swimming Pools Reserve	75,000.00	75,000.00	40,000.00	75,000.00
Gravel Pits Rehabilitation Reserve	215,000.00	188,000.00	255,000.00	215,000.00
CECC Asset Mgt Reserve	488,516.09	473,242.67	442,133.02	442,957.02
Allawah Lodge Asset Mgt Reserve	951,588.44	993,601.37	1,092,091.65	939,413.99
Allawah Village Asset Mgt Reserve	245,297.86	291,570.74	360,513.71	326,777.40
	9,307,932.03	9,273,181.42	10,036,947.41	12,491,243.05
Unrestricted	3,438,800.46	2,548,123.30	878,466.05	253,487.18
TOTAL CONSOLIDATED CASH	27,095,222.51	26,223,193.51	23,102,157.02	27,105,556.85

This is Page No. 80 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 15th September 2022.



..... MAYOR.....



.....GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 15TH SEPTEMBER 2022.

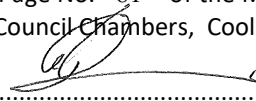
RATE COLLECTIONS

	ARREARS B/FWD	LEVIES INC. INTEREST	TOTAL	COLLECTIONS TO DATE	% TO TOTAL	ADJUSTMENTS INC. PENS CONCESSIONS	ADI TOTAL	% TO TOTAL	COLLECTABLE BALANCE
31/08/2003	280,098.47	2,030,567.42	2,310,665.89	552,682.60	23.92%	99,416.03	2,211,249.86	24.99%	1,658,567.26
31/08/2004	181,374.69	2,074,680.79	2,256,055.48	477,399.35	21.16%	105,671.55	2,150,383.93	22.20%	1,672,984.58
31/08/2005	163,566.58	2,150,297.78	2,313,864.36	703,888.31	30.42%	105,176.98	2,208,687.38	31.87%	1,504,799.07
31/08/2006	185,519.90	2,228,402.63	2,413,922.53	686,537.38	28.44%	106,058.44	2,307,864.09	29.75%	1,621,326.71
31/08/2007	236,912.33	2,410,090.04	2,647,002.37	670,180.72	25.32%	117,989.76	2,529,012.61	26.50%	1,858,831.89
31/08/2008	277,343.62	2,493,027.96	2,770,371.58	613,559.42	22.15%	117,339.70	2,653,031.88	23.13%	2,039,472.46
31/08/2009	239,371.45	2,566,302.58	2,805,674.03	782,339.20	27.88%	120,986.57	2,684,687.46	29.14%	1,902,348.26
31/08/2010	292,105.99	2,704,117.82	2,996,223.81	741,132.23	24.74%	123,252.92	2,872,970.89	25.80%	2,131,838.66
31/08/2011	239,162.46	2,851,336.37	3,090,498.83	782,158.97	25.31%	124,934.50	2,965,564.33	26.37%	2,183,405.36
31/08/2012	207,935.41	2,986,757.72	3,194,693.13	890,111.95	27.86%	124,096.84	3,068,164.78	29.01%	2,178,052.83
31/08/2013	230,923.44	3,129,180.21	3,360,103.65	922,713.93	27.46%	124,096.84	3,236,006.81	28.51%	2,313,292.88
31/08/2014	263,562.88	3,285,814.30	3,549,377.18	829,247.65	23.36%	119,661.73	3,429,715.45	24.18%	2,600,467.80
31/08/2015	335,520.44	3,394,298.07	3,729,818.51	1,091,402.37	29.26%	121,811.97	3,608,006.54	30.25%	2,516,604.17
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
31/08/2017	303,728.87	3,567,981.97	3,871,710.84	1,194,571.78	30.85%	116,519.77	3,755,191.07	31.81%	2,560,619.29
31/08/2018	319,410.16	3,661,932.07	3,981,342.23	1,222,999.11	30.72%	114,757.98	3,866,584.25	31.63%	2,643,585.14
31/08/2019	368,193.86	3,776,704.41	4,144,898.27	1,188,590.24	28.68%	115,820.44	4,029,077.83	29.50%	2,840,487.59
31/08/2020	342,642.82	4,023,933.68	4,366,576.50	1,341,376.91	30.72%	120,795.04	4,245,781.46	31.59%	2,904,404.55
31/08/2021	190,868.79	4,114,260.21	4,305,129.00	1,493,306.90	34.69%	122,659.36	4,182,469.64	35.70%	2,689,162.74
2022/2023									
31/07/2022	126,583.34	4,209,276.12	4,335,859.46	51,490.95	1.19%	118,168.29	4,217,691.17	1.22%	4,166,200.22
31/08/2022	126,583.34	4,213,801.21	4,340,384.55	1,539,846.59	35.48%	120,515.16	4,219,869.39	36.49%	2,680,022.80

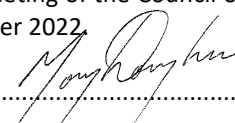
Recommendation

That the report be received.

RESOLVED on the motion of Clr Maslin and seconded by Clr Perkin that the report be received 182/09/2022



.....MAYOR.....



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

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

➔ As part of Council's ongoing policy review following the election of a new Council, the following policies are presented by staff: **Attachment No. 8**

- Draft Recruitment & Selection Policy (minor changes and inclusion of associations and relationships)
- Footpath Inspection & Maintenance policy (update of legislation; update procedures/protocols, statements, documents)
- Private Use of Vehicles Policy (minor changes as shown)
- Rostered Days off Policy (consolidation of Variable Working Hours – Wages Staff & Variable Working Hours – Salaried Staff policies)
- Installation of Service Facilities including water services within Road Reserve Policy (no changes proposed)
- Kerb & Gutter Construction Policy (no changes proposed)
- New Roads Policy (no changes proposed)
- Payment of Expenses & Provision of Facilities to Staff (no changes proposed)
- Photocopying Policy (no changes proposed)
- Plant Hire for Private Works Policy (no changes proposed)
- Privacy Management Plan (no changes proposed)
- Property Access Policy (no changes proposed)
- Guidelines for One Day Food Stalls Policy (no changes proposed)

Recommendation

1) That the following policies be rescinded:

- Variable Working Hours – Wages Staff Policy
- Variable Working Hours – Salaried Staff Policy

2) That the following policies, as presented by adopted:

- Recruitment & Selection Policy
- Footpath Inspection & Maintenance policy
- Private Use of Vehicles Policy
- Rostered Days off Policy
- Installation of Service Facilities including water services within Road Reserve Policy
- Kerb & Gutter Construction Policy
- New Roads Policy
- Payment of Expenses & Provision of Facilities to Staff
- Photocopying Policy
- Plant Hire for Private Works Policy

- Privacy Management Plan
- Property Access Policy
- Guidelines for One Day Food Stalls Policy

RESOLVED on the motion of Clr Crocker and seconded by Clr Perkin: 183/09/2022

1) That the following policies be rescinded:

- Variable Working Hours – Wages Staff Policy
- Variable Working Hours – Salaried Staff Policy

2) That the following policies (**see Appendix 1**), as presented be adopted:

- Recruitment & Selection Policy
- Footpath Inspection & Maintenance policy
- Private Use of Vehicles Policy
- Rostered Days off Policy
- Installation of Service Facilities including water services within Road Reserve Policy
- Kerb & Gutter Construction Policy
- New Roads Policy
- Payment of Expenses & Provision of Facilities to Staff
- Photocopying Policy
- Plant Hire for Private Works Policy
- Privacy Management Plan
- Property Access Policy
- Guidelines for One Day Food Stalls Policy

CS3) DELIVERY PLAN REVIEW (S.11-06, SC516)

→ Under the Integrated Planning and Reporting requirements the General Manager is required to provide progress reports to the Council with respect to the principal activities in the Delivery Program on a six monthly basis. Attached please find the “Progress Report” that has been prepared for the reporting period 1st January 2022 to 30th June 2022. Attachment No. 9

Recommendation

That the Progress Report be received.

RESOLVED on the motion of Clr White and seconded by Clr Hatty that the Delivery Plan Review be received. 184/09/2022

CS4) FINANCIAL STATEMENTS (A.12-01, SC34)

Council staff have completed the draft General Purpose Financial Reports, Special Purpose Financial Reports and Special Schedules for the financial year ended 30th June 2022. Following the audit, Council staff will provide a more detailed report regarding the reports.

