**Expenditure Revote Report**

| WO | Description | Funding Source | Externally Funded % | Revote Amount $ | 2024-2025 Expenditure | Budget Remaining $ | Comment |
|---|---|---|---|---|---|---|---|
| | **Tourism** | | | | | | |
| | **Town Planning** | | | | | | |
| 3386 | S7.11 - Contributions Plan | General | | 15,000 | - | 15,000 | Draft plan progressing in-house |
| | | | **Sub-Total** | **15,000** | **-** | **15,000** | |
| | **Waste** | | | | | | |
| 2033 | Combating illegal dumping | EPA | 100% | 20,000 | 15,000 | 5,000 | Continuation of the inputing of data into the RIDOnline system to establish a baseline of data for final report in June 2025. |
| | | | **Sub-Total** | **20,000** | **15,000** | **5,000** | |
| | **Total Operating Expenditure Revote** | | **Total** | **35,000** | **15,000** | **20,000** | |

**Capital Expenditure Revote Report**

| WO | Description | Funding Source | Externally Funded % | Revote Amount $ | Revote Expenditure To Date | Remaining $ | Comment |
|---|---|---|---|---|---|---|---|
| | **Communications And IT** | | | | | | |
| 915 | Video Conferencing System | | | 28,973 | 1,711 | 27,262 | Project to Roll out new video conferencing system in Coolah and Coonabarabran Chambers for Council Meetings - Coolah completed August 2024. Coonabarabran upgrades to come. |
| | | | **Sub-Total** | **28,973** | **1,711** | **27,262** | |
| | **Town Planning** | | | | | | |
| 3135 | Coolah Basin Flood Study | General | | 90,000 | 42,000 | 48,000 | Project proceeding, data collection in process |
| | | | **Sub-Total** | **90,000** | **42,000** | **48,000** | |
| | **Development Services** | | | | | | |
| 3134 | EDT Strategy Review | General | | 30,000 | 29,363 | 637 | Awaiting the draft EDTS from the consultant, scheduled for presentation to Council in February 2025. |
| 2835 | Town Signage - Coonabarabran | General | | 28,077 | | 28,077 | Awaiting for engineer to provide plans for each town sign before progressing |
| 2925 | Town Signage - Coolah | General | | 24,937 | | 24,937 | Awaiting for engineer to provide plans for each town sign before progressing |
| 2926 | Town Signage - Mendooran | General | | 28,186 | | 28,186 | Awaiting for engineer to provide plans for each town sign before progressing |
| 2927 | Town Signage - Dunedoo | General | | 28,186 | | 28,186 | Awaiting for engineer to provide plans for each town sign before progressing |
| 2928 | Town Signage - Baradine | General | | 28,187 | | 28,187 | Awaiting for engineer to provide plans for each town sign before progressing |
| 2929 | Town Signage - Binnaway | General | | 28,187 | | 28,187 | Awaiting for engineer to provide plans for each town sign before progressing |
| | | | **Sub-Total** | **195,760** | **29,363** | **166,397** | |
| | **Local Roads** | | | | | | |
| 2600 | Rotherwood Road Causeway | LRCI2 | 100% | 28,036 | - | 28,036 | Project being reassessed. Rotherwood Road to be upgraded for windfarm development.<br>4.11.24 Application made to LRCI Program to withdraw this project and reallocate funding to other projects in the Program. |
| 3050 | State Forest Road Sealing Project | FLR4 | 100% | 99,001 | 91,631 | 7,370 | 2.12.24 Construction tenders close 10 December 2024. RFQ has been issued for the preparation of civil designs.<br>Project Change Request Form submitted to TfNSW seeking extended timeframe for Milestones 2, 3 & 4.<br>TfNSW advised Council to proceed with design and report back on what scope can be achieved with the project budget.<br>04.10.2024. Concept design drawings completed. Awaiting detailed design.<br>04.11.2024. Amendments to detailed design required to address concerns of adjoining property owner. Tender documents for construction being prepared. |
| | | | **Sub-Total** | **127,037** | **91,631** | **35,406** | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | **Ovals** | | | | | | |
| 2599 | Coonabarabran Oval No 3 - renewal of change rooms | R4R9 | 100% | 228,588 | | 228,588 | 2.12.24 Concrete slab completed. Building 30% completed. 4.11.24 This project is complete find to be reallocated to WO2972. |
| 2973 | Mendooran Oval Amenities Upgrade | R4R9 | 100% | 649,470 | 16,515 | 632,955 | 02.12.24 Concept plan completed. Site location confirmed with Development Group. Initial concept completed. Location of onsite to be confirmed. Consultation to be undertaken with users.<br>4.11.24 Documents for DA currently being prepared. |
| 2971 | Bowen Oval Amenities /Upgrade | R4R9 | 100% | 351,843 | 15,240 | 336,603 | 2.12.24 site location for new amenities building confrimed. Awaiting CC approval for six bay shed.<br>Planning underway - DA being prepared and quotes sought. Concept plans being developed.<br>4.11.24 Consultation occurring with Oval Committee on sewer relocation and location of amenities building. |
| 2861 | Baradine Oval - Renew Change rooms | Council's Cont (Grant) | | 35,000 | - | 35,000 | 2.12.24 Scope of works to be finalised. Works to be scheduled. |
| 2862 | Ovals Renewals - Capital allowance | Council's Cont (Grant) | | 20,000 | - | 20,000 | Works to be scheduled. |
| 3136 | Coolah Tennis Club Fencing | General | | 45,000 | 39,948 | - | Works complete. |
| 3153 | Binnaway Tennis Club House | General | | 25,000 | - | 25,000 | Works to be scheduled. |
| 2863 | Binnaway Tennis Court Renovation & Upgrade | LRCI | 100% | 57,527 | 57,527 | - | Works complete. |
| 2232 | Mendooran Sports Ground Fence | DCF2020 | 100% | 12,489 | - | 12,489 | Works to be scheduled. |
| 2972 | Coonabarabran Oval 3 New Amenities | R4R9 | 100% | 134,074 | 134,074 | - | 2.12.24 works Underway. 30% complete. DA approved. Contract awarded. Demolition of former kiosk complete. Construction late October.<br>4.11.24 Construction Certificate has been issued. Builder is expected to commence onsite on 11 November 2024. |
| 3119 | Baradine Oval Kiosk Construction Accessible Toilet | SCCF5 | 100% | 20,000 | 683 | 19,318 | 2.12.24 DA Lodged. RFQ being prepared. 4.11.24. DA lodged. Additional information required. |
| 3120 | Coonabarabran Oval No. 2 - Ground Access Improvements SCC Rd5) | SCCF5 | 100% | 15,763 | 503 | 15,260 | Works being scoped and to be scheduled. |
| 3152 | Coonabarabran Oval No. 3 - Fencing (funded by SCC Rd5) | SCCF5 | 100% | 24,899 | 175 | 24,724 | Works being scoped and to be scheduled. |
| 2864 | Mendooran Tennis Court Resurfacing (LRCI 3 funded) | LRCI3 | 100% | 24,555 | 24,555 | - | Works complete. |
| | | | **Sub-Total** | **1,644,208** | **289,219** | **1,349,937** | |
| | **Pools** | | | | | | |
| 2974 | Coonabrarabran Pool Masterplan | R4R9 | 100% | 199,440 | 15,131 | 184,310 | Masterplan underway by consultant. |
| 3078 | Coonabrarabran Pool - Flood Mitigation | Flood Emergency | 100% | 100,000 | - | 100,000 | Works to be scheduled. |
| 3079 | Upgrades to Baradine, Binnaway, Coolah, Coonabarabran & Mendooran Swimming Pools | SCCF5 | 100% | 542,581 | - | 542,581 | Works underway. To be completed by 30 June 2025. |
| 2865 | Leak and Joint Repairs - All Pools | General | | 11,275 | - | 11,275 | Works underway. To be completed by 30 June 2025. |
| 2866 | Coonabarabran pool - Renew office roof | General | | 50,000 | - | 50,000 | Scope of works changed. Forms part of Council's contribution towards SCCF5 projects |
| 2867 | Dunedoo Pool New Amenities building (LRCI Funded) | LRCI | 100% | 12,932 | 12,932 | - | 2.12.24 Works underqay. Project is 60% completed. 4.11.24. Works underway. Project is 40% completed. |
| 3129 | Electrical Compliance works at Baradine,Binnaway, Coonabarabran | SCCF5 | | 77,571 | | 77,571 | Works underway. To be completed by 30 June 2025. |
| 3130 | Continuous dosing systems at Baradine,Binnaway, Coonabarabran | SCCF5 | | 60,000 | | 60,000 | Works complete. |
| 3131 | Pump and Plant upgrades at Coolah,Coonabrabran & Dunedoo | SCCF5 | | 68,000 | | 68,000 | Works underway. To be completed by 30 June 2025. |
| 3155 | Binnaway Pool Waste Water Disposal Improvements | General | | 20,000 | | 20,000 | Works to be scheduled. |
| 3169 | Pump and Plant upgrades at Coolah,Coonabrabran & Dunedoo | SCCF5 | | 25,000 | | 25,000 | Works underway. To be completed by 30 June 2025. |
| | | | **Sub-Total** | **1,166,799** | **28,063** | **1,138,737** | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | **Property** | | | | | | |
| 2698 | Playground equipment - renewal | General | | 36,935 | - | 36,935 | To be scheduled. |
| 2892 | Coolah disabled public toilet at rear of community building | General | | 79,000 | - | 79,000 | 2.12.24 Scope of works to be confirmed. Scope revised in light of additional Local Commitments funding of $70,000. Project to commence in 24/25. 4.11.24 Scope of works to be confirmed. |
| | | | **Sub-Total** | **115,935** | **0** | **115,935** | |
| | **Town Streets** | | | | | | |
| 2869 | Lachlan Street - shared pathway LRCI funded | LRCI3 | 100% | 43,293 | 43,293 | - | Works complete. |
| | | | **Sub-Total** | **43,293** | **43,293** | **0** | |
| | **Warrumbungle Sewer** | | | | | | |
| 2102 | Baradine Sewerage Scheme Upgrade Scoping Study | Dept of Infrastructure INSW | 75% | 5,737 | 5,737 | 0 | Project completed. Funding deed being finalised with INSW. |
| | | | **Sub-Total** | **5,737** | **5,737** | **0** | |
| | **Warrumbungle Water** | | | | | | |
| 2945 | Shirewide Fluoride Upgrades (Funded by NSW Health 100%) | NSW Health | 100% | 434,451 | 61,623 | 372,828 | Civil works complete, chemical dosing works to commence in December 2024. |
| | | | **Sub-Total** | **434,451** | **61,623** | **372,828** | |
| | **Total Capital Expenditure Revote** | | **Capital Total** | **3,852,193** | **592,639** | **3,254,502** | |
| | **Total Operating and Capital Expenditure** | | **Total All** | **3,887,193** | **607,639** | **3,274,502** | |

| WO | WO Desc | Directorate | Funding | Past Years Budgets | Current Year 2024/25 Budget | Future Years Budget Allocation | Total Project Budget | Past Years Expenditure | Current Year 2024/25 Expenditure | Total Project Expenditure to Date | Total Project Budget Remaining | Expected Completion Date | Comment |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1571 | Coonabarabran Sewage Treatment Plant Upgrade | Warrumbungle Water | Part Grant Funded (est 50%) | 2,000,000 | 150,000 | 1,000,000 | **3,150,000** | 474,642 | 2,283 | **476,924** | **2,673,076** | 30/06/2025 | Project Update:<br>Conflicting advice has been received from the funding body and a change request has been submitted to approve the reduced scope of works which will take 1 month. Once endorsed, works can commence planning.<br><br>Revised project expenditure pathway is as follows: FY 24/25 $150,000.<br><br>Funding deed is not milestone based and monthly claims are submitted to iNSW, however project milestone schedule is as per the below.<br><br>Milestone Date Value Progress<br>Options Report 12/04/18 $190,000 Completed<br>Design 03/01/20 $291,000 Completed<br>Construction 30/06/25 $300,000 15%<br><br>Initial completion date for construction as per the funding deed was February 2022, an Extension of Time has been granted by the funding body until 30 June 2025. |
| 1576 | Dunedoo Sewage Treatment Plant Upgrade (RNSW 811) | Warrumbungle Water | Part Grant Funded (est 30%) | 3,039,437 | 2,000,000 | 2,500,000 | **7,539,437** | 879,643 | 224,391 | **1,104,034** | **184** | 30/06/2026 | Project Update:<br>Revised concept design activities are complete and concept design has been submitted to the regulator for endorsement. Following completion of the concept design Council will submit a Section 60 application. Maturation pond desludging has commenced. Automation upgrades are progressing with the installation of online instrumentation. Procurement of a new amenities block has commenced. Proposed project expenditure is as follows: FY24/25 $2,000,000, FY25/26 $2,500,000.<br><br>Council has two funding partners for this project, DCCEEW and iNSW.<br><br>iNSW funding deed is not milestone based and is monthly claim based, however milestones in the project program are below:<br><br>Milestone Date Value Progress<br>Options Report 07/09/17 $80,000 Completed<br>Design 01/03/18 $181,000 Completed<br>Construction 30/06/26 $539,000 49%<br><br>As per the initial funding deed, the construction milestone was due to be completed in March 2019. Progress with the project has been significantly delayed due to resourcing issues and changing strategic deliverables. The revised completion date is as per the milestone schedule.<br><br>DCCEEW funding deed is milestone based with the following milestones:<br><br>Milestone Date Value Progress<br>Execution of deed 15/11/22 $850,000 Completed 15.06.2023<br>Tender award 31/05/24 $850,000 Completed 31.05.24 |

| WO | WO Desc | Directorate | Funding | Past Years Budgets | Current Year 2024/25 Budget | Future Years Budget Allocation | Total Project Budget | Past Years Expenditure | Current Year 2024/25 Expenditure | Total Project Expenditure to Date | Total Project Budget Remaining | Expected Completion Date | Comment |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1577 | Coolah Sewage Treatment Plant Upgrade (RNSW 812) | Warrumbungle Water | Part Grant Funded (est 57%) | 1,053,704 | 350,000 | 5,650,000 | **7,053,705** | 256,848 | 64,724 | **321,572** | **6,732,133** | 30/06/2027 | Project Update:<br>Technical deliverables have been issued to the regulator and are awaiting preliminary feedback response expected in mid December . Revised project budget is $9,932,233 with proposed expenditure pathway as per the following: FY 24/25 $350,000, FY 25/26 $500,000, FY 26/27 $5,500,000, FY 27/28 $3,582,233.<br><br>Council has two funding partners for this project, DCCEEW and iNSW.<br><br>iNSW funding deed is not milestone based and is monthly claim based, however milestones in the project program are below:<br><br>Milestone Date Value Progress<br>Options Report 03/11/24 $80,000 100%<br>Design 10/09/25 $181,000 10%<br>Construction 19/04/28 $564,000 0%<br><br>Progress with the project has been significantly delayed due to difficulty securing a site for the delivery of the preferred option.<br><br>DPE funding deed is milestone based with the following milestones:<br><br>Milestone Date Value Progress<br>Execution of deed 15/11/22 $1,145,000 100%<br>Design award 25/06/24 $1,145,000 100% |
| 2128 | Binnaway Sewerage Scheme Business Case | Warrumbungle Water | SSWP 75% | 475,114 | 400,000 | - | **875,114** | 57,893 | 8,973 | **66,866** | **808,248** | 30/06/2025 | Project Update:<br>Concept design works by Public Works are ongoing and are progressing with site selection process 100% complete and approval obtained from Council. Draft concept design is complete and being reviewed by Council. Overall the concept design is 74% complete.<br><br>Milestone Date Value Progress<br>Draft business case 02/05/25 $357,750 83%<br>Final business case 08/08/25 $39,750 0%<br><br>Project significantly delayed following completion of the options investigation due to DCCEEW not providing response to Council's request to review funding for construction phase of the project. Initial completion for draft business case was 30/11/20 and final business case was 22/12/20. These dates have now been revised as per the above milestone schedule with the revised dates approved by the funding body. |
| 1903 | Baradine Water Treatment Plant Upgrade | Warrumbungle Water | SSWP 75% | 1,600,000 | 200,000 | 7,000,000 | **8,800,000** | 37,585 | 8,574 | **46,159** | **8,753,841** | 30/06/2028 | Project Update:<br>Council have engaged NSWPW to review planning works and finalise capcity assessment process. Works are progressing as scheduled and is expected to be finalised in late December 2024. Once this planning work is complete the concept design can recommence. Upon completion of the concept design, Council will submit a Section 60 application to DCCEEW. Council plans to proceed to tender in October 2025 and award a D&C contract in September 2026. Detailed design is to commence in March 2027 and construction will commence in August 2027. The project is forecasted to achieve practical completion in March 2029. Proposed expenditure pathway is FY24/25 $200,000, FY25/26 $1,000,000, FY 26/27 $3,500,000, FY 27/28 $2,500,000.<br><br>Milestone Date Value Progress<br>Deed execution 30/06/22 $90,000 Completed 30.06.2022<br>Contract execution 30/07/22 $195,000 Completed 08.09.2022<br>Project completion No date $90,000 50% |

| WO | WO Desc | Directorate | Funding | Past Years Budgets | Current Year 2024/25 Budget | Future Years Budget Allocation | Total Project Budget | Past Years Expenditure | Current Year 2024/25 Expenditure | Total Project Expenditure to Date | Total Project Budget Remaining | Expected Completion Date | Comment |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2920 | Coolah Water Supply Scheme Upgrades- Scoping Study | Warrumbungle Water | SSWP 75% | 450,000 | 500,000 | 1,150,000 | **2,100,000** | 29,319 | 39,510 | **68,829** | **2,031,171** | 8/12/2027 | Project Update:<br>Hydrogeological investigations progressing with Council completing testing of various existing local bores. Test bore application is progressing, however due to regulator timeframes the program is delayed, as such the milestone schedule below has been updated to reflect the delays.<br><br>Milestone Date Value Progress<br>Deed execution 31/10/23 $184,421.25 Completed 21.11.2023<br>Contract execution 31/01/24 $110,652.75 Completed 5.6.24<br>Options completed 19/09/25 $184,421.25 57%<br>Concept completed 15/05/26 $221,305.50 0%<br>Finalisation 10/07/26 $36,884.25 0% |
| 2817 | Timor Dam - Dam Safety Upgrade | Warrumbungle Water | RA | 600,000 | 200,000 | 1,080,000 | **1,880,000** | 94,071 | 47,183 | **141,254** | **1,738,746** | 30/06/2030 | Project Update:<br>Stage 2 of the walking track has been constructed with the final finish to be completed once design plans for the scour valve replacement are completed. Council has engaged a Dam Safety Engineer to review previous reccomendations relating to dam safety upgrades, the engagement is progressing as per schedule.<br><br>Milestone Date Progress<br>Security improvements complete 31/03/2024 90%<br>Dam wall access constructed. 31/08/2024 85%<br>Monitoring improvements complete 30/06/2024 100%<br>Scour valve replacement complete 30/06/2027 22%<br>Trunnion replacement completed 30/06/2029 0% |
| 2923 | Binnaway Water Treatment Plant Upgrade | Warrumbungle Water | SSWP 75% | 700,000 | 200,000 | 1,330,000 | **2,230,000** | 95,415.40 | 48,120 | **143,535** | **2,086,465** | 30/06/2028 | Project Update:<br>Draft concept design is complete and being reviewed by DCCEEW, all planning related works are complete. A change request is to be prepared and submitted in relation to the backup bore with Council seeking to expand the test drilling program. Test drilling applications are to be revised and resubmitted to DCCEEW for approval. WTP online instrumentation has been installed and is is to be connected to the telemetry system.<br><br>Milestones have been updated below inline with the revised delivery program, note these dates have not yet been endorsed by DCCEEW.<br><br>Milestone Date Value Progress<br>Deed execution 21/03/23 $33,606 Completed 03.05.2023<br>Contract execution 30/11/23 $71,250 Completed 20.12.23<br>Production backup bore complete 22/08/25 $306,125.10 53%<br>Finalisation 30/03/25 $29,568 0% |
| 2922 | Mendooran Water Treatment Plant Upgrade | Warrumbungle Water | SSWP 75% | 575,000 | 450,000 | 3,800,000 | **4,825,000** | 78,277.99 | 40,053 | **118,331** | **4,706,669** | 30/06/2028 | Project Update:<br>Planning consultants engagement complete. Reticulation modelling is complete and has been issued to DCCEEW for review. Concept design works are ongoing, engagement is behind schedule due to a variation requested by Council.<br><br>Milestone Date Value Progress<br>Deed execution 30/11/23 $35,491 Completed 20.11.2023<br>Contract execution 31/01/24 $21,294 Completed 4.4.24<br>Design and minor works 30/10/24 $166,738 27%<br>75% Completion 15/11/24 $49,688 71%<br>Finalisation 29/11/24 $49,688 0% |

| WO | WO Desc | Directorate | Funding | Past Years Budgets | Current Year 2024/25 Budget | Future Years Budget Allocation | Total Project Budget | Past Years Expenditure | Current Year 2024/25 Expenditure | Total Project Expenditure to Date | Total Project Budget Remaining | Expected Completion Date | Comment |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2984 | Baradine Bore Relining | Warrumbungle Water | RA | 530,000 | 363,740 | - | **893,740** | 148,082.87 | 30,041 | **178,124** | **715,616** | 30/06/2025 | Project Update:<br>Bore remediation of Dunedoo backup bore is complete. Quotes obtained and under assessment for the remediation of the Baradine main bore. Drilling application for new Baradine Backup Bore has been approved. Design and specification of the new bore has been completed and tender to be advertised.<br>Milestone Date Progress<br>Business Case Approval 30/11/23 Completed 17.08.24<br>Procurement completion 08/11/24 Completed 4.4.24<br>Bore cleaning completion 20/12/24 70%<br>New Baradine Backup Bore Completed 28/05/25 20% |
| 3050 | State Forest Road | Technical Services | FLR | 1,992,517 | 2,504,474 | 504,474 | **5,001,465** | 5,458.21 | 91,631 | **97,089** | **4,904,376** | 30/06/2025 | 02.12.24 - Construction tenders invited 13 November. Tenders Closed 10 December. Works underway - Initial design concept drawings completed. Geotechnical investigation completed. Awaiting detailed design. Preparation underway of tender documents for construction.<br>Project Change Request Form submitted to TfNSW seeking extended timeframe for Milestones 2, 3 & 4. TfNSW advised Council to proceed with design and report back on what scope can be achieved with the project budget.<br>Milestone 1 Agreement and Initial Planning 28.02.23 100%<br>Milestone 2 Commencement of Construction 29.01.24 0% - awaiting TfNSW approval of a variation.<br>Miilestone 3 Project Open to Traffic 29.07.24<br>Milestone 4 Project completed 20.12.24<br>4.11.24 _ Amendments to detailed design required to address concerns of adjoining property owner. Tender documents for construction being prepared. |
| 3340 | Maganns Crossing | Technical Services | LRCI 4 | 0 | 550,000 | - | **550,000** | - | 0 | **-** | **550,000** | 30/06/2025 | 2.12.24 - Geotechnical investigation and report completed. Preparation of detailed design in progress.<br>Works underway - Site survey completed and design commenced.<br>MILESTONES - Annual reports due October each year. Project completion date 30.06.25<br>Ad hoc reporting in the manner and form required by the Department upon request.<br>Completion reports.<br>04.11.24. Concept design completed. Geotechnical investigation completed. |
| 3324 | Neible Siding Crossing Causeway | Technical Services | R2R & Flood Damage | 0 | 750,000 | - | **750,000** | - | 94 | **94** | **749,906** | 30/06/2025 | 2.12.24 - Preparation of detailed design in progress.<br>PROGRESS - Works commenced. Topographic survey completed. Geometric design process is underway.<br>MILESTONES:- Flood Damage -financial project progress reports to be submitted on a quarterly basis.<br>Mid-term progress report.<br>Final project acquittal report.<br>MILESTONES: - R2R Expenditure reporting on a quarterly basis in July, October, Jan/Feb and April.<br>Annual report by 31 October.<br>4.11.24 _ Topographic survey completed. Preliminary concept plan completed. |
| 2867 | Dunedoo Pool - New Amenities Building | Technical Services | LRCI | 61,908 | 838,092 | - | **900,000** | 61,908.00 | 490,267 | **552,175** | **347,825** | 30/12/2024 | 2.12.24 - Building works 60% completed. Works underway - demolition of old amenities complete. Construction contract awarded and works on site have commenced.<br>R4R9 has two reporting requirements. Progress Reports on the status of all ongoing and completed Project are required upon request and no requests have been made to date. Completion reports are required within 30 calendar days after completion of a Project. All R4R9 projects must be completed by 31 October 2025.<br>4.11.24 _ Construction works underway. Building is 40% completed. |

| WO | WO Desc | Directorate | Funding | Past Years Budgets | Current Year 2024/25 Budget | Future Years Budget Allocation | Total Project Budget | Past Years Expenditure | Current Year 2024/25 Expenditure | Total Project Expenditure to Date | Total Project Budget Remaining | Expected Completion Date | Comment |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2972 | Coonabarabran Oval 3 - Renewal of Change Rooms | Technical Services | R4R9 | 889,716 | 134,074 | - | **1,023,790** | 166,442.03 | 41,323 | **207,765** | **816,025** | 31/03/2025 | 2.12.24 - Building works underway. 30% complete.<br>Works underway - Demolition of old kiosk complete. Construction contract awarded and site work commencement expected late October.<br>R4R9 has two reporting requirements. Progress Reports on the status of all ongoing and completed Project are required upon request and no requests have been made to date. Completion reports are required within 30 calendar days after completion of a Project. All R4R9 projects must be completed by 31 October 2025.<br>4.11.24 _ Construction Certificate has been issued. Builder expected to commence onsite 11 November 2024. |
| 2973 | Mendooran Oval Amenities Upgrade & Expension Stage 1 | Technical Services | R4R9 | 599,879 | 0 | - | **599,879** | 8,836.83 | 16,515 | **25,351** | **574,528** | 31/10/2025 | 2.12.24 - Preliminary concept plans prepared. Site location confirmed with Development Group.<br>Works are underway - Preliminary concept plans underway. Consultation with users planned.<br>The focus is on preparation of the development application and construction certificate. Tender to be advertised for the construction of the building. A variation to the completion date will be sought as the milestone will not be met.<br>R4R9 has two reporting requirements. Progress Reports on the status of all ongoing and completed Project are required upon request and no requests have been made to date. Completion reports are required within 30 calendar days after completion of a Project. All R4R9 projects must be completed by 31 October 2025.<br>4.11.24. Concept plans completed. Preparation of DA underway. |
| | **TOTAL** | **Grand Total** | | **12,567,275** | **9,440,380** | **23,014,474** | **45,022,130** | **1,919,780** | **1,151,398** | **3,071,178** | **35,515,734** | | |

# Warrumbungle Shire Council
## Code of Meeting Practice

2024

warrumbungle
SHIRE COUNCIL

## TABLE OF CONTENTS


1 Introduction ..... 3

2 Meeting Principles ..... 3

3 Before The Meeting ..... 3

4 Public Forums ..... 7

5 Coming Together ..... 9

6 The Chairperson ..... 14

7 Modes Of Address ..... 15

8 Order Of Business For Ordinary Council Meetings ..... 15

9 Consideration Of Business At Council Meetings ..... 15

10 Rules Of Debate ..... 17

11 Voting ..... 20

12 Committee Of The Whole ..... 21

13 Dealing With Items By Exception ..... 21

14 Closure Of Council Meetings To The Public ..... 22

15 Keeping Order At Meetings ..... 25

16 Conflicts Of Interest ..... 27

17 Decisions Of The Council ..... 28

18 Time Limits On Council Meetings ..... 29

19 After The Meeting ..... 30

20 Council Committees ..... 31

21 Irregularites ..... 33

22 Definitions ..... 35

23 Attachment 1 Public Forum Speaker Agreement ..... 36

# 1 INTRODUCTION

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

# 2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

*Transparent:* Decisions are made in a way that is open and accountable.

*Informed:* Decisions are made based on relevant, quality information.

*Inclusive*: Decisions respect the diverse needs and interests of the local community.

*Principled*: Decisions are informed by the principles prescribed under Chapter 3 of the Act.

*Trusted*: The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

*Respectful*: Councillors, staff and meeting attendees treat each other with respect.

*Effective*: Meetings are well organised, effectively run and skilfully chaired.

*Orderly*: Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

# 3 BEFORE THE MEETING

## Timing of ordinary council meetings

3.1 Ordinary meetings of the Council will be held generally on the third Thursday of each month, commencing at 5.00pm and shall be alternated between:

- Council Chambers 59 Binnia Street, Coolah; and
- Council Chambers 14-22 John Street, Coonabarabran

An Ordinary meeting will not be held in January. Council may change the time and/or date of any particular meeting by resolution.

**Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.**

### Extraordinary meetings

3.2 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.
**Note: Clause 3.3 reflects section 366 of the Act.**

### Notice to the public of council meetings

3.3 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.
**Note: Clause 3.4 reflects section 9(1) of the Act.**

3.4 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

3.5 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

### Notice to councillors of ordinary council meetings

3.6 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.
**Note: Clause 3.7 reflects section 367(1) of the Act.**

3.7 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.
**Note: Clause 3.8 reflects section 367(3) of the Act.**

### Notice to councillors of extraordinary meetings

3.8 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.
**Note: Clause 3.9 reflects section 367(2) of the Act.**

### Giving notice of business to be considered at council meetings

3.9 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted 9 business days before the meeting is to be held.

3.10 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

3.11 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.

3.12 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:

(a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or

(b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

### Questions with notice

3.13 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.

3.14 A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.

3.15 The general manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

### Agenda and business papers for ordinary meetings

3.16 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.

3.17 The general manager must ensure that the agenda for an ordinary meeting of the council states:

(a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and

(b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and

(c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and

(d) any business of which due notice has been given under clause 3.10.

3.18 Nothing in clause 3.18 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.

3.19 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.

3.20 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:

(a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and

(b) states the grounds under section 10A(2) of the Act relevant to the item of business.

**Note: Clause 3.21 reflects section 9(2A)(a) of the Act.**

3.21 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

### Statement of ethical obligations

3.22 Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

### Availability of the agenda and business papers to the public

3.23 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.
**Note: Clause 3.24 reflects section 9(2) and (4) of the Act.**

3.24 Clause 3.24 does not apply to the business papers for items of business that the general manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.
**Note: Clause 3.25 reflects section 9(2A)(b) of the Act.**

3.25 For the purposes of clause 3.24, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.
**Note: Clause 3.26 reflects section 9(3) of the Act.**

3.26 A copy of an agenda, or of an associated business paper made available under clause 3.24, may in addition be given or made available in electronic form.
**Note: Clause 3.27 reflects section 9(5) of the Act.**

### Agenda and business papers for extraordinary meetings

3.27 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.

3.28 Despite clause 3.28, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:

(a) a motion is passed to have the business considered at the meeting, and

(b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

3.29 A motion moved under clause 3.29(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.

3.30 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.29(a) can speak to the motion before it is put.

3.31 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29(b) on whether a matter is of great urgency.

### Pre-meeting briefing sessions

3.32 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.

3.34 Pre-meeting briefing sessions are to be held in the absence of the public.

3.35 Pre-meeting briefing sessions may be held by audio-visual link.

3.36 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.

3.37 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.

3.38 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

## 4 PUBLIC FORUMS

4.1 The council may hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.

4.2 Public forums may be held by audio-visual link.

4.3 Public forums are to be chaired by the mayor or their nominee.

4.4 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received no later than midday two business days before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak ‘for’ or ‘against’ the item. Preference will be given to items of business to be considered at the meeting.

4.5 A person may apply to speak on no more than three items of business on the agenda of the council meeting.

4.6 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.

4.7 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.

4.8 No more than two speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting**.**

4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.

4.10 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.

4.11 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no later than midday two business days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.

4.12 The general manager or their delegate is to determine the order of speakers at the public forum.

4.13 Each speaker will be allowed four minutes (in total) to address the council. This time is to be strictly enforced by the chairperson.

4.14 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

4.15 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.

4.16 Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to one minute.

4.17 Speakers at public forums cannot ask questions of the council, councillors, or council staff.

4.18 The general manager or their nominee may, with the concurrence of the chairperson, address the council in response to an address to the council at a public

forum after the address and any subsequent questions and answers have been finalised.

4.19 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.

4.20 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.

4.21 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.

4.22 Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.

4.23 Where a speaker engages in conduct of the type referred to in clause 4.20, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.

4.24 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

**Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.**

## 5 COMING TOGETHER

### Attendance by councillors at meetings

5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

**Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.**

5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.

5.3 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

5.4 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.

5.5 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.

5.6 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

**Note: Clause 5.7 reflects section 234(1)(d) of the Act.**

5.7 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

### The quorum for a meeting

5.8 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

**Note: Clause 5.9 reflects section 368(1) of the Act.**

5.9 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

**Note: Clause 5.10 reflects section 368(2) of the Act.**

5.10 A meeting of the council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
- (b) within half an hour after the time designated for the holding of the meeting, or
- (c) at any time during the meeting.

5.11 In either case, the meeting must be adjourned to a time, date, and place fixed:
- (a) by the chairperson, or
- (b) in the chairperson's absence, by the majority of the councillors present, or
- (c) failing that, by the general manager.

5.12 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

5.14 Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.

### Meetings held by audio-visual link

5.15 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only decide under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must decide under this clause in consultation with the general manager and, as far as is practicable, with each councillor.

5.16 Where the mayor determines under clause 5.16 that a meeting is to be held by audio-visual link, the general manager must:

(a) give written notice to all councillors that the meeting is to be held by audio-visual link, and

(b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and

(c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.

5.17 This code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.

**Note: Where a council holds a meeting by audio-visual link under clause 5.16, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.**

### Attendance by councillors at meetings by audio-visual link

5.18 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.

5.19 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.

5.20 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.20.

5.21 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.

5.22 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.

5.23 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:

(a) the meetings the resolution applies to, and
(b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.

5.24 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.

5.25 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link. However, the council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.

5.26 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.

5.27 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.

5.28 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.

5.29 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

## Entitlement of the public to attend council meetings

5.30 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.
**Note: Clause 5.31 reflects section 10(1) of the Act.**

5.31 Clause 5.31 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

5.32 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:
(a) by a resolution of the meeting, or
(b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

**Note: Clause 5.33 reflects section 10(2) of the Act.**

**Note: If adopted, clauses 15.14 and 15.15 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.14 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.15 authorises chairpersons to expel persons other than councillors from a council or committee meeting.**

### Webcasting of meetings

5.33 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.

5.34 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:
(a) the meeting is being recorded and made publicly available on the council's website, and
(b) persons attending the meeting should refrain from making any defamatory statements.

5.35 The recording of a meeting is to be made publicly available on the council's website:
(a) at the same time as the meeting is taking place, or
(b) as soon as practicable after the meeting.

5.36 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.

5.37 Clauses 5.36 and 5.37 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.
**Note: Clauses 5.34 – 5.38 reflect section 236 of the Regulation.**

5.38 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

### Attendance of the general manager and other staff at meetings

5.39 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.
**Note: Clause 5.40 reflects section 376(1) of the Act.**

5.40 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.
**Note: Clause 5.41 reflects section 376(2) of the Act.**

5.41 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.
**Note: Clause 5.42 reflects section 376(3) of the Act.**

5.42 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.

5.43 The general manager and other council staff may attend meetings of the council and committees of the council by audio-visual-link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.

## 6 THE CHAIRPERSON

### The chairperson at meetings

6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.
**Note: Clause 6.1 reflects section 369(1) of the Act.**

6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.
**Note: Clause 6.2 reflects section 369(2) of the Act.**

### Election of the chairperson in the absence of the mayor and deputy mayor

6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

6.4 The election of a chairperson must be conducted:
(a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
(b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

6.6 For the purposes of clause 6.5, the person conducting the election must:
(a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
(b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

### Chairperson to have precedence

6.9 When the chairperson rises or speaks during a meeting of the council:

(a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and

(b) every councillor present must be silent to enable the chairperson to be heard without interruption.

## 7 MODES OF ADDRESS

7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.

7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.

7.3 A councillor is to be addressed as 'Councillor [surname]'**.**

7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname]**.**

## 8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

8.1 The general order of business for an ordinary meeting of the council shall be:

01 Opening meeting
02 Acknowledgement of country
03 Apologies and applications for a leave of absence or attendance by audio-visual link by councillors
04 Confirmation of minutes
05 Disclosures of interests
06 Mayoral minute(s)
07 Reports of committees
08 Reports to council
09 Notices of motions/Questions with notice
10 Confidential matters
11 Conclusion of the meeting

8.2 The order of business as fixed under clause [8.1/8.2] may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.
**Note: If adopted, Part 13 allows council to deal with items of business by exception.**

8.3 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.3 may speak to the motion before it is put.

## 9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

### Business that can be dealt with at a council meeting

9.1 The council must not consider business at a meeting of the council:

(a) unless a councillor has given notice of the business, as required by clause 3.10, and

(b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.

9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:

(a) is already before, or directly relates to, a matter that is already before the council, or
(b) is the election of a chairperson to preside at the meeting, or
(c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
(d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.

9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
(a) a motion is passed to have the business considered at the meeting, and
(b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.

9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

### Mayoral minutes

9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.

9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.

9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.

9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.

9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

### Staff reports

9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

### Reports of committees of council

9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.

9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

### Questions

9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.

9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.

9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.

9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.

9.18 Councillors must put questions directly, succinctly, respectfully and without argument.

9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

## 10 RULES OF DEBATE

### Motions to be seconded

10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

### Notices of motion

10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.

10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.

10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:

(a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or

(b) the chairperson may defer consideration of the motion until the next meeting of the council.

### Chairperson's duties with respect to motions

10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.

10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.

10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

10.8 Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

### Motions requiring the expenditure of funds

10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

### Amendments to motions

10.10 An amendment to a motion must be moved and seconded before it can be debated.

10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.

10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.

10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.

10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.

10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.

10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

### Foreshadowed motions

10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.

10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous

amendment has been dealt with and the foreshadowed amendment has been moved and seconded.

10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

### Limitations on the number and duration of speeches

10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.

10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.

10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.

10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:

(a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or

(b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.

10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.

10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.

10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.

10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.

10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

## 11 VOTING

### Voting entitlements of councillors

11.1 Each councillor is entitled to one (1) vote.
**Note: Clause 11.1 reflects section 370(1) of the Act.**

11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.
**Note: Clause 11.2 reflects section 370(2) of the Act.**

11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

### Voting at council meetings

11.5 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

11.6 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.

11.7 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.

11.8 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.

11.9 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.

11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

11.11 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.
**Note: If clause 11.11 is adopted, clauses 11.6 – 11.9 and clause 11.13 may be omitted.**

### Voting on planning decisions

11.12 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

11.13 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.

11.14 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

11.15 Clauses 11.12–11.14 apply also to meetings that are closed to the public.
**Note: Clauses 11.12–11.15 reflect section 375A of the Act.**
**Note: The requirements of clause 11.12 may be satisfied by maintaining a register of the minutes of each planning decision.**

## 12 COMMITTEE OF THE WHOLE

12.1 The council may resolve itself into a committee to consider any matter before the council.
**Note: Clause 12.1 reflects section 373 of the Act.**

12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.
**Note: Clauses 10.20–10.30 limit the number and duration of speeches.**

12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

## 13 DEALING WITH ITEMS BY EXCEPTION

13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.

13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.

13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.

13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.

13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.

13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.

13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

## 14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

### Grounds on which meetings can be closed to the public

14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

(a) personnel matters concerning particular individuals (other than councillors),
(b) the personal hardship of any resident or ratepayer,
(c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
(d) commercial information of a confidential nature that would, if disclosed:
    (i) prejudice the commercial position of the person who supplied it, or
    (ii) confer a commercial advantage on a competitor of the council, or
    (iii) reveal a trade secret,
(e) information that would, if disclosed, prejudice the maintenance of law,
(f) matters affecting the security of the council, councillors, council staff or council property,
(g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
(h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
(i) alleged contraventions of the council's code of conduct.

**Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.**

14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

**Note: Clause 14.2 reflects section 10A(3) of the Act.**

### Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

(a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
(b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

**Note: Clause 14.3 reflects section 10B(1) of the Act.**

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

(a) are substantial issues relating to a matter in which the council or committee is involved, and
(b) are clearly identified in the advice, and
(c) are fully discussed in that advice.

**Note: Clause 14.4 reflects section 10B(2) of the Act.**

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion

must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.
**Note: Clause 14.5 reflects section 10B(3) of the Act.**

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
(a) a person may misinterpret or misunderstand the discussion, or
(b) the discussion of the matter may:
(i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
(ii) cause a loss of confidence in the council or committee.
**Note: Clause 14.6 reflects section 10B(4) of the Act.**

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.
**Note: Clause 14.7 reflects section 10B(5) of the Act.**

### Notice of likelihood of closure not required in urgent cases

14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:
(a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
(b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
(i) should not be deferred (because of the urgency of the matter), and
(ii) should take place in a part of the meeting that is closed to the public.
**Note: Clause 14.8 reflects section 10C of the Act.**

### Representations by members of the public

14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.
**Note: Clause 14.9 reflects section 10A(4) of the Act.**

14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by midday prior to the meeting at which the matter is to be considered.

14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.

14.13 No more than five speakers are to be permitted to make representations under clause 14.9.

14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to

the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.

14.15 The general manager (or their delegate) is to determine the order of speakers.

14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than five speakers to make representations in such order as determined by the chairperson.

14.17 Each speaker will be allowed two minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

### Expulsion of non-councillors from meetings closed to the public

14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.

14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

### Obligations of councillors attending meetings by audio-visual link

14.20 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

### Information to be disclosed in resolutions closing meetings to the public

14.21 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:

(a) the relevant provision of section 10A(2) of the Act,
(b) the matter that is to be discussed during the closed part of the meeting,
(c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**Note: Clause 14.21 reflects section 10D of the Act.**

### Resolutions passed at closed meetings to be made public

14.22 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as

practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

14.23 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.22 during a part of the meeting that is webcast.

## 15 KEEPING ORDER AT MEETINGS

### Points of order

15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.

15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.

15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

### Questions of order

15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.

15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.

15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.

15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

### Motions of dissent

15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.

15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.

15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

### Acts of disorder

15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:

(a) contravenes the Act, the Regulation or this code, or

(b) assaults or threatens to assault another councillor or person present at the meeting, or
(c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
(d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
(e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

**Note: Clause 15.11 reflects section 182 of the Regulation.**

15.12 The chairperson may require a councillor:
(a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (b), or (e), or
(b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
(c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.11(d) and (e).

**Note: Clause 15.12 reflects section 233 of the Regulation.**

### How disorder at a meeting may be dealt with

15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

### Expulsion from meetings

15.14 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.

15.15 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.
**Note: Councils may use <u>either</u> clause 15.14 <u>or</u> clause 15.15.**

15.16 Clause [15.14/15.15] **[delete whichever is not applicable]**, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

15.17 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.
**Note: Clause 15.17 reflects section 233(2) of the Regulation.**

15.18 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

15.19 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

15.20 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

### How disorder by councillors attending meetings by audio-visual link may be dealt with

15.21 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.

15.22 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

### Use of mobile phones and the unauthorised recording of meetings

15.23 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.

15.24 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.

15.25 Without limiting clause 15.18, a contravention of clause 15.24 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who contravenes or attempts to contravene clause 15.24, may be expelled from the meeting as provided for under section 10(2) of the Act.

15.26 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

## 16 CONFLICTS OF INTEREST

16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any

time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

## 17 DECISIONS OF THE COUNCIL

### Council decisions

17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

### Rescinding or altering council decisions

17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.10.
**Note: Clause 17.3 reflects section 372(1) of the Act.**

17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.
**Note: Clause 17.4 reflects section 372(2) of the Act.**

17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.10.
**Note: Clause 17.5 reflects section 372(3) of the Act.**

17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.
**Note: Clause 17.6 reflects section 372(4) of the Act.**

17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.
**Note: Clause 17.7 reflects section 372(5) of the Act.**

17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.
**Note: Clause 17.8 reflects section 372(7) of the Act.**

17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than one business day after the meeting at which the resolution was adopted.

17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.
**Note: Clause 17.11 reflects section 372(6) of the Act.**

17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was

adopted, where:

(a) a notice of motion signed by three councillors is submitted to the chairperson, and
(b) a motion to have the motion considered at the meeting is passed, and
(c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

### Recommitting resolutions to correct an error

17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:
(a) to correct any error, ambiguity or imprecision in the council's resolution, or
(b) to confirm the voting on the resolution.

17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.

17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.

17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.

17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

## 18 TIME LIMITS ON COUNCIL MEETINGS

18.1 Meetings of the council and committees of the council are to conclude no later than 9:00pm.

18.2 If the business of the meeting is unfinished at 8:00pm, the council or the committee may, by resolution, extend the time of the meeting.

18.3 If the business of the meeting is unfinished at 8:00pm and the council does not resolve to extend the meeting, the chairperson must either:
(a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
(b) adjourn the meeting to a time, date and place fixed by the chairperson.

18.4 Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting

must fix the time, date and place that the meeting is to be adjourned to.

18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:

(a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and

(b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

## 19 AFTER THE MEETING

### Minutes of meetings

19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

**Note: Clause 19.1 reflects section 375(1) of the Act.**

19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

(a) the names of councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,

(b) details of each motion moved at a council meeting and of any amendments moved to it,

(c) the names of the mover and seconder of the motion or amendment,

(d) whether the motion or amendment was passed or lost, and

(e) such other matters specifically required under this code.

19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

**Note: Clause 19.3 reflects section 375(2) of the Act.**

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

**Note: Clause 19.5 reflects section 375(2) of the Act.**

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

### Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

**Note: Clause 19.8 reflects section 11(1) of the Act.**

19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.
**Note: Clause 19.9 reflects section 11(2) of the Act.**

19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.
**Note: Clause 19.10 reflects section 11(3) of the Act.**

19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

### Implementation of decisions of the council

19.12 The general manager is to implement, without undue delay, lawful decisions of the council.
**Note: Clause 19.12 reflects section 335(b) of the Act.**

## 20 COUNCIL COMMITTEES

### Application of this Part

20.1 This Part only applies to committees of the council whose members are all councillors.

### Council committees whose members are all councillors

20.2 The council may, by resolution, establish such committees as it considers necessary.

20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.

20.4 The quorum for a meeting of a committee of the council is to be:
(a) such number of members as the council decides, or
(b) if the council has not decided a number – a majority of the members of the committee.

### Functions of committees

20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

### Notice of committee meetings

20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
(a) the time, date and place of the meeting, and
(b) the business proposed to be considered at the meeting.

20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

### Attendance at committee meetings

20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:
(a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or

(b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

### Non-members entitled to attend committee meetings

20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:
(a) to give notice of business for inclusion in the agenda for the meeting, or
(b) to move or second a motion at the meeting, or
(c) to vote at the meeting.

### Chairperson and deputy chairperson of council committees

20.11 The chairperson of each committee of the council must be:
(a) the mayor, or
(b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
(c) if the council does not elect such a member, a member of the committee elected by the committee.

20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

### Procedure in committee meetings

20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.

20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.

20.18 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

### Closure of committee meetings to the public

20.19 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

20.20 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the

meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

20.21 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.20 during a part of the meeting that is webcast.

### Disorder in committee meetings

20.22 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

### Minutes of council committee meetings

20.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:

(a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
(b) details of each motion moved at a meeting and of any amendments moved to it,
(c) the names of the mover and seconder of the motion or amendment,
(d) whether the motion or amendment was passed or lost, and
(e) such other matters specifically required under this code.

20.24 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

20.25 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

20.26 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

20.27 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

20.28 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

20.29 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

## 21 IRREGULARITES

21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

a) a vacancy in a civic office, or
b) a failure to give notice of the meeting to any councillor or committee member, or
c) any defect in the election or appointment of a councillor or committee

member, or

d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
e) a failure to comply with this code.

**Note: Clause 21.1 reflects section 374 of the Act.**

## 22 DEFINITIONS

| | |
|---|---|
| the Act | means the *Local Government Act 1993* |
| act of disorder | means an act of disorder as defined in clause 15.11 of this code |
| amendment | in relation to an original motion, means a motion moving an amendment to that motion |
| audio recorder | any device capable of recording speech |
| audio-visual link | means a facility that enables audio and visual communication between persons at different places |
| business day | means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales |
| chairperson | in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and<br>in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code |
| this code | means the council's adopted code of meeting practice |
| committee of the council | means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1 |
| council official | has the same meaning it has in the Model Code of Conduct for Local Councils in NSW |
| day | means calendar day |
| division | means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion |
| foreshadowed amendment | means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment |
| foreshadowed motion | means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion |
| open voting | means voting on the voices or by a show of hands or by a visible electronic voting system or similar means |
| planning decision | means a decision made in the exercise of a function of a council under the *Environmental Planning and Assessment Act 1979* including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act |
| performance improvement order | means an order issued under section 438A of the Act |
| quorum | means the minimum number of councillors or committee members necessary to conduct a meeting |
| the Regulation | means the *Local Government (General) Regulation 2021* |
| webcast | a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time |
| year | means the period beginning 1 July and ending the following 30 June |

## 23 ATTACHMENT 1 PUBLIC FORUM SPEAKER AGREEMENT

**Public Forum Speaker Agreement**

Date of Public Forum: …….. / …….. / ……..

Name: ……

Address:……

…….....

Telephone Number: ……..

Email: ……

I am representing the following Organisation/Group (if applicable)

……

Please provide details of matter to be discussed

…….

……..……

**Declaration**
I agree to comply with the Council's *Code of Meeting Practice* in relation to order at meetings and to comply with the directions of the Chairperson in this regard and will refrain from making any insult, allegation or personal reflection against any person, present or not, at the public forum during the course of my address to Council and any answers that I may give in response to questions from Councillors. I have read and understood the following guidelines:

- Each speaker is required to state their name and address, organisation (if applicable) and interest in the issue before speaking.
- Presentations should be respectful, courteous, based on facts and be concise.
- Personal allegations against Councillors and/or staff or other members of the public may not be made. The rights of other people must be observed at all times. A member of the public making such allegations forfeits immediately the opportunity to address the public forum. The Chairperson shall insist that an offending speaker cease speaking.
- At the conclusion of an address a question and answer period is available for Councillors to clarify issued raised in the address. The opportunity to address the public forum enables you to provide your argument of opinion. However, it does not provide the opportunity for debate or to ask questions of the Councillors or Council Officers. Councillors are not to enter into any general debate with speakers.
- Following the address, the person will be asked to return to their seat in the public gallery.
- Members of the public are not permitted to interact with Councillors during presentations or the public forum, other than as set out within these guidelines.

…….. Date ……/ ……/…...
*(Signature)*

## Warrumbungle Shire Council

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# Warrumbungle Shire Council

## Enterprise Risk Management Framework

## 2024

warrumbungle
SHIRE COUNCIL

## Contents


1. Background and Purpose ..... 3
2. Objectives ..... 3
3. Scope ..... 3
4. Statement ..... 4
   4.1 Mandate and Commitment ..... 4
   4.2 Roles and Responsibilities ..... 4
      4.2.1 Councillors ..... 4
      4.2.2 General Manager ..... 4
      4.2.3 Executive Leadership Team ..... 4
      4.2.4 Managers ..... 5
      4.2.5 Manager Corporate Services/Risk Management Team ..... 5
      4.2.6 Workers ..... 5
      4.2.7 Audit and Risk Committee ..... 5
      4.2.8 Internal Auditor ..... 5
   4.3 Risk Management Process ..... 5
      4.3.1 General ..... 5
      4.3.2 Risk Integration ..... 6
      4.3.3 Communication and Consultation ..... 6
      4.3.4 Establishing the Context ..... 7
      4.3.5 Risk Categories ..... 8
      4.3.6 Target Level of Risk ..... 9
      4.3.7 Risk Identification ..... 10
      4.3.8 Risk Analysis ..... 10
      4.3.9 Risk Evaluation ..... 11
      4.3.10 Risk Treatment ..... 11
      4.3.11 Monitoring and Reviewing ..... 12
5. Definitions ..... 13
6. Getting Help ..... 16
7. Version Control ..... 16

Appendix A: Likelihood Rating Table ..... 17
Appendix B: Consequence Rating Table ..... 18
Appendix C: Risk Level Rating Table ..... 21
Appendix D: Control Effectiveness Rate Table ..... 21


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## 1. Background and Purpose

All organisations, including local councils, function in dynamic and unpredictable economic, social, political, legal, business, and local contexts. Risk refers to the impact of this uncertainty on an organisation's ability to meet its goals and objectives, with the effect being the possibility of outcomes differing from what was anticipated or planned. Risk can manifest as positive, negative, or a combination of both, and can give rise to opportunities, threats, or both.

## 2. Objectives

Warrumbungle Shire Council (Council) will implement an Enterprise Risk Management (ERM) framework that adopts a proactive approach to identifying, analysing, evaluating, and addressing risks. Council aims to align with the principles of risk management outlined in AS ISO 31000:2018 Risk Management, ensuring effectiveness through the following eight key principles:

- Risk management is embedded in all organisational activities and decision-making processes.
- Risk management follows a structured and comprehensive approach, delivering consistent and comparable outcomes.
- The risk management framework and processes are tailored to the specific needs of the organisation.
- Risk management involves all stakeholders, considering their knowledge, perspectives, and perceptions.
- Risk management is flexible and responsive, adapting to changes and emerging events in a timely and appropriate manner.
- Risk management decisions are informed by the best available information, accounting for any limitations and uncertainties.
- Risk management acknowledges human and cultural factors.
- Risk management is regularly reviewed, evaluated, and improved through continuous learning and experience.

## 3. Scope

The purpose of the Enterprise Risk Management (ERM) framework is to establish a consistent and systematic approach to risk management, helping Council achieve its objectives while integrating risk management into all key operational processes.

Council faces significant uncertainties that impact its ability to deliver services and meet community objectives. Key risks include:

- Rising operating costs and increasing community expectations for service delivery within a rate-capped environment;
- External government changes and their impact on operations;
- Global financial trends with local repercussions, such as effects on employment, tourism, events, property values, rate income, and residents' ability to pay rates;
- Growing demand for greater community engagement, consultation, and involvement in decision-making;
- The challenge of managing the Council's aging assets in a cost-effective manner;
- The impacts of climate change on Council assets, the community, and the environment;
- The need to expand and diversify services to accommodate an ageing population;

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- Difficulty in attracting and retaining skilled employees.

The ERM framework provides a structured approach to address these uncertainties, enabling risk-informed decision-making that aligns with Council's strategic, operational, and project-specific goals.

## 4. Statement

### ***4.1 Mandate and Commitment***

Council is committed to managing risks effectively and systematically to maximise opportunities and minimise negative impacts, in line with the principles and guidelines of AS ISO 31000:2018 Risk Management.

Council acknowledges that risk is inherent in all activities and processes, and that Enterprise Risk Management (ERM) is essential for the efficient and effective governance of the organisation in delivering services to the community. While Council understands that it cannot eliminate all risks, it is dedicated to managing them to an acceptable level.

Council will adopt a structured, organisation-wide approach to risk management to foster good corporate governance, reduce potential losses, and enhance opportunities for improving service delivery and customer value.

Council recognises that an organisation without a robust risk management system is vulnerable to uncertainties, missed opportunities, and is less likely to adapt effectively to change or challenges.

### ***4.2 Roles and Responsibilities***

All levels of Council have a responsibility for managing risk and a role to play in ERM. The specific roles are detailed below.

#### 4.2.1 Councillors

Councillors are responsible for making informed decisions that consider both the risks and opportunities associated with them. They must acknowledge the necessity of allocating resources for effective risk management to help achieve Council's objectives.

#### 4.2.2 General Manager

The General Manager is accountable for providing strong leadership and support to ensure the successful implementation of the ERM Framework. The General Manager also oversees the responsibilities of the Executive Leadership Team.

#### 4.2.3 Executive Leadership Team

The Executive Leadership Team (ELT) is responsible for driving risk management throughout the organisation and ensuring its implementation within their respective areas of accountability, in alignment with AS ISO 31000:2018 Risk Management – Principles and Guidelines. They are tasked with allocating the necessary resources for the establishment and ongoing maintenance of the risk management system, assigning roles and responsibilities to managers and staff, and setting key performance indicators to monitor risk management across the organisation. The ELT is also

responsible for developing, reviewing, and refining both strategic and operational risk assessments within their areas, and for ensuring effective communication and leadership in promoting risk management.

#### 4.2.4 Managers

Managers are responsible for managing risks within their areas of accountability. They are also tasked with supporting staff in identifying, managing, and communicating risks. Additionally, managers are responsible for the creation, ongoing review, and refinement of operational risk registers within their areas, and for escalating risks in accordance with Council's established escalation process.

#### 4.2.5 Manager Corporate Services/Risk Management Team

The Risk Management team is responsible for developing and maintaining risk management frameworks, procedures, tools, and training programs to provide technical support across the organisation. They are also tasked with regularly reporting to the ELT on risk management activities and facilitating the development, update, and continuous improvement of risk registers throughout the organisation.

#### 4.2.6 Workers

All workers are responsible for supporting and adhering to Council's risk management practices within their areas of responsibility. Employees are expected to actively participate in the implementation of the Enterprise Risk Management Framework across the organisation.

#### 4.2.7 Audit and Risk Committee

The Audit and Risk Committee is responsible for reviewing the Council's Enterprise Risk Management Framework annually, or as needed, to ensure compliance with relevant risk management standards and to provide recommendations for continuous improvement based on risk performance metrics. The Committee also reviews strategic and operational risk assessments to ensure that adequate controls are in place and that the risk management framework is effectively applied across all areas of the Council.

#### 4.2.8 Internal Auditor

The Internal Auditor is responsible for implementing an internal audit program to assess compliance with Council's Enterprise Risk Management Framework. The Internal Auditor provides regular reports to the General Manager and the Audit and Risk Committee on the organisation's risk management performance, as required under the Local Government Act 1993.

### ***4.3 Risk Management Process***

#### 4.3.1 General

Risk management refers to the coordinated actions an organisation takes to identify the risks it faces, make informed decisions on how to address those risks, and recognise and seize potential opportunities. In practice, it involves a deliberate, systematic, comprehensive, and documented approach that provides a structured framework for managing risk consistently across the

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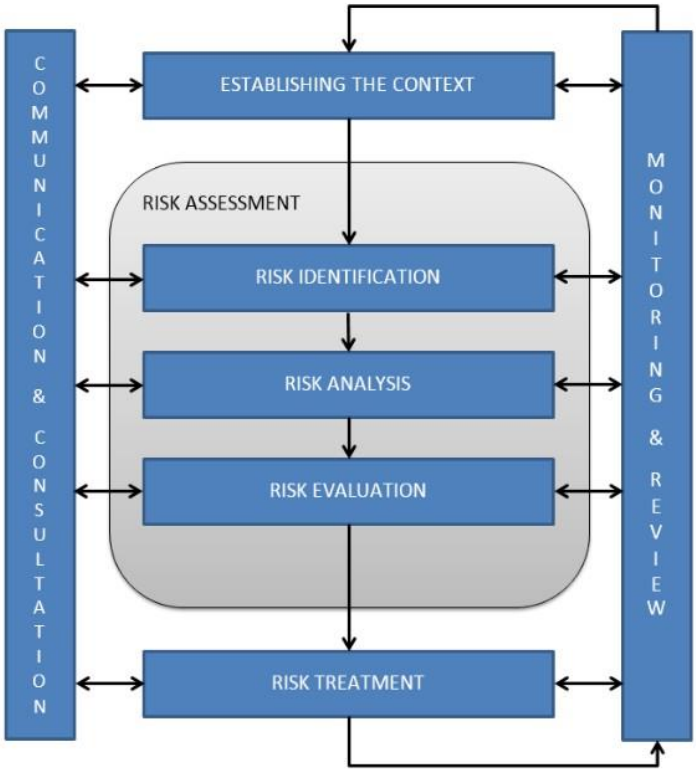
entire organisation. This process helps shape organisational culture and supports the promotion of sound business practices.

At Council, managing risk means proactively coordinating efforts to identify, control, and mitigate risks, while ensuring that the process enhances the Council's ability to achieve its objectives.

### 4.3.2 Risk Integration

The integration of risk management should be a dynamic and ongoing process, tailored to Council's specific needs and organisational culture. Risk management must be embedded within Council's purpose, governance, leadership, strategy, objectives, and daily operations, with all members of the organisation understanding their role in managing risks. The risk management process is outlined as follows:




The five key steps of the risk management process are:

1. Communication and consultation
2. Establishing the context
3. Risk assessment (identify, analyse, and evaluate risks)
4. Treating risks
5. Monitoring and review

### 4.3.3 Communication and Consultation

Effective communication and consultation with relevant internal and external stakeholders are vital at every stage of the risk management process. Clear and timely communication is essential to ensure that those responsible for implementing risk management, as well as those with a vested interest, understand the rationale behind risk management decisions and the reasons for specific actions being taken.

Where applicable, engaging stakeholders with diverse experiences, perspectives, assumptions, needs, and concerns about the risk helps ensure a thorough and well-rounded assessment of the risk.

To maintain the relevance, accuracy, and effectiveness of the integrated enterprise risk management program, regular risk reports will be provided to key stakeholders as outlined below:

- **Council** – Council will review reports on risk management provided by the Audit and Risk Committee and consider risk issues raised in Council reports.
- **Audit and Risk Committee** – The Committee will regularly review Council's ERM Framework, Strategic Risk Register, and business continuity arrangements to ensure the adequacy of risk management processes.
- **Executive Leadership Team (ELT)** – The ELT will update the Strategic and Corporate Risk Register on a regular basis, identifying emerging and evolving risks for inclusion. The Manager Corporate Service/Risk Management Team will coordinate risk management information, metrics, and business plans to support the ELT in effectively overseeing the risk management function.

#### 4.3.4 Establishing the Context

Establishing the context involves assessing the external, internal (organisational), and risk management environments in which risk identification, analysis, and treatment options will be explored.

**External Context:**

Establishing the external context goes beyond simply understanding the external environment; it also involves examining the relationship or interaction between Council and its external surroundings. Key factors to consider include:

- Business, social, regulatory, cultural, competitive, financial, and political environments
- International, national, and state-level industry trends and practices
- Community trends and needs
- Council's strengths, weaknesses, opportunities, and threats (SWOT analysis)
- Social responsibility issues
- The specific threats and opportunities facing Council
- Relevant legislation, including the Local Government Act and other key laws
- The physical environment in which Council operates
- Strategic relationships with external organisations and stakeholders

**Internal Context:**

A thorough understanding of Council as an organisation is essential before diving into the risk management process, regardless of its scope or level. Factors to consider in the internal context include:

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- Council's goals and objectives, and the strategies in place to achieve them
- Organisational culture
- Strategic drivers influencing decision-making
- Organisational structure
- Risk culture, including risk appetite and tolerance
- Strengths and weaknesses within the organisation
- Internal stakeholders (e.g., volunteers, contractors)
- Available resources, such as personnel, systems, and processes

**Risk Management Context:**

The risk management context defines the level of detail that will be considered throughout the risk management process before it begins. The extent and scope of the process will depend on the goals and objectives of the specific Council activity being assessed, which will also inform the budget, scope, and level of priority assigned. In each case, it is crucial to clearly define roles and responsibilities for implementing and conducting the risk management process.

### 4.3.5 Risk Categories

Council has defined several risk categories to capture the different types of risks to which it is exposed. These categories are incorporated into Council's risk assessment process and will be used to classify risks for comparison, reporting, and decision-making purposes. The established risk categories are:

| Risk Category | Definition |
|---|---|
| Strategic risks | Risks that affect the long-term objectives and direction of the Council, including changes in policy, market conditions, competition, or shifts in community needs. |
| Operational risks | Risks arising from day-to-day activities, processes, systems, or human factors that impact the efficiency and effectiveness of Council's operations and service delivery. |
| Financial risks | Risks related to the management of financial resources, including issues like budget shortfalls, revenue fluctuations, financial mismanagement, or exposure to economic instability. |
| Reputational risks | Risks that can harm Council's public image or stakeholder trust, often arising from negative publicity, poor service delivery, or controversies. |
| Legal and regulatory risks | Risks arising from non-compliance with laws, regulations, or contractual obligations, which could result in legal action, fines, or damage to Council's standing. |
| Business disruption risks | Risks that cause interruptions to Council's ability to provide services, such as natural disasters, IT system failures, or external crises. |
| People and wellbeing risks | Risks related to the health, safety, and welfare of Council staff, volunteers, contractors, and the broader community, including workplace accidents or wellbeing concerns. |
| Environmental risks | Risks arising from environmental factors, such as climate change, pollution, or natural disasters, that could impact Council's assets, operations, or the community's health. |

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### 4.3.6 Target Level of Risk

Council acknowledges that risk is inherent in all operations and functions, and that the acceptable level of risk will vary depending on the type of risk involved. Council understands that, in some cases, a higher level of risk may be necessary to achieve its objectives and seize opportunities.

Council is prepared to accept certain well-managed risks in the following areas:

- The supply and improvement of community services
- Enhancing the efficiency and effectiveness of Council's operations
- Situations where the cost of risk mitigation is significantly disproportionate to the potential loss
- Scenarios where short-term challenges are expected, but long-term benefits are anticipated

However, Council will adopt a lower target level for risks that may:

- Endanger the health, safety, or wellbeing of individuals, whether they are workers or members of the community
- Clearly violate legislation

All hazards should be eliminated or reduced to as low a level as reasonably practicable (ALARP). If it is not feasible to eliminate the hazard, additional controls should be implemented to reduce the risk to a tolerable level, based on the potential severity of the risk .

The actions taken and the level of control or risk treatment required will depend on the assessed risk level:

- **High or Extreme Risk:** Requires immediate action and treatment, as the potential impact could be catastrophic for the organisation.
- **Medium Risk:** Should be addressed in the near future, as it poses a significant potential threat to the organisation.
- **Low Risk:** Generally considered acceptable, and no formal approval is required. However, low risks should be regularly monitored and reassessed. These risks can typically be managed using routine procedures.

If the residual risk falls within the organisation's risk appetite, no immediate action is needed, aside from ensuring the risk assessment is thorough and that the risk continues to be monitored.

If the residual risk is outside the risk appetite, further escalation and action are required, which may involve risk treatment.

The risk owner is responsible for escalating risks outside the risk appetite, along with a proposed risk treatment plan, to the Executive Leadership Team (ELT).

The ELT must assess whether the proposed risk treatment, including the time frame for implementation, is acceptable. The General Manager may decide to accept a high or extreme residual risk, or risks outside the risk appetite, if the cost of treatment outweighs the benefits and the objective being pursued is deemed critical. In such cases, the rationale for accepting the risk without further treatment must be documented and reported to Council.

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### 4.3.7 Risk Identification

Risk identification is the process of recognising risks that may affect Council's activities. It involves considering potential hazards, opportunities, causes, and exposures that could impact objectives. The goal is to create a comprehensive list of risks based on events that might enhance, prevent, delay, or affect the achievement of goals.

A thorough and systematic identification process is essential, including risks beyond Council's direct control, as unidentified risks will not be analysed further. Key questions to guide the identification process include:

- What can happen?
- Where can it happen?
- When can it happen?
- Why can it happen?
- How can it happen?
- What is the impact?
- Who is responsible for managing the risk?

Various methods can be used to identify risks, including:

- Brainstorming sessions
- Formal risk workshops and stakeholder consultations
- Expert judgment and personal experiences
- Regular committee meetings and risk register reviews
- Scenario analysis
- Business process reviews and work breakdowns
- Reviewing past incidents and issues
- SWOT analysis

It's also important to identify the potential causes of each risk, as understanding these helps in managing the risk effectively. Common causes of risk include:

- Commercial and legal relationships
- Socio-economic factors
- Political and legal influences
- Human behaviour and personnel issues
- Financial or market changes
- Management controls
- Technological or operational issues
- Cyber Security Impacts
- Business interruptions
- Natural events

### 4.3.8 Risk Analysis

Once risks are identified, they are analysed to assess their causes, sources, potential consequences (both positive and negative), and the likelihood of these consequences occurring. At this stage, existing controls are not considered. The following criteria should guide the risk analysis process:

- **Likelihood of Occurrence:** The probability that a risk event will occur. This involves evaluating both the probability and frequency of the event using the likelihood ratings provided in Appendix a.

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- **Consequence Assessment:** The potential impact or effect of the risk event, measured using the consequence ratings provided in Appendix B.
- **Inherent Risk:** The overall raw risk, determined by combining the likelihood and consequence ratings. The level of inherent risk helps determine how the risk should be treated. The inherent risk levels are shown in Appendix C.
- **Mitigation/Controls:** After determining the inherent risk, the existing controls (people, systems, and processes) that reduce the risk are considered. A control can include a policy, procedure, action, or device that minimizes the likelihood or impact of the risk.
- **Control Effectiveness:** Once the controls are identified, their effectiveness is assessed to determine the residual risk. The evaluation of control effectiveness takes into account factors such as the quality of policies and procedures, adequacy of training, staff turnover, and recent issues. A guide on assessing control effectiveness is provided in Appendix D.
- **Residual Risk:** The level of risk remaining after considering the effectiveness of existing controls. It is calculated by applying the effectiveness of the controls to the inherent risk. The residual risk level is then determined using the risk level ratings in Appendix F. In most cases, the residual risk will be lower than the inherent risk due to the effectiveness of the controls in place.

#### 4.3.9 Risk Evaluation

Risk evaluation involves comparing the risk level identified during the analysis phase against established criteria to determine if the risk is acceptable. This process helps decide which risks require treatment and establishes priorities for those treatments. Treatment strategies will vary based on the level of risk, and it's crucial to balance the cost of mitigating or eliminating the risk with the potential benefits or reduction in losses.

Higher levels of risk require greater management attention to reduce either the probability or the impact, or to manage the risk in other ways.

The ALARP (As Low As Reasonably Practicable) principle addresses two key aspects of risk: acceptability and tolerability. It involves assessing the risk relative to the time, effort, and resources needed to control it. The principle helps determine the significance of risks and supports decision-making on appropriate risk control measures. The ALARP concept is broken into three regions:

- **Intolerable Region:** A level of risk above which the risk is considered unacceptable.
- **Broadly Acceptable Region:** A lower level of risk that is considered acceptable without further treatment due to its minimal impact.
- **Tolerable Region:** A middle ground where the risk is tolerable, provided it has been reduced to the lowest level reasonably practicable (ALARP).

#### 4.3.10 Risk Treatment

When a residual risk is assessed as Medium, High, or falls outside Council's risk appetite, or when a risk is deemed unacceptable, a Risk Treatment Plan

must be developed to reduce the risk to an acceptable level within a reasonable time frame.

Risk treatment involves selecting and implementing one or more strategies to modify the identified risks. These strategies may be used in combination and are not mutually exclusive. The available options include:

- Avoiding the risk by choosing not to initiate or continue the activity that generates the risk.
- Taking or increasing the risk in order to seize an opportunity.
- Eliminating the risk source.
- Reducing the likelihood of the risk occurring.
- Minimizing the consequences of the risk.
- Sharing the risk with other parties (e.g., through contracts or risk financing).
- Retaining the risk by making an informed decision to accept it.

When evaluating the most appropriate treatment options, risk owners should consider the principle of As Low As Reasonably Practicable (ALARP).

ALARP refers to the point where the risk is sufficiently low to be manageable through routine processes, or where further risk reduction would require disproportionate resources, time, or effort compared to the benefit gained, or where a solution is impractical to implement.

The Risk Treatment Plan should include:

- Rationale for selecting treatment options, including the expected benefits.
- Accountability for approving and implementing the plan.
- Proposed actions and steps to be taken.
- Timeline and schedule for implementation.

#### 4.3.11 Monitoring and Reviewing

Risks are dynamic and subject to change. They will be continuously monitored and reviewed, with an ongoing assessment of the effectiveness of existing controls and risk treatment plans to ensure that shifting circumstances do not alter risk priorities.

The outcomes of monitoring and reviews will be integrated into Council's performance management, measurement, and reporting processes.

Risks will be monitored regularly based on their level of significance. At a minimum, the risk register will be reviewed quarterly as part of the operational plan review process.

Feedback on the implementation and effectiveness of the Enterprise Risk Management Policy and Enterprise Risk Management Plan will be gathered through the risk reporting process, internal audits, and other relevant sources of information.

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## 5. Definitions

| Term | Definition |
|---|---|
| **ALARP** | As low as reasonably practicable |
| **Communication and consultation** | Continual and iterative processes within the risk management process to provide, share or obtain information and to engage in dialogue with stakeholders and others regarding the management of risk. |
| **Consequence** | The outcome of an event affecting objectives, eg financial loss, fraud, project delay, failed service, injury, disadvantage. |
| **Control** | A measure that modifies (reduces) risk. Includes existing Council processes, procedures, policies, devices, practices or other actions that act to minimise risk. |
| **Council** | Warrumbungle Shire Council. |
| **Council Official** | An individual who carries out public official functions of behalf of Council or acts in the capacity of a public official. For the purpose of this plan, the Mayor, Councillors, employees, members of Council committees and delegates of Council are Council Officials. |
| **Enterprise Risk Management (ERM)** | The integration and application of the risk management framework in strategy setting and across the enterprise, designed to identify potential events that may affect the organisation, and manage risk to be within its risk appetite, to provide reasonable assurance regarding the achievement of objectives. |
| **Enterprise Risk Management Plan** | A document within the risk management framework specifying the strategy, approach, activities, resources, responsibilities, and other management components to be applied for implementing, maintaining and continually improving risk management. |
| **Enterprise Risk Policy** | A document within the enterprise risk management framework mandating the overall intentions and direction of an organisation related to risk management. |
| **Establishing context** | A step in the risk management process that involves setting the parameters within which risks are identified, assessed and managed. |
| **Executive Leadership Team (ELT)** | The General Manager and departmental Directors of Warrumbungle Shire Council. |
| **External context** | Considering the external environment in which the organisation seeks to achieve its objectives, eg competitors, government policy, economic conditions. |
| **Inherent risk** | Level of risk before considering existing controls or risk treatment. |
| **Internal audit** | An independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. |

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| **Internal Audit Committee** | A committee established to provide independent assurance and assistance to Council on risk management, control, governance and legal, and regulatory obligations. The Internal Audit Committee provides a reporting forum for internal and external auditors, but cannot make decisions on behalf of Council and may not direct staff in relation to their duties. |
| **Internal context** | Considering the internal environment in which the organisation seeks to achieve its objectives, eg internal resources, internal processes. |
| **Level of risk** | The risk rating calculated by applying the likelihood rating and consequence rating criteria. The level of risk may be determined before considering controls (inherent risk) or after considering controls (residual risk). |
| **Likelihood** | Chance of something happening. |
| **Monitoring** | Continual checking, supervising, critically observing or determining the status of the risk and control in order to identify changes, eg new or emerging risks, recent incidents, weakened controls, new controls. |
| **Operational risk** | A source of uncertainty or events that may arise during the normal course of day-to-day activities and decisions. Operational risks may arise from inadequate or failed internal processes, people and systems, or from external events. They are managed by risk owners and escalated to the Executive Leadership Team when the level of risk is outside risk appetite. |
| **Project risk** | A source of uncertainty that may arise from taking on projects that can hamper the project's overall objectives and success resulting in a range of adverse consequences. They are managed by a Project Manager who is the risk owner and escalated to the Executive Leadership Team when the level of risk is outside risk appetite. |
| **Residual risk** | Level of risk remaining after considering existing controls or risk treatment. |
| **Review** | Activity undertaken to determine the suitability, adequacy and effectiveness of the subject matter to achieve established objectives. |
| **Risk** | Effect of uncertainty on objectives. (Note: effect is a deviation from the expected and may be positive and/or negative.) |
| **Risk acceptance** | An informed decision to accept the consequences and the likelihood of a particular risk. |
| **Risk analysis** | A systematic process to comprehend the nature of risk and to determine the level of risk. |
| **Risk appetite** | The amount of risk that the organisation is prepared to accept or be exposed to in the pursuit of its objectives. |
| **Risk assessment** | The overall process of risk identification, risk analysis and risk evaluation. |

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| **Risk attitude** | Organisation's approach to assess and eventually pursue, retain, take or turn away from risk. |
| **Risk aversion** | Attitude to turn away from risk. |
| **Risk avoidance** | An informed decision not to become involved in, or to withdraw from, a risk activity, decision, situation or event. |
| **Risk culture** | A term describing the values, beliefs, knowledge, attitudes and understanding about risk shared by a group of people. |
| **Risk evaluation** | The process used to determine risk management priorities by comparing the level of risk against predetermined appetite, tolerance, target risk levels or other criteria. |
| **Risk identification** | Process of finding, recognising and describing risks. |
| **Risk management** | The coordinated activities to direct and control an organisation with regard to risk. |
| **Risk management framework** | The set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation. |
| **Risk management process** | Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk. |
| **Risk owner** | A person (often a Manager) with the accountability and authority to manage the risk. |
| **Risk profile** | The documented and prioritised overall assessment of a range of specific risks or set of risks faced by the organisation. |
| **Risk rating criteria** | A reference against which the significance or level of a risk is evaluated. The risk rating resulting from the application of the risk assessment ratings on the likelihood of the risk and consequence of a risk. |
| **Risk register** | A formal record or repository (system or file) of the risks identified, evaluated and managed by the risk owner. |
| **Risk Register Procedure** | A document to provide risk owners with step-by-step instructions for identifying, analysing, evaluating, treating and escalating risks to complete a risk register. See Appendix A. |
| **Risk retention** | The level of risk ultimately accepted. |
| **Risk sharing** | Sharing with another party the burden of loss or consequence from a particular risk. |
| **Risk source** | Element which alone or in combination has the intrinsic potential to give rise to risk event. Considered during the risk assessment step. |
| **Risk tolerance** | The level of variation from the pre-determined risk appetite an organisation is prepared to accept. |

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| **Risk transfer** | Shifting the responsibility or burden for loss to another party usually through contract, insurance or other means. |
| **Risk treatment** | Selection and implementation of an action or process identified to address or mitigate a risk. |
| **Stakeholder** | Person or organisation that can affect, be affected by, or perceive themselves to be affected by a decision or activity. |

## 6. Getting Help

The staff member/s who can assist with enquiries about the policy:

Position: Manager Corporate Services

Department: Corporate and Community Services

## 7. Version Control

Next Review Date: December 2025

Staff Member Responsible for Review: Manager Corporate Services

| Document Name | Version No. | Resolution No. | Date |
|---|---|---|---|
| Enterprise Risk Management Framework | 1 | | November 2024 |
| | | | |
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## Appendix A: Likelihood Rating Table

| Likelihood | Description | Qualification |
|---|---|---|
| 5 – Almost Certain | The event is expected to occur in normal circumstances. There has been frequent past history. | Several times a year. Greater than 90% chance of occurring. |
| 4 – Likely | The event will probably occur. Some recurring past event history. | Once a year. Between 70% and 90% chance of occurring. |
| 3 – Possible | The event may occur at some time. Some past warning signs or previous event history. | Once every 5 years. Between 30% and 70% chance of occurring. |
| 2 – Unlikely | The event could occur in some circumstances. Some history within local government or community. | Once every 20 years. Between 5% and 30% chance of occurring. |
| 1 – Rare | The event may occur but only in exceptional circumstances. No recent event history. | Once every 50 years or more. Less than 5% chance of occurring. |

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**Appendix B: Consequence Rating Table**

| **Consequence** | **Financial** Financial impacts | **People** Safety and wellbeing impacts | **Environment** Environmental impacts | **Governance and Reputation** Credibility, political impacts | **Legal and Regulatory** Regulatory, compliance and legal impacts | **Service and Project Delivery** Service, project, strategic or delivery impacts |
|---|---|---|---|---|---|---|
| **5 – Catastrophic** | > $1M financial loss or >30% adverse impact on budgeted income or expenses; external audit qualification; threatens financial sustainability; may require State government intervention | Multiple losses of life or permanent disability, extensive injuries to several people; substantial long-term impact on morale or community, prosecution for breach of legislation (WHS); long term duration lost time injury. | Detrimental long-term environmental impact; extensive release; total destruction of a species, habitat or ecosystem; requires over 10 years repair; National media interest; criminal prosecution. | Substantiated, public embarrassment; total loss of stakeholder trust that takes many years to repair; sustained negative national or state media coverage lasting more than 1 week; Minister or Regulator involved in issue resolution. | Significant breach leading to investigation by external agency resulting in successful prosecution or sacking of Senior Officers, Council/ elected representatives, administrator appointed. | Inability to deliver critical programs and/or services for >7 days; > 4 weeks project time slippage; significant adverse impact on services visibly obvious to key stakeholders; major scope changes and noticeable quality degradation require redesign; requires immediate Crisis Management and activation of Business Continuity Plan. |

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| **4 – Major** | $500K to $1M financial loss or 20-30% adverse impact on budgeted income or expenses, Internal Auditor or Auditor General review qualification; major, longer-term negative implications for Council's ability to financially deliver capital projects and/or services. | Single death, or long- term disabling injuries to one or more people (staff or public), major localised impact on morale or wider community, one off major breach of legislation (WHS); medium duration lost time injury of greater than 1 month. | Medium term damage, regional impact; release spreading off-site contained with external assistance; medium-term (5-10 years) environmental damage; State media interest; multiple community complaints; notification to authority required; civil prosecution. | Substantiated, public embarrassment; some loss of stakeholder trust that takes many months to repair; significant adverse media at State level lasting up to 1 week; local Member attention; major internal inquiry required. | Major breach or systemic breaches leading to investigation by external agency, eg ICAC, resulting in negative findings, fines or penalties. | Severe and widespread decline in services; relationship with stakeholders/key suppliers becomes strained; inability to deliver critical programs and/or services for 4-7 days; 3-4 weeks project time slippage; noticeable quality degradation requires remediation and Council approval, possible safety issues; requires activation of Business Continuity Plan. |
| **3 – Medium** | $150K to $500K financial loss or 10-20% adverse impact on budgeted income or expenses; medium term impacts on Council's ability to financially deliver capital projects and/or services requiring some trade-offs between initiatives and service levels. | Substantial short-term impact on morale or community; minor breach of legislation (WHS/employment laws); serious injury or multiple minor medical treatment; short duration lost time injury greater than 5 days. | Environmental damage is evident; on-site release contained with assistance; medium-term (2-5 years) environmental damage; local media interest; repeat community complaints; regulatory enforcement action (e.g. fine, notice, order). | Substantiated, public embarrassment, moderate media profile (front page, one day); significant concerns from key stakeholders or substantial increase in number of complaints; short- term negative media extends to major | Technical breach of legislation resulting in small fine, warnings, investigation finding technical breach of legislation and improvement notices issued; a high threat of legal action. | Inability to deliver critical programs, and/or services for 2-3 days; 1-2 weeks project time slippage; decline in Council or key supplier service levels that cause a disruption to key stakeholders; management attention required. |

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| | | | | metropolitan press; an internal inquiry may be required. | | |
| **2 – Minor** | $50K to $150K financial loss or 5-10% adverse impact on budgeted income or expenses; some minor impacts on funding of individual initiatives and services requiring supplementary funding or reprioritisation. | Some short-term localised impact on staff morale, community or customer relations; minor injuries or illness from normal activities treated by first aid; lost time 5 days or less. | Environmental impact is evident; in-site release immediately controlled; up to 2 years recovery period; does not impair the overall condition of the habitat or ecosystem. | Substantiated, low impact, low media profile (not frontpage news) from individual stakeholders; small amount of short- term, non-recurring negative local media. | Minor breach of legislation, isolated complaint or incident where there is a threat of legal action that can be resolved by management. | Some delays in meeting stakeholder expectations; < 1 week project time slippage; minor disruption in single area; decline in service levels; short-term disruption up to 1 business day managed routinely. |
| **1 – Insignificant** | < 50K financial loss or up to 5% adverse impact on budgeted income or expenses; minimal or no adverse impact on Council's overall finances. | Localised concerns by staff, community or customers; minimal impact on staff morale; minor incident or 'near miss'; no lost time. | Negligible environmental impact; isolated release only; no corrective action needed; no impact on the overall condition of the habitat and ecosystem. | Unsubstantiated, low profile media exposure, minor isolated concerns raised, resolved by day-to-day management; little to no public or media interest. | Minor non-compliance, complaint or isolated breach resolved by day-to- day management. | Scheduled interruptions; an inconvenience with little to no adverse impact on projects or other activities; Unscheduled interruptions < 4 hours. Little or no impact on delivery program. |

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## Appendix C: Risk Level Rating Table

| | Likelihood | | | | | |
|---|---|---|---|---|---|---|
| | 1 – Rare | 2 – Unlikely | 3 – Possible | 4 – Likely | 5 – Almost Certain | |
| Consequence | 5 Catastrophic | Moderate | High | High | Extreme | Extreme |
| | 4 Major | Low | Moderate | High | High | Extreme |
| | 3 Medium | Low | Moderate | Moderate | High | High |
| | 2 Minor | Low | Low | Moderate | Moderate | High |
| | 1 Insignificant | Low | Low | Low | Low | Moderate |

## Appendix D: Control Effectiveness Rate Table

| CONTROL EFFECTIVENESS | Very effective | Reasonably effective | Somewhat effective |
|---|---|---|---|
| | Fully documented process; staff adequately trained; control well communicated; control is regularly audited; no audit issues; no incidents of control failure. | Documentation, training and/or communication could be improved to enhance consistency of operation; control design can be improved; no recent audits and some known issues. | The control is not very reliable, not well designed, not documented and/or communicated; no regular training; historical audit issues; frequent incidents. |

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# Warrumbungle Shire Council

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**MINUTES OF THE BINNAWAY COMMUNITY CONSULTATION MEETING ROUND 1 2024/25 HELD IN THE BINNAWAY BOWLING CLUB ON MONDAY 28 OCTOBER 2024 COMMENCING AT 5.30PM.**

**PRESENT:** Cr Kathryn Rindfleish (Mayor), Cr Jason Newton (Deputy Mayor), Cr Zoe Holcombe, Cr Debra Bell, Cr Naomi Taylor, Cr Ray Lewis, Cr Kodi Brady, Leeanne Ryan (Director Environment and Development Services, DEDS), Ngaire Stevens (Acting Director Corporate and Community Services, A/DCCS), Kevin Tighe (Acting Director Technical Services, A/DTS), Thomas Cleary (Manager Warrumbungle Water, MWW), Nicole Devenish (Community Services Connections Officer), Amanda Wherrett (PA to Director Corporate and Community Services, Minutes), Lyn Petherbridge, Sally Edwards, Jennifer Lambell, Rob Lambell, Bill Tatt, Gary Andrews, Natasha Noakes, Lisa Wright, Julie Mitchell, Gloria Hancock, Dainelle Meyers, and Emily Brooks.

