

**Meeting commenced at 3.00pm.**

**BUSINESS:**

- 1) Apologies
- 2) Declarations Interest
- 3)
  - a. Confirmation of Minutes of the Meeting held 17<sup>th</sup> August, 2023.
  - b. Matters arising out of Minutes. (Not elsewhere reported)
- 4) Correspondence
  - a. Agenda A (Information Only)
  - b. Agenda B
- 5) General Manager's Report
  - 5.1 General Manager's Report
  - 5.2 Executive Manager, Corporate & Community Services' Report
  - 5.3 Executive Manager, Engineering & Technical Services' Report
  - 5.4 Executive Manager, Development & Environmental Services' Report
- 6) Reports: Delegates/Mayor/Councillors

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

**STAFF:** Courtney Armstrong, Executive Manager, Corporate & Community Services;  
Colby Farmer, Executive Manager, Development & Environmental Services.  
Scott Buchanan, Acting Executive Manager, Engineering & Technical Services

**APOLOGIES:** Tony Donoghue, General Manager;  
Tony Kelly, Executive Manager, Engineering & Technical Services  
Clr Colin McKinnon  
Clr Bruce Hutcheon.

**1) APOLOGIES**

RESOLVED on the motion of Clr Hatty. and seconded by Clr White that the apologies of Tony Donoghue, Tony Kelly, Clr Colin McKinnon and Clr Bruce Hutcheon be received and accepted. 140/09/2023

**2) DECLARATIONS OF INTEREST**

Nil

**3a) CONFIRMATION OF MINUTES OF THE MEETING HELD 17<sup>TH</sup> AUGUST 2023.**

RESOLVED on the motion of Clr Maslin and seconded by Clr Perkin that the Minutes of the Meeting held 17<sup>th</sup> August 2023 as circulated be confirmed and adopted. 141/09/2023

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

There were no matters arising out of the Minutes.

## 4) CORRESPONDENCE

### AGENDA A (FOR INFORMATION ONLY)

#### 1a) ACTIVITY REPORTS

##### 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 2023.  
Attachment No. 1.1
- 2) Community Development Officer's Report for August 2023.  
Attachment No. 1.2
- 3) Tourism & Business Development Officer's Report for August 2023.  
Attachment No. 1.3
- 4) Road Safety Officer's Activity Report for August 2023.  
Attachment No. 1.3
- 5) Allawah Community Care Report for August 2023.  
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 REROC Board Meeting held 26 August 2023, REROC Constitution and RDA Workforce Plan. Attachment No. 2.1
- 2) Minutes of the Advance Ganmain Committee AGM, Presidents Report, August Meeting held 14<sup>th</sup> August 2023 and September Meeting held 6<sup>th</sup> September 2023. Attachment No. 2.2
- 3) Minutes of the Advance Matong Committee Monthly Meeting held 14<sup>th</sup> August 2023. Attachment No. 2.3

- 4) Draft Minutes of the Advance Marrar Committee AGM and Ordinary Meeting held 9 August 2023, ordinary Meeting Minutes held 20 February 2023. [Attachment No. 2.4](#)

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

**RESOLVED on the motion of Clr Lewis and seconded by Clr White that the correspondence listed in Agenda A be received and noted.** [142/09/2023](#)

## **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 (2023-2024) and the method of determination, Council's allocation has increased by 5.1%. [Attachment No. 3](#)

### **2b) STEPH COOKE MEDIA RELEASE (P.03-07, SC301)**

- ➔ Please find attached media release from Steph Cooke outlining allocations and cuts from within the State budget delivered this week. Specifically for the Coolamon Shire is the allocation of \$3.57 million for emergency road repairs but disappointingly no allocation has been made for the redevelopment of the Coolamon-Ganmain MPS. Ms Cooke also makes note of the "gutting" of the Stronger Country Communities Fund from which Council has received \$4.7 million since 2017/2018. [Attachment No. 11](#)

#### Recommendation

For Council consideration.

**RESOLVED on the motion of Clr Maslin and seconded by Clr White that the correspondence listed in Agenda B, be received and noted.** [143/09/2023](#)

## 5) GENERAL MANAGER REPORTS

### 5.1) GENERAL MANAGER REPORTS

#### GM1) ELECTION OF MAYOR, ELECTION OF DEPUTY MAYOR, DETERMINATION OF COUNCIL MEETING DATE AND TIME, APPOINTMENT OF DELEGATES, COUNCIL COMMITTEE STRUCTURE, OPERATIONAL COMMITTEES, SECTION 355 COMMITTEES AND DELEGATIONS (E.01-02, SC137)

##### 1) ELECTION OF MAYOR - LOCAL GOVERNMENT (GENERAL) REGULATIONS 2021, CLAUSE 394, SCHEDULE 7)

The Regulations provide the following:-

- The General Manager (or a person appointed by the General Manager) is the Returning Officer.
- A Councillor may be nominated without notice for election as Mayor.
- The nomination is to be made in writing by two or more Councillors (one of whom may be the nominee).
- The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- The nomination is to be delivered or sent to the Returning Officer.
- The Returning Officer is to announce the names of the nominees at the Council Meeting at which the election is to be held.
- If only one Councillor is nominated that Councillor is elected.
- If more than one Councillor is nominated the Council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
- The election is to be held at the Council Meeting at which the Council resolves on the method of voting.

DEFINITIONS

Ballot has its normal meaning of secret ballot and open voting means voting by a show of hands or similar means.

The term of the Elected Mayor is normally for two years, however due to the Elections being postponed, this term of Mayor is until the NSW Local Government Elections, scheduled for 14 September 2024.

- ➔ **Distributed** with the agenda are copies of nomination forms for use in respect of the election of the Mayor. Attachment No. 2

*The Acting General Manager advised that she had received only one nomination, that being Councillor McCann for the position of Mayor. Cllr McCann accepted nomination.*

In accordance with the Local Government Act, the Acting General Manager advised the Council that Councillor David McCann had been elected to the position of Mayor until the next Mayoral Election in September 2024.

144/09/2023

- 2) ELECTION OF DEPUTY MAYOR – LOCAL GOVERNMENT ACT 1993 (SECTION 231)

The position of Deputy Mayor is an optional position. The Deputy Mayor may exercise any function of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise, from exercising the function or if there is a casual vacancy in the office of Mayor.

Council has traditionally elected such a person and the election procedures are the same as for the Mayor.

The Deputy Mayor may be elected for the Mayoral term or for a shorter period.

- ➔ **Distributed** with this agenda are copies of nomination forms for use in respect of the election of the Deputy Mayor. Attachment No. 3

*The Acting General Manager advised that she had received one nomination, that being Councillor White for the position of Deputy Mayor. Cllr Alan White accepted nomination.*

**In accordance with the Local Government Act, the Acting General Manager advised the Council that Councillor Alan White. had been elected to the position of Deputy Mayor until the next Deputy Mayoral Election in September 2024.**

145/09/2023

3) 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 Hatty that the Ordinary Meeting be held on the third Thursday of the month commencing at 3.00pm.** 146/09/2023

4) 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.

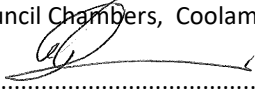

|   | <b>ORGANISATION</b>  | <b>DELEGATES</b>  |
|---|--|---|
| a | Riverina Regional Library                                  | <ul style="list-style-type: none"> <li>• Clr K Maslin</li> <li>• General Manager, T Donoghue</li> <li>• Alternate Delegate: Executive Manager, Corporate &amp; Community Services,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

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> SEPTEMBER 2023.

|   |   |   |
|---|---|---|
| i | Riverina Regional Weeds Committee                             | • <del>Clr K Maslin</del> <b>Clr G Perkin</b>   |
| j | Riverina Joint Organisation of Councils                       | • Mayor, Clr D McCann<br>• <i>Associate Member: General Manager, Tony Donoghue</i>  |
| k | Coolamon Shire Council Southern Joint Regional Planning Panel | • <del>Torrey Kiss</del> <b>Clr Dave McCann</b><br>• Kris Dunstan<br>• Tony Donoghue (Alternate Member)<br>• <b>Colby Farmer</b> (Alternate Member) |
| l | Coolamon-Junee Safety Precinct Committee                      | • <b>Tony Donoghue</b><br>• <b>Mayor D McCann</b>   |
| m | Community Drug Action Team (CDAT)                             | • <b>Jacqui Collins</b><br>• <b>Clr Wayne Lewis</b>   |

**RESOLVED** on the motion of Clr Maslin and seconded by Clr Hatty that the following delegates be appointed: 147/09/2023

|   | ORGANISATION   | DELEGATES  |
|---|--|--|
| a | Riverina Regional Library                                  | • <b>Clr K Maslin</b><br>• <b>General Manager, T Donoghue</b><br>• <b>Alternate Delegate: Executive Manager, Corporate &amp; Community Services, C Armstrong</b> |
| b | Traffic Facilities Committee                               | • <b>Executive Manager, Engineering &amp; Technical Services, T Kelly</b>  |
| c | Riverina Eastern Regional Organisation of Councils (REROC) | • <b>Mayor, Clr D McCann</b><br>• <b>General Manager, T Donoghue</b>   |
| d | Goldenfields Water County Council                          | • <b>Clr A White</b>   |
| e | Local Emergency Management Committee                       | • <b>Executive Manager, Engineering &amp; Technical Services, T Kelly</b><br>• <b>General Manager, T Donoghue</b><br>• <b>Clr Dave McCann</b>                    |
| f | Eastern Riverina Arts                                      | • <b>Community Development Officer, J Collins</b>  |
| g | Noxious Weeds Authority Joint Venture Operating Committee  | • <b>Clr G Perkin</b><br>• <b>Clr C McKinnon</b><br>• <b>Executive Manager, Engineering &amp; Technical Services, T Kelly</b>                                    |
| h | NSW Rural Fire Service Agreement Committee                 | • <b>Clr C McKinnon</b><br>• <b>Clr W Lewis</b>  |
| i | Riverina Regional Weeds Committee                          | • <b>Clr G Perkin</b>  |
| j | Riverina Joint Organisation of Councils                    | • <b>Mayor, Clr D McCann</b><br>• <b>Associate Member: General Manager, Tony Donoghue</b>  |
| k | Coolamon Shire Council                                     | • <b>Clr Dave McCann</b>   |

..... MAYOR.....  


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



|          |  |  |
|----------|--|--|
|          | <b>Southern Joint Regional Planning Panel</b>  | <ul style="list-style-type: none"> <li>• <b>Kris Dunstan</b></li> <li>• <b>Tony Donoghue (Alternate Member)</b></li> <li>• <b>Colby Farmer (Alternate Member)</b></li> </ul> |
| <b>l</b> | <b>Coolamon-June Safety Precinct Committee</b> | <ul style="list-style-type: none"> <li>• <b>Tony Donoghue</b></li> <li>• <b>Mayor D McCann</b></li> </ul>  |
| <b>m</b> | <b>Community Drug Action Team (CDAT)</b>       | <ul style="list-style-type: none"> <li>• <b>Jacqui Collins</b></li> <li>• <b>Clr Wayne Lewis</b></li> </ul>  |

5) 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 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

**RESOLVED on the motion of Clr Maslin and seconded by Clr Hatty that Council's Committee Structure be adopted as follows:** 148/09/2023

- **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.**

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- **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**

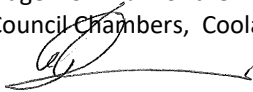
**Clr Alan White**

**Alternate Delegate: Clr Kathy Maslin**

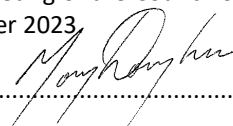
**Note: Cootamundra-Gundagai Audit, Risk & Improvement Committee**

**Tony Donoghue**

**Courtney Armstrong**

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MAYOR.....

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.....GENERAL MANAGER.

6) 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  
Stephen Buttigieg  
Melanie Stubbs
    - 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 – Aileen Crocker
- Allawah Lodge - Mary Clancy
- Allawah Community Care - Karly Robinson
- Riverina Regional Library – Zac Armistead
- Council Ranger/Sewer – Scott Rowland

- *Planning & Development – Christopher Butt*
- *Ardlethan Pre-School – Cheree Smith*
- *Coolamon Library/Tourism/Community Development – Helen McLoughlin*

Management Appointed:

- Courtney Armstrong
- Scott Buchanan

Human Resources / Risk Management Officer:

- **Melanie Stubbs**

- 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
- **Community Care Manager, Petina Kirkman**

**RESOLVED on the motion of Clr Maslin and seconded by Clr Hatty that Council's Committee Structure be adopted as follows:** 149/09/2023

- 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 Stubbs

- 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* – Aileen Crocker
- *Allawah Lodge* - Mary Clancy
- *Allawah Community Care* - Karly Robinson
- *Riverina Regional Library* – Zac Armistead
- *Council Ranger/Sewer* – Scott Rowland
- *Planning & Development* – Christopher Butt
- *Ardlethan Pre-School* – Cheree Smith
- *Coolamon Library/Tourism/Community Development* – Helen McLoughlin

**Management Appointed:**

- Courtney Armstrong
- Scott Buchanan

**Human Resources / Risk Management Officer:**

- Melanie Stubbs

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

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- **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**
- **Community Care Manager, Petina Kirkman**

7) 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.