Recommendation

That the Draft 2021/2022 Financial Statements be referred to the Audit Office of NSW's Contract Auditor, Crowe for audit.

RESOLVED on the motion of Clr White and seconded by Clr McKinnon that the Draft 2021/2022 Financial Statements be referred to the Audit Office of NSW's Contract Auditor, Crowe for audit noting that Council will not be accounting for Rural Fire Service assets within the reports and that this may result in a qualified Audit Report. 185/09/2022

5.3 EXECUTIVE MANAGER, ENGINEERING & TECHNICAL SERVICES' REPORTS

ES1) SHIRE ROAD RESHEETING, STABILISATION AND MAINTENANCE

The following roads have received attention:

1) MAINTENANCE

- Flanigans Lane (Canola Way to boundary)
- Holgates Lane (Deepwater Road to Flanigans Lane)
- Logans Lane (Canola Way to Croziers Lane)
- Ceelys Lane (Matong North Road to Derrain North Road)
- McDougalls Lane (Uley Lane to Irish Jims Lane)
- East West Road (Old Wagga Road to Rannock Road)

2) RESHEETING

- McCormacks Lane (Springwood Road to Berry Jerry Lane)
- Coxs Lane (Devlin Street to end)
- Old Wagga Road (Springwood Road to East West Road)
- East West Road (Old Wagga Road to Rannock Road)

Two of Council's Grader Crews will now transfer to major construction projects with the third crew remaining on gravel maintenance works. This grader crew will shortly relocate to the northern region of the Shire in preparation of harvest and work its way south addressing any issues.

Foxs Lane, Marrar still remains as an issue for Council with a high water table and new generation of ground water springs restricting access to one landholder. Council have been monitoring the road conditions and will provide maintenance as soon as conditions permit. Where possible drainage improvement works have been performed in addition to repair works to alternate access route.

ES2) TOWN WORKS

1) COWABBIE STREET WEST (DEVLIN TO BOOTH STREET) PATH

Contractors have completed the construction of a 220 x 1.8m wide concrete path, backfilling with top soil and screening of nature strip.

2) COOLAMON SKATE PARK BARK/SYNTHETIC GRASS REPLACEMENT

Contractors have commenced the excavation of outdated bark and synthetic grass and conversion to concrete surface. Works are scheduled to be completed by end of meeting week, weather permitting.

ES3) BUSINESS PARK

Front of block underground drainage structures have now been completed. Council Staff are progressing well with kerb and gutter foundation development and consolidation of services trenches prior to path construction.

Council Staff are still corresponding with UGL (Rail Corridor Authority) for approval of Third Party Works (TPW) application to work on rail/business park boundary. This application has been with UGL for over 16 weeks now and will hopefully have a decision very soon to permit rear of block stormwater, sewer and fencing works to proceed.

ES4) FIXING LOCAL ROADS PROGRAMME

CHAMBERLAINS LANE – SEALING

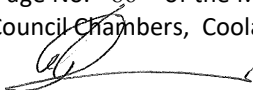
Council have commenced works to seal the first stage (0.0 to 3.0kms from Coolamon Road) of Chamberlains Lane with completed works including:

- Detail survey and design
- Culvert clearing and ordering of required pipes and headwalls
- Vegetation assessment and removal of 6 trees/overhanging limbs
- Removal of top soil for formation widening

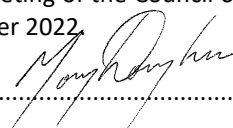
Suitable material will be imported to achieve desired formation, stabilization and seal will follow with intended completion late October. The second stage (3.0 to 6.14kms from Coolamon Road) is scheduled to commence February 2023.

ES5) SCAR TREE RELOCATION (F.05-02, SC188)

A collaborated effort between Riverina Local Land Services (LLS) and Coolamon Shire Council (CSC) has resulted in the relocation of a large scar tree from Councils road reserve (Coolamon Rd) to the Coolamon Township Urban Walking and Riding Trail.



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- ➔ The tree required removal from CSC road reserve following arborist assessment and determination as a hazard to the public. In felling of the tree it was possible to retain the scar and with a generous contribution of \$3000 from LLS, Council were able to relocate it the new location of Lewis Street – Kindra Forest side between Rannock Road and Kindra Forest gateway. By retaining such valued items it is hoped people will appreciate our environment, heritage and culture. Further information on the Scar Tree can be obtain from the site signage. Attached are images of the tree at original and new location. [Attachment No. 10](#)

Recommendation

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

RESOLVED on the motion of Clr Maslin and seconded by Clr Crocker that the Executive Manager, Engineering & Technical Services' Reports (ES1 to ES5) be received and noted. [186/09/2022](#)

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

Biosecurity Weeds Officer Reports

Activities

- Private property inspections carried out on an ad-hoc basis surrounding our control activities.
- African boxthorn control has been undertaken in the Coolamon, Ganmain and Matong areas.
- Coolatai control undertaken at Marrar by both RENWA staff.
- Co-ordinated with Landcare on Bridal Creeper removal day.
- High risk roadways inspected across the Shire.
- Staff have completed inspections of high-risk pathways and sites.

WAP targets addressed:

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

Recommendation

For Council information.

RESOLVED on the motion of Clr Hatty and seconded by Clr White that the report be received. 187/09/2022

ES7) BRIDAL CREEPER AND AFRICAN BOXTHORN (N.02-01, SC284)

Following on from last month's ES5) Bridal Creeper and African Boxthorn report, and further correspondence advising of available funding, RENWA Officers have assessed current funding available with the following reply.

RENWA Officers have been looking into funding streams that may suit the bridal creeper issue we have here in Coolamon, I might add it is a region wide issue not just a CSC one. To date I have not found a stream that is suitable but I will continue to look and apply as soon as one is identified. In the meantime, we have now completed control work for Forestry on the issue, sprayed African boxthorn in and around the forest including the stock route on the Eastern side. We will also be putting some work in at Ardlethan and around Coolamon Cemetery to expand the bio control for Bridal Creeper.

Recommendation

For Council information.

RESOLVED on the motion of Clr Hatty and seconded by Clr McKinnon that the report be received. 188/09/2022

ES8) CROWN ROAD TRANSFER (R.09-01, SC502)

Council is in receipt of correspondence from Crown Lands seeking transfer of Crown Roads within the Beckom Township to Council.

The roads requested are existing sealed roads maintained by Council and already identified in Council's Asset Register. See attached. Attachment No. 13

Further clarification was sought from Crown Lands on the status of Stawell Street and Wellman Street which are also sealed roads maintained by Council with reply advising Stawell Street to Council Public Road and Wellman Street to Crown Public Road. As these roads are already maintained by Council and identified within its Asset Register, they should be classified as Council Public Roads.

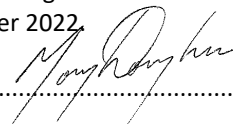
Recommendation

Council make transfer of Crown Roads Submission to Crown Lands for roads identified in Plan Titled “Proposed Road Transfer Beckom – Coolamon Shire” in addition to Wellman Street (Moore Street to Lot 13, Section 6, DP 758072 Southern boundary).