**APOLOGIES:** Cr Dale Hogden, Cr Denis Todd, Roger Bailey (General Manager), Nicole Benson (Director Technical Services), Sandra McCaw, and Bernie McBain.

**INTRODUCTION:**
Mayor Kathryn Rindfleish welcomed attendees to the meeting and introduced the councillors and Council staff in attendance.

**MINUTES OF PREVIOUS MEETING TUESDAY 16 APRIL 2024**
Relating to the Business Arising of 16 April 2024, Sally Edwards noted that the minutes did not reflect her concern raised, that was regarding the timeliness of outstanding items on the Binnaway Action List, and in addition, Sally had queried why some items remained 'In Progress' for so long.

**BUSINESS ARISING**
Relating to the previous Minutes of 16 April 2024, Agenda Item 2 Funding for housing for independent living in Binnaway, Rob Lambell requested an update on this item.

DEDS advised not aware of where the matter was at, as it had been dealt with by the General Manager.

**COMMUNITY MATTERS**

1. **Full report on the Binnaway sewerage scheme and when it might be started. (Gary Andrews)**
   MWW provided an update on the progress on the project so far, key points were:
   - Since undertaking community consultation in March 2023, Council has engaged a consultant, NSWPW, to complete a concept design of the sewerage scheme. The scope of the concept design includes site selection, concept design of reticulation and treatment infrastructure, environmental assessment and technical specifications which provide detail as to how the contractor is to build the scheme.
   - Following completion of the concept design, Council will engage with regulators DCCEEW and NSW EPA to obtain relevant approvals in relation to the proposed plans;
   - Once plans are endorsed, Council will procure a consultant to develop a business case for the scheme. The purpose of the business case is to complete a robust analysis of the proposal which details the benefits and costs of the scheme. Council will then decide on moving the project to the next phase which will be the construction phase.
   - The project will be developed to a shovel ready status, meaning that whilst the project may not be ready to commence, the plans are

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developed to a point where the scheme can be constructed when suitable funding becomes available.

A community member was concerned that a rates increase would result from the upgrade.

Mayor Rindfleish advised that once the Binnaway Sewerage Business Plan has been completed then costs will be more understood, the timeframe of which will be closer to September 2025.

MWW advised that Council will engage with Binnaway community before the Binnaway Sewerage Business Plan is submitted to Council for review.

Sally Edwards enquired if the Binnaway Sewerage Business Plan included Mendooran Sewer Treatment upgrade plans.

MWW advised that they are two separate projects; to date Council has received funding to develop an options assessment for the Mendooran Sewerage Scheme, this was completed in 2022. To date there is no funding available to further progress the project.

**COUNCIL UPDATES AND INFORMATION**

2. **Roads Restoration Program.**
   A/DTS provided an update on the roads and the Natural Disaster Recovery program. Key points were:
   - $10,582,454 has been approved for restoration and works are being carried out with 86% funds spent.
   - Natural Disaster restorations deadlines for completion of grant funding are: 30 March 2025 for the November 2021 event AGRN 927; and 30 June 2025 for the September 2022 event. AGRN 1034.
   - $21,001,486 worth of claims have been submitted for AGRN 1034. Council and TfNSW are reviewing the claims, and TfNSW has asked for additional information. Additional plant (trucks) have been hired, Council staff are working additional hours and/or up to six (6) days per week to meet the works deadline.
   - Works are currently underway: Wongoni Road; Mancers Road; Box Ridge Road; Prugger North of Oxley (Goolhi and surrounds) such as Reddens Road and Yaminbah Road.

Two enquiries by a community member, raised at this part of the meeting, has been recorded in the General Business section as number 5 and 6.

3. **External Budget Submissions**
   A/DCCS advised that External Budget Submissions are currently open for the financial year 2025/26, and forms are available on Council website under the Have Your Say tab. The submissions close at 4.30 pm on Friday 6 December 2024.

**3.1** Sally Edwards enquired if the costs associated with mowing the Binnaway Showground could be applied for within the External Budget Submissions.

A/DCCS advised Sally that this request would be better suited as an application for Council's Annual Donations, or Community Financial Assistance Donations.

**ACTION:** A/DCCS to investigate who manages the mowing of the Binnaway Showground.

4. **Australia Day 2025**
   A/DCCS advised that nominations for Australia Day 2025 Awards opened on Monday 28 October 2024, and will close at 4.30 pm on 25 November 2024. Forms are available on Council's website under the Have Your Say tab, at Council reception in Coonabarabran and Coolah, and available at this meeting.

**GENERAL BUSINESS**

All community matters raised at the beginning of the meeting are recorded in this section of the minutes as General Business.

5. **Binnaway address Number 156 Ironbark Street.**
   A community member enquired why number 156 Ironbark Street was changed to number 3 Showground Street. In addition, the community member enquired why there are four number 10 George Street addresses.

   A/DTS advised that when streets are renamed Council complies with the NSW Government Geographical Names Board rules and regulations, and organisations such as Australia Post and Police are notified as part of that process.

   **ACTION:** A/DTS to investigate why address number 156 Ironbark Street was changed to number 3 Showground Street.

   **ACTION:** A/DTS to investigate how many properties are numbered 10 George Street in Binnaway.

6. **Renaming town streets**
   A community member enquired as to what Council's process is to rename streets.

   **ACTION:** A/DTS to provide a report detailing the process and procedures involved in renaming town streets.

7. **Bin near the bus-stop in Bullinda Street (Dainelle Meyers).**
   Dainelle Meyers enquired if the bin that was removed near the bus stop in Bullinda street could be replaced.

   **ACTION:** A/DTS to follow up the replacement of the bin near the bus stop in Bullinda street.

8. **In relation to Item 14 Development Application – Pumphouse Campground of the Binnaway Action List Rd 2 17/18 - 13 November 2017 (Rob Lambell)**

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Rob Lambell enquired about an update to the road closure, and to the progress of the Development Application (DA) and review of licence agreement.

DEDS advised that Council would need to refresh the DA process and assess what is required with a review of the license agreement.

9. **In relation to Binnaway Action List Item 19, 4 May 2021 – Round 2 202/2021 (Sally Edwards)**
   Sally Edwards mentioned that Item 19 of 4 May 2021 of the Binnaway Action List regarding security cameras states that the status is completed, however, the last comment provided is "For consideration by new Council in 2025/26 budget". Sally enquired as to whether the status should be 'in progress' if the item remains for consideration by the new Council.

   A/DCCS advised that Council will take this on notice.

10. **Tobacco and Vaping shops in the local community (Sally Edwards).**
    Sally Edwards enquired if Council would consider seeking support from the local Member of Parliament, Roy Butler, regarding the tobacco/vaping shops that have established businesses in the community, and the potential health risk to the community's youth.

    Mayor Rindfleish advised that Council will take this on notice.

11. **Binnaway Youth Program (Sally Edwards)**
    Sally Edwards provided an update to Council on the Binnaway Youth Program and a review of all the local service providers. In addition, Sally mentioned that there will be a variation on the Stronger Country Communities Fund (SCCF) to be submitted shortly.

    A/DCCS advised to take this on notice.

12. **Mowing of resident's Council owned verge land. (Natasha Noakes)**
    Natasha Noakes enquired as to why Council does not mow the Council owned land outside residential properties.

    A/DTS advised that Council do not generally mow residential footpaths, and that Council are currently undertaking a service level review to look at potential over servicing, or under servicing, of Council owned areas.

13. **Commendation to Council the installation work of the signs at Binnaway Campground (Rob Lambell)**
    Rob Lambell commended Council for the work that was completed installing new signs at the Binnaway Campground.

14. **Binnaway pool closure (Lisa Wright)**
    Lisa Wright mentioned that Binnaway School was not informed that the Binnaway pool opening date was to be delayed. Lisa mentioned Binnaway school paid $3000 for swimming lessons for school students for Wednesday 30 October 2024, and the pool is closed.

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A/DTS advised the Binnaway pool is currently being filled, and is on track to be opened by Wednesday 30 October 2024.

15. **Binnaway pool opening times for the school swim season (Natasha Noakes)**
    Natasha Noakes mentioned that Binnaway school often experiences interruptions to school sporting events at the Binnaway pool, and are not offered a subsidy to pool fees as compensation.

    A/DTS advised that scheduled pool opening times are based on Council resources, pool usage and running costs associated for each pool. Opening of pools is scheduled 5 days in advance to allow time to prepare the pools. In regard to Binnaway pool this season, Council couldn't access the water main without impacting the pressure to the Binnaway town supply, resulting in the pool filling up much more slowly than expected.

16. **Request for a subsidy to the Season Ticket (Lisa Wright)**
    Lisa Wright requested Binnaway residents receive a discount on the Season Ticket, as Binnaway pool is not open for a long as other Shire pools are.

    Mayor advised that this request will be taken on notice.

17. **Regarding a lifeguard position for Binnaway pool (Bill Tatt)**
    Bill Tatt mentioned that lifeguards require more than seasonal work only, and that previously Binnaway pool had a lifeguard with fulltime work, spending swim season at the pool, and the rest of year working elsewhere within Council.

    Mayor advised to take this on notice.

18. **Binnaway pool fees for families experiencing hardship (Lisa Wright)**
    Lisa Wright mentioned that many local Binnaway families cannot afford the proposed entry fees to the pool, and the pool is one of only two activities for Binnaway youth to use recreationally. Lisa enquired as to whether these families could receive a subsidy to pool fees to help them access the pool.

    Mayor Rindfleish advised that at the upcoming November Council Meeting there will be a Resolution for discussion regarding the entry fees to Shire pools.

19. **EnergyCo grant funding to cover the costs of entry for Shire pools (Sally Edwards)**
    Sally Edwards enquired if part of the EnergyCo grant funding could be allocated to Shire communities to cover free entry to all Shire pools.

    A/DCCS advised Sally to investigate the EnergyCo Grant guidelines for eligibility to use the Grant funding to cover free entry to all Shire pools.

20. **Binnaway water quality.**
    A community member mentioned she experiences calcification build up in her household showerhead, the town water hardness is an issue for her skin, and she has corrosion issues from the water.

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MWW advised that Binnaway water complies with Australian Drink Water Guidelines and town water test results are published on Council website on the Warrumbungle Water page for community information. Town water is a user-pays system, and water hardness is costly to treat and requires advanced levels of water treatment, the costs of which would be passed on to consumers. Calcification naturally occurs and is an aesthetic issue only. Corrosion can be due to the source water, and the age of metre-to-household plumbing. MWW also advised that Binnaway has a $2M budget for upgrades to Binnaway town water, after which should be a noticeable improvement in taste and odour.

21. **Communications with Council via email (Sally Edwards)**
    Sally Edwards mentioned that she submitted an email to Council, and then a follow up email, and received no response.

    **ACTION:** Sally Edwards to provide the two email document numbers for A/DCCS to follow up.

    **ACTION:** A/DCCS to follow up the two emails sent to Council by Sally Edwards with document ID numbers provided by Sally Edwards.

22. **Len Guy Park and Skate Park (Lisa Wright)**
    Lisa mentioned the poor condition of the Binnaway Skate Park, and Len Guy Park, and enquired if there are any plans to upgrade these two places.

    A/DTS advised that part of the REZ funding will be allocated to town's playground upgrades.

23. **Binnaway Tennis Club lights (Gary Andrews)**
    Gary Andrews mentioned that the Binnaway Tennis Club solar lights are not working.

    **ACTION**: A/DTS to investigate the solar lights at the Binnaway Tennis Club for maintenance.

Mayor Kathryn Rindfleish thanked everyone for attending, and declared the meeting closed.

**There being no further business, meeting was closed 6.50 pm.**

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**MINUTES OF THE BARADINE COMMUNITY CONSULTATION MEETING ROUND 1 2024/25 HELD IN THE BARADINE MEMORIAL HALL ON TUESDAY 29 OCTOBER 2024 COMMENCING AT 5:30PM**

**PRESENT:** Cr Kathryn Rindfleish (Mayor), Cr Jason Newton (Deputy Mayor), Cr Zoe Holcombe, Cr Naomi Taylor, Nicole Benson (Director Technical Services, DTS), Leeanne Ryan (Director Environment and Development Services, DEDS), Ngaire Stevens (Acting Director Corporate and Community Services, A/DCCS), Amanda Wherrett (PA Director Corporate and Community Services, Minutes), Nicole Devenish (Community Services Connections Officer, CSCO), Ted Hayman, Dot Skinner, Ray Skinner, Liz Cutts, Peter Wilkie, Gisela Evans, Will King, My Tien Nguyen, Suzanne Fuller, and Troy Carey.

**APOLOGIES:** Cr Dale Hogden, Cr Debra Bell, Cr Kodi Brady, Cr Ray Lewis, and Cr Denis Todd.

**INTRODUCTION**
Mayor Kathryn Rindfleish welcomed attendees to the meeting and introduced the councillors and Council staff in attendance.

**MINUTES OF PREVIOUS MEETING WEDNESDAY 3 APRIL 2024**
Accepted as a true and accurate record.

**BUSINESS ARISING**
Nil.

**COMMUNITY MATTERS**

1. **Request for Baradine Pool to have free entry. (Will King)**
   Will King mentioned that Baradine has resident families unable to pay for entry to the pool, and the pool is one of few activities available for recreation in Baradine.

   DTS advised that the proposed Shire pool fee charges was advertised for public submission for feedback, followed by a report to Council for consideration at the upcoming November Ordinary Council meeting. To revisit the fees and charges, this process would have to be repeated.

   Liz Cutts enquired if Baradine residents can make an application to the External Budget Submissions that Baradine pool entry be free.

   DTS advised that Baradine residents are able to submit an application to External Budget Submissions.

2. **Mowing Council owned footpaths by the public (Dot Skinner)**
   Dot Skinner enquired as to who would be liable for an incident caused by her, if she was to be mowing the Council-owned land in front of her property, and she was to cause injury to a passerby.

   DTS advised that it would depend whether the injured passerby chose to lodge a claim against someone else, or Council, for who would be liable.
   In addition, DTS advised that Council do not generally mow residential footpaths, and that Council are currently undertaking a service level review to look at potential over servicing, or under servicing, of Council owned areas.

3. **Does Council plan to have kerbside collection in the near future. (Liz Cutts)**

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DEDS advised that no dates are currently planned, however, kerbside collection is an item Council are looking into for the future.

4. **Update on the Pedestrian Access and Mobility Plan (PAMP) project and identified hazards in Wellington Street. (Liz Cutts)**
   Liz Cutts enquired about the PAMP project which took place in 2015 to identify hazards in Baradine, some of which have not been addressed. Liz enquired if Council has made plans to fix these hazards.

   DTS advised Council will implement the hazard repairs as funding becomes available. In addition, DTS advised to respond with what budget Council has for footpath repair in Baradine.

   **ACTION**: DTS to respond to Liz Cutts regarding what budget Council has for footpath repair in Baradine.

5. **What is the best way to make Baradine pool entry free of charge. (Liz Cutts)**
   This item was discussed previously in the meeting.

6. **Who would pay for a Development Application (DA) for a bird sculpture project in the median strip of Wellington Street. (Liz Cutts)**
   Liz Cutts mentioned that she is applying for a grant to install a bird sculpture project within the median strip in Baradine. Liz enquired whether Council would pay for a DA for this project.

   DEDS advised that Council pays for a DA if a project is on Council land. DEDS advised Liz to contact Council's Planning Department soon to enquire about DA requirements.

7. **Request that Council apply for the Pilot Activated Lights (PAL) grant for Baradine Aerodrome lights upgrade. (Liz Cutts)**
   Liz Cutts mentioned that members of Baradine Aerodrome report that the landing runway lights still work, however they are very old. Liz mentioned that the landing runway lights are essential for the Royal Flying Doctors to land.

   **ACTION:** Liz Cutts to send Council through quotes for the costs to upgrade the Baradine Aerodrome lights.

8. ~~**Renovate Lion's Park Playground with a child safety fence. (Ella Prouse)**~~
   This item was withdrawn by written request from Ella Prouse.

9. **Reinstate fully subsidised entry to the Baradine pool. (Tuesday Fitheach)**
   Tuesday Fitheach was not in attendance at the meeting.

**COUNCIL UPDATES AND INFORMATION**

10. **Roads Restoration Program.**
    DTS provided an update on the roads and the Natural Disaster Recovery program. Key points were:

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- $10,582,454 has been approved for restoration and works are being carried out with 86% funds spent.
- Natural Disaster restorations deadlines for completion of grant funding are: 30 March 2025 for the November 2021 event AGRN 927; and 30 June 2025 for the September 2022 event. AGRN 1034.
- $21,001,486 worth of claims have been submitted for AGRN 1034. Council and TfNSW are reviewing the claims, and TfNSW has asked for additional information. Additional plant (trucks) have been hired, Council staff are working additional hours and/or up to six (6) days per week to meet the works deadline.
- Works are currently underway: Wongoni Road; Mancers Road; Box Ridge Road; Prugger North of Oxley (Goolhi and surrounds) such as Reddens Road and Yaminbah Road projected to be finished by January 2025.
- Baradine - Coonamble Road has received some Heavy Patching plus some edge work. Next, followed by work on the road from Bardeine towards Coonabarabran in 2025.
- Work planned for Indians Lane with reconstruction of last 900m FD; Heads Road too wet previously; Bugaldie-Goorianawa Road reseals FD.
- Johns Crossing – WSC obtaining an L3 inspection to submit to TfNSW who are assessing the submission seeking $1.5M to reinstate the former causeway.
- Maganns Crossing – design for 7 box culverts to be publicly exhibited in next few days. $550,000 from the LRCIP4 has funded this project.

**11. External Budget Submissions.**

A/DCCS advised that External Budget Submissions are currently open for the financial year 2025/26 and forms are available on Council website under the Have Your Say tab. The submissions close at 4.30 pm on Friday 6 December 2024.

**12. Australia Day 2025.**

A/DCCS advised that nominations for Australia Day 2025 Awards opened on Monday 28 October 2024, and will close at 4.30 pm on 25 November 2024. Forms are available on Council's website under the Have Your Say tab, at Council reception in Coonabarabran and Coolah, and available at this meeting.

**GENERAL BUSINESS**

**13. Baradine Swimming Club request for pool fee reduction (MyTien Nguyen)**

MyTien Nguyen enquired if the Baradine Swimming Club members could receive a reduction in pool entry fees, as the costs of paying the Swim Central fees and pool entry fees becomes too expensive for some local families.

Mayor advised to take this request on notice.

**ACTION:** Council to investigate whether Council could qualify as an organisation to be able to receive Service NSW Active Kids Vouchers as contribution payment for pool season tickets.

**14. Concern regarding two tobacconist businesses that have set up in local township. (Liz Cutts)**

Liz Cutts expressed concerns about two tobacconist businesses recently established in Coonabarabran. Liz mentioned that one shop sells children's toys and vape products, which is considered inappropriate by some community members.

DEDS advised that it is not Council's department to assess what these businesses are selling; however, Council could contact the local Member of Parliament on behalf of the community and express their concerns.

**ACTION:** DEDS to contact the Local Member Parliament, Roy Butler, regarding the concerns local community members have with two tobacconist shops that opened in Coonabarabran.

15. **Costs required to maintain six Warrumbungle Shire pools (Cr Jason Newton)**
Cr Jason Newton mentioned that the costs required to maintain six Shire pools must be allocated from the Council budget, and to potentially provide free pool entry to all Shire pools is an added cost against that budget. A discussion followed regarding where to source revenue from within the budget to cover the costs of free entry to all Shire pools.

DTS advised that Council offers a 4-week season pass, which is more cost effective for some families, and enables attendance at the pools when a lifeguard is not present.

Gisela Evans mentioned that Coonamble Shire Council lease their pool to a private party, and enquired if Council could look to leasing their pools out to a private party.

DTS advised that Council has a resolution to investigate leasing out, or external management, of Council pools. No action to date.

16. **Pedestrian crossing at Baradine Central School (Troy Carey)**
Troy Carey mentioned the pedestrian crossing in front of the Baradine Central School has no crossing signs, and that cars park over the crossing restricting safe access for children. Troy enquired as to whether pedestrian crossing islands and flags could be installed.

Troy Carey also mentioned that the pedestrian crossing opposite the IGA on Wellington Street has no crossing sign, or pole, and needs to be replaced.

**ACTION:** DTS to investigate the pedestrian crossing signs out the front of Baradine Central School contact the Baradine Central School Principal regarding the matter.

**ACTION:** DTS to investigate the pedestrian crossing sign opposite the IGA on Wellington Street for maintenance.

Mayor Kathryn Rindfleish thanked everyone for attending, and declared the meeting closed.

**There being no further business, meeting was closed 6:09 pm.**

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**MINUTES OF THE DUNEDOO COMMUNITY CONSULTATION MEETING ROUND 1 2024/25 HELD IN THE DUNEDOO JUBILEE HALL ON MONDAY 4 NOVEMBER 2024 COMMENCING AT 5:30PM**

**PRESENT:** Cr Kathryn Rindfleish (Mayor), Cr Dale Hogden, Cr Denis Todd, Cr Zoe Holcombe, Cr Naomi Taylor, Leeanne Ryan (Director Environment and Development Services, DEDS), Nicole Benson (Director Technical Services, DTS), Ngaire Stevens (Acting Director Corporate and Community Services, A/ DCCS), Amanda Wherrett (PA to Director Corporate and Community Services, PADCCS, Minutes), Nicole Devenish (Community Services Connections Officer, CSCO), Warren Bull, Cathy Louwen, Cathy Bowman, Anne Bowman, Emma Bowman, David Bowman, John Horner, and Jacqui Yeo.

**APOLOGIES:** Cr Kodi Brady, Cr Debra Bell, Cr Jason Newton (Deputy Mayor), and Sue Stoddart.

**INTRODUCTION**
Mayor Kathryn Rindfleish welcomed attendees to the meeting and introduced the councillors and Council staff in attendance.

**MINUTES OF PREVIOUS MEETING MONDAY 15 APRIL 2024**
Accepted as a true and accurate record.

**BUSINESS ARISING**
Nil.

**COMMUNITY MATTERS**

**Cathy Louwen**

1. **Processing timeframe for Development Applications.**
   Cathy Louwen mentioned she has experienced lengthy delays awaiting responses from Council regarding two Development Applications she has submitted. Cathy enquired why Council's communications were slow in relation to these Development Applications.

   DEDS advised Council have not had a Town Planner for 2 years, and Council have recruited for the position 8 times, causing delays with Development Applications.

   **ACTION:** Cathy Louwen to provide DEDS with details of the Development Applications that requires a response from Council.

   **ACTION:** DEDS to investigate and follow up the Development Applications Cathy Louwen is referring to.

**COUNCIL UPDATES AND INFORMATION**

2. **Roads Restoration Program.**
   DTS provided an update on the roads and the Natural Disaster Recovery program. Key points were:
   - $10,582,454 has been approved for restoration and works are being carried out with 86% funds spent.
   - Natural Disaster restorations deadlines for completion of grant funding are: 30 March 2025 for the November 2021 event AGRN 927; and 30 June 2025 for the September 2022 event. AGRN 1034.
   - $21,001,486 worth of claims have been submitted for AGRN 1034. Council and TfNSW are reviewing the claims, and TfNSW has asked for

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additional information. Additional plant (trucks) have been hired, Council staff are working additional hours and/or up to six (6) days per week to meet the works deadline.

- Works are currently underway: Wongoni Road; Mancers Road; Box Ridge Road; Prugger North of Oxley (Goolhi and surrounds) such as Reddens Road and Yaminbah Road projected to be finished by January 2025.

**2.1** A community member mentioned that the bridge approaches to the two bridges on the Golden Highway leading south require maintenance.

**ACTION:** DTS to investigate with TfNSW if this work has been scheduled.

Community member asked why the patching is not completed on the whole road at the one time.

DTS advised Council road patching schedule follows funding when it becomes available and schedules work accordingly.

**3. External Budget submissions**

A/DCCS advised that External Budget Submissions are currently open for the financial year 2025/26, and forms are available on Council website under the Have Your Say tab. The submissions close at 4.30 pm on Friday 6 December 2024.

**4. Australia Day 2025**

A/DCCS advised that nominations for Australia Day 2025 Awards opened on Monday 28 October 2024, and will close at 4.30 pm on 25 November 2024. Forms are available on Council's website under the Have Your Say tab, at Council reception in Coonabarabran and Coolah, and available at this meeting.

**GENERAL BUSINESS**

**5. Dunedoo pool fees (Mr Louwen)**

Mr Louwen mentioned community concerns about the pool entry fee being $4.70 being too high for the families in Dunedoo to afford. Mr Louwen mentioned that the pool is the only recreational place to go, except a small skate park, and suggested that Shire residents could pay more in rates to cover fee entry to all Shire pools.

DTS advised that Council adopted the Operational Plan 2024-2025 with all fees and charges included. Council advertised for public submission for feedback, followed by a report to Council for consideration at the upcoming November Ordinary Council meeting.

**6. Commendation for Council for road works (Cathy Bowman)**

Cathy Bowman commended Council for the great job on the road works along Bullindah Road.

**7. Commendation for Council (Cathy Bowman)**

Cathy commended Council staff member David Smith and his team for the good work with maintenance and upkeep to Dunedoo Park, they keep it looking good and the toilets were fixed quickly.

8. **Dunedoo playground fencing project (Cathy Bowman)**
   Cathy Bowman enquired when the Dunedoo park playground fencing will be completed.

   DTS advised that due to lack of resources and a Project Manager, the playground fencing has been delayed. Funding for the playground fencing is part of the Local Roads and Community Infrastructure Program Phase 4, which is due to be completed in June 2025. Once works are scheduled Council will engage with the Development Group.

9. **Gardens at the Dunedoo park (Cathy Bowman)**
   Cathy Bowman mentioned that the gardens and some trees at Dunedoo park look dead, and enquired if there is irrigation to help green up the park.

   **ACTION:** DTS to investigate the Dunedoo park gardens and trees and assess the watering arrangements for the park.

10. **Dunedoo toilets paper supply (Cathy Bowman)**
    Cathy Bowman enquired about the funding for toilet paper supply to the Dunedoo toilets and if Dunedoo could acquire more resources for these amenities.

    DTS advised that Council assess the service levels of each town's toilets and fund them accordingly.

11. **Update on the TRRRC site (Emma Bowman)**
    Emma Bowman enquired about an update on the TRRRC site.

    DEDS advised that the General Manager is overseeing this project, and is currently on leave.

12. **REZ updates (Emma Bowman)**
    Emma Bowman enquired about an update on the REZ developments.

    DEDS advised that the progress update is similar to the April Community Consultation meeting updates, with key progress being:
    - Transmission Line was approved 26 June 2024, with a modified application approved on the 14 October 2024. The department of Planning deemed the modification to be minor.
    - Birriwa Solar Farm was approved 16 August 2024.
    - Spicer's Creek Wind Farm was approved 31 October 2024.
    - Liverpool Range Wind Farm had a modified application approved on 2 November 2024.

13. **Sound quality of the Council meeting in Coolah Council Chambers (Emma Bowman)**
    Emma Bowman mentioned that the online recording sound quality of the Council Meeting in the Coolah Council Chambers is not very good, and that it is difficult to hear what is being said.

    A/DCCS advised to take this on notice.

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14. **Replacement of the town bike racks (Cathy Bowman)**
    Cathy Bowman enquired about replacing the bike racks that were removed in Dunedoo main street. Cathy mentioned that Dunedoo has a large visitation of cyclists and the bike racks are important feature of the main street.

    **ACTION:** DTS to follow up the bike rack project and investigate when the bike racks can be replaced in the main street of Dunedoo.

15. **Rates notice enquiry (Jacqui Yeo)**
    Jacqui Yeo enquired about a rates notice she received and was overcharged. Jacqui was advised to pay the incorrect amount and then seek an adjustment on the subsequent rates notice, however, the following rates notice did not display the adjustment.

    **ACTION:** Jacqui to provide her contact information, and details of the two rate notices to A/DCCS.

    **ACTION:** A/DCCS to investigate Jacqui Yeo's rates notice issue, and contact her with a response.

Mayor Kathryn Rindfleish thanked everyone for attending, and declared the meeting closed.

**There being no further business, meeting was closed 6.01 pm.**

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**MINUTES OF THE MENDOORAN COMMUNITY CONSULTATION MEETING ROUND 1 2024/25 HELD IN THE MENDOORAN MEMORIAL CLUB ON TUESDAY 5 NOVEMBER 2024 COMMENCING AT 5:30PM**

**PRESENT:** Cr Kathryn Rindfleish (Mayor), Cr Denis Todd, Cr Zoe Holcombe, Leeanne Ryan (Acting General Manager, A/GM, and Director of Environment and Development Services, DEDS), Nicole Benson (Director of Technical Services, DTS), Ngaire Stevens (Acting Director Corporate and Community Services, A/DCCS), Amanda Wherrett (PA to Director Corporate Community Services, Minutes, PADCCS, Minutes), Nicole Devenish (Community Services Connections Officer, CSCO), Carlton Kopke, Adrian Green, Carmel Bundy, Val Dries, Stuart Neal, Lyndal O'Leary, Dale Hayes, and Cheryl Tillman.

**APOLOGIES:** Cr Jason Newton (Deputy Mayor), Cr Dale Hogden, Cr Debra Bell, Cr Naomi Taylor, and Jenny Lloyd.

**INTRODUCTION**
Mayor Kathryn Rindfleish welcomed attendees to the meeting and introduced the councillors and Council staff in attendance.

**MINUTES OF PREVIOUS MEETING THURSDAY 4 APRIL 2024**
Accepted as true and accurate record.

**BUSINESS ARISING**
Nil.

**COMMUNITY MATTERS**

1. **Update on the sports amenities project (Carlton Kopke)**
   Carlton Kopke requested an update on the sports amenities project.

   DTS advised the project was on hold during recruitment process for a Project Manager, and a Project Manager has now been engaged. Staff attempted to contact Jenny Lloyd, to meet and determine where the sporting amenities building could be sited. Council will engage with community groups before the project building works commence.

2. **Update on the BBQ Rest Stop area project (Carlton Kopke)**
   Carlton Kopke requested an update on the BBQ Rest Stop area project.

   DTS advised this project is due for completion by June 2025. Council have completed a site survey and are currently drafting concept designs. Council will engage with the Development Group regarding the design options.

3. **Update on the concrete path project outside the NRMA (Carlton Kopke)**
   Carlton Kopke requested an update on the concrete path project outside the NRMA building.

   DTS advised that there are concerns about an underground fuel tank in that area near the footpath outside the NRMA building, and if that fuel tank impacts the project then additional funding will be required.

4. **Update on the concrete tree surrounds project (Carlton Kopke)**
   Carlton Kopke requested an update on the concrete tree surrounds project.

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DTS advised the concrete tree surrounds have been installed, the trees are planted with the tree guards in place. In regards to disability parking Council need to acquire funding for the blisters.

**COUNCIL UPDATES AND INFORMATION**

5. **Roads Restoration Program**
   DTS provided an update on the roads and Roads Restoration Program. Key points were:
   - $10,582,454 has been approved for restoration and works are being carried out with 86% funds spent.
   - Natural Disaster restorations deadlines for completion of grant funding are: 30 March 2025 for the November 2021 event AGRN 927; and 30 June 2025 for the September 2022 event. AGRN 1034.
   - $21,001,486 worth of claims have been submitted for AGRN 1034. Council and TfNSW are reviewing the claims, and TfNSW has asked for additional information. Additional plant (trucks) have been hired, Council staff are working additional hours and/or up to six (6) days per week to meet the works deadline.
   - Works are currently underway: Wongoni Road; Mancers Road; Box Ridge Road; Prugger North of Oxley (Goolhi and surrounds) such as Reddens Road and Yaminbah Road projected to be finished by January 2025.

**5.1** Lyndal O'Leary mentioned that the first 15 kms of the Cobbora Road on the northern end is dirt road and requires maintenance.

**ACTION:** DTS to assess the condition of the first 15 kms of the Cobbora Road on the northern end for possible maintenance.

6. **External Budget Submissions**
   A/DCCS advised that External Budget Submissions are currently open for the financial year 2025/26, and forms are available on Council website under the Have Your Say tab. The submissions close at 4.30 pm on Friday 6 December 2024

7. **Australia Day 2025**
   A/DCCS advised that nominations for Australia Day 2025 Awards opened on Monday 28 October 2024, and will close at 4.30 pm on 25 November 2024. Forms are available on Council's website under the Have Your Say tab, at Council reception in Coonabarabran and Coolah, and available at this meeting.

**GENERAL BUSINESS**

8. **Track to Castlereagh River from Mendooran Caravan Park (Stuart Neal)**
   Stuart mentioned that there is only one small access track to the Castlereagh River from Mendooran Caravan Park, and it is overgrown and dangerous for snakes. Stuart has contacted Council about this and was responded to.

   DTS advised that Council had already provided a response to this request.

9. **Boat ramp access to Castlereagh River (Stuart Neal)**
   Stuart enquired about Council installing a boat ramp access to the Castlereagh River

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to make access easier for community wanting to use the river with recreational boats.

DTS advised the Mendooran community to make a submission to Council's External Budget Submissions 2025-26 that are currently open.

**10. Overgrown Laneways (Stuart Neal)**

Stuart Neal mentioned there are a few overgrown laneways in Mendooran that need to be maintained.

**ACTION:** Stuart Neal to provide Council with specific address locations of the overgrown laneways that require maintenance, and Council will assess these areas.

**11. Pushbike trail along the Castlereagh Riverbank project (Stuart Neal)**

Stuart Neal enquired about an update of the Pushbike trail project along the Castlereagh river in Mendooran.

DTS advised that the Central West Cycling Trail project is not a Council project.

**12. Overgrown property (Val Dries)**

Val Dries mentioned that the property of 24 Bramble Street is overgrown and requires maintenance before the summer months.

**ACTION:** DEDS to assess the property 24 Bramble Street Mendooran for maintenance of overgrown vegetation.

**13. Filling the road blisters with plant for beatification (Lyndal O'Leary)**

Lyndal O'Leary mentioned that the Mendooran Community Development Group have an updated list of plants for the main street road blisters beautification project, the list includes more ground covering plants as opposed to trees.

DTS noted the update to the plant list for Mendooran road blister project.

**14. Installing toilet block at the Mendooran Cemetery (Lyndal O'Leary)**

Lyndal enquired as to the possibility of installing a toilet block at the Mendooran Cemetery as more funerals are occurring there in recent times.

DTS advised that Council would have to assess the 'whole of life' cost of installing a new building for maintenance and servicing, for the costs to be considered by Council within the budget.

**15. Mendooran Sots ground condition (Carlton Kopke)**

Carlton Kopke mentioned the condition of the sports ground is brown and hard, and the local touch football team has 100 members playing. Could Council water and top dress the ground.

DTS advised that Council do not have the water license to irrigate Mendooran oval, however, Council are in the process of obtaining one, however, it can be a lengthy process.

**16. Water cleaner at Mendooran pool not working properly (Lyndal O'Leary)**

Lyndal O'Leary mentioned that the Mendooran pool water cleaner was not cleaning the pool properly.

DTS advised Council have a program schedule to replace Shire pool water cleaners, and will investigate when the Mendooran pool cleaner is due to be replaced.

**ACTION:** DTS to investigate when the Mendooran pool water cleaner is due to be replaced.

17. **Watering the Mendooran sports ground (Dale Hayes)**
    Dale Hayes enquired if there was any way to speed up the watering process of the oval as a duty of care for users. Dale enquired if Council could engage a water cart to water the ground.

    DTS advised that Council cannot irrigate the oval until a water license is acquired. The oval can be assessed for user safety. In addition, a water cart would cause damage to the oval and irrigation system.

    **ACTION:** DTS to investigate Mendooran sports ground for user safety due to ground hardness.

Mayor Kathryn Rindfleish thanked everyone for attending, and declared the meeting closed.

**There being no further business, meeting was closed 5.58 pm.**

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**MINUTES OF THE COONABARABRAN COMMUNITY CONSULTATION MEETING ROUND 1 2024/25 HELD IN COONABARABRAN COUNCIL CHAMBERS ON MONDAY 11 NOVEMBER 2024, COMMENCING AT 5:30PM**

**PRESENT:** Cr Jason Newton (Deputy Mayor), Cr Zoe Holcombe, Cr Naomi Taylor, Cr Denis Todd, Cr Kodi Brady, Lindsay Mason (Acting General Manager, A/GM), Nicole Benson (Director Technical Services, DTS), Leeanne Ryan (Director Environment and Development Services, DEDS), Ngaire Stevens (Acting Director Corporate and Community Services A/DCCS), Amanda Wherrett (PA to Director Corporate and Community Services, Minutes), Nicole Devenish (Community Services Connections Officer, CSCO), Paul San Miguel, Terry Tighe, Joel Amiet, Kalyna Sparks, Julie Shinton and Peter Shinton.

**APOLOGIES:** Cr Kathy Rindfleish (Mayor), Cr Dale Hogden, and Cr Debra Bell.

**INTRODUCTION**
Deputy Mayor Jason Newton welcomed attendees to the meeting and introduced the councillors and Council staff in attendance.

**MINUTES OF PREVIOUS MEETING MONDAY 25 MARCH 2024**
In relation to Item 9 the of the Minutes, a community member's name should read Terry Ward, not Terry Tighe. In addition, Item 9 question should read *white ant* damage, not *white any* damage.

**BUSINESS ARISING**
Nil

**COMMUNITY MATTERS**
Nil.

**COUNCIL UPDATES AND INFORMATION**

1. **Roads Restoration Program.**
   DTS provided an update on the roads and the Natural Disaster Recovery program. Key points were:
   - $10,582,454 has been approved for restoration and works are being carried out with 86% funds spent.
   - Natural Disaster restorations deadlines for completion of grant funding are: 30 March 2025 for the November 2021 event AGRN 927; and 30 June 2025 for the September 2022 event. AGRN 1034.
   - $21,001,486 worth of claims have been submitted for AGRN 1034. Council and TfNSW are reviewing the claims, and TfNSW has asked for additional information. Additional plant (trucks) have been hired, Council staff are working additional hours and/or up to six (6) days per week to meet the works deadline.
   - Works are currently underway: Wongoni Road; Mancers Road; Box Ridge Road; Prugger North of Oxley (Goolhi and surrounds) such as Reddens Road and Yaminbah Road projected to be finished by January 2025.

2. **External Budget Submissions**
   A/DCCS advised that External Budget Submissions are currently open for the financial year 2025/26, and forms are available on Council website under the Have Your Say tab. The submissions close at 4.30 pm on Friday 6 December 2024.

DRAFT

3. **Australia Day 2025**
   A/DCCS advised that nominations for Australia Day 2025 Awards opened on Monday 28 October 2024, and will close at 4.30 pm on 25 November 2024. Forms are available on Council's website under the Have Your Say tab, at Council reception in Coonabarabran and Coolah, and available at this meeting.

**GENERAL BUSINESS**

4. **Unclean Council building frontage. (Julie Shinton)**
   Julie Shinton mentioned that the front of the Council building is very dirty and needs to be cleaned.

   DTS advised to investigate and schedule cleaners to clean the area.

   **ACTION:** DTS to investigate and schedule cleaners to clean the front of the Council building.

5. **Costs of Council paperwork to reproduce for community members (Julie Shinton)**
   Julie Shinton enquired why Council paperwork costs so much money when community members request copies printed.

   A/GM advised that it depends what paperwork community members require. For copies of community members own paperwork there is small charge for administrative time and resources required. Council documents are free of charge such as: Council polices, nomination forms, and guidelines, in addition, this paperwork is available on Council's website. Informal Government Information Pubic Access (GIPA) paperwork is free of charge. Formal Government Information Pubic Access (GIPA) paperwork has a cost associated depending on the complexity of work involved for staff to compile paperwork.

6. **Commendation for Coonabarabran Council reception staff (Julie Shinton)**
   Julie Shinton commended Council's Coonabarabran office reception staff for their help with a rates issue, Julie mentioned that the staff were very helpful.

7. **Parkrun bond (Julie Shinton)**
   Julie enquired if the Parkrun bond could be paid from the successful application by 2357 Development Group to Community Financial Assistance Donations Rd 1 2024/25, once it is received. Julie mentioned that Parkrun would support this happening.

   A/DCCS advised that the Parkrun bond being paid from the Community Financial Assistance Donations Rd 1 24/25 payment received has been discussed and A/DCCS will contact 2357 Development Group to work through the process.

   **ACTION:** A/DCCS to contact 2357 Development Group to work through the process of the Parkrun bond being paid from the successful Community Financial Assistance Donations Rd 1 24/25 payment to 2357 Development Group.

8. **Media advertising of the Community Consultation Meetings (Joel Amiet)**
   Joel Amiet mentioned that he could not find the advertising on Facebook for the Community Consultation Meetings Rd 1 24/25, and enquired if Council could

DRAFT

advertise these meetings more frequently on social media leading up to each meeting.

Cr Kodi Brady enquired if Community Consultation Meetings could be created as Facebook Events so interested members can mark their attendance or interest and receive updates.

A/DCCS advised that Community Consultation Meetings Rd 1 24/25 was advertised: fortnightly on Facebook, on Council's website, local newspapers / newsletters, community e-newsletters, to community development groups, and local radio. A/DCCS noted the suggestion for higher frequency advertising on social media, and the suggestion to add Community Consultation Meetings as Facebook Events.

**ACTION:** A/DCCS to organise advertising of future Community Consultation Meeting details to be added to the Events page on Council's website.

9. **Coonabarabran River Walk maintenance (Kalyna Sparks)**
   Kalyna Sparks enquired what the maintenance strategy of the Coonabarabran River Walk area is, as recently a maintenance crew have whipper-snipped the River Walk area and destroyed native plants growing there. In addition, Kalyna mentioned that the local Landcare group would be interested in working with Council and being involved in a weeding strategy to help maintain the area, and protect the planted natives.

   **ACTION:** DTS to investigate the maintenance program of the Coonabarabran River Walk area, and consider collaboration with local Landcare Group for future maintenance.

10. **Maintenance of trees on Council land near a residence (Peter Shinton)**
    Peter Shinton enquired if Council have a tree assessment program as there have been large fallen branches on the road near his property, and other branches have fallen into his yard. In addition, a Council staff member came to assess these trees and deemed some to be dangerous.

    DTS advised Council will follow up with the assessment of the trees near Peter's house. DTS also mentioned that Council has a small budget for town tree maintenance.

    **ACTION:** DTS to follow up the maintenance assessment of the trees near Peter Shinton's house.

11. **Update on the Memorial Gun project (Cr Jason Newton)**
    Deputy Mayor Jason Newton enquired about an update from the RSL on putting the Memorial Gun back out the front of the Coonabarabran Memorial Pool where it belongs.

    **ACTION:** DTS to contact the Coonabarabran RSL president regarding the status of the Memorial Gun project and when it will be returned to the front of Coonabarabran Memorial Pool.

12. **Progress on the town sign project (Terry Tighe)**

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Terry Tighe enquired about an update on the town sign project.

DEDS advised progress on the town sign project continues, the Economic Development and Tourism Committee have selected the designs for each town sign, are working on plans for building the sign structures, and determining the locations of all town signs.

13. **Town Beautification Committee applications (Terry Tighe)**
Terry Tighe enquired about how to join the Town Beautification Committee.

DTS advised that Expression of Interest for Membership of the Town Beautification Advisory Committee are currently being advertised on Council website.

14. **John Street median strip plant maintenance (Terry Tighe)**
Terry Tighe enquired if the John Street median strip plant, particularly the Leara Petulum between the clocktower and the bridge, could be trimmed as new growth will sprout from old wood on that plant.

DTS advised to take it on notice.

15. **Bus shelter installation (Terry Tighe)**
Terry Tighe enquired whether he could obtain an old bus shelter, that have been removed and replaced, and have it installed as a bus shelter for the bus stop near his house.

**ACTION:** DTS to follow up whether an old bus shelter could be installed as a bus shelter for school students near his house.

16. **Little Timor Street Plaza hose reel issues (Terry Tighe)**
Terry Tighe mentioned that the Little Timor Street Plaza has had difficulty with the hose reel being vandalized, and enquired if a lockable box could be installed to house the hose reel.

DTS advised that this issue has been raised at the Town Beautification Committee previously, and DTS will investigate what the committee determined the solution to be.

**ACTION:** DTS to follow up the progress on the lockable box project for Little Timor Plaza hose reel that was raised previously at the Town Beautification Committee meetings.

17. **Recruitment of a new Warrumbungle Shire Council General Manager (Paul San Miguel)**
Paul San Miguel enquired about what the time frame will be to recruit a new General Manager for Warrumbungle Shire Council.

A/GM advised the current Warrumbungle Shire Council General Manager's last day is 13 December 2024. Recruitment process for the role of General Manager is to be determined by the Mayor. Councillors will proceed with recruitment as per the Council Resolution for Recruitment.

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Deputy Mayor Jason Newton thanked everyone for attending and declared the meeting closed.

**There being no further business, meeting was closed 6:00 pm.**

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**MINUTES OF THE COOLAH COMMUNITY CONSULTATION MEETING ROUND 1 2024/25 HELD IN THE COOLAH COUNCIL CHAMBERS ON TUESDAY 12 NOVEMBER 2024 COMMENCING AT 5:30PM**

**PRESENT:** Cr Jason Newton (Deputy Mayor), Cr Denis Todd, Cr Zoe Holcombe, Lindsay Mason (Acting General Manager, A/GM), Nicole Benson (Director Technical Services, DTS), Ngaire Stevens (Acting Director Corporate and Community Services, A/DCCS), Amanda Wherrett (PA to Director Corporate and Community Services, Minutes), Greg Piper, Jo Murphy, Lee Doyle, Kathryn Reynolds, Adam Burgess, Noel Gilbert, and Rodney Parker Wright.

**APOLOGIES:** Cr Kathy Rindfleish (Mayor), Cr Ray Lewis, Cr Naomi Taylor, Cr Kodi Brady, Leeanne Ryan (Director Environment and Development Services, DEDS), Grant Piper, Annette Piper, Jillie Arnott, and Katie Burgess.

**INTRODUCTION**
Deputy Mayor Jason Newton welcomed attendees to the meeting and introduced the councillors and Council staff in attendance.

**MINUTES OF PREVIOUS MEETING TUESDAY, 26 MARCH 2024**
Confirmed as a true and accurate record.

**BUSINESS ARISING**
Nil.

**COMMUNITY MATTERS**

**Noel Gilbert**

1. **Update on Coolah town water supply and quality of water studies.**
   A/GM advised that a technical hydrological investigation has commenced to see if better quality water can be found. Project is funded through the Securing Safe Water Program (SSWP), and is due for finalisation in early 2026.

2. **Establishing a more congenial and collaborative community consultation meeting regime.**
   Noel mentioned that the formality of Community Consultation meetings sometimes separates the community from councillors and Council staff. Noel enquired if there could be an informal process to discuss things, for example, have a BBQ together then a community consultation meeting.

   A/GM advised that Council could look at the possibility of Council and Community member meeting informally after Community Consultation Meetings have concluded.

   Jo Murphy enquired if the layout of the Council meetings at the Coolah Council Chambers could be addressed, as the current layout separates Council and community members.

   Deputy Mayor Jason Newton advised that Ordinary Council meetings are required to be formal so that Council staff can document and record official Council business. In addition, Ordinary Council meetings require a format where the public are invited to observe Council business taking place, however, the public do not participate in discussion. Members of the public may apply to Council to speak at the Public Forum prior to Council meetings. The Coolah

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Community Consultation meeting has the same seating arrangement; however, the community may sit anywhere in the room during the consultation process.

Cr Zoe Holcombe mentioned that some other Shire towns have their meetings in a more informal setting in their local clubs.

**Kathryn Reynolds**

3. **What is the plan for the future disposal of wind turbine components.**
   Kathryn Reynolds enquired what Council plan to do when the REZ wind turbine blades deteriorate and need replacing, where will the waste go.

   A/GM advised that this waste cannot be accepted on Council Transfer Stations, or at Council Landfill in Coonabarabran. A/GM also advised that no information on a waste management plan has been provided by the developers. Council has enquired about these issues and they remain unanswered.

4. **What is the plan for the future disposal of degraded battery components.**
   This question was answered above.

5. **What is the plan for the future disposal of damaged/degraded solar panels.**
   Kathryn mentioned other solar farm developments have had damaged solar panels due to vehicle accidents while in transit. Kathryn enquired about what would happen in Warrumbungle Shire if an accident occurred, where would the waste go. In addition, would Council be responsible for cleaning up solar farm related accidents.

   A/GM advised that responding to REZ developer's vehicle accidents on private property is not a Council responsibility. REZ developers are required to create a waste management plan to be submitted to the EPA.

   Kathryn mentioned she was called upon by Police to help clean up accident on her property road boundary. Kathryn enquired that, considering this experience, could Council include in the REZ agreement with developers an element of protection for land owners should accidents occur on their property.

**COUNCIL UPDATES AND INFORMATION**

6. **Roads Restoration Program.**
   DTS provided an update on the roads and the Natural Disaster Recovery program. Key points were:
   - $10,582,454 has been approved for restoration and works are being carried out with 86% funds spent.
   - Natural Disaster restorations deadlines for completion of grant funding are: 30 March 2025 for the November 2021 event AGRN 927; and 30 June 2025 for the September 2022 event. AGRN 1034.
   - $21,001,486 worth of claims have been submitted for AGRN 1034. Council and TfNSW are reviewing the claims, and TfNSW has asked for additional information. Additional plant (trucks) have been hired, Council staff are working additional hours and/or up to six (6) days per week to meet the works deadline.

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- Works are currently underway: Wongoni Road; Mancers Road; Box Ridge Road; Prugger North of Oxley (Goolhi and surrounds) such as Reddens Road and Yaminbah Road projected to be finished by January 2025.
- Black stump way road works are currently under way.

**7. External Budget Submissions**

A/DCCS advised that External Budget Submissions are currently open for the financial year 2025/26, and forms are available on Council website under the Have Your Say tab. The submissions close at 4.30 pm on Friday 6 December 2024.

A/GM mentioned that the community requested for Council to leave External Budget Submissions open to submissions for the full 12 months. The next financial year 2026/2027 Budget submissions will open the following business day.

Cr Zoe Holcombe advised that External Budget Submissions are good way for Council to know what communities want to have improved in their towns. If a submission is not successful, Council have the submission with included costing, brought to their attention for future budget considerations.

**8. Australia Day 2025**

A/DCCS advised that nominations for Australia Day 2025 Awards opened on Monday 28 October 2024, and will close at 4.30 pm on 25 November 2024 Forms are available on Council's website under the Have Your Say tab, at Council reception in Coonabarabran and Coolah, and available at this meeting.

**GENERAL BUSINESS**

**9. Application to speak at the Local Emergency Management Committee - LEMC (Kathryn Reynolds)**

Kathryn Reynolds enquired how Grant Piper could apply for time to present information to the LEMC on aerial firefighting within the REZ.

DTS advised Grant Piper to email DTS with his request via Council's email address info@warrumbungle.nsw.gov.au, and Grant may be added to the LEMC meeting agenda as a presenter.

**10. Sustainable Farms Audit requirements (Kathryn Reynolds)**

Kathryn Reynolds stated that Sustainable Farms Audit requirements includes that farm stock must not have exposure to certain elements relating to solar panels, and if stock do, that prevents farms from passing a Sustainable Farms Audit.

**11. Fatal accident at wind farm in Western Victoria (Kathryn Reynolds)**

Kathryn Reynolds mentioned an accident that recently occurred at a wind farm in Victoria where a worker died when turbine blade fell on them. Kathryn raised concerns about Coolah's limited resources in medical personnel and facilities, and the potential pressure placed upon these limited resources if incidents were to occur.

DTS advised the issue of potential pressure placed on local town's medical response resources, as a result of the REZ developments, is a standing item on the LEMC agenda, and discussed regularly.

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**12. Update on dog park fence project (Lee Doyle)**
Lee Doyle enquired about an update on the Dog Park fence.

DTS advised the Dog Park at Jorrocks Park is in progress and Council will consult with the Development Group on final designs before building commences.

**13. Update on the toilet block project (Lee Doyle)**
Lee Doyle enquired about an update on the toilet block project.

DTS advised that the Project Manager leading this project left Council, and the project was put on hold.

**14. Pandora Gallery carpet replacement (Lee Doyle)**
Lee Doyle mentioned that funding was allocated for replacement of Pandora Gallery carpet, however the carpet was assessed to not need replacing. Lee enquired if the funding remains available for other projects.

DTS advised that the funding allocated to replace the Pandora Gallery carpet, was not carried over or revoted by Council, leaving no remaining budget for works. DTS mentioned the External Budget Submissions round is open for any new work requests

**15. Commendation for Council's Economic Development and Tourism Strategy Meeting in Coolah with Sasha Lennon (Lee Doyle)**
Lee Doyle commended Council for the Economic Development and Tourism Strategy meeting held in Coolah on 24 October 2024. Lee mentioned that this process was very positive, with Mr Sasha Lennon and Council's Jeffrey Woo, providing a forum to actively learn about what Coolah community wants and needs for the future.

A/GM noted the commendation from Lee Doyle for the Economic Development and Tourism Strategy meeting held in Coolah.

**16. Condition of Bowen oval (Adam Burgess)**
Adam Burgess mentioned Bowen Oval has deteriorated in condition due to being waterlogged, and that he had sent an email to Council regarding the condition of the oval. Adam mentioned that water pools between the cricket pitch and the grand stand making half the field wet. Adam mentioned that water runs off the nearby golf course, and enquired if it was possible to install a bank to divert the water.

**ACTION:** DTS advised staff would follow up the email sent to Council by Adam Burgess regarding maintenance of Bowen Oval, and assess the condition of Bowen Oval.

**16.1** Adam Burgess enquired about what the process is with line marking and mowing on Bowen Oval, as the lines are currently difficult to see when playing on the field.

**ACTION:** DTS to consult with sporting groups as to what they require with line marking and mowing, and formulate a suitable maintenance plan for Bowen Oval.

17. **Request for Council attendance at the Coolah Development Group meetings (Lee Doyle spoke on behalf of Katie Burgess)**
    Lee Doyle suggested that councillors or Council staff could attend the Coolah and District Development Group meetings at least once a quarter to help break down barriers between Council and community, and open communication opportunities.

    A/GM advised to take this on notice.

18. **St John's Wort on Vinegaroy Road (Kathryn Reynolds)**
    Kathryn Reynolds mentioned that the St John's Wort growing on Vinegaroy Road needs spraying, in a location starting 16kms from Coolah post office. Kathryn enquired what the policy of spraying Vinegaroy road is.

    Cr Zoe Holcombe advised of her role as committee member of the Castlereagh Macquarie County Council for Noxious Weed Control, and is the Council member to contact regarding noxious weed control.

    **ACTION:** Cr Zoe Holcombe to follow up the issue of St John's Wort growing along Vinegaroy Road, 16 kms out from the Coolah post office.

19. **Bowen Oval equipment shed (Rodney Parker Wright)**
    Rodney Parker Wright enquired when the equipment shed project at Bowen Oval will go ahead.

    DTS advised that a contractor has been engaged for the Bowen Oval equipment shed project, and will be under way shortly.

Deputy Mayor Jason Newton thanked everyone for attending, and declared the meeting closed.

**There being no further business, meeting was closed 6:25 pm.**

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# Warrumbungle Shire Council

## Crown Reserves

## Generic Plan of Management

## 2024

warrumbungle
SHIRE COUNCIL

2024

# WARRUMBUNGLE SHIRE COUNCIL CROWN RESERVES GENERIC PLAN OF MANAGEMENT

WARD Planning & Consulting

warrumbungle SHIRE COUNCIL

This generic Plan of Management was prepared for Warrumbungle Shire Council in accordance with the requirements of the Crown Land Management Act 2016 and the Local Government Act 1993.

This document relies upon information taken at or under the particular time and/or conditions specified herein. This document is also relying on the best information and mapping available at the time of writing, from external Government bodies. Accordingly, boundary inaccuracies in mapping may be present until such time as this Plan is reviewed. Specific vegetation types mentioned in this Plan on Reserves have been sourced from adopted Government Plans and information. Ground-proofing/truthing to determine exact species is encouraged if detailed landscape planning of the Reserve is to take place.

This Plan of Management details Crown Reserves classified Community land in the Shire with various categories including General Community Use, Park, Sportsground, Area of Cultural Significance and Natural Area: Bushland. This Plan repeals relevant parts of the *Warrumbungle Shire Council Plan of Management for Community Land 2016*.

Any requests for further information regarding this plan of management can be addressed to:

Director, Technical Services
Warrumbungle Shire Council
PO Box 191
14-22 John Street
Coonabarabran NSW 2357
P: 02 6849 2000
E: info@warrumbungle.nsw.gov.au

**Table of Amendments**

| No | Adopted by Council | Exhibition period | Consent provided by Minister for Lands | Author | Review |
|---|---|---|---|---|---|
| 1 | | 27/9/24 – 29/11/24 | 9/9/24 | MW | NB |
| 2 | | | | | |

*Cover image: Reserve 11, Robertson Park Coolah.*
*Warrumbungle Shire Council Facebook page, with permissions*

**Acknowledgements**

Ward Planning and Consulting, along with Warrumbungle Shire Council acknowledges and pays respect to the past, present and emerging Traditional Custodians and Elders of the Gamilaraay, Gomeroi and Wiradjuri people as well as the Weilwan and Kawambarai people as resident in various parts of the Warrumbungle Shire and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples, especially with respect to the Crown Reserves identified in this Plan.

Ward Planning and Consulting also acknowledges the contribution of Warrumbungle Shire Council staff and community groups in the preparation of this Plan of Management.

## RESERVES COVERED IN THIS PLAN

| RESERVE NUMBER | RESERVE NAME | LOCATION |
|---|---|---|
| 89960 | Reserve Baradine | Between Baradine Creek and eastern edge of Baradine town |
| 90694 | Greenbah Creek Recreation | Wingabutta Road, Greenbah |
| 31715 | Queensborough Park | Central park in Coolah (1 of 3 reserves for same park) |
| 51177 | Queensborough Park West | Central park in Coolah (2 of 3 reserves for same park) |
| 11 (1001873) | Queensborough Park Coolah | As above, (3 of 3 reserves for same park) |
| 83250 | Three Corner Park | Binnaway St Coolah |
| 14138 | Rifle Range | Riverside park Coonabarabran |
| 49164 | Rifle Range | Adjacent to park and playground, riverside in Coonabarabran |
| 520072 | Rifle Range | Timor Road Coonabarabran (near Water Filtration Plant) |
| 56732 | Rifle Range | Namoi St Coonabarabran |
| 86082 | Rifle Range | Gordon/Hill St Coonabarabran |
| 88128 | Rifle Range | Western edge of Coonabarabran |
| 88348 | Rifle Range | Castlereagh River Coonabarabran |
| 89680 | Playground Coonabarabran | Ulamambri St Coonabarabran |
| 90768 | Masters Park | Adjacent to Coonabarabran Showground |
| 97723 | Reserve Coonabarabran | Dalgarno St Coonabarabran |
| 17798 | (previously) Police Purposes | Riverside Park, central Coonabarabran |
| 86105 | Rifle Range | Dandry Creek, Coonabarabran north |
| 89668 | Reserve Rocky Glen | Oxley Highway, Rocky Glen |
| 1997 | Reserve Rocky Glen | Oxley Highway/Borah Creek Road |
| 91389 | Reserve Warkton | Newell Highway Wattle Springs |
| 92335 | Reserve Ulamambri | Warrumbungles Way/Castlereagh River, Coonabarabran |
| 97307 | Reserve Deringula | Jack Halls Creek |
| 76398 | Belar Creek Recreation | Jack Halls Creek Tannabar |
| 86978 | Rifle Range | Warkton Rd Coonabarabran |
| 91071 | Baby Creek Reserve | Baby Creek Ulamambri |
| 53797 | Frog Hollow | Low point in Ulamabri in town |
| 68100 | Robertson Park | Fronts Talbragar River, Dunedoo town |
| 81962 | Dunedoo War Memorial Baths | Town Pool in Dunedoo |
| 89588 | Dunedoo Riverside Park | Large park, follows river on northern side of Dunedoo |
| 90681 | Reserve Green bah Creek | Junction of Greenbah and Wingabutta Creeks |
| 98063 | Nullen Rest Area | Highway rest area, Golden Highway |
| 1591 | Mendooran Cricket Oval | Brambil/Benewa St Mendooran |
| 1592 | Brambil Park | Southern edge of Mendooran |
| 73370 | Mendooran Camping Area | Castlereagh River Mendooran |
| 77108 | Mendooran Park | Bandulla St Mendooran |
| 76877 | Merrygoen Parl/Tennis Courts | Cnr Biamble & Merrygoen Sts Merrygoen |
| 78473 | [None] | Merrygoen |

| | | |
|---|---|---|
| 80278 | Neilrex Playground | Neilrex locality |
| 1205 | Timor Rock Reserve | Timor Road, Timor Rock |
| 46646 | Coonabarabran Racecourse | Coonabarabran |
| 47760 | Coonabarabran Racecourse | Coonabarabran. Refer to Map at attachment 1 for area in green managed by Council. |
| 68452 | Baradine Recreation and Camping | Along Creek on northern side of Baradine |
| 65440 | Binnaway Showground | Eastern edge of Binnaway |
| 81773 | Jorrock's Park | Black Stump Way, Coolah |
| 96923 | Native Grove Cemetery | North of Coonabarabran |
| 47862 | Chip's Reserve | Belar Creek, west of Coonabarabran |
| 520049 | Jubilee Memorial Hall | Belar St Dunedoo |
| 85661 | Goolhi Public Hall | Cnr Goolhi and Booloola Rd, Goolhi |
| 87118 | Hobbins Gully Resting Place | Leadville |
| 95872 | Talbragar Cemetery | Leadville, near rest area on Golden Highway |
| 85682 | Beni Crossing Resting Place | Southern side of River near Beni Crossing |
| 97167 | Public Hall Weetaliba | Weetaliba |
| 89626 | Coonabarabran Flora Reserve | Baradine Road Coonabarabran |
| 36127 | Preservation of Graves | Black Stump Way, via Coolah |
| 71749 | Bowen Oval | Coolah |

CONTENTS

Executive Summary ..... 7
1.0 INTRODUCTION ..... 9
1.1 Process of Preparing this Plan of Management ..... 9
1.2 Scope of this Plan of Management ..... 9
1.3 Land Classification (Community and Operational) ..... 9
1.4 Land Categorisation ..... 10
1.5 Legislation relevant to Plans of Management ..... 10
1.5.1 Local Government Act 1993 ..... 10
1.5.2 Crown Land Management (CLM) Act 2016 ..... 11
1.5.3 Native Title Act 1993 ..... 12
1.5.5 National Parks and Wildlife Act 1974 ..... 14
1.5.6 Biodiversity Conservation Act 2016 ..... 14
1.5.7 Fisheries Management Act 1994 ..... 15
1.5.8 Rural Fires Act 1997 ..... 15
1.5.9 Water Management Act 2000 ..... 15
1.5.10 Heritage Act 1977 ..... 16
1.5.11 Environmental Protection and Biodiversity Conservation Management Act 1999 (Cwlth Act) 16
1.5.12 Telecommunications Act 1997 (Cwlth Act) ..... 16
1.5.13 State Environmental Planning Policy (Infrastructure) 2007 ..... 16
1.5.14 State Environmental Planning Policy (Biodiversity & Conservation) 2021 ..... 17
1.6 Council Plans and Policies relevant to Plans of Management ..... 18
1.7 Legislation summary ..... 18
1.8 Change and Review of the Plan ..... 19
1.9 Community Consultation ..... 19
2.0 THE CONTEXT ..... 19
2.1 The Residents & Economy of Warrumbungle Shire ..... 19
2.2 Implications for the use of Crown Reserves ..... 20
2.3 Links to Warrumbungle Community Strategic Plan (CSP) ..... 21
3.0 THE PLAN OF MANAGEMENT ..... 22
3.1 Crown Reserves in the Warrumbungle Shire ..... 22
3.2 Timeframes in action plans ..... 22
3.3 Reserves with the Category Park (P) ..... 23
3.4 Reserves with the Category Sportsground (S) ..... 27
3.5 Reserves with the Category General Community Use (Gcu) ..... 30

3.6 Reserves with the Category of Natural Area – Bushland (NA & NAB) ..... 34
3.8 Leases and Licences ..... 39
3.8.1 Leases ..... 39
3.8.2 Licences ..... 40
3.8.3 General Lease/Licence Criteria ..... 41
3.8.4 Maximum Term and Public Notice ..... 42
3.8.5 Existing Leases and Licences ..... 42
3.8.6 Aboriginal interests in relation to leases, licences and other estates ..... 42
3.8.7 Leases/Licences/Other Estates for Public Utilities ..... 42
3.8.8 Biodiversity Offset Scheme tenures ..... 43
3.8.9 Leases and licences authorised by the plan of management. ..... 43
3.9 Native Title Advice/Report ..... 44
3.10 Implementation and Review ..... 45
3.11 Community Consultation ..... 45
3.12 Public Hearings ..... 45
3.13 Aboriginal and Torres Strait Islander Heritage ..... 46
3.14 Threatened Species Listings and Checks ..... 46
Appendix A: Summary of initial Community Consultation ..... 48
Appendix B: Individual Reserve Plans ..... 50
References ..... 116

**EXECUTIVE SUMMARY**

This Plan of Management has been prepared for the Council-managed Crown Reserves in the Warrumbungle LGA. With the introduction of the Crown Lands Management Act, all NSW Councils have been handed the care and control of not only physical management and maintenance of Crown Reserves, but also the responsibility to categorise and prepare Plans of Management for their current and future uses.

This Plan contains three distinct sections:

Section 1: Details WHY Council is conducting this work and writing the Plan of Management;

Section 2: Sets the scene to outline WHAT the Warrumbungle Shire is like – WHERE it is, its people and major trends;

Section 3 Outlines HOW Council and community intend to see their Crown Reserves managed now and into the future (THE PLAN).

Warrumbungle Shire has 56 Crown reserves in this Plan under its care as Crown Land Manager. This is in addition to Council-owned parcels of community land which Council manages on behalf of the community.

Of the above reserves:

Twenty three have been categorised as Natural Area – Bushland;

Twenty four have been categorised Park;

Seven have been categorised General Community Use;

Five have been categorised Sportsground; and

Three have more than one category (eg. Park/Sportsground).

This generic plan of management identifies the lots, explains how they intend to be managed in the future and how Council will ensure that its performance as land manager is kept to the standard outlined in this document.

This plan has been linked to Council's other strategic documents where common intentions and linkages can be identified.

This generic plan of management welcomes feedback on its content and intentions, particularly the end users being Warrumbungle Shire's communities and visitors. Consultation of this and other plans of management will be carried out in accordance with the LG Act and Regulations.

Plate 1: Reserve 65440: Multipurpose Arena at Binnaway Showground.

Source: Binnaway Show Committee.

## 1.0 INTRODUCTION

Changes introduced with the Crown Land Management Act 2016 (CLM Act) means that NSW Councils have been handed the management of certain Crown Reserves and dedications with Reserve Trusts now abolished. This Plan of Management details existing improvements and future plans for the Reserves under Warrumbungle Shire's care and control in accordance with the above Act and the Local Government Act 1993 (LG Act). It is intended that section 1 of the plan outline **why** Council is conducting this work and preparing this Plan of Management.

### 1.1 Process of Preparing this Plan of Management

The following steps outline the process of preparing this Plan of Management (from this point on):

1. Prepare draft Plan of Management
2. Council resolution to refer to Department of Planning, Industry and Environment (Crown Lands) for endorsement prior to publicly exhibiting the Plan of Management
3. Public exhibition and public hearing (where necessary)
4. Report to Council outlining submissions & preparation of final Plan of Management
5. Adoption by Council

Consultation within the Plan began early with user groups consulted at the outset and during formal consultation to allow ample time for input with the Plan's direction and content.

### 1.2 Scope of this Plan of Management

This Plan of Management is generic, meaning that it has been written for a number of Reserves, condensed into the one document. The LG Act allows for the preparation of generic plans of management for community land.

This Plan of Management captures the Crown Reserves which were previously a Reserve Trust, comprising Crown Reserves with a gazetted community/public purpose or Crown land dedicated to Council. These Reserves are now managed as community land under the Local Government Act 1993 and Council is termed 'Crown Land Manager' under the Crown Land Management Act 2016.

This generic plan of management establishes clear direction for the Reserves and responsibilities for Council and the users of the community land. This plan also provides a basis for assigning priorities in works programming and budgeting within Council's financial capacity.

Any works at the sites identified must be in accordance with the plan of management and overall in accordance with the reserve purpose.

### 1.3 Land Classification (Community and Operational)

The Local Government Act details two types of land classification in NSW – Community and Operational. Land is classified for rating and usage purposes.

**Community land** is land owned and/or controlled by Council and is retained primarily for community use.

It can include parks, playing fields, playgrounds, sportsgrounds, bushland and other areas of open space accessible to the public. All community land must have a plan of management prepared. Development and use of community land is set out in the Local Government Act 1993 (LG Act) and Council and the State Government's Planning documents.

**Operational Land** includes all freehold land including land owned privately and by Government. Operational land does not need a plan of management prepared for its use or management. Operational land serves a commercial or operational function. In terms of Council-owned operational land, it includes land:

- held as a temporary asset;
- held as an investment,
- which facilitates the carrying out of functions by a council, or
- which may not be open to the general public (such as a waste depot).

## 1.4 Land Categorisation

Under the Classification of Community Land, there are five (5) main categories of community land as set out in the Local Government Act. These are:

- Park
- Sportsground
- Area of Cultural Significance
- Natural Area
- General Community Use

All except Areas of Cultural Significance are used for Reserves in this Plan.

In some Council areas, Reserves are split into a number of categories, depending on the uses within the site. For example, a larger Reserve may contain a dedicated sportsground and formal Park, as well as a remembrance wall, so the one Reserve could contain the categories Sportsground, Park and Area of Cultural Significance.

Other Reserves may contain just the one category. The Reserves in this Plan contain one category only for ease of operations and the specific uses within each Reserve.

Land that is categorised as Natural Area is to be further categorised as either Bushland, Foreshore, Watercourse, Escarpment, and Wetland.

## 1.5 Legislation relevant to Plans of Management

A range of Commonwealth and State legislation applies to the use and development of Crown Reserves, as detailed below.

### 1.5.1 Local Government Act 1993

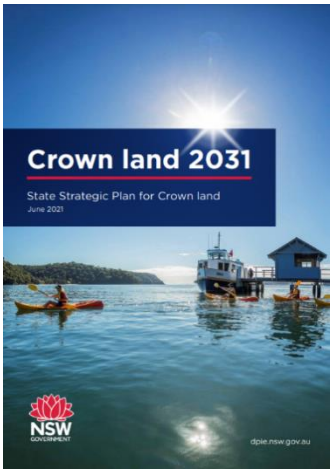
The Local Government Act and Regulations outline the processes for classifying and categorising community land and the objectives of the categories for community land.

This and the following CLM Act are the main pieces of relevant legislation when it comes to the management of Crown Reserves. Objectives for the various land categories and execution of leases and licences over Crown Reserves are also outlined in this Act.

### 1.5.2 Crown Land Management (CLM) Act 2016

The introduction of the above Act provides a framework for Councils and other Crown Land Managers to manage Crown Reserves. In the case of Councils, they now manage the Crown Reserves as they would any other community land under their care and control.

This Act has also introduced a requirement for the NSW Government to produce a State Strategic Plan for Crown Land. This Plan was completed and published in June 2021 and sets the broad framework and priorities for crown lands across NSW. Where relevant, this state Plan will be cross-referenced in the Action Plan in Part 3.




Under the CLM Act, certain types of minor developments which require development consent are taken to be given written consent on behalf of the Crown as owner of the reserved Crown land. This means that Council, when submitting a development application for the following works on Crown reserves, is not required to obtain the Minister's written consent to lodge the application (see section 2.23 of CLM Act):

Instances where the Minister's consent is **not** required for minor developments:
*(*Note, this does not mean the work may be carried out without first checking with Council that the changes proposed do not require development consent)*

• **repair, maintenance, restoration or renovation** of an existing building on the land if it will **not** do any of the following:

- alter the footprint of the building by adding or removing more than one square metre (or any other area that may be prescribed by the regulations)

- alter the existing building height by adding or removing one or more storeys;

- involve excavation of the land

• **erection, repair, maintenance or replacement** of any of the following on the land:

- a building or other structure on the land permitted under the lease

- a toilet block

- a structure for the protection of the environment

• **erection of a fence** approved by the manager or the repair, maintenance or replacement of a fence erected with the manager's approval

• **use of the land** for any of the following purposes:

- a purpose for which the land may be used under the CLM Act

- a purpose for which a lease or licence has been granted under the CLM Act

• **erection of signage** approved by the manager or the repair, maintenance or replacement of signage erected with the manager's approval

• **erection, repair, maintenance or replacement** of a temporary structure on the land

• **installation, repair, maintenance or replacement** of services on the land

• **carrying out on the land of any other development** of a kind prescribed by the regulations or permitted under a plan of management for the land.

The deemed consent does not extend to any development that involves:

• the subdivision of land, and/or

• carrying out development of a kind excluded by the regulations.

***It should be noted here that the above exemptions do not mean the work may be carried out without first checking with Council that the changes proposed do not require development or some other form of consent.***

### 1.5.3 Native Title Act 1993

Native title describes the rights and interests that Aboriginal and Torres Strait Islander people have in land and waters according to their traditional law and customs. Native title is governed by the Commonwealth *Native Title Act 1993* (NT Act).

Native title determinations do not transfer the land to the native title holder, but recognises the right to land and water by providing access to the land and, if applicable, compensation for any loss, diminution, impairment or other effect of an act on their native title rights and interests.

All Crown land in NSW can be subject to a native title claim under the NT Act. A native title claim does not generally affect Crown land where native title has been extinguished or it is considered excluded land.

Council is required to employ or engage a qualified native title manager to provide advice and ensure the following minimum requirements are met in accordance with s.8.7 of the CLM Act:

*(a) grant leases, licences, permits, forestry rights, easements or rights of way over the land,*

*(b) mortgage the land or allow it to be mortgaged,*

*(c) impose, require or agree to covenants, conditions or other restrictions on use (or remove or release, or agree to remove or release, covenants, conditions or other restrictions on use) in connection with dealings involving the land,*

***(d) approve (or submit for approval) a plan of management for the land that authorises or permits any of the kinds of dealings referred to in paragraph (a), (b) or (c).***

A future act is an activity, happening or physical construction of an asset on Crown Land where the act may affect native title. It is the responsibility of the Native Title Manager to report on whether the act can be 'validated' under the subdivisions of the NT Act prior to occurring. The most effective way to validate acts under the NT Act is to ensure all activities align with the reserve purpose.

For further information about native title and the future acts framework visit https://www.crownland.nsw.gov.au/protection-and-management/aboriginal-land-rights-and-native-title/native-title

### 1.5.4 ABORIGINAL LAND RIGHTS ACT 1983

The *Aboriginal Land Rights Act 1983* (ALR Act) is important legislation that recognises the rights of Aboriginal people in NSW. It recognises the need of Aboriginal people for land and acknowledges that land for Aboriginal people in the past was progressively reduced without compensation. Crown land meeting certain criteria may be granted to an Aboriginal Land Council. This Act may affect dealings with Crown land that is potentially claimable.

The following table outlines the difference between Native Title and Aboriginal Land Rights.

**Table 1: Aboriginal Land Rights and Native Title**

| *Native Title Act 1993 (Cwth)* | *Aboriginal Land Rights Act 1983 (NSW)* |
|---|---|
| Recognition of rights over land and waters | Grant of land rights (in freehold) |
| Claim made by native title holders - must establish customary connection to land. | Claim made by Aboriginal Land Councils/NSW Aboriginal Land Council - current day geographic connection. |
| Land held by Prescribed Body Corporates. | Land held by Local Aboriginal Land Councils or the NSW Aboriginal Land Council. |
| Claims over Crown land where native title rights have not been extinguished and where connection to the land can be established. | Claims over Crown land not lawfully used or occupied, or required for an essential public purpose, or for residential land. |
| Non-exclusive rights (typically). | Exclusive rights (typically). |
| Claim determined by Federal Court. | Claim determined by Minister. |

Source: www.reservemanager.crownland.nsw.gov.au

### 1.5.5 National Parks and Wildlife Act 1974

Statutory responsibilities of Council arising from this Act specifically relate to the protection of sites of pre- and post-European contact archaeological significance. This Act may affect community land categorised as cultural significance, natural area or park.

### 1.5.6 Biodiversity Conservation Act 2016

> **Note:** This Act repealed several pieces of legislation including the *Native Vegetation Act 2003*, *Threatened Species Conservation Act 1995*, the *Nature Conservation Trust Act 2001*, and the animal and plant provisions of the *National Parks and Wildlife Act 1974*.

This Act covers conservation of threatened species, populations and ecological communities, the protection of native flora and fauna. This Act primarily relates to community land categorised as natural area. However, other categories may also be affected.

The *Threatened Species Conservation Act 1995* was repealed and superseded by the *Biodiversity Conservation Act 2016*. However, references to the former legislation remain in the LG Act and are therefore retained for the purpose of this Plan.