Note that the insurance clause of each committee's constitution has been updated to ensure that Committees are undertaking a "Risk Management approach to casual hirers to determine that the building **and/or grounds are** being utilised in an appropriate manner."

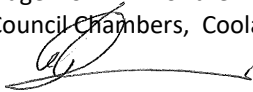
- Advance Ardlethan Committee

Committee Members:

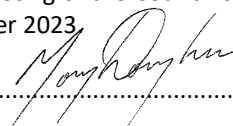
Dell Garrett, Diane McDermott, Aileen Bound, Jenny Kuemmel, Karen Wood, Bessie Brill, Lyn Litchfield, Rex Brill, Jenny Poutney, Geoff Poultney.

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.

  
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MAYOR.....

  
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.....GENERAL MANAGER.

- 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, **Sophie Warran, Tania Lennon.**

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, **Michael Connors, Rhys Langtry.**

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, **Rose Woodland**.

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.

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- Ardlethan Showground Management Committee

Committee Members:

Jenny Keummel, Del Garrett, Roz Nisbet, Ralph Nisbet, Janet Popple, Margie Rees, Marcia Ryan, Kevin Popple, **Graham Ryan, Paul Horan, Elizabeth Menzies, Ken Horan, Allison Prentice, Simone Williams, Sue Ryan, Carolyn Ferris.**

Council Delegate:

**Clr Kathy Maslin**

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"

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- Coolamon Showground Management Committee

Committee Members:

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

Council Delegates:

Clr Jeremy Crocker, Colby Farmer

Objective:

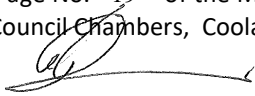
- i) The Committee is vested with general control over the Coolamon Showground Reserve and is responsible for the general maintenance of all assets contained within this Reserve area.
  - ii) To conduct fundraising activities within the Community on behalf of the Coolamon Showground Management Committee.
  - 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

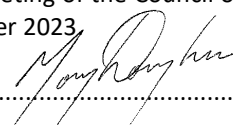
Committee Members:

Sandra West, Peter Lucas, Wayne Pearse, Bill Levy, Angela McCann, Chris Berry, Joanne Berry, ~~Mel Mayer~~, **Leo De Kroo, Bill Pippen, John Mohomad.**

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



..... MAYOR.....



.....GENERAL MANAGER.

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 Coordinator 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 Coordinator 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, **Stephen Cork**

Council Delegate:

Tony Kelly, **Laura Munro**.

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.

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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.

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• 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.

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● ~~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.~~

~~This committee can be deleted~~

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● 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:

- 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.
- 

- Local History Group

Committee Members:

Marc Canino, Sharon FitzPatrick, Chris Mutton, Faye Bouquet, Clyde Goode, Shirley Underwood, Cathy Booth, Ian Penfold, Peter Lucas.

Council Delegate:

Clr Dave McCann.

Objective:

- i) To work with the Coordinator to improve access to information and use of the Up-To-Date Store in conjunction with all other users.
- ii) To investigate, record, assess, review and inform the Coolamon Shire Community of the history associated with the local region.
- iii) To conduct fundraising activities within the Shire community on behalf of the Local history Group.

The Creation of this Committee has been requested, as the objectives do not align with those of the Friends of The Coolamon Up-To-Date Cultural Precinct.

**RESOLVED on the motion of Clr Maslin and seconded by Clr Hatty that the  
Section 355 Committees listed below be appointed:** 150/09/2023

- **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.

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- **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, Kendra Kerrisk, Helen Dedini, Kim Peat, Jackie Grainger, Kate Hyam, Jill Peat, Tina Bingham, Wendy Chamaoun, Linda Nolan, Myfwany Collette, Leslie Hatty, Sophie Warran, Tania Lennon.

**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, Michael Connors, Rhys Langtry.

**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, Rose Woodland.

**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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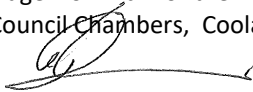
- **Beckom Hall & Community Committee**

**Committee Members:**

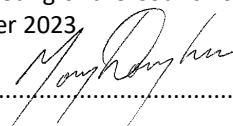
Paul Bray, Janesse Bundy, Colin Thew, Linda Griffin, Paul Griffin, Anne Stewart, Jim Bundy, Paul Horan, Margie Rees, Mike O'Hare, Graham Maslin, Kathy Maslin, Kevin Popple, Ellie Walton, Lyn Mason, Maureen Wykes, Neil Wykes, Christine Fairman, Jim Gardner, Janet Popple.

**Objective:**

- i) To control, manage and maintain the following assets on Council's behalf:-
  - Beckom Hall
  - Soldiers Memorial Hall
  - Beckom Community Park

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MAYOR.....



.....GENERAL MANAGER.

- 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, Graham Ryan, Paul Horan, Elizabeth Menzies, Ken Horan, Allison Prentice, Simone Williams, Sue Ryan, Carolyn Ferris.

**Council Delegate:**

Clr Kathy Maslin

**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”**

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- **Coolamon Showground Management Committee**

**Committee Members:**

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

**Council Delegates:**

Clr Jeremy Crocker, Colby Farmer

**Objective:**

- 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.
  - To conduct fundraising activities within the Community on behalf of the Coolamon Showground Management Committee.
  - 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, Leo De Kroo, Bill Phippen, John Mohomad.

**Council Delegate:**

Clr Dave McCann.

**Objective:**

- 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.

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

**Committee Members:**

Ian Jennings, Terrey Kiss, Mick O'Neill, Stephen Cork

**Council Delegate:**

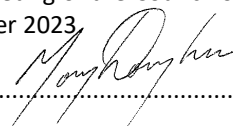
Tony Kelly, Laura Munro

**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.

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MAYOR.....

.....

.....GENERAL MANAGER.

- 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 Pople  |
| Marrar: | Roy Walker, John Butterfield, Justin Rorke.                             |
| Matong: | David Greenwell, Lesley Greenwell, Dennis Ashcroft,<br>Amanda Ashcroft. |

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- **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.

---

- **Coolamon & District Local History Group**

**Committee Members:**

Marc Canino, Sharon FitzPatrick, Chris Mutton, Faye Bouquet, Clyde Goode, Shirley Underwood, Cathy Booth, Ian Penfold, Peter Lucas.

**Council Delegate:**

Clr Dave McCann.

**Objective:**

- i) To work with the Coordinator to improve access to information and use of the Up-To-Date Store in conjunction with all other users.



- ii) **To investigate, record, assess, review and inform the Coolamon Shire Community of the history associated with the local region.**
- iii) **To conduct fundraising activities within the Shire community on behalf of the Local history Group.**

**The Creation of this Committee has been requested, as the objectives do not align with those of the Friends of The Coolamon Up-To-Date Cultural Precinct.**

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8) 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.

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

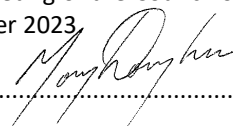
s.96 - Exercising Council's power to grant Staged Approval.

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

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



..... MAYOR.....

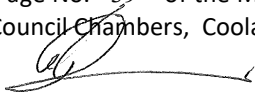


..... GENERAL MANAGER.....

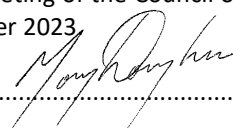
- s.99 - Giving of notice to applicants of determination of Applications.
- s.100 - Review of Determination where made by a delegation of Council.
- s.106 - Exercising Council's power to amend an approval, in accordance with the procedures outlined in Section 106.
- s.107 - Exercise Council's power to 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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MAYOR.....

  
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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.

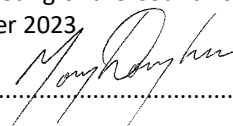
(v) LOCAL GOVERNMENT GENERAL REGULATION (2005)

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).



..... MAYOR.....



.....GENERAL MANAGER.

- 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:-

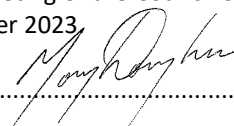
- Aged Care Act, 1997
- Aged Care Quality Safety Commission Act 2018  
To operate the approved Aged Care Services of Coolamon Shire as the key personnel.
- Biodiversity Conservation Act 2016
- Biosecurity Act 2015
- Children and Young Persons (Care and Protection) Act, 1998
- Children (Education & Care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



..... MAYOR.....



.....GENERAL MANAGER.

- 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

**RESOLVED on the Motion of Clr Maslin and seconded by Clr Hatty that the following delegations be approved:** 151/09/2023

**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

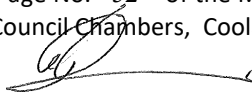
after consultation with the Council;

- to direct and dismiss staff; and
- to implement the Council's equal employment opportunity management plan.

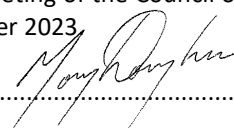
3) The General Manager has such other functions as may be conferred or imposed on the General Manager by or under this or any other Act.

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:-

  
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MAYOR.....



.....GENERAL MANAGER.

- 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 Councils 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.

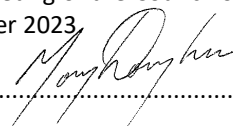
s.99 - Giving of notice to applicants of determination of Applications.

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.



.....MAYOR.....



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

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.

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

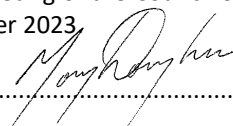
(c) **Chapter 8 - Ancillary Functions**

(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



..... MAYOR.....



.....GENERAL MANAGER.



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.

(v) LOCAL GOVERNMENT GENERAL REGULATION (2005)

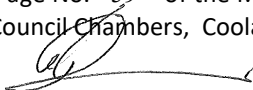
cl.131 - To write off Rates and Charges in accordance with the regulation under this clause.

➤ To write off Rates and Charges up to \$10,000 in accordance with this clause (errors, at law or cost effectiveness).

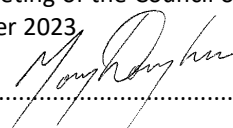
➤ To write off debts to Council up to \$500.00 in accordance with this clause.

(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.



..... MAYOR.....



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

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
- 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) PROVIDER OPERATIONS – 1 JULY 2022 – 30 JUNE 2023 – COOLAMON  
SHIRE COUNCIL AGED CARE SERVICES (A.05-01, SC475)**

➔ The Department of Health and Aged Care have introduced new reporting requirements for aged care providers for the year ended 30 June 2023 including a Governing Body Statement. Attachment No.5

**The Governing Body Statement details:**

- Whether or not the governing body of the approved provider believes the approved provider has complied with its responsibilities under the Aged Care Act 1997 and the requirements under the Aged Care Quality and Safety Commission Act 2018 between 1 July 2022 and 30 June 2023 (the reporting period)
- If the governing body believes the approved provider failed to comply with one or more responsibilities under the Aged Care Act 1997 or requirements under the Aged Care Quality and Safety Commission Act 2018, details of:
  - each responsibility or requirement that the approved provider failed to comply with
  - the reasons why the approved provider failed to comply
  - actions that the provider has taken or will take to rectify the noncompliance

The statement is intended to support the governing body to examine the approved provider's compliance with its responsibilities and requirements. The signed statement allows governing bodies to demonstrate their understanding of, and accountability for, issues affecting the quality of care of care recipients.

The process of completing a statement can assist approved providers to proactively look to identify and improve any areas of non-compliance. A provider's demonstrated and transparent commitment to addressing non-compliance can give confidence to care recipients about an approved provider's commitment to quality and safety.

The reporting of this information aims to increase approved provider transparency, accountability, and help drive continuous improvement across the sector.

Council is also required to answer questions in relation to the membership of the Governing body. The Department requires that the governing body must have a majority of independent non-executive members and at least one member with experience in providing clinical care. As a local government provider, Council is not required to meet these governing body requirements.

In addition to this, the Department is also seeking information about the diversity of the governing body for the year ended 30 June 2023. The collection of this information is to assist aged care recipients to find the right care for them. The information collected is to be published on My Aged Care. To complete this section of the return, Councillors are requested to provide voluntary, documented consent to include their individual information in the response given to the Department for publication on My Aged Care. Forms have been distributed for Councillors to complete if they choose.