RESOLVED on the motion of Clr White and seconded by Clr Perkin that Council make a transfer of Crown Roads Submission to Crown Lands for roads identified in Plan Titled “Proposed Road Transfer Beckom – Coolamon Shire” in addition to Wellman Street (Moore Street to Lot 13, Section 6, DP 758072 Southern boundary). 189/09/2022



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5.4 EXECUTIVE MANAGER, DEVELOPMENT & ENVIRONMENTAL SERVICES' REPORTS

HS1) DEVELOPMENT ACTIVITY REPORT FOR THE PERIOD ENDING 31ST AUGUST 2022 (B.05-03, SC58)

Summary

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

Development Activity Table

Application Number	Type	Address	Determination	Value
ADA 2018/70.2	New Single Dwelling & Shed	111 Learys Lane, Coolamon	Approved	\$480,000.00
DA 2021/150	Alterations & Additions to Dwelling & Construction of Pool House	50 Grave Street, Ganmain	Approved	\$9,500.00
DA 2022/05	Installation of 3 x 2473m ³ x 18m high Grain Silos and associated infrastructure	2250 Rannock Road, Rannock	Approved	1,200,000.00
DA 2022/32	Retaining Wall	153 Wallace Street North, Coolamon	Approved	\$16,500.00
DA 2022/46	New 3-Bedroom Residential Dwelling	148 Mirrool Street North, Coolamon	Approved	\$700,000.00
DA 2022/42	Alterations & Additions to Dwelling	774 Rannock Road, Berry Jerry	Approved	\$40,000.00
DA 2022/59	New pre-fabricated steel framed shed 10m x 8m	13 Webb Street, Marrar	Approved	\$16,000.00
DA 2022/61	New Community Facility (Matong Hall)	Canola Way, Matong	Approved	\$350,000.00
DA 2022/66	New Dwelling & Shed	81 Davies Drive, Coolamon	Approved	\$815,000.00
DA 2022/68	New Verandah, Patio & 2 Carports	22-24 Devlin Street, Matong	Approved	\$8,134.00
DA 2022/69	Installation of new bathroom inside existing shed	26 Ford Street, Ganmain	Approved	\$8,000.00
DA 2022/71	Residential Dwelling	Coolamon Road, Coolamon	Approved	\$405,000.00
CDC 2022/14	New Single Dwelling	36 Bruce Street South, Coolamon	Approved	\$437,900.00
TOTAL: 13			13	\$4,486,034.00

Financial Implications

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

Consultation

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

Recommendation

That Council receive and note this report on development activity for the period up to 31st August, 2022.

RESOLVED on the motion of Clr McKinnon and seconded by Clr Hatty that Council receive and note this report on development activity for the period up to 31st August, 2022. 190/09/2022

HS2) AMENDMENTS TO THE COOLAMON SECTION 7.11 CONTRIBUTIONS PLAN 2017 (P.03-05, SC300)

Clr Hutcheon declared a pecuniary interest and left the meeting at 3.48pm.

Summary

This report presents information to Council on required amendments to the Coolamon Section 7.11 Contributions Plan 2017.

Background

The Coolamon Section 7.11 Contributions Plan was endorsed and adopted by Council at the Ordinary Council Business Meeting held on 19 October 2017, where it was resolved that:

- 1) **That Council note the report on the public exhibition of the Coolamon Shire Council Section 94 Plan 2017, and**
- 2) **That Council adopt the draft Coolamon Shire Council Section 94 Plan 2017.**

It has been 5 years since the plan was adopted and in that time Council has developed and adopted the following strategic land use planning documents: Local Strategic Planning Statement (LSPS); and

The Coolamon Shire Settlement Strategy

The Local Strategic Planning Statement (LSPS) sets out the 20-year vision for land use planning in the Coolamon Shire, outlining how growth and change will be managed to maintain the high levels of environmental amenity, livability and landscape quality that characterises Coolamon. It identifies the special characteristics that contribute to the local identity of the towns and villages within the Shire and recognises the shared community values to be maintained and enhanced.

The Statement identifies 10 Planning Priorities to achieve the Council's vision for the Shire, along with actions and the means for monitoring and reporting on the delivery of these actions. The Statement is consistent with the NSW Government's strategies and directions for land use planning contained in the Riverina Murray Regional Plan 2036, released by the NSW Department of Planning and Environment in 2017 and is aligned with Council's Community Strategic Plan.

The Coolamon Shire Settlement Strategy provides a clear direction for long term growth and development within the Coolamon LGA. The strategy is delivered through five parts:

1. A review of the strategic planning context
2. The development of guiding themes and principles
3. A demographic analysis
4. An analysis of current settlements
5. Recommendations and implementation.

Importantly, the Settlement Strategy, identifies land for future rural residential and residential rezoning opportunities. The identification of such land will create both land use and infrastructure servicing impacts, especially around the growth area of Coolamon.

Such future development will impact on the quality and standard of Local Infrastructure that is provided by, or is under the responsibility of, Coolamon Shire Council (Council). Local Infrastructure includes local and regional roads, stormwater drainage and sporting facilities.

Council seeks to promote economic development of the Shire, but also considers that it is important for new developments to make a reasonable contribution towards the provision of new and / or augmentation of Local Infrastructure to meet the increased demands caused by those developments. As such the Coolamon 7.11 Contributions Plan is required to be updated to include new residential growth areas.

Proposed Amendments

Amendments required to the Contributions Plan include:

- Administrative amendments via the inclusion of a commencement date within the plan.
- Update to works schedules.
- Updates to contribution rates.
- Update and amendment to the contributions area map (to include the areas identified for residential and rural residential rezoning).

This report address 2 of the abovementioned amendments, they being:

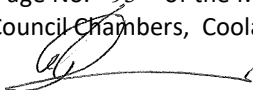
- Administrative amendments via the inclusion of a commencement date within the plan.
- Update and amendment to the contributions area map (to include the areas identified for residential and rural residential rezoning).

The proposed amendments to the contributions map is required to ensure that expected residential growth pressures can be adequately accommodated and provide for the infrastructure servicing needs of the community. The map has been updated to capture all proposed rezoning areas within Coolamon. It should be noted that the updating of the maps does not necessarily mean that Council or the NSW Department of Planning, Industry and Environment will be endorsing any future planning proposal for these areas. Planning proposals will be assessed and determined on individual merit and in accordance with legislative and policy requirements.

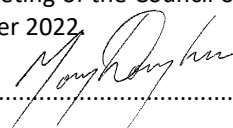
It should be noted that staff are working on the other amendments identified above and that a subsequent report will be provided to Council in due course for consideration.

Policy/Legislative Implications

Section 7.11 of the Environmental Planning & Assessment Act, 1979 (EP&A Act) enables consent authorities (usually local councils) to levy developer contributions, as a condition of development consent, towards the cost of providing local public infrastructure and facilities required as a consequence of development. The power to levy a contribution relies on there being a clear nexus between the development being levied and the need for the public infrastructure or facility.



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In order to be able to levy developer contributions, the EP&A Act requires councils to prepare and exhibit a Section 7.11 (previously Section 94) contributions plan – which it has previously undertaken.

The Environmental Planning and Assessment Act 1979 (Division 7.1) provides the legislative framework for infrastructure contributions, whilst the Environmental Planning and Assessment Regulation 2000 provides further requirements relating to the making, amending and revocation of contributions plans, giving public notice and other procedural arrangements.

In accordance with Section 32 of the regulations, a Council may amend a Contributions Plan.

The proposed amendments to the Plan have also been undertaken in accordance with the Practice Notes issued by the NSW Department of Planning, Industry and Environment.

Consultation

Internal consultation has been undertaken with relevant Council staff in regards to this request.

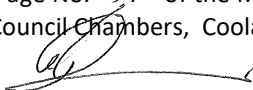
Section 28 of the Environmental Planning and Assessment Regulation 2000 ‘Draft contributions plan must be publicly exhibited’ requires that:

Following the preparation of a draft contributions plan, the Council:

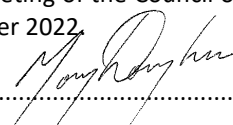
- (a) must give public notice in a local newspaper of the places, dates and times for inspection of the draft plan, and
- (b) must publicly exhibit at the places, on the dates and during the times set out in the notice:
 - (i) a copy of the draft plan, and
 - (ii) a copy of any supporting documents, and
- (c) must specify in the notice the period during which submissions about the draft plan may be made to the council (which must include the period during which the plan is being publicly exhibited).

The exhibition period is mandated at 28 days.

It is proposed at the expiration of the exhibition period a report on any submissions and amendments to the plan would be tabled for Council’s further consideration.



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Financial Implications

There are no adverse financial implications resulting from this report to Council.

Attachments

→ Amended 7.11 Contributions Plan. Attachment No. 11

Recommendation

- 1) That Council note the report titled 'amendments to the Coolamon Section 7.11 Contributions Plan 2017'; and
- 2) That Council endorse the exhibition of the amended Plan for a period of 28 days.

RESOLVED on the motion of Clr Lewis and seconded by Clr White: 191/09/2022

- 1) That Council note the report titled 'amendments to the Coolamon Section 7.11 Contributions Plan 2017'; and
- 2) That Council endorse the exhibition of the amended Plan for a period of 28 days.