NSW Environment and Heritage has advised that recovery plans and threat abatement plans made under the *Threatened Species Conservation Act 1995* were repealed on the commencement of the *Biodiversity Conservation Act* in 2017. These plans have not been preserved by any savings and transitional arrangement under the Biodiversity Conservation Act or LG Act, meaning pre-existing plans have no legal effect.

For this reason, requirements relating to recovery plans and threat abatement plans for local councils preparing plans of management under section 36B of the LG Act are now redundant. If future amendments are made to the LG Act to enable these mechanisms future changes can be made to this Plan.

Save our Species (SOS) Strategies are now devised under the Biodiversity Conservation Act. At present no specific Strategies under this Act apply to the Reserves in this Plan of Management. Any future strategies which cover the Crown Reserves under this Plan will be considered in subsequent reviews for inclusion in their own Plan, noting this requirement under the CLM Act.

Certain weeds are also declared noxious under this Act, which prescribes categories to which the weeds are assigned, and these controlled categories identify the course of action which needs to be carried out on the weeds. A weed may be declared noxious in part or all of the state.

### 1.5.7 Fisheries Management Act 1994

The *Fisheries Management Act 1994* (FM Act) includes provisions for the management of state fisheries, including the conservation of fish habitats, threatened species, populations and ecological communities of fish and marine vegetation and management of the riparian zone, waterways and threatened marine/freshwater aquatic species. This relates to community land categorised as natural area (foreshore, watercourse or wetland).

Where an area of community land is declared to be critical habitat, or if that area is affected by a recovery plan or threat abatement plan under Part 7A of the FM Act, a site-specific plan of management will need to be undertaken.

### 1.5.8 Rural Fires Act 1997

This Act contains provisions for bushfire risk management and the establishment of a Bushfire Management Committee. It also includes direction on development in bushfire prone lands. Many of the more remote reserves in this Plan will be captured as bushfire prone land which may trigger additional consultation with the RFS if a development is proposed on such land.

### 1.5.9 Water Management Act 2000

This Act is based on the concept of ecologically sustainable development, and its objective is to provide for the sustainable and integrated management of the water sources of the state for the benefit of both present and future generations. The Act recognises:

- the fundamental health of our rivers and groundwater systems and associated wetlands, floodplains, estuaries has to be protected
- the management of water must be integrated with other natural resources such as vegetation, native fauna, soils and land
- to be properly effective, water management must be a shared responsibility between the government and the community

- water management decisions must involve consideration of environmental, social, economic, cultural and heritage aspects
- social and economic benefits to the state will result from the sustainable and efficient use of water.

### 1.5.10 Heritage Act 1977

This Act contains provisions for the conservation of items of heritage and may relate to community land categorised as cultural significance or natural area.

### 1.5.11 Environmental Protection and Biodiversity Conservation Management Act 1999 (Cwlth Act)

This Act enables the Australian Government to join with the states and territories in providing a national scheme of environment and heritage protection and biodiversity conservation. It incorporates threatened species on a national level and with relevance to Matters of National Environmental Significance.

### 1.5.12 Telecommunications Act 1997 (Cwlth Act)

This Act provides for telecommunication facilities being permitted on community land without authorisation in a PoM. This is for reasons of emergency communications.

### 1.5.13 State Environmental Planning Policy (Infrastructure) 2007

This policy applies to NSW and sets out a range of criteria which apply to various types of infrastructure developments. Many of these could occur on public land and provisions exist for these instances. Of particular relevance is Division 12 which contains exempt criteria for works within parks and public reserves as reproduced below (current as at time of writing).

**Division 12 Parks and Public Reserves [SEPP(Transport and Infrastructure) 2021]**

*(3) Any of the following development may be carried out by or on behalf of a council without consent on a public reserve under the control of or vested in the council:*

*(a) development for any of the following purposes:*

*(i) roads, pedestrian pathways, cycleways, single storey car parks, ticketing facilities, viewing platforms and pedestrian bridges,*

*(ii) recreation areas and recreation facilities (outdoor), but not including grandstands,*

*(iii) visitor information centres, information boards and other information facilities,*

*(iv) lighting, if light spill and artificial sky glow is minimised in accordance with the Lighting for Roads and Public Spaces Standard,*

*(v) landscaping, including landscape structures or features (such as art work) and irrigation systems,*

*(vi) amenities for people using the reserve, including toilets and change rooms,*

*(vii) food preparation and related facilities for people using the reserve,*

*(viii) maintenance depots,*

*(ix) portable lifeguard towers,*

*(b) environmental management works,*

*(c) demolition of buildings (other than any building that is, or is part of, a State or local heritage item or is within a heritage conservation area).*

*Note.*

*The term building is defined in the Environmental Planning and Assessment Act 1979 as including any structure.*

*66 Exempt development*

*(1) Development for any of the following purposes that is carried out in the prescribed circumstances is exempt development:*

*(a) construction or maintenance of:*

*(i) walking tracks, raised walking paths (including boardwalks), ramps, stairways or gates, or*

*(ii) bicycle-related storage facilities, including bicycle racks and other bicycle parking facilities (except for bicycle paths), or*

*(iii) handrail barriers or vehicle barriers, or*

*(iv) ticketing machines or park entry booths, or*

*(v) viewing platforms with an area not exceeding 100m2, or*

*(vi) sporting facilities, including goal posts, sight screens and fences, if the visual impact of the development on surrounding land uses is minimal, or*

*(vii) play equipment if adequate safety measures (including soft landing surfaces) are provided and, in the case of the construction of such equipment, so long as the equipment is situated at least 1.2m away from any fence, or*

*(viii) seats, picnic tables, barbecues, bins (including frames and screening), shelters or shade structures, or*

*(ix) portable lifeguard towers if the footprint of the tower covers an area no greater than 20 square metres,*

*(b) routine maintenance of playing fields and other infrastructure, including landscaping,*

*(c) routine maintenance of roads that provide access to or within those playing fields, including landscaping.*

The NSW Government, in applying this State Policy, is allowing minor public infrastructure works to progress quickly through to construction without the need for planning approval (subject to satisfying set criteria).

### 1.5.14 State Environmental Planning Policy (Biodiversity & Conservation) 2021

This SEPP has aims of protecting core koala habitat and ensuring populations of this iconic Australian marsupial are stabilised and increased. This SEPP outlines the information required to be included in a Koala Plan of Management as well as the assessment criteria which apply for Councils who don't have a Koala Plan of Management.

For the Warrumbungle Shire and related to this Plan of Management, the SEPP is triggered only when a development application is required to be submitted on Crown Reserves that:

a) have an area of at least 1 hectare, including adjoining land (meaning land the next cadastre over) within the same ownership, and

b) is within an LGA to which the SEPP applies.

The Guideline to this Policy provides greater detail on the assessment parameters where a development application is submitted on land which applies to the SEPP.

Whilst this SEPP does not prohibit development on Crown Reserves where core koala habitat may exist, it does include a number of parameters which need to be considered prior to approving the development.

### 1.6 Council Plans and Policies relevant to Plans of Management

All Councils develop hierarchies of plans and policies which start at the visionary 'umbrella' type plans, covering the entire LGA, and drill down into more specific plans covering smaller topics and areas of land.

One example is Council's 'Community Strategic Plan' (CSP) which outlines the community vision and aspirations for the future across a broad range of service areas.

Under the Strategic Plan, Councils develop specific plans and policies relevant to various areas of responsibility including managing open spaces. It is under the sphere of open space management that Plans of Management are developed.

The following plans and policies developed by Council are relevant to this Plan of Management. Where common themes and outcomes are relevant to the Reserves in this Plan, they are noted in the Action Plan (see section 3).

- *Warrumbungle Shire Council: Plan of Management for Community Land 2016 *note, this Plan of Management remains current and applies to the Council-owned community land in the Shire.*
- *Warrumbungle Shire Community Strategic Plan 2017-2032 (expanded upon in greater detail in Section 2)*
- *Warrumbungle Shire Council Part 1 Operational Plan 2020/21 and Delivery Program 2020/21-2023/24*
- *Warrumbungle Shire Council Land Use Strategy 2013*
- *Warrumbungle Disability Inclusion Action Plan 2017-2021*
- *Warrumbungle Shire Bike Plan 2016*
- *Warrumbungle Shire Community Based Heritage Study 2019*
- *Warrumbungle Shire Community Social/Cultural Plan 2008*

### 1.7 Legislation summary

Not all of the above pieces of legislation will apply to the reserves in this Plan, however they have been included in case of future relevance. The layering of legislation over land parcels, including reserves, does not preclude one over another. Considering them in totality ensures a robust result for decisions made on reserves. Where doubt exists, Crown Lands advice is to be obtained prior to work commencing on the Crown Reserves in this Plan of Management.

Overall, Council intends with this Plan of Management, to permit a wide range of community uses on the land and allow scope for growth and expansion of such uses, providing the proposal fits with the original reserve purpose and category of the land.

### 1.8 Change and Review of the Plan

This PoM will require regular review to ensure the community's intended directions for community land is kept in line with expectations as well as

Council and the user groups' agreed level of service. If an Aboriginal Land Claim or claim under Native Title is determined on a Reserve under this Plan, this will also result in an amendment to this Plan of Management.

Major changes to this and other PoMs are to be carried out every five years. Council's Annual Reporting process may also require checking of the requirements in this Plan.

### 1.9 Community Consultation

During initial drafting of this Plan, consultation began with user groups who either hold a lease or licence over Crown Reserves or otherwise have an interest in the Reserves in this Plan. This provided early insights into how the reserves are used and how they are intended to be used in the future. Results of this early consultation are included in section 3 and in Appendix A.

Public exhibition, as required under the LG Act, was carried out for this Plan from 27 September 2024 to 29 November 2024.

Submissions received were considered and included where relevant prior to Council adoption of the Plan. Crown Lands were also involved in endorsing the Plan for public exhibition as owner of the lands (as required under s.39 of the LG Act).

## 2.0 THE CONTEXT

Warrumbungle Shire is located in the central west region of NSW and covers a vast area of some 12,380km2. The Shire comprises the towns of Coonabarabran, Baradine, Coolah, Dunedoo, Mendooran and Binnaway. The Warrumbungle Shire is quite diverse in countryside, ranging from farming plains and valleys to rugged mountain ranges. The Warrumbungle Shire is widely known to contain the picturesque Warrumbungle National Park and Warrumbungle Observatory: a centre for Astronomy.

**Main Points:**

Like most NSW regional areas, Warrumbungle's population is in slight decline

Warrumbungle Shire's population is ageing

The proportion of Aboriginal and Torres Strait Islander residents in the Shire is increasing.

Families are slightly decreasing in number.

### 2.1 The Residents & Economy of Warrumbungle Shire

The 2019 estimated resident population for Warrumbungle Shire was 9,278 persons (Remplan, 2019). This represents a 1% decrease from 2016 when the population on Census night was 9,370 persons. This population decrease follows a similar trend across western NSW where due to a number of factors, rural towns have slightly decreasing populations. The impact post-pandemic on population in the regions may alter this forecast.

Warrumbungle Shire's population is expected to continue to decline slowly at an annualised rate of 0.5% (Remplan 2019). The other expected change, as will be the case across the country, is an increase in the number of residents aged 60+ years.

The community profile for Warrumbungle shows a reduction in numbers over most younger age cohorts with the exception of age groups above 50 years which are mostly increasing in proportion. The age group with the largest increase from 2011-2016 was the 60-69 years group (Remplan, 2019).
The number of Aboriginal and Torres Strait Islander residents in the LGA is 922 or 9.84% of the Shire's population. This number however, may be higher as indicated in the NSW Aboriginal Affairs' *Community Portrait: Warrumbungle LGA* which states that the 'net undercount rate for Aboriginal and Torres Strait Islander peoples was 17.5% in 2016'.

The proportion of Aboriginal and Torres Strait Islander people in the LGA has grown since 2011. In terms of nations, Warrumbungle Shire is home to the Gamilaraay and Wiradjuri people as well as the Weilwan and Kawambarai people (Warrumbungle CSP, 2017).

The number of younger people (0-19 years) in the LGA has seen a decrease since 2011, as has the number of families.

The main economic drivers in the region stem from the Agriculture, Forestry and Fishing Industries. This sector is also the largest employer in the region, accounting for 28.96% of all jobs.

Unemployment in the Shire is currently 3.3% (as at 2019) which is only slightly higher than the Orana region, being 3%. Unemployment has been in decline in the LGA from 2014 to 2019 which is a positive sign prior to the current economic climate and subsequent recovery from the COVID19 pandemic.

### 2.2 Implications for the use of Crown Reserves

With a population in slight decline and an increasing proportion of elderly residents, this has implications for the provision of open space and the connectivity of open spaces near and between aged care facilities. Likewise, the ability of Warrumbungle Shire's First Nations people to access and use public reserves is of importance with this proportion of residents increasing in number.

Different uses of open space for the elderly include well-lit and open community spaces with passive surveillance, community gardens and use of community meeting rooms for small group activities. Indigenous representatives may suggest traditional food gardens to be incorporated into community gardens and improved access to and within open spaces. In smaller towns if not provided and driven by Council, community groups may suggest these initiatives and look to Council for support.

Level footpaths providing access to active and passive recreation areas will benefit all age groups but in particular, those walking and using prams, bikes and mobility scooters.

Lighting and security in open space areas is also of importance, particularly where the elderly may use the space at times when sunlight is poor or restricted.

Reserves need to have the flexibility for community groups to come and go, to have safe and adequate facilities to suit the needs of the users and for leasing and licencing to formally cover the use of the facilities.

Robertson Oval Advisory Committee, 2020

Source: Warrumbungle Shire Council Facebook page, with permissions.

### 2.3 Links to Warrumbungle Community Strategic Plan (CSP)

The Warrumbungle CSP is highlighted here as it is Council's main strategic document comprising community focussed operational outcomes developed specifically by the residents and Council for the Shire. The Warrumbungle Shire CSP cites the following Strategies under 'Recreation and Open Space':

*R01.1: Identify opportunities for innovative adaptation and/or sharing of open space and infrastructure for recreational purposes.*
*R01.2: Carry out regular maintenance and upkeep of parks, reserves, swimming pools and other recreational assets to ensure availability of such assets to residents of the shire.*
*R02.1: Agencies work together to ensure National Parks and Reserves, waterways and public spaces are appropriately equipped and accessible for recreation activities.*
*R03: The benefits of sporting and recreational activities in contributing to community health and wellbeing are well promoted throughout the shire.*

These strategies cover goals of resource sharing, maintenance, equipment and access and resulting community well-being from the use of open space and reserves.

The following strategies from the CSP are related more broadly to the outcomes intended under this Plan of Management in relation to open spaces and reserves:

*NE1.3 Provide opportunities for communities in the shire to participate in maintaining and enhancing the health of our natural environment;*
*LE4.3 Enhance the attractiveness and amenity of our main streets;*
*CC5.1: Work regionally and across all levels of government to identify and address the long term needs of smaller rural communities.*

The CSP also includes links to the Central West and Orana Regional Plan and broadly to the Premier's NSW State Priorities.

The above strategies will be cross-referenced in the Action Plans for each of the Reserves outlined in Part 3.

# 3 THE PLAN OF MANAGEMENT

This section of the Plan outlines each of the Reserves and how they are to be managed in accordance with the relevant legislation in section 2.

## 3.1 CROWN RESERVES IN THE WARRUMBUNGLE SHIRE

Warrumbungle Shire was initially handed seventy-two (72) Reserves to be managed under the Shire's management as Crown Land Manager. The Reserves were split into classifications of operational and community – fifteen (15) of these reserves were classified ***operational***. Reserves classified operational do not require a plan of management to be prepared. They are managed by Council on behalf of the Crown as for other operational, freehold parcels.

The remaining fifty-seven (59) reserves were categorized in accordance with the Guidelines issued by the Office of Local Government and Crown Lands. The number of reserves in each category are:

| | |
|---|---|
| **Park:** | **24** |
| **Sportsground** | **5** |
| **General Community Use** | **7** |
| **Natural Area: Bushland** | **23** |
| **Multiple categories (eg. Sportsground and Park)** | **3** |
| **TOTAL** | **59** |

Following endorsed categorization by Crown Lands, the Reserves have been grouped by their category and listed below.

## 3.2 Timeframes in action plans

The following timeframes for actions to be completed have been taken from the State Strategic Plan: A Vision for Crown Lands and provide scope for Council to work within common agreed milestones.

**ST: Short Term (Complete over 1-2 years)**
**MT Medium Term (Complete within 5 years)**
**LT Long Term (Complete within 10 years).**

### 3.3 Reserves with the Category Park (P)

| Management Objectives (Local Govt Act) | Links to adopted Council Strategic Plans & Crown State Strategic Plan Actions (SSP) | Management Strategies | Actions | Performance Evaluation and Timeframe (ST/MT/LT) |
|---|---|---|---|---|
| **PARK** | | | | |
| P1(a) to encourage, promote and facilitate recreational, cultural, social and educational pastimes and activities, | **Community Strategic Plan** (**CSP**): *Recreation and Open Space* - The benefits of sporting and recreational activities in contributing to health and wellbeing are well promoted (R03) throughout the Shire **SSP Priority 5** (Protect environmental assets, improve and expand green space and build climate change resilience) | **Awareness**<br><br>**Utilisation**<br><br>**Engagement** | P1(a) Promotional material as recommended in Economic Development and Tourism Strategy to highlight Crown Reserve Parks and current uses<br><br>P1(b) Council's website to play lead role here as first "touch point" for interest groups<br><br>P1(c) Council social media platforms to include content on crown reserves available for lease/licensing | P1(a) Maps/promotional material produced **ST**<br><br>P1(b) Website "hits" & "travel" to be benchmarked **ST**<br><br>P1(c) Check social media improvements **ST** |
| P2(b) to provide for passive recreational activities or pastimes and for the casual playing of games, | **CSP:** *Recreation & Open Space* -Agencies work together to ensure National Parks **and Reserves,** waterways and public spaces are appropriately equipped and accessible for recreation activities. | **Utilisation**<br><br>**Collaboration** | P2(a) Investigate which user groups require a lease or licence for their operations on Crown Reserves | P2(a) Following adoption of this Plan **ST** |
| P3(c) to improve the land in such a way as to promote and facilitate its use to achieve the other core objectives for its management. | **CSP:** *Recreation & Open Space* - Carry out regular maintenance and upkeep of parks, reserves, swimming pools and other recreational assets to ensure availability of such assets to residents of the Shire (R01.2) | **Maintenance**<br><br>**Promotion**<br><br>**Improved appreciation**<br><br>**Connectivity** | P3(a) Assess current physical condition of key facilities at reserves to determine forward plans for maintenance<br>P3(b) Assess condition of boundary fences to ensure adequate security (where necessary). | P3(a & b) Physical condition reports for facilities, fences, parking to marry in with Asset Management reports **MT**<br><br>P3(c & d) Safety/security audit at prioritised sites **MT** |

| Management Objectives (Local Govt Act) | Links to adopted Council Strategic Plans & Crown State Strategic Plan Actions (SSP) | Management Strategies | Actions | Performance Evaluation and Timeframe (ST/MT/LT) |
|---|---|---|---|---|
| **PARK** | | | | |
| | **Warrumbungle Tourism & Economic Development Strategy 2018-2023**:<br>- Bringing [the] wildlife/birdlife/wildflower themes into arts-based events and activities, public art, town centre streetscapes and other public spaces<br>- Continue to upgrade riverside reserves, exploring opportunities for themed plantings and public art;<br>- Establish mountain bike and possibly horse trails (under Leverage the Shire's National Parks, Forests and Reserves);<br>- Continue to improve the existing local attractions, including parks and garden. | | P3(c) As site infrastructure improves and potential risk of vandalism increases, consider best methods of security at the site for all user groups including lighting<br>P3(d) Conduct annual safety audits of the sites in conjunction with interested user groups and Council's Internal Auditing procedures<br>P3(e) Ensure appropriate site management techniques are utilised including water use efficiency, managed use of pesticides, herbicides and fertilizers, cleaning of amenities and rubbish removal<br>P3(f) Consider adequate provisioning of existing water connections and capacity to connect to sewer and electricity/solar power for future site upgrades<br>P3(g) Assess existing access and parking arrangements at the sites to determine if safe/adequate/need to be rationalised<br>P3(h) Assess public toilet condition and any maintenance required regularly<br>P3(i) Maintenance to include possibility of partnerships with RFS to conduct soft/cultural burns out of fire season in | P3(d) Toolbox meetings for outdoor staff to gauge feedback on best site management techniques **ST**<br>P3(e) Public toilet and amenity audits – **ST (and ongoing)**<br>P3(e) **MT** & funding-dependent for efficiency upgrades.<br>P3(f) **LT** & funding-dependent for efficiency upgrades.<br>P3(g) Biennial audit **(MT)**<br>P3(i) Cultural/Soft burns to be discussed for subsequent fire seasons in **ST** with subsequent |

| Management Objectives (Local Govt Act) | Links to adopted Council Strategic Plans & Crown State Strategic Plan Actions (SSP) | Management Strategies | Actions | Performance Evaluation and Timeframe (ST/MT/LT) |
|---|---|---|---|---|
| **PARK** | | | | |
| | | | consultation with relevant Aboriginal stakeholders. Locations of AHIMS and potential AHIMS items to be checked when conducting risk assessment prior to cultural burn. | actions in **MT.** Note, this may already be occurring. Check with Council Emergency Management Committee or equivalent. |

Plate 2: Binnaway roadside park (source: Warrumbungle Shire Facebook page, with permissions).

### 3.4 Reserves with the Category Sportsground (S)

| Management Objectives (Local Govt Act) | Links to adopted Council Strategic Plans | Management Strategies | Actions | Performance Evaluation and Timeframe |
|---|---|---|---|---|
| **Sportsground** | | | | |
| S1(a) to encourage, promote and facilitate recreational pursuits in the community involving organised and informal sporting activities and games, | **Community Strategic Plan** (**CSP**): *Recreation and Open Space*<br>- Programs are developed to encourage broad community involvement in local sports and recreation activities (R03.1)<br>- Encourage the development of local sports and recreation programs and activities that are inclusive of diverse ages, abilities and interests (R03.2)<br><br>**Warrumbungle Tourism & Economic Development Strategy 2018-2023**:<br>- Continue to improve and expand the cultural, recreation, sporting and leisure facilities within the Shire (Enhance Lifestyle);<br><br>**Disability Inclusion Action Plan 2017-2021** (**DIAP**)<br>- Improve access when we make changes to our sport | **Accessibility**<br><br>**Utilisation**<br><br>**Regional Exposure** | S1(a) Encourage multi- use of sites which justifies large expenditure, particularly on regional facilities,<br>S1(b) Ensure lease/licence fees are affordable<br>S1(c) Sub-leasing is to be in accordance with this PoM and not conflict with the interests of main user groups/lessees<br>S1(d) Consider how to give greater exposure to recreational facilities and host wider events to encourage greater usage<br>S1(e) Assess directional signage both physically and online to allow visitors and local residents to find locations of Sportsgrounds<br>S1(f) Apply for funding to upgrade facilities through the Crown Reserves Improvement Program, when available<br>S1(g) Provide information on how to book fields and their regular use | a) Council to consider ways to increase usage **ST**<br><br>b) Council to look at online linkages **ST**<br><br>c) Funding applications applied for when funding streams open **MT & ongoing**<br><br>d) Improved pool access for persons with a disability by **MT & funding-dependent**<br><br>e) **LT** of sportsground usage |

| Management Objectives (Local Govt Act) | Links to adopted Council Strategic Plans | Management Strategies | Actions | Performance Evaluation and Timeframe |
|---|---|---|---|---|
| **Sportsground** | | | | |
| | and recreation facilities and playgrounds | | | |
| S2(b) to ensure that such activities are managed having regard to any adverse impact on nearby residences. | **Warrumbungle Shire Land Use Strategy 2013**<br>- Protecting regionally significant sporting facilities from land use conflicts is a key consideration | **Mutually beneficial public spaces**<br><br>**Communication** | S2(a) Letterbox drops and encouragement to give feedback on local impacts during use of parks, fields and sportsgrounds. This can be done in conjunction with engagement for new CSP and Delivery Program. | a) With new CSP development/Delivery Program **MT** |

Plate 3: Entrance to Bowen Oval, Coolah. Reserve 71749

### 3.5 Reserves with the Category General Community Use (Gcu)

| Management Objectives (Local Govt Act) | Links to adopted Council Strategic Plans | Management Strategies | Actions | Performance Evaluation and Timeframe |
|---|---|---|---|---|
| **General Community Use** | | | | |
| GCU1(a) To promote, encourage and provide for the use of the land, and to provide facilities on the land, to meet the current and future needs of the local community and of the wider public - | **Community Strategic Plan** (**CSP**): *Public Infrastructure and Services*<br>- Council manages its assets and infrastructure to meet the agreed service levels (PI5)<br>- Council undertakes its organisational, workforce and risk management responsibilities with efficiency and effectiveness (GF8) | **Awareness**<br><br>**Utilisation**<br><br>**Needs Assessment** | GCU1(a) Promotional material as recommended in Economic Development and Tourism Strategy to highlight Crown Reserves and current uses<br><br>(b) Council's website to play lead role here as first "touch point" for interest groups<br><br>**Physical needs of sites**<br>(c) Council undertakes periodic performance and service reviews to ensure effective and efficient management of its assets, finances and workforce and modifies its actions to deliver better outcomes for the community (GF8.1)<br>(d) Ensure appropriate site management techniques are utilised including water use efficiency, managed use of pesticides, herbicides and fertilizers, cleaning of amenities and rubbish removal<br>(e) Consider adequate provisioning of existing water connections and capacity to connect to sewer and electricity/solar power for future site upgrades<br>(f) Assess existing access and parking arrangements at the sites to determine if safe/adequate/need to be rationalised<br>(g) Assess public toilet condition and any maintenance required regularly<br>**(h) Accessibility of sites**<br>- Multi-use of sites is encouraged | GCU1(a) Maps/promotional material produced **ST**<br><br>(b) Website "hits" & "travel" to be benchmarked **MT & ongoing**<br><br>(c) Feedback on Council projects received **LT**<br><br>(d) Asset condition determined in consultation with user groups and Council's agreed level of service **(ongoing)**<br><br>(e) Security and safety at sites to be considered at regular user group and Committee meetings **ST**<br><br>(f) Assessment of Council's complaints register for condition of reserves **MT** |

| Management Objectives (Local Govt Act) | Links to adopted Council Strategic Plans | Management Strategies | Actions | Performance Evaluation and Timeframe |
|---|---|---|---|---|
| **General Community Use** | | | | |
| | | | - Close to essential services<br>- Affordable<br>- Welcoming to people from all backgrounds | |
| GCU2(a) in relation to public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public, and | **CSP:** *Community & Culture*<br>- Our Shire is home to vibrant arts and cultural life of the shire is promoted and supported as an essential aspect of community well-being (CC3)<br>- There is a high degree of public involvement in community activities including volunteerism (CC4)<br>- Communities and organisations across the shire collaborate to raise awareness of and respect for local indigenous heritage and culture (CC7) | **Well-being**<br><br>**Involvement**<br><br>**Lifestyle**<br><br>**Inclusiveness** | GCU2(a) Assess usage of GCU reserves, especially for Aboriginal & Torres Strait Islander residents and minority groups. | GCU2(a) Following adoption of this Plan and with CSP **ST** |
| GCU3(a) in relation to purposes for which a lease, licence or other estate may be granted in respect of the land (other than the provision of public utilities | **CSP:**<br>- Council's governance practices and organisational structure reflects the vision, directions and priorities outlined in the CSP (GF4) | Clear understanding of lease/licence requirements between Council and user groups | GCU3(a) Investigate which user groups require a lease or licence for their operations on Crown Reserves<br>(b) Ensure templates for licences and leases are prepared and ready for new/continued users<br>(c) Prepare guidance material for casual hire/lease licensing of community buildings/sites | GCU3(a) Tenure and hire fees included in Council's Fees and Charges **MT**<br><br>(b) Toolbox meetings for outdoor staff to gauge feedback on site |

| Management Objectives (Local Govt Act) | Links to adopted Council Strategic Plans | Management Strategies | Actions | Performance Evaluation and Timeframe |
|---|---|---|---|---|
| **General Community Use** | | | | |
| and works associated with or ancillary to public utilities). | | | (d) Specific Uses which have Priority:<br>- Neighbourhood centres<br>- Libraries<br>- Cultural Centres<br>- Childcare Centres | management techniques **MT**<br><br>(c) Public toilet and amenity audits – **ST** |

Plate 4: Binnaway streetscape. Source: Council facebook page, with permissions.

### 3.6 Reserves with the Category of Natural Area – Bushland (NA & NAB)

| Management Objectives (Local Govt Act) | Links to adopted Council Strategic Plans | Management Strategies | Actions | Performance Evaluation and Timeframe |
|---|---|---|---|---|
| **NATURAL AREA** | | | | |
| NA1 (a) To conserve biodiversity and maintain ecosystem function in respect of the land, or the feature or habitat in respect of which the land is categorised as a natural area,<br><br>NA1(b) To maintain the land, or that feature or habitat, in its natural state and setting,<br><br>NA1(c) To provide for the restoration and regeneration of the land,<br><br>NA1(d) To provide for community use of and access to the land in such a manner as will minimise and mitigate any disturbance caused by human intrusion, and<br><br>To assist in and facilitate the implementation of any provisions restricting the use and management of the land that are set out in a recovery plan or threat abatement plan prepared under the *Threatened Species Conservation Act 1995* or the | **CSP:**<br>***Goal***: The good health of our natural environment and biodiversity is preserved and enhanced. | **Accessibility**<br><br>**Insurances**<br><br>**Biodiversity** | **Physical needs and Management of sites**<br>NA1(a) Assess current physical condition of all sites to determine forward plans for maintenance in consultation with Council<br>NA1(b) Assess condition of boundary fences to ensure adequate security (where necessary) which restricts entry by straying stock yet allows as much free movement of native species<br>NA1(c) Ensure appropriate site management techniques are utilised including managed pest control and risk of bushfire spread.<br>NA1(d) Consult with relevant state government authorities regarding Bushfire management – determine if a Bushfire Management Plan is required and seek advice from the RFS/ Dept Regional NSW.<br>NA1(e) Obtain advice regarding appropriate species to be planted to assist in sustainable regeneration on the lands<br>NA1(f) Where threat abatement plans, save our species strategies or recovery plans are devised and notified to Council, actions relating to Council management then devised to manage the use of the land and assist in the recommendations of the species plan.<br><br>**Accessibility of sites**<br>a) Assess suitability of access to site based on RMS recommended sight lines. Make necessary changes where safety is deemed at risk | NA1(a) Security and safety at sites considered where raised as an issue **(LT)**<br><br>b) Risk assessments to be conducted and insurances sighted prior to temporary licences or leases being issued and provided to Council (**ST)**<br><br>c) Annual checks regarding planting days or the lands offered to Landcare/volunteer groups for vegetation regeneration **(ST)**<br><br>d) All lands under this plan being used for intended purposes **(LT)**<br><br>e) Surveys as part of Community Strategic Plan (CSP) process to question customer satisfaction with this area **(LT)**<br><br>f) Impacts on lands by inappropriate uses to be detected and rectified. **(MT)** |

| Management Objectives (Local Govt Act) | Links to adopted Council Strategic Plans | Management Strategies | Actions | Performance Evaluation and Timeframe |
|---|---|---|---|---|
| **NATURAL AREA** | | | | |
| *Fisheries Management Act 1994*. | | | b) Determine areas which need to be protected from access for vegetation retention and rehabilitation reasons and carry out work<br>c) Any volunteer work carried out on bushlands to ensure Council's Volunteer Management Policy and Procedures is complied with. | g) Regular checks of endangered and threatened species plans which are relevant in the LGA (particularly where specific sites are captured) are carried out every year **(MT)**<br><br>h) Regular checks of notifications received by Council regarding registration by individuals and groups for volunteer work **(ST)** |

| Management Objectives (Local Govt Act) | Links to adopted Council Strategic Plans | Management Strategies | Actions | Performance Evaluation and Timeframe |
|---|---|---|---|---|
| **Bushland** | | | | |
| NAB1(a) To ensure the ongoing ecological viability of the land by protecting the ecological biodiversity and habitat values of the land, the flora and fauna (including invertebrates, fungi and micro-organisms) of the land and other ecological values of the land, and<br><br>NAB1(b) To protect the aesthetic, heritage, recreational, educational and scientific values of the land, and<br><br>NAB1(c) To promote the management of the land in a manner that protects and enhances the values and quality of the land and facilitates public enjoyment of the land, and to implement measures directed to minimising or mitigating any disturbance caused by human intrusion, and<br><br>i) to restore degraded bushland, and<br>ii) to protect existing landforms such as natural drainage lines, | **CSP**<br>**NE3.1:** Work with private and public landholders to build and maintain awareness of their responsibilities and requirements regarding environmental, land and natural resource management.<br><br>**CW & O Regional Plan:**<br>Goal 2: Respect and protect Aboriginal heritage assets | **Neighbour Partnerships**<br><br>**Research sites**<br><br>**Funding**<br>Encourage scoping for funding sources<br><br>**Consult with Ecologists on future directions**<br><br>**Appropriately managed interface of bushland and urban areas/transport corridors** | NAB1(a) Prior to any organised plantings, species lists are to match with intended regeneration targets.<br>(b) Maintain open conversations with adjoining private owners regarding weed and pest control in and near Crown Reserves.<br>(c) Encourage use of Reserves and community land by Research entities where maintenance and regeneration of the land is an inclusion of the wider community benefit of educational and scientific research results.<br>(d) Explore and apply for prioritised funding under the Crown Reserves Improvement Fund for:<br>- Reducing seed bank of weeds on site<br>- Spraying and manual removal of weeds<br>- Pest control whilst retaining natural hollows for native fauna<br>- Adjacent road reserve maintenance<br>- Actions under Warrumbungle Priority Site (located separate to this site) for fox number reductions.<br>(e) Explore opportunities for funding from other varied sources<br><br>(f) Include educational information via Council media platforms regarding the protection of habitat at management sites which can include natural drainage lines and watercourses as well as vegetation as a passive stabiliser of soil<br><br>(g) Maintain open communications with Council's regulatory section, ensuring any | NAB1(a) Number of complaints/compliments received by Council **(LT)**<br><br>(b) Assessment of use of Reserves by research companies **(LT)**<br><br>(c) Annual assessment of educational information produced by Council and other companies regarding retention of natural habitat **(ST)**<br><br>(d) Number of successful funding applications and feedback where not successful disseminated **(LT)**<br><br>(e) Annual assessment of information provided to the public on this subject **(ST)**<br><br>(f) File notes recorded on Council records management system **(MT & ongoing)** |

| Management Objectives (Local Govt Act) | Links to adopted Council Strategic Plans | Management Strategies | Actions | Performance Evaluation and Timeframe |
|---|---|---|---|---|
| **Bushland** | | | | |
| watercourses and foreshores, and<br>iii) to retain bushland in parcels of a size and configuration that will enable the existing plant and animal communities to survive in the long term, and<br>iv) to protect bushland as a natural stabiliser of the soil surface. | | | small-scale developments are in accordance with this Plan of Management.<br><br>(h) Site management concept plan to include as a minimum:<br>- Bushfire risk, mitigation, management and recovery strategies<br>- Appropriate fencing to limit fauna crossing roads yet allowing free movement between open areas of vegetated land<br>- Appropriate access to, from and within the site,<br>- Local priorities for controlling pests and weeds<br>- Local priorities for habitat retention & rehabilitation | |

Plate 5: Reserve 98063: Nullen Rest Area.

### 3.8 Leases and Licences

Leases and licences are recognised methods of allowing lawful tenures over Crown land. Providing the lease or licence is in accordance with the original reserve purpose and this Plan, this method of land management can expand the use of the land and make use of otherwise unused spaces without the need for additional Council resources.

The difference between a lease and a licence is explained by the NSW Department of Industry's online fact sheets:

| USE A LEASE: | USE A LICENSE: |
|---|---|
| *- when the lessee needs exclusive use of the whole or part of the reserve or a building because of the type of business or activity they will be conducting; and/or*<br><br>*- if the lessee has invested or proposes to invest, substantial sums of money installing or improving facilities on the reserve, for example, a sporting club.* | *- when the proposed user does not need exclusive use of any part of the reserve; and/or*<br><br>*- If it is for occasional or short-term use, for example, the use of a showground by a show society on specific days of the year.* |

This plan of management **expressly authorises** the issue of leases, licences and other estates over the land covered by the plan of management, in accordance with section 46(1)(b) of the LG Act, provided that:

- the purpose is consistent with the purpose for which it was dedicated or reserved
- the purpose is consistent with the core objectives for the category of the land
- the lease, licence or other estate is for a permitted purpose listed in the *Local Government Act 1993* or the Local Government (General) Regulation 2021
- the issue of the lease, licence or other estate and the provisions of the lease, licence or other estate can be validated by the provisions of the *Native Title Act 1993* (Cth)
- where the land is subject to a claim under the *Aboriginal Land Rights Act 1983* the issue of any lease, licence or other estate will not prevent the land from being transferred in the event the claim is granted
- the lease, licence or other estate is granted and notified in accordance with the provisions of the *Local Government Act 1993* or the Local Government (General) Regulation 2021
- the issue of the lease, licence or other estate will not materially harm the use of the land for any of the purposes for which it was dedicated or reserved.

#### 3.8.1 Leases

'A leaseholder has effective control of the leased area in the same way someone renting a house has sole rights to use the house'. (Department of Local Government, 2000).

Council may grant a lease or licence or other estate over community land to community organisations, individuals, sports clubs, associations, non-government organisations, charities, community welfare services, non-profit organisations and government authorities.

Leases and licences in the Warrumbungle Shire have been effective in the past in managing crown and council reserves. They include leases to sporting groups, individuals and grazing enterprises.

For Crown Reserves expressly permitted to be leased or licenced under this Plan, the general criteria under section 3.7.3 of this Plan apply to the issue of leases.

### 3.8.2 Licences

*Licences provide greater flexibility of use by different users who may operate at the same time. For example, a sporting club can use a playing field under licence, while food and other goods are sold on the site by a vendor under a separate licence.*

**Short term casual Licences**

Section 3.17 of the Crown Land Management (CLM) Act 2016 allows Councils to grant short term licences under section 2.20 of Act for the following prescribed purposes :

- Access through a reserve
- Advertising
- Camping using a tent, caravan or otherwise
- Catering
- Community training or education
- Emergency occupation
- Entertainment
- Environmental protection, conservation or restoration or environmental studies
- Equestrian events
- Exhibitions
- Filming (as defined in the Local Government Act 1993)
- Functions
- Grazing
- Hiring of Equipment
- Holiday accommodation
- Markets
- Meetings
- Military exercises
- Mooring of boats to wharves or other structures
- Sales
- Shows
- Site investigations
- Sporting and organised recreational activities
- Stabling of horses
- Storage

Council applies the following criteria when assessing potential licensed events on Community Land:

- The event should not result in any physical damage to the land or its facilities;

- The event organisers are to consider the impact of the event on adjoining residents and propose ways to mitigate any adverse impacts;
- Event organisers are responsible for cleaning up the site and repairing any damage that may occur. Fees and any security deposits or bonds for short-term casual bookings will be charged in accordance with Council's adopted Fees and Charges at the time.

### 3.8.3 General Lease/Licence Criteria

The key principles for granting tenure over Crown Land are:

1. Ensure the tenure purpose/s is consistent with the purpose/s for which the Crown land is reserved or dedicated (or is ancillary or incidental).
2. Certain tenures cannot be granted over the Crown land if they are prohibited under the *Native Title Act 1993*. Native title legislation always overrides the CLM Act.
3. Tenures are to be granted to suitable holders in the best interest of managing the Crown land in accordance with the object and principles of the CLM Act for further detail can be found on the following website Home - NSW legislation.
4. Market rent should be sought and obtained for tenure. A rebate, or waiver, to market rent may be granted where suitable, though final rent generally should not be less than the statutory minimum rent. The statutory minimum rent value (for a 12 month period) can be found on the https://www.crownland.nsw.gov.au/resources/fees website. The final rent amount is to be the best return possible for the CLM to invest in maintaining and improving the Crown reserve over the long term.
5. Ensure the process undertaken to select a suitable holder is open, transparent and accountable so that dealings promote fairness and competition.

In terms of community engagement in the above process, Councils are to comply with the requirements of the Local Government Act 1993 for leasing and issuing licences over Crown Land for which they manage.

This fact sheet provides additional information for Councils when leasing and issuing licences over Crown Land:

https://reservemanager.crownland.nsw.gov.au/who-we-are/who-manages-crownland/council-crown-land-manager

**Warrumbungle Shire Council has the following general principles for leases and licences over Crown Reserves:**

- Be a sporting, community, not-for-profit or other approved community organisation;
- Deliver activities and programs within the Shire that provide services or benefits to the community and comply with the requirements of this Plan of Management;
- Show an ability and willingness to meet the financial obligations of the lease or licence (if any);
- Maintain appropriate insurances for the term as stipulated in Council's relevant Policies.
- Any subordinate use of the reserve must not overpower or dominate the reserve;

- Leases or licences over any buildings for any community purpose as determined by Council, including, as prescribed by section 46(1) of the LG Act, the provision of public utilities and work associated with or ancillary to public utilities.

Crown Lands are also available to offer advice regarding tenure where Council is the Crown Land Manager.

### 3.8.4 Maximum Term and Public Notice

The maximum term of a lease, licence or other estate is 30 years (Section 46(3) of Local Government Act). The consent of the Minister for Local Government is required if the lease or licence exceeds 21 years (Section 47 (5b)). This consent is also required if the term of the lease or licence will be greater than five years and objections have been lodged against the proposal. Subject to some exceptions, for all proposed leases and licences, regardless of length of term, Council must give public notice of the proposal and exhibit notice of the proposal on the land to which the proposal relates. Council must consider all submissions made in response.

### 3.8.5 Existing Leases and Licences

All existing leases and licences remain valid upon the adoption of this Plan of Management. Following adoption of this Plan of Management and endorsement by Crown Lands, any leases which do not comply with the new terms of the CLM Act will require updating. This may include references to older legislation and any reserve trust entities receiving payments for leasing/licencing of the land.

### 3.8.6 Aboriginal interests in relation to leases, licences and other estates

When planning to grant a lease or licence on Crown reserves, Council must comply with the requirements of the Native Title Act 1993 (NT Act) and have regard for any existing claims made on the land under the NSW Aboriginal Land Rights Act 1983 (ALR Act). It is the role of Council's engaged or employed native title manager to provide written advice in certain circumstances to advise if the proposed activities and dealings are valid under the NT Act.

If land is subject to an undetermined Aboriginal land claim under the NSW Aboriginal Land Rights Act 1983, tenure should not be granted if:

• the proposed tenure activity could prevent the land being transferred to an Aboriginal Land Council (ALC) in the event that an undetermined claim is granted

• the proposed tenure could impact or change the physical/environmental condition of the land, unless the council Crown land manager or tenure applicant has written consent from the claimant ALC to carry out the proposed work or activity or a written statement confirming that the ALC has withdrawn the land claim, or has amended the land claim to exclude the proposed tenure area. While the above request to the ALC can be made, the claimant ALC is under no obligation to grant consent.

### 3.8.7 Leases/Licences/Other Estates for Public Utilities

To avoid any doubt, leases, licences and other estates granted for the provision of public utilities and ancillary works do not need to be expressly authorised by a Plan of Management, or be consistent with the core objectives, or be for a purpose listed above.

Council is authorised to grant such estates (e.g. easements as well as providing pipes, conduits and other underground connections) without complying with the provisions applying to other purposes (section 46(1)(a) and (b) of the LG Act).

### 3.8.8 Biodiversity Offset Scheme tenures

The Biodiversity Conservation Act allows for sites to be offered as offset locations for conservation. This happens where native vegetation is proposed to be cleared on other development sites and "compensatory" land is offered as an offset site and vegetation protected usually in perpetuity and registered on the title of the land.

Where appropriate, community land is able to be offered as an offset site with the express authorisation of Council, in consultation with Crown Lands NSW. This will mostly apply to lands categorised natural areas and parks where the objectives for this land are essentially the same as for offset sites in regenerating and protecting native vegetation and allowing for passive recreation. This Plan of Management is not recommending any specific reserves as offset sites however is opening the conversation for this to happen on reserves through existing legislation where Council deems appropriate.

### 3.8.9 Leases and licences authorised by the plan of management.

This plan of management expressly authorises the issue of leases, licences and other estates over the land covered by the plan of management, in accordance with section 46(1)(b) of the LG Act, provided that:

- the purpose is consistent with the purpose for which it was dedicated or reserved
- the purpose is consistent with the core objectives for the category of the land
- the lease, licence or other estate is for a permitted purpose listed in the *Local Government Act 1993* or the Local Government (General) Regulation 2021
- the issue of the lease, licence or other estate and the provisions of the lease, licence or other estate can be validated by the provisions of the *Native Title Act 1993* (Cth)
- where the land is subject to a claim under the *Aboriginal Land Rights Act 1983* the issue of any lease, licence or other estate will not prevent the land from being transferred in the event the claim is granted
- the lease, licence or other estate is granted and notified in accordance with the provisions of the *Local Government Act 1993* or the Local Government (General) Regulation 2021
- the issue of the lease, licence or other estate will not materially harm the use of the land for any of the purposes for which it was dedicated or reserved.

**Table 2: Tenure Purposes by Category**

| Community land covered | Purpose for which tenure may be granted |
|---|---|
| **Leases** | |
| Park/Sportsground | – café/kiosk areas, including seating and tables<br>– management of court facilities<br>– hire or sale of recreational equipment |
| General Community Use | – childcare or vacation care<br>– health or medical practitioners associated with the relevant facility (e.g. nutrition, physiotherapy)<br>– educational purposes, including libraries, education classes, workshops<br>– cultural purposes, including concerts, dramatic productions and galleries<br>– recreational purposes, including fitness classes, dance classes and games |

| Community land covered | Purpose for which tenure may be granted |
|---|---|
| | – sporting uses developed/operated by a private operator<br>– kiosk, café and refreshment purposes<br>– commercial retail uses associated with the facility (e.g. sale or hire of sports goods) |
| Natural Area | – walkways, pathways, bridges, causeways<br>– observation platforms, signs<br>– information kiosk<br>– kiosk selling light refreshments (but not restaurants)<br>– bicycle/boat hire or similar<br>– work sheds or storage sheds required in connection with the maintenance of the land<br>– toilets<br>– temporary erection or use of any building or structure necessary to enable a filming project to be carried out |
| **Licences** | |
| Park/Sportsground | – outdoor café/kiosk seating and tables<br>– management of court or similar facilities<br>– hire or sale of recreational equipment |
| General Community Use | – social purposes (including childcare, vacation care)<br>– educational purposes, including libraries, education classes, workshops<br>– recreational purposes, including fitness classes, dance classes<br>– café/kiosk areas |
| Natural Area | – walkways, pathways, bridges, causeways<br>– observation platforms, signs<br>– Information kiosk<br>– Kiosk selling light refreshments (but not restaurants)<br>– Bicycle/boat hire or similar<br>– work sheds or storage sheds required in connection with the maintenance of the land<br>– toilets<br>– temporary erection or use of any building or structure necessary to enable a filming project to be carried out |
| **Other estates** | |
| All community land and buildings | This Plan allows the council to grant 'an estate' over community land for the provision of public utilities and works associated with or ancillary to public utilities and provision of services, or connections for premises adjoining the community land to a facility of the council or public utility provider on the community land in accordance with the LG Act. |

### 3.9 Native Title Advice/Report

The Native Title Act (1994) allows for a range of future acts to occur on Crown land and specifies the level of consultation that must be carried out before the act can occur. Depending on the nature of the acts, some can occur without any reference to native title claimants, potential Native Title claimants or their legal representatives. These acts usually have either a very low impact or no impact at all on native title rights and interests.

In other circumstances where an impact on Native Title could be likely, a report from Council's Native Title Manager is required prior to any new lease, licence, activity or development occurring on the Crown Reserves in this Plan of Management.

The Native Title Workbook (Department of Planning, Housing and Infrastructure), provides a process which is to be followed for assessment of any of the above activities on Crown Reserves.

Where Council is aware of new developments, a Native Title report is completed prior to the work being carried out.

### 3.10 Implementation and Review

This Plan of Management commences operation from the date of final adoption by Council following consent from the Minister administering the Crown Land Management Act 2016. The actions and management strategies identified in this Plan will immediately take effect and Council will be required to review these strategies in line with its annual reporting regime and as part of its community strategic plan.

This Plan of Management is to be reviewed in accordance with the requirements of the LG Act, CLM Act and Regulations. This plan is to be reviewed within 5 years and a comprehensive review after 10 years unless major unexpected changes warrant review.

### 3.11 Community Consultation

Open consultation with the community regarding this Plan of Management process is integral to its success and ownership by the local community. It is also legislated that Councils conduct community consultation through public exhibition and public hearings, where required.

As part of the process of open and inclusive consultation with this plan, a number of community and user groups with an interest in the reserves in this plan were given the opportunity early in the drafting of this plan, to give comment and suggestions on how they would like to see the reserve operated and managed. A number of responses were received. A summary of the issues raised can be seen in Appendix A (Community and User Groups Engagement).

Regarding the consultation that must be carried out by Councils, Section 38 of the LG Act requires that:

- a council must give public notice of a draft Plan of Management for a period of not less than 28 days;
- the public notice must also specify a period of not less than 42 days after the date on which the draft plan is placed on public exhibition during which submissions may be made to the council;
- the council must, in accordance with its notice, publicly exhibit the draft plan together with any other matter that it considers appropriate or necessary to better enable the draft plan and its implications to be understood. All documents referred to in a Plan of Management should be displayed at the same time as the draft Plan of Management.

### 3.12 Public Hearings

Public hearings are an open forum where interested people may speak about a matter contained in a Plan of Management. Regarding Plans of Management, public hearings are required if the proposed plan would have the effect of categorising or altering the categorisation of community land under section 36(4). The hearings are to be chaired by a person independent of Council and the Plan of Management process, in accordance with the requirements of the LG Act.

**Note**: Section 70(b) of the Crown Land Management Act 2016 exempts Council's from section 40 of the Local Government Act public hearings for Crown Reserves in a Plan of Management.

### 3.13 Aboriginal and Torres Strait Islander Heritage

With an increasing number of Aboriginal and Torres Strait Islander residents in the Warrumbungle Shire, it is important to recognise the links between our people and the use and enjoyment of public open spaces.

Whilst few of the Crown Reserves in this Plan of Management have items of Aboriginal significance recorded, there is always the potential for items significant to Aboriginal people to be present on the site. With this in mind, the process outlined in the link below is to be followed if a potential item is found on one of the Reserves in the Plan. The process is from the Department of Planning, Industry and Environment's Heritage branch for recording Aboriginal sites:
https://www.heritage.nsw.gov.au/protecting-our-heritage/record-aboriginal-sites/

NSW National Parks and Wildlife Services can assist if items of potentially higher significance are found.

The continued use of Crown Reserves in the Warrumbungle Shire by Aboriginal people is encouraged in accordance with the inclusive initiatives in Crown Land 2031: State Strategic Plan for Crown land, and this Plan of Management.

### 3.14 Threatened Species Listings and Checks

Part of the assessment of the Reserves in this Plan included cross-checking of Threatened Species registers and Plans to determine if the Reserves contained specific listings or were included as a Priority Management Site for certain species listed for protection. Liaison with the Biodiversity and Conservation Division of the Department of Planning, Industry and Environment allowed the following conclusions to be drawn:

- In accordance with the prior and current legislation, registers for critical habitat, endangered species, threatened species, and specific listings of priority sites under the Save our Species program were checked to determine if any of the Crown Reserves under this Plan are directly affected by one of the above site-specific listings or otherwise directly impacted. The Warrumbungle LGA has DPIE priority sites however they are not specifically tied to works on any of the Crown Reserves in this Plan of Management.
- Despite the above, a number of conservation measures have been included in the Action Plans for the Reserves which tie in with the Shire-wide priorities for species which have plans for threat abatement.
- The **brush-tailed rock wallaby** (*Petrogale penicillata*) (endangered species) has a DPIE priority site in the Warrumbungle National Park. Common themes from the SOS Strategy for this species have been included in the above Action Plans (Chips and Timor Rock Reserves are the reserves closest to this Priority site).
- The following Table outlines the threatened species in the Warrumbungle Shire which have active and proposed Key Management Sites. As mentioned above, none of the SOS Strategies associated with these management sites have key actions noted within any Crown Reserves.

**Table 3**

## Key management sites in Warrumbungle

Export to excel

*Click on column headers to sort*

| Site name | Threatened species | Local government area (LGA) | Status | Site type |
|---|---|---|---|---|
| Warrumbungles/Mt Kaputar | Brush-tailed Rock-wallaby *(Petrogale penicillata)* | Warrumbungle | Active | Priority management site |
| Goonoo | Malleefowl *(Leipoa ocellata)* | Dubbo Regional, Gilgandra, Warrumbungle | Active | Priority management site |
| Pilliga | Pilliga Mouse *(Pseudomys pilligaensis)* | Gunnedah, Narrabri, Warrumbungle | Active | Priority management site |
| Central Tablelands LLS - part | Ausfeld's Wattle *(Acacia ausfeldii)* | Dubbo Regional, Mid-Western Regional, Upper Hunter, Warrumbungle | Proposed | Contributing site (funding opportunity) |
| Western Slopes and Plains | Koala *(Phascolarctos cinereus)* | Gunnedah, Liverpool Plains, Narrabri, Warrumbungle | Active | Priority management site |
| North West Slopes | Barking Owl *(Ninox connivens)* | Cabonne, Coonamble, Dubbo Regional, Gilgandra, Gunnedah, Liverpool Plains, Mid-Western Regional, Narrabri, Narromine, Parkes, Tamworth Regional, Upper Hunter, Walgett, Warren, Warrumbungle | Active | Priority management site |
| Pilliga Forest | Glossy Black-Cockatoo *(Calyptorhynchus lathami)* | Cabonne, Parkes, Narrabri, Warrumbungle, Dubbo Regional | Active | Priority management site |

*Source: https://www.environment.nsw.gov.au/savingourspeciesapp/SearchResults.aspx*

# APPENDIX A: SUMMARY OF INITIAL COMMUNITY CONSULTATION

## Warrumbungle Shire User Groups, Sporting Contacts of Crown Reserves

| Name | Location | Contact |
|---|---|---|
| Coonabarabran Local Aboriginal Lands Council | 30 John St Coonabarabran | Cody Brady coonabarabran.lalc@bigpond.com |
| Baradine Local Aboriginal Lands Council | 17 Wellington St Baradine | baradinelalc@bigpond.com |
| Dunedoo & District Development Group | 42 Bolaro St Dunedoo | coordinator@dunedoo.org.au |
| Mendooran Development Group | 55 Bandulla St Mendooran | mendoorcoord@yahoo.com.au |
| Baradine Central School | 42-44 Narran St Baradine | Baradine-c.school@det.nsw.edu.au |
| Binnaway Central School | David St Binnaway | Binnaway-c.school@det.nsw.edu.au |
| Coolah Central School | 13 Binnia St Coolah | Coolah-c.school@det.nsw.edu.au |
| Coonabarabran High School | Newell Highway Coonabarabran | Coonabarab-h.school@det.nsw.edu.au |
| Coonabarabran Primary School | Newell Highway Coonabarabran | Coonabarab-p.school@det.nsw.edu.au |
| Dunedoo Central School | Digilah St Dunedoo | Dunedoo-c.school@det.nsw.edu.au |
| Mendooran Central School | Brambil St Mendooran | Mendooran-c.school@det.nsw.edu.au |
| Sacred Heart School | 15 Church St Coolah | sacredheartcoolah@bth.catholic.edu.au |
| St Lawrence's Primary School | Dalgarno St Coonabarabran | stlawrencescoona@bth.catholic.edu.au |
| St Michael's Primary School | Tucklan St Dunedoo | stmichaelsdunedoo@bth.catholic.edu.au |
| NSW Rural Fire Service Fire Control Centre | 111 Saleyards Rd Coonabarabran | Castlereagh.zone@rfs.nsw.gov.au |
| Binnaway Show Committee (Binnaway Showground is a Reserve) | 0429441792 Pam Southwell Secretary or 0448032087 Emma Staples Horse Secretary | Binnaway.show@gmail.com |
| Riding for the Disabled | Coonabarabran Racecourse complex Nelson St Coonabarabran | terrificdiamond@icloud.com |
| Coonabarabran Jockey Club | Coonabarabran Racecourse complex Nelson St Coonabarabran | coonajockeyclub@gmail.com |
| Coolah Historical Society | 57 Binnia St Coolah 2843 | nswcoolah@gmail.com |
| Dunedoo Historical Society | 42 Bolaro St Dunedoo | nottsharon@hotmail.com |
| Dunedoo Amateur Swimming Club | Dunedoo War Memorial Baths | dunedooasc@gmail.com |
| Landcare Dunedoo | Reserve 89588 | dunedoocoolahlandcare@gmail.com (Fiona Luckhurst) |
| Landcare Coonabarabran | | |

| Reserve | Reserve Purpose/ Category | User Group Responses |
|---|---|---|
| Roberston Park/ Oval<br>Dunedoo<br>R68100 | Public Recreation<br>Park & Sportsground | Well-utilised for football and netball.<br>Active Landcare group willing to liaise with Council re plantings, maintenance. |
| Dunedoo Riverside Park<br>R89588 | Public Recreation<br>Natural Area - Bushland | Maintenance an ongoing issue.<br>Access to river and beautification works in partnership with Landcare a priority.<br>Dunedoo Coolah Landcare proposal to co-manage this reserve with Council & develop the site with walking trails, access to the river, bush regeneration.<br>Short-term grazing permits to be used for maintenance until restoration plans acted upon.<br>Development of a longer term management plan for the reserve.<br>Weed reduction program.<br>Involve schools, indigenous reps, RFS and other groups for further site utilization and education.<br>Funding to be sought for variety of maintenance, weed reduction, native fish stock program, walking trail, interpretive signs. |
| Dunedoo War Memorial Baths<br>R81962 | Public Baths<br>Park | Plans for new amenities block.<br>Ongoing maintenance and cleaning. |
| Jubilee Hall Dunedoo<br>R520049 | Public Hall<br>General Community Use | Substantial works/upgrade in 2016 via grant funds.<br>Organisations encouraged to use the facility with hire rate discount. |
| Coonabarabran Racecourse<br>R46646 & R47760 | Racecourse (addition)<br>Sportsground | Infrastructure grants utilized to replace fencing at RDA.<br>Plans to upgrade buildings, include sensory garden, murals.<br>Falling limbs from mature trees an ongoing maintenance issue. |
| Binnaway Showground<br>R65440 | Showground<br>General Community Use | Recently completed works including multipurpose arena, cattle handling facilities, watering system, solar systems, poultry shed.<br>Future plans include:<br>- new grandstand<br>- masterplan for new infrastructure<br>- Shower & toilet block incl disabled facilities<br>- Multipurpose shed for horse stables, storage<br>- New shed with BBQ facilities near multipurpose arena,<br>- New bar, BBQ & kitchen, |

*Note, this Initial Consultation was conducted in addition to the minimum requirements mandated in the LG Act and CLM Act. User groups and the public will be given further opportunity to comment during public exhibition of the Plan.

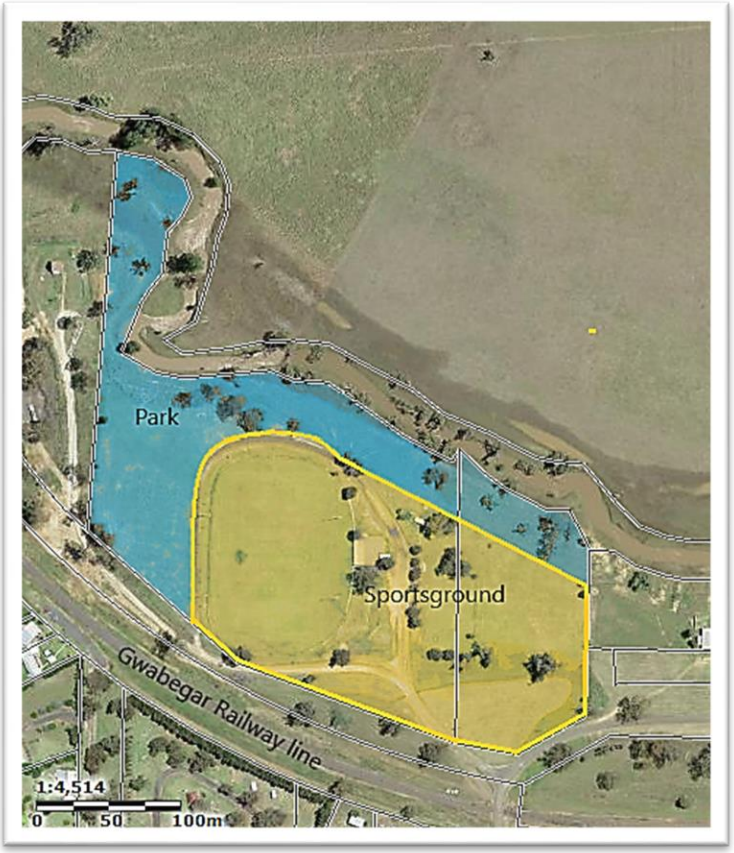
## Appendix B: Individual Reserve Plans

| Reserve & Name | Reserve Purpose | Categorisation |
|---|---|---|
| 71749 Bowen Oval | Public Recreation<br>Gazettal Date 23/11/1945 | Sportsground |

*Source: NSW Planning Portal*

| | |
|---|---|
| **Commentary** | Added as a Crown Reserve managed by Council in 2022, this reserve plays host to a number of sporting facilities and is an important park in Coolah. |
| **Size** | 4.36ha |
| **Current applicable plans** | Upgrade of existing sporting amenities, grandstand. Construction of storage shed. |
| **Current & permissible leases/licences** | None at present Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | No significant Plant Community Types on site to indicate habitat of threatened/endangered species. A check of the Aboriginal Heritage Information Management System (AHIMS) has not revealed any items of significance on this allotment. |
| **Management for this Site** | This Park is retained for recreation purposes including sporting uses. Provides local sporting facilities for nearby schools so requires the ability to include further improvements based on local sporting and recreation needs |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 68100: Robertson Park<br>LOT 205 DP 754291, LOT 7010 DP 93529 | Public Recreation<br>Gazettal Date:<br>13/01/1939 | Park, Sportsground |



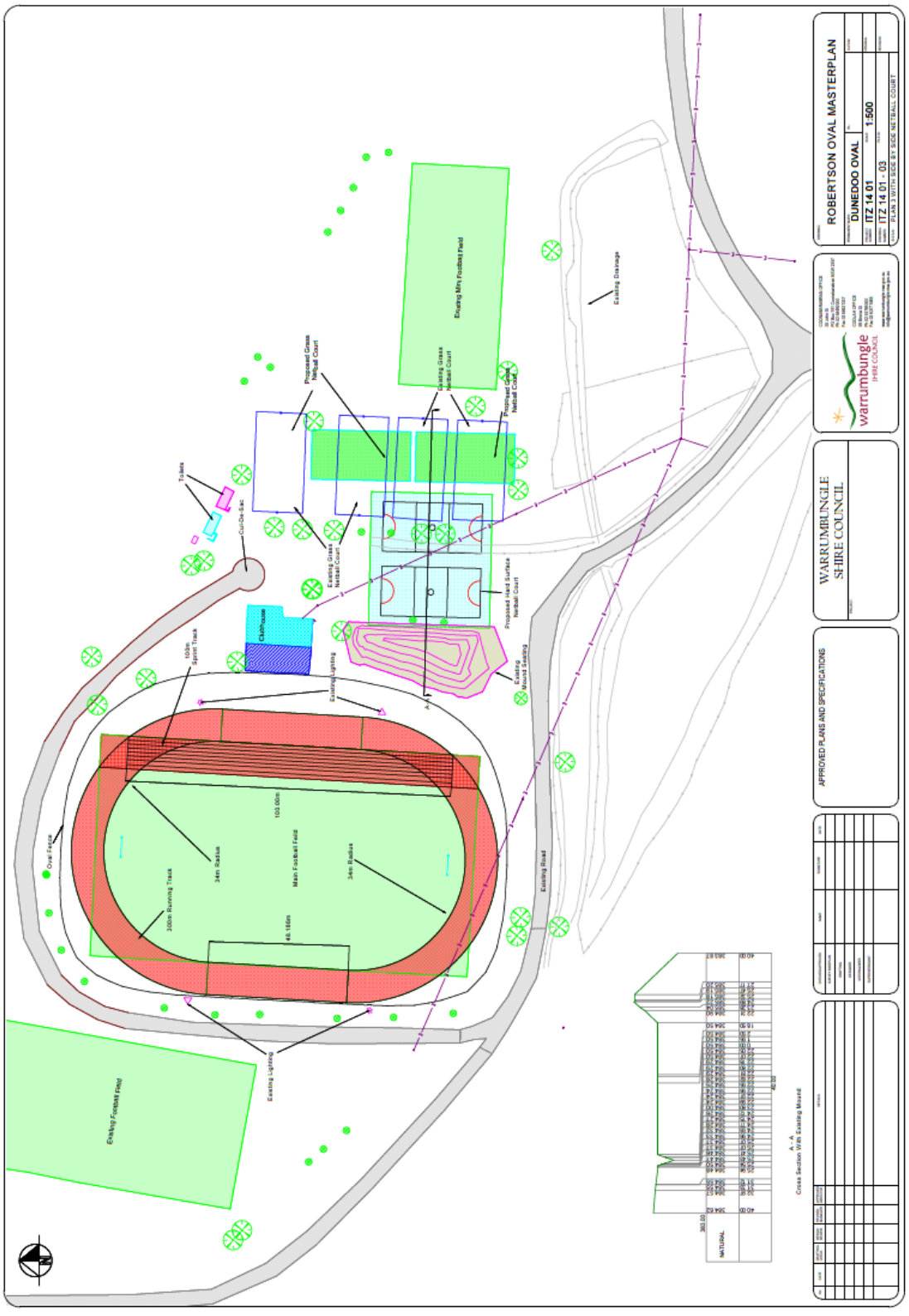

*Source> NSW Six Maps*

| | |
|---|---|
| **Commentary** | Robertson Park is located on the northern side of Dunedoo and fronts the Talbragar River. Contains netball courts and football grounds. |
| **Size** | 6.78ha |
| **Current applicable plans** | Masterplan completed, funding received for new amenities building. |
| **Current & permissible leases/licences** | None. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | Park is cleared and developed for passive and active recreation purposes. No AHIMS items on site. PCT 202 located in northern section close to waterway. Current Aboriginal Land Claim still to be determined. Note that if successful, the reserve will be transferred in freehold title to the local ALC including any improvements. |
| **Management for this site** | With masterplan developed, use this for CLIF applications and other state funding sources. Prior to any works occurring write Native Title Report. Work with ALC arm of CL to provide evidence of improvements and dates when requested. Start conversation with Dunedoo Landcare re linkages to plans for riverside improvements (grant funding-dependent). |

**Robertson Park**

Above images taken December 2020

Over: Masterplan adopted by Council and the Robertson Oval Committee.


ROBERTSON OVAL MASTERPLAN
DUNEDOO OVAL
ITZ 14 01
1:500
ITZ 14 01 - 03
PLAN 3 WITH SIDE BY SIDE NETBALL COURT
warrumbungle
SHIRE COUNCIL
WARRUMBUNGLE SHIRE COUNCIL
APPROVED PLANS AND SPECIFICATIONS
Existing Mini Football Field
Existing Drainage
Proposed Grass Netball Court
Existing Grass Netball Court
Toilets
Club House
Existing Lighting
Proposed Hard Surface Netball Court
Existing Mound Seating
Existing Road
Oval Fence
100m Sprint Track
100m Running Track
34m Radius
Main Football Field
100.60m
48.18m
Existing Forest Field
NATURAL
Cross Section With Existing Mound

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 46646: Coonabarabran Racecourse,_Lot 253 DP 753378 | Racecourse (addition) Gazettal Date: 31/05/1911 | Sportsground |

*Source: NSW Planning Portal*

| | |
|---|---|
| **Commentary** | This reserve comprises part of the Coonabarabran Racecourse. |
| **Size** | 6.5ha |
| **Current applicable plans** | None at present |
| **Current & permissible leases/licences** | Currently partly leased by the Coonabarabran Jockey Club. Also utilised by Riding for the Disabled. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | PCTs 379 on site (inland scribbly gum). Not associated with TECs but due to dense populations, are significant. No AHIMS items recorded on site. |
| **Management for this Site** | Retain southern vegetation tract; consider fencing off to protect fauna from straying onto racetrack area; consider masterplanning for the entire site including beautification works and replacement infrastructure. Mature trees in trafficable areas to be monitored for safety concerns, noting budgetary constraints. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 47760: Coonabarabran Racecourse, Lot 125 DP 753378 | Racecourse<br>Gazettal Date: 01/05/1912 | Sportsground |

Attachment 1: Crown reserve R47760 Racecourse multiple management, area in green managed by Council

*Source: NSW Planning Portal*

| | |
|---|---|
| **Commentary** | This reserve comprises part of the Coonabarabran Racecourse in a fringe setting. Refer to Attachment 1: Crown reserve R47660 Racecourse multiple management, area in green managed by Council. |
| **Size** | 62ha |
| **Current applicable plans** | None at present |
| **Current & permissible leases/licences** | Currently partly leased by the Coonabarabran Jockey Club. Also utilised by Riding for the Disabled, Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. Partial leased in place for RDA. |
| **Threatened Species/Aboriginal/European Heritage** | PCTs 379 on site (inland scribbly gum). Not associated with TECs but due to dense populations, are significant. No AHIMS items recorded on site. |
| **Management for this Site** | As for above reserve, retain significant vegetation tracts on site with a focus on trimming/removal where safety risks identified; consider master planning the site considering user groups preferences and Council funding. Condition of infrastructure to be assessed if not already. Mature trees in trafficable areas to be monitored for safety concerns, noting budgetary constraints. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 90681: Reserve Greenbah Creek<br>Lot 7003 DP 753368 | Public Recreation<br>Gazettal Date:<br>21/01/1977 | Natural Area - Bushland |

*Source: NSW Crown Lands*

| | |
|---|---|
| **Commentary** | Lot unable to be located on Govt sites with exception of Crown Lands portal. This reserve is located at the junction of Greenbah and Wingabutta Creeks. |
| **Size** | 3.78ha |
| **Current applicable plans** | None. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Current & permissible leases/licences** | Permissive Occupancy over this reserve. Council will have limited ability to manage whilst that is in place. |
| **Threatened Species/Aboriginal/European Heritage** | Difficult to determine any listings of these as lot is unable to be found on Govt sites. |
| **Management for this Site** | Retain as passive park. As this is a riparian reserve with rocky outcrops, limited scope for expanded uses. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 98063: Nullen Rest Area<br>Lot 7306 DP 1152229 | Public Recreation<br>Gazettal Date: 31/01/1986 | Park,<br>Natural Area - Bushland |

*Source: NSW Planning Portal*

| | |
|---|---|
| **Commentary** | Comprising part of the highway rest area referred to in adjacent reserve 95872, this reserve was set aside for public recreation and is partly timbered and partly a formal highway rest area. |
| **Size** | 2.1ha |
| **Current applicable plans** | None apply. Any plans need to be checked with RMS due to traffic implications on classified highway frontage. |
| **Current & permissible leases/licences** | None. No leases or licences are encouraged on this reserve due to its intent for a highway rest area and park. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | Timbered area comprises PCT 81 (western grey box and cypress). PCT can be associated with TECs. No AHIMS on site. |
| **Management for this Site** | Retain timbered section with bushfire recovery plantings to take place. Potential soft/cultural burn demonstration site here with parking and adequate access from public roads. |

Looking east toward Nullen Rest Area with timbered reserve in background

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 1591: Mendooran Cricket Oval<br>Lots 10-16, 3-9 and 7024 Section 13 DP 758668 | Public Recreation<br>Gazettal Date:<br>19/11/1888 | Sportsground |

| | |
|---|---|
| **Commentary** | Substantially cleared park still utilised as a cricket oval and open space in Mendooran. |
| **Size** | 3ha |
| **Current applicable plans** | Replacement of existing toilet block, installation of picnic furniture. |
| **Current & permissible leases/licences** | No lease at present. Could be licensed to sporting groups for nominal fee to formalise use. |
| **Threatened Species/Aboriginal/European Heritage** | Partly vegetated with PCT 202 (Fuzzy box woodland) but this species to be confirmed on site. No AHIMS items recorded on site, |
| **Management for this Site** | Retain existing mature shade trees, confirm existing tree species. Council to consider this park with long term planning for recreational open space in Mendooran. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| 89960 Reserve Baradine<br>Lot 183 DP 750246 | Public Recreation<br>Gazettal Date: 05/11/1976 | Park |

*Source: NSW Planning Portal*

| | |
|---|---|
| **Commentary** | This passive park on the eastern side of Baradine is lightly timbered and provides through access. Baradine Creek is located to the east of this reserve. No formal plans have been devised for this reserve's future development. |
| **Size** | 5,070m2 |
| **Current applicable plans** | Council has no plans to upgrade this site at present. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Current & permissible leases/licences** | None applicable at present. As the site is not fenced, grazing licence not viable at this stage. |
| **Threatened Species/Aboriginal/European Heritage** | No significant Plant Community Types on site to indicate habitat of threatened/endangered species. Reserve contains Red gum/Rough-barked Apple trees (PCT 399). A check of the Aboriginal Heritage Information Management System (AHIMS) has not revealed any items of significance on this reserve. |
| **Management for this Site** | This passive park is riparian and should remain undeveloped as a stabiliser for the Creek bank. Access tracks are ok. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 31715: Queensborough Park Lot 701 DP 1028248 | Public Recreation<br>Gazettal Date 03/11/1990 | Park |

*Source: NSW Planning Portal*

| | |
|---|---|
| **Commentary** | This is one of three crown reserves for the same park in Coolah. Mostly cleared, this reserve is used for active and passive recreation. |
| **Size** | 1.03ha |
| **Current applicable plans** | None – forms part of larger cleared and passive park. |
| **Current & permissible leases/licences** | None applicable. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | No significant Plant Community Types on site to indicate habitat of threatened/endangered species. A check of the Aboriginal Heritage Information Management System (AHIMS) has not revealed any items of significance on this allotment. |
| **Management for this Site** | Future Masterplan of the reserve, including consultation with the community, would benefit future development. Native Title report to be completed with Masterplan/any open space planning. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 51177: Queensborough Park West<br>Lot 7027 DP 1061329 | Public Recreation<br>Gazettal Date: 01/12/1915 | Park |

*Source: NSW Planning Portal*

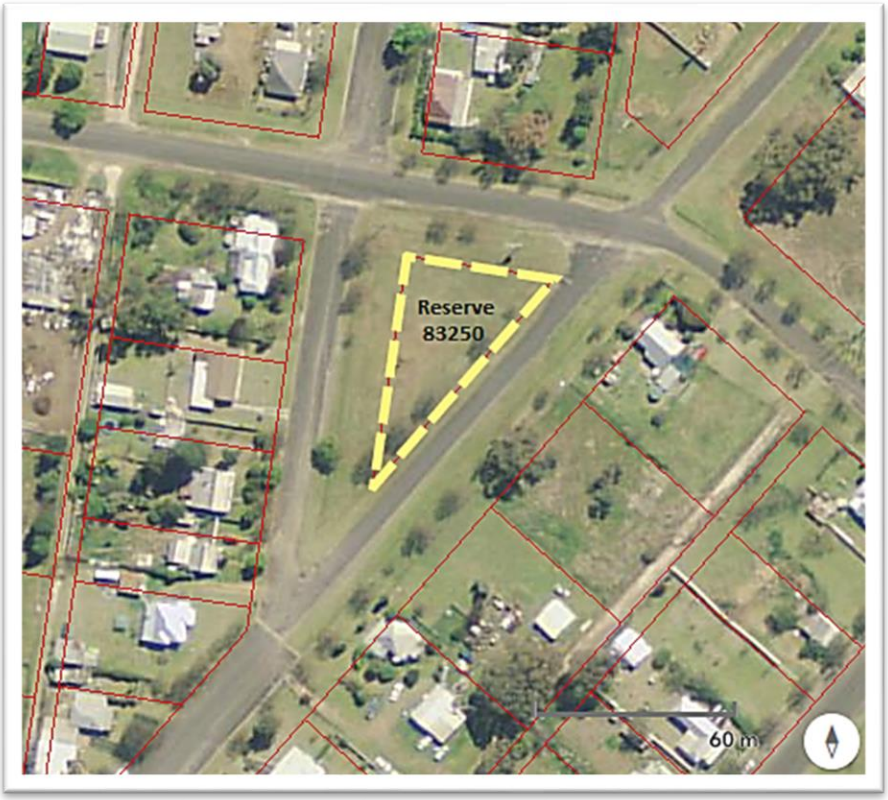
| | |
|---|---|
| **Commentary** | The second of three reserves relating to the one Queensborough Park in Coolah. This reserve is a closed road and has been set aside as part of Queensborough Park. |
| **Size** | 1.28ha |
| **Current applicable plans** | None apply |
| **Current & permissible leases/licences** | None at present Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | No significant Plant Community Types on site to indicate habitat of threatened/endangered species. A check of the Aboriginal Heritage Information Management System (AHIMS) has not revealed any items of significance on this allotment. |
| **Management for this Site** | This Park is retained for recreation purposes including sporting uses. Forms part of the Queensborough Park precinct. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 11 (1001873): Queensborough Park Coolah Lot 7028 DP 1061329 | Park Gazettal Date: 12/12/1885 | Park |

*Source: NSW Planning Portal*

| | |
|---|---|
| **Commentary** | This reserve forms the main part of Queensborough Park in Coolah. It hosts a tributary known as Park Gully and historic rotunda. Scattered trees reinforce passive uses. |
| **Size** | 26.41ha |
| **Current applicable plans** | None apply |
| **Current & permissible leases/licences** | Current licence for intermittent grazing on this reserve. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | No significant Plant Community Types on site to indicate habitat of threatened/endangered species. A check of the Aboriginal Heritage Information Management System (AHIMS) has revealed one (1) item of significance on this reserve. Details of this item kept in confidence for security reasons. Historic simple rotunda on site recorded in Council's Heritage Inventory database in 2004 & 2018. Not listed as a Heritage Item. |
| **Management for this Site** | Retain as passive park, weed control. Measures to ensure clean runoff into Park Gully. As Council has not resolved to categorise the park as an Area of Cultural Significance, Section 36D of the LG Act does not apply. This means that Council is able to keep the AHIMS item above in confidence class whilst managing the reserve as a park. |

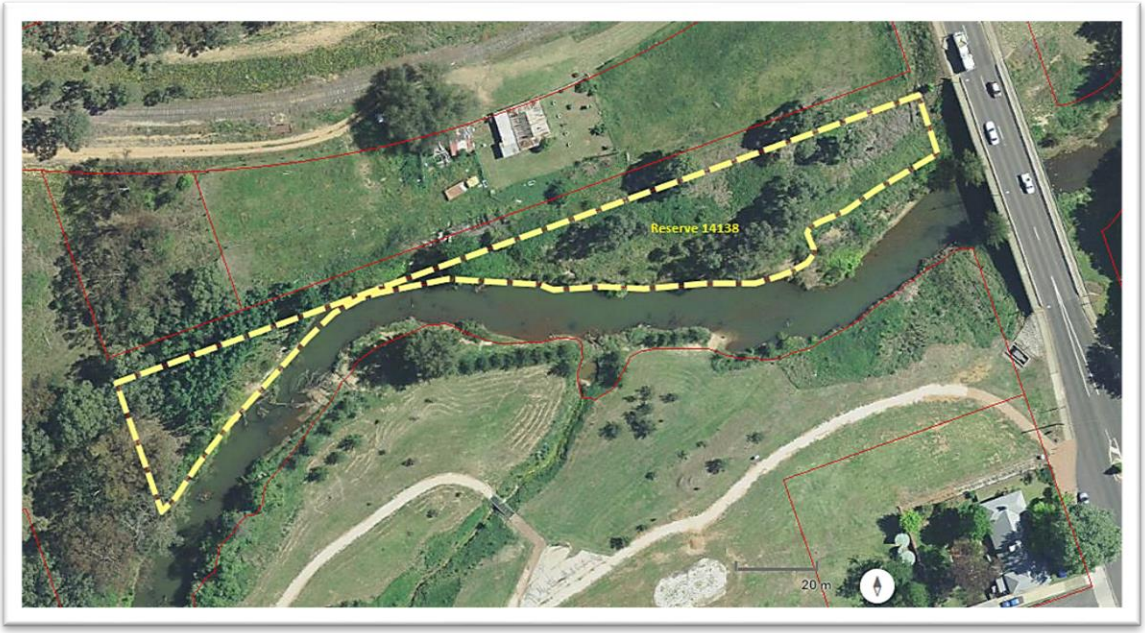
| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 83250 Three Corner Park<br>Lot 701 DP 1016659 | Public Recreation<br>Gazettal Date: 30/06/1961 | Park |




*Source: NSW Planning Portal*

| | |
|---|---|
| **Commentary** | Located on Binnaway St Coolah, this park is utilised locally as passive open space. |
| **Size** | 1,452m2 |
| **Current applicable plans** | None apply |
| **Current & permissible leases/licences** | None at present nor envisaged at this stage. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | No significant Plant Community Types on site to indicate habitat of threatened/endangered species. A check of the Aboriginal Heritage Information Management System (AHIMS) has not revealed any items of significance on this allotment. |
| **Management for this Site** | Retain as passive park with consideration given to how this plan fits with the open space planning in Coolah with a view to rationalising park development and utilisation. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 14138: Rifle Range<br>Lot 7033 DP 1002144 | Public Recreation<br>Gazettal Date: 25/07/1891 | Park |