#### RECOMMENDATION

1. That the Mayor sign the Declaration by a member of the governing body of the approved provider on behalf of Council for the year ended 30 June 2023.
2. That Council complete the Diversity & Inclusion – Provider section of the Provider Operations return for the year ended 30 June 2023 based on the voluntary, individual information provided by Councillors

**RESOLVED on the motion of Clr White and seconded by Clr Perkin.**

**That:** 152/09/2023

- 1. That the Mayor sign the Declaration by a member of the governing body of the approved provider on behalf of Council for the year ended 30 June 2023.**
- 2. That Council complete the Diversity & Inclusion – Provider section of the Provider Operations return for the year ended 30 June 2023 based on the voluntary, individual information provided by Councillors**

**GM3) OPENING OF THE COOLAMON BUSINESS PARK ON 5 SEPTEMBER 2023  
(I.03-14, SC1066)**

Coolamon Shire Council formally opened the Business Park along Wade Street Coolamon. Councillors, Contractors and Members of the Community attended the Ceremony. The Hon. Member for Cootamundra, Steph Cooke's and Mayor Dave McCann formally opened the Business Park.

The Business Park is now awaiting formal certification with the Lands Title Office and perspective purchases have been contacted to commence the sale process.

This project has been several years in the making and was carried out predominately by contractors. The initial and long term benefits to our economy and community will be positive, with the Business Park focusing on our growing need for local services and offering employment opportunities.

Recommendation

For Councils information.

**RESOLVED on the motion of Clr White and seconded by Clr Lewis that the Report be received.** 153/09/2023

**GM4) ALLAWAH LODGE OVERSEAS WORKERS (A.05-02, SC7)**

Council staff have continued to facilitate the training and arrival of ten overseas-based workers from the Philippines.

The house that is being constructed for their accommodation is nearing completion.

It is expected that these ten workers will arrive early November.

We look forward to welcoming these people into our community and settling them in and preparing them for work caring for our elderly at Allawah Lodge.

Recommendation

For Councils information.

**RESOLVED on the motion of Clr Perkin and seconded by Clr Hatty that the Report be received.** 154/09/2023

**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 Perkin that the Report be received.** 155/09/2023


MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> SEPTEMBER 2023.

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

### CS1) FINANCE REPORT TO THE 31<sup>ST</sup> AUGUST 2023

| DATE INVESTED         | INSTITUTION        | RATING  | INVESTMENT TYPE | AMOUNT INVESTED      | TERMS (days) | RATE  | MATURITY DATE |
|-----------------------|--------------------|---------|-----------------|----------------------|--------------|-------|---------------|
| 9/09/2022             | Beyond Bank        | A2/BBB  | Term Deposit    | \$ 1,000,000         | 365          | 3.75% | 9/09/2023     |
| 14/09/2022            | NAB                | A1/A+   | Term Deposit    | \$ 1,000,000         | 365          | 4.10% | 14/09/2023    |
| 23/09/2022            | Beyond Bank        | A2/BBB  | Term Deposit    | \$ 1,000,000         | 365          | 3.75% | 23/09/2023    |
| 1/10/2022             | Beyond Bank        | A2/BBB  | Term Deposit    | \$ 1,000,000         | 365          | 3.95% | 1/10/2023     |
| 4/10/2022             | AMP                | A2/BBB  | Term Deposit    | \$ 1,000,000         | 365          | 4.60% | 4/10/2023     |
| 13/04/2023            | AMP                | A2/BBB+ | Term Deposit    | \$ 1,000,000         | 182          | 4.80% | 12/10/2023    |
| 19/04/2023            | Beyond Bank        | A2/BBB  | Term Deposit    | \$ 750,000           | 183          | 4.50% | 19/10/2023    |
| 25/11/2022            | AMP                | A2/BBB+ | Term Deposit    | \$ 500,000           | 334          | 4.60% | 25/10/2023    |
| 2/05/2023             | NAB                | A1/A+   | Term Deposit    | \$ 500,000           | 184          | 4.50% | 2/11/2023     |
| 9/05/2023             | AMP                | A2/BBB+ | Term Deposit    | \$ 1,000,000         | 182          | 4.90% | 7/11/2023     |
| 9/05/2023             | Bank of Queensland | A2/BBB+ | Term Deposit    | \$ 1,000,000         | 184          | 4.75% | 9/11/2023     |
| 13/02/2023            | NAB                | A1/A+   | Term Deposit    | \$ 2,000,000         | 273          | 4.55% | 13/11/2023    |
| 25/11/2022            | AMP                | A2/BBB+ | Term Deposit    | \$ 1,000,000         | 364          | 4.60% | 24/11/2023    |
| 1/02/2023             | NAB                | A1/A+   | Term Deposit    | \$ 1,000,000         | 365          | 4.50% | 1/02/2024     |
| 2/03/2023             | Beyond Bank        | A2/BBB  | Term Deposit    | \$ 1,001,512         | 366          | 4.20% | 2/03/2024     |
| 26/07/2023            | NAB                | A1/A+   | Term Deposit    | \$ 1,000,000         | 273          | 5.40% | 24/04/2024    |
| 24/07/2023            | Bank of Queensland | A2/BBB+ | Term Deposit    | \$ 1,000,000         | 275          | 5.35% | 24/04/2024    |
| 19/05/2023            | AMP                | A2/BBB+ | Term Deposit    | \$ 1,000,000         | 364          | 5.10% | 17/05/2024    |
| 29/05/2023            | AMP                | A2/BBB+ | Term Deposit    | \$ 500,000           | 365          | 5.20% | 28/05/2024    |
| 7/07/2023             | AMP                | A2/BBB+ | Term Deposit    | \$ 1,000,000         | 336          | 5.75% | 7/06/2024     |
| 13/06/2023            | AMP                | A2/BBB+ | Term Deposit    | \$ 1,000,000         | 365          | 5.45% | 12/06/2024    |
| 24/07/2023            | AMP                | A2/BBB+ | Term Deposit    | \$ 500,000           | 364          | 5.75% | 24/07/2023    |
| 3/08/2023             | AMP                | A2/BBB+ | Term Deposit    | \$ 1,000,000         | 365          | 5.45% | 2/08/2024     |
| <b>TOTAL INVESTED</b> |                    |         |                 | <b>\$ 21,751,512</b> |              |       |               |

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

  
(Samantha Jennings, Finance Manager)

#### RESTRICTED CASH, CASH EQUIVALENTS & INVESTMENTS (as at 30 June 2023) Unaudited

|  |                             |
|--|-----------------------------|
| <b>External Restrictions - included in liabilities</b> |                             |
| Specific purpose unexpended grants                     | 6,452,121.70                |
| Allawah Lodge Bonds & Payments                         | 3,502,694.29                |
| Allawah Village Loan Licences                          | 4,041,621.84                |
| Home Care Packages                                     | 49,513.09                   |
|  | <u>14,045,950.92</u>        |
| <b>External Restrictions - other</b>                   |                             |
| Developer contributions - general                      | 139,792.42                  |
| Specific purpose grants (recognised as revenue)        | 28,349.24                   |
| Sewerage Services                                      | 2,016,545.83                |
| Domestic Waste Management                              | 719,971.97                  |
| Stormwater Management                                  | -                           |
| Other - Community Transport                            | 315,144.82                  |
|  | <u>3,219,804.28</u>         |
| <b>Internal Restrictions</b>                           |                             |
| Plant & vehicle replacement                            | -                           |
| Employees Leave Entitlements                           | 1,700,000.00                |
| Deferred Works   | 358,615.63                  |
| Ardlethan Preschool (non-grant)                        | 81,592.02                   |
| Asset management/replacement                           | -                           |
| Financial Assistance Grant Advance                     | 4,762,788.00                |
| Swimming Pools   | 75,000.00                   |
| Rehabilitation of Gravel Pits                          | 215,000.00                  |
| Coolamon Early Childhood Centre                        | 234,788.87                  |
| Allawah Lodge  | 946,927.52                  |
| Allawah Village  | 457,619.43                  |
|  | <u>8,832,331.47</u>         |
| <b>TOTAL RESTRICTIONS</b>                              | <u><b>26,098,086.67</b></u> |
| <b>UNRESTRICTED</b>                                    | <b>782,583.43</b>           |
| <b>TOTAL CASH, CASH EQUIVALENTS &amp; INVESTMENTS</b>  | <u><b>26,880,670.10</b></u> |

This is Page No. 71 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 21<sup>st</sup> September 2023.

  
..... MAYOR.....

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

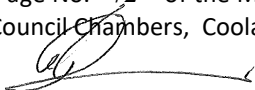
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> SEPTEMBER 2023.

COOLAMON SHIRE COUNCIL  
INCOME STATEMENT

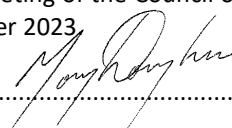
for the period 1st July 2023 to 30th June 2024

|  | AUGUST 2023         | JULY 2023           | 2023/2024<br>ORIGINAL BUDGET | UNAUDITED<br>2022/2023 ACTUAL |
|--|---------------------|---------------------|------------------------------|-------------------------------|
| <b>Income from continuing operations</b>   |                     |                     |                              |                               |
| Rates & annual charges   | 4,244,367.49        | 4,246,003.86        | 4,272,318.00                 | 4,148,709.85                  |
| User charges & fees  | 907,667.37          | 548,395.86          | 6,855,626.77                 | 5,846,808.28                  |
| Other revenues   | 68,394.10           | 57,019.36           | 417,818.84                   | 458,659.60                    |
| Grants & contributions provided for operating purposes   | 173,090.94          | 92,202.75           | 8,950,627.74                 | 8,973,721.70                  |
| Grants & contributions provided for capital purposes   | 42,939.68           | 6,900.00            | 3,379,682.21                 | 2,309,119.83                  |
| Interest and investment revenue  | (276,227.11)        | (328,662.12)        | 773,622.30                   | 761,695.85                    |
| Other income   | 92,386.17           | 46,472.28           | 394,859.64                   | 383,364.53                    |
| Net gain from the disposal of assets   | 41,000.00           | 41,000.00           | 396,712.09                   | 125,572.46                    |
| Internals  | 0.00                | 0.00                |                              | 0.00                          |
| <b>Total income from continuing operations</b>   | <b>5,293,618.64</b> | <b>4,709,331.99</b> | <b>25,441,267.59</b>         | <b>23,007,652.10</b>          |
| <b>Expenses from continuing operations</b>   |                     |                     |                              |                               |
| Employee benefits and on-costs   | 1,302,775.49        | 573,635.06          | 7,034,510.00                 | 7,691,499.55                  |
| Materials & services   | 1,439,666.03        | 846,262.86          | 9,162,114.54                 | 6,657,687.18                  |
| Borrowing costs  | 0.00                | 0.00                | 10,000.00                    | 65,197.21                     |
| Depreciation, amortisation & impairment  | 0.00                | 0.00                | 4,807,353.10                 | 3,899,764.88                  |
| Other expenses   | 101,597.38          | 400.00              | 462,597.25                   | 475,405.71                    |
| Net loss from the disposal of assets   |                     |                     |                              |                               |
| <b>Total expenses from continuing operations</b>   | <b>2,844,038.90</b> | <b>1,420,297.92</b> | <b>21,476,574.89</b>         | <b>18,789,554.53</b>          |
| <b>Operating result from continuing operations</b>   | <b>2,449,579.74</b> | <b>3,289,034.07</b> | <b>3,964,692.69</b>          | <b>4,218,097.57</b>           |
| <b>Net operating result for the year before grants and contributions provided for capital purposes</b> | <b>2,406,640.06</b> | <b>3,282,134.07</b> | <b>585,010.48</b>            | <b>1,908,977.74</b>           |

This is Page No. 72 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 21<sup>st</sup> September 2023.



..... MAYOR.....



.....GENERAL MANAGER.



MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> SEPTEMBER 2023.

COOLAMON SHIRE COUNCIL  
INCOME STATEMENT BY FUND

| August 2024  |                     |                   |                     |
|--|---------------------|-------------------|---------------------|
|  | CONSOLIDATED        |                   |                     |
|  | GENERAL FUND        | SEWERAGE FUND     | TOTAL               |
| <b>Income from continuing operations</b>   |                     |                   |                     |
| Rates & annual charges   | 3,516,130.35        | 728,237.14        | 4,244,367.49        |
| User charges & fees  | 907,667.37          | 0.00              | 907,667.37          |
| Other revenues   | 67,994.10           | 400.00            | 68,394.10           |
| Grants & contributions provided for operating purposes   | 173,090.94          | 0.00              | 173,090.94          |
| Grants & contributions provided for capital purposes   | 16,844.23           | 26,095.45         | 42,939.68           |
| Interest and investment revenue  | (276,783.54)        | 556.43            | -276,227.11         |
| Other income   | 92,386.17           |                   | 92,386.17           |
| Net gain from the disposal of assets   | 41,000.00           | 0.00              | 41,000.00           |
| Internals  | 0.00                | 0.00              | 0.00                |
| <b>Total income from continuing operations</b>   | <b>4,538,329.62</b> | <b>755,289.02</b> | <b>5,293,618.64</b> |
| <b>Expenses from continuing operations</b>   |                     |                   |                     |
| Employee benefits and on-costs   | 1,276,181.40        | 26,594.09         | 1,302,775.49        |
| Materials & services   | 1,407,431.76        | 32,234.27         | 1,439,666.03        |
| Borrowing costs  | 0.00                |                   | 0.00                |
| Depreciation & amortisation  | 0.00                | 0.00              | 0.00                |
| Other expenses   | 101,597.38          | 0.00              | 101,597.38          |
| <b>Total expenses from continuing operations</b>   | <b>2,785,210.54</b> | <b>58,828.36</b>  | <b>2,844,038.90</b> |
| <b>Operating result from continuing operations</b>   | <b>1,753,119.08</b> | <b>696,460.66</b> | <b>2,449,579.74</b> |
| <b>Net operating result for the year before grants and contributions provided for capital purposes</b> |                     |                   |                     |
|  | <b>1,736,274.85</b> | <b>670,365.21</b> | <b>2,406,640.06</b> |

This is Page No. 73 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 21<sup>st</sup> September 2023.