The Mayor called for a division

Those voting in favour of the motion: All those present

Those voting against the motion: Nil

Clr Hutcheon returned to the meeting at 3.57pm

HS3) TENDER REPORT MATONG HALL BUILDING PROJECT (TENDER 2022/08) (C.09-49, SC1410)

Summary

This report provides information and a recommendation to Council in regards to tenders received for the proposed Matong Hall Building Project, located at Lot: 13 DP: 903226 Canola Way, Matong.

Background

In 2021 Council received Federal Government Funding, under the Local Roads Community Infrastructure Program (LRCIP) for Community Infrastructure Works

within the LGA, with the Matong Hall Building Project, being identified as a project item.

The development site is known as the Matong Recreation Reserve and is legally described as Lot 13, DP 903226.

The subject site is located in the RU5 Village zone and is generally surrounded/adjoined by residential land uses.

The site is flat and currently contains sheds and outbuildings that are associated with the ovals recreational uses.

The site is serviced by water, electricity and the new development will be serviced with a new onsite system of sewerage management.

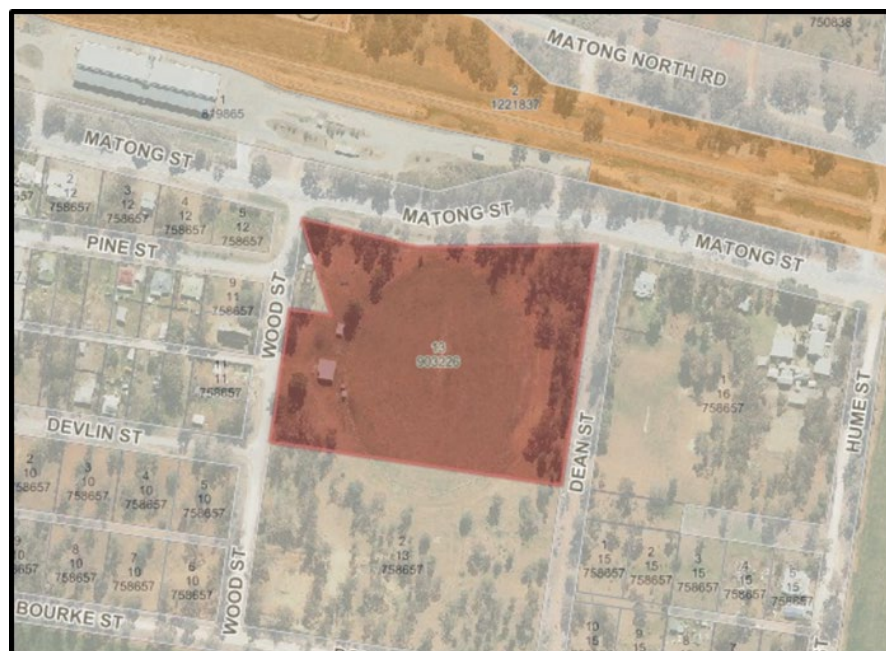
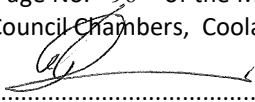


Image 1: Locational Diagram – Development Site

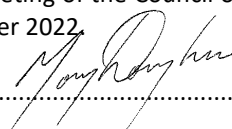
The proposed development, for which tenders were sought, entails the demolition of an existing shed and the erection of a new community hall.

The hall will have a total floor area of 208m² with an attached 96m² verandah and an attached 13.2m² porch.

The hall will include a kitchen, meeting room, accessible toilet, male toilets, female toilets and a store room. The hall will be clad using galvanised custom orb fixed horizontally and the roofing will also be galvanised custom orb roof.

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The building will be constructed using a concrete slab, timber wall framing and trusses with a 22.5 degree roof pitch for the main building and a 12.5 degree pitch for the attached verandah.

The hall will be used for community meetings and events.

Tender Submissions

Council received a total of Five (5) tenders during the submission period.

Tenderers and tender prices are listed in the following table from lowest to highest tender received.

Tenderer	Tender Price (GST Inc.)	Comments
Paul Tokley Constructions	\$454,000.00	The tender submitted is a conforming tender and nominates 180 working days for project completion.
Windamere Concrete and Construction	\$566,669.00	The tender is a conforming tender and nominates 240 working days for project completion.
James Tracey Building	\$823,200.00	The tender is a conforming tender and nominates 220 working days for project completion.
Connectra	\$835,794.29	The tender is a conforming tender, however, does not identify number working days for project completion.
Structen Pty Ltd	\$884,554.00	The tender is a conforming tender and nominates 70 working days for project completion.

Table 1: Tenderers and Tender Prices

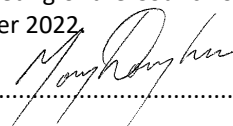
Tender Evaluation

Submitted tenders have been evaluated on the following criteria:

- Price
- Experience and
- Inclusions



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All of the above contractors are considered to have relevant experience in both commercial and residential construction projects and it appears that all contractors have included all inclusions listed in plans and specifications for the project (either within lump sum or as separate component cost).

The preferred option of many organisations is the 'traditional working' process which involves sequential lowest price tendering.

Whilst price is one of the common criteria used in the assessment of quotations, it should not be considered as the key determining factor in quotation selection. The lowest quotation is not always necessarily the 'best'.

The use of lowest price quotation/tendering may seriously damage an organisations 'financial health and reputation' and may have undesirable and unexpected side effects in the event that a contractor has quoted too low which creates project management and adverse financial outcomes for an organisation. It is not suggested that if Council endorses the lowest quotation referenced in this report that there will be adverse project management and financial outcomes for Council but it is suggested that as an organisation we need to consider the consequences during the decision making process.

After an assessment by Council staff and based on the tender assessment criteria it is recommended that Council decline all tenders as the tender prices provided are excessive and significantly exceed project budget.

Alternative Option

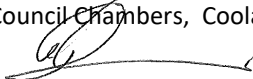
Noting the abovementioned tender prices, Council staff sought quotations, from Havashed in Wagga for the following:

- Concrete slab; and
- Steel framed shed
- Windows and doors (awaiting quotation for this component at the time of writing the report)

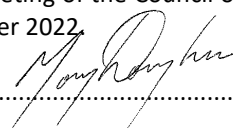
as per tender plans. The quotation includes the supply, construction of slab, shed and installation of windows and doors.

The quote received from Havasheds is for \$145,212.00 (GST Inclusive).

Council staff would then manage the fit out of the building including, all electrical, plumbing and installation of all internal fixtures and fittings. Unfortunately, Council has not been able to source quotes for these works at the time of creating

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this tender report. Approximate estimations for fit out works is between \$150,000.00 and \$200,000.00.

Final costs will be determined upon receipt of quotes from respective trades and suppliers.

Consultation

Internal consultation has been undertaken with relevant council staff.

The tender was advertised in the following mediums for the following dates:

- Wagga Daily Advertiser - 30 July, 6 and 13 August 2022
- Temora Independent - 5, 12 and 19 August 2022
- The Coolamon Times - For the month of August and weekly until tender submission period ended.

The tender submission period was from 30th July 2022 until 5.00pm, 9th September 2022.

All tenderers will be notified by telephone and in writing of Council's decision after the report has been determined by Council.

Financial Implications

Council has a budget available of \$300,000.00 for the project.

It should be noted that circa \$25,000.00 of project funding has been spent to date on the project in the form of plans, development application fees and provision of power to the project site.

An estimated cost of the project being undertaken and managed by Council would be between \$360,000.00 and \$370,000.00.

Any funding gap between construction price and federal funding, will be required to be funded from an internal revenue source that is identified by Council or potential future funding opportunities.

It is considered appropriate that Council proceed with commencing the project and utilise the current approved funds with a view to completing the project as future funds become available.

→ Attachments

Project Plans **Attachment No. 14**

Recommendation

- 1) That Council note the report titled 'Tender Report Matong Hall Building Project';
- 2) That Council decline all submitted Tender Offers/Prices; and
- 3) That Council endorse the alternate project construction option identified in this report.