*Source: NSW Planning Portal*

| | |
|---|---|
| **Commentary** | This Reserve is <u>not</u> used for a rifle range – it is a passive open space area. The reserve is located on the banks of the Castlereagh River close to Coonabarabran. |
| **Size** | 3,152m2 |
| **Current applicable plans** | None apply |
| **Current & permissible leases/licences** | None at present. Riparian land close to town – leasing may not be appropriate. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | No significant Plant Community Types on site to indicate habitat of threatened/endangered species. A check of the Aboriginal Heritage Information Management System (AHIMS) has not revealed any items of significance on this allotment. |
| **Management for this Site** | Riverbank stability works, increased native vegetation plantings, willow removal. Consultation with Council and community regarding future of this land as part of network of local open space fronting the river. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 49164: Rifle Range<br>Lot 702 DP 1002147 | Public Recreation<br>Gazettal Date: 13/08/1913 | Park |

*Source: NSW Planning Portal*

| | |
|---|---|
| **Commentary** | Reserve forms part of a larger open space area on the Castlereagh River in Coonabarabran. Current use of this reserve is as originally intended – park and playground. |
| **Reserve Purpose** | Public Recreation |
| **Size** | 5,593m2 |
| **Current applicable plans** | None apply |
| **Current & permissible leases/licences** | None at present. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | No significant Plant Community Types on site to indicate habitat of threatened/endangered species. A check of the Aboriginal Heritage Information Management System (AHIMS) has not revealed any items of significance on this allotment. |
| **Management for this Site** | Retain as passive open space, riverbank stabilisation works. Good connectivity to adjacent open space – broader masterplanning can enhance river access with passive recreation and conservation the focus. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 56732: Rifle Range<br>Lot 7031 DP 1027288 | Public Recreation<br>Gazettal Date: 18/01/1924 | Park |

*Source: NSW Planning Portal*

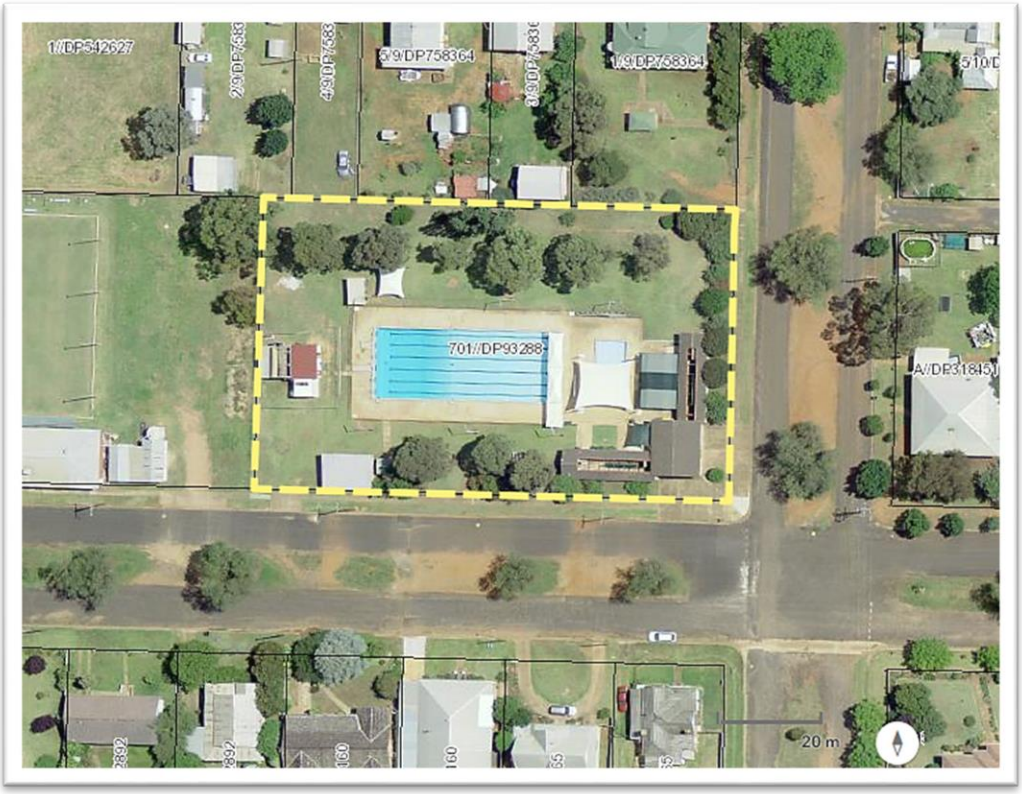
| | |
|---|---|
| **Commentary** | This is a Reserve on Namoi Street in Coonabarabran. It is partly cleared and within town limits so no PCTs are listed on the reserve. It is not used for a rifle range. |
| **Size** | 7,124m2 |
| **Current applicable plans** | None applicable. |
| **Current & permissible leases/licences** | None at present. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | No significant Plant Community Types on site to indicate habitat of threatened/endangered species. A check of the Aboriginal Heritage Information Management System (AHIMS) has not revealed any items of significance on this allotment. |
| **Management for this Site** | Assess strategic location for utilisation of this reserve in proximity to the river, adjacent courts and dwellings. Consider development as part of (future) open space strategy. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 86082: Martin Reserve<br>Lot 7039 DP 1027286 | Public Recreation<br>Gazettal Date:<br>25/11/1966 | Park |

*Source: NSW Planning Portal*

| | |
|---|---|
| **Commentary** | Fronting Gordon & Hill Streets in Coonabarabran, this passive reserve provides through access on the northern side of Coonabarabran. Not used as a rifle range. 'Martin Reserve' officially named in Govt Gazette 15 July 2022. |
| **Size** | 5,157m2 |
| **Current applicable plans** | None at present |
| **Current & permissible leases/licences** | None at present. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | No Plant Community Types on site to indicate habitat of threatened/endangered species. A check of the Aboriginal Heritage Information Management System (AHIMS) has not revealed any items of significance on this allotment. |
| **Management for this Site** | Continued maintenance. To be considered as part of larger open space planning. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 81962: Dunedoo War Memorial Baths<br>Lot 701 DP 93288 | Public Baths<br>Gazettal Date:<br>18/09/1959 | Park |




*Source: NSW Planning Portal*

| | |
|---|---|
| **Commentary** | Public pool complex located in Dunedoo. |
| **Size** | 4362m2 |
| **Current applicable plans** | Plans being developed for new pool amenities block. |
| **Current & permissible leases/licences** | Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. Lease of pool expressly permissible under this Plan. |
| **Threatened Species/Aboriginal/European Heritage** | None applicable due to developed nature of Park. |
| **Management for this Site** | Opportunity to masterplan pool in consultation with local community and sporting groups/swim club. Funding to be sought for improvements under CLIF and other sporting grant streams. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 89680: Playground Coonabarabran<br>Lot 4 Sec 55 DP 758281 | Children's Playground<br>Gazettal Date: 12/12/1975 | Park |

*Source: NSW Planning Portal*

| | |
|---|---|
| **Commentary** | Cleared open space in Coonabarabran originally set aside for a playground. Used now as passive parkland. |
| **Size** | 2085m2 |
| **Current applicable plans** | None applicable |
| **Current & permissible leases/licences** | None at present. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | Site cleared so no significant Plant Community Types on site to indicate habitat of threatened/endangered species. A check of the Aboriginal Heritage Information Management System (AHIMS) has not revealed any items of significance on this allotment. |
| **Management for this Site** | To be considered as part of open space planning for Warrumbungle and funding sought under various grant programs for a playground if considered appropriate. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 90768: Masters Park Lot 530 DP 753378 | Public Recreation<br>Gazettal Date: 29/04/1977 | Park |

*Source: NSW Planning Portal*

| | |
|---|---|
| **Commentary** | This open space area is located near the Showground and contains a cricket pitch. Scattered trees are located along a drainage channel. |
| **Size** | 9,986m2 |
| **Current applicable plans** | None applicable |
| **Current & permissible leases/licences** | None at present. Potential for leasing to a sporting club as additional training ground. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | PCT 281 (Rough-barked apple) is along the drainage channel. This PCT may contain TECs. However, due to the park's location in a built-up area, the potential for extensive biodiversity is limited. A check of the Aboriginal Heritage Information Management System (AHIMS) has not revealed any items of significance on this allotment. |
| **Management for this Site** | Retain established vegetation on site due to above plant community type. As this is a recognised and named Park, Council to consider its development (or not) as part of rationalisation of open space in Coonabarabran. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 97723: Reserve Coonabarabran Lot 7301 DP 1137747 | Public Recreation Gazettal Date: 08/03/1985 | Park |

*Source: NSW Planning Portal*

| | |
|---|---|
| **Commentary** | Timbered lot on the north-eastern edge of Coonabarabran. Reserve is an off-leash area under the Companion Animals Act. |
| **Size** | 6,607m2 |
| **Current applicable plans** | None applicable |
| **Current & permissible leases/licences** | None at present. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | This reserve contains PCT 281 which is associated with TECs. No AHIMS items on site. |
| **Management for this Site** | Retain as off-leash area for companion animals and consider formalising this with fencing (if not already in place) and encourage natural regeneration of vegetation. Consider measures to limit predation of native animals by domestic pets. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 17798<br>Police Purposes, Public Recreation | Police Purposes<br>Gazetted 27 May 1893<br>Public Recreation<br>Gazetted 23 December 2022 | Park |

*Source: NSW Planning Portal*

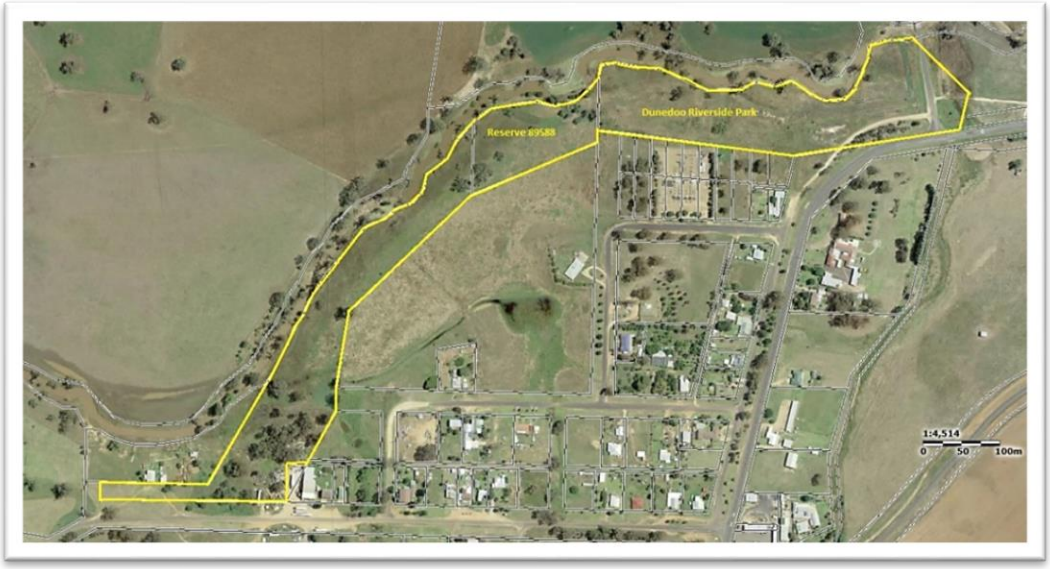
| | |
|---|---|
| **Commentary** | Riverside park in Coonabarabran, high visibility & usage, provides linkage between river parks and town. |
| **Size** | 1.53ha |
| **Current applicable plans** | Continue use as central public recreation space, install amenities suitable for park – bubblers, picnic tables, shelters. |
| **Current & permissible leases/licences** | None at present. Current uses are passive recreation and use of installed outdoor exercise equipment. |
| **Threatened Species/Aboriginal/European Heritage** | This reserve contains PCT 399 (red gum, tea tree, rough barked apple, sandy creek woodland) which is not associated with TECs. No AHIMS items on site. |
| **Management for this Site** | Consult with community regarding upgrades, consider flood risk including velocities with placement & design of future public amenities, look to funding avenues for upgrades including CRIF. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 89668: Reserve Rocky Glen<br>Lot 26 DP 757113 | Public Recreation<br>Gazettal Date:<br>05/12/1966 | Natural Area - Bushland |

*Source: NSW Planning Portal*

| | |
|---|---|
| **Commentary** | Located remote from towns and sparsely timbered, this reserve fronts the Oxley Highway. Any access or encroachment issues will be investigated and addressed. |
| **Size** | 1.55ha |
| **Current applicable plans** | None applicable |
| **Current & permissible leases/licences** | None at present. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | PCT 433 – potentially contains TECs on this site. No specific listings of endangered/threatened species on this reserve. |
| **Management for this Site** | Vegetation retention; potential for small offset site for biodiversity credits; access to be retained. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 89588: Dunedoo Riverside Park<br>Lot 119 DP 754291, Lot 7011 DP 93332, Lot 7012 DP 93290 | Public Recreation<br>Gazettal Date: 12/09/1975 | Natural Area - Bushland |




Source: Six Maps

| | |
|---|---|
| **Commentary** | Large park which follows the river on northern side of Dunedoo. |
| **Size** | 9.8ha |
| **Current applicable plans** | None Applicable |
| **Current & permissible leases/licences** | Short term licence for intermittent grazing can be allowed on this reserve. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. Future licences to be short term only and temporary-only due to reserve purpose being for public recreation. |
| **Threatened Species/Aboriginal/European Heritage** | PCT 78 on site – not associated with TECs. Reserve has 2 sites listed on the AHIMS register. Sites to be kept in confidence class for protection. |
| **Management for this Site** | Consultation with local community to determine potential for usage/ideas/maintenance considering this is a large riverside park close to Dunedoo. Controlled accesses to river to be determined. Small section at eastern end to be potentially utilised for a transmission line associated with renewable energy project (Solar Farm). This is subject to developer obtaining consent from Council and CL. A Native Title Report for this development would also be required.<br>Masterplan will assist with maintenance responsibilities and funding applications. Council to liaise with CL re Digilah Rd within reserve. |

*Section of Talbragar River within Reserve 89588, Dunedoo Riverside Reserve*

*Source: Dunedoo Area Community Group Inc submission to Council re Dunedoo Riverside Reserve*

*Photo Credit: Anne Kable,*

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 53797 Frog Hollow<br>LOT 7006 DP 1126272 | Public Recreation<br>Gazettal Date:<br>20/02/1920 | Park |

*Source: NSW Planning Portal*

| | |
|---|---|
| **Commentary** | Located in Ulamambri, this reserve is a natural low drainage point and adjacent to silos/grain storage. |
| **Size** | 2.1ha |
| **Current applicable plans** | None applicable |
| **Current & permissible leases/licences** | Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | No AHIMS items on site. PCT 599* showing on site – which is associated with TECs. However, the reserve is located in a built-up area and adjacent to silos. Question validity of PCT 599 in this instance. On site vegetation proofing can confirm this PCT or otherwise. |
| **Management for this Site** | Presenting as a natural drainage depression, this reserve can be offered as an offset site due to propensity for vegetation survival with limited additional watering. Weed control also a priority. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 1592: Brambil Park<br>Lot 7020 DP 1109623 | Public Recreation<br>Gazettal Date:<br>19/11/1883 | Park |

*Source: NSW Planning Portal*

| | |
|---|---|
| **Commentary** | Partly cleared park on southern edge of Mendooran. |
| **Size** | 9505m2 |
| **Current applicable plans** | None apply |
| **Current & permissible leases/licences** | Has been leased in past for grazing however this is not consistent with reserve purpose. |
| **Threatened Species/Aboriginal/European Heritage** | PCT 78 (river red gum) on the reserve. No threatened species present. No AHIMS items recorded on site. |
| **Management for this Site** | Intermittent leases for short-term grazing permissible to manage vegetation only – not meant to be ongoing. Creek bank stabilisation works and weed control. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 73370: Mendooran Camping Area<br>Lot 116 DP 754971, Lots 7017-7019 DP 94725 | Public Recreation<br>Gazettal Date:<br>11/11/1949 | Park |

*Source: Six Maps*

| | |
|---|---|
| **Commentary** | Camping area still utilised on the Castlereagh River in Mendooran. |
| **Size** | 3.8ha |
| **Current applicable plans** | Recently completed works including new sewerage system, tanks & van dump point. |
| **Current & permissible leases/licences** | None at present |
| **Threatened Species/Aboriginal/European Heritage** | PCT 78 (river red gum) on site. No AHIMS sites recorded on this reserve. |
| **Management for this Site** | Camping site to be issued development consent and LG Act activity approvals (for a primitive camping site), retention of mature red gums on river bank and where reliable access to water in dry times is guaranteed due to limb drop safety issues, controlled access to river at designated points along reserve to conserve riparian vegetation, weed control. Council to investigate options regarding leasing of camp area long term. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 77108: Mendooran Park<br>Lots 1-2 Sec 9 DP 758668, Lots 6-8 Sec 8 DP 758668, Lot 7030 DP 1095353 Lot 7031 DP 1095448 | Public Recreation<br>Gazettal Date: 01/10/1954 | Park |

*Source: NSW Six Maps*

| | |
|---|---|
| **Commentary** | Reserve contains tennis courts and an open park in main street of Mendooran. |
| **Size** | 8437m2 |
| **Current applicable plans** | None at present |
| **Current & permissible leases/licences** | None at present |
| **Threatened Species/Aboriginal/European Heritage** | None applicable – mostly cleared park. No AHIMS recorded on site. |
| **Management for this Site** | Retention of creek bank vegetation. Park beautification works to be applied for under the Crown Reserves Improvement Fund to complement recently completed Playground upgrades. |

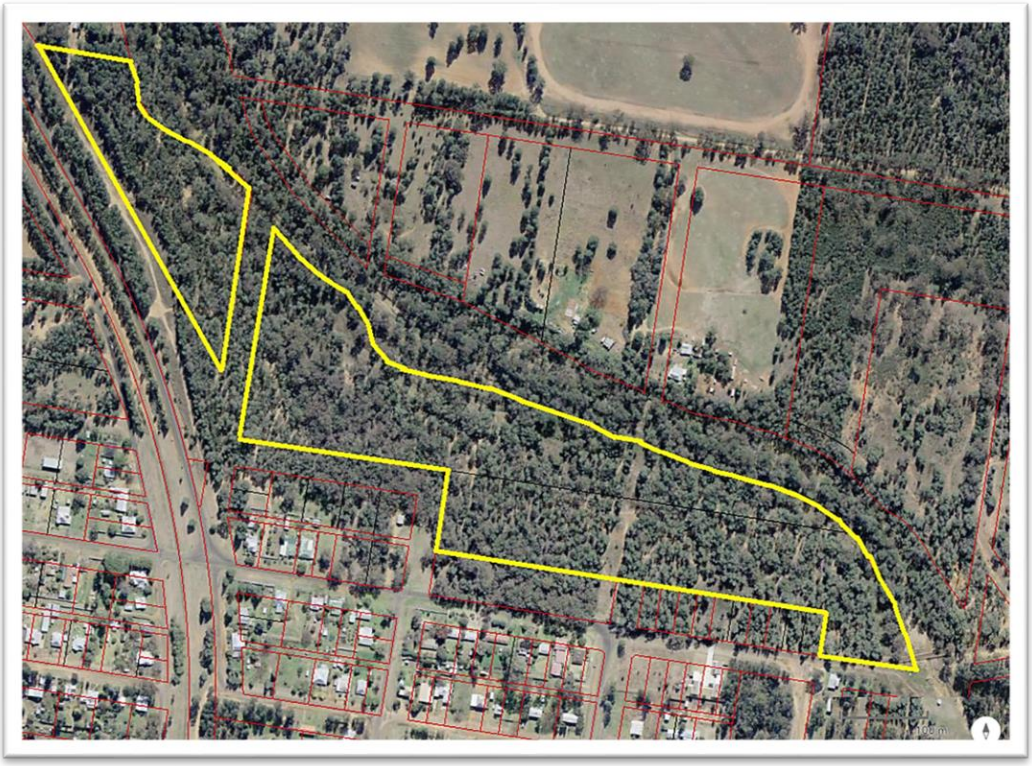
Upgrades to Mendooran Park in 2021.

Source: Warrumbungle Shire Council facebook page, 29/05/2021

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 76877: Merrygoen Park/Tennis Courts<br>Lots 7-8 Sec 1 DP 758674 | Public Recreation<br>Gazettal Date:<br>02/07/1951 | Park |

| | |
|---|---|
| **Commentary** | Cleared reserve contains a manager's residence and open space/tennis courts. |
| **Size** | 4028m2 |
| **Current applicable plans** | None at present |
| **Current & permissible leases/licences** | Not at present. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | None applicable due to cleared nature of Park. No AHIMS items recorded on site. |
| **Management for this Site** | Consider funding for beautification works and partnerships with local community groups for maintenance. Beautification works to include landscaping plans and shade. Manager's residence to be retained for housing shortage reasons, utilisation of and maintenance of existing housing stock in Merrygoen and use of first action plan for Crown Lands State Strategic Plan: "identifying Crown land that supports social and affordable housing in regional areas".<br>Contact to be made with CL to expedite this process. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 68452: Baradine Recreation and Camping, Lots 7300-7302 DP 1139960 | Camping/Public Recreation/Resting Place<br>Gazettal Date: 07/07/1939 | Natural Area- Bushland |



*Source: Six Maps*

| | |
|---|---|
| **Commentary** | Current use is vacant passive Creekside camping area on northern side of Baradine. |
| **Size** | 14.4ha |
| **Current applicable plans** | Council has no plans to upgrade this site at present. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Current & permissible leases/licences** | None applicable at present. As the site is not fenced, grazing licence not viable at this stage. Appropriate for part-leasing/licencing for vegetation management with controlled access to waterway. |
| **Threatened Species/Aboriginal/European Heritage** | No significant Plant Community Types on site to indicate habitat of threatened/endangered species. Reserve contains PCTs 398 and 401 (being Ironbark/Cypress pine, Rough barked apple, Blakely's Red Gum). A check of the Aboriginal Heritage Information Management System (AHIMS) has not revealed any items of significance on this reserve. |
| **Management for this Site** | This passive park is well vegetated and can enjoy dual use of access to the waterway for the public with sections leased for vegetation & weed management. RFS contacts to be consulted regarding fire management on this reserve. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 65440: Binnaway Showground, Lots 102 & 131 DP 754959 | Showground<br>Gazettal Date: 30/08/1935 | General Community Use |

| | |
|---|---|
| **Commentary** | Binnaway Showground is still utilised by local Show Committee and is located on the eastern fringe of Binnaway. |
| **Size** | 9.2ha |
| **Current applicable plans** | Plan in place for development. |
| **Current & permissible leases/licences** | Formal licence to be arranged with Binnaway Show Committee. No leases or licences on reserve at present Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | A check of the Aboriginal Heritage Information Management System (AHIMS) has not revealed any items of significance on this reserve. No significant plant community types on site to suggest TECs present. |
| **Management for this Site** | Council to search funding streams for planning at this site, particularly if well utilised. Planning to include beautification works including entry point, maintenance of assets on site and new expansions where demand exists. Maintain dialogue with active Show Committee re future upgrades & maintenance. |

Binnaway Showground: Funding improvements.

**Before**

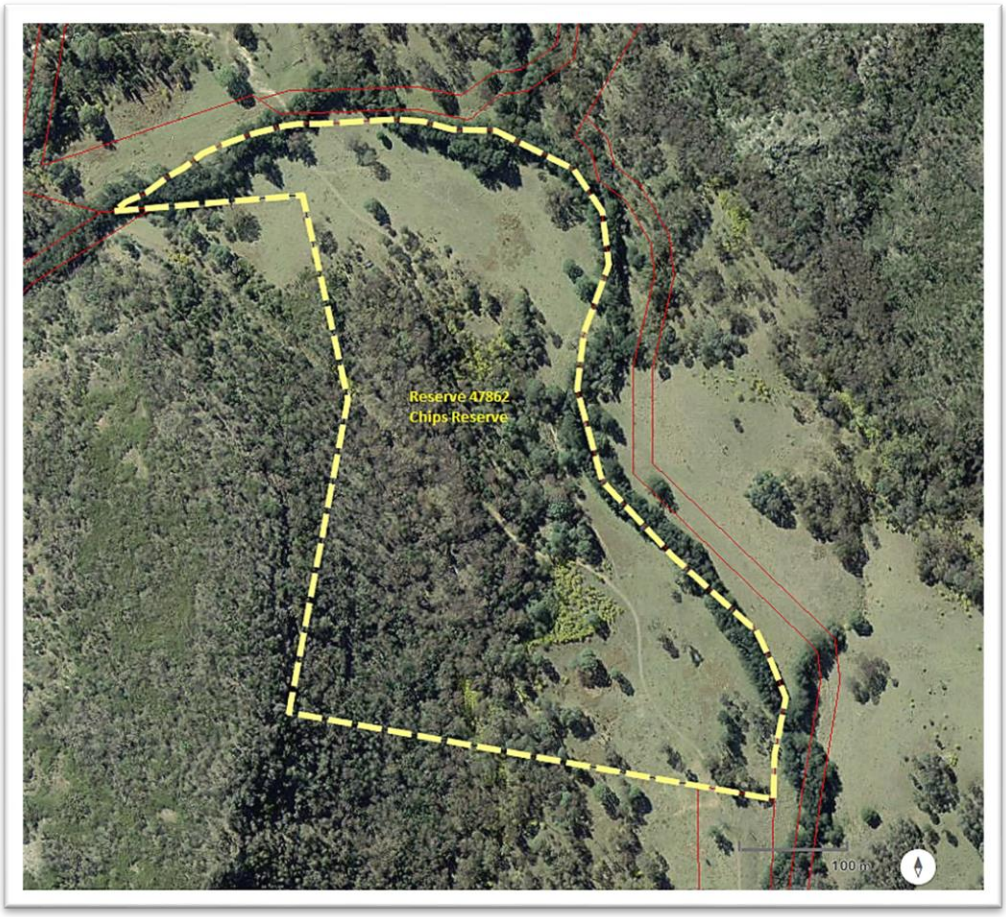
**After**

Images courtesy Jim Larkin, Binnaway Show Committee

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 96923: Native Grove Cemetery, Lot 575 DP 46121 | Cemetery Purposes Gazettal Date: 26.08/1983 | General Community Use |

| | |
|---|---|
| **Commentary** | Formal, planned and well-vegetated cemetery, located in a fringe setting north of Coonabarabran. |
| **Size** | 18.1ha |
| **Current applicable plans** | Plot locations planned in accordance with requirements of the NSW *Cemeteries and Crematoria Act 2013* and associated Regulations and guidelines. |
| **Current & permissible leases/licences** | None applicable. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | No significant Plant Community Types on site to indicate habitat of threatened/endangered species. A check of the Aboriginal Heritage Information Management System (AHIMS) has not revealed any items of significance on this allotment. |
| **Management for this Site** | Continued development of the Cemetery in accordance with above legislation. Formalised entry points to provide adequate access to and from the Cemetery. |

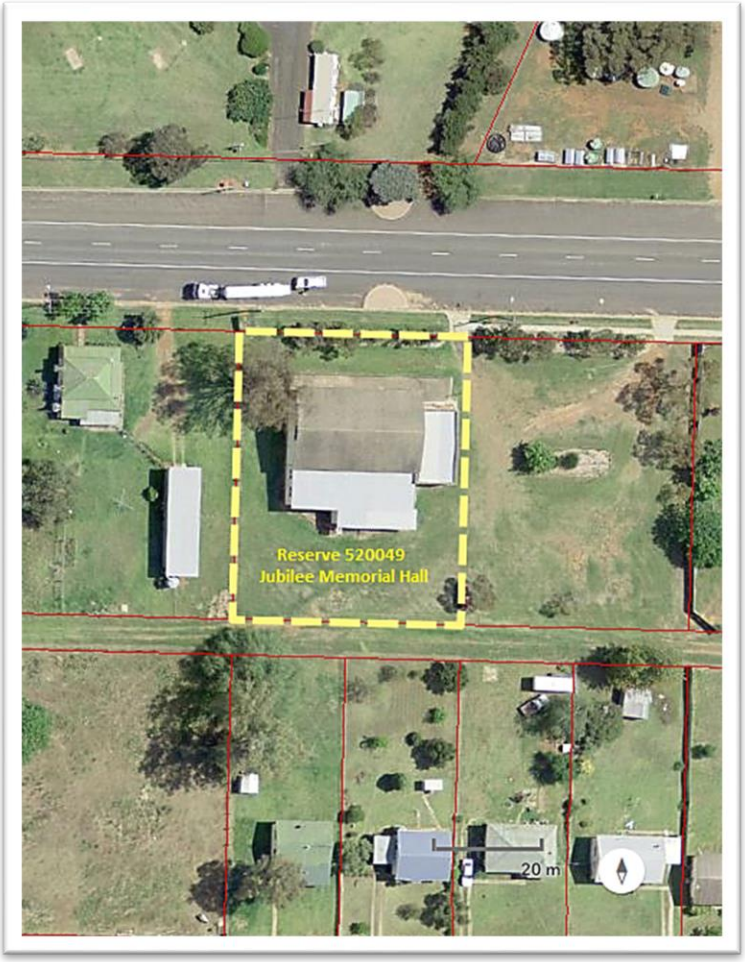
| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 47862: Chip's Reserve, Lot 7001 DP 1016628 | Camping/Public Recreation/Water Supply<br>Gazettal Date: 12/06/1912 | Natural Area - Bushland |




*Source: NSW Planning Portal*

| | |
|---|---|
| **Commentary** | Located west of Coonabarabran, Chips Reserve fronts the Belar Creek and is partly vegetated. |
| **Size** | 17.3ha |
| **Current applicable plans** | None apply |
| **Current & permissible leases/licences** | Current licence for intermittent grazing on this reserve. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | No AHIMS items are currently recorded on site and a number of PCTs exist on the reserve (incl PCT 393, 395, 420 and 599*). No specific listings of threatened species on this reserve. |
| **Management for this Site** | Retain as passive reserve, weed control, controlled access for stock to water source. Creek stabilisation works. Fox and pest animal control including wild dogs. Long term fire strategies to implement small-plot ecological burns where appropriate (SOS Strategy, Brush Tailed Rock Wallaby, DPIE). |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 520049: Jubilee Memorial Hall<br>Lot 3 Section 5 DP 758364 | Public Hall<br>Gazettal Date:<br>01/11/1957 | General Community Use |




*Source: NSW Planning Portal*

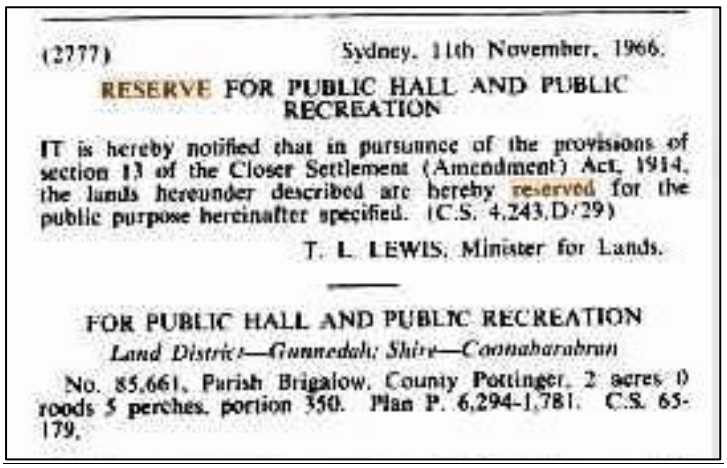
| | |
|---|---|
| **Commentary** | Cleared site in Dunedoo, dominated by historic Memorial Hall. Located on Golden Highway/main street Dunedoo |
| **Size** | 2,020m2 |
| **Current applicable plans** | None at present. |
| **Current & permissible leases/licences** | None at present but leasing/licencing is appropriate to community groups. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | No significant Plant Community Types on site to indicate habitat of threatened/endangered species. A check of the Aboriginal Heritage Information Management System (AHIMS) has not revealed any items of significance on this allotment. |
| **Management for this Site** | Upgrades completed in 2016, internal and external, plumbing. Asset Management Plan to link with required works at this reserve. |

Dunedoo Jubilee Memorial hall, 2020

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 85661: Goolhi Public Hall, Lot 338, 345, 350 DP 755479 | Public Hall/Public Recreation Gazettal Date: 11/11/1966 | General Community Use/Natural Area - Bushland |

*Source: Six Maps*

| | |
|---|---|
| **Commentary** | Located on the corner of Goolhi Road and Booloola Road, this reseve contains old tennis courts and the Goolhi Hall. |
| **Size** | 3.5ha |
| **Current applicable plans** | None at present. |
| **Current & permissible leases/licences** | None at present. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | PCT 101* (Poplar/Yellow & Western Grey Box) on site which can be associated with TECs. This vegetation can be protected through the PoM. This site is close to the Priority site for the Koala SOS Strategy which is focussed in the Gunnedah LGA. All Koala feed tree species on this reserve to be retained. No AHIMS items currently recorded on site. |
| **Management for this Site** | Assets on site to have safety check if not done already – mainly for friable asbestos and secured roof sheeting. Yellow Box & Western Grey Box are a koala feed tree species so any leasing must ensure preservation of this species and any other species found on the reserve to be a feed species. Limited connectivity of vegetation to nearby feed tree populations so likelihood of koala populations in vicinity of this reserve is limited. Ground-truthing to confirm. Council has plans to build a Shed for Rural Fire Service tanker storage on this Reserve. This is permissible under current legislation (clause 47, SEPP (Infrastructure). Native Title Report to be completed by Council's NT Manager prior to any works being carried out. |



(2777) Sydney, 11th November, 1966.

RESERVE FOR PUBLIC HALL AND PUBLIC RECREATION

IT is hereby notified that in pursuance of the provisions of section 13 of the Closer Settlement (Amendment) Act, 1914, the lands hereunder described are hereby reserved for the public purpose hereinafter specified. (C.S. 4,243.D/29)

T. L. LEWIS, Minister for Lands.

FOR PUBLIC HALL AND PUBLIC RECREATION

*Land District—Gunnedah; Shire—Coonabarabran*

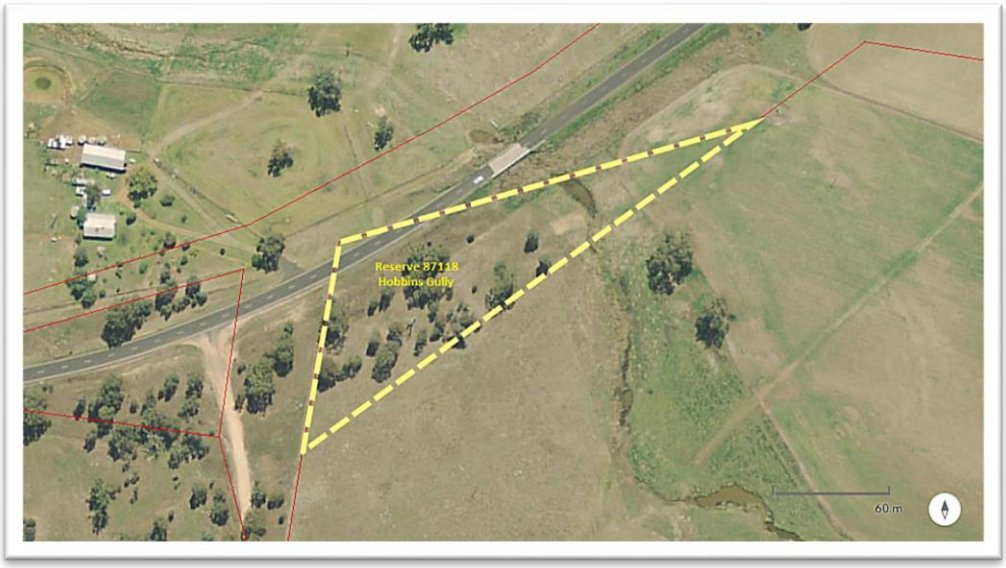
No. 85,661, Parish Brigalow, County Pottinger, 2 acres 0 roods 5 perches, portion 350. Plan P. 6,294-1,781. C.S. 65-179.

Government Gazette 11 November 1966 advising of reserve purpose.

To be referred to for Native Title Report.

*Source: Trove online.*

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 87118: Hobbins Gully Resting Place<br>Lot 7001 DP 96951 | Resting Place<br>Gazettal Date:<br>28/03/1969 | Natural Area - Bushland |




*Source: NSW Planning Portal. Note, boundaries may be skewed.*

| | |
|---|---|
| **Commentary** | Located on the eastern side of Leadville, this reserve is sparsely timbered. |
| **Size** | 1.02ha |
| **Current applicable plans** | None apply |
| **Current & permissible leases/licences** | Currently leased for grazing. Providing grazing lease is intermittent, & a pathway is avail under NT Act, this lease may be re-issued. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | Contains PCT 281 (Rough Barked Apple) which can be associated with TECs. Despite this, vegetation is sparse and likelihood of TECs on site is limited. Reserve not listed as a specific recovery plan site. A check of the Aboriginal Heritage Information Management System (AHIMS) has not revealed any items of significance on this allotment. |
| **Management for this Site** | Retain as passive open space, grazing permits permissible (with NT report) and must consider traversing stream and water quality. |

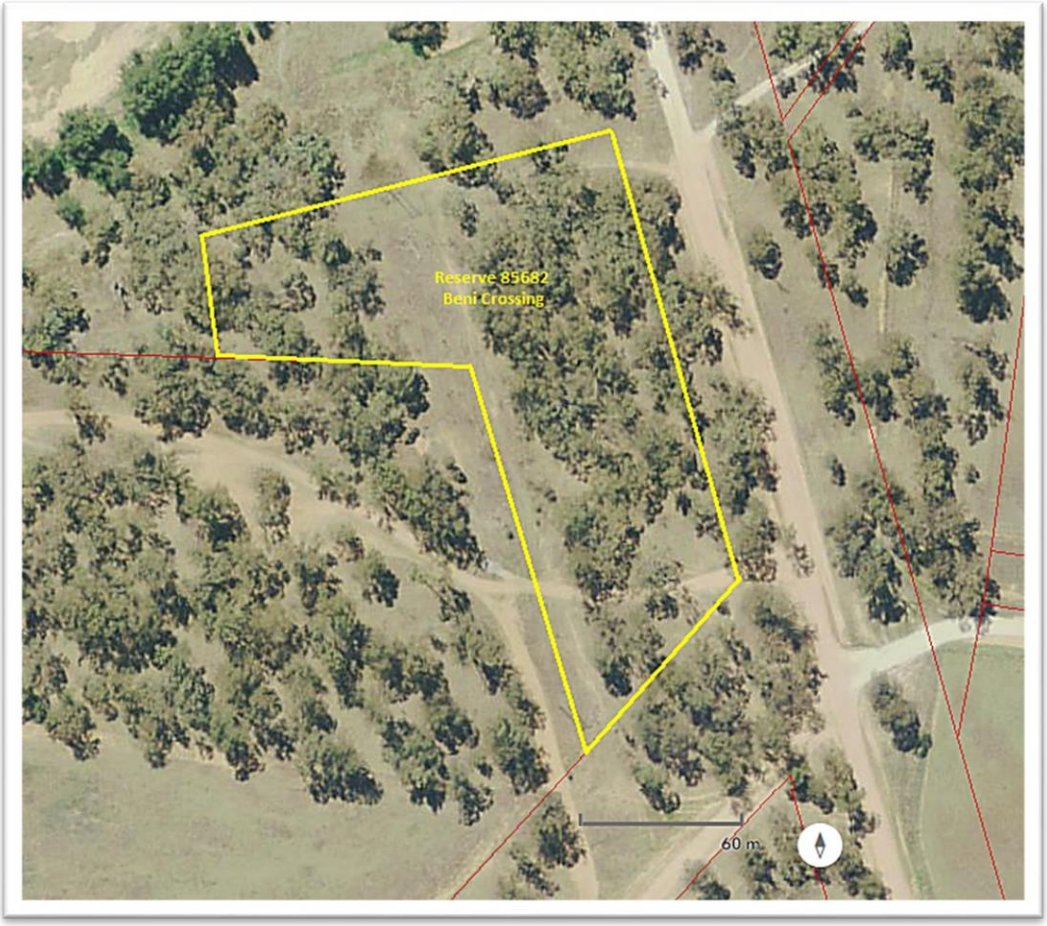
| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 95872: Talbragar Cemetery Leadville, Lots 172-173 DP 750766 | Cemetery<br>Gazettal Date: 02/04/1982 | General Community Use |

*Source: Six Maps*

| | |
|---|---|
| **Commentary** | This Reserve is located adjacent to a resting place and may contain unmarked graves. |
| **Size** | 3,594m2 |
| **Current applicable plans** | Cemetery is currently closed for burials. No plans apply at present. |
| **Current & permissible leases/licences** | None at present. Not applicable due to potential for unmarked graves in reserve. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | PCT 437* (Yellow box grassy woodland) which is associated with TECs. This reserve is not a Priority site for threatened species or a site listed in any SOS plans. |
| **Management for this Site** | Retain as Cemetery. Yellow Box is a koala feed tree species so any leasing must ensure preservation of this species and any other species found on the reserve to be a feed species. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|

| Reserve 85682: Beni Crossing Resting Place, Lot 7003 DP 94796 | Resting Place Gazettal Date: 25/02/1966 | Natural Area - Bushland |
|---|---|---|




*Source: Six Maps*

| | |
|---|---|
| **Commentary** | This reserve on the southern side of the river at Beni Crossing is partly vegetated. |
| **Size** | 1.84ha |
| **Current applicable plans** | None applicable. |
| **Current & permissible leases/licences** | None at present. Could be leased for grazing. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | Contains PCT 81* (Western Grey Box) and can be associated with TECs. Despite this, the site is not an individual site listed in an SOS strategy or in a threat abatement plan. A check of the Aboriginal Heritage Information Management System (AHIMS) has not revealed any items of significance on this allotment. |
| **Management for this Site** | Retain as passive open space, able to be leased for short-term grazing in accordance with the LG (General) Regulation. Western Grey Box is a koala feed tree species so any leasing must ensure preservation of this species and any other species found on the reserve to be a feed species. |

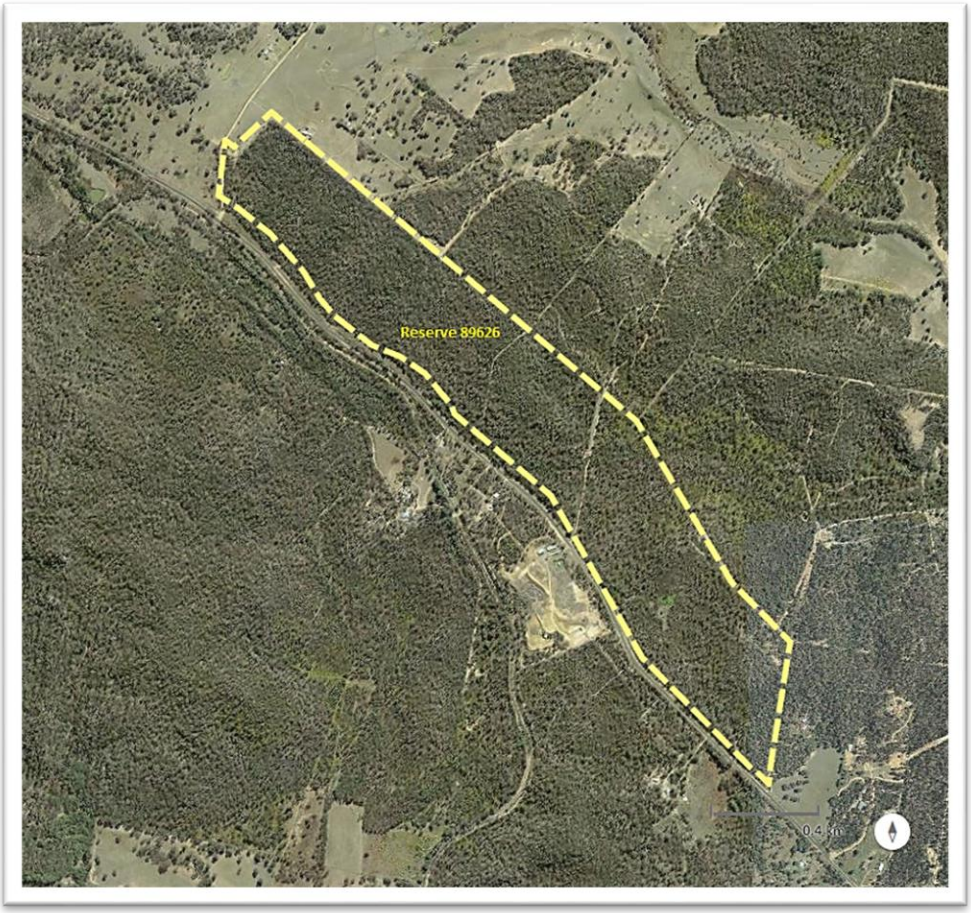
| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|

| | | |
|---|---|---|
| Reserve 97167: Public Hall Weetaliba<br>Lot 11 DP 704074 | Public Hall<br>Gazettal Date:<br>24/02/1984 | General Community Use |

*Source: NSW Planning Portal*

| | |
|---|---|
| **Commentary** | This public hall site in Weetaliba is cleared of vegetation. No structures exist on this reserve. |
| **Size** | 1,934m2 |
| **Current applicable plans** | None at present |
| **Current & permissible leases/licences** | None at present. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | No Plant Community Types on site to indicate habitat of threatened/endangered species. A check of the Aboriginal Heritage Information Management System (AHIMS) has not revealed any items of significance on this allotment. |
| **Management for this Site** | Due to lack of significant vegetation, site may be licenced for grazing under s2.20 of the Act. Liaison with local Weetaliba community to be carried out prior to either of the above scenarios taking place, in accordance with the LG (General) Regulation. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 89626: Coonabarabran Flora Reserve Lot 7002 DP 1002156 | Preservation of Native Flora<br>Gazettal Date: 31/10/1975 | Naatural Area - Bushland |




*Source: Six Maps*

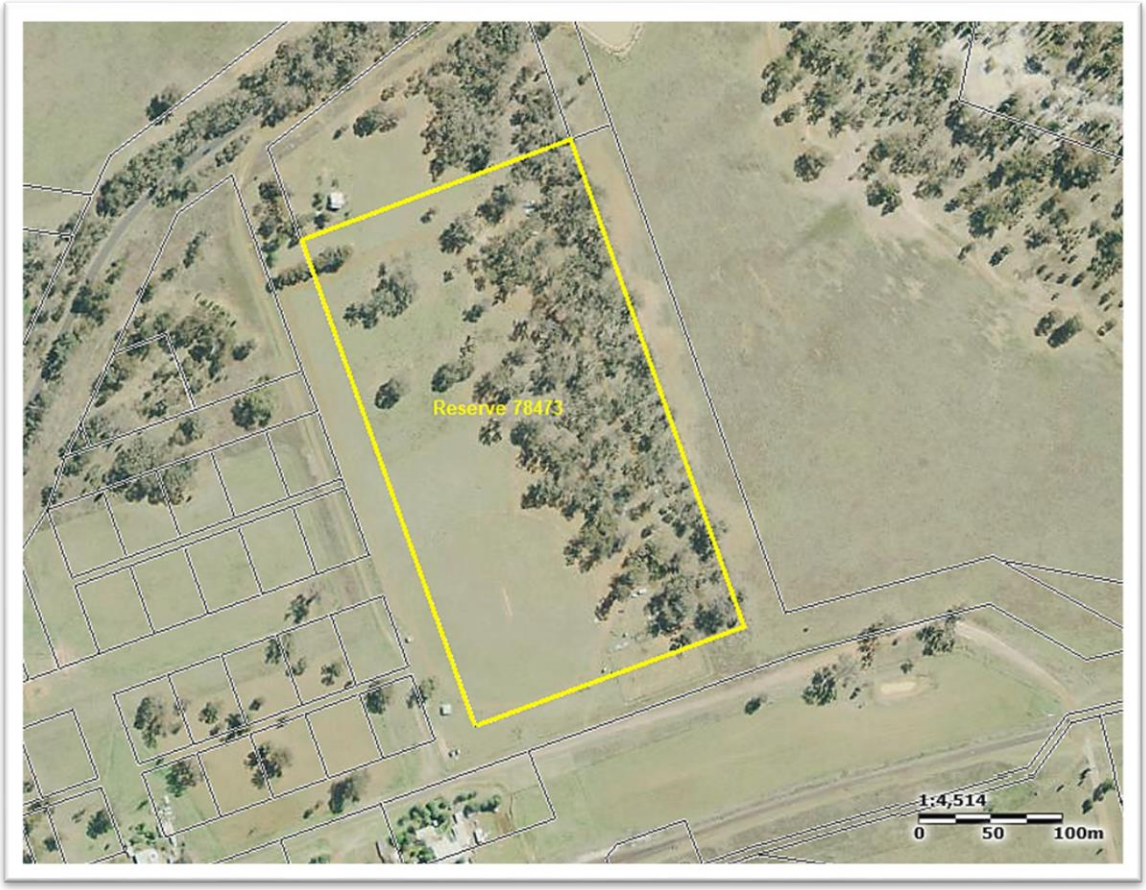
| | |
|---|---|
| **Commentary** | Located north of Coonabarabran, this Reserve was set aside for a Flora Reserve in October 1975. Comprising undulating and heavily vegetated land, this reserve is still serving its original purpose. |
| **Size** | 112.4ha |
| **Current applicable plans** | None applicable |
| **Current & permissible leases/licences** | No current or permissible leases on this Reserve. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | No specific listings on this Reserve for Threatened Species/SOS Strategies. No AHIMS items listed on this Reserve. No European heritage items listed. |
| **Management for this Site** | Consider benefits of offering this site to a University/CSIRO or other research organisation for Natural Vegetation management and rehabilitation. Contact RFS for bushfire management at a regional scale. Potential uses of site: ecotourism, bushwalking, scientific flora research site, Biodiversity offset site. Fire Trails and soft/cultural burns to be discussed with RFS & at regular LEMC (Local Emergency Management Committee) meetings. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 36127 Lot 89 DP 755476 | Preservation of Graves 26/09/1903 | General Community Use |

*Source: Six Maps*

| | |
|---|---|
| **Commentary** | Located on the Black Stump Way, this unfenced Reserve is remote from towns. Graves present on this reserve. |
| **Size** | 1015m2 |
| **Current applicable plans** | No plans apply |
| **Current & permissible leases/licences** | No current or planned leases on this site Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | No threatened species/SOS strategies apply. No AHIMS items currently listed on site. |
| **Management for this Site** | Any headstones present to be identified with GPS coordinates. If headstones are present, speak to Council's Heritage Advisor re conservation of the marked graves and methods to be used.<br>Consultation with Local Historical Society to confirm if unmarked graves are present and determine if the land is considered an 'active' cemetery. Historic photographs to be used as reference if revegetating/commemorating works proposed at the reserve.<br>Tree removal prohibited unless report from practising & qualified Advisor deems tree insignificant. Trees sometimes planted as memorial. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 78473<br>Lot 7300 DP 1146397 | Public Recreation<br>Gazettal Date:<br>13/04/1956 | Park |




| | |
|---|---|
| **Commentary** | Open space, partly cleared in Merrygoen. |
| **Size** | 7.2ha |
| **Current applicable plans** | None |
| **Current & permissible leases/licences** | Licence for short-term grazing issued over this reserve. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | PCT 81 (western grey box) on site which can be associated with TECs. No AHIMS items recorded on site. |
| **Management for this Site** | Due to remote location of reserve, simple plan of vegetation retention with vegetation ground proofing to determine any new species to be planted. Grazing licences to be short term only in interest of keeping with reserve purpose. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 80278: Neilrex Playground<br>Lots 1-3 Sec 3 DP 758761, Lots 3, 6-9 Sec 5 DP 758761, Lots 7300, 7305 DP 1150039 | Public Recreation<br>Gazettal Date: 10/01/1958 | Park |

*Source: NSW Six Maps*

| | |
|---|---|
| **Commentary** | Reserve includes a number of separate lots comprising open space in Neilrex with tennis courts and cricket ground. |
| **Size** | 3.3ha |
| **Current applicable plans** | None apply |
| **Current & permissible leases/licences** | None at present. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | PCT 81 (western grey box) partly covers reserve. This can be associated with TECs. No AHIMS items recorded on site. |
| **Management for this Site** | Revegetation projects can contribute to corridor enhancement through this reserve. Preserve hollows in trees, particularly where still upright. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 81773: Jorrock's Park, Lot 701 DP 1028247 | Resting Place<br>Gazettal Date: 10/07/1959 | Park |

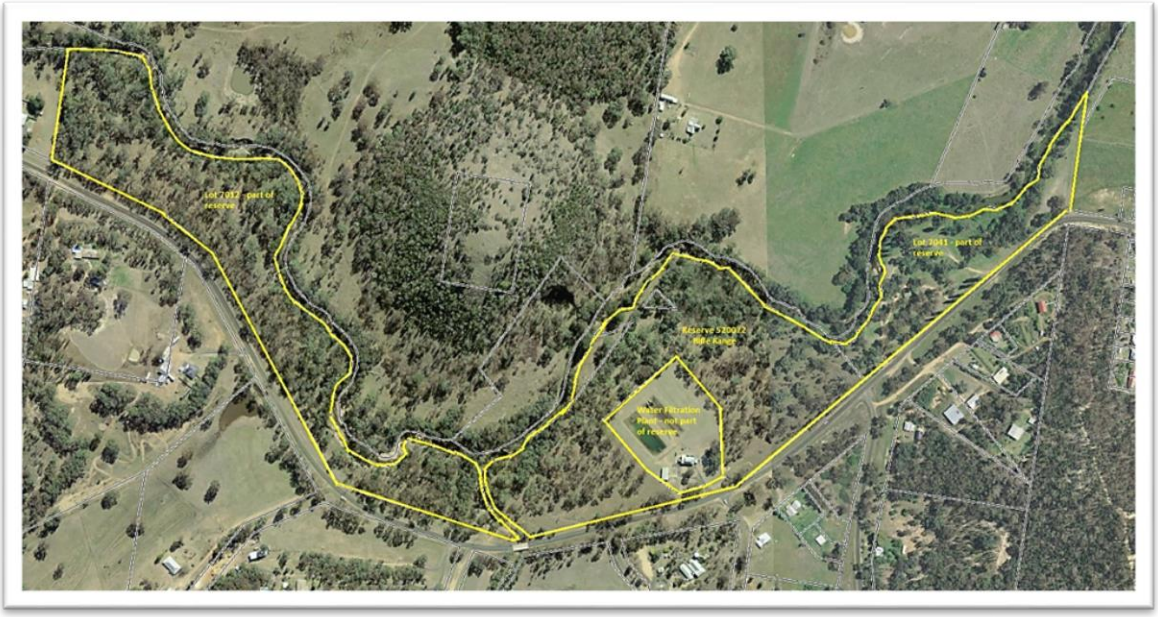
| | |
|---|---|
| **Commentary** | Cleared park located on the Black Stump Way in Coolah. Currently maintained as passive open space. |
| **Size** | 3,142m2 |
| **Current applicable plans** | None applicable |
| **Current & permissible leases/licences** | None applicable. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | No significant Plant Community Types on site to indicate habitat of threatened/endangered species. A check of the Aboriginal Heritage Information Management System (AHIMS) has not revealed any items of significance on this allotment. |
| **Management for this Site** | This open park has potential to be a planned rest area, catering for caravans and larger travelling vehicles. Park is within walking distance of service station and town and silo art adjacent could prove beneficial for visitors to stop. Site could also be leased for temporary events where highway frontage is beneficial. Currently used as an OLDEA (Off Leash Dog Exercise Area.) – review appropriateness of this use. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 90694: Greenbah Creek Recreation_Lots 7008-7009 DP 1032352 | Public Recreation<br>Gazettal Date: 04/02/1977 | Natural Area - Bushland |

Source: Six Maps

| | |
|---|---|
| **Commentary** | This reserve is partly cleared and partly timbered and located on Wingabutta Road in the Greenbah locality north-west of Binnaway. It borders a tributary which leads to Greenbah Creek and contains plant communities which may be associated with threatened species (including Rough Barked Apple, redgum and yellow & western grey box). |
| **Size** | 51.44ha |
| **Current applicable plans/notices** | Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Current & permissible leases/licences** | Nil |
| **Threatened Species/Aboriginal/European Heritage** | A check of the Aboriginal Heritage Information Management System (AHIMS) has not revealed any items of significance on this reserve. |
| **Management for this Site** | Vegetation clearing on this site is not permissible and this reserve should be maintained as a passive park. Plantings of native trees may also be carried out on this reserve. Any non-compliances of farming encroachments to be checked by Council as CLM. |

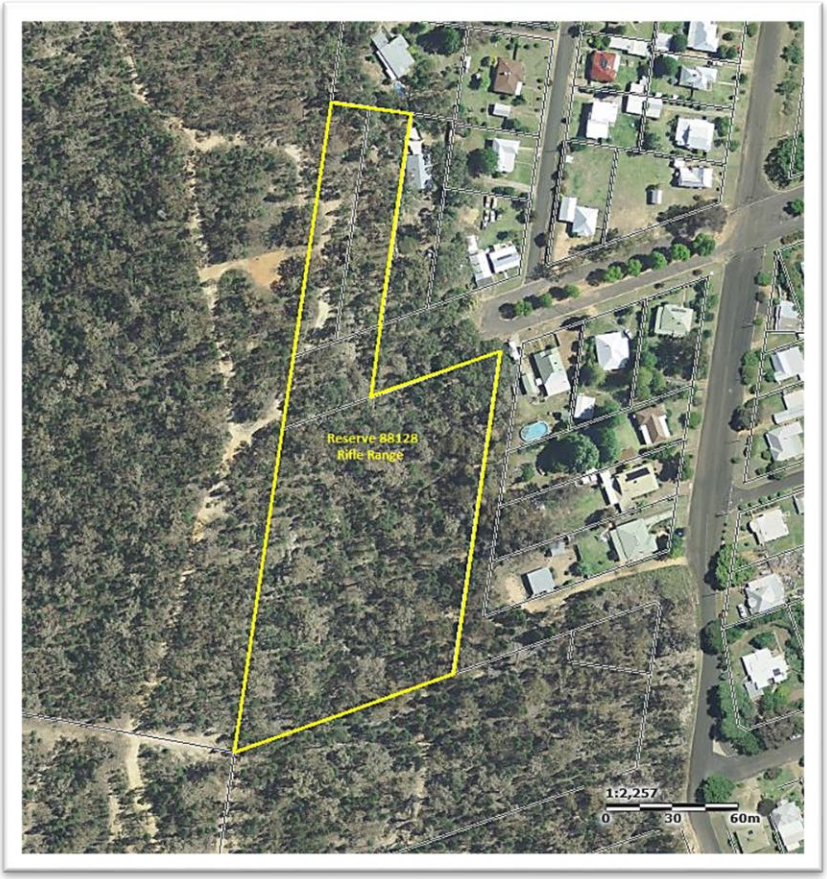
| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 520072: Rifle Range<br>Lot 329-330 DP 753378, Lot 5 DP 839637, Lot 7012 DP 1030457, Lot 7041 DP 1027284 | Public Recreation<br>Gazettal Date: 10/01/1912 | Natural Area - Bushland |




*Source: NSW Six Maps*

| | |
|---|---|
| **Commentary** | This Reserve fronts Timor Road and the Castlereagh River and surrounds the water filtration plant. |
| **Size** | 22.3ha |
| **Current applicable plans** | None apply |
| **Current & permissible leases/licences** | None at present. Could be leased for grazing to manage weeds and understorey. Provides access to the river. Any leases to consider potential impact on riparian zone. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | PCTs 84 and 281 are found on site with 281 potentially containing TECs. This Reserve is located near AHIMS listed items which are mentioned as being on Nandi Common. As the AHIMS sites are not on this Reserve, this is mentioned here as more of a precautionary matter and can be handled through this Plan of Management. |
| **Management for this Site** | Retain as passive open space, permit controlled river access, monitor weed spread due to nearby large lot residential. |

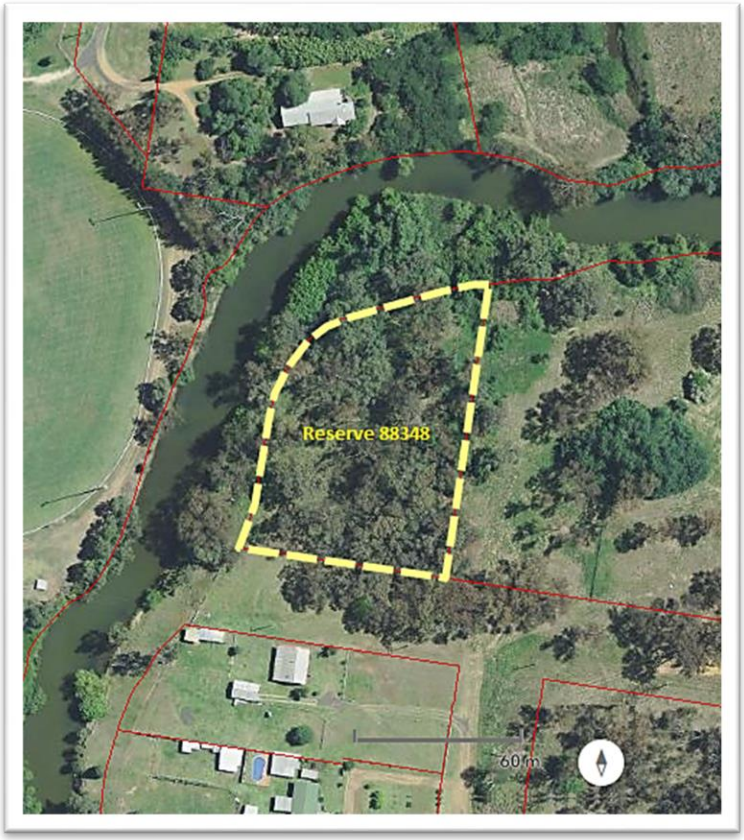
| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 88128: Rifle Range<br>Lot 17-18 Sec 46 DP 758281, Lot 430 DP 753378, Lot 7027 DP 1117881 | Public Recreation<br>Gazettal Date: 05/02/1971 | Natural Area - Bushland |




*Source: Six Maps*

| | |
|---|---|
| **Commentary** | Fringe timbered park on western edge of Coonabarabran. |
| **Size** | 1.05ha |
| **Current applicable plans** | None applicable |
| **Current & permissible leases/licences** | None at present. Potential for grazing lease to manage understorey if vegetation types warrants this management. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | PCT 379 listed but does not have TECs associated with it. No AHIMS items listed on site. |
| **Management for this Site** | Weed control and due to fringe location, passive uses to limit disturbance to adjoining housing. Soft/cultural burns in consultation with RFS encouraged here due to proximity of dense vegetation to dwellings. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 88348: Rifle Range<br>Lot 7038 DP 1055790 | Public Recreation<br>Gazettal Date: 03/09/1971 | Natural Area - Bushland |




*Source: NSW Planning Portal*

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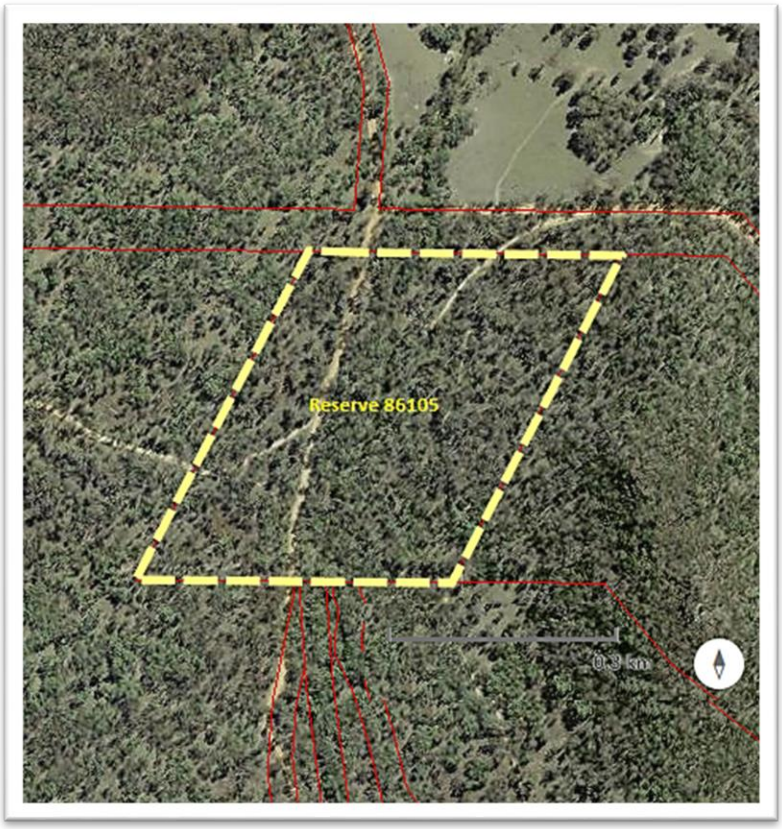
|---|---|
| **Commentary** | This passive timbered park on the Castlereagh River is close to town (Coonabarabran) and floodprone. |
| **Size** | 6,306m2 |
| **Current applicable plans** | None applicable |
| **Current & permissible leases/licences** | None at present. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | This reserve contains PCT 84 (River Oak & rough barked apple) which is not listed to contain TECs. No items found on the AHIMS register. |
| **Management for this Site** | Retain passive park and floodplain vegetation. Consider reserve as part of wider open space planning. |

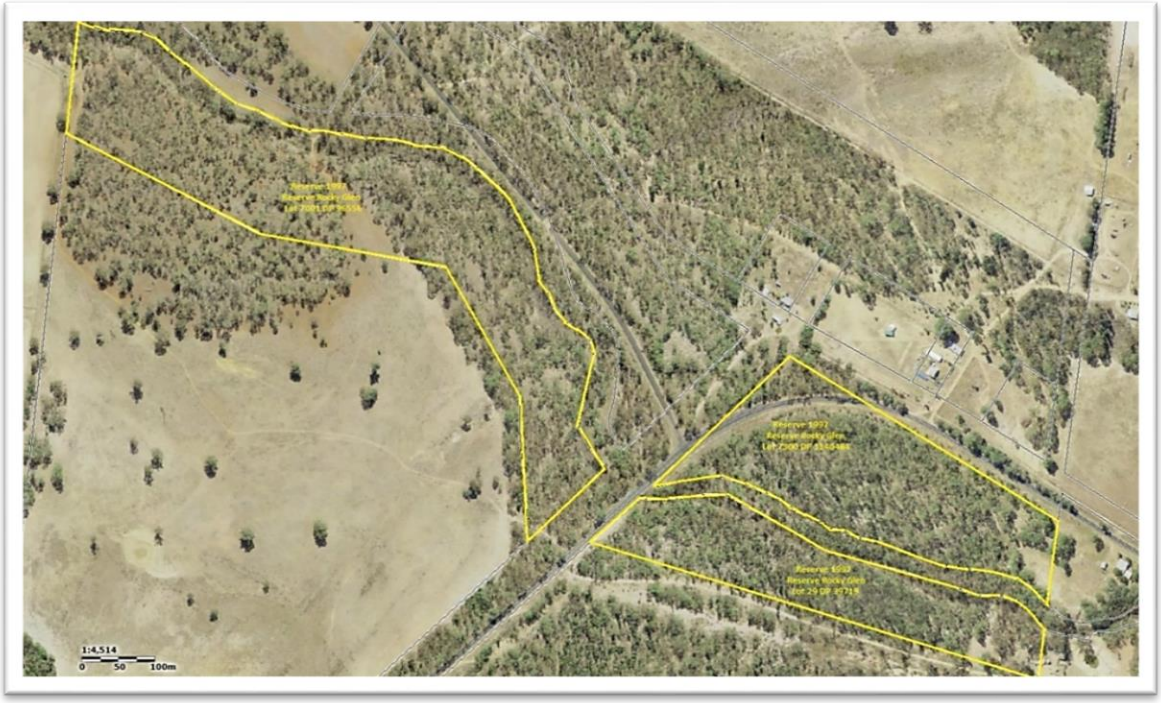
| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 86105: Rifle Range Lot 7001 DP 1016445 | Public Recreation<br>Gazettal Date: 09/12/1966 | Natural Area - Bushland |




*Source: NSW Planning Portal*

| | |
|---|---|
| **Commentary** | Located north of Coonabarabran in remote rugged country, this Reserve is located on Dandry Creek. |
| **Size** | 17ha |
| **Current applicable plans** | None applicable |
| **Current & permissible leases/licences** | None at present. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | This reserve contains **3 sites** as recorded in the AHIMS register. These sites can be protected/managed within this PoM rather than disclose their exact location and nature for reasons of protection. The Reserve also contains PCT 401 and 421 with 421 being associated with TECs. |
| **Management for this Site** | Natural vegetation retention; location of AHIMS items kept in confidence class for protection; Council to consider keyed access to this reserve following consultation with interest groups. |

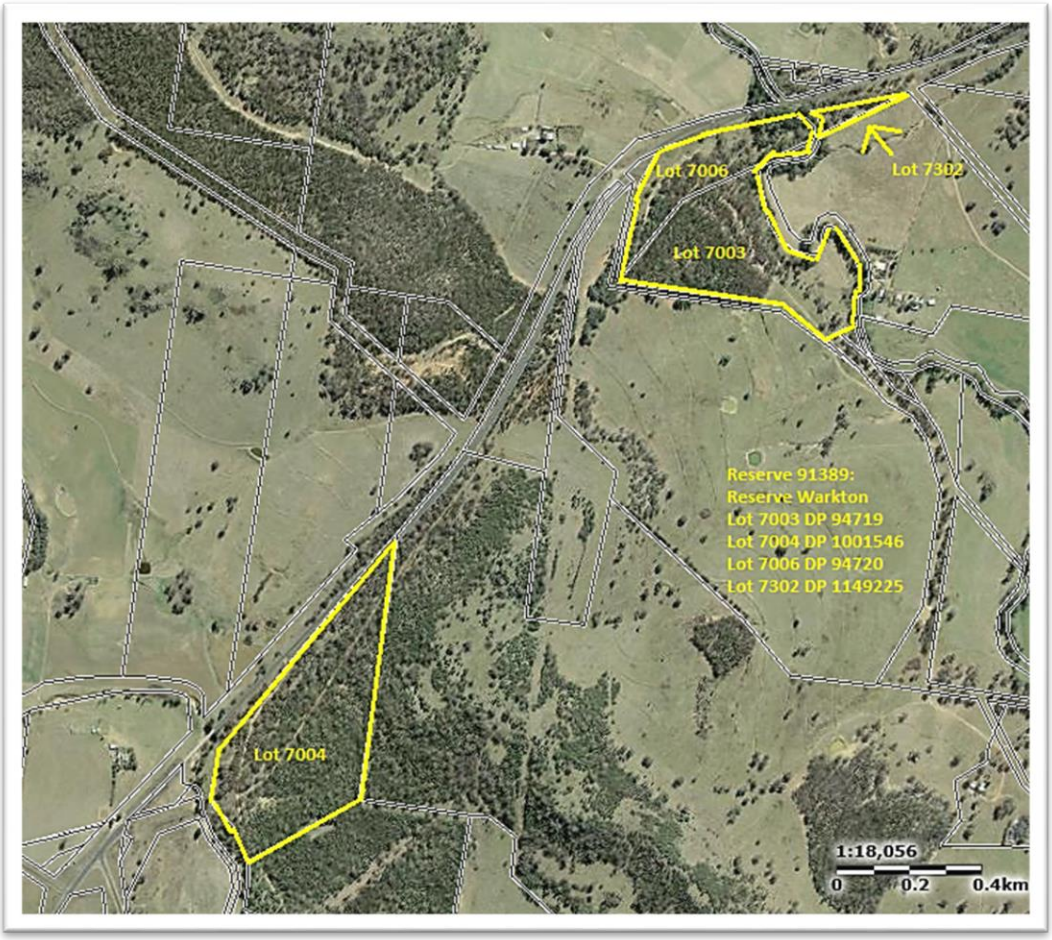
| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 1997: Reserve Rocky Glen<br>Lot 29 DP 39719, Lot 7001 DP 96556, Lot 7300 DP 1140484 | Public Recreation<br>Gazettal Date: 01/12/1884 | Natural Area - Bushland |




Source: *NSW Six Maps*

| | |
|---|---|
| **Commentary** | Large remote reserve located on Oxley Highway at intersection with Borah Creek Rd. Gazetted in 1884. |
| **Size** | 27.2ha |
| **Current applicable plans** | None |
| **Current & permissible leases/licences** | None at present. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | PCT 399 and 401 present on the reserve – neither are associated with TECs. No AHIMS items on site. |
| **Management for this Site** | Retain vegetation on reserve. Fire breaks/soft burns to be considered in consultation with RFS. |

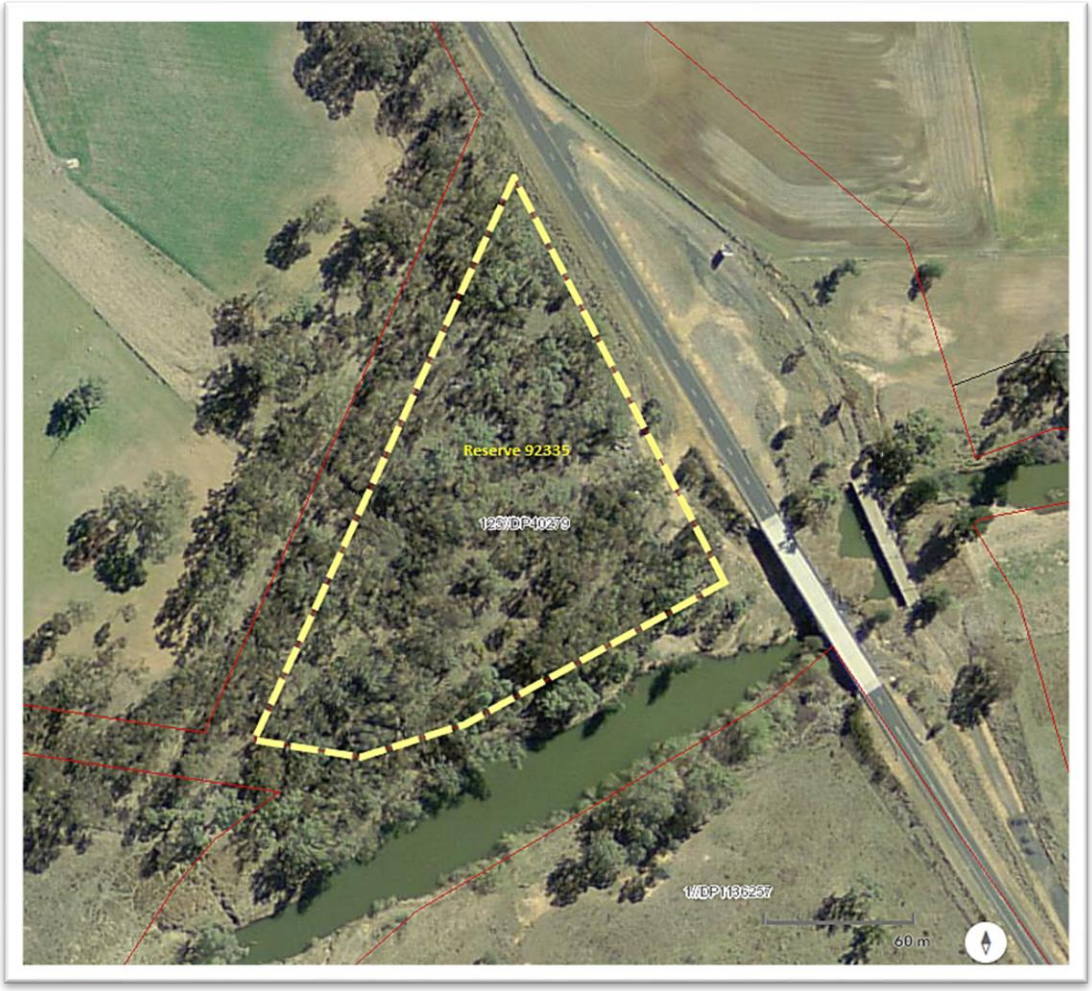
| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 91389: Reserve Warkton_Lot 7003 DP 94719, Lot 7004 DP 1001546, Lot 7006 DP 94720, Lot 7302 DP 1149225 | Public Recreation Gazettal Date: 16/02/1979 | Natural Area - Bushland |




*Source: NSW Six Maps*

| | |
|---|---|
| **Commentary** | Remote reserve located off the Newell Highway at Wattle Springs. |
| **Size** | 43.7ha |
| **Current applicable plans** | None applicable |
| **Current & permissible leases/licences** | Current licence for grazing issued. This is appropriate and is encouraged to manage understorey. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | No AHIMS items listed on the reserve and PCTs 84, 281, 899* exist on the reserve. PCT 281 associated with TECs. No specific listings of endangered/threatened species on this reserve. |
| **Management for this Site** | Retain natural vegetation; plant community type on site to be checked for accuracy. |

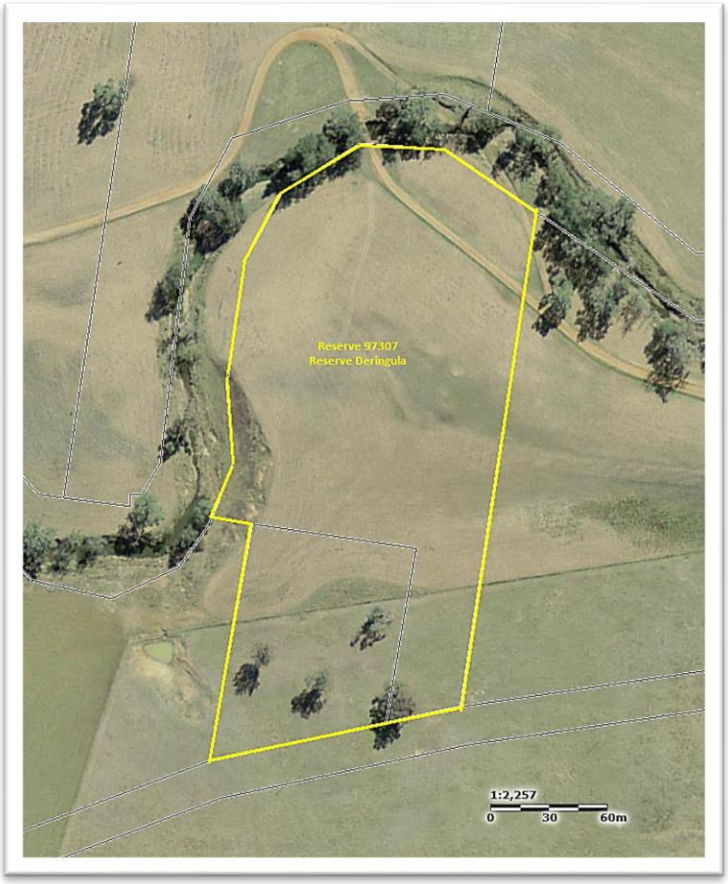
| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 92335: Reserve Ulamambri<br>Lot 125 DP 40279 | Public Recreation<br>Gazettal Date:<br>19/05/1980 | Natural Area - Bushland |




*Source: NSW Planning Portal*

| | |
|---|---|
| **Commentary** | Located south of Coonabarabran, this reserve on the Castlereagh River fronts Warrumbungles Way. |
| **Size** | 1.9ha |
| **Current applicable plans** | None |
| **Current & permissible leases/licences** | None at present. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | No AHIMS items listed for this reserve. PCT 281* covers this reserve (Rough Barked Apple) which is associated with TECs. No specific listings of threatened species on this reserve. |
| **Management for this Site** | This reserve is visible from the Highway and contains riparian lands, Riverbank stabilisation works; willow removal; vegetation retention. |

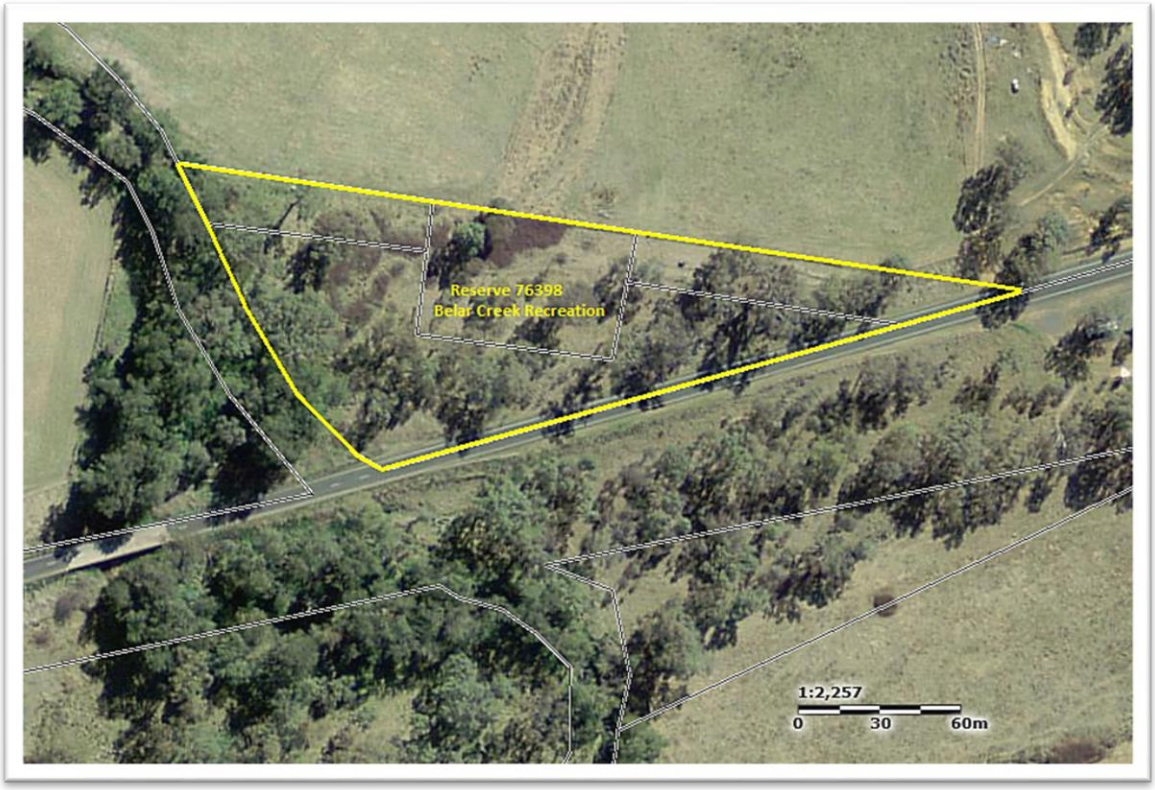
| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 97307: Reserve Deringula<br>Lots 8-9 DP 753380 | Public Recreation<br>Gazettal Date:<br>08/06/1984 | Natural Area - Bushland |