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

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> SEPTEMBER 2023.

COOLAMON SHIRE COUNCIL  
BALANCE SHEET

for the period 1st July 2023 to 30th June 2024

|   | AUGUST 2023           | JULY 2023             | 2023/2024<br>ORIGINAL BUDGET | UNAUDITED<br>2022/2023 ACTUAL |
|---|-----------------------|-----------------------|------------------------------|-------------------------------|
| <b>ASSETS</b>                               |                       |                       |                              |                               |
| <b>Current assets</b>                       |                       |                       |                              |                               |
| Cash and cash equivalents                   | 4,530,405.42          | 4,601,473.61          | 6,717,652.68                 | 6,379,157.77                  |
| Investments                                 | 21,751,512.33         | 21,751,512.33         | 18,501,512.33                | 20,501,512.33                 |
| Receivables                                 | 4,210,701.21          | 5,802,069.93          | 2,617,990.04                 | 2,615,951.30                  |
| Inventories                                 | 5,213,681.82          | 5,207,620.18          | 4,234,861.38                 | 5,205,458.88                  |
| Other                                       |                       |                       |                              |                               |
| <b>Total current assets</b>                 | <b>35,706,300.78</b>  | <b>37,362,676.05</b>  | <b>32,072,016.43</b>         | <b>34,702,080.28</b>          |
| <b>Non-current assets</b>                   |                       |                       |                              |                               |
| Investments                                 |                       |                       |                              |                               |
| Receivables                                 | 280,092.35            | 280,092.35            | 239,087.35                   | 280,092.35                    |
| Inventories                                 | 429,149.05            | 429,149.05            | 429,149.05                   | 429,149.05                    |
| Infrastructure, property, plant & equipment | 269,340,284.54        | 268,899,756.69        | 277,715,690.92               | 268,486,594.02                |
| Accumulated Dep'n - Infrastructure, PP&E    | (58,053,808.73)       | (58,053,808.73)       | (62,861,161.83)              | (58,053,808.73)               |
| Accumulated Imp't - Infrastructure, PP&E    | 0.00                  | 0.00                  | 0.00                         | 0.00                          |
| <b>Total non-current assets</b>             | <b>211,995,717.21</b> | <b>211,555,189.36</b> | <b>215,522,765.49</b>        | <b>211,142,026.69</b>         |
| <b>Total assets</b>                         | <b>247,702,017.99</b> | <b>248,917,865.41</b> | <b>247,594,781.92</b>        | <b>245,844,106.97</b>         |
| <b>LIABILITIES</b>                          |                       |                       |                              |                               |
| <b>Current liabilities</b>                  |                       |                       |                              |                               |
| Payables                                    | 7,431,959.50          | 7,776,765.79          | 9,495,209.19                 | 7,991,209.19                  |
| Contract Liabilities                        | 6,806,497.05          | 6,835,952.91          | 3,029,677.67                 | 6,836,695.41                  |
| Borrowings                                  | 0.00                  | 0.00                  | 0.00                         | 0.00                          |
| Employee benefit provisions                 | 2,152,567.26          | 2,154,698.20          | 2,232,354.50                 | 2,153,354.50                  |
| Provisions                                  | 31,445.95             | 31,445.95             | 0.00                         | 31,445.95                     |
| Other                                       | (0.05)                | (0.05)                | 1,433.38                     | 1,433.38                      |
| <b>Total current liabilities</b>            | <b>16,422,469.71</b>  | <b>16,798,862.80</b>  | <b>14,758,674.74</b>         | <b>17,014,138.43</b>          |
| <b>Non-current liabilities</b>              |                       |                       |                              |                               |
| Payables                                    | 4,347.14              | 4,347.14              | 4,347.14                     | 4,347.14                      |
| Borrowings                                  | 0.00                  | 0.00                  | 0.00                         | 0.00                          |
| Employee benefit provisions                 | 113,447.98            | 113,447.98            | 113,447.98                   | 113,447.98                    |
| Provisions                                  | 535,030.89            | 535,030.89            | 545,030.89                   | 535,030.89                    |
| <b>Total non-current liabilities</b>        | <b>652,826.01</b>     | <b>652,826.01</b>     | <b>662,826.01</b>            | <b>652,826.01</b>             |
| <b>TOTAL LIABILITIES</b>                    | <b>17,075,295.72</b>  | <b>17,451,688.81</b>  | <b>15,421,500.75</b>         | <b>17,666,964.44</b>          |
| <b>Net assets</b>                           | <b>230,626,722.27</b> | <b>231,466,176.60</b> | <b>232,173,281.17</b>        | <b>228,177,142.53</b>         |
| <b>EQUITY</b>                               |                       |                       |                              |                               |
| Retained earnings                           | 113,379,753.65        | 114,219,207.98        | 114,926,312.55               | 110,930,173.91                |
| Reserves                                    | 117,246,968.62        | 117,246,968.62        | 117,246,968.62               | 117,246,968.62                |
| Internal Assets/Liabilities                 | 0.00                  | 0.00                  |                              | 0.00                          |
| Trust Transfer                              |                       |                       |                              |                               |
| <b>Total equity</b>                         | <b>230,626,722.27</b> | <b>231,466,176.60</b> | <b>232,173,281.17</b>        | <b>228,177,142.53</b>         |

This is Page No. 74 of the Minutes of the Ordinary Meeting of the Council of the Shire of Coolamon held in the Council Chambers, Coolamon on the 21<sup>st</sup> September 2023.

..... MAYOR.....

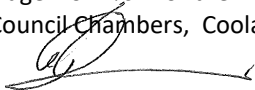
.....GENERAL MANAGER.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> SEPTEMBER 2023.

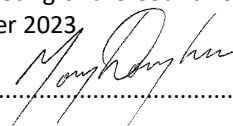
COOLAMON SHIRE COUNCIL  
BALANCE SHEET BY FUND

|   | August 2023                  |                      | COOLAMON SHIRE<br>TOTAL |
|---|------------------------------|----------------------|-------------------------|
|   | CONSOLIDATED<br>GENERAL FUND | SEWERAGE FUND        |                         |
| <b>ASSETS</b>                               |                              |                      |                         |
| <b>Current assets</b>                       |                              |                      |                         |
| Cash and cash equivalents                   | 2,266,315.44                 | 2,264,089.98         | 4,530,405.42            |
| Investments                                 | 21,751,512.33                |                      | 21,751,512.33           |
| Receivables                                 | 3,694,122.68                 | 516,578.53           | 4,210,701.21            |
| Inventories                                 | 5,213,681.82                 |                      | 5,213,681.82            |
| Other                                       |                              |                      | 0.00                    |
| <b>Total current assets</b>                 | <b>32,925,632.27</b>         | <b>2,780,668.51</b>  | <b>35,706,300.78</b>    |
| <b>Non-current assets</b>                   |                              |                      |                         |
| Investments                                 |                              |                      | 0.00                    |
| Receivables                                 | 280,092.35                   |                      | 280,092.35              |
| Inventories                                 | 429,149.05                   |                      | 429,149.05              |
| Infrastructure, property, plant & equipment | 245,684,775.74               | 23,655,508.80        | 269,340,284.54          |
| Accumulated Depreciation                    | (49,345,272.24)              | (8,708,536.49)       | (58,053,808.73)         |
| Accumulated Impairment                      | 0.00                         |                      | 0.00                    |
| <b>Total non-current assets</b>             | <b>197,048,744.90</b>        | <b>14,946,972.31</b> | <b>211,995,717.21</b>   |
| <b>Total assets</b>                         | <b>229,974,377.17</b>        | <b>17,727,640.82</b> | <b>247,702,017.99</b>   |
| <b>LIABILITIES</b>                          |                              |                      |                         |
| <b>Current liabilities</b>                  |                              |                      |                         |
| Payables                                    | 7,431,959.50                 | 0.00                 | 7,431,959.50            |
| Contract Liabilities                        | 6,806,497.05                 |                      | 6,806,497.05            |
| Interfunding                                |                              |                      | 0.00                    |
| Interest bearing liabilities                | 0.00                         |                      | 0.00                    |
| Employee benefit provisions                 | 2,152,567.26                 |                      | 2,152,567.26            |
| Provisions                                  | 31,445.95                    |                      | 31,445.95               |
| Other                                       | (0.05)                       | 0.00                 | (0.05)                  |
| <b>Total current liabilities</b>            | <b>16,422,469.71</b>         | <b>0.00</b>          | <b>16,422,469.71</b>    |
| <b>Non-current liabilities</b>              |                              |                      |                         |
| Payables                                    | 4,347.14                     |                      | 4,347.14                |
| Interest bearing liabilities                | 0.00                         |                      | 0.00                    |
| Employee benefit provisions                 | 113,447.98                   |                      | 113,447.98              |
| Provisions                                  | 535,030.89                   |                      | 535,030.89              |
| <b>Total non-current liabilities</b>        | <b>652,826.01</b>            | <b>0.00</b>          | <b>652,826.01</b>       |
| <b>TOTAL LIABILITIES</b>                    | <b>17,075,295.72</b>         | <b>0.00</b>          | <b>17,075,295.72</b>    |
| <b>Net assets</b>                           | <b>212,899,081.45</b>        | <b>17,727,640.82</b> | <b>230,626,722.27</b>   |
| <b>EQUITY</b>                               |                              |                      |                         |
| Retained earnings                           | 103,284,345.91               | 10,095,407.74        | 113,379,753.65          |
| Reserves                                    | 109,614,735.54               | 7,632,233.08         | 117,246,968.62          |
| Internal Assets & Liabilities               | 0.00                         |                      | 0.00                    |
| Trust Transfer                              |                              |                      | 0.00                    |
| <b>Total equity</b>                         | <b>212,899,081.45</b>        | <b>17,727,640.82</b> | <b>230,626,722.27</b>   |

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 21<sup>st</sup> September 2023.



..... MAYOR.....



.....GENERAL MANAGER.

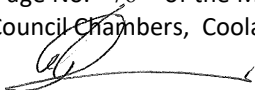
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> SEPTEMBER 2023.

COOLAMON SHIRE COUNCIL  
INTERNAL & EXTERNAL RESTRICTIONS

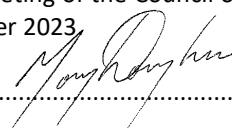
for the period 1st July 2023 to 30th June 2024

|                                      | AUGUST 2023          | JULY 2023            | 2023/2024                        |                               |
|--------------------------------------|----------------------|----------------------|----------------------------------|-------------------------------|
|                                      |                      |                      | BUDGET (ADJ FOR<br>OPENING BALS) | UNAUDITED<br>2022/2023 ACTUAL |
| <i>EXTERNALLY RESTRICTED</i>         |                      |                      |                                  |                               |
| Contract Liabilities                 | 6,276,353.01         | 6,452,121.70         | 2,645,104.23                     | 6,452,121.70                  |
| Allawah Lodge Accommodation Payments | 3,499,018.00         | 3,502,694.29         | 4,702,694.29                     | 3,502,694.29                  |
| Allawah Village Loan-Licence         | 3,912,121.84         | 4,041,621.84         | 4,345,621.84                     | 4,041,621.84                  |
| Home Care Packages                   | 49,513.09            | 49,513.09            | 49,513.09                        | 49,513.09                     |
| Developer Contributions              | 156,636.65           | 139,792.42           | 130,487.90                       | 139,792.42                    |
| VPA Contributions                    |                      |                      |                                  |                               |
| Grant Revenues                       | 0.00                 | 28,349.24            | 28,349.24                        | 28,349.24                     |
| Sewerage Fund                        | 2,264,089.98         | 2,080,356.27         | -210,552.03                      | 2,016,545.83                  |
| Waste Management                     | 895,599.61           | 782,506.28           | 752,207.58                       | 719,971.97                    |
| Stormwater Management Reserve        | 44,172.50            | 0.00                 | 25,775.00                        | 0.00                          |
| Other - Community Transport          | 355,098.96           | 315,144.82           | 315,144.82                       | 315,144.82                    |
|                                      | 17,452,603.64        | 17,392,099.95        | 12,784,345.96                    | 17,265,755.20                 |
| <i>INTERNALLY RESTRICTED</i>         |                      |                      |                                  |                               |
| Plant Replacement Reserve            | 1,000,000.00         | 1,000,000.00         | 0.00                             | 0.00                          |
| Employees Leave Entitlements Reserve | 1,700,000.00         | 1,700,000.00         | 1,735,000.00                     | 1,700,000.00                  |
| Deferred Works Reserve               | 330,462.81           | 358,615.63           | 300,825.63                       | 358,615.63                    |
| Ardlethan Preschool                  | 81,592.02            | 81,592.02            | 102,531.02                       | 81,592.02                     |
| Asset Management                     | 3,000,000.00         | 3,000,000.00         | 564,091.41                       | 0.00                          |
| Financial Assistance Grant           | 0.00                 | 0.00                 | 4,762,788.00                     | 4,762,788.00                  |
| Swimming Pools Reserve               | 75,000.00            | 75,000.00            | 75,000.00                        | 75,000.00                     |
| Gravel Pits Rehabilitation Reserve   | 215,000.00           | 215,000.00           | 255,000.00                       | 215,000.00                    |
| CECC Asset Mgt Reserve               | 265,769.40           | 272,441.18           | 217,713.09                       | 234,788.87                    |
| Allawah Lodge Asset Mgt Reserve      | 1,198,147.96         | 1,010,737.96         | 946,515.52                       | 946,927.52                    |
| Allawah Village Asset Mgt Reserve    | 404,808.10           | 436,051.94           | 429,681.61                       | 457,619.43                    |
|                                      | 8,270,780.29         | 8,149,438.73         | 9,389,146.28                     | 8,832,331.47                  |
| Unrestricted                         | 558,533.82           | 811,447.26           | 782,583.43                       | 782,583.43                    |
| <b>TOTAL CONSOLIDATED CASH</b>       | <b>26,281,917.75</b> | <b>26,352,985.94</b> | <b>22,956,075.67</b>             | <b>26,880,670.10</b>          |