RESOLVED on the motion of Clr White and seconded by Clr McKinnon: 192/09/2022

- 1) **That Council note the report titled 'Tender Report Matong Hall Building Project'; and**
- 2) **That Council decline all submitted Tender Offers/Prices; and**
- 3) **That Council endorse the alternate project construction option identified in this report.**

7) REPORTS: DELEGATES/MAYOR/COUNCILLORS

- Clr McCann spoke about recent events held across the Shire including:
 - The Ganmain Show, Marrar Madness' and the Yield Festival.
 - Congratulating the Marrar Football Club and the Jets under 17 and Netballers on their grand final win.
 - Wishing GGGM Lions all the best for the upcoming grand final.
- Street lighting at the corner of Hawthorn and Aria Street, Ardlethan – request has been received and will be considered in future budget preparation.
- Carpathia Court residents advised of flickering lights.
- Family interested in provision of seating at the Coolamon Cemetery. Information can be provided to interested parties.
- Clr McKinnon and Clr Perkin attended the RUOK Warrakirri event.

- Clr McKinnon has inspected the Ardlethan Bowling Club and advised that some works need to be done to allow use by patrons of the short stay caravan park. Can notice board be upgraded to have glass cover.
- Clr McKinnon advised that the next meeting of Advance Matong will be next week and Burning Seed representatives will be in attendance.
- Clr White advised that the rain did impact on some parts of the Marrar Madness event but the event was still well attended.
- Clr White attended the RERO Energy Conference and advised it was well run and informative.
- Clr Maslin advised that the Ardlethan Show is still scheduled.
- Clr Hatty was unable to attend QPL Training but advised that it was well attended.
- Clr Hatty asked about whether the location of Council staff in Ganmain could be reconsidered.

↑ **ADJOURNMENT**

The Meeting adjourned to recognise former Mayor John Seymour OAM and to officially award him and recognise his title as Emeritus Mayor.

This title is bestowed upon those people in Local Government who have obtained the position of Mayor and held that position for a minimum of 5 years. It is an acknowledgement and recognition of the service a retiring Mayor has provided for their community.

Meeting Closed at 4.13pm.

Confirmed and signed during the Meeting held this 20th day of October 2022.

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MAYOR

**ATTACHMENTS FOR THE MEETING HELD
15TH SEPTEMBER, 2022**

ITEMS DISTRIBUTED WITH THE AGENDA

- 1) ACTIVITY REPORTS
 - 1) Operating Statistics of the Coolamon Shire Library for August 2022.
 - 2) Community Development Officer's Report for August 2022.
 - 3) Road Safety Officer's Activity Report for August 2022.
 - 4) Allawah Community Care Report for August 2022.Refer Correspondence Item (1a).

- 2) INFORMATION PAPERS
 - 1) Draft Minutes of the Riverina Joint Organisation Board Meeting held 26 August 2022.
 - 2) Draft Minutes of the Riverina Regional Organisation of Councils Board Meeting held 26 August 2022.
 - 3) Minutes of the Advance Ganmain Committee Meeting held 7th September 2022.Refer Correspondence Item (2a).

- 3) Correspondence from the Local Government Grants Commission relating to Financial Assistance Grants (FAGs).
Refer Correspondence Item (1b), [File No. G.03-02].

- 4) Correspondence from the Local Government NSW regarding Rural Fire Service Assets.
Refer Correspondence Item (2b), [File No. F.03-11].

- 5) Reports from REROC and RIVJO relating to The Way Forward: One Organisation.
Refer General Manager's Report (GM2), [File No. R.06-01, R.06-10].

- 6) Correspondence in relation to the report on the Allawah Retirement Village.
Refer General Manager's Report (GM3), [File No. A.05-04].

- 7) A copy of the Draft Model Media Policy developed by OLG.
Refer General Manager's Report (GM6), [File No. P.12-01].

- 8) A copy of the Policies in relation to the Policy Review Report.
Refer Executive Manager, Corporate & Community Services' Report (CS2), [File No. p.12-01].

- 9) A copy of the Delivery Program Progress Report for the period January 2022 to June 2022.
Refer Executive Manager, Corporate & Community Services' Report (CS3), [File No. S.11-06].

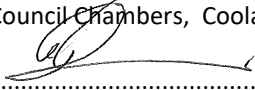
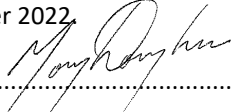
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 15TH SEPTEMBER 2022.

- 10) Pictures of the Scar Tree Relocation.
Refer Executive Manager, Engineering & Technical Services' Report (ES4), [File No. F.05-02].
- 11) A copy of the Amended Section 7.11 Contributions Plan 2017.
Refer Executive Manager, Planning & Environmental Services' Report (HS2), [File No. P.03-05].
- 12) Correspondence regarding the Coolamon Fire Engine Muster.
Refer Correspondence Item (3b), [File No. R.09-19].
- 13) Correspondence from Crown Lands and map seeking transfer of Crown Roads within the Beckom Township to Council
Refer Executive Manager, Engineering & Technical Services' Report (ES8), [File No. R.09-01].
- 14) Plans of the new Matong Hall.
Refer Executive Manager, Planning & Environmental Services' Report (HS3), [File No. C.09-49].

ITEMS TABLED AT THE MEETING

- 1) Copies of the completed Disclosures by Councillors and Designated Persons Return for all Councillors and Senior Staff.

APPENDIX 1 – Adopted Policies September 2022

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

RECRUITMENT & SELECTION POLICY

Date Adopted	15 September 2022		
Council Minute	183/09/2022		
Version	Version 6		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every four years		
Last Review Date	September 2022	Next Scheduled Review	September 2026

OBJECTIVE

To formalise recruitment procedures so that the selection of Council Staff is carried out in an efficient and consistent manner and in accordance with Equal Employment Opportunity requirements. This will ensure the appointment of appropriately qualified and skilled staff.

FILLING A VACANCY

When filling an existing or new vacancy Management Staff are requested to follow the procedures set out below:-

- 1) Once a position becomes vacant the Executive Manager of the Department is to ensure the Job Description for the vacant position is current.
- 2) If the position is to be filled internally the Executive Manager will arrange for a copy of the advertisement for the vacant position to be placed on the Notice Boards throughout the Council for ten working days.
- 3) If the position is to be filled externally the Executive Manager will draft an advertisement in accordance with Councils standard advertisement format. A contact Officer is to be nominated for inclusion in the advertisement.

THE ADVERTISEMENT

The advertisement should not just describe the job but should also clearly set out any essential qualifications and experience and any other requirements that are needed for successful performance in the vacant or new position.

The advertisement shall include the following:-

- Job Title.
- Applications to close at least 10 working days after the vacancy is first advertised.
- Brief Job Description.
- Any unusual conditions of employment (eg: shift work).
- Current award provisions and salary range.
- Instructions on where and how to apply for the position.
- Name and telephone number of Contact Officer.
- Application requirements (ie cover letter, resume, list of relevant references and/or referees)

Abridged versions of the advertisement may be published in print media, on Council's social media accounts or recruitment websites with reference to Council's website www.coolamon.nsw.gov.au where the full advertisement will be posted for the duration of the advertising period.

Specialised positions only, should be advertised in print media outside the Shire. Positions should only be advertised on one or two occasions in print media.

THE CONTACT OFFICER

The Contact Officer, who would normally be the Human Resources Officer or the supervisor of the position, should attend to the following:-

- Be available to answer any enquiries that an applicant may have concerning the vacant position.
- Inform all interested applicants that a Job Description is available together with any other documentation.

RECEIPT OF APPLICATIONS

After the position is advertised the following action is to be taken:-

- A recruitment file for the advertised position will be created by the Human Resources Officer for the General Manager.
- Attached to this file should be a copy of the Advertisement and the Job Description.
- On receipt of all applications they should be acknowledged, date stamped, registered and placed in recruitment file by the Human Resources Officer.

SELECTION COMMITTEE

The Selection Committee should consist of at least three Members and the following should be noted:-

- All Committees must have a convener. Normally the Human Resources Officer or the Executive Manager of the Department where the vacancy has occurred would verify this position.
- The composition of a Selection Committee is to be determined before the Application closing date.
- The Committee Members should all have a working knowledge of the requirements of the position.
- Selection Committee must be approved by the General Manager.
- Selection Committees for positions designated as Senior Officers should include the Staff Committee of Council.