*Source: NSW Six Maps*

| | |
|---|---|
| **Commentary** | This reserve is located on Jack Halls Creek and is substantially cleared. |
| **Size** | 4ha |
| **Current applicable plans** | None applicable |
| **Current & permissible leases/licences** | None at present. Licence issued for grazing on this reserve. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | Substantially cleared but contains PCT 84 (River Oak). A check of the Aboriginal Heritage Information Management System (AHIMS) has not revealed any items of significance on this allotment. |
| **Management for this Site** | Retain option for short-term grazing licence in acc with Regulations to appropriately manage this reserve. Grazing licence to be short term/temporary in nature due to reserve purpose of public recreation. Consider additional plantings of appropriate species on Jack Halls Creek outside of leased area. |

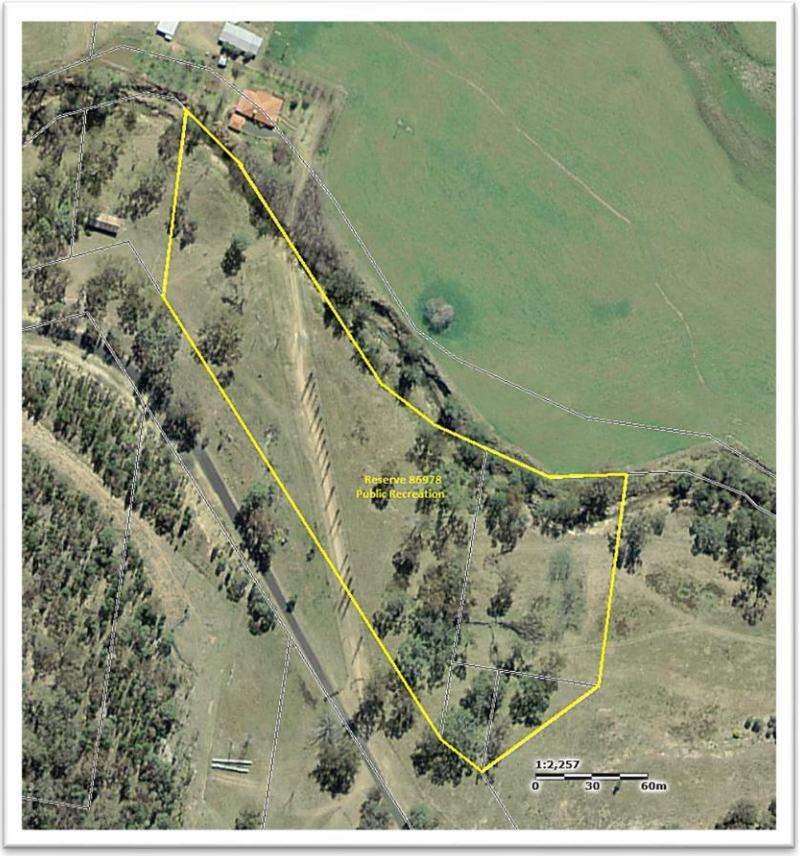
| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 76398: Belar Creek Recreation<br>Lots 64 & 85 DP 753380, Lot 7300-7301 DP 1149225 | Public Recreation<br>Gazettal Date:<br>20/11/1953 | Natural Area - Bushland |




*Source: NSW Six Maps*

| | |
|---|---|
| **Commentary** | Also known as Jack Halls Creek and located at Tannabar, this Reserve is located across from existing Reserve Warkton. |
| **Size** | 1.7ha |
| **Current applicable plans** | None applicable |
| **Current & permissible leases/licences** | None at present. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | No AHIMS items are located on the Reserve. PCT 281 on site but fronting a major highway so opportunities for TECs to thrive are limited. No specific listings of threatened species on this reserve. |
| **Management for this Site** | Retain as passive park. |

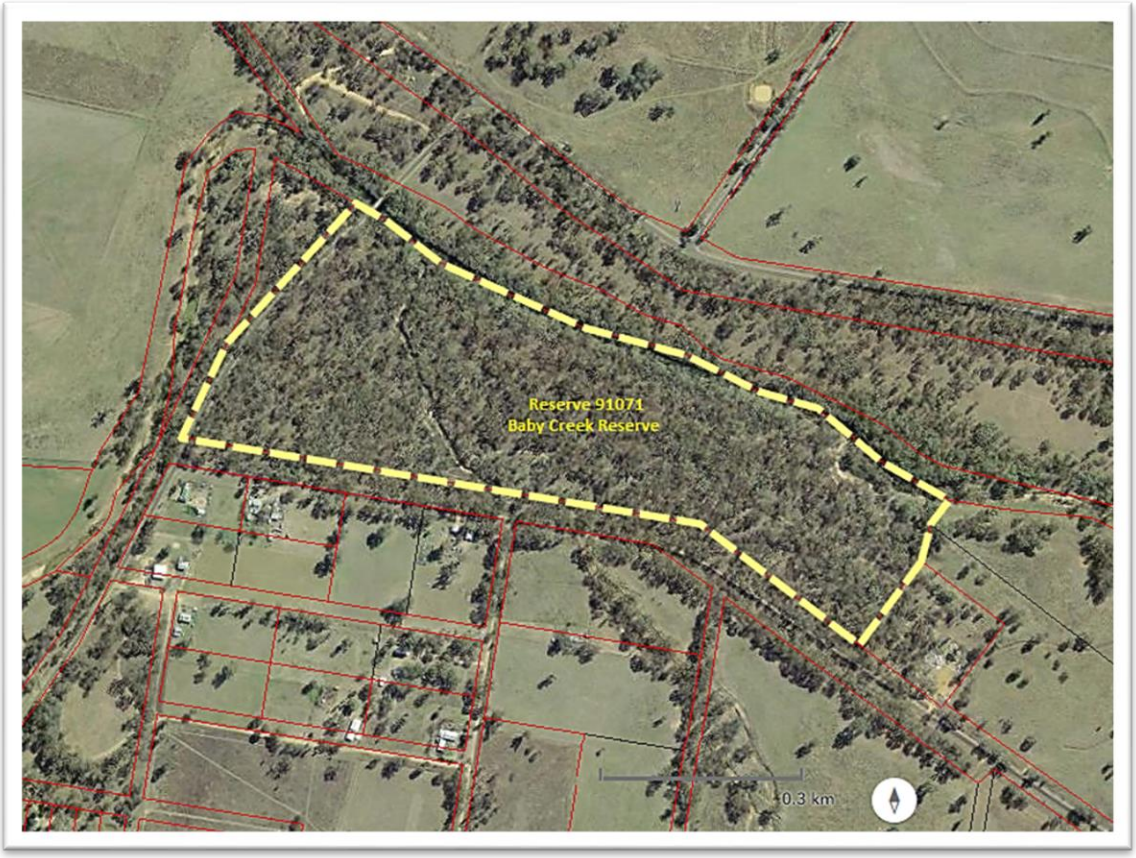
| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 86978: Rifle Range<br>Lots 9- 10 DP 753365, Lot 7300 DP 753365 | Public Recreation<br>Gazettal Date:<br>29/11/1968 | Natural Area - Bushland |




*Source: NSW Six Maps*

| | |
|---|---|
| **Commentary** | This reserve is located off Warkton Road Coonabarabran. Lot 7300 DP 753365 cannot be located, however Crown Lands have confirmed it does exist – it is a closed Crown Road and is part of this reserve. |
| **Size** | 3.3ha |
| **Current applicable plans** | None applicable |
| **Current & permissible leases/licences** | Currently leased for short-term grazing. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | Contains PCTs 281, 395 & 437*. These PCTs can be associated with TECs. Despite this, categorisation of Park can still allow for current land use and protect potential threatened species. |
| **Management for this Site** | Any new leases to consider adjacent Creek and need to protect water quality. |

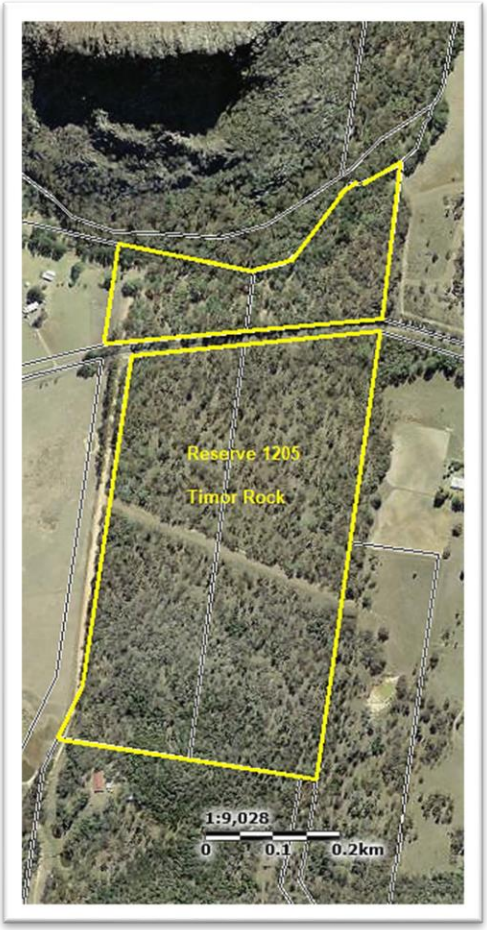
| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 91071: Baby Creek Reserve<br>Lot 131 DP 754983 | Public Recreation<br>Gazettal Date:<br>17/03/1978 | Natural Area - Bushland |




*Source: NSW Planning Portal*

| | |
|---|---|
| **Commentary** | Located south-east of Coonabarabran, this reserve is located in Ulamambri and borders Baby Creek. |
| **Size** | 28ha |
| **Current applicable plans** | None applicable. |
| **Current & permissible leases/licences** | None. Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | PCT's 84 & 281 on site. These PCTs can be associated with TECs. **Three (3) items** found on this lot from the AHIMS register. |
| **Management for this Site** | Due to presence of AHIMS items on site and potential for TECs, this site is to be managed as a passive reserve with vegetation retention a high priority. Firewood removal prohibited; hollows in trees to be retained. Any additional items found on site to be notified to OEH for recording and preservation. |

| Reserve & Number | Reserve Purpose | Categorisation |
|---|---|---|
| Reserve 1205: Timor Rock Reserve Lot 16 DP 753399, Lot 7001 DP 1025630, Lot 7003 DP 1029640 | Public Recreation Gazettal Date: 23/03/1918 | Natural Area - Bushland |




Source: NSW Six Maps

| | |
|---|---|
| **Commentary** | Located near Timor Rock, this reserve is heavily timbered and split by Timor Road. |
| **Size** | 28.78ha |
| **Current applicable plans** | None apply |
| **Current & permissible leases/licences** | None at present Current application under Native Title (Tribunal No 2011/006) over this reserve and adjoining lands by the Gomeroi People. Future acts/leases/licences on this Reserve to take this into account. |
| **Threatened Species/Aboriginal/European Heritage** | PCTs 420 and 379 on site (red stringy bark/rough barked apple and inland scribbly gum). Not associated with TECs but due to dense populations, are significant. |
| **Management for this Site** | Vegetation management including bushfire controls as housing located nearby. Any bushfire management to be done in consultation with local emergency management operations and Crown Lands. Fox and pest animal control including wild dogs. Long term fire strategies to implement small-plot ecological burns where appropriate (SOS Strategy, Brush Tailed Rock Wallaby, DPIE). |

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OFFICE OF LOCAL GOVERNMENT (2000)
Practice Note No. 1 Public Land Management

WARRUMBUNGLE SHIRE COUNCIL (2017)
*Warrumbungle Community Strategic Plan 2017-2032*

WARRUMBUNGLE SHIRE COUNCIL (2013)
*Land Use Strategy*

WARRUMBUNGLE SHIRE COUNCIL (2017)
*Warrumbungle Disability Inclusion Action Plan 2017-2021*

WARRUMBUNGLE SHIRE COUNCIL (2016)
*Warrumbungle Shire Bike Plan 2016*

WARRUMBUNGLE SHIRE COUNCIL (2019)
*Warrumbungle Shire Community Based Heritage Study*

WARRUMBUNGLE SHIRE COUNCIL (2008)
*Warrumbungle Shire Community Social/Cultural Plan 2008*

WARRUMBUNGLE SHIRE COUNCIL (2020)
*Part 1 Operational Plan 2020/21 and Delivery Program 2020/21 – 2023/24*

## Warrumbungle Shire Council

**Coonabarabran Administration Office**
14-22 John Street
Coonabarabran NSW 2357

**Phone:** (02) 6849 2000

**Coolah Administration Office**
59 Binnia Street
Coolah NSW 2843

**Phone:** (02) 6378 5000

**Mailing Address:**
PO Box 191
Coonabarabran NSW 2357

**Email:** info@warrumbungle.nsw.gov.au

## Julie Henny

**From:** info@warrumbungle.nsw.gov.au
**Sent:** Monday, 25 November 2024 12:01 PM
**To:** Warrumbungle Shire Council
**Cc:** REDACTED
**Subject:** Written Submission - Draft Crown Reserves Generic Plan of Management

You have successfully submitted the following information. This copy is for your records.

**First and Last Name:** REDACTED

**Email Address:** REDACTED

**Written Submission:** Im a member of our local REDACTED I believe this Crown Reserve Plan of Management has been in the pipeline for some time- so im glad it has been finally released.

We REDACTED have been toing and throwing with Council for the last 5 years to work together to make our Dunedoo Riverside Park-Reserve # 89588 a actual reality so that community access tracks, information signs....) can be installed. The main stumbling block has been the actual boundaries and actual ownership of the land and a lack of Council commitment - saying it is a 'low priority' when in fact our Dunedoo Community wants a designated riverside park within the reserve of #89588. I hope this Plan of Management will help stimulate Council to better work together with our REDACTED group so we can make the 9.8ha Reserve- a Riverside Park and a community asset that can be enjoyed by all. Rivers are so vital for all our shire towns and we need to incorporate them as somewhere we can all visit- just like the Riveride Parks at Coonabarabrn, Binnaway, Coolah and Mendooran

I noticed the email contact you have for our REDACTED is out of date. REDACTED REDACTED is our REDACTED replacing REDACTED and our email is REDACTED

## Julie Henny

**From:** info@warrumbungle.nsw.gov.au
**Sent:** Friday, 29 November 2024 11:56 AM
**To:** Warrumbungle Shire Council
**Cc:** REDACTED
**Subject:** Written Submission - Draft Crown Reserves Generic Plan of Management

You have successfully submitted the following information. This copy is for your records.

**First and Last Name:** REDACTED

**Email Address:** REDACTED

**Written Submission:**

The community consultation on this has been minimal. There are only 2 addresses listed for Coolah which is the Coolah Central School and the Historical Society.

Bowen Oval - an updated master plan for the next 10 years would be very beneficial. This is the venue for Rugby League, Junior Rugby League, Rugby Union, League Tag, Touch Football, Netball, tennis, Little Athletics, Cricket and also utlised by Coolah Central School and Sacred Hearts Catholic School. The current drainage of the main oval is the most immediate action required.

Jorrick Park - a current plan to be included is the dog fence which has been confirmed by Council

Queensborough Park - the old building on this site needs repair

## Julie Henny

**From:** info@warrumbungle.nsw.gov.au
**Sent:** Friday, 29 November 2024 12:00 PM
**To:** Warrumbungle Shire Council
**Cc:** REDACTED
**Subject:** Written Submission - Draft Crown Reserves Generic Plan of Management

You have successfully submitted the following information. This copy is for your records.

**First and Last Name:** REDACTED

**Email Address:** REDACTED

**Written Submission:** The following is of urgent need for Bowen Oval.

- Drainage System on Bowen Oval
- Top Dress
- Upgrade Sprinkler System
- Drainage on road around oval and reseal road.

## Julie Henny

**From:** info@warrumbungle.nsw.gov.au
**Sent:** Friday, 29 November 2024 1:49 PM
**To:** Warrumbungle Shire Council
**Cc:** REDACTED
**Subject:** Written Submission - Draft Crown Reserves Generic Plan of Management

You have successfully submitted the following information. This copy is for your records.

**First and Last Name:** REDACTED

**Email Address:** REDACTED

**Written Submission:** I have emailed my written submission as a .pdf document just now.

If this hasn't been received, please advise or REDACTED

Many thanks,

REDACTED

**Feedback Submission:** REDACTED

**Time spent on reading and providing feedback to this DRAFT PoM:** 8.5 hours

## SUMMARY

As a resident of Warrumbungle Shire Council, I have taken the time to submit feedback to a number of items on Public Display over many years. Many hours of my time has been *voluntarily given* to provide feedback to both Council and Councillors as elected representatives, with the belief that it would be fairly considered. Much to my dismay and disappointment, not once has there been any indication shown to me, that any of my feedback was read in full, let alone fairly considered. In my submissions, I pose questions with the intent to initiate discussion among those considering it and I also provide recommendations for change and improvement (after over a decade working in Community Development and Capacity Building, I have witnessed many good examples of valuable Community Engagement and Consultation and it has afforded me insights that could be of benefit to our Council, if considered).

### ➢ Effective Public Participation

The IAP2 Spectrum of Public Participation/framework (copy attached) is an internationally recognised and accepted standard for Public Participation. Our Council continually *demonstrates* to our communities that it does not seek to understand the benefits of effective Public Participation or utilise the steps to defining the Public's role in any public participation process. This simple spectrum, when utilised effectively can forge a strong and valuable collaboration between the public and any organisation, in this case, between Council and Community. Why does Council not embrace this process?

**Questions for Councillors:**

1. Do you see long-term benefit in working ***with*** Community towards goals identified and set collaboratively between Council and Community?

2. How do you fairly and transparently consider and discuss the feedback provided by residents?

3. How does Council ensure adequate consultation has ACTUALLY been received? Eg. How do you ensure enough of the impacted people actually understand and know what is being consulted and why?

### ➢ Community Consultation

Page 45 states: "Open consultation with the community regarding this Plan of Management process is integral to its success and ownership by the local community. It is also legislated that Councils conduct community consultation through public exhibition and public hearings, where required.

As part of the process of open and inclusive consultation with this plan, a number of community and user groups with an interest in the reserves in this plan were given the opportunity early in the drafting of this plan, to give comment and suggestions on how they would like to see the reserve operated and managed. A number of responses were received. A summary of the issues raised can be seen in Appendix A (Community and User Groups Engagement)."

Page 49 shows a table of responses from 6 groups relating to 7 reserves.

**Questions for Councillors:**

1. Are the 6 responses received adequate and proportionate to the significance of this Plan of Management for 57 Reserves?

2. Where are the responses from active and valued facilities, such as Bowen Oval in Coolah?

3. How have the responses been considered and included in the Individual Plans of Management (IPoM) (Pages 51-115?) Eg. Response from Binnaway Showground – IPoM, Page 85

4. Can Councillors consider that Community Consultation is not only important, it is vital, AND that setting a minimum level of consultation be actually achieved, not merely just accept that an "attempt is ok"

## ➢ Pitfalls of a Generic Plan of Management

A successful Plan of Management can lead a facility to achieving set goals and outcomes collaboratively with all users of the facility.

Individual Plans of Management should be detailed, formed collaboratively with involvement and input from all users of the venue. These Individual Plans of Management are specific, detailed and provide a sound framework for delivery and measuring outcomes and success. These are not only beneficial for Multi-User and high-volume public facilities/reserves – they are vital for their sustainability and long-term success. This Draft generic Plan of Management may be adequate for reserves of low public use and simple use categories such as rest-areas and nature reserves, but will be ineffective for managing facilities such as Showgrounds, Sportsgrounds, Swimming Pools and any multi-user community facility.

**Recommendation:**

1. That this generic Plan of Management does not seek to cover all Crown Reserves under the one PoM and recognise that multi-user and busy venues such as Sporting Facilities, Showgrounds, Swimming Pools, Ovals require detailed Reserve-specific PoM that are formulated with involvement from ALL users.

2. That any Individual Plan of Management contain both operational and strategic actions and priorities and clearly outline consultation activities and outcomes. These PoMs should contain a level of detail proportionate to their use, outlining specific actions, responsibilities and measurement processes.

3. A one page Individual PoM, containing half a page of a map/photo in many cases, is simply too broad and lacks specifics and detail that could otherwise foster long-term sustainability and growth.

**Question for Councillors:**

1. Is this generic Plan of Management a quick fix to meeting State Requirements, rather than a useful tool to enable both Council and Community to better manage, use and develop important community spaces and facilities?

## ➢ Reserves covered in this Plan

There are conflicting details on pages 7 and 22. The numbers of reserves in each category, do not match. Are there 56 or 57 reserves covered in this plan, under 5 use categories? There are only 56 Individual Plans of Management.

## ➢ Reserves categorisation

Could the reserve categories be displayed in the table on Page 3 and 4? Could they be sorted by either category or location?

## ➢ Reserve categorised Area of Cultural Significance

Which reserve is categorised as an Area of Cultural Significance? It appears, this reserve is the anomaly between the reserve count and also shows as an error on page 5 in the contents.

**Questions for Councillors:**

1. Is the reserve that is an Area of Cultural Significance not publicly known or accessible?
2. Are there just accidental omissions regarding its name, location and current use etc.?
3. If this PoM does not cover this reserve, why is it mentioned, but not included?

## ➢ Responsibility and Monitoring processes of ST/MT/LT Actions

The ST/MT/LT Actions as displayed on pages 23-38 would be better actioned and reviewed if they were to list who was responsible and how and when each action would be monitored and/or reviewed.

## ➢ Bowen Oval Committee/Coolah DDG

Both the Coolah District Development Group Inc and the Bowen Oval Sub-Committee have been omitted from the contact list on Page 48.

Is this list in its current form complete and accurate?

## ➢ Page 49/Note

Note that the note on the bottom of Page 49 highlights that the Initial Consultation was conducted "in addition to the minimum requirements".

**Questions for Councillors:**

1. Is meeting the minimum LG requirements, a satisfactory target for Warrumbungle Shire, if this might limit or exclude effective and valuable consultation?
2. Should Council not aspire to set their own bar, that meets community in the middle and forms a valuable working relationship that will help achieve great outcomes in the future?

## ➢ Reserve 90681

Please explain what Permissive Occupancy is and why this reserve is displayed as it is on Page 57? Management indicates that it is a passive park and riparian reserve?

**Questions for Councillors:**

1. Does this document need a glossary – to include definitions of such things as Permissive Occupancy?

2. Who is the Permissive occupant in this instance?

## ➢ Reserve 90768

In the Commentary section of the Individual PoM, this does not show location, as most of the other reserves do. It would be helpful if all IPoMs showed location, and not have to rely on original contents list.

## ➢ Reserve 36127 – Preservation of Graves

Is this reserve Bomera Cemetery? If it is, it states it is unfenced, which is not accurate. It is fenced, and the fence is damaged by a fallen tree. If it isn't Bomera Cemetery, which is it?

**Questions for Councillors:**

1. Is this reserve Bomera Cemetery? If it is, why isn't it named accurately? If it isn't, which Cemetery is it?

2. Can the location be more specific and accurate?

3. In a Council Heritage report dated 2018, Bomera Cemetery was listed as a Private Cemetery, which is correct?

## ➢ Reserve 65440 – Binnaway Showground

**Recommendation:**

1. That this generic Plan of Management is an inadequate PoM for Binnaway Showground.

2. That purpose-built Individual Plan of Management contain both operational and strategic actions and priorities and clearly outline consultation activities and outcomes be formulated for this facility. It should contain a level of detail proportionate to the Showgrounds use, outlining specific actions, responsibilities and measurement processes.

**Question for Councillors:**

1. Please refer to outstanding Action item from Binnaway Community Consultation meeting action list re recommended MOU. An MOU should be finalised in partnership with a collaborative Plan of Management for this Crown Reserve, one that satisfies Council's requirements and empowers the Showground committee to keep developing, managing and utilising the facility. This Showground committee have enough runs on the board with their capabilities and commitment to give Council confidence that investment should be made.

## ➢ Reserve 90694 – Greenbah Creek

It appears by the management comment, that there may be a neighbouring farmer utilising part of this reserve, and without knowledge or investigation, may have done so for many years.

**Questions for Councillors:**

1. Could Council ensure that transparent and considerate communication is made with the landholder to allow any non-compliance to be fairly changed over an agreed time-frame? Some of these boundary issues have been outstanding for many generations, and should be treated with a level of common-sense and compassion, not just a mechanical level of non-compliance investigation.

## Department of Planning, Housing and Infrastructure

Our ref: DOC23/109515

Nicole Bensen
Director Technical Services
Warrumbungle Shire Council
PO Box 191
COONABARABRAN NSW 2357

via email: nicole.benson@warrumbungle.nsw.gov.au
cc: info@warrumbungle.nsw.gov.au

Attention: Julie Henny Julie.Henny@warrumbungle.nsw.gov.au

9 September 2024

**Subject: Warrumbungle Shire Council draft generic Plan of Management – Crown Reserves. Approval to progress to public exhibition and Minister's consent to adopt.**

Dear Ms Bensen

Thank you for submitting the draft generic Plan of Management (PoM) for Crown Reserves on 29 May 2023, and amended version on 19 August 2024.

I have reviewed the draft PoM and support it being placed on public exhibition with the following amendments:

- R46646 – reserve purpose should read "Racecourse (addition)".
- R11 – some early reserves have been given additional numbers to provide clarity, the reserve should be written as "R11 (1001873)". The reserve purpose is "Park gazetted 12-Dec-1885", not public recreation.
- R89668 – This reserve appears to be gated and fenced with an access road to private property. If this reserve is not accessible to the public, Council should add a comment to the draft PoM that any access or encroachment issues will be investigated and addressed.
- R47760 Coonabarabran Racecourse - Part of reserve is managed by Coonabarabran Showground Land Manager - refer to map at attachment 1. Council to update PoM and map to show area managed by Council.

Council should conduct a final review of the document to ensure all legislation referenced is currently in force, departmental names are up to date, and spelling, grammar and formatting is correct and consistent.

Subject to no changes following public exhibition, as a delegate for the Minister for Lands and Property, I consent to council to adopt the PoM under clause 70B of the Crown Land Management Regulation 2018.

If the PoM is amended after public exhibition (except for minor editorial and formatting changes), council must resubmit the draft PoM for Minister's consent to adopt. With the amended PoM, please provide the following documents:

- a table of PoM amendments or tracked changes.
- summary report of submissions from public exhibition (if any)
- council reports on the proposed adoption (if any)

If there are no amendments to the PoM, please provide a copy of the adopted PoM. All documents must be sent to council.clm@crownland.nsw.gov.au.

Please remember, an adopted PoM authorises the lawful use and occupation of Crown land. Council must ensure that any activities planned on the reserve are expressly authorised in the adopted PoM and native title obligations are met.

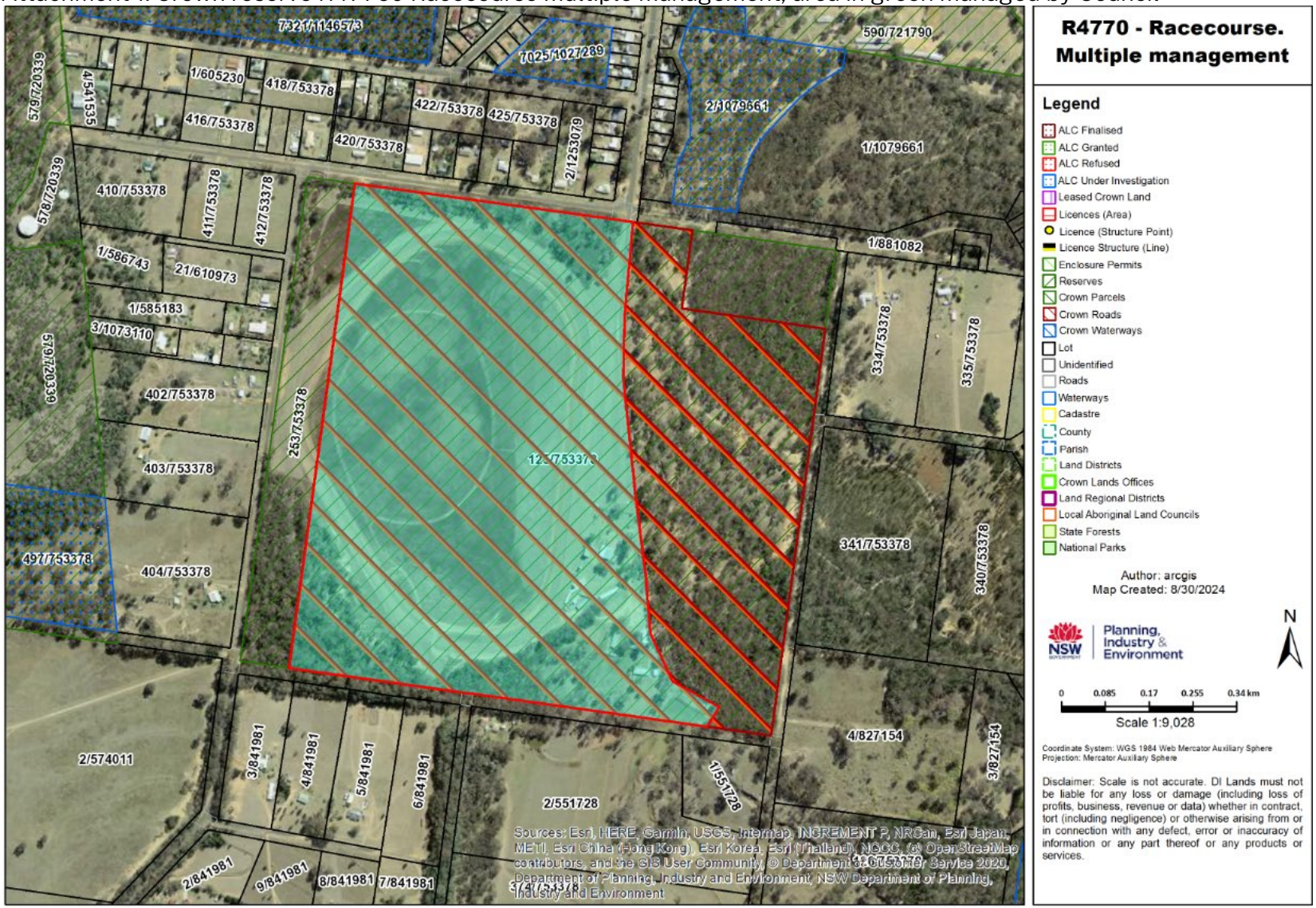
If you have any further questions or need assistance, please contact the Reserves Programs Team at council.clm@crownland.nsw.gov.au.

Yours sincerely,

Paula Sanchez
A/Manager, Reserves Programs
Department of Planning, Housing and Infrastructure – Crown Lands and Public Spaces

Attachment: Map showing area of multiple management for R47760

Attachment 1: Crown reserve R47760 Racecourse multiple management, area in green managed by Council




**R4770 - Racecourse. Multiple management**

**Legend**

- ALC Finalised
- ALC Granted
- ALC Refused
- ALC Under Investigation
- Leased Crown Land
- Licences (Area)
- Licence (Structure Point)
- Licence Structure (Line)
- Enclosure Permits
- Reserves
- Crown Parcels
- Crown Roads
- Crown Waterways
- Lot
- Unidentified
- Roads
- Waterways
- Cadastre
- County
- Parish
- Land Districts
- Crown Lands Offices
- Land Regional Districts
- Local Aboriginal Land Councils
- State Forests
- National Parks

Author: arcgis
Map Created: 8/30/2024

NSW Planning, Industry & Environment

N

0 0.085 0.17 0.255 0.34 km

Scale 1:9,028

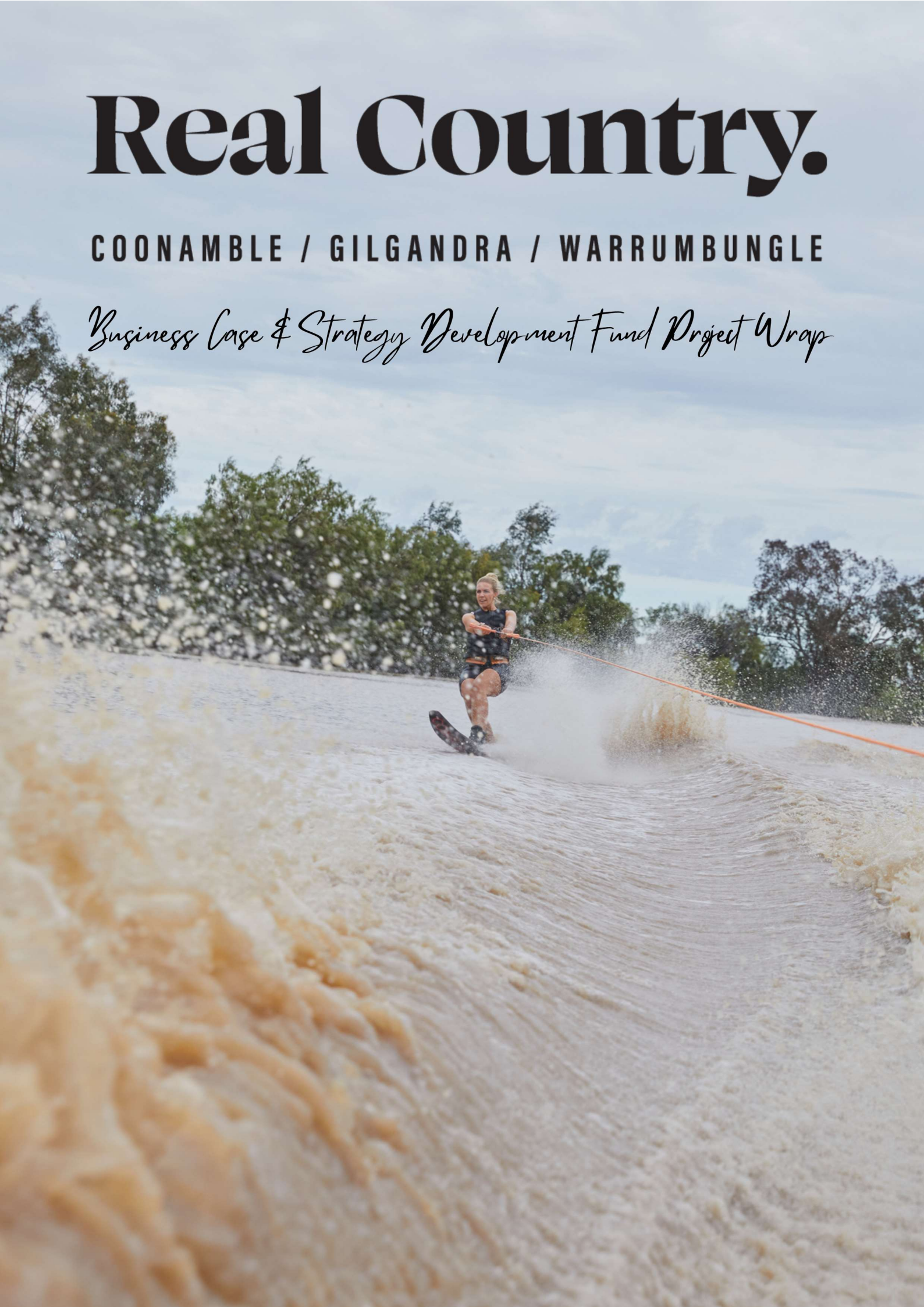
Coordinate System: WGS 1984 Web Mercator Auxiliary Sphere
Projection: Mercator Auxiliary Sphere

Disclaimer: Scale is not accurate. DI Lands must not be liable for any loss or damage (including loss of profits, business, revenue or data) whether in contract, tort (including negligence) or otherwise arising from or in connection with any defect, error or inaccuracy of information or any part thereof or any products or services.

# Real Country.

## COONAMBLE / GILGANDRA / WARRUMBUNGLE

*Business Case & Strategy Development Fund Project Wrap*



# Real Country.

COONAMBLE SHIRE COUNCIL GSC GILGANDRA SHIRE COUNCIL warrumbungle SHIRE COUNCIL

## Introduction

The Real Country Tourism Experience Strategy and Infrastructure Business Case project leverages on the collaboration between Coonamble, Gilgandra and Warrumbungle Shire Council's along with Destination NSW in the Real Country tourism campaign which launched in August 2022.

The business case provides invest-ready projects for funding opportunities and financial planning, as well as providing the opportunity to create key tourism connections, experiences and private investment opportunities.

The project is funded under the Regional NSW Business Case and Strategy Development Fund for the Real Country Tourism Experience Strategy and Infrastructure Business Case project. With People, Place and Partnership successful in the consultant works following a comprehensive Tender process.

## Strategy | Infrastructure | Investment Opportunities

Vision: Grow Real Country region into a regional experience destination, provide economic support outside of the agricultural industry, engage with communities, enhance natural assets, drive community and visitor access, increase visitation and overnight stays, increase education, provide cultural experience and wellbeing opportunities, improve space for events, and leverage natural assets with initiatives of activities, art and scapes.

### The Strategy:

Strategic assessment and opportunity analysis of the Real Country region to develop the visitor experience and marketing strategy.

### The Business Case:

- Impact of planned infrastructure across the Real Country region
- Real Country Tourism and Experience private investment opportunities

**1**

### Real Country Marketing Program Inception 2022

A collaboration of Council's to test the concepts and joint marketing initiatives.

**2**

### Community and Stakeholder Engagement

To Inform the development of the Strategy, Catalyst Infrastructure and Marketing Projects

**3**

### Issues Paper and Background Research

Lays the groundwork for two subsequent documents: The Real Country Destination Strategic Plan and the Real Country Business Case and Financial Plan.

# Funding

Funding for the concepts and the Real Country Strategy have been fully funded by the NSW Government's Business Case & Strategy Development Fund.

**$489,312** total funding approved by BCSD

Including 25% for project management, administration and contingency.

## Flow-on Project Alignment & Applied Funding

### Supported Grant Applications

Successful Funding

- Get NSW Active
- Open Streets Program
- Round 2 of the Australian Governments Murray–Darling Healthy Rivers Program (MDHRP) Large Grants

Works in Progress

- Coonamble Artesian and Cultural Experience
- Regional Precincts and Partnerships Program
- Activation of the railway crossing bridge Neilson Park, Coonabarabran, application lodged with NSW Rail
- Mendooran and Binnaway Camping areas

### Inform Council Plans and Strategies

Coonamble /

- Long-Term Financial Plan Inclusion; $20k for Marketing Strategy implementation in 2024/25 budgets
- Community Strategic Plan and Delivery Program - Real Country Projects prioritised in relation to other infrastructure projects.
- Used to develop shared website collateral, including tourist itineraries

Gilgandra /

- Long-Term Financial Plan Inclusion; $20k for Marketing Strategy implementation in 2024/25 budgets
- Being used develop marketing collateral and shared messaging
- Council endorsed that future funding opportunities be sought in-line with the Real Country Tourism Experience Strategy and Infrastructure Business Case

Warrumbungle /

- Long-Term Financial Plan Inclusion; $20k for Marketing Strategy implementation in 2024/25 budgets
- The Real Country Destination Strategic Plan is being included in the Economic Development and Tourism Strategy 2025-30

# Project Timeline

The Real Country Strategic Project has been a multi-year journey, bringing together the three Councils to shape the future of our communities for locals and visitors alike.

February 2023

## Tender Process

Coonamble, Gilgandra and Warrumbungle Shire Councils called a joint tender for the Real Country Tourism Experience Strategy and Infrastructure Business Case. Tenders closed on 24 February 2023 with five tenders received. People, Place and Partnership (PP&P) were awarded the contract.

## Research

Place, people and visitation diagnostics, review of the Real Country tourism campaign, alignment with state and local strategic plans and community priorities.

## Project Engagement

The Real Country team and PP&P met multiple times with Destination NSW, Department Regional NSW, staff, Economic Development Committees, community members and local business to review infrastructure projects. Project Engagement Workshops, seven community workshops, along with accommodation, business and Aboriginal stakeholder consultations held across the three regions. Further there was an online survey and online engagement session for the projects.

## Council Endorsement

Real Country Tourism Experience Strategy and Infrastructure Business Case be endorsed for public exhibition.

## Public Exhibition

In line with Councils resolution of 19 December 2023, the Draft Strategy and associated Business Case were placed on public exhibition from 20 December 2023 to 9 February 2024.

December 2023

February 2024

## Council Endorsement

Real Country Tourism Experience Strategy and Infrastructure Business Case endorsed by all three Councils February 2024.

## Funding Acquittal

31 March 2024 Funding due for acquittal with the NSW Government.

## Flow on Project Alignment and Applied Funding

The engagement process, designed to complement existing research, explored the collective desires of the community, key stakeholders, and industry partners.

Through a series of workshops, interviews, surveys, and engagement efforts, the voices and aspirations of each local community have been heard and incorporated into the strategic planning process.

# Outcomes

## Business Case and Strategy Planning:

- Tender and Contract Procurement
- Project Design and Planning
- Place and Visitation Diagnostics
- Stakeholder and Community Consultation
- Revision and refinement of the Real Country Tourism campaign, including the delivery plan
- Development of Audience Profile based on the three regions

## Business Case and Strategy Development:

- Business Case Development
- Business Case review and approval

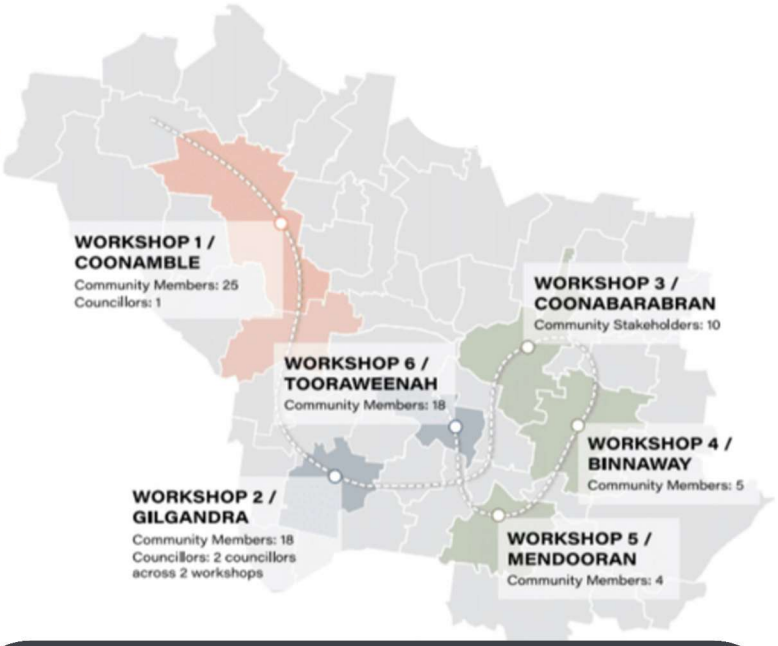
**Real Country.**

The Real Country Destination Strategic Plan aspires to elevate the region's stature as a premier tourist destination while simultaneously enriching the economic, social, and environmental tapestry of the communities involved. Crafting a legacy that cherishes the unique essence of the Real Country, ensuring that each step taken today resonates with a sustainable future. The focus is on creating synergies that enhance community life, promote cultural and natural preservation, and drive economic prosperity.

# Engagement and Communication

## Stakeholder Workshops

Coonamble, Coonabarabran, Gilgandra, Mendooran, Binnaway, and Tooraweenah.




## Stakeholder One-on-one interviews

- Aboriginal Lands Council for each LGA
- Technical council staff from each LGA undertake site visits for each focus area.
- Coonamble Chamber of Commerce, Nakadoo Farm Stay, Coonamble Rodeo Association, Outback Art and Coonamble Arts Alive, Coonamble Aquatic/Ski Club and Accommodation providers from Castlereagh Lodge Motel, Bucking Bull Hotel, Coonamble Motel, Gilgooma, Coonamble Riverside Caravan Park

## Online Have Your Say

## Advertising

- Social Media Posts
- Media Releases

The engagement process undertaken for the Real Country project was undertaken to assist shaping the project's direction, ensuring alignment with stakeholder aspirations, and fostering a collective vision for attracting tourists, visitors, and enriching experiences across the region.

**2** General Manager Meetings

**16** Team Meetings

**6** Council Workshops / Meetings

**27,142 km²** Three Regions collective area

# Delivery Priorities

## Infrastructure Catalyst Projects

**Coonamble** / Warrena Weir Recreation Precinct

**Gilgandra** / River Precinct Upgrades Town Centre to Coo-ee Centre

**Warrumbungle** / River Precinct Upgrades to Coonabarabran, Binnaway and Mendooran

## Priority Actions

### Coonamble

1. River restoration and conservation
2. Weir enhancement and family friendly spaces
3. Main street revitalisation and accommodation
4. Community engagement and unity

### Gilgandra

1. Town centre and river crossing design
2. River health and conservation
3. Cultural inclusivity and First Nations identity
4. Promotion of primary industries and rural strength
5. Enhancement of public spaces

### Coonabarabran, Binnaway, Mendooran

1. Amphitheatre design and seasonal considerations
2. River health and ecological preservation
3. First Nations engagement and cultural identity
4. Promotion of arts and vibrancy
5. Dark sky and unique celestial views
6. Community-driven maintenance and tourism

## Deliverables

1. The Real Country. Regional Tourism and Experience Strategy.
   - Strategic assessment and opportunity analysis of the Real Country region to develop visitor experience potential
2. Development of Real Country. Tourism and Experience Business Case
   - Impact of planned infrastructure across the three regions to make the Real Country. tourism experience a reality, enhancing the natural assets of the three regions
   - Real Country. Tourism and Experience investment opportunities

# Coonamble



Main Street revitalisation projects; Macdonald Park and Aquatic Centre Upgrade

FOCUS AREA 2 **2**

**1** FOCUS AREA 1

New Business Case Project

FOCUS AREA 3 **3**

Strategic Project being developed under another funding grant

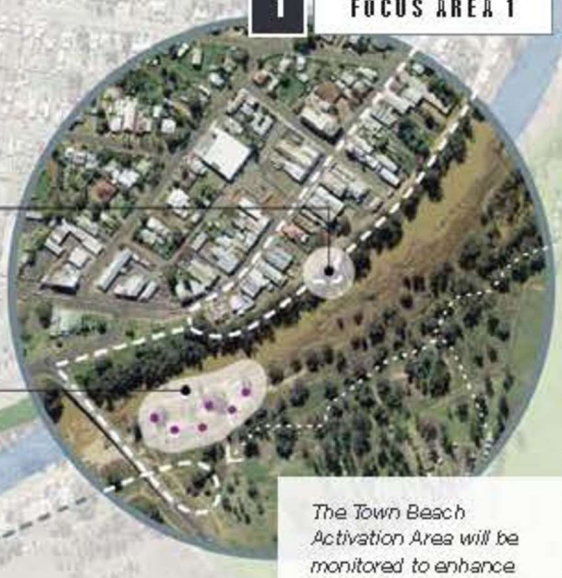
**4** FOCUS AREA 4

**Artesian Bathing Precinct**

This focus area is an existing strategic project of Council and not being considered as part of the Real Country Business Case. However, it is highlighted here as a relevant strategic project for Coonamble's local economy and tourism offering for the wider region.

# Gilgandra

## 1 FOCUS AREA 1



Viewing area & boardwalk river promenade

Town Beach activation area

*The Town Beach Activation Area will be monitored to enhance community safety and accessibility by Council, with access adjustments during flood conditions to ensure the well-being of all visitors.*

Paved concrete walking path on existing fire trail

## 2 FOCUS AREA 2

River crossing point to cultural and heritage precinct

# Warrumbungle



Council already have a number of active projects in this area. Need to integrate and build on these

30m of new concrete ramp to Woolworths carpark

Adventure playground approximate location

5 FOCUS AREA 5

1 2 FOCUS AREA 1 & 2

FOCUS AREA 4 4

Main Street shopfront activation and night time mode

3 FOCUS AREA 3

Idea of a viewing tower supported in this location (day and night)

*[for future consideration beyond this study]*

Concept of river-town loop walks supported in these villages.
Health of the river
Cycle Trails

# Delivery Priorities

## Destination Marketing Catalyst Projects

1. Enhance digital presence and marketing
2. Improvement of signage and wayfinding
3. Riverfront activation events
4. Real experience visitor experience - promotion of local businesses and products
5. River health, cultural and historical storytelling

Building on the successful Real Country Marketing Campaign, showcase the region's unique events and attractions more effectively.

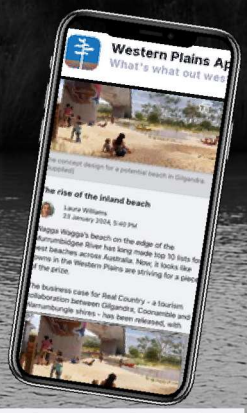
Engaging businesses in collaborative marketing efforts, featuring them and creating a cohesive narrative that highlights the unique contributions of our business community to the Real Country experience.

Gilgandra Social Media

7,732 reaches, with 2,114 engagements

## Marketing Collateral

# In the Media




2DU
1251 AM
972 AM

THE DubboNEWS

## 'The outback beach': Triple tourism treats proposed along bush river

Three sister councils in the state's west have teamed together to attract tou with a "town beach". Here' included in the plans.

## Real Country calls out the future of Castlereagh towns' tourism

Luke Williams
31 December 2023, 5:35 PM

EXPLORE MORE

LOCAL NEWS | PAID

## Warrena Weir redevelopment leads off Real Country project

Coonamble Times

The Gilgandra Weekly

## Real Country Tourism for Region

The Real Country Tourism Experience Strategy and Infrastr
Strategic Project) has been officially endorsed by the Gilgar

By Nicholas Croker, Cadet Journalist

Daily Liberal

Our Future

## Bondi in the bush: These outback towns could get their own b

By Allison Hore
Updated January 24 2024 - 9:24am, first published 7:00am

0 Comments

warrumbungle
SHIRE COUNCIL

RECEIVED
22 NOV 2024
BY:

**EXPRESSION OF INTEREST**

**MEMBERSHIP OF THE FLOOD RISK MANAGEMENT COMMITTEE**

## Nomination Form

I Henry Edward J MILLER ..... wish to nominate myself for a position on Council's Flood Risk Management Committee.

My reasons for nominating for membership of the committee are as follows:

I have lived at 8 Campbell St Coolah for the past 52 years, within 1 Km of the river. Therefore I have witnessed several floods in this river, and have extensive experience of what floods do in our town.

My involvement with community organisations is as follows:
*(Please list your experience with community organisations including any executive positions held.)*

Coolah Rescue Squad, 45 years, involved in flood mitigation + rescue from houses. President, captain, Training officer of same
Coolah + district Historical society - President

Contact Details

Email ted.andler1@bigpond.com

Phone 0429 774 441

Address 8 Campbell St Coolah

Signature H E Miller Date 22/11/2024

warrumbungle
SHIRE COUNCIL

RECEIVED
22 NOV 2024
BY:

**EXPRESSION OF INTEREST**

**MEMBERSHIP OF THE FLOOD RISK MANAGEMENT COMMITTEE**

## Nomination Form

I ..... wish to nominate myself for a position on Council's Flood Risk Management Committee.

My reasons for nominating for membership of the committee are as follows:

I believe my knowledge of floods & involvement in the Coolah Landcare Group would assist this committee

My involvement with community organisations is as follows:
*(Please list your experience with community organisations including any executive positions held.)*

CDDG - executive
Coolah Landcare rep
Rural Fire Rep
Hospital auxiliary

I have assisted Council with SAES project which was very beneficial for our town.

Contact Details

Email ..... jillie@coolahcreek.com.au

Phone ..... 0428 321 638 / 0263774666

Address ..... Coolah Creek
Coolah Creek Rd, Coolah

Signature ..... Date ..... 21st Nov 2024

# FLOOD RISK MANAGEMENT COMMITTEE TERMS OF REFERENCE

## 1. Council Portfolio
Environment and Development Services

## 2. Establishment
The committee is established under section 355 of the *Local Government Act 1993* (NSW):

> *A function of a council may, subject to this Chapter, be exercised: (b) by a committee of the council*

## 3. Purpose
The committee has as its primary purpose responsibility to provide information and guidance to Council on flood issues and historical flood knowledge relating to the Coolah Catchment.

Core duties of the committee are to work with Council and Council's flood consultant to provide information on flood events and historical information and not deal with day to day operational matters.

It should be noted that employees of the Council are not subject to the direction of the
Committee or any of its members.

## 4. Term
The committee will dissolve at the next Council Ordinary Election. Council may by resolution dissolve the committee at any time.

## 5. Membership
Committee representation will be comprised of the following:

- A minimum of two (2) Councillor representatives (and the Mayor ex officio)
- Council staff, particularly those from an engineering, environmental or planning discipline;
- One (1) Officer from Department of Climate Change, Energy, the Environment and Water;
- One (1) Representative(s) from NSW State Emergency Service; and
- Four (4) community representatives from the Coolah area such as:
    - Landholders who have been or may be affected by floods;
    - Relevant industry bodies

## 6. Quorum
A quorum is present if a majority of the committee members appointed to the Committee are present at the meeting. Members can attend meetings via conference call or video conferencing if unable to attend in person.

A quorum shall be four (4) members (not including Council staff), one of whom must be a Councillor.

No business will be transacted by the Committee unless a quorum is present. If, within half an hour of the appointed start time of the meeting a quorum is not present, the meeting is to stand adjourned to a time, date and place fixed:

a) by the Chairperson, or
b) in his or her absence – by the majority of the members present, or
c) failing that, by the Executive Officer of the Committee.

Observers may attend the meeting. The number of observers permitted at each meeting will be at the discretion of the Chair. Request for observers must be submitted to the Chair at least 3 days prior to the meeting, and admittance will be at the discretion of the Chair. Observers may not contribute to meeting, and are bound by confidentiality.

Representatives of interest groups may be invited to address the meeting at the discretion of the Chair.

**7. Voting**

Each member of the committee is entitled to one vote only. In the equality of votes, the matter is to be referred to Council for determination.

**8. Meeting Schedule**

Meetings will be held as required. The Committee may from time to time call special meetings and workshops to address relevant issues.

**9. Executive Officer**

The Executive Officer will be the Director Environment and Development Services who will be directly responsible for the organisational function of the committee. The Executive Officer:

- provides executive support to the committee;
- is responsible for preparing the meeting agenda and minutes;
- is responsible for preparing a report to Council containing the minutes and, if applicable, providing staff comment of the recommendations of the committee; and
- provides to the committee the outcome and resolutions of Council regarding each recommendation.

**10. Agenda**

Agendas will be determined by the Chairperson. As a minimum, agendas will include the following standard items:

- apologies;
- confirmation of previous minutes and matters arising;
- review of outstanding actions; and
- reports;

The Executive Officer will circulate the agenda and supporting material at least three business days before a meeting. Any supporting material or papers that are confidential will be clearly marked as such and remain confidential to members.

The Executive Officer will also send meeting reminders and minutes to members.

**11. Reporting**
Directly to Council by recommendation recorded in meeting minutes.

**12. Code of Conduct**
Council's Code of Conduct applies to members of the committee.

**13. Code of Meeting Practice**
Council's Code of Meeting Practice will guide the meeting procedures of the committee.

**14. Delegations**
The committee has no Council delegations.

**15. Financial Arrangements**
Unless expressly resolved by Council the committee has no powers to commit or expend any Council funds.

**16. Media Liaison**
The Mayor is the designated media spokesperson for Council.

**17. Vacancies**
Vacancies may arise during the term of the committee. If a vacancy does occur, the Council will seek expressions of interest to fill the vacancy.

**18. Relevant Policies/Documents**
*Local Government Act 1993* (NSW)
Warrumbungle Shire Council Code of Conduct
Warrumbungle Shire Council Code of Meeting Practice
Warrumbungle Shire Community Strategic Plan Delivery/Operational Plan

Copies of these and other documents are available on Council's website at www.warrumbungle.nsw.gov.au or from the committee clerk.

Coonabarabran:

14-22 John Street
Coonabarabran NSW 2357

PO Box 191
Coonabarabran NSW 2357

ABN: 63 348 671 239

warrumbungle
SHIRE COUNCIL

Calls from within Shire
1300 795 099

Calls from outside Shire area
Coonabarabran:
02 6849 2000

Coolah: 02 6378 5000

Fax: 02 6842 1337

Email:
info@warrumbungle.nsw.gov.au

Coonabarabran - Coolah - Dunedoo - Baradine - Binnaway - Mendooran

Please address all mail to:
The General Manager

Please refer enquiries to:
L Ryan
Doc ID: LPR Quarry

18 November 2024

Ms Nicole Brewer
Director, Energy Assessments
Planning and Assessment
Department of Planning and Environment
Locked Bag 5022
PARRAMATTA NSW 2124

Via email to: nicole.brewer@planning.nsw.gov.au

Dear Nicole,

**Submission in Response to the EIS on the Proposed Liverpool Range Quarry (SSD-68063715) (Proponent: ARDG Deans Quarry Pty Limited)**

Thank you for providing the opportunity for Warrumbungle Shire Council ('WSC') to review and provide feedback on the EIS for the abovementioned Quarry Project proposed to be located within Upper Hunter Shire which, however, will also substantially impact Warrumbungle LGA.

## 1. Project Overview

It is noted that, according to the EIS, the purpose of the proposed quarry is to supply hard rock products solely for the construction, operation and maintenance of the Liverpool Range Wind Farm (LRWF) Project (SSD-6696) Modification 1 which was approved by the Department on 23rd October 2024.

Council notes that as the LRWF MOD-1 was only determined after the Quarry Project EIS was publicly exhibited, then the Quarry Project could not possibly have fully assessed all the wind farm's impacts. A key pillar of the Quarry Project EIS is that most of its impacts have already been mitigated under the LRWF MOD-1 project. A Response to Submissions report is now required from the Quarry Project proponent, to reconcile the LRWF consent conditions with its own (contemplated, anticipatory) assertions about how those consent conditions (would likely) deal with its specific impacts. Key among those impacts include roads matters discussed below.

It is understood the Quarry Project would involve, inter alia:

a) construction of a site access road off Rotherwood Road;
b) extraction, processing and transportation of up to 700,000 tonnes per annum of hard rock quarry products (from a total resource of

approximately 2 million tonnes) to supply the Liverpool Range Wind Farm Project ('LRWF') during its construction phase;
c) only supplying aggregate to LRWF and nowhere else;
d) a maximum project life of four years and then will be closed and rehabilitated; and
e) rehabilitation of the site following quarry closure after four years of operation.

## 2. General Comments

### *2.1 Cumulative impacts*

There are some 11 renewable energy projects (proposed/actual) located wholly or in part in Warrumbungle LGA. Within or just outside the boundary of the CWO REZ there are some 40 proposed/ actual renewable energy projects.

Whilst WSC is generally supportive of renewable energy initiatives, the likely scope and extent of cumulative impacts arising from all these proposed or actual projects remains poorly assessed.

Inadequate action has been taken by the NSW Government to identify, quantify and compensate for the cumulative adverse environmental, social and economic impacts arising from REZ-related activities. Meanwhile, the locals who live in the REZ are having to bear these costs.

The lack of meaningful detail on cumulative impacts and how they will be remedied by the NSW Government and the developers means WSC is not in a position to make an informed, merit-based judgement as to the relative costs and benefits of the proposed Quarry Project.

WSC calls on the NSW Government to ensure its agencies and the proponent address how the proposal-specific impacts relate in the context of the overall cumulative impacts across both the Shire and the CWO REZ more broadly.

Key project-related matters of material interest to WSC include:
a) The impact of increased traffic on Shire roads – including light and heavy – and ongoing consequential road maintenance costs;
b) The environmental, social and economic costs (who bears them?) and benefits (for whom?) as they relate to the Warrumbungle Shire; and
c) Securing a Planning Agreement with the proponent.

The various concerns are outlined in this submission. It is because of these unresolved and significant matters that WSC hereby lodges an objection to the Proposal. The prospect of WSC subsequently reviewing its objection is dependent on whether the Proponent and DPHI actively and substantively engages with WSC to address, to WSC's written satisfaction, the concerns listed.

The residents, ratepayers and community groupings in the Shire require WSC to be satisfied that the environmental, social and economic assets and attributes of the Warrumbungle LGA in general, and the local communities, towns and rural districts in particular, will be safeguarded and their future wellbeing enhanced.

### *2.2 Risk of inappropriate manipulation of the NSW planning assessment and determination process*

WSC considers that there is opaqueness and a lack of transparency regarding the relationship of the Quarry Project and the LRWF and that that lack of clarity raises serious questions about the designation of each when it comes to the assessment designation of each (SSD and Modification) respectively.

The matters at hand are outlined below.

***a) Who really is the proponent of the Quarry Project?***

WSC has been advised by Tilt Renewables, the proponent of the LRWF, that:

i. In early 2023 it was advised by DPHI that the quarry was to be part of the LRWF Modification application;
ii. At the end of 2023 it was advised by DPHI that the quarry was NOT to be part of the LRWF Mod;
iii. It (Tilt) is bankrolling the costs associated with the impact assessment process for the Quarry Project being promoted by Australian Resource Development Group Deans Quarry Pty Ltd; and
iv. That **all** the quarry products are to be used on the LRWF project and nowhere else, over a four-year period coinciding with the construction of the LRWF, and then the quarry is to be closed.

Also, of key relevance to note, there is nothing stated or inferred in the LRWF planning agreement as recently negotiated by WSC on the Modification that suggests a planning agreement will not be sought for the Quarry Project.

The Quarry Project EIS further reinforces the messaging that Tilt Renewables (LRWF) is, in effect, in the 'driver's seat' in relation to the quarry activities, by stating as follows:

Page 94: *"As the Project is* ***solely for the purpose of supplying the LRWF project construction activities, any mitigation necessary to manage impacts of quarry haulage and light vehicle traffic on Council road assets would be undertaken by the LRWF project, in accordance with Development Consent SSD 6696 (as modified).***

Page 94: ***"Potential traffic and transport impacts will be mitigated and managed through appropriate intersection design and compliance with the LRWF Traffic Management Plan (TMP)."***

*Page 94-95:* ***"Haulage of quarry products from the access road gate will be managed by Tilt subject to the requirements of the LRWF project development consent which include these haulage constraints."***

In considering the above information sourced from the Quarry Project EIS, WSC submits a reasonable person could reasonably believe that Tilt Renewables is, to all intents and purposes, the proponent - real or de facto - for the Quarry Project.

Based on the evidence outlined above, WSC reasonably believes that, at law, this is in fact a de facto development activity that is fairly and squarely an integral component of the LRWF - yet to be built - and thus should be assessed and determined as such, with Tilt Renewables being the proponent, and not having the development promoted via a third party as a separate SSD.

WSC looks forward to dialogue with DPHI on this matter.

### b) *The Quarry Project is an SSD in its own right therefore WSC requires a Planning Agreement prior to any contemplation of consent being issued*

The Minutes of the LRWF Community Consultative Committee Meeting held on 27 August 2024 (CCC) state that **Mr Stafford from Tilt Renewables "*advised the quarry is a stand-alone State Significant Development and will operate independent of the determination for the wind farm".***

WSC has also been recently advised by Tilt Renewable management that there is now real uncertainty as to whether the Quarry Project will be approved and constructed soon enough for the LRWF to be supplied with the required aggregate, and that the wind farm may have to look elsewhere across the region for the necessary material. If that is so, what does this mean for the scope and extent of Conditions of Consent for the Quarry Project? Is a Modification being contemplated to transport the aggregate product further afield to other markets? What are the traffic impact assessment implications arising from that prospect?

Even leaving aside a potential Modification to the Quarry Project, the current EIS does not adequately assess the proposed Quarry Project as a stand-alone development. For example, the Quarry Project may commence stockpiling material (onsite or elsewhere at the LRWF project site) earlier or later than the LRWF demands it, the LRWF construction may be completed in stages over many years or decades, or there may be surplus material left over once the LRWF is completed. These factors mean the Quarry Project must be assessed as a stand-alone development that cannot rely on the LRWF Modification-01 consent already having covered its impacts, just like any other quarry project.

Critically also, the SSD consent development rights under either of the LRWF or the Quarry Project may be sold by either project owner to a third party at any time (before or after any Quarry Project consent determination, and before or after construction of either project), and this may lead to unfair advantages for either of the project proponents or the incoming purchaser, unless Planning Agreements are in force between both projects and Council, and both SSD consents fairly reflect the individual stand-alone requirements of those projects as though the other project is not certain.

Given the Quarry Project has been designated SSD status then WSC requires a planning agreement to be negotiated with the developer, namely Australian Resource Development Group Deans Quarry Pty Ltd. There is nothing contained in the LRWF modified project planning agreement that states or implies a planning agreement will not be sought for the Quarry Project.

### c) *Impact assessment matters*

WSC would appreciate answers to the following questions.

1. Could Tilt Renewables please advise:
   a) What is the extent of the funding Tilt has provided to the proponent of the quarry project – both the quantum and for what purposes?
   b) Does the funding end at the date that project approval is granted?
   c) Are any of the payments advance funding to cover costs related to the aggregate resource?

d) When does Tilt expect to require aggregate for construction of LRWF – including upgrading public roads?
e) Will such supplies be sourced from the LR Quarry from the commencement of construction of LRWF?

If 'no' to Q1 e) then from where will the aggregate be sourced?

2. Could ARDG Deans Quarry please advise:
    a) When does it expect to commence supplying aggregate to the LRWF?
    b) What are the Company's plans in the event that Tilt Renewables is forced, due to scheduling incompatibilities, to acquire aggregate from other sources?
    c) In the event that Tilt Renewables obtains some or all of its LRWF aggregate needs from other parties, will the Company immediately cease production and close and rehabilitate the LR Quarry? Or does it plan to submit a Modification to allow product to be distributed to other, more distant markets?

**3. Securing Development Contributions via a Planning Agreement**

As the sphere of government directly responsible for the day-to-day governance of Warrumbungle LGA, the issues WSC has to manage are significant and diverse. Whether it be roads and bridges, water and sewerage systems, waste, community buildings, recreation or day care facilities, the availability and quality of this infrastructure and social services has a significant influence on the quality of life and wellbeing of its citizens and ratepayers.

WSC seeks development contributions from the Proponent via a Planning Agreement that acknowledges the tangible and intangible environmental, social and economic costs arising from the proposal. Such funds will be applied to a public purpose that will ensure the provision of a public benefits, as per the EP&A Regulation.

As the Warrumbungle LGA will be impacted by the proposal, it requires a Planning Agreement to be negotiated with it prior to any contemplation by the NSW Government of the granting of development approval. In addition, WSC requires the Agreement's financial Key Terms to be included as a specific condition within any project consent. Without a Planning Agreement, the negative impacts of the stand-alone development on Council's roads will not be mitigated or offset as required under the EP&A Act.

As acknowledged in the EIS (page 31 Engagement) WSC advised the proponent of its planning agreement requirements in April 2024. The EIS then suggests the relevant section in the document that addresses the planning agreement matter is 'Section 6.8'.

Page 94 of the EIS seems to suggest that the developer does not support a planning agreement, noting *"As the Project is solely for the purpose of supplying the LRWF project construction activities, any mitigation necessary to manage impacts of quarry haulage and light vehicle traffic on Council road assets would be undertaken by the LRWF project, in accordance with Development Consent SSD 6696 (as modified). Accordingly, a requirement for the quarry to contribute towards road upgrades or maintenance (e.g., via a haulage levy or VPA) would not be appropriate as it would effectively constitute 'double-dipping'."*

Page 94 goes on to add that *"Potential traffic and transport impacts will be mitigated and managed through appropriate intersection design and compliance with the LRWF Traffic Management Plan (TMP)."*

*Page 94-95 adds "Haulage of quarry products from the access road gate will be managed by Tilt subject to the requirements of the LRWF project development consent which include these haulage constraints."*

**To be clear, as per the Minutes of the LRWF Community Consultative Committee Meeting held on 27 August 2024 (CCC) where Mr Stafford from Tilt Renewables "*advised the quarry is a stand-alone State Significant Development and will operate independent of the determination for the wind farm*", WSC believes securing a Planning Agreement is entirely reasonable given it is a SSD.**

**4. Road and Traffic Impacts**

For the reasons stated in the Introductory paragraph and Planning Agreement sections above, securing a Planning Agreement is vital to ensure the developer mitigates or offsets its impacts on Council roads serving the development.

More than 2.8 million tonnes of material being transported by Council roads to the LRWF project (a relatively short distance) has been modelled using Austroads methods to represent potentially several-to-tens of millions of dollars of future damage, which Council would be required to pay for rehabilitation and maintenance of road pavements.

As the LRWF MOD-1 consent was determined after the public exhibition of this Quarry Project EIS, both the quarry developer (in its EIS) and Council have had limited time to review the actual consent requirements to ensure that any gaps in impact assessment between the two SSD projects are adequately mitigated or offset. The Quarry Project's Response to Submissions is required to address the roads consent conditions, including maintenance and upgrades to be provided by each developer.

Council recommends consent conditions which require full upgrade of all the Council-owned roads between the quarry site and the LRWF sites. As the commercial arrangements between the LRWF and Quarry Project are not public, it is only fair on the LRWF project developer that the Quarry Project must also bear consent conditions requiring such upgrades – given those upgrades are integral to enabling the quarry traffic to safely traverse public roads and offset the damage caused by them.

**5. Waste Management**

Please note that as the capacity of the waste management facilities in Warrumbungle Shire are fully committed, there is no capacity to handle any of the project's waste.

**6. Water Management**

It is noted from the EIS that the Quarry Project expects to require 15 ML or water per year. Apparently this volume is inclusive of 12 ML that is intended to be used for dust suppression and 3 ML that will be used to meet process demands. It is understood these demands will be met by surface water runoff captured on-site and groundwater from a local bore located on Lot 5 DP 883170 owned by the quarry site landholder.

If you have any queries regarding the abovementioned matters, please don't hesitate to contact Council on 02 6849 2000.

Yours sincerely

**LINDSAY MASON**
**ACTING GENERAL MANAGER**

warrumbungle SHIRE COUNCIL

# Travel Expenses of Members of Council

Warrumbungle Shire Council

DATE: 21 / 11 / 2024

NAME: **Councillor Debra Bell**

ADDRESS:
MENDOORAN

VEHICLE (Made and Model): Toyota Landcruiser

TYPE – ***please tick one***

- □ Electric Vehicle – $0.44
- □ Hybrid – $0.64
- □ Internal Combustion - under 2.5 litres – $0.83
- ☑ Internal Combustion - 2.5 litres and over – $0.98

| | | | | | |
|---|---|---|---|---|---|
| Meeting: Monthly Council | 21/11/2024 | 160 | kms @ | $ .98 | 156.80 |
| Meeting: Binaway | 28/10/2024 | 120 | kms @ | $ .98 | 117.60 |
| Meeting: C'Induction | 13/11/2024 | 160 | kms @ | $ .98 | 156.80 |
| Meeting: C'Induction | 20/11/2024 | 160 | kms @ | $ .98 | 156.80 |
| Meeting: C'Meeting | 21/11/2024 | 160 | kms @ | $ .98 | 156.80 |
| Council Induction (2) | 14/10/24 | 160 | @ | .98 | 156.80 |
| | 9/10/24 | 160 | TOTAL | $ | 156.80 |
| | | | | | 1058.40 |

Signature of Claimant: DBell

I hereby certify that:

(a) the computations of this account are correct.
(b) the charges are, so far as I am able to ascertain, fair and reasonable.

.....
For and on behalf of General Manager

warrumbungle SHIRE COUNCIL

# Travel Expenses of Members of Council

Warrumbungle Shire Council

DATE: 21 / 11 / 2024

NAME: **Councillor Zoe Holcombe**

ADDRESS: 18 Hagan Ave
COONABARABRAN

VEHICLE: Hyandai Tusun Diesel

TYPE – ***please tick one***

- ☐ Electric Vehicle – $0.44
- ☐ Hybrid – $0.64
- ☐ Internal Combustion - under 2.5 litres – $0.83
- ☑ Internal Combustion - 2.5 litres and over – $0.98

| | | | | | |
|---|---|---|---|---|---|
| Meeting: Monthly Council | ~~DEC~~ NOV /2024 | | kms @ | $ | |
| Meeting: Dowedoo Consult | 4 / 11 /2024 | 200 | kms @ | $ | 196.00 |
| Meeting: Binnaway Consult | 28 / 10 /2024 | 70 | kms @ | $ | 68.60 |
| Meeting: | / /2024 | | kms @ | $ | |
| Meeting: | / /2024 | | kms @ | $ | |
| | | | TOTAL | $ | 264.60 |

Signature of Claimant: Zoe Holcombe

I hereby certify that:

(a) the computations of this account are correct.
(b) the charges are, so far as I am able to ascertain, fair and reasonable.

.....
For and on behalf of General Manager

warrumbungle SHIRE COUNCIL

# Travel Expenses of Members of Council

Warrumbungle Shire Council

DATE: / / 2024

NAME: **Councillor Dale Hogden**

ADDRESS: 10 Digilah Street
DUNEDOO

VEHICLE: Toyota 2.8c.

TYPE – ***please tick one***

- □ Electric Vehicle – $0.44
- □ Hybrid – $0.64
- □ Internal Combustion - under 2.5 litres – $0.83
- ☑ Internal Combustion - 2.5 litres and over – $0.98

| | | | | | | |
|---|---|---|---|---|---|---|
| Meeting: Monthly Council | 21 / 11 /2024 | 200 | kms @ | ~~.98~~ ~~200~~ | $ | 196 |
| Meeting: | / /2024 | | kms @ | | $ | |
| Meeting: | / /2024 | | kms @ | | $ | |
| Meeting: | / /2024 | | kms @ | | $ | |
| Meeting: | / /2024 | | kms @ | | $ | |
| | | | TOTAL | | $ | 196. |

Signature of Claimant: .....

I hereby certify that:

(a) the computations of this account are correct.
(b) the charges are, so far as I am able to ascertain, fair and reasonable.

.....
For and on behalf of General Manager

warrumbungle SHIRE COUNCIL

# Travel Expenses of Members of Council

Warrumbungle Shire Council

DATE: 21 / 11 / 2024

NAME: **Councillor Denis Todd**

ADDRESS: 18 – 20 Macquarie Street
BARADINE

VEHICLE: Great Wall / Stateman.

TYPE – ***please tick one***

- ☐ Electric Vehicle – $0.44
- ☐ Hybrid – $0.64
- ☑ Internal Combustion - under 2.5 litres – $0.83 Great Wall
- ☑ Internal Combustion - 2.5 litres and over – $0.98 Stateman.

| | | | | | | |
|---|---|---|---|---|---|---|
| Great Wall | Meeting: Monthly Council | 21 / 11 /2024 | 92 | kms @ 83 | $ | Coona 76.36 |
| Coolah Great Wall | Meeting: Community | 4 / 11 /2024 | 264 | kms @ 98 | $ | Dunedoo 258.72 |
| Mendooran Great Wall | Meeting: Community | 5 / 11 /2024 | 92 | kms @ 98 | $ | Mendooran 90.16 |
| Coona Great Wall | Meeting: Coonamble | 11 /11 /2024 | 92 | kms @ 83 | $ | Coona 76.36 |
| Dunedoo Great Wall | Meeting: Coonamble | 12 /11 /2024 | 92 | kms @ 83 | $ | ~~Mendooran~~ 76.36 Dunedoo |
| Stateman | Code Conduct | 13-11-24 | 92 | 98 | $ | Coona 90.16 |
| | Code Conduct | 20-11-24 | 92 | TOTAL 83 | $ | Coona. 76.36 |
| | | | | | | $ 744.48 |

Signature of Claimant: D Todd

I hereby certify that:

(a) the computations of this account are correct.
(b) the charges are, so far as I am able to ascertain, fair and reasonable.

Stateman 98 cent
Great Wall 83 cent

.....
For and on behalf of General Manager

warrumbungle SHIRE COUNCIL

# Travel Expenses of Members of Council

Warrumbungle Shire Council

DATE: 21 / 11 / 2024

NAME: **Councillor Ray Lewis**

ADDRESS: 'Dunmovin'
NEILREX

VEHICLE (Made and Model): ISUZU MUX

TYPE – ***please tick one***

- ☐ Electric Vehicle – $0.44
- ☐ Hybrid – $0.64
- ☐ Internal Combustion - under 2.5 litres – $0.83
- ☑ Internal Combustion - 2.5 litres and over – $0.98

| | | | | | | |
|---|---|---|---|---|---|---|
| Meeting: Monthly Council | 21 / 11 /2024 | 126 | kms @ | .98 | $ | 123.48 |
| Meeting: | / /2024 | | kms @ | | $ | |
| Meeting: Binnaway Com | 26 / 10 /2024 | 52 | kms @ | | $ | 50.96 |
| Meeting: Councillor Info Day | 13 / 11 /2024 | 126 | kms @ | | $ | 123.48 |
| Meeting: Council Meeting | 20 / 11 /2024 | 126 | kms @ | | $ | 123.48 |
| | | | TOTAL | | $ | 421.40 |

Signature of Claimant: .....

I hereby certify that:

(a) the computations of this account are correct.
(b) the charges are, so far as I am able to ascertain, fair and reasonable.

.....
For and on behalf of General Manager

Board Meeting Minutes

Friday, 8 November 2024

Dubbo Regional Council

Commencing at 9.00am

# Draft Minutes Board Meeting

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**Date:** **Friday, 8 November 2024**

**Time:** **9.05 am**

**Venue:** **Dubbo Regional Council Meeting Rooms**

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**ATTENDEES:**

| | |
|---|---|
| Peter Vlatko | General Manager Cobar Shire Council |
| Clr Glen Neill | Mayor Bogan Shire Council |
| Derek Francis | General Manager Bogan Shire Council |
| Clr Lachlan Ford | Mayor Bourke Shire Council |
| Leonie Brown | General Manager Bourke Shire Council |
| Clr Greg Whiteley | Mayor Warren Shire Council |
| Bradley Pascoe | Divisional Manager Finance & Administration Warren Shire Council |
| Clr Josh Black | Mayor Dubbo Regional Council |
| Clr Jasen Ramien | Mayor Walgett Shire Council |
| Megan Dixon | General Manager Walgett Shire Council |
| Clr Tom Stanton | Mayor Brewarrina Shire Council |

| | |
|---|---|
| David Kirby | General Manager Brewarrina Shire Council |
| Clr Kathryn Rindfleish | Mayor Warrumbungle Shire Council |
| Leanne Ryan | Acting General Manager Warrumbungle Shire Council |
| Clr Danny Keady | Mayor Coonamble Shire Council |
| Paul Gallagher | General Manager Coonamble Shire Council |
| Clr Doug Batten | Mayor Gilgandra Shire Council |
| David Neeves | General Manager Gilgandra Shire Council |
| Clr Ewen Jones | Mayor Narromine Shire Council |
| Jane Redden | General Manager Narromine Shire Council |

## 1. WELCOME

David Neeves assumed the Chair as Returning Officer in the interim until the Election of the new Chairperson at the Annual General Meeting.

David Neeves congratulated the new Mayors and welcomed all other participants.

Mayor Josh Black welcomed the Alliance Western Councils Board to Dubbo.

## 2. ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was made by the Interim Chairperson.

## 3. APOLOGIES:

| | |
|---|---|
| Jarrod Marsden | Mayor Cobar Council |
| Des Kennedy | Mayor Mid-Western Regional Council |
| Brad Cam | General Manager Mid-Western Regional Council |
| Bob Stewart | Administrator Central Darling Shire Council |
| Greg Hill | General Manager Central Darling Shire Council |
| Murray Wood | General Manager Dubbo Regional Council |
| Gary Woodman | General Manager Warren Shire Council |

**RESOLVED** Clr Batten/Leonie Brown, that the apologies received be accepted.

**Carried**
**2024/16**

## 4. DECLARATIONS OF INTEREST

Nil declarations of interest were made.

## 5. CHAIRPERSON'S REPORT

Previously circulated to the Board by email and attached to the Minutes.

Clr Doug Batten acknowledged the fervour and commitment made to the Alliance Western Councils by the outgoing Chair – Clr Craig Davies. Recognition for Clr Davies tireless work in the area of Biodiversity offsets was given.

**RESOLVED** Clr Batten/Clr Ford that:

1. The outgoing Chairperson's report be received; and
2. That a letter of appreciation be sent to Clr Craig Davies for his service to the Alliance Western Councils.

**Carried**
**2024/17**

## 6. ADJOURNMENT TO THE ANNUAL GENERAL MEETING

**RESOLVED** Clr Batten/Jane Redden that at this point in the meeting, the time being 9.10 am the meeting be adjourned to proceed with the Annual General Meeting.

**Carried**
**2024/18**

**6.1 Election of Chair**

Clr Doug Batten nominated Clr Glen Neill for the position of Chair. The nomination was seconded by Clr Lachlan Ford. Being there was only one nominee, Clr Neill was elected Chairperson for the ensuing 12 months.

**Carried**
**2024/19**

**6.2 Election of Deputy Chairperson**

Clr Doug Batten nominated Clr Greg Whiteley for the position of Deputy Chairperson. The nomination was seconded by Clr Lachlan Ford. Being there was only one nominee, Clr Whiteley was elected Deputy Chairperson for the ensuing 12 months.

**Carried**
**2024/20**

**Clr Neill assumed the role as Chairperson.**

**6.3 Consideration of Financials**

Discussion: Contributions have now been transferred from the previous Orana Joint Organisation Bank Account to the Alliance Western Councils Bank account.

Discussion: Regions better represented by the collaboration between Orana and Far West. Less governance and cost. A voluntary Alliance model is preferable to a forced Joint Organisation.