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 21<sup>st</sup> September 2023.



..... MAYOR.....



.....GENERAL MANAGER.

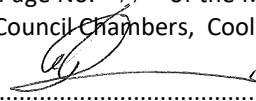
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> SEPTEMBER 2023.

RATE COLLECTIONS

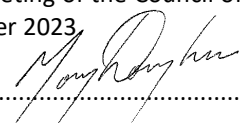
|                  | ARRIERS B/FWD | LEVIES INC. INTEREST | TOTAL        | COLLECTIONS TO DATE | % TO TOTAL | ADJUSTMENT'S INC PENS CONCESSIONS | ADJ TOTAL    | % TO TOTAL | COLLECTABLE BALANCE |
|------------------|---------------|----------------------|--------------|---------------------|------------|-----------------------------------|--------------|------------|---------------------|
| 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                        | 2,150,388.93 | 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%     | 126,528.35                        | 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        |
| 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        |
| <b>2023/2024</b> |               |                      |              |                     |            |                                   |              |            |                     |
| 31/07/2023       | 142,153.16    | 4,382,873.66         | 4,525,026.82 | 308,451.91          | 6.82%      | 120,099.99                        | 4,404,926.83 | 7.00%      | 4,096,474.92        |
| 31/08/2023       | 142,153.16    | 4,383,909.09         | 4,526,062.25 | 1,515,924.65        | 33.49%     | 121,534.36                        | 4,404,527.89 | 34.42%     | 2,888,603.24        |

Recommendation

That the report be received.



MAYOR



GENERAL MANAGER.

**RESOLVED on the motion of Clr White and seconded by Clr Maslin that the Finance Report to the 31st August 2023 be received.** [156/09/2023](#)

**CS2) DELIVERY PROGRAM PROGRESS REPORT (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 1 January 2023 to 30 June 2023. [Attachment No.6](#)

Recommendation

That the Delivery Program Progress Report for the period 1 January 2023 to 30 June 2023 be received.

**RESOLVED on the motion of Clr Crocker and seconded by Perkin that the Delivery Program Progress Report to the 30th June 2023 be received.** [157/09/2023](#)

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

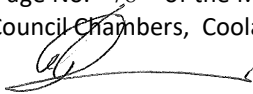
Staff have recently undergone training from the Office of the Children’s Guardian in relation to Child Safety. As a result, staff have reviewed a number of policies and suggested amendments have been proposed for the policies. [Attachment No.7](#)

- Complaints Handling Policy (section added relating to child protection complaints, section also added referring to Council’s Public Interest Disclosure Policy) [Attachment](#)
- Child Safe Policy (minor markups) [Attachment](#)
- Child Protection Policy (minor markups) [Attachment](#)

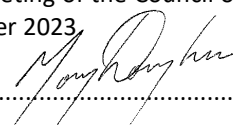
Recommendation

That the policies, as presented be adopted:

- Complaints Handling Policy
- Child Safe Policy
- Child Protection Policy



.....MAYOR.....



.....GENERAL MANAGER.

**RESOLVED on the motion of Clr Hatty and seconded by Clr White that the Complaints Handling, Child Safe and Child Protection Policies as presented be adopted. (See Appendix 1). 158/09/2023**

**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 2023. Following the audit, Council staff will provide a more detailed report regarding the reports. Attachment No. 12

Recommendation

That the Draft 2022/2023 Financial Statements be referred to the Audit Office of NSW's Contract Auditor, Crowe for audit.

**RESOLVED on the motion of Clr Perkin and seconded by Clr Lewis that the Financial Statements Report to the 30th June 2023 be received. 159/09/2023**

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

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

The following roads have received attention:

1) MAINTENANCE

- Kennys Lane (Bitumen to Gate)
- Seymours Lane (Berry Jerry Lane to Johnson Hill Road )
- Murrell Creek Road (Ardlethan Road to Pamandi Road)
- Armstrongs Lane (Marrar North Road to Seymours Lane)
- Flanagans Lane (Canola Way to Boundary)
- Whitakers Lane (Canola Way to Gate)
- Berry Jerry Lane (Rannock Road to Marrar North Road)
- East West Road (Methul Road to Mary Gilmore Way)
- Hawthorns Lane (Rannock Road to Carlisle Park Road)
- East West Road (Ardlethan Road to Methul Road)
- Walsh's Lane (McCormacks to Springwood Road)
- Leahys Lane (Methul Road to Mary Gilmore Way)
- Stinsons Lane (Hawthorns Lane to Tilyards Lane)

2) RESHEETING

- Murrell Creek Road (Ardlethan Road to Pamandi Road)
- Seymours Lane (Berry Jerry Lane to Johnson Hill Road)
- Gilmores Lane (East West Road to Gate)
- Ramp Road (Murrulebale Road to Coffin Rock Road)
- East West Road (Jones Lane to Seberrys Lane)

Council's three Grader Crews are still focused on unsealed road re-sheets and gravel maintenance with the weather starting to warm up and minimal rain, access to road and drain maintenance is increasing

#### ES2) COOLAMON BUSINESS PARK (I.03-14, SC1066)

Official opening was conducted on Tuesday 5th September with Bronze plaque located within garden at lot 1. Lots 1 to 6 rear boundary fence has been completed. Concreting of main open stormwater drain, installation of eight concrete parallel parking blisters on Wade Street and the completion of rear boundary fence Lots 7 to 25 are still to be completed.



**ES3) FLR POTHOLE REPAIR & REGIONAL & LOCAL ROADS REPAIR PROGRAM  
(POTHoles 1 & 2) (R.07-11, SC1256)**

A heavy patch road program is scheduled for the end of September incorporating Council's Regional and local sealed road network utilising contractors and Council grader crews. Contractors have been engaged to provide unsealed road maintenance smoothing and shaping along with Council's sealed road network culvert clearing.

Identified road reconstruct program is scheduled to follow once heavy patching program is complete including Walleroobie Road sections identified under VPA funding.

**ES4) RFS AND COUNCIL ROAD SIDE HAZARD REDUCTION (R.09-01, SC502)**

Contractors have been engaged to undertake roadside vegetation chemical spraying on RFS strategic road firebreaks and Council seal road network. Spraying commenced the start of September with the growth period taken into consideration for best kill. Hazard reduction will also incorporate roadside slashing prior to fire season.

**ES5) STINSON STREET (GREGOR) SUBDIVISION (S.16-05, SC1418, DA 2022/48)**

Contractors have started with the installation of electrical and telecommunication services. On completion, Sewer reticulation and Stormwater infrastructure will be installed by Keane Civil and Construction, Tender 2023/07.

**ES6) STIMULUS SAFETY WORKS (R.07-12, SC1356)**

Following the completion of the Mary Gilmore Way two-stage shoulder widening and seal program. Mary Gilmore line marking has been completed which incorporated the installation of Audible Tactile Line Marking (ATLM) for both edge and centre line.

Recommendation

That the Executive Manager, Engineering and Technical Services reports ES1 – ES6 be received and noted.

**RESOLVED on the motion of Clr Lewis and seconded by Clr White that the reports ES1 to ES6 be noted.** 160/09/2023

**ES7) 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.
- Road shoulders sprayed across the Shire.
- High-risk roadways inspected across the Shire.
- Staff have completed inspections of high-risk pathways and sites.
- Staff Attended Henty Machinery Field days.

**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

That the Executive Manager, Engineering and Technical Services report be received and noted.

**RESOLVED on the motion of Clr Maslin and seconded by Clr White that the report ES7 be noted.** 161/09/2023

**Clr McCann thanked Scott Buchanan for covering in Tony Kelly's absence.**

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

### HS1) DEVELOPMENT ACTIVITY REPORT FOR THE PERIOD ENDING 31<sup>ST</sup> AUGUST 2023 (B.05-03, SC58)

#### Summary

This report advises of the Development Application activity for the month of August 2023.

#### Development Activity Table

| Application Number | Type   | Address                              | Determination | Value               |
|--------------------|--|--------------------------------------|---------------|---------------------|
| CDC 2023/16        | New Shed   | 59 Learys Lane,<br>COOLAMON          | Approved      | \$12,000            |
| DA 2022/93         | Awning of Existing Shed  | 8 Angels Lane,<br>COOLAMON           | Approved      | \$15,000            |
| DA 2023/42         | New Steel Framed Shed & Water Tank                             | 18 Learys Lane,<br>COOLAMON          | Approved      | \$60,000            |
| DA 2023/46         | New Steel Framed Shed  | Lot 241; Kingdon Drive,<br>COOLAMON  | Approved      | \$19,800            |
| DA 2023/48         | Transportable Dwelling,<br>(4) Bedroom<br>Premanufactured Home | Lot 2; Cains Lane,<br>COOLAMON       | Approved      | \$515,000           |
| DA 2023/49         | Inground Swimming<br>Pool                                      | 19 Booth Street,<br>COOLAMON         | Approved      | \$19,000            |
| DA 2023/51         | Two (2) New Steel<br>Framed Sheds                              | 22 Mimosa Street,<br>COOLAMON        | Approved      | \$24,000            |
| DA 2023/52         | New Shed   | 56 Iverach Street South,<br>COOLAMON | Approved      | \$28,000            |
| <b>TOTAL:</b>      |  |                                      |               | <b>\$692,800.00</b> |

#### Financial Implications

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

#### Consultation

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

#### Recommendation

That Council receive and note this report on development activity for the period up to 31<sup>st</sup> August, 2023.

**RESOLVED on the motion of Clr Perkin and seconded by Clr Hatty that Council receive and note this report on development activity for the period up to 31st August 2023.** 162/09/2023

**HS2) COOLAMON SHIRE COUNCIL AMENDED KEEPING OF HORSES WITHIN THE COOLAMON SHIRE POLICY (A.08-07, SC27, SC617)**

**Summary**

This report presents the draft amended 'Keeping of Horses within the Coolamon Shire Policy' and seeks Council's endorsement for the amendment and the required public exhibition of the draft amended Policy.

**Background**

Council first adopted the 'Keeping of Horses within the Coolamon Shire Policy' on 16 December 2004.

The policy has seen a number of amendments since it was first adopted as a response to both legislative and environmental changes.

**Objective**

The objective of the policy is:

To provide for the safety of horses on land zoned RU5 – Village, R5 Large Lot Residential and RU4 – Primary Production Small Lots, whilst maintaining existing landholder rights to enjoy their property as they have done so for numerous years and the neighbour rights to enjoy their land in accordance with the amenity of urban living.

**Proposed Amendments**

A recent amendment to the Coolamon Local Environmental Plan 2011 has resulted in a need to amend the current policy version to include the newly introduced R5 Large Lot Residential Zone within this policy.

The proposed amendment has captured the new R5 Zone within the policy.

**Financial Implications**

There are no adverse financial implications resulting from the amendment of the policy.

### Consultation

Internal consultation has occurred with relevant staff members.

It is proposed that the Draft amended policy be publicly exhibited for a period of 28 days allowing a 42 day submission period.

→ It is further proposed that 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.