THE CULLING PROCEDURE

All Members of the Selection Committee may participate in the selection cull. The purpose of the cull is to exclude those applicants who do not satisfy the essential requirements of the vacant position.

If an application from a current Council employee is culled, then the employee is to be informed by the Executive Manager why the application did not meet the requirements of the position.

The cull should be completed within ten working days after the closing date of applications.

THE INTERVIEW

The Human Resources Officer will arrange interviews, interview times and dates etc., and should be given this information by the Manager of the relevant Department.

Interviews should be held within twenty working days after the close of applications.

Applicants are to be given a least three working days notice of interview. Council will reimburse reasonable out of pocket expenses for those direct expenditures incurred in attending interviews if required. Direct expenses will be defined as petrol purchases, accommodation, meals and rail fare. Receipts should be produced to validate expenditures.

STAFF APPOINTMENT

At the completion of all interviews the Committee will discuss and evaluate the applicants on individual merit consistent with the job description.

If a decision cannot be reached by the majority of the Committee then the General Manager will be the final arbiter.

The Selection Committee's recommendation is to be approved by the General Manager. No applicant is to be informed of the result until final approval has been obtained. No appointment shall be made until after a satisfactory medical examination report has been received by Council.

Council is required by law to process Police Checks and Working With Children Checks for positions in aged care and for those working with children. Appointment to these positions will require clear checks to be received prior to commencement and maintained for the duration of employment. Should a prospective or current employee not receive a clearance they will be advised of such and that appointment/employment will not continue as a result of the failed clearance.

OFFER AND NOTIFICATION

The successful applicant will be offered the position by the Human Resources Officer and verbal acceptance sought. After receiving verbal acceptance a formal letter of offer is to be forwarded.

A starting date is to be negotiated with the successful applicant.

Unsuccessful internal applicants are to be told in person why they were not successful by the Executive Manager and external applicants are to be advised of their unsuccessful applicant by letter.

At the completion of the appointment process all documentation including job applications, interview notes and questions, and correspondence in relation to all unsuccessful applicants should be registered in the recruitment file.

CONFIDENTIALITY

All Staff and Committee Members shall not reveal any information about individual applications.

ASSOCIATIONS & RELATIONSHIPS

Legislation	<i>Local Government Act 1993</i> <i>Anti-Discrimination Act 1997</i> <i>Racial Discrimination Act 1975</i> <i>Sex Discrimination Act 1984</i> <i>Human Rights and Equal Opportunity Commission Act 1986</i> <i>Disability Discrimination Act 1992</i> <i>Workplace Gender Equality Act 2012</i> <i>Age Discrimination Act 2004</i> <i>Privacy & Personal Information Protection Act 1998</i> <i>Privacy Act 1998</i> <i>Work Health & Safety Act 2011</i>
Policies	<i>Coolamon Shire Council Workforce Management Plan</i> <i>Coolamon Shire Council Human Resource Policy</i> <i>Coolamon Shire Council Equal Employment Opportunity Policy</i> <i>Grievance Policy</i>
Procedures/Protocols, Statements, Documents	<i>Coolamon Shire Council Equal Employment Opportunity Management Plan</i>

REVIEW

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

Version 6 Adopted:	<i>Council Meeting held 15 September 2022 (Minute No. 183/09/2022)</i>
Version 5 Adopted:	<i>Council Meeting held 15 May 2014 (Minute No. 105/05/2014)</i>
Version 4 Adopted:	<i>Council Meeting held 19 February 2009 (Minute No.26/02/2009)</i>
Version 3 Adopted:	<i>Council Meeting held 15 November 2007 (Minute No. 366/11/2007)</i>
Version 2 Adopted:	<i>Council Meeting held 14 September 2005 (Minute No 357/9/2005)</i>
Version 1 Adopted	<i>Council Meeting held 19 August 2004 (Minute No. 277/8/2004)</i>

FOOTPATH INSPECTION & MAINTENANCE POLICY

Date Adopted	15 September 2022		
Council Minute	183/09/2022		
Version	Version 3		
Policy Responsibility	Engineering & Technical Services		
Review Timeframe	Every four years		
Last Review Date	September 2022	Next Scheduled Review	September 2026

POLICY STATEMENT

Coolamon Shire Council applies with best practices and aims to provide a managed network of footpaths and cycleways for pedestrians and cyclists to utilise.

The policy, together with the procedures, provides the guidelines for managing the footpaths and cycleways.

SCOPE

- In order to minimise the potential for ‘slip, trip and fall’ injuries to occur, Council has developed a risk management approach to Council’s footpath and cycleway networks.
- Council has recognised that ‘slips, trips and falls’ associated with footpath and cycleway networks form a significant percentage of public liability claims received by councils within NSW.
- The procedures developed for this purpose are derived from industry best practice as documented in the “Statewide Mutual Best Practice Manual – Footpaths, Nature Strips and Medians”.
- This policy applies to footpaths and cycleways surfaced with concrete, asphaltic concrete, bitumen seal or pavers.
- This policy does not apply to turfed, gravel surfaced or unformed footpaths, boardwalks, walkways or walking trails.

OBJECTIVE

To support procedures for the inspection, evaluation and maintenance of footpaths and cycleways.

PRINCIPLES

- To provide a managed level of public safety for users of the footpath and cycleway networks.
- To extend the life of the footpath and cycleway assets by timely maintenance and rehabilitation.

ASSOCIATIONS & RELATIONSHIPS

Legislation	<i>Civil Liabilities Act 2022 NSW Roads Act 1993 State Records Act 1998 Australian ISO 31,000 Risk Management</i>
Policies	<i>Customer Service Policy</i>
Procedures/Protocols, Statements, Documents	<i>Coolamon Shire Council Footpaths Procedure AUSTRoads design guide Part 6a (pedestrians & cyclist paths) IPEWA practice note 1 (footpaths & cycleways) StateWide Mutual Best Practice Manual – Footpaths, Nature Strips and Medians Version 6 2019 Coolamon Shire Council Asset Management Strategy, Asset Management Policy & Asset Management Plans Coolamon Shire Community Strategic Plan Coolamon Shire Council's Operational and Delivery Plans Coolamon Shire Council Disability Access Inclusion Plan</i>

REVIEW

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

Version 3 Adopted: Council Meeting held 15 September 2022 (Minute No. 183/09/2022)

Version 2 Adopted: Council meeting held 15 February 2018 (Minute No. 17/02/2018)

Version 1 Re-adopted: Council Meeting held 19 March 2009 (Minute No. 64/03/2009)

Version 1 Adopted: Council Meeting held 15 May 2008 (Minute No. 129/05/2008)

PRIVATE USE OF VEHICLES POLICY

Date Adopted	15 September 2022		
Council Minute	183/09/2022		
Version	Version 5		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every four years		
Last Review Date	September 2022	Next Scheduled Review	September 2026

OBJECTIVE

To provide a mechanism to ensure Council's vehicles are effectively allocated and managed and to allow the private use of vehicles to complement Council's Workforce management.

POLICY STATEMENT

Council will provide vehicles to employees for the following reasons:

- Where there is an operational need for the vehicle to allow staff to perform their duties,
- As part of an employee's condition of employment
- As an approved part of Council's Human Resource Management Strategy ie to attract, retain and motivate staff,
- A combination of the above.

GENERAL

This policy acknowledges private use arrangements provide organizational and employee benefits including

- Transferring many of the responsibilities of car care to staff in exchange for a private use including washing and cleaning of vehicles and garaging out of hours.
- Offsetting the running and Fringe Benefits Tax expenses of the fleet by obtaining income from the employees commensurate with the level of private use.
- A remuneration incentive to attract and keep staff

Based on the above the General Manager is authorised to approve an employee with access to private use of a Council vehicle subject to the following:

- 1) That where a vehicle is needed for the employee to perform their duties, such vehicle may be available for private use.
- 2) Where private use has been authorised the following options may be available to the employee.
 - 2.1) Full unrestricted private access with a private use contribution to be determined by the General Manager-This contribution will be expressed as a weekly amount and will be deducted from the employee's pay, or
 - 2.2) Restricted private access to a radius of 50 kilometres of the Coolamon township-with no contribution payable.
- 3) The private use contribution in 2.1 above shall be subject to annual review.
- 4) Council shall not reimburse any expenditure for fuel used on private trips unless previously approved by the General Manager.
- 5) All maintenance and expenditure on vehicles shall be Council responsibility.
- 6)
 - The vehicle is to be brought to work every working day except for periods of sick, annual or other leave. The vehicle shall be available to any appropriately licensed employee that requires a vehicle during normal operating hours. Unless the vehicle is required for operational purposes, the period of continuous leave will be restricted to (2) weeks unless the General Manager grants approval for a longer period.
 - Should the vehicle be a specialised part of a role at Council (eg: Ranger, Mechanic etc) then it is required to be returned for Council use during holiday, long service or extended sick leave.