**RESOLVED** David Neeves/Clr Batten that the 2023-2024 Financial Report be noted.

**Carried**
**2024/21**

There being no further business the Annual General Meeting closed at 9.15 am.

**RETURN TO GENERAL MEETING**

**7. CONFIRMATION OF ALLIANCE WESTERN COUNCILS BOARD MEETING MINUTES**

**7.1 Alliance Western Councils Board Meeting - 16 August 2024**

**RESOLVED** Clr Batten/Leonie Brown that the Minutes of the Alliance Western Councils Board Meeting held on 16 August 2024 be adopted.

**Carried**
**2024/22**

**7.2 Matters arising**

Nil.

## 8. CONFIRMATION OF ALLIANCE WESTERN COUNCILS GMAC MEETING MINUTES

**8.2** **RESOLVED** David Neeves/Jane Redden that the minutes of the Alliance Western Councils GMAC Meeting held on 25 October 2024 be adopted.

**Carried**
**2024/23**

**8.3 Matters arising**

Financial Contributions for Membership of Alliance Western Councils

Discussion in relation to the annual contribution for Membership of the Alliance Western Councils.

**RESOLVED** Peter Vlatko/Daniel Keady that the contributions for the 2024-2025 financial year be set at $6,000 per Council per annum with the acknowledgment that should additional funding be needed for other specific reasons – future requests may be made.

**Carried**
**2024/24**

## 9. GENERAL BUSINESS

**9.1 Orana Utilities Alliance – Presentation Doug Moorby (brief summary discussion)**

- Doug Moorby encouraged everyone to look at Section 9 of the Report from the NSW Productivity and Equality Commission – Review of Funding Models for Local Water Utilities. (Previously circulated to Board Members).
- Doug Moorby will prepare the submission for the Alliance in relation to the Productivity Commission Report.
- The Utilities Alliance has a new strategic plan – and he encouraged everyone to look at it. It is currently on the Utilities Alliance website.
- Subscription fee for the Utilities Alliance is $7,000 per Council per annum.
- A business case has been done for a centralised training centre.
- A submission is being prepared on PFAS and the potential cost of PFAS to Utilities Alliance members.
- Dave Neeves: The Utilities Alliance is here to support member Councils. Doug Moorby's contribution is invaluable. It's a great network.
- Water and sewer operator positions are hard to fill and expensive to train.
- Utilities Alliance Report 1 – attached to the Business Paper is for notation.
- Utilities Alliance Report 2 – attached to the Business Paper is for Resolution.

**RESOLVED** Clr Batten/Leonie Brown that:

1. The Utilities Alliance Report 1 attached to the Business Paper be noted; and
2. That the name of the Orana Water Utilities Alliance be changed to the "Western Councils Water Alliance" and that the Project Officer carry out all the requirements to re-brand the organisation.

**Carried**
**2024/25**

**9. GENERAL BUSINESS** **CONTINUED**

**9.2 Transport for NSW Presentation – Jackie Anderson, Belinda Roberts, Amy Slessor. Adam Tanner** was an apology.

- There will be 9 plans in NSW;
- 2 are currently in Draft form;
- All Alliance members are encouraged to visit the Transport for NSW website and make an on line contribution;
- Transport for NSW requested a copy of the OROC Transport Plan; and
- The Chairperson thanked Transport for NSW for their attendance and their presentation.

**9.3 Meeting Dates and Suggested Presenters**

- Leonie Brown requested a Workshop in early 2025 with State Agencies invited to be present.
- Peter Vlatko requested a presentation on the cost of water and affordability.

**RESOLVED** Jane Redden/David Neeves that Meeting Dates for 2025 are as follows:

- GMAC Meeting - Friday, 21 February 2025.
- Alliance Board Meeting - Friday, 7 March 2025 with a potential Workshop on Thursday, 6 March 2025.

**Carried**
**2024/25**

**9.4 Police Numbers in Our Region**

General Discussion: Police numbers are an ongoing problem in some areas. Local attendance is "hit and miss" depending on the location of the individual Council areas and also the individual area circumstances.

Clarification is needed in relation to availability and standard of Police housing, Replacement Policy for absent Officers and regional incentives (cost of living advantage and travel for medical).

The possibility of a scholarship to support a person to enter the academy and then work within the Alliance Western Councils area was also discussed – to be investigated further. Executive Officer to circulate information on numbers that were distributed at the Board Meeting.

**RESOLVED** Clr Batten/Clr Jones that a deputation for the Alliance Western Councils be sent to the NSW Minister for Police expressing concern about policing numbers in the Alliance Western Councils area and also seeking clarification in relation to the issues raised above.

**Carried**
**2024/26**

**9.5 Position of Executive Officer**

The Interim Executive Officer – Lisa Schiff left the room for the discussion.

**RESOLVED** Clr Batten/Clr Ford that:

1. That the General Manager's from Narromine, Gilgandra and Bogan be authorised to extend the current scope of the Executive Officer as an interim measure into the first half of 2025 to oversight the completion of the Alliance Western Councils Strategic Plan and the other Executive Officer functions required of the Alliance; and
2. The General Manager's from Narromine, Gilgandra and Bogan be authorised to negotiate and finalise the fee structure.

**Carried**
**2024/27**

**9.6 Meeting Locations 2025**

**RESOLVED** Clr Batten/Jane Redden to accept meetings in different locations – at the discretion of the Chair and Executive Officer.

**Carried**
**2024/28**

**9.7 Submission Dubbo PCYC**

Dubbo Mayor Josh Black addressed the Board and requested that a letter of support from the Alliance Western Councils and also individual Councils be sent to the Minister in requesting approval of the outstanding Government grant for the Dubbo PCYC Indoor Sports Complex Application.

**RESOLVED** Clr Batten/Clr Whiteley that the Alliance Western Councils send a letter of support for the Dubbo PCYC Indoor Sports Complex application.

**Carried**
**2024/29**

**9.8 Sustainability**

There was a general discussion in relation to the financial sustainability of Councils and the question was asked by Peter Vlatko – is financial sustainability achievable?

It was suggested that we advise politicians that funding is needed for operational activity and not for more assets. It was suggested that sustainability could only be achieved by further rate rises and this is unsustainable.

Councils are not "roads, rates and rubbish" anymore and the community expectation is that Councils will provide a much wider range of services which are usually unfunded.

David Kirby suggested that the Alliance Western Councils invite Professor Drew – Centre of Local Government Studies to address the Board of the Alliance Western Councils – on the afternoon prior to the next meeting.

**RESOLVED** David Kirby/Peter Vlatko that David Kirby to contact Professor Drew with a view to having him address the Alliance Western Councils Board in a workshop.

**Carried**
**2024/30**

**9.9 Draft Strategic Plan:**

Lisa Schiff recapped the process on preparation of the Draft Plan to date – including the outcome of the previous Workshop and presented a short PowerPoint presentation to highlight the parts of the Draft Plan still requiring input from members as follows:

- Top six Council priorities; and
- Tested the Vision, Values.

It was suggested that the PowerPoint be circulated and the Board Members given until the end of November to provide comment. A gentle reminder was given that this Plan is the Alliance Western Councils Plan and that input is both needed and welcomed.

It is anticipated that the Draft Strategic Plan will be presented to a final workshop at the next Board Meeting in March 2025. The Draft Plan will be presented to GMAC in February 2025.

**RESOLVED** Jane Redden/Clr Batten that:

1. The Draft Plan be circulated for comment by Board Members with comments to be received by end of first week in December 2024;
2. That the Draft Plan be presented to GMAC in February 2025; and
3. That the Draft Plan be workshopped by the Alliance Western Councils Board in March 2025 prior to finalisation.

**Carried**
**2024/30**

The meeting closed at 12.00 pm with the Chairperson wishing everyone a safe and Happy Christmas.

Alliance of Western Councils – Chairs Report 2023-2024

Dear Fellow members,

I can't thank enough my fellow Mayors for the pleasure of being Chair of the Alliance of Western Councils. Without doubt, I have enjoyed the role more than any other aspect of my mayoral role over the past five years.

Sadly, I am no longer Mayor of Narromine Shire and that's democracy.

We have proven to be a very resilient and focused group over this period and our reputation is in excellent shape. Despite our rural and remoteness, we have made an impact particularly on the NSW Ministers and earned their respect and regards. My collaboration has been largely positive, and we have made a real impact on the Biodiversity Offset Scheme that I hope will become evident over the coming months.

The Productivity Commissioners Review of Water Utilities in Western NSW has also revealed our influence with our submission being quoted in the Commissioners Report. There is much work to be done in regard to Critical Human Needs Water and I hope the opportunity exists whereby I can continue to ensure delivery of first world conditions in the Water space. Bureaucracy has basically created a decision-making stagnation and since GM Jane Redden and I met with Water Group representatives in NSC Chambers seven years ago the situation has only worsened. I now think there is light at the end of the tunnel.

I encourage all member councils to have representatives at all our meetings as without your involvement the AWC is but a shadow of its potential. It doesn't need to be the Mayor or GM but any senior member of Council or staff. There is real strength in numbers.

Finally, thanks so much for the opportunity to work with you all. The Alliance is a wonderful organisation and can only get stronger with collaboration.

Congratulations to all the new mayors and I hope you all get right behind the AWC.

Craig Davies

**ALLIANCE OF WESTERN COUNCILS**
**MEETING OF THE BOARD – 8 November 2024**

**REPORT NO 1: ACTIVITIES REPORT – OWUA TECHNICAL COMMITTEE**

**Author:** Technical Chairperson Doug Moorby

**Glossary of Terms**

| | |
|---|---|
| AOWC: | Alliance of Western Councils |
| OWUA: | Orana Water Utility Alliance |
| DCCEEW: | Department of Climate Change Energy and Environment-Water |
| EHO: | NSW Health Environmental Health Officer |
| TWRRP: | NSW. DCCEEW-Town Water Risk Reduction Program |
| WNSWLHD: | Western N.S.W Local Health District |
| WIG: | DCCEEW -Water Infrastructure Group |
| GRP: | DCCEEW – Safe and Secure Grant Review Panel |
| LWU: | Local Water Utility (Councils and County Councils) |
| PEC: | NSW Productivity and Equality Commission |
| PC: | NSW Productivity Commissioner |

**Executive Summary**
The purpose of this report is to present information on recent Alliance activities

**Activities Report:**

Since the last meeting of the Board attended by members of the Technical Committee in March, the following key activities have taken place.

1. Conducted Technical Committee meetings:

    - No 32 April 11 Narromine
    - No 33 June 13 & 14 Cobar combined with Operator Group, Cobar Shire site tours and Pipe Management Australia presentation plus visit by staff of the DCCEEW Office of Project Management (WIG)
    - No 34 August 22 Dubbo combined with Operator Group and site Tour of Dubbo Wastewater Treatment Plant
    - No 35 October 10 combined with Operator Group presentation by Central JO Alliance Chair Andrew Francis in relation to the Water Loss Management Project about to start in the region followed by a site Tour of Timor Dam
2. Commenced conducting combined Technical and Supervisor-Operator Group meetings as means of building capacity and co-operation between the groups. It was thought this may be beneficial to assist in dealing with the Operator crisis being faced by many member Councils, the results so far have been very encouraging.
3. Chair and Deputy Chair met with the Productivity Commissioner in their dual roles as Orana Region board members of the NSW Water Directorate.
4. Chairperson conducted a briefing and tour with the PC and DCCEEW staff. This was requested by the Commissioner and followed his meeting with AOWC Board in Dubbo.

5. Lodged a written submission on behalf of the Alliance member Councils to the PEC inquiry.
6. The Technical Committee formed a Strategic planning subgroup that commenced a series of meetings to formulate a 5 Year Strategic Plan that is intended as guiding document and vision for the OWUA.
7. In August OWUA Technical Chair and AOWC Board Chairperson attended a meeting with the Hon Rose Jackson MP, Minister for Water and were accompanied by Brenden Guiney EO of the NSW Water Directorate. The meeting followed discussion between Chairman Davies and the Minister at the NSW Water management Conference in July following release of the Productivity Commissioners report.

   An agenda for the meeting was prepared by the group to discuss with the Minister the key issues listed below.

   - Water Security - Water for Critical Human Needs
   - NSW Productivity Commission report
   - Regional training centres
   - Extension of current programs
   - Consideration of new program objectives

   The discussions with the Minister and her senior advisors were productive with the Minister giving assurances that any structural reforms or responses would be co-designed with the industry sector. She repeated the current policy position that there would be no forced amalgamations or privatisations of water utilities in NSW as a response to the Commissioners report.

   Minister Jackson is keen to see our alliance involved in an active manner in discussions around the government responses to the Parliamentary Inquiry and the PEC-Commissioner's Report and in particular section 9 of the report on Western NSW. This discussion is vital and will be key in the structuring of any payment of a Community Service Obligation by the government to Councils.

   Since the meeting DCCEEW have appointed Michael Blackmore as the DCCEEW Director of Reform who will head up a group to manage the government response to the commissioner's recommendations. This group have been busy and have this week released a discussion paper (link attached). The response to this paper closes on 6 December and a workshop between the Board of Water Directorate is being organised to take place in the next two weeks. It is the Technical Committee intention to formulate a response on behalf of the OWUA and any input from member Councils will be most welcome. Aside from this group response, individual member Councils are encouraged to lodge responses during the consultation period.

**Attachment to Report:**

Link to/ Local Water Utility funding reform | NSW Government Water

**ALLIANCE OF WESTERN COUNCILS**
**MEETING OF THE BOARD – 8 NOVEMBER 2024**

**REPORT NO2: OWUA PROPOSED NAME CHANGE-REBRAND**

**Author:** Technical Chairperson Doug Moorby

**Glossary of Terms:**

| | |
|---|---|
| AOWC: | Alliance of Western Councils |
| OWUA: | Orana Water Utility Alliance |
| DCCEEW: | Department of Climate Change Energy and Environment-Water |
| EHO: | NSW Health Environmental Health Officer |
| TWRRP: | NSW. DCCEEW-Town Water Risk Reduction Program |
| WNSWLHD: | Western N.S.W Local Health District |
| WIG: | DCCEEW -Water Infrastructure Group |
| GRP: | DCCEEW – Safe and Secure Grant Review Panel |
| LWU: | Local Water Utility (Councils and County Councils) |
| PEC: | NSW Productivity and Equality Commission |
| PC: | NSW Productivity Commissioner |

**Executive Summary:**

The purpose of this report is to provide information and reasoning for a suggest name change- rebrand of the Orana Water Utility Alliance

**Report:**
The current situation where the water utility exists under the branding of the former Orana Joint Organisation is tending to create confusion in both the water utility sector and the NSW Government. It is felt that as the utility alliance has been shifted via the revised Memorandum of Understanding between the 13 member Councils to sit as a subgroup of the Alliance of Western Councils that a name that reflects this existence would be more appropriate.
While not considered previously this change is now considered by the Technical Committee as being a high priority action. During the recent Parliamentary and Productivity and Equality Commission inquiries it was noted that there was large scale confusion within the various state bodies involved, as to the alignment of the two groups. This led to some questions around potential governance issues for the water alliance. With inquiries and potential structural reform on the radar including possible CSO payments and other funding model reforms a united approach especially in name has never been more important.

**Financial Implications:**
Some rebranding costs including rebranding of the alliance website will be required. These should be minor in nature so it is unlikely that these costs cannot be covered by the current member subscriptions.

**Risk Management Issues:**
The main risk is in not rebranding the alliance to reflect a proud Local Government alignment of the members.

**Attachments:**

Nil

**RECOMMENDATION of the Technical Committee:**

That the name of the Orana Water Utility Alliance be changed to the "Western Councils Water Alliance" and that the Project Officer carry out all the requirements to re-brand the organisation.

# AGENDA FOR
# ORDINARY COUNCIL MEETING

## Monday, 25th November 2024

**NOTICE IS HEREBY GIVEN** pursuant to clause 7 of Council's Code of Meeting Practice that the Council Meeting of Castlereagh Macquarie County Council will be held at the **Coonamble Shire Council Chambers** on **25th November 2024** commencing at **10:30am** to discuss the items listed in the Agenda.

**Please Note: The Council Meeting is audio recorded**

Michael Urquhart
**GENERAL MANAGER**

Table of Contents

**1. OPENING OF MEETING ..... 3**
**2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS ..... 3**
**3. LEAVE OF ABSENCE ..... 3**
**4. DECLARATION OF INTERESTS ..... 4**
**5. PUBLIC PRESENTATION ..... 5**
**6. CONFIRMATION OF MINUTES/MATTERS ARISING ..... 6**
6.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 28th OCOTBER 2024 ..... 6
**7. REPORT OF THE GENERAL MANAGER ..... 15**
ITEM 7.1 COUNCIL'S DECISION ACTION REPORT – NOVEMBER 2024 ..... 15
ITEM 7.2 CASH ON HAND AND INVESTMENT REPORT AS AT 31st OCTOBER 2024 ..... 18
ITEM 7.3 POLICIES ..... 20
ITEM 7.4 GOVERNMENT INFORMATION PUBLIC ACCESS ACT (GIPA) ANNUAL REPORT 2023/2024 88
ITEM 7.5 PUBLIC INTEREST DISCLOSURE – ANNUAL REPORT ..... 96
ITEM 7.6 2023/2024 AUDITED FINANCIAL STATEMENTS AND AUDIT REPORT ..... 98
ITEM 7.7 ANNUAL REPORT 2023/2024 ..... 101
ITEM 7.8 CMCC CHRISTMAS CLOSURE PERIOD 2024/2025 ..... 102
ITEM 7.9 IMPORTANT DATES – UPCOMING MEETINGS AND EVENTS ..... 103
**8. BIOSECURITY REPORT ..... 106**
ITEM 8.1 QUARTERLY BIOSECUIRTY REPORT ..... 106
**9. QUESTIONS FOR NEXT MEETING ..... 109**
**10. CONFIRMATION DATE OF NEXT MEETING ..... 109**
**11. CLOSE OF MEETING ..... 109**

# 1. OPENING OF MEETING

*Time:_____am*

# 2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

*We acknowledge the Traditional Owners of the land we gather upon today and pay respect to the Elders both past, present and emerging.*

# 3. LEAVE OF ABSENCE

| **Leave of Absence** |
| --- |
| **Recommendation:**<br><br>That the leave of absence received from _____ are accepted and a leave of absence granted.<br><br>**Moved:**<br>**Seconded:** |

# 4. DECLARATION OF INTERESTS

*Councillors and senior staff are reminded of their obligation to declare their interest in any matters listed before them.*

*In considering your interest you are reminded to include pecuniary, non-pecuniary and conflicts of interest as well as any other interest you perceive or may be perceived of you.*

*Councillors may declare an interest at the commencement of the meeting, or alternatively at any time during the meeting should any issue progress or arise that would warrant a declaration.*

*Councillors must state their reasons in declaring any type of interest.*

| Councillor | Item No. | Pecuniary/ Non-Pecuniary | Reason |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

# 5. PUBLIC PRESENTATION

| SPEAKER | TOPIC |
|---|---|
| | |

# 6. CONFIRMATION OF MINUTES/MATTERS ARISING

## 6.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 28th OCOTBER 2024

| **Minutes of Ordinary Council Meeting – 28th October 2024** |
|---|
| **Recommendation:**<br><br>That the minutes of the ordinary Council meeting held 28th October 2024, having been circulated be confirmed as a true and accurate record of that meeting.<br><br>**Moved:**<br>**Seconded:** |

**Attachments:**
Meeting Minutes – 28th October 2024

## CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

**MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL HELD AT COONAMBLE SHIRE COUNCIL CHAMBERS, COONAMBLE ON MONDAY 28th OCTOBER 2024 COMMENCING AT 10:35AM**

**PRESENT:** Clr D Batten, Clr N Kinsey, Clr G Peart, Clr Z Holcombe, Clr M Cooke, Clr P Fisher, Clr D Bell, Clr M Garnsey, and Clr G Rummery.

**ABSENT:** Clr G Whiteley

**STAFF MEMBERS:** M. Urquhart (General Manager), A. Fletcher (Senior Biosecurity Officer), R Wilson (Administration Services Officer).

**WELCOME:** Meeting was opened at 10:35am and General Manager Michael Urquhart welcomed all councillors and staff to the meeting.

*Each Councillors read the Oath or Affirmation as per Section 233A of the Local Government Act 1993.*

**05/24/01 Apologies and Leave of Absence**

**Resolved:**

That the leave of absence received from Clr G Whitely is accepted and a leave of absence granted.

**Moved:** Clr Kinsey
**Seconded:** Clr Cooke

**Carried**

**05/24/02 Election of Chairperson and Deputy Chairperson**

**Resolved:**

That Council adopt the ordinary ballot method for the election of the Chairperson and Deputy Chairperson.

**Moved:** Clr Batten
**Seconded:** Clr Kinsey

**Carried**

DRAFT

**05/24/03 Destruction of Election Ballot Papers**

**Resolved:**

That any ballot papers used, now be destroyed.

**Moved:** Clr Batten
**Seconded:** Clr Holcombe

**Carried**

**05/24/04 Election of Chairperson for Period Ending – September 2026**

**Resolved:**

That the report be received and noted and the election for the position of Chairperson be held now.

**Moved:** Clr Kinsey
**Seconded:** Clr Garnsey

**Carried**

*General Manager, Michael Urquhart invited nominations for Chairperson.*

*One nomination was received, that being Clr Doug Batten.*

*General Manager, Michael Urquhart duly declared Clr Doug Batten as Chairperson for the ensuing two (2) years ending September 2026.*

**05/24/05 Election of Deputy Chairperson for Period Ending – September 2026**

**Resolved:**

That the report be received and noted and the election for the position of Deputy Chairperson be held now.

**Moved:** Clr Fisher
**Seconded:** Clr Bell

**Carried**

*General Manager, Michael Urquhart invited nominations for Deputy Chairperson.*

*One nomination was received, that being Clr Noel Kinsey.*

*General Manager, Michael Urquhart duly declared Clr Noel Kinsey as Deputy Chairperson for the ensuing two (2) years ending September 2026.*

*At this time, Clr Doug Batten took the Chair.*

**DECLARATIONS OF INTEREST- Nil**

*Mr Todd Pallister, Local Land Services was listed on the agenda to address council in relation to the Hudson Pear Programme. Following circulation of the agenda, Mr Pallister contacted CMCC to advise, he was unable to attend the meeting.*

**05/24/06 Minutes of Ordinary Council Meeting – 26th August 2024**

**Resolved:**

That the minutes of the ordinary Council meeting held 26th August 2024, having been circulated be confirmed as a true and accurate record of that meeting.

**Moved:** Clr Holcombe
**Seconded:** Clr Kinsey

**Carried**

**05/24/07 Correspondence for September 2024**

**Resolved:**

That the correspondence be received and noted

**Moved:** Clr Bell
**Seconded:** Clr Garnsey

**Carried**

**05/24/08 Reports of Committees**

**Resolved:**

That the minutes of the Central West Regional Meeting and the Central West Regional Weeds Committee Operations Group Meeting be received and noted.

**Moved:** Clr Bell
**Seconded:** Clr Cooke

**Carried**

**05/24/09 Council's Decision Action Report – October 2024**

**Resolved:**

That the Resolution Register for October 2024 be received and noted.

**Moved:** Clr Kinsey
**Seconded:** Clr Garnsey

**Carried**

**05/24/10 Circulars Received From the NSW Office of Local Government**

**Resolved:**

That the information contained in the following Departmental circulars 24-16 to 24-19 from the Local Government Division Department of Premier and Cabinet be received and noted.

**Moved:** Clr Kinsey
**Seconded:** Clr Rummery

**Carried**

**05/24/11 Cash and Investment Report – 30th September 2024**

**Resolved:**

That the investment report for 30th September 2024 be received and noted.

**Moved:** Clr Peart
**Seconded:** Clr Kinsey

**Carried**

**05/24/12 Quarterly Budget Review Statement – September 2024**

**Resolved:**

That Council adopt the attached Quarterly Budget Review Statement for 30th September 2024 as tabled.

**Moved:** Clr Garnsey
**Seconded:** Clr Holcombe

**Carried**

**05/24/13 First Quarter Operational Plan 24/25**

**Resolved:**

That Council accept the progress made on the 2024/2025 Operational Plan as at 30th September 2024.

**Moved:** Clr Fisher
**Seconded:** Clr Bell

**Carried**

**05/24/14 Pecuniary Interest Returns 2023/2024**

**Resolved:**

That the General Managers report be received and noted.

**Moved:** Clr Kinsey
**Seconded:** Clr Peart

**Carried**

**05/24/15 Payment of Expenses & Provision of Facilities to Councillors Policy**

**Resolved:**

That;

1. The General Manager report be received

2. Council having not received any submissions during the public exhibition period, now formally adopts the "Payment of Expenses & Provision of Facilities to Councillors' Policy as tabled.

**Moved:** Clr Cooke
**Seconded:** Clr Rummery

**Carried**

DRAFT

**05/24/16 Public Interest Disclosure (PID) Policy**

**Resolved:**

That;

1. The General Manager report be received

2. Council adopts the Public Interest Disclosure policy as presented.

**Moved:** Clr Bell
**Seconded:** Clr Garnsey

**Carried**

**05/24/17 Advertising Policy**

**Resolved:**

That;

1. The General Manager report be received

2. Council adopts the Advertising Policy as presented.

**Moved:** Clr Bell
**Seconded:** Clr Garnsey

**Carried**

**05/24/18 Delegates, Representatives and/or members of Committees, Reference Group and External Bodies – Terminating September 2025**

**Resolved:**

That members, representatives and delegates be appointed to the committees, reference groups and external organisations as outlined in the scheduled for the period terminating September 2025.

Councillor Representatives are as follows; North West Weeds Committee Clr Greg Rummery. Central West Weeds Committee Clr Noel Kinsey.

**Moved:** Clr Kinsey
**Seconded:** Clr Cooke

**Carried**

**05/24/19 Ordinary Council Meetings – Time, Dates and Venue for 24-25**

**Resolved:**

That;

1. Council endorse the below dates for the 2024-2025 Ordinary Council Meetings to be held at the Coonamble Council Chambers, commencing at 10.30am

25 November 2024
24 February 2025
28 April 2025
23 June 2025
25 August 2025
27 October 2025

2. That Council advertise on Council's website, the meeting schedule for 2024-2025 meetings including time, date and place as stated above.

**Moved:** Clr Garnsey
**Seconded:** Clr Fisher

**Carried**

**05/24/20 Important Dates for Councillors – Upcoming Meetings and Events**

**Resolved:**

That the Council receive and note the list of upcoming meetings and events.

**Moved:** Clr Peart
**Seconded:** Clr Rummery

**Carried**

**05/24/21 Quarterly Biosecurity Report**

**Resolved:**

That the report be received and noted.

**Moved:** Clr Holcombe
**Seconded:** Clr Garnsey

**Carried**

Date of the next CMCC Council Meeting to be Monday 25th November 2024 in Coonamble

**Close of Meeting**

The meeting closed at 12:07pm

_____ _____

Chairman General Manager

DRAFT

# 7. REPORT OF THE GENERAL MANAGER

## ITEM 7.1 COUNCIL'S DECISION ACTION REPORT – NOVEMBER 2024

**REPORTING SECTION:** General Manager
**AUTHOR:** Michael Urquhart

**Summary:**
This schedule summarises the current position of action taken in respect of matters considered at the previous meetings of Council when the outcomes have not been finalised.

**Background:**
Attached is the Resolution Register which summaries outstanding action in respect of all resolutions which required action and are still outstanding. The exception is for the last meeting where items that have been completed are included. Councillors are reminded that any queries should be raised with the General Manager prior to the meeting.

**Current Position:**
Details of actions taken/being taken are flagged for each motion. Over time the register may grow in size because, whilst resolutions are actioned after the meeting, it is not always possible to resolve issues quickly, especially if other government agencies are involved or Council's own in-house resources are stretched, Council has to prioritise work commitments.

In these circumstances the register becomes the simple tool of keeping track of matters awaiting attention.

Again, Councillors are reminded that any queries should be raised with the General Manager prior to the meeting as this would streamline the meeting process and also resolve minor issues more expediently.

**Relevant Reference Documents/Policies:**
Resolution Register.

**Governance Issues:**
Standard Procedure dictates that Council resolutions should be implemented as soon as practicably be achieved.

**Environmental Issues:**
Nil.

**Stakeholders:**
CMCC Council

**Alternative Solutions/Options:**
Nil.

**Conclusion:**
That the Resolution Register be received and noted. It is requested that any queries be raised with the General Manager prior to meeting day to facilitate proceedings at the meeting.

**Council's Decision Action Report – November 2024**

**Recommendation:**

That the Resolution Register November 2024 be received and noted.

**Moved:**
**Seconded:**

**Attachment:**
Action Resolution Register.

# CMCC ACTION RESOLUTION REGISTER

| | | | | | |
|---|---|---|---|---|---|
| 27.06.2022 | 06/22-11 | 1. That the report be received and noted.<br><br>2. Media Awareness Program to be undertaken by GM in conjunction with distribution of flyers with rates notices | GM | Flyers to quarterly rate notices. Information to be advertised in constituent Council newsletter<br><br>Media releases have been issued for Harrisia Cactus, St Johns Wort and Hudson Pear, African Box Thorn Filed Days. | Continuing<br><br>Continuing |
| 26.06.23 | | Action Request;<br>Council depots have noxious weeds signs displayed and that the Senior Bio Security office attend all Council depots to provide information on noxious weeds to constituent Council Staff. | SBO | The Senior Bio Security Officer has commenced the roll-out of the training program. | In progress |
| 28.08.23 | | Action Request;<br>That the General Manager contact Todd (LLS Coordinator) and request that he attend every CMCC Council meeting to provide an update on the Hudson Pear program. | GM | Co-ordinator invited to attend the bi-monthly meetings | Continuing |
| 26.08.24 | 04/24/10 | Action Request;<br>That a media policy be presented to Council, to include provisions for wider coverage of CMCC public events,news stories and public exhibition documents through on-line advertising platforms. | GM | Policy tabled at the October 2024 Council meeting for Council adoption. | Completed |
| 26.08.24 | 04/24/09 | Action Request<br>The General Managers Report be Received<br>Council adopt the “Payment of Expenses & Provision of Facilities to Councillors” policy as tabled.<br>The policy be placed on public exhibition for a period of 28 days and public submissions be invited. | GM | Policy advertised for 28 days.<br>Council has not received any submissions.<br>Policy for formal adoption at the October 24 Ordinary Meeting of Council. | Completed |

## ITEM 7.2 CASH ON HAND AND INVESTMENT REPORT AS AT 31st OCTOBER 2024

**REPORTING SECTION:** Executive
**AUTHOR:** Rebecca Wilson – Administration Officer

**Summary:**
This report provides a summary and analysis of Council's cash and investments for the period ending 31st October 2024.

**Background:**
The investment portfolio consists of bank accounts and fixed rate interest bearing deposits. The portfolio is regularly reviewed to maximise investment performance and minimise risk. Council's investment portfolio is not subject to share market volatility.

Comparisons are regularly made between existing investments with available products that are not part of Council's portfolio, but that meet Council's policy guidelines.

All investments at 31st October 2024 are compliant with the Relevant Reference Documents and Policies listed later in this report.

**Current Position:**
Council at 31st October 2024 held a total of $959,670.08 in on-call and interest bearing deposits with financial institutions within Australia. All investments are held with approved deposit taking institutions with a short term rating A-2(A2)/BBB or higher. Council does not have any exposure to unrated institutions.

**31st October 2024**

| Investment Number | Date invested | Amount $ | Lodged With | Rate % per annum | Term | Due Date |
|---|---|---|---|---|---|---|
| General Fund Bank Account Balance | | $459,670.08 | CBA | 3.75% | | N/A |
| 1711077 | 05.09.2024 | $500,000.00 | BankVic | 5.00% | 181days | 05.03.2025 |
| **TOTAL** | | **$959,670.08** | | | | |

**Relevant Reference Documents/Policies:**
Local Government Act (NSW), 1993
Local Government (General) Regulation 2021
Ministerial Investment Order 5th January 2016
Investment Policy

**Governance issues:**
Nil

**Environmental issues:**
Nil

**Financial Implications:**
As per report

**Alternative Solutions/Options:**
Nil

**Stakeholders:**
Castlereagh Macquarie County Council
Constituent Councils
Residents of Constituent Councils
Financial Institutions

**Certification – Responsible Accounting Officer**

1. I hereby certify that the investments listed in the attached report have been made in accordance with Section 625 of the *Local Government Act 1993,* clause 212 of the *Local Government (General) Regulation 2021, the Investment Order (of the Minister) 5th January 2016* and Council's Investments Policy.
2. I hereby certify that Council's cash book and ledger have been reconciled to the bank statement as at the end of month.

Michael J Urquhart

**General Manager – Responsible Accounting Officer**

**Conclusion:**
As at 31st October 2024, Council's available cash and invested funds totalled $959,670.08

**Cash and Investment Reports – 31st October 2024**

**Recommendation:**

That the investment report for 31st October 2024 be received and noted.

**Moved:**
**Seconded:**

**Attachments:**
Nil

## ITEM 7.3 POLICIES

**REPORTING SECTION:** General Manager
**AUTHOR:** Michael Urquhart

**Summary:**
Council from time to time must introduce new policies for compliance with relevant legislation, WH&S obligations, Risk Management and implementation of new procedures or processes.
The attached polices are new and are tabled for Council consideration.

**Background:**
The writer has in recent months in accordance with requirements of the WH&S and EOFY audit reports organised and prepared the following policies for presentation to Council.

**Current Position:**
The following policies are presented as a requirement for compliance with legislation, risk management and auditing requirements.

1. Procurement
2. Contractor Management
3. Sun safe
4. Records Management
5. Legislative Compliance Register

**Governance issues:**
Local Government Act 1993
Local Government (General) Regulation 2021
WH&S Act and Regulation 2011
Statecover Audit report

**Environmental issues:**
NIL

**Stakeholders:**
Castlereagh Macquarie County Council
Constituent Councils
County Council LGA Ratepayers
Council staff

**Financial Implications:**
NIL

**Alternative Solutions/Options:**
NIL

**Conclusion:**
The General Manager is recommending to Council for adoption of the abovementioned policies.

**New and Revised Policies**

**Recommendation:**

1. That the report be received

2. Council adopts the Procurement, Contractor Management, Records Management and Sun safe policies

3.Council adopts its legislative compliance register as of October 2024.

**Moved:**
**Seconded:**

**Attachments:**
Procurement Policy
Contractor Management Policy
Sun safe Policy
Records Management Policy
Legislative Compliance Register

# CASTLEREAGH MACQUARIE COUNTY COUNCIL

# PROCUREMENT POLICY

## BACKGROUND

Castlereagh Macquarie Shire Council (Council) is committed to procurement practices that achieve the best possible value for money, and employ highly transparent, accountable and ethically sound processes. This is achieved by conducting thorough evaluations of the whole-of-life cost of purchases, ensuring that best practice procurement processes are communicated, understood and adhered to by all parties.

This Policy applies to Council's procurement functions including purchasing, tendering, contract management and payments as they relate to the acquisition and use of goods and services. Through observing this Policy, Council will procure goods and services in a financially, environmentally and socially sustainable and acceptable manner.

## OBJECTIVE

The objectives of the Procurement Policy are to:

- Ensure the procurement process is open, fair, transparent, consistent and in accordance with Council's Code of Conduct and all other policies and procedures as appropriate;
- Comply with the requirements of the Local Government Act (NSW) 1993 and associated Regulations;
- Encourage competitive procurement of goods, works and services to maximise community benefit;
- Ensure that funds are spent effectively and economically by taking into account price and non-price factors (such as after sales service, warranty, safety, environmental, repair costs, spare parts, etc.) i.e. Value for Money;
- Ensure segregation of duties in the requisitioning, approval and payment functions.

## SCOPE

This Policy applies to all members of Council staff, including Councillors and all consultants, contractors, or temporary or casual employees of Council, who are involved in any Council procurement process, not only those staff members with financial delegation limits.

This Policy applies to all procurement and contracting activities undertaken by Council, including, but not limited to, the following methods:

## PROCUREMENT POLICY

a) Petty cash;
b) Charging purchases to an account council has with a supplier;
c) Fuel cards;
d) Council credit cards;
e) Expressions of Interest;
f) Tendering;
g) Goods or services procured by third parties, such as contractors, acting as representatives of Council.

**DEFINITION**

| | |
|---|---|
| **Contract:** | The written agreement between the Council (as the purchaser) and the Service / Goods Provider. |
| **Procurement:** | The acquisition of works, goods and services. Includes the evaluation of suppliers, preparation of purchase orders, receipt of goods / services and approval of payment. |
| **Purchase Order:** | The authority to the supplier to supply and invoice items at the prices agreed via the quoting process. The purchase order is a legal and binding contractual agreement on all parties. |
| **Quotation:** | Any verbal or written offer for procurement under $250,000. |
| **Tender:** | Written submissions for procurement valued at $250,000 and over invited and administered in accordance with the Local Government Act and associated Regulations. |
| **Tender Panel:** | A panel comprising the Project Manager and a minimum of two (2) other appropriate persons for the purpose of assessing and recommending tenders valued at $250,000 and over. |

**POLICY**
**Delegation of Authority**

The Council delegates the General Manager the authority to incur financial expenditure on behalf of Council under the following provisions;

- Where expenditure has been provided for in Council's Budget; or
- Genuine emergency or hardship

The General Manager is authorised to enter into contracts on behalf of Council within the delegation authorised.

Other employees may only incur expenditure on behalf of Council if;

- The employee has been granted a financial delegation by the General Manager AND
- The delegation is recorded in the Register of Delegation of Authority AND
- The Expenditure is provided for in Councils budget
  OR
- In the case of genuine emergency or hardship where the power to incur expenditure in these circumstances has also been delegated to any particular employee or employees.

# PROCUREMENT POLICY

### Responsible financial management

The principle of responsible financial management is to be applied to all procurement activities. Council funds are to be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the cost of the procurement process without compromising any of the procurement principles set out in this policy.

### Value for money

Procurement activities are to be carried out on the basis of obtaining value for money. This means minimising the total cost of ownership over the lifetime of the good or service consistent with acceptable quality, reliability, safety and delivery considerations.

Contracts will be sized and packaged with a view to maximising the economies available through the quotation/tender process and ensuring that the process provides real competition.

Council is committed to ensuring funds are spent effectively and economically by taking into account price and non-price factors.

Non-price factors may include:

- Quality;
- Reliability and reputation of supplier;
- Availability and delivery time;
- After sales service;
- Warranty;
- Safety;
- Trading terms and discounts;
- Whole of life cost of the goods and services; and
- Sustainability principles.

### Sustainability

Where appropriate procurement decisions should incorporate principles of environmental sustainability, such as:

- Eliminate inefficiency and unnecessary expenditure;
- Minimise waste;
- Save water and energy;
- Further stimulate the demand for sustainable products; and
- Play a leadership role in advancing long-term social and environmental sustainability.

# PROCUREMENT POLICY

## KEY RESPONSIBILITIES

### All council Staff

- To ensure any procurement activities for which the staff member is responsible for are undertaken in accordance with this policy and within legislative requirements;
- Only participate in the tendering process if you have delegated authority to do so;
- Must not spend funds from another officer's budget without their authority;
- Must not purchase goods or services that exceed your delegated authority;
- Must not expend funds in excess of your total budget.

### Executive

- To set an example for staff by complying with this policy in relation to all procurement activities; and
- To communicate and enforce the principles of the policy to staff.

### General Manager

- To lead staff in their understanding of and compliance with this policy; and
- To set an example for staff by complying with this policy in relation to all procurement activities.
- To accept reports of any suspected breach of this policy by staff or councillors.

### Chairman

- To lead Councillors in their understanding of and compliance with this policy.
- To accept reports of any suspected breach of this policy by the General Manager or councillors.

All council staff and councillors have a duty to report any suspected breaches of the policy to the Disclosures Coordinator, Disclosures Officer or the General Manager.

- Disclosures Coordinator: Administration Officer
- Disclosures Officer: Senior Biosecurity Officer

### Suppliers

- Conduct business with Council in an ethical manner;
- Comply with all work health and safety requirements; and
- Must not lobby Councillors or staff or seek favour or advantage during procurement activities
- Meet all requirements of the Statement of Business Ethics Policy.

## PROCUREMENT REQUIREMENTS

Where the total cost of a contract conducted over more than two financial years is likely to exceed $250,000 inclusive of GST a tender is required.

In emergent situations, the General Manager has discretionto vary the process in writing as required (up to $250,000).

# PROCUREMENT POLICY

**Table 1- Procurement Requirements – All amounts are inclusive of GST**

Invoice or order splitting to avoid quoting or tendering requirements is not permitted under legislation.

| Purchase value | Process | Quotation type |
|---|---|---|
| $0 - $499 | Staff member's full nameto be provided to supplier and quoted on invoice.<br>Purchase orders are encouraged | Not needed |
| $500 - $4,999 | Purchase Order | One (1) written or verbal quote. Verbal quote requires a legible diary entry |
| $5,000 - $49,999 | Purchase Order | Invite two (2) written quotations |
| $50,000 - $249,999 | Purchase Order | Invite three (3) written quotes |
| $250,000 and above | Purchase Order | Formal tender process as per Local Government legislation. |

**Quotations**

Quotes are not required if you engage one of the suppliers who are on the Local Government Procurement (LGP) contract panel BUT you must:

- Issue a correctly authorised Purchase Order
- quote the LGP contract number on the Purchase Order

Quotes are not required when there is genuinely one supplier but you must

- Issue a correctly authorised Purchase Order
- quote the "sole supplier" on the Purchase Order

The assessment of quotations will be objective, consistent, documented and transparent.

Council will only accept one quotation from each supplier; suppliers will not be given an opportunity to re-quote for the supply of goods and services unless the scope of work changes.

Council will discontinue all dealings with suppliers it reasonably suspects of having engaged in unethical conduct.

Quotes are required to ensure the correct amount is shown on the Purchase Order.

## PROCUREMENT POLICY

Where appropriate Council will also take further action against these suppliers, including legal action and reporting suspected fraud or corruption to the Police and the Independent Commission against Corruption.

**Purchase Orders**

All purchases over $499 will require a purchase order to be generated and correctly authorised utilising Council's purchase order system. This will allow Council to adequately reconcile goods ordered with goods received; monitor ordering approvals as well as monitoring Council cash flow and budgets.

Whilst all goods and services should ideally have a Council purchase order issued before an invoice is received there will be times when Council receives invoices for goods and services for which no order has been issued.

On these occasions a copy of the invoice shall be forwarded to the relevant officer for payment authorisation up to the officer's delegated authority. **This should be the exception, not a regular occurrence for purchases over $499.**

Purchase Orders are not to be raised after the invoice has been received.

Exceptions may include:

- Ongoing invoices for contracted periods e.g. electricity & telephone accounts and insurance premiums, monthly rentals;
- Subscriptions & memberships – although review of the necessity of these items should occur prior to renewal;
- Solicitors;
- Reimbursements.

**Tendering**

Council will not enter into any contract for the supply of goods or services or for a term panel for more than 2 years, without going to tender, if the total value of contact is expected to exceed $250k. All procurement in excess of $250,000 must be managed via a tender process unless:

- exempt under the Act or
- you engage one of the suppliers who are on the Local Government Procurement (LGP) contractor panel.

If you engage a LGP supplier you must:

- issue a correctly authorised Purchase Order; and
- quote the LGP contract number on the Purchase Order

All Tenders will be conducted in accordance with Section 55 of the Local Government Act (NSW) 1993 and the Tendering Guidelines for NSW Local Government – October 2009

*Invoice or order splitting to avoid tendering requirements is not permitted under legislation.*

# PROCUREMENT POLICY

*Where the total cost of a contract conducted over more than one financial year is likely to exceed $250,000, a tender is required.*

Whilst a formal tendering process is not required for purchases under $250,000, a formal tendering process can be utilised for any purchase under the threshold. This is advisable in the following situations:

- The purchasing amount is close to $250,000;
- The goods or services are of significant public interest;
- The purchase may be considered to be controversial or contentious;
- The procurement process is complex; or
- The expected price of procurement is unknown.

Council's tendering process does not permit applicants to canvass, lobby or contact Council officials other than the advertised contact person. Applicants will be disqualified from tendering if they do anything that may be considered as an attempt to influence Council's decision.

**Purchase of media / advertising**

The purchase of paid media / advertising will be undertaken in accordance with this policy.

**Local Government Procurement Contracts**

Local Government Procurement undertakes group tenders on behalf of NSW Councils to obtain competitive contracts. Castlereagh Macquarie Shire Council may utilise these supply arrangements to procuregoods and services. These arrangements are compliant with the Act and Regulations.

If using one of the suppliers who have a LGP contract, you must quote the LGP tender number on the Purchase order BUT

- You do not need to obtain quotes AND
- You do not need to go to tender for purchasing over $250,000

**PURCHASING METHODS**

**Petty Cash**

Petty cash may be used to meet the need for the procurement of small incidental goods in urgent situations and is limited to $100 per transaction.

**Credit Cards**

The use of corporate credit cards must be in compliance with Council's Credit Card Policy.

**Fuel Cards**

The use of Council fuel cards will only be used for the purchase of fuel for Council vehicles.

# PROCUREMENT POLICY

**Supplier account**

May only be used for the purchase of items for council business. You may not purchase above your delegated authority. If you do not have delegated authority, you must not spend on a supplier account.

**RIGHT TO VARY**

Council retains the right to vary or terminate this policy at any time.

**RELATED DOCUMENTS**

Local Government Act 1993
Local Government (General) Regulations 2021
Tendering Guidelines for NSW Local Government – October 2009
WHS Act 2011
Credit Card Policy
Code of Conduct
Government Information (Public Access) Act 2009 (GIPA Act)

Michael Urquhart
**GENERAL MANAGER**

| Version | Adopted Date | Minute No. | Details of Review |
|---|---|---|---|
| 1 | 25th November 2024 | | |
| | | | |
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# CONTRACTOR WHS MANAGEMENT POLICY

Adoption Date:

Review Date:

Responsible Officer: General Manager

## Contents


**1. Purpose ..... 4**
**2. Scope ..... 4**
**3. Contract Management Process ..... 5**
3.1. Overview of the Contractor Management Process ..... 5
3.2. Contractor's WHS Requirements ..... 6
3.3. Classification of Contract ..... 6
3.3.1. Category 1 – Construction Projects / Principal Contractors ..... 6
3.3.2. Category 2 – Major Contracts ..... 6
3.3.3. Category 3 – Minor Contracts ..... 6
3.3.4. WHS Requirements for Contract Classifications ..... 7
3.3.5. Chain of Responsibility Requirements ..... 9
3.3.6. Emergency Works ..... 9
3.3.7. Summary of Contractor WHS Requirements ..... 9
3.4. Contractor Selection and Contract Development ..... 10
3.4.1. Issuing Invitations to Tender and Requests for Service/ Requests for Pricing ..... 10
3.4.2. Contractor Selection ..... 11
3.4.3. Approved Contractors Register ..... 11
3.4.4. Contract Development ..... 11
3.4.5. Suspension of Approved Contractors ..... 12
3.5. Managing Contractor Work ..... 12
3.5.1. Pre-Start Meeting ..... 12
3.5.2. Contractor Induction and Induction Records ..... 12
3.5.3. Consultation and Communication with Contractors ..... 12
3.5.4. Contractor Incident Management ..... 13
3.5.5. Sub-Contractors ..... 13
**4. Monitoring and Reviewing Contractor WHS Performance ..... 13**
4.1. WHS Inspections ..... 13
4.2. Contractor Non-Conformance ..... 14
4.3. Monitoring WHS performance ..... 14
4.4. Contract Finalisation ..... 14
**5. Training and Implementation ..... 14**
**6. Record Keeping ..... 15**
**7. References ..... 15**
7.1. Appendices ..... 15
7.2. Internal references ..... 16
7.3. External References ..... 16
**8. Definitions ..... 16**
**9. Responsibilities ..... 17**
**10. Document Control and Review ..... 19**

## Appendices

Appendix 1 Self-Assessment Checklist – Contractor WHS Management
Appendix 2 Contractor Prequalification Letter
Appendix 3 Contractor Prequalification Questionnaire – Short version
Appendix 4 Contractor Prequalification Questionnaire – Full Version
Appendix 5 Contractor Prequalification Questionnaire - Heavy Vehicle / Chain of Responsibility
Appendix 6 Approved Contractor Register Template
Appendix 7 Contractor Pre-Start Checklist
Appendix 8 Contractor Site Inspection Checklist
Appendix 9 Contractor Non-Conformance Report
Appendix 10 ..... Contractor Review Report

## 1. Purpose

The purpose of this procedure is to ensure a systematic approach for engaging and managing contractors to *Castlereagh Macquarie County Council* sites so that all activities undertaken by contractors are done so in a safe manner and without causing risk to themselves or others.

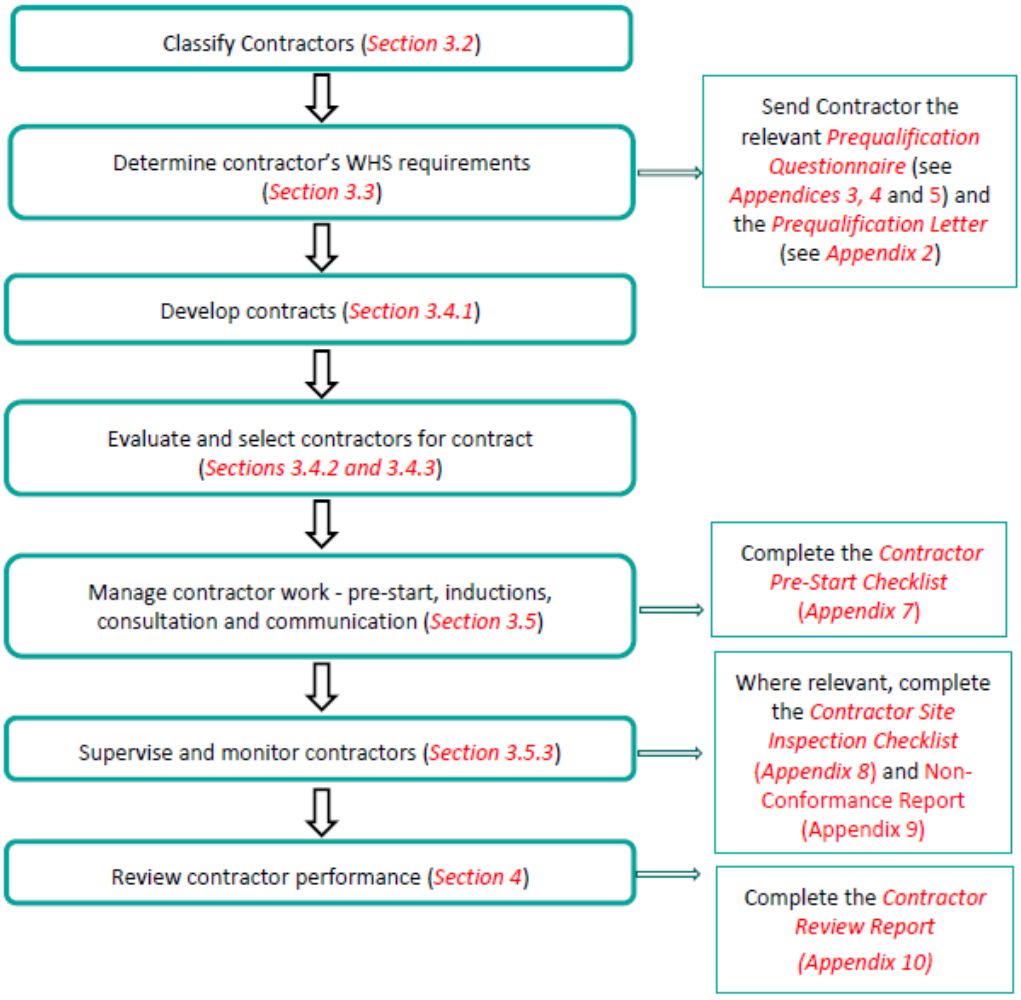
## 2. Scope

All Council managers and workers must comply with this procedure. The procedure applies to any work done by employees of another company or entity carried out at workplaces and public areas under Council's control or management and or as part of Councils business or undertakings. It does not apply to the purchasing and supply of goods by or to Council, which is covered in the *WHS Purchasing Procedure*.

## 3. Contract Management Process

A flowchart providing an overview of the process is provided in Section 3.1 below:

### 3.1. Overview of the Contractor Management Process



## 3.2. Contractor's WHS Requirements

Prior to the selection and engagement of contractors, a pre-approval process will be initiated. This is to ensure the level of risk created by contractors' tasks/activities is identified and managed as per council's procedures and WHS legislative requirements.

In general, all contractors are required to:

- Have suitable experience and be fully competent to perform the planned tasks,
- Possess all the necessary licenses, permits, registrations and insurances required to perform the work safely and in compliance with appropriate regulations, and
- Understand the health and safety requirements and manage any risks arising from their own work.

In addition, all new contactors must satisfy the specific WHS requirements relevant to the contract classification.

## 3.3. Classification of Contract

Council will classify contracts (and likely contracts) to assist in determining the appropriate arrangements for managing each contractor, including the requirements for WHS documentation, supervision, and monitoring. Contracts will be classified as Construction Projects (Principal Contractors), Major Contracts or Minor Contracts as described below.

### 3.3.1. Category 1 – Construction Projects / Principal Contractors

Construction work over the value of $250,000 (excluding GST), is considered a Construction Project that requires a Principal Contractor to manage the project.

### 3.3.2. Category 2 – Major Contracts

**Construction, trades, and maintenance Contracts**

Contracts for construction works will be classified as major contracts when the value of the work is less than $250,000 (excluding GST).

Contract works involving one or more high-risk construction activities as defined by the *WHS Regulation 2017* will also be classified as major contracts.

**Non-Construction Contracts**

Other contracts will also be classified as major based on an assessment of the following:

- Value of the contract – e.g. a value of *$50,000 and above* may be considered as a guide for Major Contracts,
- The level of complexity and nature of the work – e.g. contracts involving multiple work activities performed by the contractor, co-ordination across multiple sites, the use of subcontractors, and the use of hazardous chemicals, e.g. cleaning contractors or pest control contractors
- Duration of the project – e.g. contracts that extend beyond *six (6) months*

### 3.3.3. Category 3 – Minor Contracts

Other service providers (including consultants and suppliers) who provide an ongoing or one-off low risk service will generally be classified as minor contracts due to the low-risk nature of their work. Delivery contractors will be classified as minor contractors provided that their work does not involve high-risk tasks (such as unloading a truck with a large crane).

These contractor categories are summarised below:

| | | |
|---|---|---|
| **Category 1 - Construction Projects / Principal Contractors:** | Projects/contracts where the cost of works is equal to or more than $250,000 (excluding GST) and an external organisation is appointed as the Principal Contractor (*WHS Regulation 2017, s.293)* | |
| **Category 2 - Major Contracts:** | Construction works and high-risk construction activities | All construction works under $250,000 (excluding GST) including high-risk construction activities as defined by the *WHS Regulation 2017.* |
| | Non-Construction | Assessed based on:<br>• Cost (e.g. *over $50k*)<br>• Level of complexity & nature of work (e.g. use of subcontractors or likely use of subcontractors)<br>• Duration (e.g. contract extends greater than *6 months*)<br>Examples are cleaners, pest control, passenger transport, event management, waste management, facility management. |
| **Category 3 - Minor Contracts:** | Other Service Providers | Consultants or suppliers who provide an on-going or one-off low-risk service, e.g. professional consultants, providers of temporary workers and labour hire. |

### 3.3.4. WHS Requirements for Contract Classifications

As described in *Sections 3.3 to 3.3.3*, contracts are classified depending on their value, complexity and level of risk. There are differing WHS requirements for different categories of contractors. These are summarised below:

**Requirements for Category 1 Contracts (Construction Projects / Principal Contractors)**

The engagement of Principal Contractors for Construction Projects will be undertaken using a tender process.

As a minimum, all Construction Projects must satisfy the requirements for Major Contracts, including the completion of the *Prequalification Questionnaire – Full Version*. In their tender, Principal Contractors must demonstrate how they will meet the specific legislative requirements for the management of construction projects including:

- Producing a written *WHS Management Plan* prior to the commencement of work,
- Posting clearly visible signage identifying the Principal Contractor's name, contact details and the location of the site office (if present),
- Providing Safe Work Method Statements (SWMS) for any high-risk construction works undertaken as part of the project prior to the commencement of work,
- Complying with general duties prescribed in Chapters 3 and 4 of the *WHS Regulation 2017*, and
- Audit and inspection records to demonstrate compliance with WHS Legislation, Codes of Practice and relevant Australian/New Zealand Standards.

Where practicable in the tender process, *Castlereagh Macquarie County Council* will provide the Principal Contractor with any information relating to known hazards and risks at, or near the workplace where the construction works are to be carried out e.g. known or suspected asbestos-containing materials (ACM).

### Requirements for Category 2 Contracts (Major Contracts)

The following requirements must be met for Major Contracts:

- *Completion of the Prequalification Questionnaire – Full Version*

  Note that the names and details of any subcontractors must also be provided to council and Prequalification Questionnaire(s) completed for all subcontractors prior to the sub-contractor acceptance (See *Appendices 2* and *4*)
- *Project Risk Assessment*

  Contractors engaged to undertake works classified as Major Contracts will be required to complete a Project Risk Assessment prior to commencing any works. Contractors are required to identify the specific WHS hazards associated with the works they will undertake and the methods they will adopt to adequately control any WHS risks

Major Contractors may be required to provide other evidence of documentation, including:

- Plant / equipment risk assessments and maintenance records,
- Other site assessments (e.g. Dial Before You Dig plans, geotechnical reports),
- Traffic management and worker on foot plans,
- SWMS for high-risk construction works,
- Work permits,
- Evidence of their worker's licences and verification of competency,
- Consultation records with workers and *Castlereagh Macquarie County Council* on relevant WHS matters, and
- Audit and inspection records to demonstrate compliance with WHS Legislation, Codes of Practice, and relevant Australian/New Zealand Standards.

### Requirements for Category 3 Contracts (Minor Contracts)

Construction contractors undertaking works classified as a Minor Contract are required to complete the *Prequalification Questionnaire – Short Version* (See *Appendices 2* and *3*) and may be asked to provide evidence of the following, at any time:

- SWMS / work procedures for the tasks / activities to be undertaken,
- Any licences and/or qualifications required to perform the work activities and provide evidence if requested,
- Consultation records with workers and *Castlereagh Macquarie County Council* on relevant WHS matters,
- Maintenance records for plant and equipment to an appropriate standard, and
- Audit and inspection records to demonstrate compliance with the NSW WHS Legislation, Codes of Practice, and relevant Australian/New Zealand Standards.

Council recognises that in some cases, Major and Minor Contractors may not have adequate / documented safety management systems in place. Where this is the case, council may assist the contractor to develop their own systems by providing the contractor with blank templates and advice on where to access the relevant WHS laws, Codes of Practice, and Australian/New Zealand Standards to use when developing their own systems. *Castlereagh Macquarie County Council* is not obliged to do this and would only do this where resourcing permits and where this will benefit Council's management of WHS risks. Council would refuse the contract until the Contractor has their safety management systems in place.

**Minor Contracts with Other Service Providers**

Due to the low risk associated with Minor Contracts provided by other service providers (e.g. consultants and delivery personnel) these service providers are not required to complete the Prequalification Questionnaire. All service providers will be made aware of, and must comply with, any council safety procedures that are relevant to the service being provided.

### 3.3.5. Chain of Responsibility Requirements

When engaging a contractor who is a transport provider or will be operating heavy vehicles on behalf of council (e.g. waste removal contractor), *Castlereagh Macquarie County Council* must ensure they are aware of their chain of responsibility (COR) safety obligations under the National Heavy Vehicle Law and have systems in place to manage the relevant risks. Contractors of this nature are required to fulfil additional assurances for council by completing the *Contractor Prequalification Questionnaire - Heavy Vehicle / COR* in *Appendix 5*. The *Contractor Prequalification Letter* in *Appendix 2* must also be sent with the Questionnaire.

### 3.3.6. Emergency Works

Emergency works are works to be undertaken due to an urgent situation such as an unplanned disruption to utilities where immediate repair works are necessary or where there is an immediate risk to the health and safety of workers.

Emergency works are to be undertaken by prequalified contractors where practicable. Non-prequalified contractors can only be engaged if prequalified contractors are unavailable or do not have the expertise to carry out the work at the time.

Contractors engaged to undertake emergency works that have not been previously approved are required to:

- Produce any current licences and/or qualifications required,
- Provide relevant insurance documents including public liability and workers compensation,
- Complete a site-specific risk assessment for the work to be undertaken prior to commencement of work, and
- Provide SWMS for the tasks/activities to be undertaken.

### 3.3.7. Summary of Contractor WHS Requirements

The minimum WHS requirements for contractors are summarised below:

| Minimum Requirements | Category 1 Construction Projects / Principal Contractor | Category 2 Major Contract | Category 3 Minor Contract |
|---|---|---|---|
| Scope of Works | Required | Required | Required |
| Evidence of a WHSMS | Required | As Required | Not Required |
| Project/Site Specific WHS Plan | Required | As Required | Not Required |
| Site specific risk assessments | Required | Required | As Required |
| Safe Work Method Statements | Required | As Required | N/A |

| Minimum Requirements | Category 1 Construction Projects / Principal Contractor | Category 2 Major Contract | Category 3 Minor Contract |
|---|---|---|---|
| Insurances<br>• Workers compensation<br>• Public liability ($20 Million)<br>• Others as defined | Required | Required | Required<br>** Labour Hire covered through provider |
| • Professional Indemnity | As Required | As Required | As Required |
| Specific Risk Control Plans<br>• Asbestos, Demolition, Traffic, Control, Other | As Required | As Required | N/A |
| Licences, permits, certificates of competency, authorities | Required | Required | Required |
| Council Induction | As Required (e.g. construction project adjoining council building) | Required | Required |
| Contractor supplied Induction | Required | Not Required | Not Required |
| *As Required means that the WHS requirements listed may or may not be required dependant on the type of work, location etc. | | | |
| **Arrangements for the following are to be agreed to between council and the contractor, based on the nature of the work, how much control council has over the contractor's work, the level of competency council has in relation to the contractors work, the type of contractor and duration of the work:** | | | |
| • Consultation<br>• Incident Reporting<br>• Monitoring and Supervision:<br>  ○ Council Audits and Inspections<br>  ○ Contractor-supplied Audits and Inspections<br>• Contract Performance Reports | | | |

## 3.4. Contractor Selection and Contract Development

### 3.4.1. Issuing Invitations to Tender and Requests for Service/ Requests for Pricing

When issuing invitations for tenders, pricing or services to potential suppliers, the *General Manager* must ensure that the WHS requirements included in the request are in line with the minimum requirements described for different categories of contractors in *Section 3.3*. Additional or specialised WHS requirements may be specified for some projects if required.

The *Administration Officer* will assist the *General Manager* to evaluate WHS aspects of the tender process as required.

*Note: For additional information about tender evaluation and contract management related to procurement, refer to NSW Local Government tendering guidelines indicated under References.*

### 3.4.2. Contractor Selection

When selecting contractors, the submitted WHS documentation will be reviewed against the contractor requirements outlined in *Section 3.3.3*. Factors to be considered include:

- The responses provided in the Prequalification Questionnaire,
- Hazards and control measures identified in tender or contract documentation,
- Submitted Project Risk Assessment, and
- Contractor WHS documentation.

Contractors will be notified of any deficiencies identified through the evaluation process and provided with a reasonable timeframe to rectify them. Where these deficiencies cannot be rectified at the first request, the nominated *Castlereagh Macquarie County Council* representative will discuss the required information / evidence with the contractor and provide a final opportunity to supply evidence that they satisfy the requirements.

Where a contractor cannot provide adequate information, they will not be approved and are not permitted to carry out work for *Castlereagh Macquarie County Council*.

Where a contractor has met the requirements for a Major Contract, they will also be approved for Minor Contracts of a similar nature. Approval for Minor Contracts does not automatically provide approval for Major Contracts.

### 3.4.3. Approved Contractors Register

Council's *General Manager* will develop and maintain an *Approved Contractor Register* that lists the details of contractors that have satisfied council's pre-approval process outlined in *Section 3.3*. This includes:

- Specifying up-to-date details of the contractor name, type of service, type of contract (major or minor), induction date, expiry of pre-qualification and details of any non-conformance,
- Registering new contractors that have successfully completed the evaluation process, and
- Suspending previously approved contractors that no longer meet requirements.

All *managers* and *supervisors* will ensure that only approved contractors are utilised.

Contractor's pre-qualification status on the *Approved Contractor Register* will be valid for *twelve (12) months*, or the duration of the contract, whichever is greater. This is conditional on the contractor sustaining a satisfactory level of WHS performance during the prescribed timeframe.

Approved contractors may still be required to provide current insurances, project/site risk assessments, SWMS, permits to work and / or other records council deems necessary to ensure safe management of the contracted works. This documentation must be produced upon reasonable request by council at any time during the contract.

### 3.4.4. Contract Development

All contractor agreements will clearly define the WHS responsibilities for all parties involved to ensure clarity of responsibilities for the scope of works performed. This includes requirements for compliance with all relevant sections of the WHS legislation, the *Heavy Vehicle National Law*, relevant Codes of Practice and Australian/New Zealand Standards and *Castlereagh Macquarie County Council* WHS Policies and Procedures. It will also identify specific responsibilities for supervision, monitoring and corrective actions for each party.

Please refer to Councils *Procurement Procedure* for further information on legal requirements in contract development.

### 3.4.5. Suspension of Approved Contractors

An approved contractor may be suspended, and be considered for removal from the *Approved Contractor Register* for the following reasons:

- Breaches of *Castlereagh Macquarie County Council* WHS requirements or site rules,
- Breaches of WHS and environmental legislative requirements,
- Breaches of their own WHS procedures and rules,
- Failure to provide updated documentation upon reasonable request,
- Major non-conformances, and
- Other performance reasons.

Contractors will be prevented from tendering or undertaking any future work until evidence can be provided which shows that the breach or other specified performance issue has been rectified.

## 3.5. Managing Contractor Work

If a contract has been granted and approved, the following actions will be implemented to ensure adequate communication, consultation, and monitoring for contracted work.

### 3.5.1. Pre-Start Meeting

A pre-start meeting will be arranged between the *Contract Manager* and the Contractor Representative prior to any contractor commencing work. The objective of the meeting is to review the requirements outlined in the *Contractor Pre-Start Checklist* (see *Appendix 7*) and to make any final arrangements regarding the implementation of WHS Management Plans, SWMS and other requirements.

### 3.5.2. Contractor Induction and Induction Records

All contractors (including subcontractors) engaged by *Castlereagh Macquarie County Council* must complete council's Contractor Induction by reading Council's *Contractor Induction Manual* and completing the relevant documentation ( *Castlereagh Macquarie County Councils specific contractor induction documentation reference*). The Contractor Induction is valid for a period of *twelve (12) months* following which a contractor must be re-inducted.

*Castlereagh Macquarie County Council*'s induction will inform the contractor of the risks posed to contractors by Council's operations (such as particular hazards and risks arising from council works or work environments, specific safety instructions to respond to those risks, and site-specific emergency arrangements).

### 3.5.3. Consultation and Communication with Contractors

The *Contract Manager* will arrange for consultation, and the communication of relevant WHS information with contractors through appropriate means such as:

- WHS training and induction processes,
- WHS noticeboards which provide WHS information including meeting minutes, emergency procedures, WHS contacts, WHS alerts and other relevant information,
- Council's website,
- Emails, and
- Start-up meetings or other arranged site meetings, toolbox talks or review meetings.

The *Contract Manager* is responsible for determining the specific consultation arrangements for the contract and for keeping any records of consultation.

### 3.5.4. Contractor Incident Management

All incidents (including near misses) and hazards are to be reported to the relevant *Site Supervisor* using the *Incident Report Form*.

Contractors must understand that notifiable incidents shall be reported to the *Contract Manager* immediately (or as soon as possible after the incident) due to the serious nature of these incidents and the reporting requirements to SafeWork NSW.

Incidents are to be documented, reviewed, and investigated in line with council's *Incident Reporting and Investigation Procedure*.

### 3.5.5. Sub-Contractors

Contractors who intend to use sub-contractors must notify *Castlereagh Macquarie County Council* and ensure that those sub-contractors have, and follow, safe systems of work equivalent to those required by *Castlereagh Macquarie County Council*.

The *Contract Manager* will confirm that the contractor has adequate processes in place to select, induct and supervise their sub-contractors. This is particularly important where the contractor has been appointed by *Castlereagh Macquarie County Council* as a Principal Contractor.

## 4. Monitoring and Reviewing Contractor WHS Performance

The *Contract Manager* will supervise and monitor contractors (including subcontractors where appropriate) to ensure:

- Compliance with *Castlereagh Macquarie County Council's* site safety rules and other requirements outlined in Councils WHS induction,
- Conformance with the SWMS, risk assessments and permits to work (if applicable),
- Compliance with the *WHS Act* and *Regulation 2017*, relevant Codes of Practice and Australian/New Zealand Standards.

The extent of supervision and monitoring, including the type (e.g. formal meeting, site inspections, etc.) and frequency will depend on factors associated with the works including:

- Nature of hazards/risks,
- Whether council has the competence internally to monitor the specific risk controls,
- Level of interaction with other parties, and
- Type and duration of the contract.

Council's *Contract Manager* will determine the supervision requirements for each contract and ensure there is appropriate monitoring of contractors' WHS performance by:

- Undertaking regular and documented inspections of contractor work tasks/activities (where competent to do so),
- Reviewing WHS documentation (including inspection and incident reports),
- Reviewing WHS performance at any contract review meetings, and
- Maintaining records on supervisory visits and discussions with the contractor.

### 4.1. WHS Inspections

Using the *Contractor Site Inspection Checklist* (see *Appendix 8*), monitoring of contractors will be conducted at least:

- *Weekly/fortnightly* at construction sites,
- *Monthly* at council owned and crownland managed premises, and private properties

- *Quarterly/Biannually* at other premises (e.g. council assets managed by contractors such as sporting grounds and swimming pools).

Other inspection checklists may be used if relevant/appropriate and should be conducted at intervals commensurate with the risk and/or based on the contractual arrangements in place.

Contractors may be given notice of inspections, or inspections may occur at random times. Contractors may also be requested to provide evidence of their own monitoring of tasks/activities for their workers and subcontractors.

### 4.2. Contractor Non-Conformance

If a breach of WHS is identified through a Contractor Site Inspection or any other general observation, the *Contract Manager* will notify the contractor. If there is a serious breach; such as a significant injury, damage, or loss, and the issue is not rectified immediately, the *Contract Manager* may suspend the work until the issue is adequately resolved, or consider termination of the contract.

Non-conformances will be recorded on the *Contractor Non-Conformance Report* and a copy provided to the Contractor (see *Appendix 9*). A copy of any *Contractor Non-Conformance Report* will also be sent to the *Administration Officer*. The contractor will be required to determine the corrective actions they will use to address the non-conformance issue. These corrective actions must be in line with the hierarchy of controls, WHS regulation and best practice. When the contractor rectifies the issue, the *Contract Manager* will verify that it has been satisfactorily resolved, and close-out the issue.

*Contractor Non-Conformance Reports* must be added to the contractor's file.

### 4.3. Monitoring WHS performance

For long duration contracts, and wherever else it may be applicable, contractors are required to complete and submit *monthly* reports using the *Contractor Review Report* (see *Appendix 10*). These reports will be used to document WHS key performance indicators as well as non-conformance and corrective action status. They can also be used to record any incidents including injuries, damage to property or environment and near misses.

### 4.4. Contract Finalisation

Within (2) weeks of the completion of work, the contractor will complete a final *Contractor Review Report* and submit it to the *Contract Manager*. The *Contract Manager* will then conduct a close out meeting with the contractor to discuss WHS performance and provide an opportunity to exchange feedback. The *Contractor Review Report* will be used to inform future engagement of the contractor.

## 5. Training and Implementation

All *managers/supervisors* who have any involvement in engaging, assessing, and monitoring contractors must have the skills and knowledge to understand the risk relationship. The *Administration Officer* will arrange training in this procedure and its associated forms and processes for the relevant *managers/supervisors*.

All training requirements and records must be documented as per the *WHS Training and Competency Procedure*, using the *WHS Training Matrix*.

Implementation of this procedure can be monitored using the *Self-Assessment- Contractor WHS Management* provided in *Appendix 1*.

## 6. Record Keeping

*Castlereagh Macquarie County Council* will maintain the following records relating to Contractor WHS Management in accordance with Council's *Record Keeping Procedure (number)and the WHS Records Matrix:*

*(OR)*

*Castlereagh Macquarie County Council will* maintain the following records relating to Contractor Management in accordance with Council's *Record Keeping Procedure (number):*

| Record Name | Storage Location | Who has responsibility for Storage |
|---|---|---|
| *Contractor Prequalification Questionnaire (Full Version)* | *C;Drive/records* | *Administration Officer* |
| *Contractor Prequalification Questionnaire (Short Version)* | *C;Drive/records* | *Administration Officer* |
| *Contractor Prequalification Questionnaire (Heavy Vehicle / COR)* | *C;Drive/records* | *Administration Officer* |
| *Contractor Prequalification Letter* | *C;Drive/records* | *Administration Officer* |
| *Contractor Pre-Start Checklist* | *C;Drive/records* | *Administration Officer* |
| *Contractor Review Report* | *C;Drive/records* | *Administration Officer* |
| *Contractor Non-Conformance Report* | *C;Drive/records* | *Administration Officer* |
| *Contractor Site Inspection Checklist* | *C;Drive/records* | *Administration Officer* |
| *WHS Management Plans* | *C;Drive/records* | *Administration Officer* |
| *Contractor Risk Assessments and SWMS* | *C;Drive/records* | *Administration Officer* |
| *Contract Documents* | *C;Drive/records* | *Administration Officer* |
| *Contractor Induction Records* | *C;Drive/records* | *Administration Officer* |
| *Prequalification Record* | *C;Drive/records* | *Administration Officer* |
| *Project Risk Assessment* | *C;Drive/records* | *Administration Officer* |
| *Final Contract Review Checklist* | *C;Drive/records* | *Administration Officer* |

The privacy and confidentiality of all parties must be considered and respected at all times, especially regarding the availability of records and the inclusion of personal details.

## 7. References

### 7.1. Appendices

1. *Self-Assessment Checklist – Contractor WHS Management (CL023)*
2. *Contractor Prequalification Letter (FM048)*
3. *Contractor Prequalification Questionnaire - Short Version (FM049)*
4. *Contractor Prequalification Questionnaire - Full Version (FM050)*
5. *Contractor Prequalification Questionnaire - Heavy Vehicle / COR (FM051)*

6. *Approved Contractor Register Template (RG022)*
7. *Contractor Pre-Start Checklist (CL079)*
8. *Contractor Site Inspection Checklist (CL080)*
9. *Contractor Non-Conformance Report (FM052)*
10. *Contractor Review Report (FM053)*

### 7.2. Internal references

- *WHS Policy (number)*
- *Record Management Procedure (number)*
- *Procurement Procedure (number)*
- *Incident Reporting and Investigation Procedure (PR002)*
- *Incident Report Form (FM005)*
- *Contractor Induction Manual (number)*
- *WHS Training and Competency Procedure (PR007)*
- *WHS Training Matrix (RG010)*
- *WHS Purchasing Procedure (PR011)*
- *Council Record Keeping Procedure*

### 7.3. External References

- *Work Health and Safety Act 2011 (NSW)*
- *Work Health and Safety Regulation 2017 (NSW)*
- AS/NZS ISO 45001:2018, Occupational health and safety management systems
- Code of Practice: Work Health and Safety Consultation, Cooperation and Coordination 2019 (SafeWork NSW)
- Code of Practice: How to Manage Work Health and Safety Risks 2019 (SafeWork NSW)
- Code of Practice: Construction Work 2019 (SafeWork NSW)
- Tendering Guidelines for NSW Local Government 2009 (NSW Department of Premier and Cabinet Division of Local Government)
- *Heavy Vehicle National Law 2018 (NSW)*

## 8. Definitions

| Term | Definition |
|---|---|
| Construction Project | A project that involves construction work where the cost of the construction work is $250,000 or more. |
| Construction Work | Any work carried out in connection to the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure. |
| High Risk Construction Work | High risk construction work includes specific types of construction work as defined in Regulation 291 of the WHS Regulation 2017 (NSW) e.g.<br>• Work that involves a risk of a person falling more than 2 metres<br>• Work that involves the risk of disturbing asbestos<br>• Work that involves work near powered mobile plant |

| Term | Definition |
|---|---|
| Major Contract | A contract that involves a cost *in excess of $50,000,* or is of high risk or is of a complex nature, or exceeds two weeks duration, i.e.<br>• Project value of more than $50,000 but less than $250,000, or<br>• Project value is less than $50,000, but is more than two weeks in duration, and / or includes more than (one/two) tasks classified as high-risk construction work. |
| Minor Contract | A contract for:<br>• Minor construction contracts involve works *less than $50K* that does not involve hazardous or high-risk work<br>• Other service providers (non-construction), including Consultants and Suppliers who provide an ongoing or one-off low risk service<br>• Delivery of goods or materials, provided that the work does not involve high risk tasks (such as unloading a truck with a large crane) |
| PCBU | A Person Conducting a Business or Undertaking, where a person may be an organisation or individual. Council is a PCBU. Other organisations or individuals may hold shared responsibilities as a PCBU depending on the arrangement with Council. |
| Principal Contractor | The PCBU that commissions a construction project is the principal contractor, unless the person appoints another person conducting a business or undertaking to be the principal contractor and authorises such person to have management or control of the workplace and discharges the duties of the principal contractor. |
| Subcontractor | A PCBU that enters into a contract with a builder or principal contractor to undertake specified construction work. They are also 'workers'. |
| WHS Management Plan | A written plan that sets out the arrangements to manage work health and safety on a construction project, and to ensure the required processes are in place to manage the risks associated with the project. |
| Worker | A person who carries out work in any capacity for Council. This includes an employee, contractor, subcontractor or volunteer. |

## 9. Responsibilities

Responsibilities for managing health and safety risks and applicable to this procedure are summarised below:

| Role | Responsibilities |
|---|---|
| General Manager and Supervisors | • Ensure processes and procedures are in place to enable compliance with contractor management requirements within NSW WHS legislation, Codes of Practice and Australian/New Zealand Standards<br>• Ensure adequate resources are provided to enable the effective management of contractors providing services to the Council |

| Role | Responsibilities |
|---|---|
| | • Ensure that persons reviewing and authorising tenders, contracts and other contractor pre-qualification WHS information have the necessary experience, skills and expertise to properly evaluate WHS documents and capabilities<br>• Ensure the provision of adequate training for Council's Managers and other relevant stakeholders involved in contractor management<br>• Ensure that processes are in place for the review of this procedure and the processes for contractor management *every two years*. |
| Supervisors | • Define the scope of works to be conducted by the contractor, including any specific WHS requirements<br>• Ensure that WHS criteria are identified and included in tender specification documents, contracts and other contractor pre-qualification documentation including requirements for compliance with the NSW WHS Legislation<br>• Ensure contractors are correctly classified<br>• Ensure that only approved contractors are utilised<br>• Ensure a *WHS Management Plan* is prepared and implemented by Principal Contractors for construction projects, where required<br>• Ensure compliance with the requirements of the *Contractor WHS Management Procedure*<br>• Ensure records are maintained for each contractor to demonstrate compliance with this procedure. |
| General Manager | • Ensure Council's *Approved Contractor Register* is prepared and maintained<br>• Ensure that WHS requirements are included in invitations for tenders, pricing or services<br>• Ensure compliance with the contractor selection process in the *Contractor WHS Management Procedure*. |
| Supervisors | • Assist in defining the scope of works to be conducted by the contractor, including any specific WHS requirements<br>• Assist in identifying WHS criteria to be included in tender specification documents, contracts and other contractor pre-qualification documentation including requirements for compliance with WHS legislation<br>• Assist in the review of the contractors' WHS management systems, procedures and capabilities against WHS specifications (where competent to do so)<br>• Ensure that only approved contractors are utilised<br>• Ensure contractors prepare, maintain and implement Safe Work Method Statements (SWMS) specific to the works undertaken<br>• Ensure adequate information is provided to contractors on any known health and safety risks relevant to the work being undertaken |

| Role | Responsibilities |
|---|---|
| | • Ensure the Council WHS induction is completed for all contractors<br>• Consult and monitor contractor activities to ensure compliance with Council's and the contractor's own WHS procedures by conducting WHS inspections (where competent to do so)<br>• Maintain records for each contractor order to demonstrate compliance with this procedure. |
| *Administration Officer* | • Support the WHS management system and processes for the identification, assessment, control and monitoring of contractors<br>• Provide assistance to contract managers to evaluate WHS aspects of the tender process<br>• Provide assistance and feedback to Supervisors and Managers regarding the monitoring and review of contractors WHS performance by assisting with WHS inspections, where required<br>• Coordinate appropriate training in accordance with section 5 of this Procedure. |

## 10. Document Control and Review

| | |
|---|---|
| **Owner** | *General Manager* |
| **Approval** | *General Manager* |
| **Approval date** | *Xx/xx/2020* |

Council will review this procedure when there are legislative changes, a change in workplace arrangements or at least every *2 years* to ensure it continues to be effective and relevant. Review and revision must be done in consultation with relevant workers.

| Revision No. | Prepared/Revised by and Date | Amended Section(s) | Action/Amendment Description | Approved by and Date |
|---|---|---|---|---|
| 1 | StateCover 2017 | New Document | NA | |
| 2 | StateCover April 2020 | All | • Updated: format<br>• Updated: Contractor pre-qualification questionnaire – full version<br>• Updated: Contractor site inspection to include excavation and electrical<br>• New: Section on sub-contractors<br>• New: Section on contract development<br>• New: Chain of responsibility requirements and | |

| Revision No. | Prepared/Revised by and Date | Amended Section(s) | Action/Amendment Description | Approved by and Date |
|---|---|---|---|---|
| | | | prequalification questionnaire<br>• Relocated and updated: Monitoring and review of contractors WHS performance to section 4 | |

# Appendix 1

## Self-Assessment Checklist – Contractor WHS Management

Implementation of this procedure can be monitored by checking the following:

| Self-Assessment | Yes | No |
|---|---|---|
| 1. Minimum WHS requirements are set for each contract classification | | |
| 2. Contractors WHS performance history and WHS systems are considered as part of the tender and selection process | | |
| 3. All contractors complete a *Contractor Pre-Qualification Questionnaire* before being accepted as an approved contractor | | |
| 4. Council has and maintains an *Approved Contractors Register* | | |
| 5. Council has a process in place to manage contractors' inductions and communication and consultation with contractors | | |
| 6. A *Contractor Pre-start Checklist* is completed by Council at a pre-start meeting with each contractor, prior to them commencing work. | | |
| 7. Contractor WHS incidents are notified to Council and where required, Council investigates the incident using the *Incident Reporting and Investigation Process* | | |
| 8. Monitoring and reviewing Contractor WHS Performance is conducted through regular and documented WHS inspections | | |
| 9. Non-conformances are documented and the contractor notified immediately and supplied with the *Contractor Non-Conformance Report* to implement corrective actions | | |
| 10. The *Contractor Review Report* is completed for all long duration contracts on the finalisation of the contract works | | |
| 11. Council's *managers/supervisors* receive training in relation to this procedure and their obligations | | |
| 12. Council keeps and maintains records of contractor WHS management | | |



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# Appendix 2

## Contractor Prequalification Letter

**Sample Letter to Contractors**

<Insert Date>

< Insert Contractor Name>
< Insert Contractor Address>

Dear <Insert Name>,

Re: Contractor Work Health & Safety (WHS) Requirements

It is a requirement of *Castlereagh Macquarie County Council* WHS Management System to ensure all services supplied to our organisation by contractors and suppliers meet both internal and external requirements regarding WHS and environmental legislations and standards. To assist us with placing you on our *Contractor Register*, please complete the attached questionnaire and forward copies of the following documentation:

1. Certificate of Business Registration,
2. Current Public Liability Insurance,
3. Current Professional Indemnity Insurance (if applicable),
4. Current Workers Compensation Insurance / Personal Injury Insurance (if self-employed with no additional employees),
5. Government Licence or Permit where required (e.g. electrical work, plumbing work, etc.),
6. WHS Management Plan (or an outline of safe work practices and WHS Policies and Procedures relevant to the work to be performed), and
7. Any other documents requested in the questionnaire.