- Draft Amended Keeping of Horses in the Coolamon Shire Policy. [Attachment No.8](#)

### Recommendation

That Council note the report on the Draft Amended Keeping of Horses within the Coolamon Shire Policy and endorse the public exhibition of the Plan for a period of 28 days.

**RESOLVED on the motion of Clr White and seconded by Clr Perkin that Council note the report on the Draft Amended Keeping of Horses within the Coolamon Shire Policy and endorse the public exhibition of the Policy for a period of 28 days.** [163/09/2023](#)

### **HS3) EXHIBITION AND ADOPTION OF DRAFT MODEL CONTAMINATED LAND POLICY (S.11-03, SC389, SC617)**

#### Summary

This report presents the Draft Model Contaminated Land Policy, post exhibition, to Council for adoption.

#### Background

Council may recall that the Draft Model Contaminated Land Policy was presented to the Councils July Ordinary Business Meeting, where it was resolved that:

*Council note the report on the Draft Contaminated Land Policy and endorse the public exhibition of the Policy for a period of 28 days (115/07/2023).*

By way of recap, the draft Model Policy outlines Council's commitment in regard to managing contaminated land in its local government area. This

commitment continues to be anchored in the ‘contaminated land planning guidelines’ (i.e. the SEPP55 Planning Guidelines – Remediation of Land (1998)).

The draft Model Policy is a copy of the current RAMROC-REROC Model Contaminated Land Policy that Council adopted in 2017. It also includes amendments identified in consultation with both Council and with the project steering committee.

The proposed amendments pertain to:

- Incorporating changes in the regulatory landscape related to contaminated land,
- Addressing feedback received from Council on their experiences and learnings in implementing the current RAMROC-REROC Model Contaminated Land Policy, and
- Council’s request for additional ‘best practice resources’.

The draft amended policy was exhibited from the 21st August until the 18th August 2023.

No submissions were received at Council.

### **Implications on Council**

The draft Model Policy does not present any new implications on Council in regards to the management of contaminated land. Contaminated land clauses remain unchanged with exception to those related to changes in the regulatory landscape that Council has already implemented.

This includes Local Planning Direction 4.4 where a ‘preliminary site investigation’ report is required to be attached to a planning proposal when and only when specific conditions are triggered.

The draft Model Policy includes a new section on UPSS. This section outlines requirements of an ‘appropriate regulatory authority’ under the UPSS Regulation 2019. These requirements are not new and have been applied by Council in development assessment and consent processes for new or significantly modified UPSS.

The new UPSS section also outlines an ‘optional’ risk-based approach for Councils to manage the risk associated with the ongoing operation and maintenance of UPSS in their local government area. Councils were provided with training and

guidance on this approach, as well as data on UPSS sites in their local government area.

Council is to be provided with 'best practice resources' that relate UPSS requirements to specific Council business processes. These resources will guide and inform Council decision-making processes on the extent to which (if at all) UPSS are managed by Council in their local government area.

There are no adverse financial implications resulting from the development and subsequent implementation of the policy.

### **Consultation**

Internal consultation has occurred with relevant staff members.

The Draft policy was publicly exhibited for a period of 28 days, from the 21st July until the 18th August 2023.

No submissions were received at Council.

➔ Model Contaminated Land Policy. Attachment No.9

### Recommendation

That Council note the report on the exhibition of the Draft Contaminated Land Policy and adopt the policy in full and without change.

**RESOLVED on the motion of Clr Maslin and seconded by Clr Perkin that Council note the report on the Draft Contaminated Land Policy and adopt the policy in full and without change.** 164/09/2023

### **HS4) COOLAMON DEVELOPMENT CONTROL PLAN 2015 AMENDMENTS (P.03-02, SC389)**

#### **Summary**

This report presents to Council draft amendments proposed to the Coolamon Development Control Plan 2015.

#### **Background**

The Coolamon Development Control Plan 2015 (the DCP) was first adopted by Council on the 13th August 2015.

The DCP was amended to provide for updated Commercial and Industrial Land use controls, contained within Section 28 of the DCP, on the 20th February 2020, but no wholesale review of the document has occurred since it was first adopted.

The recent inclusion of a new land use zone, the R5 Large Lot Residential Zone, within the Coolamon Local Environmental Plan 2011, has resulted in a need to ensure that appropriate development controls are included in the DCP for development within this zone.

Whilst considering proposed new controls for the R5 Large Lot Residential Zone, the DCP was also reviewed for the purposes of updating the document by way of legislative referencing updates, formatting, removal of none required provisions and general housekeeping amendments.

The DCP will be scheduled for a wholesale review over the next 12 – 24 months.

Proposed Amendments

The proposed amendments to the DCP, as identified above relate to:

- Introduction of R5 Large Lot Residential Zone Development Controls;
- Legislative Amendments; and
- General housekeeping amendments.

The draft amended DCP is attached to this report, with all proposed changes identified in red.

### **Legislative Implications**

The Amendments to the Coolamon Development Control Plan 2015 have been prepared in accordance with the Environmental Planning and Assessment Act 1979 and Environmental Planning and Environmental Planning 2021.

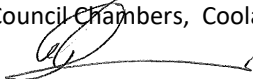
### **Financial Implications**

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

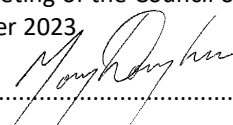
### **Consultation**

In accordance with the Environmental Planning and Environmental Planning 2021, the draft DCP must be exhibited and it is proposed that the plan be exhibited for a period of 28 days.

This report requests the Councils endorsement to publicly exhibit the draft DCP. At completion of exhibition period a report will be presented to Council to

.....  


MAYOR.....



.....GENERAL MANAGER.



consider any submissions made and prior to considering adoption of the draft plan.

→ Coolamon Development Control Plan 2015 Amendments. Attachment No.10

Recommendation

That Council:

1. Note the Report titled 'Coolamon Development Control Plan 2015 Amendments'; and
2. Endorse the public exhibition, for a period of 28 days, the amendments of the Coolamon Development Control Plan 2015, seeking public submissions.

**RESOLVED on the motion of Clr White and seconded by Clr Lewis that:** 165/09/2023

1. **Note the Report titled 'Coolamon Development Control Plan 2015 Amendments'; and**
2. **Endorse the public exhibition, for a period of 28 days, the amendments of the Coolamon Development Control Plan 2015, seeking public submissions.**

**The Mayor called for a division**

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

**Those voting against the motion: Nil**

**HS5) Kerbside Comingled Recycling Processing and Container Deposit Scheme Refund Sharing Arrangements Update (G.01-08, SC197, LF579, 2018/13)**

This report is provided for Councils notation and provides information on a renewed Kerbside Comingled Recycling Processing and Container Deposit Scheme Refund Sharing Arrangement Contract, between Council and Elouera Association (Inc).

Council and the Elouera Association (Inc) have had a Kerbside Comingled Recycling Processing arrangement in place since recycling was introduced within the LGA in 2008; the contract was developed on a 5 year basis/term. The contract provides for the deposition and receipt of recycling that is collected within the Coolamon LGA via the fortnightly domestic collection service at the Elouera facility for processing.

When the NSW EPA introduced the container deposit scheme across NSW on 1 December 2017 there was a requirement for Council to enter into a Container Deposit Scheme Refund Sharing Arrangement with an appropriate stakeholder, Council elected to enter into such an arrangement with the Kerbside Comingled Recycling Processor – Elouera Association (Inc). As such the contract was updated to capture and provide for an equitable contract arrangement between Council and Elouera Association (Inc) for the receipt and processing of eligible containers under the NSW Container Deposit Scheme that are collected on the fortnightly collection service.

The contract is due for renewal on 1 November 2023. A new 5 year contract has been developed and executed between Council and Elouera Association (Inc).

Recommendation

That Council the report titled 'Kerbside Comingled Recycling Processing and Container Deposit Scheme Refund Sharing Arrangements Update'.

**RESOLVED on the motion of Clr Hatty and seconded by Clr Lewis that Council receive and note this report HS5.** 166/09/2023

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

- Clr McCann wished to bring Councillors attention to the report regarding Coolamon's MPS and the fact that it wasn't mentioned in Tuesday's State Budget. It is extremely disappointing, as are the cuts being made to the Office of Regional NSW. Both are of concern to us as obviously the Office of NSW was looking after our project for the Showground and our desire to see an improved MPS remains very strong. I'm seeking Council's endorsement for us to write to our Local Member, Steph Cooke to express our disappointment at the State Governments disregard for Rural and Regional NSW and seek strong advocacy for particularly our MPS funding and to have that out back on the agenda.

Recommendation

That Mayor Dave McCann write to the Premier, Treasurer, Local Member and appropriate Ministers

**RESOLVED on the motion of Clr McCann and seconded by Clr White that letters be penned.** 167/09/2023

- Clr McCann reported on our submission to the committee on Regional, Rural and Remote Health being chaired by Dr Joe McGirr, Member for Wagga. Our submission particularly focused on what we are doing as a Local Government in relation to helping health in Regional NSW. For many years Council has done things like building houses to house aged care workers. Those people will come to Coolamon, we'll train them up and they'll probably migrate into the NSW Health system.
- Clr McCann reported that the RFS Member for New England, Adam Marshall is putting in a private members bill in relation to the RFS RED FLEET. He is quite confident of that getting up so we might expect to see some changes in the position the government has had in relation to Red Fleet but like everything the proof will be in the pudding to see if it gets through. Council still holds its position that we need to have a wider inquiry into emergency services in NSW and hopefully we will have a motion to bring to Council for the Local Government meeting in October. I attended a Local RFS meeting for the Coolamon Shire a week or so ago and it's quite clear the RFS is trying to tidy up their game in relation to a lot of financial issues but it's still not enough and obviously with a fairly significant potential for fire danger in the coming Summer months.
- Clr McCann and GM Tony Donoghue had a meeting with the Secretary of Crown Lands at the Showground, it was quite positive and he supported what we are trying to do down there in relation to the Equine Development. It does seem pretty confident that we will be able to move forward with the leasing arrangements that HRNSW have been looking for. Obviously now we are quite mindful that the funding needs to be made available.
- Country Mayors held its Rural and Regional Health Forum in Wagga. It was quite significant, there was an MOU signed between Country Mayors and the Rural Doctors Network which is a positive step forward in relation to getting Doctors and health providers into our area. There was a problem where the Doctors stopped going to Ardlethan, we now understand they have a new Doctor coming in who will take on that role.
- Tony and I went to Narrandera and had a meeting with the new chairperson of the Narrandera Aboriginal Land Council. It was a very productive meeting, looking positive for us to acquire that land for the Bygoo Road realignment. The new Chairman is of a mind to sell as much land as possible with the intent of building house in the Narrandera area for indigenous people.
- Clr Lewis had a meeting with Louise Graham last week or the week before and she would like to attend the Rural Outreach Counselling meeting next week

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOLAMON  
HELD IN THE COUNCIL CHAMBERS, COOLAMON ON THE 21<sup>ST</sup> SEPTEMBER 2023.

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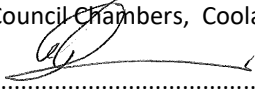
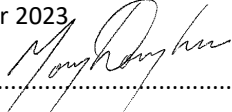
with a view of organizing some dates to talk to Councillors. Further update to be provided at the next Council Meeting.

- Clr White reported on the RERO Energy Conference. It is a fast changing industry.
- Clr Hatty congratulations to Laura and Jacqui for the Yield Festival opening and the Canola Tourism Event held at the Temora Aviation Centre.
- Clr Crocker informed that the Veroa mite status has changed from eradicate to management. Should backyard hives be inspected, social media notices.

***Meeting Closed at 3.58pm***

Confirmed and signed during the Meeting held this 19<sup>th</sup> day of October 2023.

.....  
**MAYOR**

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

# APENDIX 1 - COMPLAINTS HANDLING POLICY



## COMPLAINTS HANDLING POLICY

|                       |   |                       |                       |
|-----------------------|---|-----------------------|-----------------------|
| Date Adopted          | <b>21<sup>st</sup> September 2023</b>     |                       |                       |
| Council Minute        | <b>158/09/2023</b>                        |                       |                       |
| Version               | <b>Version 7</b>                          |                       |                       |
| Policy Responsibility | <b>Corporate &amp; Community Services</b> |                       |                       |
| Review Timeframe      | <b>Every 4 Years</b>                      |                       |                       |
| Last Review Date      | <b>September 2023</b>                     | Next Scheduled Review | <b>September 2027</b> |

### STATEMENT OF INTENT

Coolamon Shire Council's primary charter as a service organisation is to assist its customers and stakeholders consistent with the common good, and legal and statutory responsibilities.

In observation of this charter, one of Council's responsibilities is to receive and act upon complaints from external sources, which relate to any aspect of Council's operations or services.

Coolamon Shire Council regards all complaints with the utmost seriousness. Council will handle complaints in a professional, respectful and timely manner in order to resolve the issues raised by complainants.