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 15 September 2022 (Minute No. 183/09/2022)***

Version 4 Adopted: ***Council Meeting 19 September 2013 (Minute No 232/09/2013)***

ROSTERED DAYS OFF POLICY

Date Adopted	15 September 2022		
Council Minute	183/09/2022		
Version	Version 1		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every four years		
Last Review Date	September 2022	Next Scheduled Review	September 2026

OBJECTIVE

Coolamon Shire Council is committed to providing flexible work arrangements that better balance work and personal commitments. In line with this commitment, Council has implemented a system of work that offers rostered days off (RDO) to attract and retain a committed workforce.

The RDO systems are subject to the observation of a number of basic principles to ensure efficiency and to ensure that there is no reduction in the standard of services provided by the Coolamon Shire Council.

The arrangements are based on co-operation and trust between staff, supervisors and management.

ELIGIBILITY

This policy applies to all permanent full time staff employed on the basis of a 35 hour week or 38 hour week as per the Local Government (State) Award.

RDO SYSTEM

Permanent full time staff will work sufficient time over a period of three weeks so as to accumulate sufficient time for the fifteenth day to be taken as a rostered day off

- Staff employed on a 38 hour week will be required to work 114 hours over the fourteen days to enable the fifteenth day to be taken as a RDO. To enable the three week rotation the weekly hours will be as follows:
 - Week 1 – 40.83 ordinary hours to be worked, payment of 38 ordinary hours with 2.83 RDO hours banked
 - Week 2 – 40.50 ordinary hours to be worked, payment of 38 ordinary hours with 2.5 RDO hours banked
 - Week 3 – 32.67 ordinary hours to be worked, payment of 32.67 ordinary hours and payment of 5.33 RDO hours

- Staff employed on a 35 hour week will be required to work 105 hours over the fourteen days to enable the fifteenth day to be taken as a RDO. To enable the three week rotation the weekly hours will be as follows:
 - Weeks 1 & 2 – 37.50 ordinary hours to be worked, payment of 35 ordinary hours with 2.5 RDO hours banked each week
 - Week 3 – 30 ordinary hours to be worked, payment of 30 ordinary hours and payment of 5 RDO hours.

Management will determine the roster to ensure that sufficient staffing resources are available to meet Council's service levels at all times.

No overtime payments are applicable for any time worked for the purpose of accruing time for a rostered day off.

The General Manager is authorized to apply the Rostered Day Off Policy in a flexible manner that suits the operational requirements of Council.

Where an employee is required to work on their rostered day off, the rostered day off will be substituted for an ordinary working day by mutual agreement.

ACCRUED

Rostered days are not to be accrued beyond 16 hours. After an employee has reached 16 hours accrued, any time greater than 16 hours will be forfeited. The General Manager may approve a variation to this policy provided it has been agreed to prior to occurrence.

On termination, any remaining accrued RDO hours are to be taken during the period of notice.

LEAVE PROVISIONS

Award leave entitlements shall be taken in accordance with the nominated hours to ensure that the time is accrued for the taking of RDOs, except for Workers Compensation Leave. Leave related to a workers compensation claim will be processed at a daily rate as though the RDO system was not in place. This means that during a period of workers compensation leave, RDO hours will not be accrued. During the workers compensation leave or when an employee returns from workers compensation leave and they take their RDO according to the roster, they will be required to use annual leave to top up any shortfall in hours.

Where a rostered day off falls on an award holiday, the next convenient working day shall be taken as the rostered day off.

Sick leave cannot be claimed on a RDO. Employees are not required for duty on their Rostered Day Off and where an employee becomes ill on the rostered day off the situation will be treated no differently to an employee becoming ill on any other day when they are not required to attend for duty such as on a weekend or public holiday. If an employee is sick the ordinary working day preceding and/or following an RDO, certification (as per the provisions of the Local Government (State) Award) may be required.

REVIEW

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

Version 1 Adopted: Council Meeting held 15 September 2022 (Minute No. 183/09/2022)

INSTALLATION OF SERVICE FACILITIES INCLUDING WATER SERVICES WITHIN ROAD RESERVES POLICY

Date Adopted	15 September 2022		
Council Minute	183/09/2022		
Version	Version 4		
Policy Responsibility	Engineering & Technical Services		
Review Timeframe	Every four years		
Last Review Date	September 2022	Next Scheduled Review	September 2026

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 readopted: Council Meeting held 15 September 2022 (Minute No. 183/09/2022)

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)

KERB & GUTTER CONSTRUCTION POLICY

Date Adopted	15 September 2022		
Council Minute	183/09/2022		
Version	Version 4		
Policy Responsibility	Engineering & Technical Services		
Review Timeframe	Every four years		
Last Review Date	September 2022	Next Scheduled Review	September 2026

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 readopted: *Council Meeting held 15 September 2022 (Minute No. 183/09/2022)*
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)*

NEW ROADS POLICY

Date Adopted	15 September 2022		
Council Minute	183/09/2022		
Version	Version 3		
Policy Responsibility	Engineering & Technical Services		
Review Timeframe	Every four years		
Last Review Date	September 2022	Next Scheduled Review	September 2026

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 Readopted: Council Meeting held 15 September 2022 (Minute No. 183/09/2022)
Version 3 Adopted: Council Meeting held 20 October 2016 (Minute No. 233/10/2016)
Version 2 Readopted: 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)



PAYMENT OF EXPENSES & PROVISION OF FACILITIES TO STAFF POLICY

Date Adopted	15 September 2022		
Council Minute	183/09/2022		
Version	Version 1		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every four years		
Last Review Date	September 2022	Next Scheduled Review	September 2026

OBJECTIVE

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

To ensure the scope and the extent of the expenses that may be claimed by, and equipment and facilities provided to, staff is reasonable and appropriate.

To ensure the Coolamon Shire complies with the requirements of the Local Government Act 1993 in the payment of expenses and the provision of facilities to staff.

ELIGIBILITY

This policy applies to all staff members of the Coolamon Shire Council.

APPROVAL ARRANGEMENTS

Approval for staff attendance at conferences, seminars and other meetings shall be at the discretion of the General Manager, however, should this not be practicable, approval may be given by the Mayor and General Manager.

EXPENSES

Accommodation and Meal Expenses

Where the business of Council requires the need for Staff to obtain overnight accommodation and purchase meals, that expenses be reimbursed on an actual cost basis

Travelling - Within Council's Area

Where Staff are required to use their own vehicle to travel to Meetings of Council, Committees of Council, or where attendance at other Meetings is authorised by Council that reimbursement be in accordance with the kilometre rate as prescribed in the Local Government (State) Award.

Travelling - Outside Council's Area

The General Manager shall determine the mode of travel having regard to economy, time and safety factors when travel is required outside Council's area.

Incidental Expenses

That whilst on the business of Council which requires overnight accommodation a daily incidental allowance in the amount of \$10.00 be paid for each overnight stay subject to reimbursement on an actual cost basis should such expenses exceed the daily allowance.

Registration Costs

Where the business of Council requires the payment of registration or attendance fee, reimbursement to be on an actual cost basis.

Business of Council

For the purpose of this policy Business of Council shall be defined as:-

- a) Council Meetings.
- b) Committee Meetings where all Members are Councillors and Staff in attendance.
- c) Meetings where attendance is authorised by the Council or the Mayor.
- d) Inspections where attendance is authorised by the Council or the Mayor.
- e) Conferences, Seminars to Workshops where attendance is authorised by Council or under delegated authority by the Mayor or General Manager.
- f) Meetings or functions attended by the Mayor or his nominee and reported to or endorsed by council by the Mayoral Minute or the General Manager's Report.