If you intend to subcontract all or any part of the works to a third party, it is your responsibility to notify *Castlereagh Macquarie County Council* of this intention and ensure that the subcontractor has been evaluated as conforming to stated requirements.

Please contact the undersigned if you have any queries regarding any of the above requirements. Thank you for your assistance and cooperation.

Yours faithfully,

*(Council contact)*


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# Appendix 3

## Contractor Prequalification Questionnaire – Short Version

| Contractor Prequalification Questionnaire | | | | | |
|---|---|---|---|---|---|
| This questionnaire forms part of the mandatory evaluation process for Contractors. Contractors may be required to verify their responses noted in their questionnaire by providing additional evidence upon request by Council. | | | | | |
| **Contact Details** | | | | | |
| **Contractor Business Name:** | | | | | |
| **Address:** | | | | | |
| **Phone:** | | **Fax:** | | **Mobile:** | |
| Please provide details of the nominated person within your company who can be contacted regarding WHS issues | | **Name:** | | | |
| | | **Phone:** | | | |
| | | **Mobile:** | | | |

| Insurance Certificates – Please attach a copy of each Policy / Certificate of Currency | | | |
|---|---|---|---|
| **Type** | **Expiry Date** | **Insurer** | **Amount** |
| Workers Compensation | | | |
| Public Liability | | | |
| Professional Indemnity Insurance | | | |
| Other: | | | |

| Licence / permit details – please attach copies of relevant licences / permits | | | |
|---|---|---|---|
| **Name** | **Type** | **Expiry Date** | **Issued by** |
| | *(e.g. builder /plumber licence)* | | |
| | | | |
| | | | |

| No. | Item |
|---|---|
| 1.1 | Please provide copies of the SWMS/job safety procedures for the work to be performed |
| 1.2 | *(List other information to be supplied here)* |

| Contractor Sign-off |
|---|
| *Name of Contractor* confirms we have systems in place to manage WHS risks in accordance with the hierarchy of controls, WHS legislation, Australian Standards, and Codes of Practice. All work will be performed in accordance with *Name of Contractor* SWMS or procedures, and any necessary additional controls identified during the work will be implemented. All workers performing the work will be trained, competent and licenced |



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| **Contractor Sign-off** | | | |
|---|---|---|---|
| (if required) to do the work. All sub-contractors engaged by the company will be held to these same standards. | | | |
| **Name of authorised Contractor Representative:** | | **Position:** | |
| **Signature:** | | **Date Submitted:** | |

**The section below to be completed by *(Castlereagh Macquarie County Council)*:**

| **Outstanding / Additional Documentation Required:** | | | |
|---|---|---|---|
| | | | |
| **Council's Reviewer of Contractor Prequalification Questionnaire** | | | |
| Comments: | | | |
| **Manager Name:** | | **Position:** | |
| **Signature:** | | **Date:** | |
| **WHS Reviewer Name:** | | **Position:** | |
| **Signature:** | | **Date:** | |



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# Appendix 4

## Contractor Prequalification Questionnaire – Full Version

| Contractor Prequalification Questionnaire | | | | | |
|---|---|---|---|---|---|
| This questionnaire forms part of the mandatory evaluation process and the objective of the questionnaire is to provide an overview of the status of the contractors' WHS Management System. Contractors will be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters. | | | | | |
| **Contact Details** | | | | | |
| **Contractor Business Name:** | | | | | |
| **Address:** | | | | | |
| **Phone:** | | **Fax:** | | **Mobile:** | |
| Please provide details of the nominated person within your company who can be contacted regarding WHS issues | | **Name:** | | | |
| | | **Phone:** | | | |
| | | **Mobile:** | | | |

| Insurance Certificates – Please attach a copy of each Policy / Certificate of Currency | | | |
|---|---|---|---|
| **Type** | **Expiry Date** | **Insurer** | **Amount** |
| Workers Compensation | | | |
| Public Liability | | | |
| Professional Indemnity Insurance | | | |
| Other: | | | |

| No. | Item |
|---|---|
| **1** | **WHS Policy and Management** |
| 1.1 | Does your company have a written company WHS Policy?<br>If yes, please provide a copy of the Policy |
| 1.2 | Does your company have a WHS Management System?<br>If yes, please provide relevant details or attach the relevant documentation |
| 1.3 | Has your company's WHS Management System been certified by a recognised independent authority (e.g. AS4801 or ISO45001)?<br>If yes, please provide a copy of certification or accreditation |
| 1.4 | Are WHS responsibilities clearly identified for all levels of management and staff?<br>If yes, please provide details or attach the relevant documentation |
| **2** | **Safe Work Practices and Procedures** |
| 2.1 | Does your company have a documented risk management process to identify WHS and manage hazards for activities within your operations?<br>If yes, please provide details or attach the relevant documentation |



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| No. | Item |
|---|---|
| 2.2 | Does your company have a process to ensure the hierarchy of controls is followed, and that the highest level of controls is used where practicable?<br>If yes, please provide details or attach the relevant documentation |
| 2.3 | Has your company prepared Safe Work Method Statements (SWMS) or specific WHS instructions relevant to its operations?<br>If yes, please provide a summary list of SWMS or instructions<br>**Note:** SWMS for the work your company will be doing for Council must be provided for review. |
| 2.4 | Does your company complete incident reports and investigations for WHS incidents?<br>If yes, please provide a copy of this and of a standard incident report and investigation form |
| 2.5 | Does your company have specific procedures for maintaining, inspecting and assessing the hazards of plant operated/owned by the company?<br>If yes, please provide details or attach the relevant documentation |
| 2.6 | Does your company have specific procedures for storing and handling hazardous chemicals/materials?<br>If yes, please provide details or attach the relevant documentation |
| 2.7 | Does your company have specific procedures for identifying, assessing and controlling risks associated with hazardous manual tasks?<br>If yes, please provide details or attach the relevant documentation |
| 2.8 | Does your company have permit to work systems?<br>If yes, please provide a summary list of permits and examples of permits. |
| **3** | **WHS Training** |
| 3.1 | Does your company have a process to train workers and verify competency in WHS procedures, SWMS and plant operation for the services to be provided?<br>If yes, please describe how WHS training and competency verification is conducted in your company or provide relevant documentation. |
| 3.2 | Are records maintained of all training, competency verification and induction programs undertaken for workers?<br>If yes, please provide a training register/evidence of training for the services to be provided |
| **4** | **WHS Inspections** |
| 4.1 | Does your company have a process to ensure workplaces/worksites are regularly inspected for WHS hazards and issues?<br>If yes, please provide details or attach the relevant documentation |
| 4.2 | Does your company have a procedure by which workers can report hazards within workplaces or at worksites?<br>If yes, please provide details or attach the relevant documentation |



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| No. | Item |
|---|---|
| **5** | **WHS Consultation** |
| 5.1 | Does your company have formal, documented consultation arrangements in place, such as any of the following?<br>• A health and safety committee,<br>• Worker-elected Health and Safety Representatives,<br>• Other agreed arrangements (including regular meetings with workers to communicate and consult on WHS matters)?<br>Please provide details of the arrangements in place or attach the relevant documentation |
| 5.2 | Does your company have a process for escalating and resolving WHS issues?<br>If yes, provide details or attach the relevant documentation |
| 5.3 | Has your company identified how they plan to consult and communicate information with other duty-holders and their workers – e.g. with Council and other contractors?<br>If yes, provide details of planned arrangements |
| **6** | **WHS Performance** |
| 6.1 | Does your Company's senior management regularly review WHS performance?<br>If yes, provide details of how this occurs. |
| 6.2 | Does your company have a formal process for setting WHS key performance indicators and measuring performance against these - including number and type of injuries and incidents?<br>If yes, provide a summary of WHS performance indicators for the last 6 months |
| 6.3 | Does your company have an assurance process to ensure WHS risks are identified and effectively managed (e.g. internal audits, review of control measures)?<br>If yes, provide details or attach the relevant documentation |
| 6.4 | Has your company had any notifiable incidents in the past 5 years?<br>If yes, provide details, including outcomes such as notices from the Regulator. |
| 6.5 | Has your company been issued any improvement, prohibition or penalty notices by a safety regulator, been convicted of a WHS offence or been the subject of other enforcement action in the last 5 years?<br>If yes, provide details, including the outcome of notices or enforcement actions. |

| 7 | **References** |
|---|---|
| | Provide contact details of referees for three (3) recent contracts completed by your company.<br>Contract 1:<br>Referee name:<br>Ph: Email:<br><br>Contract 2:<br>Referee name:<br>Ph: Email:<br><br>Contract 3:<br>Name:<br>Ph: Email: |

| **Contractor Sign-off** | | | |
|---|---|---|---|
| *Name of Contractor* confirms we have systems in place to manage WHS risks in accordance with the hierarchy of controls, WHS legislation, Australian Standards, and Codes of Practice. All work will be performed in accordance with *Name of Contractor* SWMS or procedures, and any necessary additional controls identified during the work will be implemented. All workers performing the work will be trained, competent and licenced (if required) to do the work. All sub-contractors engaged by the company will be held to these same standards. | | | |
| **Name of authorised Contractor Representative:** | | **Position:** | |
| **Signature:** | | **Date Submitted:** | |

**The section below to be completed by *Castlereagh Macquarie County Council*:**

| **Outstanding / Additional Documentation Required:** | | | |
|---|---|---|---|
| | | | |
| **Council's Reviewer of Contractor Prequalification Questionnaire** | | | |
| Comments: | | | |
| **Manager Name:** | | **Position:** | |
| **Signature:** | | **Date:** | |
| **WHS Reviewer Name:** | | **Position:** | |
| **Signature:** | | **Date:** | |


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# Appendix 5

## Contractor Prequalification Questionnaire - Heavy Vehicle / Chain of Responsibility

| Contractor Prequalification Questionnaire | | | | | |
|---|---|---|---|---|---|
| This questionnaire forms part of the mandatory evaluation process and the objective of the questionnaire is to provide an overview of the status of the contractors' WHS Management System. Contractors will be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters. | | | | | |
| **Contact Details** | | | | | |
| **Contractor Business Name:** | | | | | |
| **Address:** | | | | | |
| **Phone:** | | **Fax:** | | **Mobile:** | |
| Please provide details of the nominated person within your company who can be contacted regarding WHS and COR issues | | **Name:** | | | |
| | | **Phone:** | | | |
| | | **Mobile:** | | | |

| Insurance Certificates – Please attach a copy of each Policy / Certificate of Currency | | | |
|---|---|---|---|
| **Type** | **Expiry Date** | **Insurer** | **Amount** |
| Workers Compensation | | | |
| Public Liability | | | |
| Professional Indemnity Insurance | | | |
| Other: | | | |

| No. | Item |
|---|---|
| **1** | **WHS Policy and Management** |
| 1.1 | Does your company have a written policy for managing heavy vehicle compliance (HVC)/chain of responsibility (COR)?<br>If yes, please provide a copy |
| 1.2 | Are roles and responsibilities for HVC/COR clearly identified within your Company?<br>If yes, please provide details of key roles or attach the relevant documentation |
| 1.3 | Does your company have external accreditation (e.g. NHVAS, Trucksafe)?<br>If yes, please provide a copy of certification or accreditation.<br>(You may be requested to provide a copy of the most recent accreditation audit report.) |
| 1.4 | Does your company have a process for monitoring/auditing compliance with COR requirements?<br>If yes, provide details of process<br>(You may be requested to provide a copy of the most recent audit.) |
| 1.5 | Does your company intend on using subcontractors for all or part of the work? |



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| No. | Item |
|---|---|
| | (If yes, your company must be able to produce evidence to show you have adequate processes in place to select, induct and supervise subcontractor's compliance with COR requirements, when requested) |
| **2** | **Drivers** |
| 2.1 | Does your company have a process to ensure drivers hold current licences for the appropriate vehicle classes?<br>If yes, please provide a register of drivers and licences |
| 2.2 | Does your company have a process to manage fatigue for drivers, including scheduling/rostering, journey planning and record keeping?<br>If yes, provide details of how fatigue is managed or attach the relevant documentation |
| 2.3 | Does your company have a process to ensure compliance with requirements for driving hours and breaks?<br>If yes, provide details of how compliance is managed or attach the relevant documentation |
| 2.4 | Does your company have a process to ensure drivers are fit for work?<br>If yes, provide brief details of how fitness for work is managed or attach the relevant documentation |
| 2.5 | Has your company provided training to drivers on elements of the safety management system for COR?<br>If yes, provide brief details of training or attach the relevant documentation |
| **3** | **Vehicles and Loads** |
| 3.1 | Does your company have a process to ensure current registration is maintained for all heavy vehicles to be used for the proposed work?<br>If yes, provide a register of vehicles and registration expiry dates. |
| 3.2 | Does your company have a process to ensure heavy vehicles are maintained and roadworthy, including prestart checks?<br>If yes, provide a copy of the maintenance procedure and a sample of your completed prestart checklist(s) |
| 3.3 | Does your company have processes and controls in place to ensure compliance with mass and dimension limits of heavy vehicles?<br>If yes, provide a brief description of how this is managed or attach the relevant documentation |
| 3.4 | Does your company have a process in place to ensure compliance with speed limits (including both speed limiters and controls for ensuring compliance with limits under 100km/h)?<br>If yes, provide a brief description of how speed compliance is managed or attach the relevant documentation |
| 3.5 | Does your company have a process in place to ensure all loads are adequately secured/restrained, in compliance with the Load Restraint Guide?<br>If yes, provide a brief description of how load restraint is managed or attach the relevant documentation |
| **4** | **Permits and Route Planning** |
| 4.1 | Does your company have a process to ensure compliance with notices, permits and exemptions? |


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| No. | Item |
|---|---|
| | If yes, provide details or attach relevant documentation |
| 4.2 | Does your company have a process for route planning to ensure compliance with specific heavy vehicle routes, access permits and restrictions (e.g. height and weight restrictions, b-double and road train routes)?<br>If yes, provide details or attach relevant documentation |
| 4.3 | Has your company provided training to relevant personnel (e.g. drivers, schedulers) on complying with permits, notices, restrictions, and access requirements?<br>If yes, provide details or attach relevant documentation |

| 5 | References |
|---|---|
| | Provide contact details of referees for three (3) recent contracts completed by your company.<br><br>Contract 1:<br>Referee name:<br>Ph: Email:<br><br>Contract 2:<br>Referee name:<br>Ph: Email:<br><br>Contract 3:<br>Name:<br>Ph: Email: |

**Contractor Sign-off**

*Name of Contractor* confirms we have systems in place to manage WHS risks in accordance with the hierarchy of controls, HVNL and WHS legislation, Australian Standards, and Codes of Practice. All work will be performed in accordance with *Name of Contractor* SWMS or procedures, and any necessary additional controls identified during the work will be implemented. All workers performing the work will be trained, competent and licenced (if required) to do the work. All sub-contractors engaged by the company will be held to these same standards.

| | | | |
|---|---|---|---|
| **Name of authorised Contractor Representative:** | | **Position:** | |
| **Signature:** | | **Date Submitted:** | |



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**The section below to be completed by *Castlereagh Macquarie County Council*:**

| **Outstanding / Additional Documentation Required:** | | | |
|---|---|---|---|
| | | | |
| **Council's Reviewer of Contractor Prequalification Questionnaire** | | | |
| Comments: | | | |
| **Manager Name:** | | **Position:** | |
| **Signature:** | | **Date:** | |
| **WHS Reviewer Name:** | | **Position:** | |
| **Signature:** | | **Date:** | |



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# Appendix 6

## Approved Contractor Register Template

| Site: | | | | | Completed by (Name & Position): | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Date Last Reviewed: | | | | | Date Next Review due: | | | | |
| Supplier/Contractor Details (Company name, address, etc.) | Type of Services Provided | Category of Contractor | Licence/ Certificate No. (Where required) | Public Liability Insurance Policy No. & expiry date | Workers Comp Insurance Policy No. & expiry date | Professional Indemnity (where required) | Contractors Prequalification Questionnaire completed (date) | Reviewed and Signed-Off by: | Review Date |
| | | | | | | | | | |
| | | | | | | | | | |
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# Appendix 7

## Contractor Pre-Start Checklist

The following documentation must be submitted and reviewed by Council's *Contract Manager* prior to commencement of work. This may be conducted as part of the Start-up Meeting.

| Steps | ✓ | Requirements of the Project | When |
|---|---|---|---|
| 1 | ☐ | A detailed scope of works to be undertaken has been provided. | |
| | ☐ | WHS Management Plan provided (if construction project is over the value of $250K). | |
| | ☐ | Site specific risk assessment (if applicable). | Prior to arriving on site. (Contractors cannot commence if this information has not been submitted) |
| | ☐ | SWMS are provided for all high-risk activities. | |
| | ☐ | SWMS:<br>• are signed off by the nominated responsible person<br>• clearly identify responsibilities<br>• identify the related provisions of WHS legislation, Codes of Practice and Standards<br>• include evidence that workers have been consulted, inducted and signed off on the SWMS<br>• include contact details and a backup person who can respond to emergencies<br>• have been reviewed within the last 1-2 years | |
| | ☐ | A register of workers (employees, labour hire or subcontractors) who are likely to be sent to site has been provided, with their skills and competencies noted and any additional training required to carry out the SWMS. | |
| | ☐ | Council has been notified beforehand of any subcontractors to be engaged. | |
| | ☐ | The methods to be used to monitor and manage subcontractor WHS on the project have been identified. | |
| | ☐ | The methods to be used to conduct and record regular WHS consultation with workers has been identified. | |
| | ☐ | Plant registers for electrical equipment, static or mobile plant to be used and details of inspection and testing have been provided | |
| | ☐ | A register of hazardous chemicals to be used on site and corresponding Safety Data Sheets *have been provided N.B.: SDS must be less than 5 years old from issue date.* | |
| | ☐ | Details of emergency control measures have been provided. | |
| 2 | ☐ | Certificates of currency have been provided for:<br>☐ Public Liability | |



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| The following documentation must be submitted and reviewed by Council's *Contract Manager* prior to commencement of work. This may be conducted as part of the Start-up Meeting. | | | |
|---|---|---|---|
| **Steps** | ✓ | **Requirements of the Project** | **When** |
| | | ☐ Workers Compensation | |
| 3 | ☐ | Register of all workers to be used on project, including subcontractors and their skills, competencies and licenses provided. | Prior to the Site Induction |
| 4 | ☐ | Evidence of SDS for all hazardous chemicals that will be brought to and used, handled and/or stored on site. *N.B.: SDS must be less than 5 years old from issue date.* | |
| 5 | ☐ | Register of plant with logs and pre-commencement checklist completed and signed off *N.B.: this is to include risk assessments of plant and on-site maintenance scheduling.* | |
| 6 | ☐ | Verification that workers have been inducted into the specific SWMS for this project. | Must be presented at the Site Induction |
| 7 | ☐ | Verification that workers have been issued with Personal Protective Equipment (PPE) where applicable e.g. hard hats, hearing protection, eye protection, respirator/mask, gloves, foot protection, high visibility clothing, etc. | |
| 8 | ☐ | Verification that workers have General Construction Induction Cards (white cards) and any relevant National Certificates of Competency for Plant and Equipment. | |

| **Sign Off** | | | | | |
|---|---|---|---|---|---|
| **Nominated *Castlereagh Macquarie County Council* Manager's Name and Signature:** | | | | | |
| **Contractor Company Name:** | | | | | |
| **Contractor Name:** | | **Signature:** | | **Date**: | |



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# Appendix 8

## Contractor Site Inspection Checklist

| | | | |
|---|---|---|---|
| **Date of Inspection:** | | **Time of Inspection:** | |
| **Site Location:** | | | |
| **Type of Work:** | | | |
| **Contractor:** | | | |
| **Contractor Address:** | | | |
| **Contractor Name/Signature:** | | | |
| **Inspected by (Name/Position/Signature):** | | | |

| Issue | Y | N | N/A | Action(s) to be Taken | Date Completed |
|---|---|---|---|---|---|
| **1. General Risk Management** | | | | | |
| Site Specific Risk Assessment completed prior to work commencing and controls implemented i.e. public access, weather and identified hazards. | | | | | |
| Safe Work Method Statements (SWMS) relevant for work sighted. | | | | | |
| SWMS have appropriate controls documented and implemented. *(This is only to be assessed where the person conducting the inspection is competent to review the controls)* | | | | | |
| Work tasks/activities conducted in accordance with the requirements of the SWMS. *(This is only to be assessed where the person conducting the inspection is competent to review the controls)* | | | | | |
| Permit to work procedures are available and completed for confined space entry, work at heights/roof access, hot work, | | | | | |



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| Issue | Y | N | N/A | Action(s) to be Taken | Date Completed |
|---|---|---|---|---|---|
| excavation, asbestos removal, etc. | | | | | |
| Isolation / tagging systems are used for unsafe or defective equipment. | | | | | |
| **2. Training and Induction** | | | | | |
| Relevant operation licenses sighted i.e. riggers, climbers, plant and equipment. | | | | | |
| Site specific site induction required and completed. | | | | | |
| Contractors are following all site rules | | | | | |
| Contractor trained in the SWMS and SWMS signed by the contractor undertaking the work. | | | | | |
| Permit to work competency / licence sighted for confined space entry, work at heights/roof access, hot work, excavation, asbestos removal, etc. | | | | | |
| **3. Work Environment** | | | | | |
| Adequate lighting for tasks/activities performed. | | | | | |
| Work site clean and free of rubbish - bins available and used. | | | | | |
| Passageways, stairways, pathways and work areas defined and clear of obstructions. | | | | | |
| Exclusion zones / prohibited areas have barricades and warning signs. | | | | | |
| Work site external boundaries defined, and public access restricted e.g. fencing. | | | | | |
| Access / exit in safe condition. | | | | | |
| Storage of materials on site in designated areas. | | | | | |
| Overhead protection at head strike areas is provided (i.e. areas barricaded or fenced, to prohibit entry). | | | | | |



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| Issue | Y | N | N/A | Action(s) to be Taken | Date Completed |
|---|---|---|---|---|---|
| | | | | | |
| **4. Emergency Response** | | | | | |
| Emergency plan / procedure including contacts available on site. | | | | | |
| Adequate first aid facilities provided e.g. first aid kit in vehicle and workers trained. | | | | | |
| Contractor's vehicle fitted with a fire extinguisher on-board and workers trained in its use. | | | | | |
| Incident/near miss reporting form available on site. | | | | | |
| **5. Electrical Risks** | | | | | |
| Electrical equipment inspected, tested and tagged in accordance with *AS/NZS 3760:2010*. | | | | | |
| Power boards and power leads in safe operating condition. | | | | | |
| Electrical leads positioned to avoid tripping and damage e.g. off ground. | | | | | |
| Low hanging overhead power wires have tiger tails attached. | | | | | |
| Signage is installed to warn of overhead powerlines and/or cross sticks installed underneath | | | | | |
| **6. Excavation work** | | | | | |
| Dial before you dig, and other relevant service provider plans are available | | | | | |
| Cable locator technology used to identify service locations | | | | | |
| Potholing has been carried out to determine the location of underground services | | | | | |
| Where underground services have been located, they are protected from damage | | | | | |
| **7. Plant and Equipment** | | | | | |



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| Issue | Y | N | N/A | Action(s) to be Taken | Date Completed |
|---|---|---|---|---|---|
| Maintenance of equipment and expiry dates sighted (e.g. lifting equipment). | | | | | |
| Contractor has all relevant operator licences / verification of competency. | | | | | |
| Registration for vehicles and plant sighted. | | | | | |
| Plant, equipment and tools in good condition. | | | | | |
| Machine guards in place. | | | | | |
| SWMS for activity on site and followed. | | | | | |
| Plant and equipment risk assessments available on-site. | | | | | |
| **8. Working at Heights** | | | | | |
| Working at heights / roof access permit sighted. | | | | | |
| Working at heights training has been provided to all workers involved and verified. | | | | | |
| Tool lanyards are being used to prevent tools from falling. | | | | | |
| Emergency and rescue procedures has been prepared for working at heights (in case a fall arrest system is used). | | | | | |
| Fall restraint/arrest system is being used. | | | | | |
| Fall arrest equipment has two hooks to ensure that the worker is attached to the structure / tower. | | | | | |
| Fall arrest equipment has been inspected in the last 6 months. | | | | | |
| Entry to work areas where work at heights is being undertaken is restricted i.e. fencings and barricades. | | | | | |
| Handrails/protective rails are in place | | | | | |
| SWMS sighted and followed. | | | | | |
| **9. Confined Space** | | | | | |



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| Issue | Y | N | N/A | Action(s) to be Taken | Date Completed |
|---|---|---|---|---|---|
| Confined space entry permit sighted. | | | | | |
| Spotter on site. | | | | | |
| Confined space training has been provided to all workers involved and verified. | | | | | |
| SWMS sighted and followed. | | | | | |
| Emergency procedures for confined spaces are in place, e.g. First Aid and Rescue Procedures. | | | | | |
| **10. Hazardous Manual Tasks** | | | | | |
| SWMS to identify hazardous manual tasks and appropriate controls are implemented e.g. use of manual aids and workers trained. | | | | | |
| Manual Aids e.g. trollies and pulleys are available on site and used. | | | | | |
| Workers have been trained in the safe performance of relevant hazardous manual tasks. Training has been verified. | | | | | |
| **11. Hazardous Chemicals** | | | | | |
| An up-to-date hazardous chemicals register is available. | | | | | |
| SWMS list precautions to be used when working with hazardous chemicals. | | | | | |
| Safety Data Sheets (SDS) sighted for hazardous chemicals used on site (no older than 5 years). | | | | | |
| Flammable/combustible materials, gas cylinders and other hazardous materials are stored safely on-site. | | | | | |
| Hazardous chemicals safely stored and containers clearly identified. | | | | | |
| Workers are trained in hazardous chemical safety, and training has been verified. | | | | | |


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| Issue | Y | N | N/A | Action(s) to be Taken | Date Completed |
|---|---|---|---|---|---|
| **12. Hazardous Materials** | | | | | |
| Asbestos Registers available from *Castlereagh Macquarie County Council* which identifies asbestos locations and asbestos-containing materials (ACM) labelled. | | | | | |
| **13. Radio Frequency Radiation (RFR)** | | | | | |
| RFR exposure tags worn when working around RFR. | | | | | |
| SWMS sighted and followed. | | | | | |
| PPE documented in SWMS worn. | | | | | |
| **14. Use of Elevating Work Platforms (EWP)** | | | | | |
| Contractor licensed to operate EWP and sighted. | | | | | |
| Working at heights permit sighted and controls listed implemented | | | | | |
| Working at heights training has been provided to all workers involved and verified. | | | | | |
| **15. Use of Ladders** | | | | | |
| Ladders inspected and in good condition. | | | | | |
| Ladders have non-slip feet fitted and properly secured at top and bottom. | | | | | |
| Working from ladders avoided in favour of higher-level controls for work at heights Inc., scaffold, scissor lifts etc. | | | | | |
| **16. Personnel Protective Equipment (PPE)** | | | | | |
| SWMS or site rules establish required PPE for work activities. | | | | | |
| PPE is available, worn and maintained in good working order. | | | | | |
| UV protection (e.g. sunscreen, hat, sunglasses, etc.) available and used. | | | | | |
| PPE signage in place. | | | | | |
| **17. Environmental** | | | | | |



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| Issue | Y | N | N/A | Action(s) to be Taken | Date Completed |
|---|---|---|---|---|---|
| Dust suppression, such as using wet techniques is in place. | | | | | |
| Stockpiles are protected from wind. | | | | | |
| Plant and equipment are maintained to minimise emissions. | | | | | |
| Site hours of operation of plant, equipment and power tools are observed. | | | | | |
| Works emitting excessive noise are identified. | | | | | |
| PPE hearing protection is used in noisy environments. | | | | | |
| SWMS for the work activity documents noise hazards and any PPE requirements. | | | | | |
| Storm water and run off controls are in place. | | | | | |
| Soil on roadways controls are in place. | | | | | |
| Discharge is contained and controlled on site e.g. pump out, contaminated soil, chemicals and other. | | | | | |
| Waste contractor records are available. | | | | | |
| Waste reduction plan is in place. | | | | | |

| Issue | Y | N | N/A | Action(s) to be Taken | Date Completed |
|---|---|---|---|---|---|
| **1. Other Identified Hazards and Risks during Inspection:** | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |



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# Appendix 9

## Contractor Non-Conformance Report

### Protocol for Non-Conformance Issues

1. On completion of the Contractor Site Inspection Checklist, the *nominated Castlereagh Macquarie County Council* Representative will complete the attached Contractor Non-Conformance Report for the areas of non-conformance that have been identified.
2. Details of non-conformance (i.e. involving plant or equipment, hazardous chemicals, procedures, SWMS, site risk assessments and/or other hazards/risks) are to be identified.
3. Prior to issuing a Contractor Non-Conformance Report, the Contractor/Sub-contractor is required to determine corrective actions and a timeframe for the actioning of the identified non-conformances. Risk control measures are to consider WHS Regulations, Codes of Practice, Australian Standards, best practice and the Hierarchy of Controls.
4. A copy of the completed report will be sent to Council's *Administration Officer*.

| **Non-Conformance Report** | |
|---|---|
| Site Location: | Inspection Date: |
| Project Number and Description: | |
| Contractor Details | Council Details |
| Contractor/Subcontractor: | Council Department: |
| Contractor Address: | Nominated Council Representative: |
| Contractor Representative: | Council Telephone: |
| Contractor Telephone: | Council Email: |
| Contractor Email: | Council Signature & Date (upon issue): |
| Contractor Signature & Date (upon completion): | Council Signature & Date (upon completion): |

| **Non-Conformance Details** | **Contractor's intended corrective actions:** | **Agreed Completion Date** | **Verification of Completion (Date &** |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| **Additional Comments:** | | | |
| | | | |



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# Appendix 10

## Contractor Review Report

| **Contractor WHS Report** | | |
|---|---|---|
| Monthly: | Date: | |
| Contractor/Subcontractor: | Council's Contractor No.: | |
| Address: | Contact Person: | |
| Telephone: | Email: | |
| **Performance Indicators** | | |
| **Performance Measure** | **Current Month** | **Annual Total** |
| No. of hours worked on Council's sites | | |
| No. of SWMS reviewed | | |
| No. of Site Risk Assessments completed | | |
| No. of hazards identified and reported on Council's sites | | |
| No. of hazards rectified | | |
| No. of WHS audits/inspections completed | | |
| No. of Incident/Near Miss Reports occurring from Council's sites | | |
| No. of lost time injuries from Council's sites | | |
| No. of Working days lost | | |
| No. of first aid treatments on Council's sites | | |
| No. of task observations completed | | |
| No. of toolbox talks or other safety meetings held | | |
| **Corrective Actions** | | |
| **Performance Measure** | **Current Month** | **Annual Total** |
| No. of Non-Conformance Reports received from *Castlereagh Macquarie County Council* | | |
| No. of WHS corrective actions implemented | | |
| Corrective action status: | | |



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| **Injured Workers** | | | | | |
|---|---|---|---|---|---|
| **Name Person Injured** | **PCBU (Contractor/ Subcontractor)** | **Type of Injury** | **No. Work Days Lost** | **Return Work Date** | **Full Duty Y/N** |
| | | | | | |
| | | | | | |
| | | | | | |

| **Council Property/Environment Damages or Issues** | | |
|---|---|---|
| **Item Damaged** | **Date of Damage** | **Describe Damage/Issue** |
| | | |
| | | |
| | | |
| | | |
| | | |

| **SafeWork NSW inspections/actions on *Castlereagh Macquarie County Council* sites, and outcomes:** |
|---|
| |
| **Additional Comments:** |
| |
| Contractor Signature: Date: |

| **Policy Adoption** | | | |
|---|---|---|---|
| **Version** | **Adopted Date** | **Minute No** | **Details of Review** |
| | | | |
| | | | |
| | | | |
| | | | |


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# SUN PROTECTION POLICY

Adoption Date:

Review Date:

Responsible Officer: General Manager

## POLICY STATEMENT

Castlereagh Macquarie County Council has a "Duty of Care "to its employees, contractors, volunteers and visitors and the Sun Protection Policy provides a policy for its employees to implement appropriate sun protection control measures whilst at work.

## PURPOSE

To reduce workers exposure to solar ultraviolet rays (UVR) by implementing appropriate sun protection control measures.

## POLICY OBJECTIVES:

The objectives of this Policy are to:

- Establish guidelines on acceptable and appropriate sun protection control measures for those employees working outside.
- Apply the principles of work health and safety (WHS) management and risk management to those employees working outside
- In managing and providing PPE in the workplace, the use of such clothing and equipment will be guided by the Castlereagh Macquarie County Council PPE uniform procedures document along with this Sun Protection Policy.

## LEGISLATION:

The policy relates to the following legislation;

- Local Government (State) Award 2023 or subsequent Awards
- WHS Act 2011 – Part 2 – Health and Safety Duties
- WHS Regulation 2017 – Part 3.1, Clause 32-38 Managing risks to health and safety Division 5, Clauses 44 to 47 – Personal Protective Equipment
- Cancer Council NSW – Sun Protection
- SafeWork NSW Code of Practice – How to Manage Work Health & Safety Risks

## APPLICATION/SCOPE:

This policy is applicable to all Castlereagh Macquarie County Council employees, contractors, volunteers and visitors who work outdoors for more than 30 minutes per day.

**POLICY:**

**Roles and Responsibilities**

The following table outlines the roles and responsibilities of personnel. Noting that the position titles may change, however, the responsibilities remain the same.

| Roles | Responsibility |
|---|---|
| The Elected Council | The elected Council must act in accordance with the Policy and abide by any determination made as a result of this Policy. |
| General Manager | The General Manager is responsible for the overall control and implementation of the Policy. |
| Senior Biosecurity Officer | The Senior Biosecurity Officer is responsible for management, monitoring and reporting. |
| Biosecurity Officers | All supervisors must act in accordance with this policy an abide by any determination made as a result of this policy and enforce it |
| Workers | Council Officers must act in accordance with this policy an abide by any determination made as a result of this policy |
| General Public | The general public must act in accordance with this policy and abide by any determination made as a result of this policy. |

**Sun Protection Statement**

Supervisors/Managers in consultation with the General Manager shall conduct risk assessments to identify all tasks/activities that may have a high risk of exposure to UV.

Supervisors shall monitor workers exposure to UV by requiring outdoor workers to use sun protection measures at all times.

Other workers are required to utilise sun protection measures when outside during daily sun protection times (when UV Index is 3 and above) or if they are exposed to the Sun for more than 30 minutes, whichever comes first.

Managers/Supervisors shall ensure injury reporting requirements are followed when an incident of sunburn or excessive exposure to UV occurs in the workplace.

**Uniform**

Workers will be provided with the following PPE for sun safety to cover as much skin as possible, which must be worn/used at all times whilst working outdoors.

- Long-sleeved shirt with a collar made from material with an ultraviolet protection factor (UPF) of 50+.
- Long trousers made from UPF50+ material.
- A sun-protective hat that shades the face, head, ears and neck, is made from UPF50+ material, and is in a broad brimmed, bucket or legionnaire style – attachable brims and neck flaps when wearing a hard hat.

Where office based staff are required to work outdoors, they shall be required to comply with the provisions of this procedure. PPE shall be provided subject to General Managers approval..

The wearing of shorts other than a Council issued item is not permitted in the workplace at any time.

Long sleeve shirts are not to be rolled up above mid forearm whilst on duty.

*Castlereagh Macquarie County Council – Sun Protection Policy*

Where a worker presents at a workplace in any Non-Council issued clothing, they shall be removed from the workplace until such time as they present correctly attired. Time off shall be at the workers own expense and time.

**Beanies and Hats**
Council issued beanies are provided as a component of Council's field uniform and may be worn in the cooler months generally from 1 April through to 30 September only.

Beanies may be worn under hard hats where hard hats are an onsite requirement. As long as they do not interfere with the fitting of the PPE.

Broad brimmed hats shall be worn on any day where UV levels are 3 or above. This is generally from 9:30am each day or if you are outside in the sun for more than 30 minutes.

The broad brimmed hat will measure no less than 7.5cms in width, as recommended by the NSW Cancer Council. A hat with a wide brim reduces the amount of UV radiation reaching the face by 50%. Hats worn by employees whilst working in an environment exposed to UV radiation shall be light enough to wear in hot conditions and made of fabric that is of a close weave and does not allow the penetration of sunlight. Hats that have a gauze section are not suitable as UV rays will penetrate these.

No caps or visors are to be worn in the workplace at any time whilst on duty. The Council supplied Broad brimmed hat shall be the only one to be worn.

**Sunscreen**
A broad-spectrum, water-resistant sunscreen with a sun protection factor (SPF) of 50+ or higher and lip balm (50+).

This is available on request from the Store with a supply to be maintained in all plant/vehicles/worksites.

Note: If sunscreen is left in high temperatures for extended periods of time (for example, in the glove box of a car in the heat) the ingredients will begin to separate, leaving a gritty, lumpy or watery consistency that may affect how it is applied to skin, as well as the effectiveness of its UV protection. It is recommended to store the sunscreen in a cool place below 30°C.

**Sunglasses**
Sunglasses that are close fitting, have a wrap-around style and have an eye protection factor of 9 or 10, or meet Australian Standards (AS/NZS1067) or safety glasses rated "O" (AS/NZS 1337.1).

Where a worker wears prescription sunglasses they may be worn subject to the lenses and style being of a quality that provides protection from shattering or breakage and be Australian standard compliant.

**Non Council Employees**
Contractors, sub-contractors and their workers are required to adhere to the sun protective PPE requirements of this procedure at their own cost.

The requirement for contractors to provide for sun safety measures shall be included in any tender and contract documentation as part of the WHS compliance assessment.

**Personal Protective Equipment (PPE)**
General PPE provisions for workers is contained in Council's PPE Uniform procedure.

**Skin Checks**
As a health and wellbeing initiative, Council shall, as a voluntary service, make available at a minimum annual skin checks at no cost to a worker.

*Castlereagh Macquarie County Council – Sun Protection Policy*

**UV Awareness**
Council will provide information on the effects of UVR exposure. The information will include prevention and early detection of skin cancer.

**Breach of this Policy**
Continued breaches and/or deliberate breaches of this Policy may result in disciplinary action in accordance with the Local Government State Award disciplinary procedures.

**DEFINITIONS**

| Key Terms | Meaning |
|---|---|
| Award | Local Government (State) Award 2023 or subsequent Awards |
| PPE | Personal Protection Equipment |
| SPF | Sun Protection Factor |
| Supervisor | General Manager, Director, Manager, Works Coordinator, Ganger or other designated person with responsibility for the supervision of workers |
| UV | Ultra Violet |
| UVR | Ultra Violet Rays |
| Worker | An employee, contractor or employee of a contractor, volunteer |

| Version | Adopted Date | Minute No. | Details of Review |
|---|---|---|---|
| 1 | 25th November 2024 | | |
| | | | |
| | | | |
| | | | |
| | | | |

# RECORDS MANAGEMENT POLICY

Adoption Date:

Review Date:

Responsible Officer: General Manager

**PURPOSE**
The purpose of the Records Management Policy is to ensure that full and accurate records of all activities and decisions of the Castlereagh Macquarie County Council are created, managed and disposed of appropriately to meet the Council's organisational needs and accountability requirements.

A small percentage of the Council's records will become archives, part of the cultural resources of the State.

**APPLICATION:**
All employees must comply with this policy, and associated records management procedures, in their conduct of official business for Council. This policy applies to records in all formats, including electronic records.

**ASSOCIATED REFERENCES:**
See Appendix A

**POLICY:**

**Management of the Council's Records Management Policy**
The General Manager or nominated delegate is responsible for the management of the Records Management Policy.

**Creation of Records**
Official records are to be kept of all decisions and transactions made in the course of official business. This includes:

- File notes of telephone conversations and minutes of meetings including reports.
- All paper based records.
- Activities and business transacted electronically, including email.

All documents are to be registered into the records management software, printed, and placed on a physical file. File titles are obtained from the Council's index.

All official outgoing communications, including letters, faxes, and e-mails, should contain reference to the file titles.

**Maintenance of Records**
The location of each file is to be recorded and updated at every movement of the file. Staff members should notify the Administration Officer when passing records on to another officer.

**Storage of Records**
Current files should be stored in designated storage areas for current records with appropriate

restrictions.

- Superseded records should be transferred to Council's offsite storage location(s).
- Records which are no longer in use for official purposes and that are required as State archives under a current Retention and Disposal Authority should be forwarded to the Administration Officer.

**Disposal of Records**
Records of Council can only be disposed of in accordance with the State Records Authority's General Disposal Authority 39 (GDA39) – Local Government Records.

Records cannot be disposed of without the concurrence of the General Manager or delegate.

**Archives**
The General Manager or delegate is responsible for transferring records which are required as State archives to the State Records Authority of NSW.

**Access to Records**
Records are available to all authorised staff that require access to them for business purposes.

All access to Council's records by members of the public, including requests under the Government Information (Public Access) Act 2009, will be in accordance with the applicable legislation.

**RESPONSIBILITIES**

**General Manager**
- Ensures that Council complies with the requirements of the State Records Act 1998 and the standards and requirements issued under the Act
- Ensures that Council complies with other legislation relating to records management and recordkeeping.
- Ensures that the Records Management Program is adequately resourced
- Represents records management interests on the Executive
- Has ownership of the Records Management Policy
- Reports to the State Records Authority on the Records Management Program eg. responds to records management surveys.
- Administers Council's offsite storage location(s).

**Administration Officer**
- Compiles Records Management Policy and Procedures and standards in relation to all aspects of records management
- Monitors compliance with the records management policy, procedures and standards across Council and makes recommendations for improvement or modification of practices
- Designs and advises on recordkeeping systems
- Manages the records management software
- Prepares lists for the disposal of records, in liaison with the General Manager
- Ensures that all staff are aware of their recordkeeping responsibilities
- Formulates and maintains index and retention and disposal authorities
- Formulates and maintains vital records lists and counter disaster plans
- Has responsibility for the conduct of records management operations.

- Provides support and infrastructure to ensure that records kept in electronic form are properly managed.
- Ensures that information management policies and projects take into account the special nature of records
- Liaises with Records Clerk regarding counter disaster planning for electronic records.

**All Employees**

- Comply with records management policy and procedures
- Create and forward full and accurate records of their business activities.

**REVIEW AND AMENDMENT**

This policy shall be reviewed at four (4) yearly intervals, to ensure it meets all statutory requirements and the needs of Council.
This policy may be amended or cancelled by Council at any time without prior notice or obligation to any employee.

**ADOPTION**

This policy commences as from the date of adoption by Council, being 25th November 2024 and replaces any other previous policy.

**ACKNOWLEDGEMENT**

Council acknowledges the use of Records Management Policy documents provided by the State Records Authority of NSW and the State Library of NSW.

**Appendix A – Legislative and other requirements for recordkeeping**

**LEGISLATION**

Copyright Act 1968 (Commonwealth)
Government Information (Public Access) Act 2009
Health Records and Information Privacy Act 2002
Local Government Act 1993
Privacy and Protection of Personal Information Act 1998
State Records Act 1998 including standards and retention and disposal authorities issued under the Act.
State Records Regulation 2005

| Version | Adopted Date | Minute No. | Details of Review |
|---|---|---|---|
| 1 | 25th November 2024 | | |
| | | | |
| | | | |
| | | | |
| | | | |

# CASTLEREAGH MACQUARIE COUNTY COUNCIL
# LEGISLATIVE COMPLIANCE REGISTER - OCTOBER 2024

| Reference No | Compliance Entity | Compliance Function | Legislative Activity | Legislation | Compliance Date | Frequency | Comments |
|---|---|---|---|---|---|---|---|
| 1 | DPIRD | Governance | Local Control Authority Functions - Weed Biosecurity | NSW Biosecurity Act 2015 – s.371(1e) | BIS Reporting | Monthly | Activities conducted by Council as LCA to be reported in the prescribed format via WIDX |
| 2 | OLG | Finance | An Investment Report is required for each Ordinary Council Meeting | LGR 2021 – c.212 | Quarterly | Each Ordinary Council Meeting as Scheduled | If applicable |
| 3 | OLG | Governance | (Annual) BASP / Delivery Program Progress Report to be provided to Council at least every 6 months | LGA– s.404. | Six monthly | February and August | Delivery Program |
| 4 | OLG | Finance | Quarterly Budget Review Statement review | LGR 2021 – c.203 | Within 2 months of the end of each quarter except June | Each Ordinary Council Meeting as Scheduled | Review of Annual Budget<br>• 30 September<br>• 31 December<br>• 31 March |
| 5 | OLG | Governance | ARIC Committee | LGA– s.428A.<br><br>LGR 2021 – c's. 216A-U | Quarterly | Each ARIC Meeting as Scheduled - At least 4 meetings annually | Local Government General Regulation to be amended on 1 July 2024 to include ARIC provisions<br>February, May, August & November |
| 6 | OLG | Governance | Council publishes on its Website recording of Ordinary and Special Meetings & Minutes of the Council that are not confidential. | Model Code of Meeting Practice 2021 – s.5 | At the same time as meeting or as soon as practicable after meeting | Each Ordinary Council Meeting as Scheduled | Records are to be available to the public for at least 12 months after meeting date. |

| Reference No | Compliance Entity | Compliance Function | Legislative Activity | Legislation | Compliance Date | Frequency | Comments |
|---|---|---|---|---|---|---|---|
| 7 | NSW Ombudsman | Governance | Public interest Disclosures Report due to the NSW Ombudsman. | Public Interest Disclosures Act 2022 - s.78 | 30 July Annually | July | Report to end of June To be included in annual report |
| 8 | OLG | Finance | Annual GST Certificate - Office of Local Government. | (OLG Circular – End of Year Financial Reporting) | 30 July Annually | July | GST Certificate to be sent to finance@olg.nsw.gov.au |
| 9 | OLG | Finance | Related Party Disclosures - KMP | LGR 2021 - c. 206 & c.214<br><br>Local Government Code of Accounting Practice & Financial Reporting 2023/24 - F1(3) | Annually | August | Supplied to Auditor - Documents confidential & NOT GIPAA-accessible |
| 10 | OLG | Governance | General Manager Performance Review Committee | LGA 1993 s.338<br><br>Standard Contract of Employment - General Managers of Local Councils in NSW – c.7 | Annually | March | Committee of Members formed to undertake performance review for General Manager. |
| 11 | ATO | Finance | Taxable Payments Annual Report must be provided to the Australian Taxation Office. | ATO Law Companion Ruling - 2019/4 | 28 August Annually | August | Council payments to contractors may need to be reported and a Taxable payments annual report (TPAR) lodged. |
| 12 | OLG | Finance | Council and General Manager are to sign Certificates for Un-audited Annual Financial Statements of prior year. | LGA 1993- s413 (2c)<br><br>LGR 2021 – c.215 | 31 August, Annually | August | Resolution by Council in August to allow financial statement to be signed by designated members and staff |

| Reference No | Compliance Entity | Compliance Function | Legislative Activity | Legislation | Compliance Date | Frequency | Comments |
|---|---|---|---|---|---|---|---|
| 13 | OLG | Finance | Annual Member Fees | LGA 1993– div.5 s.248: s.254A | June Annually | June | Fee must be fixed annually in June in accordance with Local Government Remuneration Tribunal. |
| 14 | OLG | Governance | Pecuniary Interest Returns submitted to GM and tabled at next available Ordinary Council Meeting. | LGA 1993- s.440<br><br>Model Code of Conduct (2022) Part 4 | 30 September Annually | September | Tabled at the October Ordinary Council meeting |
| 15 | OLG | Finance | Audited Annual Financial Statements and the Auditor's Report are to be submitted to OLG. | LGA 1993- s.417 | 30 October Annually | October | Can be in the form of notification of link to Council website. |
| 16 | OLG | Finance | Audited Annual Financial Statements and the Auditor's Report are to be presented to Public and comment invited | LGA 1993- s.418 | On or before 5 December Annually | November/ December | At least 7 Days after notice is given & within 5 weeks of reports been given to Council |
| 17 | OLG | Governance | Ordinary Council Meeting Dates to be set for the next Calendar Year | LGA 1993- s.396 | October Annually | October | At least 4 meetings annually<br>February, April, June, August, October and December |
| 18 | Information & Privacy Commission | Governance | An agency must have an Agency Information Guide | Government Information (Public Access) Act 2009 s.20 & s.21 | Annually | November | Updated no less than annually and be publically available |
| 19 | OLG | Governance | Code of Conduct Complaint Statistics - Report to Council and the OLG on year | Procedures for the Administration of the Model Code of Conduct for Local Councils 2020 –c.11.1 & c.11.2 | Annually | November | OLG provided report within 3 months of the end of September Annually |

| Reference No | Compliance Entity | Compliance Function | Legislative Activity | Legislation | Compliance Date | Frequency | Comments |
|---|---|---|---|---|---|---|---|
| 20 | OLG | Governance | An Annual Report to be prepared and adopted by Council within 5 months of the end of each year | LGA 1993– s.406 and s.428 | 30 November Annually | November | Minister notified via OLG, confirming that the Annual Report has been posted on Council's website |
| 21 | Information & Privacy Commission | Governance | Annual GIPA Operations Returns | Government Information (Public Access) Regulation 2009 c.7 | 31st October Annually | October | To submitted to IPC using the GIPA Tool at www.ipc.nsw.gov.au/gipa-tool<br>Tabled to Council and included in Annual report |
| 22 | OLG | Finance | Draft Operational Plan & Budget | LGA 1993– s.405 (3) | April Annually | April | Plan & Budget prepared and placed on public exhibition in April (>28days) and inviting submissions. To be adopted in June. |
| 23 | OLG | Governance | An Equal Employment Opportunity Management Plan | LGA 1993 s.345 | Annually with Operational Plan adoption | February | Required to be prepared and implemented by the Council and it must describe the steps the Council will take if a worker sustains a work related injury or illness at work |
| 24 | OLG | Governance | A Council must have a 1-year period Annual Operating Plan | LGA 1993– s.405 | Annually | April | Due Date: June<br>Renewed by July 1st every year after public exhibition and adoption in June |
| 25 | State Records NSW | Governance | Recordkeeping Monitoring Exercise | State Records Act 1998 s.12(4) | Annually | March | Submission lodged using Records Management Assessment Tool. |

| Reference No | Compliance Entity | Compliance Function | Legislative Activity | Legislation | Compliance Date | Frequency | Comments |
|---|---|---|---|---|---|---|---|
| 26 | ATO | Finance | Business Activity Statement submitted to ATO | Taxation Administration Act 1953, S388-50. | Quarterly | Quarterly | |
| 27 | OLG | Governance | A Code of Meeting Practice | LGA 1993– div.1, s.360, s.364<br><br>LGR 2021 c.232 | Due Date: Can be updated at any time by Council resolution subject to meeting public consultation requirements prior to adoption. | Ongoing | Incorporates the mandatory provisions of the Model Code of Meeting Practice must be adopted by the Council and in place at all times |
| 28 | OLG | Governance | A Register of Returns of designated persons declaring their interests. | LGA 1993– s.450A | | Ongoing | Must be maintained by the Council on an ongoing basis |
| 29 | OLG | Finance | A Council Member Fees, Expenses and Facilities Policy | LGA 1993– div.5 s.253 | Within 12 months of new Council Term | Annually and ongoing | Required to be adopted by the Council following a public consultation process. Presented to Council in August, 28days public exhibition and adopted October |
| 30 | OLG | Governance | Members Oath or Affirmation of Office | LCA 1993 s.233A (1) | First meeting after local council elections and on a casual basis as and when required | Beginning of Councillors Term | A Council Member must take an oath of office or make an affirmation of office at or before the first meeting of the council after the councillor is elected. |

| Reference No | Compliance Entity | Compliance Function | Legislative Activity | Legislation | Compliance Date | Frequency | Comments |
|---|---|---|---|---|---|---|---|
| 31 | OLG | Governance | Business Activity Strategic Plan | LGR 2021 – c.219 | Renewed by July 1st the year after local council election after public exhibition | Beginning of Term | A County Council must have a 10-year period Business Activity Strategic Plan |
| 32 | OLG | Governance | Delivery Program | LGA 1993– s.404 | Renewed by July 1st the year after local council election after public exhibition | Beginning of Term | A County Council must have a 4-year period Delivery Program tabled in April and after public exhibition and dealing with submissions, adopted in June |
| 33 | OLG & DPIRD | Governance | A Delegation of Authorities Manual | LGA 1993– s.391A & s.377<br><br>NSW Biosecurity Act 2015 – s.372 | Reviewed within 12 months of new Council Term | Beginning of Term | Is the formal record required of any Council resolution that delegates to the Chair or General Manager any lawful functions of the Council. |
| 34 | OLG | Governance | Election of Chair | LGA 1993 s.391 Part 5<br><br>LGR 2021- Schedule 8 | Election of County Chair to be undertaken at first Council meeting of the term.<br>Although no legal requirement Council to also elect Deputy Mayor at October meeting | Beginning of Term then Biennially | LGA s391(2) states Biennial. Also Notify OLG and LGNSW of election results & Members. |

## ITEM 7.4 GOVERNMENT INFORMATION PUBLIC ACCESS ACT (GIPA) ANNUAL REPORT 2023/2024

**REPORTING SECTION:** General Manager
**AUTHOR:** Michael Urquhart

**Summary:**
This report is provided to Council for adoption of its annual GIPA return.

**Background:**
On the 1st July 2010 the Government Information (Public Access) Act 2009 (GIPA Act) came into effect.

**Current Position:**
Council is required to prepare an annual report in accordance with the requirements of section 125 of the GIPA Act and clause 7 of the GIPA Regulation. The annual report is also required to include statistical information on formal access applications in the form required by Schedule 2 of the GIPA Regulation.

Upon adoption of the attached annual report Council shall forward a Web link to the Information Commissioner.

**Governance issues:**
Council must comply with the reporting requirements under the GIPA Act and regulation.

**Environmental issues:**
NIL.

**Stakeholders:**
Castlereagh Macquarie County Council
Information and Privacy Commission New South Wales

**Financial Implications:**
NIL

**Alternative Solutions/Options:**
NIL

**Conclusion:**
That Council adopt the attached Annual Report.

**Government Information Public Access Act – Annual Report**

**Recommendation:**

**That,**

1. the Administration Officers report be received

2. Council adopt the attached GIPA Annual Report for 2023/2024

3. The Information Commissioner be sent a link to Council's 2023/2024 Annual Report.

**Moved:**
**Seconded:**

**Attachments:**
GIPA – Annual Report 2023/2024

Government Information (Public Access) Act – Annual Report for Agency Castlereagh-Macquarie County Council

Clause 8A: Details of the review carried out by the agency under section 7 (3) of the Act during the reporting year and the details of any information made publicly available by the agency as a result of the review

| Reviews carried out by the agency | Information made publicly available by the agency |
|---|---|
| Yes | Yes |

Clause 8B: The total number of access applications received by the agency during the reporting year (including withdrawn applications but not including invalid applications)

| Total number of applications received |
|---|
| 0 |

Clause 8C: The total number of access applications received by the agency during the reporting year that the agency refused either wholly or partly, because the application was for the disclosure of information refered to in Schedule 1 to the Act (information for which there is conclusive presumption of overriding public interest against disclosure)

| Number of Applications Refused | Wholly | Partly | Total |
|---|---|---|---|
| | 0 | 0 | 0 |
| % of Total | 0.00% | 0.00% | |

Government Information (Public Access) Act – Annual Report for Agency Castlereagh-Macquarie County Council

Schedule 2 Statistical information about access applications to be included in annual report

Table A: Number of applications by type of applicant and outcome*

| | Access Granted in Full | Access Granted in Part | Access Refused in Full | Information not Held | Information Already Available | Refuse to Deal with Application | Refuse to Confirm/Deny whether information is held | Application Withdrawn | Total | % of Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Media | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Members of Parliament | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Private sector business | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Not for profit organisations or community groups | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Members of the public (by legal representative) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Members of the public (other) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| % of Total | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | | |

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Government Information (Public Access) Act – Annual Report for Agency Castlereagh-Macquarie County Council

Table B: Number of applications by type of application and outcome*

| | Access Granted in Full | Access Granted in Part | Access Refused in Full | Information not Held | Information Already Available | Refuse to Deal with Application | Refuse to Confirm/Deny whether information is held | Application Withdrawn | Total | % of Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Personal information applications* | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Access applications (other than personal information applications) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Access applications that are partly personal information applications and partly other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| % of Total | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | | |

* A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Government Information (Public Access) Act – Annual Report for Agency Castlereagh-Macquarie County Council

Table C: Invalid applications

| Reason for invalidity | No of applications | % of Total |
|---|---|---|
| Application does not comply with formal requirements (section 41 of the Act) | 0 | 0.00% |
| Application is for excluded information of the agency (section 43 of the Act) | 0 | 0.00% |
| Application contravenes restraint order (section 110 of the Act) | 0 | 0.00% |
| Total number of invalid applications received | 0 | 0.00% |
| Invalid applications that subsequently became valid applications | 0 | 0.00% |

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of Act

| | Number of times consideration used* | % of Total |
|---|---|---|
| Overriding secrecy laws | 0 | 0.00% |
| Cabinet information | 0 | 0.00% |
| Executive Council information | 0 | 0.00% |
| Contempt | 0 | 0.00% |
| Legal professional privilege | 0 | 0.00% |
| Excluded information | 0 | 0.00% |
| Documents affecting law enforcement and public safety | 0 | 0.00% |
| Transport safety | 0 | 0.00% |
| Adoption | 0 | 0.00% |
| Care and protection of children | 0 | 0.00% |
| Ministerial code of conduct | 0 | 0.00% |
| Aboriginal and environmental heritage | 0 | 0.00% |
| Privilege generally - Sch 1(5A) | 0 | 0.00% |
| Information provided to High Risk Offenders Assessment Committee | 0 | 0.00% |
| Total | 0 | |

*More than one public interest consideration may apply in relation to a particular access application and if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E

Government Information (Public Access) Act – Annual Report for Agency Castlereagh-Macquarie County Council

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of Act

| | Number of times consideration used* | % of Total |
|---|---|---|
| Responsible and effective government | 0 | 0.00% |
| Law enforcement and security | 0 | 0.00% |
| Individual rights, judicial processes and natural justice | 0 | 0.00% |
| Business interests of agencies and other persons | 0 | 0.00% |
| Environment, culture, economy and general matters | 0 | 0.00% |
| Secrecy provisions | 0 | 0.00% |
| Exempt documents under interstate Freedom of Information legislation | 0 | 0.00% |
| Total | 0 | |

Table F: Timeliness

| | Number of applications* | % of Total |
|---|---|---|
| Decided within the statutory timeframe (20 days plus any extensions) | 0 | 0.00% |
| Decided after 35 days (by agreement with applicant) | 0 | 0.00% |
| Not decided within time (deemed refusal) | 0 | 0.00% |
| Total | 0 | |

Government Information (Public Access) Act – Annual Report for Agency Castlereagh-Macquarie County Council

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

| | Decision varied | Decision upheld | Total | % of Total |
|---|---|---|---|---|
| Internal review | 0 | 0 | 0 | 0.00% |
| Review by Information Commissioner* | 0 | 0 | 0 | 0.00% |
| Internal review following recommendation under section 93 of Act | 0 | 0 | 0 | 0.00% |
| Review by NCAT | 0 | 0 | 0 | 0.00% |
| Total | 0 | 0 | 0 | |
| % of Total | 0.00% | 0.00% | | |

*The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

| | Number of applications for review | % of Total |
|---|---|---|
| Applications by access applicants | 0 | 0.00% |
| Applications by persons to whom information the subject of access application relates (see section 54 of the Act) | 0 | 0.00% |
| Total | 0 | |

Table I: Applications transferred to other agencies.

| | Number of applications transferred | % of Total |
|---|---|---|
| Agency-Initiated Transfers | 0 | 0.00% |
| Applicant - Initiated Transfers | 0 | 0.00% |
| Total | 0 | |

## ITEM 7.5 PUBLIC INTEREST DISCLOSURE – ANNUAL REPORT

**REPORTING SECTION:** Executive
**AUTHOR:** Rebecca Wilson

**Summary:**
This report provides Council with information for the adoption of the 2023/2024 Annual Public Interest Disclosure report.

**Background:**
Council has an obligation under the Public Interest Disclosure Act In March 2011 amendments were made to the Public Interest Act 1994 and Council is required to report annually on its obligations under the PID Act. This report must be in accordance with the requirements of section 31 of the PID Act and clause 4 of the Public Interest Regulation.

**Current Position:**

**Commentary on PID obligations**
What actions the head of the public authority has taken to ensure his or her staff awareness responsibilities under section 6E(1)(b) of the PID Act have been met.

**Statistical information on PIDs (clause 4(a)-(c)-PID Regulations)**

| | Made by public officials performing their day to day functions | Under a statutory or other legal obligation | All other PIDs |
|---|---|---|---|
| Number of public officials who made PIDs directly | 0 | 0 | 0 |
| Number of PIDs received | 0 | 0 | 0 |
| Of PIDs received, number primarily about: | | | |
| Corrupt conduct | 0 | 0 | 0 |
| Maladministration | 0 | 0 | 0 |
| Serious and substantial waste | 0 | 0 | 0 |
| Government information contravention | 0 | 0 | 0 |
| Local government pecuniary interest contravention | 0 | 0 | 0 |
| Number of PIDs finalised | 0 | | |

**Governance issues:**
Council as an agency has obligations under the Public Interest Disclosures Act and Regulation.

**Environmental issues:**

NIL.

**Stakeholders:**
Castlereagh Macquarie County Council

**Financial Implications:**
NIL

**Alternative Solutions/Options:**
NIL

**Conclusion:**
The 2023/2024 Public Interest Disclosures Annual Report as detailed above is tabled for adoption.

**Public Interest Disclosure – Annual Report**

**Recommendation:**

1. That the Administration Officers report be received.

2. Council adopt the 2023/2024 Public Interest Disclosure Annual Report.

**Moved:**
**Seconded:**

**Attachments:**
Nil

## ITEM 7.6 2023/2024 AUDITED FINANCIAL STATEMENTS AND AUDIT REPORT

**REPORTING SECTION:** General Manager
**AUTHOR:** Michael Urquhart

**Summary:**
This report is to recommend that Council formally receives the Audited Financial Reports together with the Auditor's Reports for the period 1 July 2023 to 30 June 2024.

**Background:**
Council in accordance with Section 419 (1) of the Local Government Act 1993 must present its audited financial accounts together with the auditor's report at a meeting of Council.

**Current Position:**
Copies of Council's Audited Financial Reports and Auditor's Report are provided under separate cover.

**NET OPERATING RESULT**
For the year ended 30th June 2024 Council's operating result was a surplus of $15,000 before capital grants and contributions. The original budget forecast was an operating deficit of $114,000 which was attributed to by a planned increase in spray operations associated with a predicted above normal weed growing season.

**Working Capital**
The "Working Capital" approach is another financial indicator that identifies Council's liquidity or capacity to fund the day to day general purpose operations and delivery of services to the Constituent Councils and community in the short to medium term. It's also a measure of an organisations operational efficiency and short-term health. For the year ended 30th June 2024 Council's operations posted a working capital surplus of $39,000 which increased the accumulation account leaving a year-end balance to $873,000.

At years end the "working capital" consisted of cash, inventories (stores) and net sundry creditors/debtors.

| | |
|---|---|
| Stores | $40,000 |
| Unrestricted Cash | $876,000 |
| Net creditor/debtor | ($43,000) |
| **Total** | **$873,000** |

**CASH AND INVESTMENTS**
Council's overall cash position has increased by $335,000 throughout the year with a year-end closing balance of $1,416,000. The cash and investments are held for the following purposes.

| | | |
|---|---|---|
| **Internal Restrictions** | | |
| Plant Reserve | | 49,000 |
| Building Reserve | | 20,000 |
| Employees Leave Reserve | | 102,000 |
| Unrestricted Cash | | 876,000 |
| | **Sub-total** | **$1,047,000** |
| **External Restrictions** | | |
| Government grants | | 369,000 |
| | **Total** | **$1,416,000** |

**Local Government Industry Financial Performance Indicators**

1. **Operating Performance Ratio**
   This ration measures Council's achievement of containing operating expenditure within operating revenue.
   Benchmark > =0.00%. Council result 0.095. This positive result shows that Council kept its operational expenditure within the bounds of its revenue for the year.

2. **Unrestricted Current Ratio**
   This ratio assesses the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.
   Benchmark > = 1.5 times Council result 5.84times

3. **Cash Expense Cover Ratio**
   This ratio measures the number of months a Council can continue paying for its immediate expenses without additional cash inflow.
   Benchmark >=3.00 months. Council result 12.37 months.

Council remains in a very sound financial position having met all three (3) of the above performance indicators for 2023/2024.

**Conclusion.**
Council's overall working capital position has improved with the accumulation account at a healthy $873,000. This level of working capital when considered in conjunction with the long term internal reserves is an excellent financial position.

**Relevant Reference Documents/Policies:**
Local Government Act (1993)
Financial Reports and Auditors Report to 30 June 2024

**Governance issues:**
Presentation to Council of the Annual Financial Statements is a key governance requirement and forms part of Council's reporting to the community.

**Environmental issues:**
There are no identified environmental issues in relation to this matter.

**Alternative Solutions/Options:**
There are no alternative solutions / options.

**Stakeholders:**
Office of Local Government
NSW Audit Office
Nexia Sydney
Castlereagh Macquarie County Council

**Financial Implications:**
The Financial implications for Council are detailed in the auditor's report and the supporting ratios. The sound financial position provides the flexibility for Council to further increase control programs in the coming years should the need arise.

**2023/2024 Audited Financial Statements and Audit Report**

**Recommendation:**

1. That Council receive the Audited Financial Reports together with the Auditor's Reports for the period 1 July 2023 to 30 June 2024.

**Moved:**
**Seconded:**

**Attachments:**
Audited Primary Financial Statements for year ended 30 June 2024 – *Can be found in Annual Report 2023-2024 – Attachment B*

## ITEM 7.7 ANNUAL REPORT 2023/2024

**REPORTING SECTION:** General Manager
**AUTHOR:** Michael Urquhart

**Summary:**
This report provides tables the Annual Report highlighting Council's achievements for 2023/2024.

**Background:**
In accordance Section 428 of the Local Government Act 1993 Council must within five (5) months after the end of year prepare a report on achievements and the effectiveness of the principal activities undertaken in achieving the objectives.

**Current Position:**
The Annual Report is attached for Council's information.

**Governance issues:**
Local Government Act 1993
Local Government Regulation (2021)

**Environmental issues:**
N/A

**Stakeholders:**
Castlereagh Macquarie County Council
Constituent Councils

**Financial Implications:**
NIL

**Alternative Solutions/Options:**
NIL

**Conclusion:**
Council should note the progress made during the 2023/2024 year.

**Annual Report 2023/2024**

**Recommendation:**

Council formally adopts its Annual Report for 2023/2024.

**Moved:**
**Seconded:**

**Attachments**
Annual Report 2023/2024 – *Under separate cover*

## ITEM 7.8 CMCC CHRISTMAS CLOSURE PERIOD 2024/2025

**REPORTING SECTION:** General Manager
**AUTHOR:** Michael Urquhart

**Summary:**
It is considered efficient for the majority of Council's operations to close down for the work days between Christmas and New Year's Day. It also suits the needs of the majority of staff to plan holidays during the Festive Season.

**Discussion (including issues and background):**
This year Christmas Day falls on Wednesday 25th December, Boxing Day on Thursday 26th December and New Year's Day on Wednesday 1st January 2025. It is proposed that Council operations close down from Friday 20th December 2024 to Friday 3rd January 2025, inclusive.

For the closedown period, staff are required to utilise accumulated flex-time and/or take the balance using accrued annual leave.

**Relevant Reference Documents:**
NSW Local Government (State) Award 2023
Public Holidays Act 2010
CMCC Time-In-Lieu Policy and Procedure

**Stakeholders:**
Castlereagh Macquarie County Council
Constituent Councils
Council staff

**Financial Implications:**
As staff will be required to take flex time and/or annual leave, during this time, any rostered staff (working during this period) will be paid at the normal rates of pay and any penalties due, in accordance with the NSW Local Government (State) Award 2023.

**Alternative Solutions/Options:**
NIL

**Conclusion:**
That Council approve that Council administration offices be closed down from Friday 20th December 2024 to Friday 3rd January 2025, inclusive, over the festive season.

**Christmas Closure Period 2024/2025**

**Recommendation:**

1. Council operations close from Friday 20th December 2024 to Friday 3rd January 2025, inclusive, inclusive, and the General Manager make satisfactory arrangements for the provision of emergency call out services.

**Moved:**
**Seconded:**

**Attachments:**
Nil

## ITEM 7.9 IMPORTANT DATES – UPCOMING MEETINGS AND EVENTS

**REPORTING SECTION:** General Manager
**AUTHOR:** Michael Urquhart

**Summary:**
A list of upcoming meetings and events is provided for Councillors information.

**Background:**
This report provides Councillors with an overview of upcoming meetings and events that Castlereagh Macquarie County Council staff are involved in.

**Current Position:**
Councillors are requested to raise any queries prior to the meetings listed.

**Conclusion:**
Provided there are no changes it is appropriate to receive and note the information.

**Important Dates For Councillors - Upcoming Meetings & Events**

**Recommendation:**

That Council receive and note the list of upcoming meetings and events.

**Moved:**
**Seconded:**

**Attachments:**
Calendar of events 2024/2025

## IMPORTANT DATES - Upcoming Meetings and Events – 2024/2025

| DATE | MEETING/FUNCTION | LOCATION | NOTES |
|---|---|---|---|
| 25th November 2024 | CMCC Council Meeting & Xmas Luncheon | Coonamble | Councillors, GM & Senior Biosecurity Officer |
| 27th November 2024 | NSW County Councils General Managers Forum | Teams Meeting | Chairman and General Manager |
| 3rd December 2024 | Central West Operations Meeting | Parkes | Senior Biosecurity Officer |
| 3rd December 2024 | Central West Regional Meeting | Parkes | Senior Biosecurity Officer |
| 19th December 2024 | CMCC Staff Commence Christmas Closure | | All CMCC Staff |
| | | | |
| 11th February 2025 | Macquarie Valley Weeds Meeting | Coonabarabran | Senior Biosecurity Officer |
| 20th February 2025 | ARIC Meeting | Online | Deputy Chairman and General Manager |
| 24th February 2025 | CMCC Council Meeting | Coonamble | Councillors, GM & Senior Biosecurity Officer |
| 28th April 2025 | CMCC Council Meeting | Coonamble | Councillors, GM & Senior Biosecurity Officer |
| 7th & 8th May 2025 | North West Regional & Weedo Meeting | TBC | |
| 15th May 2025 | ARIC Meeting | Online | Deputy Chairman and General Manager |
| 23rd June 2025 | CMCC Council Meeting | Coonamble | Councillors, GM & Senior Biosecurity Officer |
| 21st August 2025 | ARIC Meeting | Online | Deputy Chairman and General Manager |

| | | | |
|---|---|---|---|
| 25th August 2025 | CMCC Council Meeting | Coonamble | Councillors, GM & Senior Biosecurity Officer |
| 27th October 2025 | CMCC Council Meeting | Coonamble | Councillors, GM & Senior Biosecurity Officer |

# 8. BIOSECURITY REPORT

## ITEM 8.1 QUARTERLY BIOSECUIRTY REPORT

**REPORTING SECTION:** Biosecurity Control Works
**AUTHOR:** Andrea Fletcher

**Summary:**
The attached report provides an update of biosecurity matters in the County Council area.

**Background:**
Council has an obligation in accordance with the Biosecurity Act 2015 to prevent, eliminate, minimise, and manage biosecurity risks in the County Council local government area.

**Current Position:**
Castlereagh Macquarie County Council provides funding to resource its obligation in accordance with the Biosecurity Act 2015, and the adopted Delivery Program and Operational Plan set out the activities, objectives and performance measures necessary for compliance.

**Governance issues:**
Biosecurity Act 2015
Local Government Act 1993

**Environmental issues:**
Any environmental issues are detailed in the attached update.

**Stakeholders:**
Castlereagh Macquarie County Council
Constituent Councils
County Council LGA Ratepayers

**Financial Implications:**
Control and compliance operational expenditure matters are funded from the annual operational budget.

**Alternative Solutions/Options:**
There are no alternate options.

**Conclusion:**
The Senior Biosecurity Officer submits the attached report for Councils information.

**Quarterly Biosecurity Report**

**Recommendation:**

That the report be received and noted

**Moved:**
**Seconded:**

**Attachments:**
Senior Biosecurity Officer Information on control activities.

29th October 2024 CMCC staff conducted a walk through at 4 Parthenium Historic sites in Cobar and afterwards attended a biological control workshop with landholders from Cobar and Broken, stakeholders from western LLS, DPI and Western Landcare.

CMCC delivered biocontrol for Wheel Cactus, Tiger Pear, Riverina Pear, Boxing Glove Cactus and Common Pear to landholders from Cobar and Broken Hill.

After a Hudson Pear presentation at the workshop I was approached by 2 landholders from Cobar who said after watching the presentation they believed they had Hudson Pear on their property. I visited the property 25kms out of Cobar and discovered they had approximately 1000 plants and approximately another 200 plants 19 km from that location.

On the 30th October 2024 I attended the Western Regional Meeting in Cobar and gave a power point presentation of the works and species done in the unincorporated area.

On the 8th November 2024 photos were sent to me from a weeds officer in Narromine to identify cactus species that they had found growing in a garden. The species were identified as Hudson Pear, Jumping Cholla and Spinisior.

On the 13th November 2024 CMCC, National Parkes and Local Land Services did another walk through inspection at Calrose TSR in the Walgett Shire. 26 Hudson Pear Plants were found. This TSR has been closed for stock movement for over 18th months due to the infestation. Local Lands Services have secured funding to fence the infested area so the TSR can be re-opened for stock movement.

Current weeds CMCC staff are working on, are St Johns Wort, Blackberry and African Box Thorn.

*Hudson Pear Infestation - Cobar*

## 9. QUESTIONS FOR NEXT MEETING

## 10. CONFIRMATION DATE OF NEXT MEETING

**Date:** 24th February 2025, in Coonamble

## 11. CLOSE OF MEETING

**Time: ……**

Castlereagh Macquarie County Council

# ANNUAL REPORT 2023/2024

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## Table of Contents


Contact Details....4

A MESSAGE FROM THE CHAIRPERSON....5

OUR VISION AND MISSION STATEMENT....7

- Vision....7
- Mission....7

REASON FOR OUR ANNUAL REPORT....8

WHO WE ARE....10

- Elected Council....10
- Administrative Support....10
- Operations....10
- Location....11
- Core Business Activities....11

OUR AREA OF OPERATION....12

OUR COUNCILLORS....13

OUR ORGANISATIONAL STRUCTURE....14

- Current Organisational Structure....14

COUNTY COUNCIL'S ROLE IN WEED CONTROL....15

INTEGRATED PLANNING AND REPORTING SUMMARY....16

- Business Activity Strategic Plan....16
- Four Year Delivery Programme....16
- Annual Operational Plan and Budget....16

STATUTORY REPORTING INFORMATION....17

CMCC OPERATIONS....21

ATTACHMENTS....25

- Attachment A – Review of Functional Objectives – Outcomes for 2023/2024....26
- Attachment B – Financial Information....49

## Contact Details

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55 Fox Street
WALGETT NSW 2832

**Postal Address:**
PO Box 664
WALGETT NSW 2832
**Please address all correspondence to the General Manager.*

**Telephone:** 0427 598 577

**Office Hours**
9am to 3pm Tuesday, Wednesday and Thursday

**Chairperson:**
Clr Doug Batten

**General Manager:**
Mr. Michael Urquhart

**Email:**
cmcc@cmcc.nsw.gov.au

**Website:**
www.cmcc.nsw.gov.au

# A MESSAGE FROM THE CHAIRPERSON

It gives me immense pleasure to present my 2023/2024 annual report as Chairman of Castlereagh Macquarie County Council (CMCC).

Our staff, General Manager, Administration Officer, Senior Biosecurity Officer and five (5) Biosecurity Officers continue to be a highly professional effective and efficient team ensuring land manager compliance for the identification and control of invasive weeds across the five (5) constituent shire LGA's.

I would like to take this opportunity to sincerely thank each of the constituent Councils Coonamble, Gilgandra, Walgett, Warren and Warrumbungle for their unwavering support of the County Council and its operations. This collective approach continues to be the perfect example of successful and effective collaboration between the Councils to address new and emerging weed problems across the region.

This year Council was successful in its bid to extend its operation to the NSW Unincorporated Area (UA) for the next two (2) years. The UA encompasses the Far West region of New South Wales from the Queensland border in the north almost to the Victorian border in the south and west of Central Darling Shire to the South Australian border. The region includes a number of small towns including Tibooburra, Milparinka, Silverton and some parts of Broken Hill not included in the City of Broken Hill. The inspection and control works will commence next financial year with aerial inspection programs targeting High Risk Pathways in the region.

In addition to the UA project, Council was selected to undertake an additional assignment in the Far West region and that was for the inspection of Rubber Vine in parts of Bourke Shire and the UA. Project planning by CMCC biosecurity officers was completed in 23/24, while aerial inspections and control works will be undertaken in 24/25.

Hudson Pear infestations surrounding Lightning Ridge and the Opal fields to the west present a serious environmental problem for the local fauna and flora, its people (residential and tourist populations) and agricultural activities. I am delighted to report the biological control operations managed by Castlereagh Macquarie County Council for the NSW DPI is having an outstanding success in the control of this shocking invasive cacti. The Bio agent once established is self-populating which has now spread throughout the core infestations of the region. CMCC was also successful in managing the interim NWLLS Hudson Pear Containment program which included an integrated approach to the control with bio releases and traditional spray controls by contractors with the supply of chemical to landowners/managers.

The movement of invasive weed species along High-Risk Pathways such as waterways is a real problem for control authorities and landowners/managers. In May 24 CMCC staff conducted an aerial surveillance program for Parkinsonia along the Narren, and Barwon rivers including the Narren Lakes area of the County. Staff estimate the last known infestation had moved approximately 800 metres downstream since the last control exercise was conducted along the Narren river. In all, a total of 1,521 plants were identified and controlled during this most recent

program.

Council endeavors to assist its landowners where possible with additional control methods and this was evident in March 2024 when CMCC partnered with the NSW DPI for the running of two (2) highly successful field days at Warren and Coonamble showcasing the African Boxthorn rust biological agent control, where around 150 interested landowners attended and registered to participate in the rust trials for this area.

Landowner compliance is generally of a high standard across most parts of the County, however, some pockets of non-complying owners with serious infestations of invasive weeds, still remain across the County area. Staff are collaborating closely with these landowners on a staged control program, while other non-compliant owners may be faced with legal action including a minimum $1,000 fine for non-compliance of a single biosecurity direction.

To further assist the staff with the compliance process Council in June 2024 acquired a new "Compliance System" which delivers a risk-based approach for inspections and follow up of compliance procedures for support of the legal process.

For the 2023/2024 financial year Council's income totaled $1.581 million with $1.566 million in operational expenditure. It is pleasing to report Council's overall unrestricted cash increased from $697K to $876K with overall equity increasing by $61K.

.

In closing, I would like to thank my fellow Councillors and Council staff for their ongoing support and commitment to the control and minimization of invasive weeds in the County area.

*Councillor Doug Batten*
Chairman

# OUR VISION AND MISSION STATEMENT

## Vision

The prevention, elimination, minimisation and management of the biosecurity risk posed or likely to be posed by weeds within the County District so that it does not become a significant factor limiting:

- agricultural productivity and
- the quality of the rural environment and
- the economic viability of rural communities within the County District.