### ELIGIBILITY

This policy applies to all Council staff, Councillors and contractors working on behalf of Council.

### DEFINITIONS

#### 1. *Complaint*

A complaint is an expression of dissatisfaction with the Council's policies, procedures, charges, staff, agents or quality of service. A complaint may relate to a specific incident or issue involving Council, or to matters of a more philosophical or general nature regarding Council's processes and/or procedures.

#### 2. *Contract Administrator*

The Contract Administrator is any member of Council's staff who is responsible for letting and overseeing the completion of contracts on behalf of Council. Contracts may be for the provision of goods and/or services to Council.

### 3. *Public Officer*

The Public Officer is a member of Council's senior staff, appointed under the *Local Government Act 1993*. The functions of the Public Officer include provision of assistance to the public in accessing Council documents, representation of Council in legal and other matters, receipt of submissions made to Council and to assist with requests from the public regarding Council's affairs.

## **PROVISIONS**

### 1. *Lodging Complaints*

Complaints may be lodged with Council in the following ways:

- By telephone;
- In person;
- In writing including by facsimile, or email.

### 2. *Anonymous Complaints*

Anonymous complaints will be dealt with in accordance with the gravity of the situation being reported.

### 3. *Recording of Complaints*

All complaints received by Council will be recorded in Council's Electronic Document Management System or Customer Requests Management System.

When a complaint is made in person, subject to the gravity of the complaint, staff and volunteers in the field will advise the complainant to contact Council's office by formal means.

When a complaint is made in person to a Councillor, the Councillor should assess the gravity of the situation and contact the appropriate staff.

Where a complainant is requesting a service, and there are no prior indications of failure to provide that service to the complainant, the request will be recorded as an 'action request' rather than a complaint.

If Council records indicate that the complainant has made contact with Council on one or more occasions regarding a failure of Council to provide that service, such contact will be recorded as a complaint. Complaints of this nature will be forwarded to the General Manager.

### 4. *Complaint Handling*

Complaints received by Council concerning Council affairs will be referred to the appropriate staff member at Manager or Supervisor level to investigate in the first instance.

Should the processes undertaken by the Manager or Supervisor fail to resolve the complaint, or the outcome be regarded as unsatisfactory to the complainant, the Manager or Supervisor will refer the complaint to the General Manager for further review.

In circumstances where these internal processes are unable to resolve a complaint or satisfy the complainant, Council will refer the complaint to an appropriate external agency for review. Such agencies may include the NSW Ombudsman's Office, the Independent Commission Against Corruption or the Office of Local Government.

Where a complaint is received and reported by a Council contractor, the General Manager will investigate the complaint.

Contractors conducting works on behalf of Council are required to report to the Contract Administrator, complaints received by them regarding any aspects of Council's operations or their work. On request from the complainant, the contractor shall refer the complainant directly to the General Manager to address issues surrounding the complaint.

Council may seek to use alternative dispute resolution methods to resolve the complaint in circumstances where such a course of action is deemed appropriate by the Public Officer.

#### 5. *Communication with Complainant*

Within 10 working days of receipt of a complaint, in circumstances where a complainant has provided his/her name, address and contact details, the staff member responsible for handling the complaint will provide acknowledgement of receipt of the complaint to the complainant. Such acknowledgement may be by telephone or in writing as appropriate.

The staff member responsible for handling the complaint will ensure that the complainant is kept informed of progress regarding investigation and resolution of the complaint.

The staff member responsible for handling the complaint will provide written advice to the complainant as to the outcome of investigations. Where appropriate the complainant will also be advised of any measures taken to minimise chances of the issue(s) underlying the complaint occurring again.

#### 6. *Confidentiality*

Council will ensure that confidentiality is maintained in regard to complaints received. Staff receiving and recording complaints alleging corrupt conduct, pecuniary interest, maladministration or improper use of positions must ensure that all allegations contained therein, are not discussed other than with the Public Officer and/or General Manager. Council will take all care that reporting of complaints about Council activities will not result in the complainant experiencing any form of victimization or retribution as a result of the complaint.

#### 7. *Complaints Involving Allegations of Maladministration or Corrupt Conduct*

All complaints alleging corrupt conduct, pecuniary interest, maladministration or improper use of position, including complaints made verbally or anonymously, are to be referred immediately and directly to the Public Officer and/or General Manager.

Under Section 11 of the *Independent Commission Against Corruption Act 1998*, the General Manager must report to the Independent Commission Against Corruption in circumstances where there is reasonable suspicion that corruption in any form has occurred within Council.

#### 8. *Malicious, Frivolous and Vexatious Complaints*

All complaints received by Council will be treated with the utmost seriousness. However if, following investigation, a complaint is found to be malicious, frivolous or vexatious, Council will take no further action on the complaint. A decision to take no further action will be made by a member of staff at the level of Manager or higher and the complainant will be informed of the decision in writing.

#### 9. *Allegations against council employees in relation to child protection and children's safety*

Under the *Children and Young Persons (Care and Protection) Act 1998* **mandated reporters** (includes all employees of a child related services, this includes managers of these services) must make reports if they suspect on reasonable grounds a child is at risk of significant harm. This includes any allegations made against council employees and volunteers.

All complaints received by council will be handled in accordance and reference to Council's Child Protection Policy and Child Safe Policy.

#### 10. *Reporting of Complaints*

Staff will provide reports to Senior Management on complaints received and subsequent follow-up and departmental action as they occur. Reports will provide the following information on each complaint:

- The issue at the centre of the complaint;
- The outcome of investigations in each instance;
- Action taken to address complainants issues;
- Feedback from the complainant where possible as to satisfactory resolution of the complaint or otherwise;
- Referral of the complaint to an external agency;
- Recommendations or actions taken to improve service.

On an annual basis the Public Officer will prepare a statistical summary of complaints received for the statutory annual report.

#### 11. *Regular Review of Complaints Handling by Council*

The Public Officer will conduct a review of Council's complaint handling processes on an annual basis to ensure that such processes are responsive to complainants and are appropriate in addressing issues underlying complaints received by Council.

### **RESPONSIBILITY/ACCOUNTABILITY**

Under the *Local Government Act 1993*, Council's Public Officer is responsible for overseeing the handling of all complaints received by Council concerning Council's affairs.

All staff are required to be aware of the content of this policy.



## ASSOCIATIONS & RELATIONSHIPS

|  |  |
|--|--|
| Legislation                                    | <b>Local Government Act 1993</b><br><b>Independent Commission Against Corruption Act 1998</b>                                      |
| Policies                                       | <b>Code of Conduct</b><br><b>Statement of Business Ethics</b><br><b>Agency Information Guide</b><br><b>Privacy Management Plan</b> |
| Procedures/Protocols,<br>Statements, Documents |  |

## REVIEW

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

**Version 7 Adopted: Council Meeting held 21 September 2023 (Minute No 158/09/2023)**

**Version 6 Adopted: Council Meeting held 21 April 2022 (Minute No 69/04/2022)**

**Version 5 Adopted: Council Meeting held 21 September 2017 (Minute No 175/09/2017)**

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

## APENDIX 2 - CHILD SAFE POLICY



### CHILD SAFE POLICY

|                       |   |                       |                       |
|-----------------------|---|-----------------------|-----------------------|
| Date Adopted          | <b>21 September 2023</b>                  |                       |                       |
| Council Minute        | <b>158/09/2023</b>                        |                       |                       |
| Version               | <b>Version 1</b>                          |                       |                       |
| Policy Responsibility | <b>Corporate &amp; Community Services</b> |                       |                       |
| Review Timeframe      | <b>Every 4 years</b>                      |                       |                       |
| Last Review Date      | <b>September 2023</b>                     | Next Scheduled Review | <b>September 2027</b> |

#### INTRODUCTION

Coolamon Shire council is committed to providing and maintaining a child safe environment that supports the wellbeing of all children and young people.

This policy and the Child Safe Procedures outline the commitment and responsibilities all Coolamon Shire Council employees, contracted services, councilors, volunteers and students on work placement will implement to prevent abuse and promote the safety, welfare and wellbeing of children and young people with whom the Council provides as service.

#### CHILDREN'S PARTICIPATION

Coolamon Shire Council supports children's participation in the services and activities we offer. This includes providing resources for children and young people to provide education about their rights, safe environments, strategies for staying safe and seeking help when required.

Council employees will be provide with relevant training and information to ensure they are skilled to encourage children's participation, engage positively with children and understand the benefits of a child-rights approach.

Services Council provide including early childhood services, community library services and community events will provide a range of ways for children to contribute, gain confidence to seek help and be provide with choices throughout their engagement. This includes:

- Responding to children's interests when planning learning and participation programs
- Providing a range of programs to support all ages (early childhood, community story times, school holiday programs and youth events)
- Providing children, young people and their families information regarding how to access support services and opportunities to share feedback on their engagement
- Fostering an environment that responds to the views of young people and promotes children's participation as valuable.

## RECRUITMENT

Coolamon Shire Council will ensure the recruitment process includes procedures that are in accordance with the *Child Protection Working with Children Act (2012)*, the *Child Protection (Working with Children) Regulation 2013* and the *Children and Young Persons Care and Protection Act 1998*.

These procedures include:

- Relevant screening processes including Working with Children Checks and Police Checks
- Emphasising children's safety throughout recruitment including advertising, screening and reference checks
- Induction will include clear explanation of the employee's child safety responsibilities, mandatory reporting obligations and procedures. Employees are provided with relevant documents to supporting induction including
  - This policy
  - Child Protection policy
  - Privacy Management Plan
  - Code of Conduct
- Council carries out disciplinary process for any breaches of the Code of Conduct and supporting policies as per the relevant clause of the *Local Government (State) Award*.

## COMPLAINTS MANAGEMENT & REPORTING

For procedures in relation to managing complaints or allegations of harm towards a child or young person, reference is to be made to Council's Complaints Handling Policy.

## TRAINING, SUPPORT & SUPERVISION OF WORKERS

Council employees will be provided training in relation to their role and level of engagement with children. This will begin with provision of relevant policies and procedures at induction, and continue through the provision of in-house training sessions, staff meetings and formal training that an employee may undertake as required by their role (mandatory and discretionary).

## ASSOCIATIONS & RELATIONSHIPS

|             |  |
|-------------|--|
| Legislation | <i>Child Protection (Working with Children) Act 2012</i><br><i>Child Protection (Working with Children) Regulations 2013</i><br><i>Children and Young Persons (Care and Protection) Act 1998</i><br><i>Children's Guardian Act 2019</i><br><i>Civil Liability (Amendment (Organisation Child Abuse Liability) Act 2018</i><br><i>Crimes Act 1900</i><br><i>Local Government Act 1993</i><br><i>National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth)</i><br><i>NSW Child Safe Standards</i><br><i>NSW Children (Education and Care Services National Law Application) Act 2010</i> |
|-------------|--|

|   |  |
|---|--|
|   | <i>Privacy and Personal Information protection Act 1998</i><br><i>State Records Act 1998</i><br><i>United Nations Convention on the Rights of the Child (1990)</i>   |
| Policies                                    | <i>Code of Conduct</i><br><i>Child Protection Policy</i><br><i>Staff Recruitment and Selection Policy</i><br><i>Complaints Handling Policy</i><br><i>Records Management Policy</i><br><i>Privacy Management Plan</i> |
| Procedures/Protocols, Statements, Documents | Council Employee Handbooks<br>Coolamon Shire Council Induction<br>CECC/Ardlethan Preschool – Educator Handbook<br>CECC/Ardlethan Preschool Policies  |

### **REVIEW**

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

**Version 1 Re-adopted: Council Meeting held 21 September 2023 (Minute No. 158/09/2023)**

**Version 1 Adopted: Council Meeting held 17 March 2022 (Minute No. 44/03/2022)**

## APENDIX 3 - CHILD PROTECTION POLICY



### CHILD PROTECTION POLICY

|                       |   |                       |                       |
|-----------------------|---|-----------------------|-----------------------|
| Date Adopted          | <b>21 September 2023</b>                  |                       |                       |
| Council Minute        | <b>158/09/2023</b>                        |                       |                       |
| Version               | <b>Version 3</b>                          |                       |                       |
| Policy Responsibility | <b>Corporate &amp; Community Services</b> |                       |                       |
| Review Timeframe      | <b>Every 4 years</b>                      |                       |                       |
| Last Review Date      | <b>September 2023</b>                     | Next Scheduled Review | <b>September 2026</b> |

#### OBJECTIVE

The overall objective of this Policy is to ensure compliance with child protection legislation, including; mandatory reporting, attraction and engagement and responding to allegations against staff involving children and young people.

The objectives of this Policy include:

- To promote the health, safety, welfare and wellbeing of children and young people in council activities as well as the Coolamon Shire community.
- To ensure that Council provides a safe environment for children and young people whilst on Council premises and utilising Council services.
- To ensure all workers engaged with Council in a child-related role have a valid Working with Children Check clearance number.
- To ensure workers are aware of their obligations in relation to the various child protection legislation and Council's policy.
- To ensure Council promptly implements procedures which are confidential and transparent when investigating and responding to allegations of "reportable conduct" as defined under the *Children's Guardian Act 2019*.