STAFF REIMBURSEMENTS

That the method of expenses adopted for Council be also applied for Staff attending matters concerned with the business of Council.

REVIEW

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

Version 1 Readopted: Council Meeting held 15 September 2022 (Minute No. 183/09/2022)

Version 1 Readopted: Council Meeting held 15 May 2014 (Minute No. 105/05/2014)

Version 1 Readopted: Council Meeting held 15 November 2007 (Minute No. 366/11/2007)

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

PHOTOCOPYING POLICY

Date Adopted	15 September 2022		
Council Minute	183/09/2022		
Version	Version 5		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every four years		
Last Review Date	September 2022	Next Scheduled Review	September 2026

POLICY STATEMENT

- That there be no charge for copying done for Non Profit/Community Organisations, the normal charge to apply for individuals subject to the discretion of the General Manager.
- Any applications for discount by private individuals where special circumstances may exist to be referred to Council for its consideration.

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 Readopted: **Council Meeting held 15 September 2022 (Minute No. 183/09/2022)**

Version 4 Adopted: **Council Meeting held 14 December 2017 (Minute No 235/12/2017)**

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

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

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

PLANT HIRE FOR PRIVATE WORKS POLICY

Date Adopted	15 September 2022		
Council Minute	183/09/2022		
Version	Version 4		
Policy Responsibility	Engineering & Technical Services		
Review Timeframe	Every four years		
Last Review Date	September 2022	Next Scheduled Review	September 2026

OBJECTIVE

- 1) To make Council Plant available for private works to Residents of the Coolamon Shire Council.
- 2) To provide a subsidised plant hire allowance to public bodies, voluntary, sporting (including Licensed Clubs) and charitable organisations within the Coolamon Shire Council.

GENERAL

- 1) The availability of Council Plant for private hire works shall be at the discretion of the Executive Manager, Engineering & Technical Services. In all cases Council's works requirements shall receive priority over any request for private plant hire activities.
- 2) Private hire works activities are not a major function of Council. Council do not seek to establish a monopoly for the private hire of plant; hirers are encouraged to seek alternative quotations for any related works.

CONDITIONS OF HIRE

- 1) Council will not provide Engineering, Investigation, Design or supervisory functions in normal plant hire operations.
- 2) Council will complete the work with all care and efficiency. Council will not accept responsibility for the effectiveness or quality control over the completed work.
- 3) Plant items will be operated by Council employees (ie No dry hire).
- 4) Any prices, quantities or amounts provided by Council's staff are to be considered as estimates only and an account will be issued on the basis of actual costs incurred.
- 5) The standard and scope of work shall be agreed to between the hirer and the operator prior to commencement. It is the hirer's responsibility to terminate the plant operation at any time if work does not meet the hirer's satisfaction.
- 6) Any damages or injury caused to persons or property by the operation of Council plant (whilst on hire) shall be the responsibility of the hirer, eg: accidental injuries, vehicle damage, damage to water lines, electricity, telecommunications or other buildings or property.
- 7) Should a Council employee be injured during the hire period this injury shall be the responsibility of Council.
- 8) Council will not accept any responsibility for any loss or damage incurred by recall or withdrawal of plant or staff from any private hire works.

- 9) Travelling costs to and from the private hire location shall be an additional cost and borne by the hirer.
- 10) All plant shall be charged at the rate as outlined in Council's annual Operational Plan which includes the two levels of hire:
 - i) Work completed during office hours.
 - ii) Work completed after working hours at overtime rate.
- 11) Persons wishing to hire plant or have private works completed are required to sign Council's standard request form prior to hire commencing.
- 12) All previous plant hire accounts are to be paid prior to any additional private hire works being undertaken.

COUNCIL PLANT HIRE SUBSIDY CONDITIONS

- 1) Plant hire to all eligible bodies will be provided on a basis of 33% discount of normal plant hire rates.
- 2) The individual project subsidy will be limited to a project ceiling of \$10,000. (Total subsidy maximum of \$3,300 per project).
- 3) Subsidy will be applicable to Council owned plant only, no contract plant hire work or materials will be eligible for subsidy.
- 4) If the account is not paid within 30 days of issue, the eligible subsidy shall be removed.

RESPONSIBILITY

The Executive Manager, Engineering & Technical Services is responsible for the administration of this policy. All enquiries concerning private hire works shall be directed to that department.

ASSOCIATIONS & RELATIONSHIPS

Legislation	
Policies	
Procedures/Protocols, Statements, Documents	<i>Coolamon Shire Council – Request for Plant Hire/Carry Out Private Contract Work Form</i>

REVIEW

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

Version 4 Readopted: Council Meeting held 15 September 2022 (Minute No. 183/09/2022)
Version 4 Adopted: Council Meeting held 14 December 2017 (Minute No 235/12/2017)
Version 3 Adopted: Council Meeting held 14 February 2012 (Minute No. 022/02/2012)
Version 2 Adopted: Council Meeting held 16 December 2008 (Minute No.359 /12/2008)
Version 1 Adopted: Council Meeting held 16 August 2007 (Minute No. 261/8/2007)

PRIVACY MANAGEMENT PLAN

Date Adopted	15 September 2022		
Council Minute	183/09/2022		
Version	Version 5		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every four years		
Last Review Date	September 2022	Next Scheduled Review	September 2026

The *Privacy and Personal Information Act 1998* (the PIPPA) requires all Councils to prepare a Privacy Management Plan.

Following amendments to the Model Privacy Management Plan for Local Government (the Model Plan), prepared in consultation with the Office of the Privacy Commissioner and the Local Government and Shires Associations of NSW, to:

- Incorporate the requirements of the *Health Records and Information Privacy Act 2002* (the HRIP Act), which commenced on 1 September 2004, and
- Include references to the *Government Information (Public Access) Act 2009* (GIPA Act) which commenced on 1 July 2010.

Council has resolved to adopt the Model Privacy Management Plan (January 2013) for Local Government in its entirety.

ASSOCIATIONS & RELATIONSHIPS

Legislation	<i>Privacy and Personal Information Act 1998</i> <i>Health Records and Information Privacy Act 2002</i> <i>Government Information (Public Access) Act 2009</i>
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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 Readopted: ***Council Meeting held 15 September 2022 (Minute No. 183/09/2022)***
Version 5 Adopted: ***Council Meeting held 21 September 2017 (Minute No 175/09/2017)***
Version 4 Adopted: ***Council Meeting held 21 February 2013 (Minute No 18/02/2013)***
Version 3 Adopted: ***Council Meeting held 16 December 2008 (Minute No.359 /12/2008)***
Version 2 Adopted: ***Council Meeting held 16 August 2007 (Minute No. 261/8/2007)***
Version 1 Adopted: ***Council Meeting held 16 December 2004 (Minute No. 425/12/2004)***

PROPERTY ACCESS POLICY

Date Adopted	15 September 2022		
Council Minute	183/09/2022		
Version	Version 5		
Policy Responsibility	Engineering & Technical Services		
Review Timeframe	Every four years		
Last Review Date	September 2022	Next Scheduled Review	September 2026

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 Re-adopted: Council Meeting held 15 September 2022 (Minute No. 183/09/2022)

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)

GUIDELINES FOR ONE DAY FOOD STALLS POLICY

Date Adopted	15 September 2022		
Council Minute	183/09/2022		
Version	Version 3		
Policy Responsibility	Development & Environmental Services		
Review Timeframe	Every four years		
Last Review Date	September 2022	Next Scheduled Review	September 2026

OBJECTIVE

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

1. GENERAL

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

2 PROTECTION OF FOOD

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

3 WASHING FACILITIES

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

4 FOOD TEMPERATURE CONTROL

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

5 COOKING

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

6 RUBBISH REMOVAL

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

7 OPEN FOOD STALLS

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

REVIEW

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

Version 3 Readopted: Council Meeting held 15 September 2022 (Minute No. 183/09/2022)

Version 3 Adopted: Council Meeting held 17 November 2016 (Minute No. 256/11/2016)

Version 2 Readopted: 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)