All workers at Council should be aware of and sensitive to children with culturally diverse or indigenous backgrounds and their cultural practices without deviating from this policy; in line with the *Anti-Discrimination Act 1977* and the principles of Equal Employment Opportunity.

## SCOPE OF POLICY

This policy applies to all workers engaged by Council (in any paid or unpaid capacity).

Any reference to 'worker' for the purpose of this policy includes employees, councillors, contractors or sub-contractors, work experience participants, labour hire, volunteers and student placements who are in a child-related role. Child related roles are to be in accordance with legislation and regulatory requirements.

## 1. RESPONSIBILITIES

### Head of Entity

Council is considered a relevant entity and reporting body as per the Reportable Conduct Scheme and under the *Children's Guardian Act 2019* must have a "head of a relevant entity". For the purpose of this policy Council's Head of Entity is the General Manager. The Head of Entity is required to notify the Children's Guardian of reportable allegations and convictions against employees. Responsibilities include:

- Ensuring the entity's compliance with legislative obligations under the Reportable Conduct Scheme.
- Ensuring the entity has systems, policies and processes in place to adhere to the *Children's Guardian Act 2019*.
- Should Council become aware of a reportable allegation or a reportable conviction, the Head of Entity must follow the below steps:
  - Notify the Office of the Children's Guardian within seven business days
  - Conduct an investigation into the allegations.
  - Provide information about the allegation, the progress of the investigation and the finding and action taken to the alleged victim and their parent/carer unless the General Manager considers that it is not in the public interest to do so
  - By 30 calendar days after the Head of Entity becomes aware of the reportable allegation, provide either a finalised entity report or an update (an interim report, reasons the investigation has not been completed and an estimated timeframe for completion)
  - Make a finding of reportable conduct if satisfied, on the balance of probabilities
  - Provide information to the Children's Guardian, which may include information about a reportable allegation, the relevant entity's response to a reportable allegation, and systems for preventing and responding to reportable allegations
  - Ensure an appropriate level of confidentiality of information relating to reportable allegations and only disclose information about the allegations in circumstances permitted by the Act or other legislation

### Managers/ Supervisors

Managers and supervisors are responsible for:

- Treating all complaints seriously, equitably and confidentially, taking immediate action to investigate and resolve allegations
- Notifying the Head of Entity and Executive Manager, Corporate & Community Services of any reportable allegation
- Determining child-related roles within the organisation and for the ongoing management of the process, supported by the Human Resources Officer.

- Notifying the Human Resources Officer prior to the engagement of any non-Council employee involved in child-related work so the appropriate verification check and training can be undertaken.

### **Human Resources Officer**

The Human Resources Officer is responsible for:

- Verifying workers working with children checks
- Recording of all Working with children check documentation including expiry date
- Supporting Managers to determine child-related roles within the organisation and for the ongoing management of the process

### **Workers**

Workers are responsible for:

- Acting in accordance with the *Children's Guardian Act 2019*
- If working within a child related role the worker must apply and submit clearance to the Human Resources Officer or person who engaged them in work for verification or renewal purposes.
- Adhering to Council's Child Protection Policy
- Adhering to the Council's Code of Conduct when engaged in child related work
- Immediately notifying Council's Human Resources Officer if any reportable allegation or conviction of which they become aware.
- Report any concerns about the safety or welfare of a child or young person immediately.

## **2. COMMITMENT TO CHILD SAFETY AND WELLBEING**

Council is committed to implementing the NSW Child Safe Standards which are aligned to the National Principles for Child Safe Organisations. Council have put into practice several measures to ensure we are providing a safe environment for children and young people. This includes the processes related to policy adherence, risk, recruitment, communications and council response to issues and complaints.

This Policy reflects Council's commitment to the child safe standards identified by the Royal Commission (2017) as outlined below:

- Child safety is embedded in institutional leadership, governance & culture
- Children participate in decisions affecting them and are taken seriously
- Families and communities are informed and involved
- Equity is upheld and diverse needs are considered
- People working with children are suitable and supported
- Processes to respond to complaints of child sexual abuse are child focused.
- Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
- Physical and online environments minimise the opportunity for abuse to occur.
- Implementation of the Child Safe Standards is continuously reviewed and improved.
- Policies and procedures document how the institution is child safe.

Implementation of this policy will be overseen by the Corporate & Community Services section and coordinated by representatives across any other departments within Council where child-related work may be arise.

### **3. RECRUITMENT & TRAINING**

Council will undertake a robust recruitment process, including role advertisement, pre-interview screening, reference checks and effective interviewing to assist in the recruitment of suitable workers. All workers who are engaged in child-related work are required to undertake a Working with Children Check as issued by the NSW Office of the Children's Guardian. This is to be renewed every 5 years.

Council is committed to ensuring that all workers engaged in child-related work are equipped with the knowledge, skills and awareness to keep children safe and will provide targeted training and support for individuals in those roles.

All workers engaged in child-related work will be required to sign off that they have read, understood and will abide by the Child Protection Policy and Code of Conduct.

### **4. COMPLAINTS MANAGEMENT**

Complaints and allegations concerning the welfare, wellbeing and safety of children against Council workers will be managed according to Council's Complaints Handling Policy.

All complaints should be reported immediately, this includes:

- Disclosure of abuse
- Inappropriate behaviour around children
- Suspicion of abuse or harm to a child

All complaints must be reported as per Council's Complaints Handling Policy. Any worker can also make a complaint to the Human Resources Officer.

### **5. REPORTING OBLIGATIONS**

Where there are concerns that a child or young person is at risk of being neglected or physically, sexually or emotionally abused, staff who are 'mandatory reporters' are required to report this to Department of Communities and Justice by phoning the helpline on 132 111. Mandatory reporters should use the Mandatory Reporters Guide (<https://reporter.childstory.nsw.gov.au/s/>) to help decide whether a child is suspected to be at risk of significant harm. The Mandatory Reporters Guide covers eight key areas to help you understand if a report should be made and they include:

- Physical Abuse
- Neglect – Supervision; Environment; Food; Hygiene; Medical Care; Mental Health Care; Education -Not Enrolled
- Sexual Abuse – Child; Young Person; Problematic Sexual Behaviour Toward Others
- Psychological Harm
- Danger to Self or Others
- Relinquishing Care
- Carer Concern – Substance abuse; Mental Health; Domestic Violence
- Unborn Child

Workers who are not mandatory reporters, as well as members of the community, can also report the suspected risk of significant harm to the Department of Communities & Justice helpline.

As a reporting body Council has obligations to report findings of sexual misconduct and serious physical assault involving children by a child-related worker to the Office of Children's Guardian.



Under the *Child Protection (Working With Children) Act 2012*, Council must investigate allegations of such conduct to make an informed finding as to whether or not the conduct occurred.

To determine whether or not the conduct meets the criteria, Council must consider the nature of the conduct itself and the context in which it occurred.

If the investigation results in a finding that sexual misconduct or serious physical assault occurred, Council must report this finding to the Office of the Children's Guardian.

## **6. RISK MANAGEMENT**

Council will ensure that child safety is a part of the overall risk management approach. A risk assessment will be undertaken in facilities that have child related services and Council events.

Steps that must be taken to complete council's Risk Assessment for child related services are:

1. An activity will be identified
2. Hazards associated with that activity will then be recorded.
3. A risk score for the hazards identified from the risk score matrix should be determined and recoded.
4. Determine appropriate risk controls as reasonably practical for hazards identified and recorded
5. Finally determine the risk score after controls have been implemented for the hazards in which have been identified.

## **7. DOCUMENTATION AND RECORD KEEPING**

Council's Human Resources Officer will maintain records of Working With Children Checks, acknowledgement of the workers understanding of their child protection and training undertaken. Records will be electronic and be made available if requested for audit and monitoring purposes.

All documentation and/or records of a confidential nature relating to allegations against workers will always be kept private and confidential.

## **8. BARRED STATUS**

Should the check or continuous monitoring result in a barred status the worker, if currently working in a child-related role, will be removed from that role. Should the worker be an employee of Council then the matter will be referred to the General Manager for determination; which depending on the circumstances may also result in termination of employment. This will be managed in accordance with Disciplinary Procedures of the Local Government (State) Award.

## **9. SUPPORT AVAILABLE**

Council provides an Employee Assistance Program (EAP) which is available to workers who have had allegations made against them and workers who have been involved in the investigative process, including those who have been involved in reporting the matter to the General Manager. The EAP service is also available to workers and their families who may be experiencing personal difficulties including child abuse and/or allegations. The EAP is a free confidential and independent counselling service.

## DEFINITIONS

|                                  |   |
|----------------------------------|---|
| <b>Abuse</b>                     | A term used to refer to different types of harm or maltreatment. In this document it refers to types of harm or maltreatment that children and young people experience, including; physical harm, sexual assault, exposure to domestic violence, psychological harm and prenatal risks.   |
| <b>Allegation</b>                | A reportable allegation is an allegation that an employee has engaged in conduct that may be reportable.  |
| <b>Child</b>                     | Any persons under the age of 18 years.  |
| <b>Child-related Work</b>        | Work that involves direct contact (physical contact or Face to Face) by a worker with a child or children and that contact is a usual part of and more than incidental to the work, or work in a stipulated, child-related role.  |
| <b>Conviction</b>                | A reportable conviction means a conviction (including a finding of guilt without the court proceeding to a conviction), in NSW or elsewhere, of an offence involving reportable conduct.  |
| <b>Child-Safe Organisation</b>   | An organisation in which child safety is embedded in planning, policy and practices and where the voices of children and young people are valued and actioned.  |
| <b>Investigation</b>             | Conduct investigations to determine whether there is a risk of (significant) harm to a child or young person.   |
| <b>Mandatory Reporters</b>       | People who deliver services, wholly or partly, to children as part of their paid or professional work. This is regulated by the <i>Children and Young Persons (Care and Protection) Act 1998</i> . This includes, but not limited to, professionals working in health care; welfare; education; children's services; residential services and law enforcement.  |
| <b>Neglect</b>                   | A term used to refer to a pattern characterised when a parent or caregiver cannot regularly provide a child or young person the basic requirements for his or her growth and development such as food, clothing, shelter, medical and dental care, adequate supervision and adequate parenting and care.  |
| <b>Risk of Significant Harm</b>  | Concern/s about a child or young person that are sufficiently serious to warrant a response by a statutory authority irrespective of a family's consent. It is something that is not minor or trivial and that may be reasonably expected to produce a substantial and demonstrably adverse impact on the child or young person's safety, welfare or wellbeing. In Addition, it can result from a single act or omission or an accumulation of these. Risk of significant harm is the NSW threshold to report child protection concerns to Department of Communities & Justice via the Child Protection helpline. |
| <b>Reportable Conduct Scheme</b> | The reportable conduct scheme monitors how organisations (relevant entities) investigate and report on types of conduct made against their employees, volunteers or certain contractors who provide service to children. When the head of a relevant entity becomes aware of a reportable allegation or a reportable conviction, the head of that entity must notify the Children's Guardian within seven (7) business days and conduct an investigation into the allegations.  |
| <b>WWCC</b>                      | Working with Children Check. The WWCC is a requirement for any non-exempt person who works or volunteers in child-related work in NSW. The check provides either clearance to work with children for five years, or a bar against working with children   |
| <b>Young Person</b>              | A young person can be defined in a variety of ways depending on the context. For the purpose of this policy a young person is a person who is over the age of 16 years but under the age of 18 years.   |

## ASSOCIATIONS & RELATIONSHIPS

|             |  |
|-------------|--|
| Legislation | <i>Anti-Discrimination Act 1977</i><br><i>Child Protection (Working with Children) Act 2012 (NSW)</i><br><i>Child Protection (Working with Children) Regulation 2013 (NSW)</i><br><i>Local Government (State) Award 2020</i><br><i>Children’s Guardian Act 2019</i><br><i>Children and Young Persons (Care and Protection) Act 1998</i><br><i>Civil Liability Act 2002 – No 22</i><br><i>Crimes Act 1900 – No 40</i><br><i>The Ombudsman’s Act 1974</i><br><i>The Commission for Children and Young People Act 1998</i><br><i>Education and Care Services National Law and Regulations</i> |
| Policies    | Code of Conduct<br>Complaints Handling Policy<br>Equal Employment Opportunity Policy & Management Plan<br>Staff Recruitment & Selection Policy   |

## REVIEW

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

**Version 3 Re-adopted:** *Council Meeting held 21 September 2023 (Minute No 158/09/2023)*

**Version 3: Adopted** *Council Meeting held 21 April 2022 (Minute No 69/04/2022)*

**Version 2 Re-Adopted:** *Council Meeting held 19 February 2009 (Minute No.26/02/2009)*

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

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