## Mission

Castlereagh Macquarie County Council's mission is to ensure all private and public landholders manage their holdings in such a way as to reach and maintain a sustainably low level of weed biosecurity risk.

This mission is to be shared by all those agencies striving to reduce biosecurity risks across the country, throughout the regions and locally with the constituent councils, landholders and the whole of the community living and residing within the County District.

To provide effective integrated weed management systems utilizing the latest technology to all constituent council areas fairly and equitably in accordance with the Biosecurity Act, 2015.

# REASON FOR OUR ANNUAL REPORT

Our Annual Report is one of the key points of accountability between Council and our community. It is not a report that is submitted to the Office of Local Government or the State Government; rather it is a report to inform and update our community.

This report focuses on Council's implementation of the CMCC Delivery Programme 2021/2022 – 2023/2024 and Operational Programme 2023/2024. The CMCC Financial Statements for 2023/2024 and Audit Report are included in this report at ***Attachment C – Financial Statements.***

This report also includes some information that is prescribed by the Local Government (General) Regulation 2021. This information has been included in the Regulation because we believe that it is important for the community members to obtain knowledge about it – to help them gain a better understanding of how the Council has been performing both as a business entity and a community leader.

Below is the additional legislative basis for the development of our Annual Report:

**LOCAL GOVERNMENT ACT 1993**

The following is a summary of the requirements of Section 428 of the Act:

- Council must prepare an annual report within five months after the end of a financial year. The report will outline the Council's achievements in implementing its Delivery Program and the effectiveness of the principle activities undertaken in achieving the objectives at which those principle activities are directed.
- The annual report must contain Council's audited financial statements and notes and any information required by the Regulation or the Guidelines.
- A copy of the report must be posted on Council's website (www.cmcc.nsw.gov.au) and provided to the Minister and such other persons and bodies as the regulations may require.

**LOCAL GOVERNMENT (GENERAL) REGULATION 2021**

Clause 217 of the Regulation requires the following information to be included in the annual report:

- Details (including the purpose) of overseas visits during the year by Councillors and staff
- Details of Chairman and Councillor fees, expenses and facilities
- Details of contracts awarded by the Council
- Amounts incurred in relation to legal proceedings
- Works carried out on private lands and financial assistance
- Details of external bodies, companies and partnerships

- A statement of the activities undertaken by the council during that year to implement its equal employment opportunity management plan
- Details of the General Manager's total remuneration
- Details of the total remuneration of all senior staff members employed during the year

# WHO WE ARE

The Castlereagh Macquarie County Council is comprised of three distinct elements: the governing body, administration and the operations

## Elected Council

As a County Council under the LGA 1993, CMCC is required to have a governing body made up of elected representatives of its Constituent Councils. Part 5 of the Local Government Act 1993 (*see note 1) outlines the formation and operation of County Councils. The application of LGA 1993 to CMCC is outlined in Section 400, LGA 1993.
Ten councillors including a Chairperson and Deputy Chairperson make up the governing body of Castlereagh Macquarie County Council. Each Constituent Council is represented by two councillors who are elected as representatives for a four year term.
Under the *Local Government Act 1993,* Councillors have a responsibility to:

- Participate in the determination of the budget
- Play a key role in the creation and review of Council policies, objectives and criteria relating to the regulatory functions, and
- Review Council's performance and the delivery of services management plans and revenue policies.

A councillor represents residents and ratepayers, provides leadership and guidance to the community, and facilities communication between the community and Council. Council meets bi-monthly (even months) on the fourth Monday of each month commencing at 10:30am. Details in relation to meeting place, can be found on the Castlereagh Macquarie County Council website.

## Administrative Support

The General Manager leads the administrative arm of Castlereagh Macquarie County Council and is responsible for the efficient and effective operation of the business and ensuring that the decisions of Council are implemented.

Councils Administration Officer performs a range of clerical and accounting functions from the Administration Office at 55 Fox Street Walgett

The General Manager reports to the fully elected Council.

## Operations

Council has a team of six (6) Bio Security Officers which is lead by the Senior Bio Security Officer currently based at Warrumbungle Shire Council. A Bio Security Officer is located in each of the five (5) constituent council LGA's with the Senior Bio Security Officer managing and assisting the team of five (5).

The inspectors are fully accredited Bio Security Officers having completed the Department of Primary Industries Bio Security training course.

The Operations team is responsible for private property and roadside inspections by actively undertaking the education, awareness and engagement with all land managers (public and private) to prevent, eliminate or minimize biosecurity weed risks and/or impacts on behalf of Council, the Local Control Authority (Biosecurity Act 2015). The team undertake site inspections along high-risk pathways and sites and provide advice to private and public landholders to reduce biosecurity weed impacts on both high value environmental and agricultural land and other key assets. They Interpret the regulatory framework and issue biosecurity undertakings or directions if required and identify new and emerging invasive weeds within the county council area.

## Location

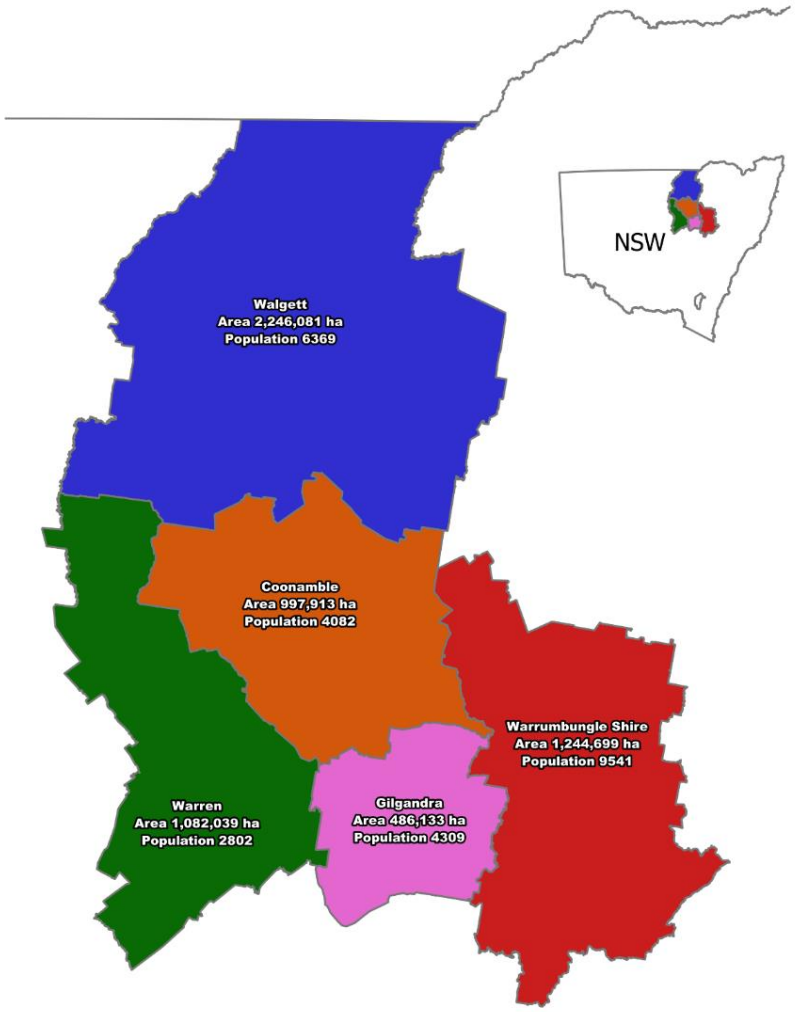
Castlereagh Macquarie County Council is a single purpose Council which is responsible for the fulfillment of its Constituent Councils obligations under the NSW Biosecurity Act 2015.
The County Councils governance is in accordance with the Local Government Act 1993 (LGA 1993) with the County Council being first proclaimed in 1947.
The present area of operation of CMCC is the local government areas of Coonamble, Gilgandra, Warren, Walgett and Warrumbungle. These Councils are located in the Orana Region of Western New South Wales.
***Note 1:** Part 5, Local Government Act 1993 contained in Appendix A*

## Core Business Activities

The core role of the County Council is the prevention, elimination, minimisation and management of the biosecurity risk posed or likely to be posed by weeds on both private and council controlled lands.
The diverse range of climatic conditions within the region exposes it to a large range of invasive plants which have the potential of establishing themselves within the region.
In NSW all plants are regulated with a general biosecurity duty to prevent, eliminate or minimise any biosecurity risk they may pose. Any person who deals with any plant, who knows (or ought to know) of any biosecurity risk, has a duty to ensure the risk is prevented, eliminated or minimized.

**Government Grants**
Council receives very limited Federal Government Grant Funding. However approximately one half of Council's income is sourced from State Government Grants which are administered jointly by the North West and Central West Local Land Services. Various other grants are accessed through NSW Department of Primary Industries and other government agencies.

# OUR AREA OF OPERATION




Castlereagh Macquarie County Council's area of operation comprises an area of approximately 6,056,865 hectares with a population of around 27,000 people. The region has a diverse topographical range, from the Warrumbungle Range to the semi-arid regions of Lightning Ridge and contains an extensive area of National Parks and Nature Reserves.

# OUR COUNCILLORS

Chairperson
*Doug Batten*
Gilgandra

Deputy Chairperson
*Bill Fisher*
Coonamble

Councillor
*Greg Peart*
Gilgandra

Councillor
*Pat Cullen*
Coonamble

Councillor
*Michael Cooke*
Walgett

Councillor
*Ian Woodcock*
Walgett

Councillor
*Greg Whiteley*
Warren

Councillor
*Noel Kinsey*
*Warren*

Councillor
*Zoe Holcombe*
*Warrumbungle*

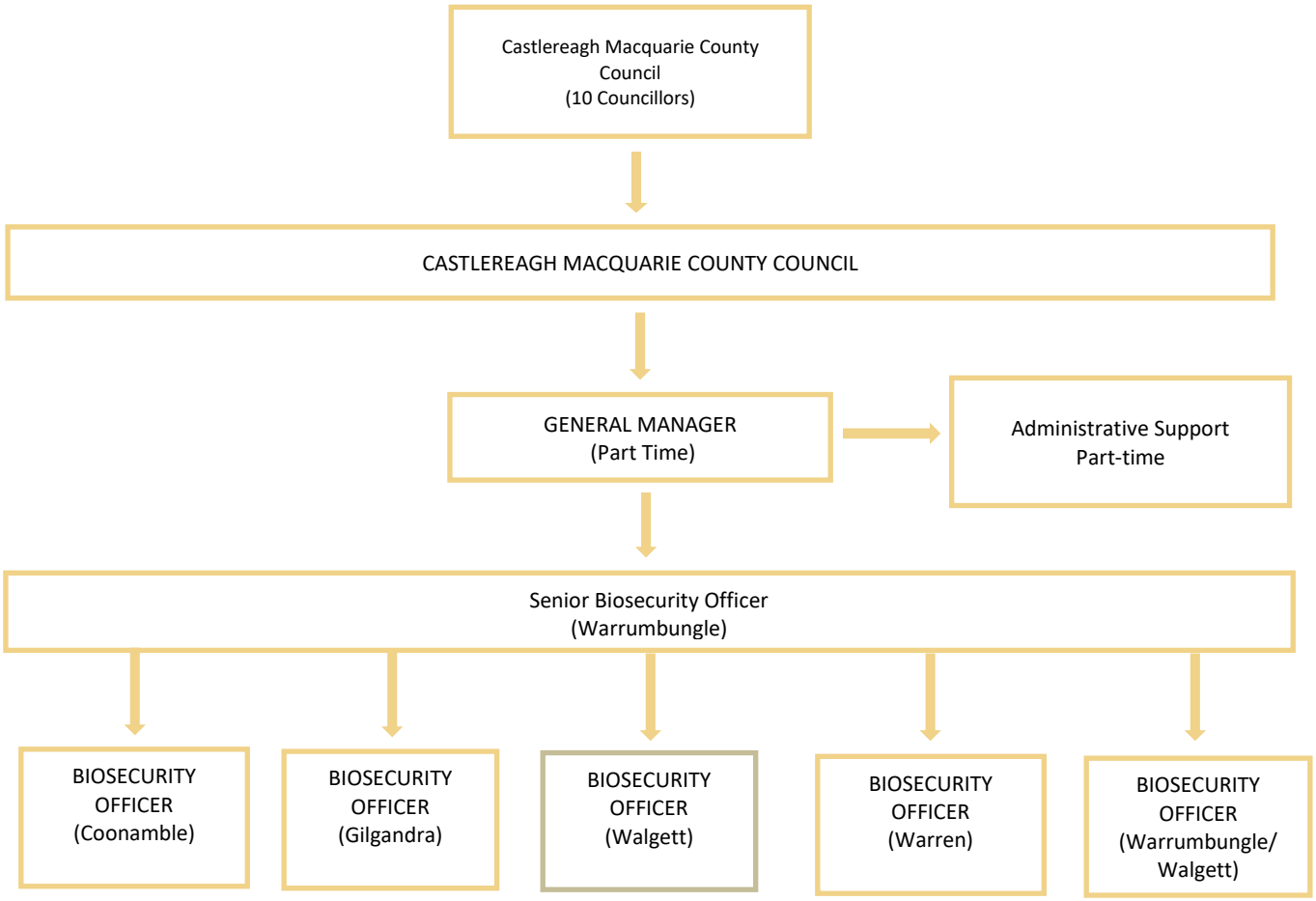
Councillor
*Denis Todd*
*Warrumbungle*

# OUR ORGANISATIONAL STRUCTURE

The current staff structure of the Council consists of a part time General Manager, a part-time Administration Officer, Senior Biosecurity Officer and six (6) District Biosecurity Officers.

The Council's current structure is outlined in the following table.

## Current Organisational Structure




**General Manager:** This position is part-time and currently held by Michael Urquhart. The General Manager is responsible for the management of CMCC in accordance with the **LGA 1993.**

**Administration Officer:** This is a part-time position based at Councils administration office in Walgett. The Administration Officer is responsible for payroll, accounts receivable, accounts payable, records management, customer service, finance and personal assistant to the General Manager.

**Senior Biosecurity Officer:** This position is a full-time position with the Senior Biosecurity Officer being responsible for the day to day management of

| | |
|---|---|
| | CMCC and supervision of District Biosecurity Officers. The position is based at our Coonabarabran Depot. |
| **Biosecurity Officers:** | These positions are on a full time/casual/contract basis with duties including but not limited to property inspections for the presence of invasive plants on private lands and Council controlled lands, raising community awareness through public awareness programs in their designated Shires. |

## COUNTY COUNCIL'S ROLE IN WEED CONTROL

The County Council is constituted under the Local Government Act 1993 and is specified as a Local Control Authority under the NSW Biosecurity Act 2015. It is a special (single) purpose authority formed to carry out the following functions, in relation to the land for which it is the local control authority.

- the prevention, elimination, minimisation and management of the biosecurity risk posed or likely to be posed by weeds,
- to develop, implement, co-ordinate and review weed control programs,
- to inspect land in connection with its weed control functions,
- to keep records about the exercise of the local control authority's functions under this Act,
- to report to the Secretary about the exercise of the local control authority's functions under this Act.

# INTEGRATED PLANNING AND REPORTING SUMMARY

## Business Activity Strategic Plan

Council's Business Activity Strategic Plan (Plan) identifies Council's interpretation of its community's main priorities and aspirations for the future, addressing strategies for achieving the objectives in relation to invasive weeds management and control across our constituent council areas. This enables Council to improve agricultural sustainability, primary industry productivity and to deliver broad environmental outcomes for the County area for over the next ten years.

Council, as a small single purpose organization, has been mindful of its resource capacity and continues to act prudently to deliver the outcomes identified in its Plan.
The Plan is the foundation for the Annual Operational Plan and Budget, Four Year Delivery Programme and Resourcing Strategy comprising the Ten Year Financial Plan, Workforce Strategy and Asset Management Plan.

## Four Year Delivery Programme

The Four Year Delivery Programme is a living, breathing document through which Council addresses the dynamic nature of invasive weed species and it's constantly evolving approach to weed management and control.

It is Council's aim to continue to improve the services it provides to the Constituent Council communities through the strategic objectives and principle activities identified in the Programme in a range of ways including effective governance, strategic planning, environmental management and economic sustainability.

## Annual Operational Plan and Budget

The Annual Operational Plan and Budget provides the framework for Council's day to day operations and the ability to have funding available for them. Key aspects include the undertaking of activities in relation to the Weeds Action Plan, private property inspections and routine administrative functions and staff supervision.

# STATUTORY REPORTING INFORMATION

The following information is provided in order to comply with NSW legislation and associated regulatory requirements that a Council's annual report will address certain prescribed matters.

**A. Performance of Principal Activities:**

For the purposes of section 428 (1) of the Local Government Act (1993), and clause 397J of the Local Government Regulations (2021) Council's annual performance statement setting out achievements in implementing the delivery program and effectiveness of principal activities for the 2023/24 reporting period are outlined. Please refer to **Attachment A.**

**B. Audited Financial Reports**

For the purposes of section 428 (4) (a) of the Local Government Act (1993), Council's financial position as at 30th June 2024 for the financial year 2023/2024 is attached and includes the Audit Reports prepared by the NSW Auditor General. Please refer to **Attachment B.**

**C. State of the Environment**

For the purposes of section 428A of the Local Government Act (1993), Council does not have a State of the Environment Report as such a report is produced by the constituent councils in connection with their respective community strategic plans. Please refer to the relevant Local Council Website for such reports.

**D. Miscellaneous Item - Members Fees, Expenses & Facilities**

For the purposes of section 428 (4) (b) of the Local Government Act (1993), and clause 217 (1) (a) & (a1) of the Local Government Regulations (2021) Council's position in relation to the payment of fees and expenses or provision of facilities for the 2023/24 reporting period are set out below. Please refer to **www.cmcc.nsw.gov.au** for Council's Policy.

(a) There were no overseas visits undertaken during the year by Councillors, Council staff or any other persons representing the Council (including no visits sponsored by other organisations).(a1) The total cost during the year of the payment of the expenses of, and the provision of facilities to, Councillors in relation to their civic functions (as paid by the council, reimbursed to the Councillor or reconciled with the Councillor) was **$32,481.88**

**a.** The detailed breakdown for prescribed elements of the total cost is as follows:

The payment of meeting fees to Council Members as required under section 248 of the Local Government Act was **$19,599.60.**
The payment of meeting fees to the Council Chairman as required under section 249 of the Local Government Act was **$4,200.00**
The payment of meeting attendance travel expenses to Council Members and the Council Chairman as per section 252 of the Local Government Act was **$8,682.28**

**i.** The provision during the year of dedicated office equipment allocated to Councillors on a personal basis, such as laptop computers, mobile telephones and landline telephones and facsimile machines installed in Councillor's homes (including equipment and line rental costs and internet access costs but not including call costs) was **NIL.**

**ii.** Telephone calls made by Councillors, including calls made from mobile telephones provided by the council and from landline telephones and facsimile services installed in a Councillors home was **NIL.**

**iii.** Two (2) Councillors attended the 22nd Annual Weeds Conference in Dubbo 7th to 10th August 2023.

**iv.** Provision of induction training for Councillors and professional development programs. **NIL**

**v.** Other training of Councillors and the provision of skill development for Councillors was **NIL.**

**vi.** Interstate visits undertaken during the year by Councillors while representing the council, including the cost of transport, the cost of accommodation and other out of pocket travelling expenses was **NIL.**

**vii.** Overseas visits undertaken during the year by Councillors while representing the council, including the cost of transport, the cost of accommodation and other out of pocket travelling expenses was **NIL.**

**viii.** The expenses of any spouse, partner (whether of the same or the opposite sex) or other person who accompanied a Councillor in the performance of his or her civic functions, being expenses payable in accordance with the Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for Local Councils in NSW prepared by the Director-General from time to time was **NIL.**

**ix.** Expenses involved in the provision of care for a child of, or an immediate family member of, a Councillor, to allow the Councillor to undertake his or her civic functions was **NIL.**

**(a2) Miscellaneous Item – AWARDING OF CONTRACTS**
For the purposes of section 428 (4) (b) of the Local Government Act (1993), and clause 217 (1) (a2) of the Local Government Regulations (2021) Council did not award any contracts for work of value greater than $250,000 for the 2023/24 reporting period.

**(a3) Miscellaneous Item – LEGAL PROCEEDINGS** For the purposes of section 428 (4) (b) of the Local Government Act (1993), and clause 217 (1) (a3) of the Local Government Regulations (2021) Council was not involved in any legal proceedings being taken by or against the Council.

**(a4) Miscellaneous Item – PRIVATE WORKS** - For the purposes of section 428 (4) (b) of the Local Government Act (1993), and clause 217 (1) (a4) of the Local Government Regulations (2021) Council's position in relation to undertaking private works for the 2023/24 reporting period is as follows: Council undertook various private works in relation to weed control on both public and private land during the year, on a cost-plus basis paid by the relevant agency/property owner. Council sets out the applicable rates and charges for private works in Council's fees and charges schedules. These rates are generally similar to the rates of contractors, as Council does not wish to unfairly compete with private enterprise. Council has not made any resolutions pursuant to Section 67 2(b), accordingly no public works have been subsidised by Council.

**(a5) Miscellaneous Item – CONTRIBUTIONS TO OTHERS** For the purposes of section 428 (4) (b) of the Local Government Act (1993), and clause 217 (1) (a5) of the Local Government Regulations (2021) Council did not make any contributions under section 356 of the Local Government Act to

financially assist others during the 2023/24 reporting period.

**(a6) Miscellaneous Item – CONTRIBUTIONS TO OTHERS** For the purposes of section 428 (4) (b) of the Local Government Act (1993), and clause 217 (1) (a6) of the Local Government Regulations (2021) Council did not delegate to any external body the power to exercise functions on behalf of the Council during the 2023/24 reporting period.

**(a7) Miscellaneous Item – CONTROL OF OTHER ENTITIES -** For the purposes of section 428 (4) (b) of the Local Government Act (1993), and clause 217 (1) (a7) of the Local Government Regulations (2021) Council did not hold a controlling interest in any corporations, partnerships, trusts, joint ventures, syndicates or other bodies during the 2023/24 reporting period.

**(a8) Miscellaneous Item – PARTICIPATING IN OTHER ENTITIES** For the purposes of section 428 (4) (b) of the Local Government Act (1993), and clause 217 (1) (a8) of the Local Government Regulations (2021) Council participated in other corporations, partnerships, trusts, joint ventures, syndicates or other bodies during the 2023/2024 reporting period as follows:

- Macquarie Valley Weeds Committee
- Local Government NSW (LGNSW)
- Hudson pear Taskforce
- North West and Central West Local Land Services Regional Weeds Advisory Committees

**(a9) Miscellaneous Item – EQUAL OPPORTUNITY EMPLOYMENT** - For the purposes of section 428 (4) (b) of the Local Government Act (1993), and clause 217 (1) (a9) of the Local Government Regulations (2021) Council undertook limited activities, consistent with its small size, to implement its equal employment opportunity management plan during the 2023/24 reporting period as follows:

**(b) Miscellaneous Item – GENERAL MANAGER REMUNERATION** - For the purposes of section 428 (4) (b) of the Local Government Act (1993), and clause 217 (1) (b) & (c) & (d) of the Local Government Regulations (2021) Council provided total remuneration package to the Part-time General Manager of **$85,496.66** during the 2023/24 reporting period. This remuneration included salary, and any non-cash benefits and associated taxes as applicable. Council's organisational structure provides for the employment of the General Manager as the only Senior Staff position. The part-time General Manager was engaged under the Office of Local Government Standard Contract of Employment.

**(c)** Total of remuneration paid to all senior staff members (other than the General Manager) was Nil as the General Manager is the only senior officer.

**(d)** The total number of persons who performed paid work for the Council on the relevant day is as follows:

(i) persons employed by the Council on a permanent full-time, permanent part-time or casual basis or under a fixed term contract totalled 6 (six) full-time and 2 (two) part-time.
(ii) Senior staff members totalled 1 (one)
(iii) There were no persons engaged by the Council under a contract or other arrangement with the persons employer, wholly or principally for the labour of the person
(iv) No persons were supplied to the Council, under a contract or other arrangement with

the persons employer, as an apprentice or trainee.

**(E) Miscellaneous Item – Rates & Charges** For the purposes of clause 132 of the Local Government Regulations (2021) Council did not write-off any rates or charges during the 2023/24 reporting period.

**(F). GOVERNMENT INFORMATION** - For the purposes of section 125 (1) of the Government Information (Public Access) Act (2009) and Clause 7 Schedule 2 of the Government Information (Public Access) Regulation (2018) the following report is provided about Government Information Public Access activity for the 2023/24 reporting year. *Council did not receive any requests for the release of information under the Government Information (Public Access) Act 2009 (GIPA) during the 2023-2024 reporting period.*

**(G). DISCLOSURE OF PUBLIC INTERESTS** For the purposes of section 31 of the Public Interests Disclosure Act (1994), the following report is provided about public interests disclosed by Councillors and / or designated persons. *The six monthly and annual reports were provided to the NSW Ombudsman in accordance with the Public Interest Disclosures Act (1994). There were no public interest disclosures either made or received during the reporting period 2023/24.*

**(H). COMPLIANCE WITH CODE OF CONDUCT** - For the purposes of the reporting requirements under the model Code of Conduct the following report is provided regarding complaints about noncompliance with the Council code of conduct. *Council adopted a Code of Conduct and Procedures in June 2020 based on the Division of Local Government's then new Model Code of Conduct. There were no Code of Conduct complaints made about Councillors or the General Manager during the reporting period 2023/24*.

**(I). PRIVACY & PERSONAL INFORMATION** For the purposes of the reporting requirements relating to complaints about non-compliance with the privacy laws. *There were no complaints or other requirement for review of the conduct of Council under Part 5 of the Privacy & Personal Protection Act (1998) during the reporting period 2023/24.*

**(j) Modern Slavery Act**

No issues have been raised by Anti-slavery Commissioner with Council operations.

Council will be adopting an Anti-slavery Policy in 24-25 that will outline the procedures for procurement.

# CMCC OPERATIONS

Castlereagh Macquarie County Council staff attended the 22nd NSW Weeds Conference in Dubbo on 7th to 10th August 2023

Councillors Bill Fisher (Coonamble) and Denis Todd (Warrumbungle) attended the Conference along with Council Biosecurity Officers.

The Senior Biosecurity Officer Andrea Fletcher Dawson made two (2) presentations, “Where the Rivers Run” Parkinsonia and Wrangling Hudson Pear at Quanda.

CMCC Biosecuity officer, Mat Savage was awarded The Buerckner Award for outstanding contribution to the on-ground control of weeds in New South Wales. This award is from The Weed Society of New South Wales. Mat Savage also was awarded the NSW Weed Biocontrol award for outstanding contributions to weed biocontrol in NSW. This is the first year this award has been presented and is from the NSW Weed Biocontrol Taskforce.

Castlereagh Macquarie County Council has been involved in many education and awareness **YouTube videos and podcasts for Hudson Pear** overtime which are worth viewing and sharing.

**SUMMIT BIOSECURITY AND THE HUDSON PEAR - YouTube**

Join Andy Fletcher a Senior Biosecurity Weeds Officer with Castlereagh Macquarie County Council as she discusses how using SUMMIT has streamlined processes, brought teams across the State together and helped them track and control an infestation weed called Hudson Pear across Australia.

YouTube channels
1. What is Hudson pear?
2. What is cochineal and how does it work?
3. Don Mackenzie Weed Biocontrol Facility
4. Collecting cladodes
5. Storing and transporting cladodes
6. Releasing infected cladodes Hurry up and wait!
7. GPS and mapping
8. Control methods
9. Stop the spread of hygiene
10. Program and conclusion

**Podcast - Seeds for Success: Andy Fletcher**

Did you catch our latest Seeds for Success podcast episode? Andy Fletcher is a dedicated and passionate weeds officer for the Castlereagh Macquarie County Council based out of Coonabarabran. No matter how big the weed problem is, she will have a go at getting on top of it. In this episode Andy talks to a mixed farming adviser about some of the biocontrol projects she's been involved with to help manage Blue Heliotrope and Hudson Pear.

### Operations for 2023/2024

Council receives funding from NSWDPR for the monitoring of invasive weeds throughout the County Council area. CMCC has performance targets to meet and some of these include inspection of:

- 670 klms of waterways
- 490 klms of rail corridor
- 1900 klms road corridors
- 3,190 property inspections

In Gilgandra Shire CMCC staff have been kept busy with invasive weed control measures along highways and rural roads. CMCC Biosecurity Officers have been engaged in a comprehensive inspection program across the shire targeting Green Cestrum, St John Wort and Tiger Pear.

A property owner in the shire is also participating in a biological control program using the Puccinia rapipes bio agent for African Boxthorn control.

Warren and Coonamble Shires have infestations of African Boxthorn and land managers are working closely with the CMCC Biosecurity officers to conduct staged control programs along with test sites using bio control agent.

In March 2024 CMCC and LLS staff co-ordinated two (2) field days for the African Box Thorn. The Warren field day was well attended with 80 attendees, while the Coonamble day was well received with 60 attendees. The field days also gained a lot of media coverage through TV, print and radio.

Harrisia Cactus is yet another weed problem in the Warren Shire that is being targeted by the mealy bug biological control agent. The Harrisia Cactus is generally found on intensive farming land however these infestations are moving to adjacent rail corridors, crownland and TSR's.

Walgett Shire LGA has serious infestations of Hudson Pear around Lightning Ridge and CMCC along with LLS have implemented extensive control and containment programs by providing landowners with chemical and contractor engagement.

Parkinsonia is another serious invasive weed that is found along the northern reaches of the Narren and Barwon rivers in the Walgett, Moree and Brewarrina LGA's.

CMCC Biosecurity officers continue to actively inspect private properties and control roadsides in the Warrumbungle Shire LGA for numerous invasive weeds including St Johns Wort and Blackberry. In conjunction wit the LLS CMCC has established a trial plot on a private property near Coolah. The two (2) year program is using a range of control measures including herbicide application, seeding and slashing of the area.

In May 2024 CMCC staff conducted Parkinsonia aerial surveillance on the Narren and Barwon rivers including the Narren Lakes. Many plants were found, and it was realised the furthest infestation has moved only 800 metres down stream from the last control program which was 2 to 3 years prior.

Castlereagh Macquarie County Council Biosecurity Officers control roadside invasive weeds and on a daily basis, conduct property inspections across all Local Government Areas. Education and

awareness is ongoing to landowner/managers, communities, tourists and other road users i.e. Council slasher operators. Biosecurity officers also attend many community events such as agricultural shows making the public aware of the weed issues and control measures required.

The County Council area of operations includes parts of the NSW Central West and NSW Northwest that are highly productive agricultural land, high ecological value national parks, and vast areas of quality forest operations. Climatically the area is susceptible to rapid weed invasion of the farmland, the parks, and the forests, escaping from properties where landholders historically do not properly control weeds on their land on an ongoing basis. The primary weed risk at present is:
Hudson Pear white spine (Cylindropuntia pallida), Hudson Pear Brown Spine (Cylindropuntia Tunicata), Tiger Pear, Harrisia Cactus, St John's Wort, African Box Thorn, Blue Heliotrope, Spiny Burr Grass, Green Cestrum, Blackberry, Parkinsonia, Parthenium, Sticky Nightshade and Mother of Millions.

# ATTACHMENTS

**Attachment A** – Review of Functional Objectives – Outcomes for 2023/2024

**Attachment B** - Council's Financial Statements and Auditor General's Report

## Attachment A – Review of Functional Objectives – Outcomes for 2023/2024

*Note: In the following tables the column headed "BA & SO" provides in order, a reference to the Main Business Activity Priorities number and the Strategic Objective number from the Business Activity Strategic Plan.*

| 1. Provide information to Council to allow decisions at Council Meetings | | | | | |
|---|---|---|---|---|---|
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Ensure Business Paper is ready for distribution. | 2.3 | GM | At least 7 days, working days prior to the Council Meeting. | Satisfactory completion of task in accordance with target level. | Compliant |
| Provide recommendations to Council when possible. | 2.3 | GM | Include in business paper for Council's consideration. | | Recommendations provided to all reports. |

| 2. Respond to Councillor inquiries related to the administration function | | | | | |
|---|---|---|---|---|---|
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Provide information to Councillors within Council's policy guidelines | 2.3 | GM | On day requested where possible, or within 5 working days (unless request requires detailed investigation). | Satisfactory completion of task in accordance with target level. | Complying |
| Provide written information as requested | 2.3 | GM | Within 5 working days (unless request requires detailed investigation | | Complying |

| 3. Update Council policy register | | | | | |
|---|---|---|---|---|---|
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Update new or amended administration policies in Council's policy register. | 2.3 | GM | Within 14 days of adoption or amendment | Satisfactory completion of task in accordance with target level. | Complying |
| Review Council administration policies. | 2.3 | GM | Within 2 months of expiry of policy or every 2 years | | Major review completed prior to December 2022 |

| 4. Provide information to public in a timely and effective manner | | | | | |
|---|---|---|---|---|---|
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Ensure Council business papers are made available in hard copy at Council's office. | 2.1 | GM | At least 3 working days before the Council meeting. | Satisfactory completion of task in accordance with target level. | Complying |
| Ensure other public information is made available at Council's office. | 2.1 | GM | As soon as practicable after it becomes public information. | | Complying |
| Ensure business papers are provided to constituent councils. | 2.1 | GM | Post to General Managers at the same time as Councillors' business papers. | | Complying. |
| Ensure minutes, business papers and other information is posted to Council's website. | 2.1 | GM | As soon as practicable. | | Complying |

| 5. Ensure all statutory requirements are completed and financial returns and plans are completed and lodged by the due date | | | | | |
|---|---|---|---|---|---|
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Quarterly Budget Review Statements and Delivery Programme Review to Council. | 2.2 | GM | August, October, February and April Meetings. | Satisfactory completion of task in accordance with target level. | Complying |
| Audited Financial Statements to Office of Local Government.<br>Financial Data collection return. | 2.2 | GM | By the end of October. | | Completed on time. |
| Notice of meeting at which audited reports are to be presented. | 2.2 | GM | By date specified by Office of Local Government. | | Completed |
| Audited Financial Reports presented to public | 2.2 | GM | Prior to December meeting. | | Presented December 2023 |
| Draft Operational Plan and Budget on public exhibition. | 2.2 | GM | February meeting. | | Completed April 23 |
| Operational Plan and Budget to be adopted | 2.2<br>2.2 | GM<br>GM | Following April meeting. | | Put on display in April and adopted after submissions in June 2023. |

| 6. Ensure all other statutory returns are completed and lodged by the due date | | | | | |
|---|---|---|---|---|---|
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| | | GM<br><br>GM<br><br><br><br>GM | 30 September annually.<br><br>30 November annually.<br><br><br><br>No later than return date specified | Satisfactory completion of task in accordance with target level. | Complying<br><br>Lodged on time<br><br><br><br>Lodged on time |
| **7. Implementation of Council decisions** | | | | | |
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Implement Council decisions following Council meeting | 2.2 | GM | Within 10 working days of Council Meeting<br><br>For prosecutions, within 2 months of Council resolution | Satisfactory completion of task in accordance with target level. | Complying<br><br>Nil prosecutions |

| 8. Continue to ensure the provision of finance to Council from available sources | | | | | |
|---|---|---|---|---|---|
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Liaise with constituent councils regarding the level of Council contributions and the apportionment of contributions. | 2.4 | GM | Continuously. | Satisfactory completion of task in accordance with target level. | Advised of 4.5% increase and asked for comment. |
| Letter to Constituent Councils concerning Council's proposed Delivery Plan and Budget estimates for the forthcoming financial year, and the contribution sought from constituent councils. | 2.4 | GM | 30 April. | | Letters sent out<br><br>Completed |
| Application to Department of Primary Industries for grants under NSW Weeds Action Programme as necessary. | 2.4 | GM | As required under Weeds Action Programme 1520. | | Completed |
| Provide grant returns to Department of Primary Industries. | | | | | Application submitted. DPI approved CMCC to manage the Unincorporated Area of NSW |
| Pursue opportunities for securing grant funds from other available sources. | 2.4 | GM | As required under Weeds Action<br>Programme 1520 | | |
| | 2.4 & 1.4 | GM | As required | | |

| 9. Continue current financial management direction and review Business Activity Strategic Plan and Delivery Programme | | | | | |
|---|---|---|---|---|---|
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Review Business Activity Strategic Plan. | 2.1 & 2.4 | GM | Continuously | Satisfactory completion of task in accordance with target level. | Complete |
| Review Delivery Programme. | 2.1 & 2.4 | GM | Continuously | | Complete |
| Provide adequate funds for employee leave entitlements. | 2.3 | GM | Maintain reserve of at least 50% of Long Service Leave liability | | Provision 24-25 budget. As at 30th June 2024 reserve was 87% of liability |

| 10. Provide financial information and advice to Council | | | | | |
|---|---|---|---|---|---|
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Provide financial advice as required. | 2.2 & 2.3 | GM | At Council meetings | Satisfactory completion of task in accordance with target level. | Complying |
| Provide quarterly update on financial trends relating to Council's expenditure. | 2.2 &.3 | GM | At Council Meeting following end of quarter | | Complying |

| 11. Ensure that Council's Operational Plan and Budget is considered in order to allow adoption by 30 June each year | | | | | |
|---|---|---|---|---|---|
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Draft Plan to be presented to Council.<br><br>Draft Plan adopted to allow 28 day public exhibition.<br><br>Draft Plan to be adopted following consideration of any submissions received. | 2.2<br><br>2.2 | GM<br><br>GM | February Meeting.<br><br>April Meeting. | Satisfactory completion of task in accordance with target level. | Complete at April meeting<br><br>Complete<br><br>Complete. Adopted at June 24 meeting |

| 12. Promote the Council's interests through participation with relevant organisations | | | | | |
|---|---|---|---|---|---|
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Participate in Macquarie Valley Weeds Advisory Committee activities through attendance at meetings and supply of information as required to assist the lobbying of State and Federal Governments. | 1.1 | GM | Attend meetings and provide information as requested. | Satisfactory completion of task in accordance with target level. | Staff in attendance at meetings |

| 13. Provide active support for LGNSW | | | | | |
|---|---|---|---|---|---|
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Provide information as requested by LGNSW to assist it to lobby governments. | 3.1 | GM | Information to be provided by the date requested. | Satisfactory completion of task in accordance with target level. | Complying |
| Utilise the services of LGNSW to further Council's interests | 3.1 | GM | As and when required by Council. | | Complying |

| 14. Actively pursue politicians to further Council's interests | | | | | |
|---|---|---|---|---|---|
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Invite politicians to attend Council meetings. | 3.1 | GM | Politicians to be invited to Council meetings as required. | Satisfactory completion of task in accordance with target level. | Requested Local Member to attend Council meetings. Declined due to work commitments. |
| Meet with State and Federal Politicians to promote the interests of Council. | 3.1 | GM | As required | | |

| 15. Minimise the risks associated with all functions of Council | | | | | |
|---|---|---|---|---|---|
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Identify new risks associated with Council's functions. | 2.3 | GM | Ongoing. | Satisfactory completion of task in accordance with target level. | Complying |

| | | | | | |
|---|---|---|---|---|---|
| Analyse and prioritise all risks identified. | 2.3 | GM | Within 3 months after identification. | | Risk register adopted April 24. |
| Minimise exposure through rectification of risks. | 2.3 | GM | Within budget constraints. | | |
| Update policy on the use of contractors. | 2.3 | GM | Ongoing. | | Operational risk register under development. |
| Review risk management policy. | | | | | Risk policy adopted April 24. |
| Update Risk Assessment re spraying from back of vehicles and consult WorkCover on proposal. | 2.3<br>2.3 | GM<br>GM | Ongoing.<br>When resources allow. | | NO spraying from back of vehicles. |

| **16. Ensure Council staff are aware of their rights and responsibilities in relation to WH&S , risk management and EEO** | | | | | |
|---|---|---|---|---|---|
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Provide training to staff on relevant legislation. | 2.3 | GM | Ongoing as identified. | Satisfactory completion of task in accordance with target level. | Complying |
| Provide training on EEO to staff. | 2.3 | GM | Ongoing as required. | | No training to date |
| Provide staff with training on risk management. | 2.3 | GM | Ongoing as required. | | Conducted March 24. |

| | | | | | |
|---|---|---|---|---|---|
| Review and update staff training programme.<br>Review EEO Management Plan. | 2.3<br><br>2.3 | GM<br><br>GM | Annually.<br><br>As required | | Complete<br>To be completed 2022/23 |

| 17. Maintain and update Council's records management system | | | | | |
|---|---|---|---|---|---|
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Monitor record keeping procedures to ensure that they provide the best method of maintaining an accurate record of Council's activities. | 2.3 | GM | Ongoing. | Satisfactory completion of task in accordance with target level. | Complying |
| Review record keeping procedures with a view to updating and computerizing. | 2.3 | GM | Ongoing. | | Complying records are electronic |

| 18. Implement system of information technology capable of providing information that is relevant and timely | | | | | |
|---|---|---|---|---|---|
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Monitor reporting system ability to provide information requirements. | 2.3 | GM | Ongoing. | Satisfactory completion of task in accordance with target level. | Complying |

| | | | | | |
|---|---|---|---|---|---|
| Monitor technology improvements and assess future requirements. | 2.3 | GM | Ongoing. | | Complying<br>Move to Xero on 1st July 24. |
| Update Council's computer system, both hardware and software, to ensure that it enhances management and record keeping (as resources allow). | 2.3 | GM | As required. | | Lap tops to be updated in 24/25. |
| Review Council's website and implement systems for expanding content and keeping content up to date. | 2.1 & 3.2 | GM | Ongoing. | | Reviewed constantly<br>Major review 2023 |
| **19. Compile accurate data on the condition of current Council assets** | | | | | |
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Maintain assets register for all assets over $5,000. | 2.3 | GM | Ongoing. | Satisfactory completion of task in accordance with target level. | Complying |
| Monitor the condition of those assets | 2.3 | GM | Ongoing. | | Complying |
| Identify maintenance requirements for those assets. | 2.3 | GM | Ongoing. | | Complying<br>Maintenance as required |
| Cost maintenance requirements and incorporate into annual budget. | 2.3 | GM | As identified. | | Complying in conjunction with |

| | | | | | |
|---|---|---|---|---|---|
| | | | | | Senior Biosecurity Officer |
| **20. Introduce a system for electronic mapping of invasive weed infestations and the automation of Weeds Officers' reports** | | | | | |
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Monitor the introduction of electronic mapping of invasive weed infestations and the automation of Weeds Officers' reporting procedures.<br><br>Expand the introduction of electronic mapping of invasive weeds infestation and the automation of Weeds Officers' Reporting Procedures to the whole of Council's Area of Operations.<br><br>Continue the training of staff in the use of the system in order to ensure it's most efficient and effective use. | 1.3 & 2.3<br><br>1.3 & 2.3<br><br>1.3 &2.3 | GM<br>SWO<br><br>GM<br>SWO<br><br>GM<br>SWO | In conjunction with year 1 WAP 2020 2025.<br><br>In conjunction with year 1 WAP 2020 / 2025.<br><br>Ongoing. | Satisfactory completion of task in accordance with target level. | Complying<br><br>Continuing<br><br>Complying<br><br>Training as necessary<br><br>Use of drones to assist with weed identification complete |

| **21. Compile data on Council's current vehicle and plant fleet – condition and usage** | | | | | |
|---|---|---|---|---|---|
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |

| | | | | | |
|---|---|---|---|---|---|
| Analyse Council's current vehicle and plant fleet and its activities and assess future vehicle and plant needs. | 2.3 | GM | Ongoing | Satisfactory completion of task in accordance with target level. | Complying |

| **22. Ensure access to competitively priced chemicals for weeds control programmes** | | | | | |
|---|---|---|---|---|---|
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Ensure access to competitively priced chemicals for weeds control programmes. | 1.2 | GM | As required | Satisfactory completion of task in accordance with target level. | Complying |

| **23. Actively pursue the control of invasive weeds along roadsides in Council's area** | | | | | |
|---|---|---|---|---|---|
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Inspect roadsides prior to control works to ensure that control programmes are efficient and effective. | 1.3 | SWO | At least one week prior to spraying. | Satisfactory completion of task in accordance with target level. | Complying |
| Carryout necessary control works in line with Council's Budget allocations. | 1.3 | SWO | As seasonal conditions / and available funding permit. | | Works continuing |

| | | | | | |
|---|---|---|---|---|---|
| Respond to reports of invasive weeds on roadsides.<br>Carry out control works in accordance with Council's policy and budget allocations. | 1.3<br><br>1.3 | SWO<br><br>SWO | Carry out inspection within 7 days of notification.<br><br>As required | | All reports responded to<br><br>Complying |

| **24. Actively pursue the control of invasive weeds on private lands** | | | | | |
|---|---|---|---|---|---|
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Inspection of private lands to assist landowners to fulfill their legal responsibilities in relation to invasive weeds. | 1.2 & 3.2 | SWO | At least 250 inspections per quarter. | Satisfactory completion of task in accordance with target level. | Complying |
| Provide information to landowners on invasive weeds control | 1.2 & 3.2 | SWO | If not done at time of inspection then within 1 week. | | Complying |
| Respond to invasive weed complaints | 1.2 & 3.2 | SWO | Initial inspection within 10 working days. | | Complying |

| 25. Actively pursue the control of invasive weeds on vacant Crown lands | | | | | |
|---|---|---|---|---|---|
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Inspect vacant Crown land parcels to facilitate application to DPI for funds for necessary control works. | 1.2 | SWO | Prior to submission of application. | Satisfactory completion of task in accordance with target level. | Complying |
| Inspect vacant Crown lands to ensure obligations for invasive weed control are being met. | 1.2 | SWO | As required as resources are available. | | Continuing |
| Provide information to Department of Lands on invasive weed control requirements | 1.2 | SWO | Within 10 working days of inspection. | | Continuing |
| Respond to complaints for invasive weeds on vacant Crown Land | 1.2 | SWO | Initial inspection within 10 working days. | | Continuing |
| **26. Actively pursue the control of invasive weeds on land held by Forests of NSW** | | | | | |
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Inspect areas proposed to be clear felled in coming financial year. | 1.2 | SWO | Within 28 days of receipt of *Harvesting Plan of Operations.* | Satisfactory completion of task in accordance with target level. | When advised |
| Advise Forests NSW of proposed clear fell areas that are potential weeds risks. | 1.2 | SWO | Within 14 days of inspection. | | |
| Follow up to ensure control work is carried out on potential weeds risks. | | | Prior to Spring each year. | | |

| | | | | | |
|---|---|---|---|---|---|
| Inspect areas surrounding standing forests and “land bank” areas.<br><br>Advise Forests NSW of areas that pose a risk of weeds spreading to adjoining land. | 1.2<br><br>1.2<br><br>1.2 | SWO<br><br>SWO<br><br>SWO | Ongoing as resources permit, or in response to complaints within 10 working 14 days after inspection. | | |

| **27. Actively pursue the control of invasive weeds on other public authorities land** | | | | | |
|---|---|---|---|---|---|
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Inspect lands of public authorities to ensure obligations for invasive weeds control are being met. | 1.2 & 1.3 | SWO | Ongoing. | Satisfactory completion of task in accordance with target level. | Continuing |
| Provide information to public authority on invasive weed control requirements. | 1.2 & 1.3 | SWO | Within 10 working days of inspection. | | Continuing |
| Respond to complaints regarding invasive weeds on lands of public authorities. | 1.2 &1.3 | SWO | Initial inspection within 10 working days. | | Continuing |

| 28. Conduct aerial spraying programmes for invasive weeds | | | | | |
|---|---|---|---|---|---|
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Organise programmes for aerial spraying of invasive weeds throughout the year as seasonal conditions permit and demand requires. | 1.2 | GM/ SWO | As required. | Satisfactory completion of task in accordance with target level. | As required<br>Hudson Pear and Parkinsonia surveillance project carried out 23/24. |
| Publicise aerial spraying programmes in local media, and as occasion permits, to ensure maximum landholder participation. | 1.2 | GM/ SWO | As required. | | Completed |
| Organise aerial spraying (involving all weeds officers) throughout Council's area in accordance with programmes | 1.2 | SWO | In accordance with Programmes | | Completed |

| 29. Actively pursue regional resources sharing with neighbouring councils and other public authorities to provide cost benefits to Council in the provision of services | | | | | |
|---|---|---|---|---|---|
| **Required Activity** | **BA & SO** | **Resp** | **Target** | **Performance Measure** | **Status as at 30th June 2024** |
| Pursue resource sharing through regular interaction with nearby councils and other public authorities to discuss regional weed plans and coordinated approaches to weed control | 1.1 | GM | Liaise with appropriate members and officers of surrounding councils and other public authorities as required. | Satisfactory completion of task in accordance with target level. | Continuing.<br>CMCC successful with management of the Unincorporated Area of NSW. |

# Castlereagh Macquarie County Council

# Delivery Programme 2022/23 – 2024/25

# 30th June 2024

1. **Strategic Objective – Building relationships**

Build strong relationships with other natural resource managers having responsibilities in, or adjacent to, the County Council's area of operations through a program to improve liaison between natural resource managers.

**Strategy**
Foster a spirit of cooperation with other natural resource managers.

**Status as at 30th June 2024.**
Continuing.
Council has good relationship with neighbouring Council's, and State and Federal Agencies in particular DPI and LLS. CMCC successful with new projects such as the Unincorporated Area management and the Rubber Vine project.

**2. Strategic objective – Noxious Weeds Control**

Ensure the effectiveness of the Council's role in improving the natural environment through a reduction in noxious weeds.

**Strategy**
Ensure that the Council is aware of any presence of noxious weeds in its Area of Operations.

**Status as at 30th June 2024.**
Continuing.
Property inspections are documented with generally good landowner/occupier control compliance. Noxious weeds infestations are generally reduced across the county area on roadsides and Council controlled lands. Aerial surveillance in the last quarter 23/24 enabled identification and control of invasive weeds of Parkinsonia and Hudson Pear.

**3. Strategic objective – Noxious Weeds Controls - Roadsides**
Improve the effectiveness of the control of noxious weeds on roads by promoting changes in management techniques and cooperative action.

**Strategy**
Ensure that all occupiers are aware of their obligations to control noxious weeds on roads.

**Status as at 30th June 2024.**
Continuing.
Landowner/occupier control compliance levels are good. Council has in 2023/2024 delivered a new control program in the Walgett Shire for LLS in the containment of Hudson Pear in and around Lightning Ridge using contractors.

**4. Strategic objective – Noxious Weeds Controls Funding**

Secure funding, where possible, to assist occupiers in their management of noxious weeds by encouraging policy change by NSW State Government and other funding authorities.

**Strategy**
Provide assistance and support to occupiers in securing funding for noxious weed control.
**Status as at 30th June 2024.**
Continuing.
Council has lobbied NSW State Government for additional funding to assist with Hudson Pear control in particular for the Lightning Ridge Area Opal Reserve Trust. NSW State Government made available $2.5 million for containment of Hudson Pear in the Lightning Ridge area. Council was allocated $500k to manage the first six (6) months of the containment program. LLS contracted CMCC for a further round of Hudson Pear management in the latter half of 23/24.

**5. Strategic objective- Communication Policies**

Improve communications between the Council and its community through increased use of electronic and other media.

**Strategy**
Improve the Council's profile in the community.

**Status as at 30th June 2024.**
Continuing.
Council has renewed its Web Page to allow for improved communications with residents, landowners and occupiers of land.

**6. Strategic objective – Community Consultation**
Improve the accountability of the Council to its community by providing more open access to information and public participation.

**Strategy**
Encourage members of the Council's community to take an interest in the Council's affairs.

**Status as at 30th June 2024.**
Continuing.
Information readily available to community. Council staff participated in community consultation events to showcase best practice control measures and provide information on land manager compliance.

**7. Strategic objective- Administration**
Develop an efficient and effective Council administration for the management of noxious weeds through improved training, procedures and use of technology.

**Strategy**
Engage and retain sufficient skilled staff to provide administrative services to the Council.

**Status as at 30th June 2024.**
Continuing.
Council has a highly effective electronic records management system operated by highly skilled personnel. Records are kept in accordance with the State records Act 1998.

**8. Strategic objective- Funding Arrangements**
Secure the Council's financial position by promoting stronger funding arrangements with funding bodies and seeking alternative sources of funds.

**Strategy**
Secure alternative sources of funding for the Council's ordinary operations.

**Status as at 30th June 2024.**
Continuing.
Additional income streams identified with private works for constituent Councils. Council has a sound financial status with a good reserves position.

**9. Strategic objective- Lobbying**
Increase public awareness of the impact of noxious weeds on the community and the cost to the community of noxious weeds through contact with community leaders and public awareness campaigns.

**Strategy**
Increase politicians awareness of weeds.

**Status as at 30th June 2024.**
Continuing.
Council has made the general public and relevant politicians aware of the invasive weeds position in the CMCC LCA area.

**10. Strategic objective- Technology**
Enhance the educational and advisory role of the Council through the provision of a range of written and electronic material and staff promotion of this role.

**Strategy**
Ensure that the Council fulfils its educations and advisory role.

**Status as at 30th June 2024.**
Continuing.
Council undertakes a comprehensive publicity program each year with

community programs held at Agquip and local agricultural shows, Lightning Ridge Opal festival. Other information days are held when necessary to highlight new and emerging weeds, new control measures and to enforce landowner compliance with the Biosecurity Act.

**11. Strategic objective – Regulatory Powers**

Improve the effectiveness of the Council's regulatory role by the strategic use of the regulatory powers and appropriate publicity.

**Strategy**

To use the Council's regulatory powers, where necessary, to enforce the requirements of the Act with regard to noxious weed control.

**Status as at 30th June 2024.**

No legal action to date.

Property inspections are documented with generally good landowner/occupier control compliance. Noxious weeds infestations are generally reduced across the county area. Council in June 2024 approved the introduction of a new compliance system that will commence operations in early 2024/25.

# Attachment B – Financial Information

Local Government Act Section 428 (4)(a)

A copy of the Council's audited financial reports.

See attachment (B): Financial Statements

# Castlereagh Macquarie County Council

## GENERAL PURPOSE FINANCIAL STATEMENTS

for the year ended 30 June 2024

# Castlereagh Macquarie County Council

## General Purpose Financial Statements

for the year ended 30 June 2024

Contents Page


**Understanding Council's Financial Statements** 3

**Statement by Councillors and Management** 4

**Primary Financial Statements:**

Income Statement 5
Statement of Comprehensive Income 6
Statement of Financial Position 7
Statement of Changes in Equity 8
Statement of Cash Flows 9

**Contents for the notes to the Financial Statements** 10

**Independent Auditor’s Reports:**

On the Financial Statements (Sect 417 [2]) 44
On the Financial Statements (Sect 417 [3]) 47

# Castlereagh Macquarie County Council

## General Purpose Financial Statements
for the year ended 30 June 2024

## Understanding Council's Financial Statements

### Introduction

Each year NSW local governments are required to present audited financial statements to their council and community.

### What you will find in the Statements

The financial statements set out the financial performance, financial position and cash flows of Council for the financial year ended 30 June 2024.

The format of the financial statements is standard across all NSW Councils and complies with both the accounting and reporting requirements of Australian Accounting Standards and requirements as set down by the Office of Local Government.

### About the Councillor/Management Statement

The financial statements must be certified by senior staff as 'presenting fairly' the Council's financial results for the year and are required to be adopted by Council – ensuring both responsibility for and ownership of the financial statements.

### About the Primary Financial Statements

The financial statements incorporate five "primary" financial statements:

**1. The Income Statement**
Summarises Council's financial performance for the year, listing all income and expenses. This statement also displays Council's original adopted budget to provide a comparison between what was projected and what actually occurred.

**2. The Statement of Comprehensive Income**
Primarily records changes in the fair value of Council's Infrastructure, property, plant and equipment.

**3. The Statement of Financial Position**
A 30 June snapshot of Council's financial position indicating its assets, liabilities and "net wealth".

**4. The Statement of Changes in Equity**
The overall change for the year (in dollars) of Council's "net wealth".

**5. The Statement of Cash Flows**
Indicates where Council's cash came from and where it was spent. This statement also displays Council's original adopted budget to provide a comparison between what was projected and what actually occurred.

### About the Notes to the Financial Statements

The Notes to the Financial Statements provide greater detail and additional information on the five primary financial statements.

### About the Auditor's Reports

Council's financial statements are required to be audited by the NSW Audit Office.

In NSW the auditor provides 2 audit reports:

1. an opinion on whether the financial statements present fairly the Council's financial performance and position, and
2. their observations on the conduct of the audit, including commentary on the Council's financial performance and financial position.

### Who uses the Financial Statements?

The financial statements are publicly available documents and must be presented at a Council meeting between seven days and five weeks after the date of the audit report.

The public can make submissions to Council up to seven days subsequent to the public presentation of the financial statements.

Council is required to forward an audited set of financial statements to the Office of Local Government.

# Castlereagh Macquarie County Council

## General Purpose Financial Statements
for the year ended 30 June 2024

## Statement by Councillors and Management

### Statement by Councillors and Management made pursuant to Section 413 (2c) of the *Local Government Act 1993* (NSW)

**The attached general purpose financial statements have been prepared in accordance with:**

- the *Local Government Act 1993* and the regulations made thereunder,
- the Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
- the Local Government Code of Accounting Practice and Financial Reporting.

**To the best of our knowledge and belief, these statements:**

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

**We are not aware of any matter that would render these statements false or misleading in any way.**

**Signed in accordance with a resolution of Council made on 26 August 2024.**

Doug Batten
**Chairperson**
26 August 2024

Bill Fisher
**Deputy Chairperson**
26 August 2024

Michael Urquhart
**General Manager**
26 August 2024

Michael Urquhart
**Responsible Accounting Officer**
26 August 2024

# Castlereagh Macquarie County Council

## Income Statement

for the year ended 30 June 2024

| Original unaudited budget 2024 $ '000 | | Notes | Actual 2024 $ '000 | Actual 2023 $ '000 |
|---|---|---|---|---|
| | **Income from continuing operations** | | | |
| 185 | User charges and fees | B2-1 | **79** | 148 |
| 6 | Other revenues | B2-2 | **5** | 6 |
| 909 | Grants and contributions provided for operating purposes | B2-3 | **1,442** | 1,636 |
| 15 | Interest and investment income | B2-4 | **37** | 27 |
| – | Other income | B2-5 | **18** | – |
| 5 | Net gain from the disposal of assets | B4-1 | **–** | 15 |
| 1,120 | **Total income from continuing operations** | | **1,581** | 1,832 |
| | **Expenses from continuing operations** | | | |
| 588 | Employee benefits and on-costs | B3-1 | **747** | 551 |
| 566 | Materials and services | B3-2 | **702** | 1,218 |
| – | Borrowing costs | B3-3 | **2** | – |
| 80 | Depreciation, amortisation and impairment of non-financial assets | B3-4 | **115** | 94 |
| 1,234 | **Total expenses from continuing operations** | | **1,566** | 1,863 |
| (114) | **Operating result from continuing operations** | | **15** | (31) |
| (114) | Net operating result for the year attributable to Council | | **15** | (31) |
| (114) | **Net operating result for the year before grants and contributions provided for capital purposes** | | **15** | (31) |

The above Income Statement should be read in conjunction with the accompanying notes.

# Castlereagh Macquarie County Council

## Statement of Comprehensive Income

for the year ended 30 June 2024

| | Notes | Actual 2024 $ '000 | Actual 2023 $ '000 |
|---|---|---|---|
| **Net operating result for the year – from Income Statement** | | **15** | (31) |
| **Other comprehensive income:** | | | |
| Amounts which will not be reclassified subsequently to the operating result | | | |
| Gain (loss) on revaluation of infrastructure, property, plant and equipment | C1-6 | **46** | 253 |
| **Total items which will not be reclassified subsequently to the operating result** | | **46** | 253 |
| **Total other comprehensive income for the year** | | **46** | 253 |
| Total comprehensive income for the year attributable to Council | | **61** | 222 |

The above Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

# Castlereagh Macquarie County Council

## Statement of Financial Position

as at 30 June 2024

| | Notes | Actual 2024 $ '000 | Actual 2023 $ '000 |
|---|---|---|---|
| **ASSETS** | | | |
| **Current assets** | | | |
| Cash and cash equivalents | C1-1 | **916** | 581 |
| Investments | C1-2 | **500** | 500 |
| Receivables | C1-4 | **30** | 105 |
| Inventories | C1-5 | **40** | 79 |
| Other | C1-7 | **3** | – |
| **Total current assets** | | **1,489** | 1,265 |
| **Non-current assets** | | | |
| Infrastructure, property, plant and equipment (IPPE) | C1-6 | **528** | 576 |
| Right of use assets | C2-1 | **49** | 10 |
| **Total non-current assets** | | **577** | 586 |
| **Total assets** | | **2,066** | 1,851 |
| **LIABILITIES** | | | |
| **Current liabilities** | | | |
| Payables | C3-1 | **76** | 47 |
| Lease liabilities | C2-1 | **19** | 5 |
| Employee benefit provisions | C3-2 | **256** | 171 |
| **Total current liabilities** | | **351** | 223 |
| **Non-current liabilities** | | | |
| Lease liabilities | C2-1 | **31** | 5 |
| **Total non-current liabilities** | | **31** | 5 |
| **Total liabilities** | | **382** | 228 |
| Net assets | | **1,684** | 1,623 |
| **EQUITY** | | | |
| Accumulated surplus | C4-1 | **1,201** | 1,186 |
| IPPE revaluation reserve | C4-1 | **483** | 437 |
| **Council equity interest** | | **1,684** | 1,623 |
| Total equity | | **1,684** | 1,623 |

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

# Castlereagh Macquarie County Council

## Statement of Changes in Equity

for the year ended 30 June 2024

| | Notes | 2024 Accumulated surplus $ '000 | 2024 IPPE revaluation reserve $ '000 | 2024 Total equity $ '000 | 2023 Accumulated surplus $ '000 | 2023 IPPE revaluation reserve $ '000 | 2023 Total equity $ '000 |
|---|---|---|---|---|---|---|---|
| Opening balance at 1 July | | **1,186** | **437** | **1,623** | 1,217 | 184 | 1,401 |
| Net operating result for the year | | **15** | **–** | **15** | (31) | – | (31) |
| **Net operating result for the period** | | **15** | **–** | **15** | (31) | – | (31) |
| **Other comprehensive income** | | | | | | | |
| Gain (loss) on revaluation of infrastructure, property, plant and equipment | C1-6 | **–** | **46** | **46** | – | 253 | 253 |
| **Other comprehensive income** | | **–** | **46** | **46** | – | 253 | 253 |
| **Total comprehensive income** | | **15** | **46** | **61** | (31) | 253 | 222 |
| **Closing balance at 30 June** | | **1,201** | **483** | **1,684** | 1,186 | 437 | 1,623 |

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

# Castlereagh Macquarie County Council

## Statement of Cash Flows

for the year ended 30 June 2024

| Original unaudited budget 2024 $ '000 | | Notes | Actual 2024 $ '000 | Actual 2023 $ '000 |
|---|---|---|---|---|
| | **Cash flows from operating activities** | | | |
| | ***Receipts:*** | | | |
| 185 | User charges and fees | | **155** | 125 |
| 15 | Interest received | | **37** | 23 |
| 909 | Grants and contributions | | **1,442** | 1,782 |
| 6 | Other | | **115** | 6 |
| | ***Payments:*** | | | |
| (588) | Payments to employees | | **(678)** | (535) |
| (419) | Payments for materials and services | | **(663)** | (1,362) |
| – | Borrowing costs | | **(2)** | – |
| – | Other | | **(51)** | (55) |
| 108 | **Net cash flows from operating activities** | F1-1 | **355** | (16) |
| | **Cash flows from investing activities** | | | |
| | ***Receipts:*** | | | |
| – | Redemption of term deposits | | **1,000** | 1,000 |
| 12 | Proceeds from sale of IPPE | | **–** | 23 |
| | ***Payments:*** | | | |
| – | Acquisition of term deposits | | **(1,000)** | (1,000) |
| (16) | Payments for IPPE | | **–** | (53) |
| (4) | **Net cash flows from investing activities** | | **–** | (30) |
| | **Cash flows from financing activities** | | | |
| | ***Payments:*** | | | |
| (5) | Principal component of lease payments | | **(20)** | (5) |
| (5) | **Net cash flows from financing activities** | | **(20)** | (5) |
| 99 | **Net change in cash and cash equivalents** | | **335** | (51) |
| 968 | Cash and cash equivalents at beginning of year | | **581** | 632 |
| 1,067 | Cash and cash equivalents at end of year | C1-1 | **916** | 581 |
| – | plus: Investments on hand at end of year | C1-2 | **500** | 500 |
| 1,067 | Total cash, cash equivalents and investments | | **1,416** | 1,081 |

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

# Castlereagh Macquarie County Council

## Contents for the notes to the Financial Statements for the year ended 30 June 2024


**A About Council and these financial statements** 12
A1-1 Basis of preparation 12

**B Financial Performance** 14

**B1 Functions or activities** 14
B1-1 Functions or activities – income, expenses and assets 14
B1-2 Components of functions or activities 15

**B2 Sources of income** 16
B2-1 User charges and fees 16
B2-2 Other revenues 16
B2-3 Grants and contributions 17
B2-4 Interest and investment income 18
B2-5 Other income 18

**B3 Costs of providing services** 19
B3-1 Employee benefits and on-costs 19
B3-2 Materials and services 20
B3-3 Borrowing costs 20
B3-4 Depreciation, amortisation and impairment of non-financial assets 21

**B4 Gains or losses** 21
B4-1 Gain or loss from the disposal, replacement and de-recognition of assets 21

**B5 Performance against budget** 22
B5-1 Material budget variations 22

**C Financial position** 24

**C1 Assets we manage** 24
C1-1 Cash and cash equivalents 24
C1-2 Financial investments 25
C1-3 Restricted and allocated cash, cash equivalents and investments 26
C1-4 Receivables 27
C1-5 Inventories 27
C1-6 Infrastructure, property, plant and equipment 28
C1-7 Other 30

**C2 Leasing activities** 31
C2-1 Council as a lessee 31

**C3 Liabilities of Council** 33
C3-1 Payables 33
C3-2 Employee benefit provisions 33

**C4 Reserves** 34
C4-1 Nature and purpose of reserves 34

**D Risks and accounting uncertainties** 35
D1-1 Risks relating to financial instruments held 35
D2-1 Fair value measurement 37
D3-1 Contingencies 38

# Castlereagh Macquarie County Council

## Contents for the notes to the Financial Statements for the year ended 30 June 2024

**E People and relationships** 39

**E1 Related party disclosures** 39

E1-1 Key management personnel (KMP) 39

E1-2 Councillor and Mayoral fees and associated expenses 40

**E2 Other relationships** 41

E2-1 Audit fees 41

**F Other matters** 42

F1-1 Statement of Cash Flows information 42

F2-1 Events occurring after the reporting date 42

**F3 Statement of performance measures** 43

F3-1 Statement of performance measures – consolidated results 43

# A About Council and these financial statements

## A1-1 Basis of preparation

These financial statements were authorised for issue by Council on 26 August 2024. Council has the power to amend and reissue these financial statements in cases where critical information is received from public submissions or where the OLG directs Council to amend the financial statements.

The material accounting policy information related to these financial statements are set out below. Accounting policies have been consistently applied to all the years presented, unless otherwise stated.

These general purpose financial statements have been prepared in accordance with Australian Accounting Standards and Australian Accounting Interpretations, the *Local Government Act 1993* (Act) and *Local Government (General) Regulation 2021* (Regulation), and the Local Government Code of Accounting Practice and Financial Reporting. Council is a not for-profit entity. The financial statements are presented in Australian dollars and are rounded to the nearest thousand dollars.

### *Historical cost convention*

These financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain infrastructure, property, plant and equipment and investment property.

### *Significant accounting estimates and judgements*

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Council's accounting policies. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on the Council and that are believed to be reasonable under the circumstances.

***Critical accounting estimates and assumptions***

Council makes estimates and assumptions concerning the future.

The resulting accounting estimates will, by definition, seldom equal the related actual results.

The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year include:

i. estimated fair values of infrastructure, property, plant and equipment – refer Note C1-6
ii. employee benefit provisions – refer Note C3-2.

***Significant judgements in applying the Council's accounting policies***

i. Impairment of receivables – refer Note C1-4.
ii. Determination of whether performance obligations are sufficiently specific and whether the contract is within the scope of AASB 15 *Revenue from Contracts with Customers* and / or AASB 1058 *Income of Not-for-Profit Entities* – refer to Notes B2-1 – B2-3.
iii. Determination of the lease term, discount rate (when not implicit in the lease) and whether an arrangement contains a lease – refer to Note C2-1.

### Monies and other assets received by Council

### The Consolidated Fund

In accordance with the provisions of Section 409(1) of the Local Government Act 1993 (NSW), all money and property received by Council is held in the Council's Consolidated Fund unless it is required to be held in the Council's Trust Fund.

Cash and other assets of the following entities have been included as part of the Consolidated Fund:

- General purpose operations

### The Trust Fund

In accordance with the provisions of Section 411 of the *Local Government Act 1993 (NSW)* (as amended), a separate and distinct Trust Fund is maintained to account for all money and property received by the council in trust which must be applied only for the purposes of, or in accordance with, the trusts relating to those monies.

A separate statement of monies held in the Trust Fund is available for inspection at the council office by any person free of charge

continued on next page ...

# A1-1 Basis of preparation (continued)

## Volunteer services

Council does not engage volunteers.

## New accounting standards and interpretations issued but not yet effective

**New accounting standards and interpretations issued but not yet effective**

Certain new accounting standards and interpretations have been published that are not mandatory for the 30 June 2024 reporting period. Council has not applied any pronouncements before its operative date in the annual reporting period beginning 1 July 2023.

As at the date of authorisation of these financial statements Council does not consider that any of these new (and still to be applied) standards and interpretations are likely to have a material impact on the Council's future financial statements, financial position, financial performance or cash flows.

## New accounting standards adopted during the year

The following new standard is effective for the first time at 30 June 2024:

- AASB 2021-2 *Amendments to Australian Accounting Standards – Disclosure of Accounting Policies and Definition of Accounting Estimates.*

The most significant change introduced by this standard is to remove the requirement to disclose significant accounting policies and instead require disclosure of material accounting policy information.

"*Accounting policy information is material if, when considered together with other information included in an entity's financial statements, it can reasonably be expected to influence decisions that the primary users of general purpose financial statements make on the basis of those financial statements*."

In applying the new requirements, Council has after taking into account the various specific facts and circumstances applied professional judgement to ensure it discloses only material accounting policies as opposed to significant accounting policies throughout these financial statements.

# B Financial Performance

## B1 Functions or activities

### B1-1 Functions or activities – income, expenses and assets

Income, expenses and assets have been directly attributed to the following functions or activities. Details of those functions or activities are provided in Note B1-2.

| | Income | | Expenses | | Operating result | | Grants and contributions | | Carrying amount of assets | |
|---|---|---|---|---|---|---|---|---|---|---|
| | **2024** | 2023 | **2024** | 2023 | **2024** | 2023 | **2024** | 2023 | **2024** | 2023 |
| | **$ '000** | $ '000 | **$ '000** | $ '000 | **$ '000** | $ '000 | **$ '000** | $ '000 | **$ '000** | $ '000 |
| **Functions or activities** | | | | | | | | | | |
| Governance | **–** | – | **46** | 33 | **(46)** | (33) | **–** | – | **–** | – |
| Administration | **–** | – | **360** | 255 | **(360)** | (255) | **–** | – | **–** | – |
| Environment | **1,581** | 1,832 | **1,160** | 1,575 | **421** | 257 | **1,442** | 1,636 | **2,066** | 1,851 |
| **Total functions and activities** | **1,581** | 1,832 | **1,566** | 1,863 | **15** | (31) | **1,442** | 1,636 | **2,066** | 1,851 |

# B1-2 Components of functions or activities

### GOVERNANCE

Includes costs related to Council's role as a component of democratic government, members' fees and expenses, subcriptions to local authority associations,meeting of Council and policy-making committees, public disclosure (e.g. GIPA) and legislative compliance.

### ADMINISTRATION

Includes corporate support and other support services and any Council policy compliance.

### ENVIRONMENT

Includes priority/noxious plants and insect/vermin control, other environmental protection.

# B2 Sources of income

## B2-1 User charges and fees

| | Timing | 2024 Actual $ '000 | 2023 Actual $ '000 |
|---|---|---|---|
| **Other user charges and fees** | | | |
| **(i) Fees and charges – statutory and regulatory functions (per s608)** | | | |
| Private works – section 67 | 2 | **79** | 148 |
| **Total fees and charges – statutory/regulatory** | | **79** | 148 |
| **Total other user charges and fees** | | **79** | 148 |
| Total user charges and fees | | **79** | 148 |
| **Timing of revenue recognition for user charges and fees** | | | |
| User charges and fees recognised over time (1) | | **–** | – |
| User charges and fees recognised at a point in time (2) | | **79** | 148 |
| Total user charges and fees | | **79** | 148 |

### Material accounting policy information

Revenue arising from user charges and fees is recognised when or as the performance obligation is completed and the customer receives the benefit of the goods / services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service. There is no material obligation for Council in relation to refunds or returns.

## B2-2 Other revenues

| | Timing | 2024 Actual $ '000 | 2023 Actual $ '000 |
|---|---|---|---|
| Insurance claims recoveries | 2 | **5** | 6 |
| Total other revenue | | **5** | 6 |
| **Timing of revenue recognition for other revenue** | | | |
| Other revenue recognised over time (1) | | **–** | – |
| Other revenue recognised at a point in time (2) | | **5** | 6 |
| Total other revenue | | **5** | 6 |

### Material accounting policy information for other revenue

Where the revenue is earned for the provision of specified goods / services under an enforceable contract, revenue is recognised when or as the obligations are satisfied.

Other revenue is recorded when the payment is due, the value of the payment is notified, or the payment is received, whichever occurs first.

## B2-3 Grants and contributions

| | Timing | Operating 2024 Actual $ '000 | Operating 2023 Actual $ '000 | Capital 2024 Actual $ '000 | Capital 2023 Actual $ '000 |
|---|---|---|---|---|---|
| **Special purpose grants and non-developer contributions (tied)** | | | | | |
| **Cash contributions** | | | | | |
| **Previously specific grants:** | | | | | |
| Noxious weeds | 2 | **853** | 1,068 | **–** | – |
| **Previously contributions:** | | | | | |
| Other councils – joint works/services | 2 | **589** | 568 | **–** | – |
| **Total special purpose grants and non-developer contributions – cash** | | **1,442** | 1,636 | **–** | – |
| **Total special purpose grants and non-developer contributions (tied)** | | **1,442** | 1,636 | **–** | – |
| Total grants and non-developer contributions | | **1,442** | 1,636 | **–** | – |
| **Comprising:** | | | | | |
| – Other funding | | **589** | 568 | **–** | – |
| – State funding | | **853** | 1,068 | **–** | – |
| | | **1,442** | 1,636 | **–** | – |

| | Operating 2024 Actual $ '000 | Operating 2023 Actual $ '000 | Capital 2024 Actual $ '000 | Capital 2023 Actual $ '000 |
|---|---|---|---|---|
| Total grants and contributions | **1,442** | 1,636 | **–** | – |
| **Timing of revenue recognition for grants and contributions** | | | | |
| Grants and contributions recognised over time (1) | **–** | – | **–** | – |
| Grants and contributions recognised at a point in time (2) | **1,442** | 1,636 | **–** | – |
| Total grants and contributions | **1,442** | 1,636 | **–** | – |

### Unspent grants and contributions

Certain grants and contributions are obtained by Council on the condition they be spent in a specified manner or in a future period but which are not yet spent in accordance with those conditions are as follows:

| | Operating 2024 Actual $ '000 | Operating 2023 Actual $ '000 | Capital 2024 Actual $ '000 | Capital 2023 Actual $ '000 |
|---|---|---|---|---|
| **Unspent grants and contributions** | | | | |
| Unspent funds at 1 July | **231** | 185 | **–** | – |
| **Add:** operating grants recognised in the current period but not yet spent | **329** | 231 | **–** | – |
| **Less:** Funds recognised as revenue in previous years that have been spent during the reporting year | **(191)** | (185) | **–** | – |
| **Unspent funds at 30 June** | **369** | 231 | **–** | – |

continued on next page ...

## B2-3 Grants and contributions (continued)

### Material accounting policy information

**Grants and contributions – enforceable agreement with sufficiently specific performance obligations**

Grant and contribution revenue from an agreement which is enforceable and contains sufficiently specific performance obligations is recognised as or when control of each performance obligations is transferred.

The performance obligations vary according to the agreement. Payment terms vary depending on the terms of the grant, cash is received upfront for some grants and on the achievement of certain payment milestones for others.

Performance obligations may be satisfied either at a point in time or over time and this is reflected in the revenue recognition pattern. Point in time recognition occurs when the beneficiary obtains control of the goods / services at a single time (e.g. completion of the project when a report / outcome is provided), whereas over time recognition is where the control of the services is ongoing throughout the project.

Where control is transferred over time, generally the input methods being either costs or time incurred are deemed to be the most appropriate methods to reflect the transfer of benefit.

**Other grants and contributions**

Assets, including cash, received from other grants and contributions are recognised at fair value when the asset is received. Council considers whether there are any related liability or equity items associated with the asset which are recognised in accordance with the relevant accounting standard.

Once the assets and liabilities have been recognised then income is recognised for any remaining asset value at the time that the asset is received.

## B2-4 Interest and investment income

| | 2024 Actual $ '000 | 2023 Actual $ '000 |
|---|---|---|
| **Interest on financial assets measured at amortised cost** | | |
| – Cash and investments | **37** | 27 |
| **Total interest and investment income (losses)** | **37** | 27 |

## B2-5 Other income

| | | |
|---|---|---|
| **Rental income** | | |
| Room/Facility Hire | **18** | – |
| **Total other income** | **18** | – |

# B3 Costs of providing services

## B3-1 Employee benefits and on-costs

| | 2024 Actual $ '000 | 2023 Actual $ '000 |
|---|---|---|
| Salaries and wages | **501** | 398 |
| Travel expenses | **6** | 1 |
| Employee leave entitlements (ELE) | **153** | 84 |
| Superannuation | **66** | 50 |
| Workers' compensation insurance | **11** | 8 |
| Training costs (other than salaries and wages) | **7** | 7 |
| Protective clothing | **3** | 3 |
| **Total employee costs** | **747** | 551 |
| Total employee costs expensed | **747** | 551 |
| Number of 'full-time equivalent' employees (FTE) at year end | **8** | 6 |

### Material accounting policy information

Council contributes to various defined benefit plans and defined contribution plans on behalf of its employees.

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

Council participates in a defined benefit plan under the Local Government Superannuation Scheme, however, sufficient information to account for the plan as a defined benefit is not available and therefore Council accounts for its obligations to defined benefit plans on the same basis as its obligations to defined contribution plans, i.e. as an expense when it becomes payable.

## B3-2 Materials and services

| | Notes | 2024 Actual $ '000 | 2023 Actual $ '000 |
|---|---|---|---|
| Raw materials and consumables | | **131** | 564 |
| Contractor costs | | **212** | 331 |
| Audit Fees | E2-1 | **21** | 14 |
| **Previously other expenses:** | | | |
| Councillor and Mayoral fees and associated expenses | E1-2 | **46** | 33 |
| Advertising | | **6** | 3 |
| Computer software charges | | **17** | 19 |
| Insurance | | **76** | 70 |
| Office expenses (including computer expenses) | | **60** | 60 |
| Postage | | **1** | 1 |
| Printing and stationery | | **7** | 2 |
| Telephone and communications | | **8** | 7 |
| Plant expenses | | **104** | 88 |
| Regional meeting expenses | | **8** | 23 |
| Membership | | **5** | 3 |
| **Total materials and services** | | **702** | 1,218 |
| Total materials and services | | **702** | 1,218 |

## B3-3 Borrowing costs

| | | | |
|---|---|---|---|
| **(i) Interest bearing liability costs** | | | |
| Interest on loans | | **2** | – |
| **Total interest bearing liability costs** | | **2** | – |
| **Total interest bearing liability costs expensed** | | **2** | – |
| **(ii) Other borrowing costs** | | | |
| Fair value adjustments on recognition of advances and deferred debtors | | | |
| Total borrowing costs expensed | | **2** | – |

## B3-4 Depreciation, amortisation and impairment of non-financial assets

| | Notes | 2024 $ '000 | 2023 $ '000 |
|---|---|---|---|
| **Depreciation and amortisation** | | | |
| Plant and equipment | | **80** | 81 |
| Office equipment | | **2** | 3 |
| **Infrastructure:** | C1-6 | | |
| – Buildings (non-specialised) | | **12** | 5 |
| Right of use assets | C2-1 | **21** | 5 |
| **Total gross depreciation and amortisation costs** | | **115** | 94 |
| Total depreciation and amortisation costs | | **115** | 94 |
| Total depreciation, amortisation and impairment for non-financial assets | | **115** | 94 |

### Material accounting policy information

**Depreciation and amortisation**
Depreciation and amortisation are calculated using the straight line method to allocate their cost, net of their residual values, over their estimated useful lives.

**Impairment of non-financial assets**
Council assets held at fair value that are not held primarily for their ability to generate net cash flow, and that are deemed to be specialised, are not tested for impairment since these assets are assessed on an annual basis to ensure that the carrying amount is not materially different from fair value and therefore an impairment loss would be captured during this assessment.

Other non-financial assets that do not meet the criteria above are tested for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

For the purposes of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash inflows that are largely independent of the cash inflows from other assets or groups of assets (cash-generating units).

Impairment losses for revalued assets are firstly offset against the amount in the revaluation surplus for the class of asset, with only the excess to be recognised in the Income Statement.

# B4 Gains or losses

## B4-1 Gain or loss from the disposal, replacement and de-recognition of assets

| | Notes | 2024 Actual $ '000 | 2023 Actual $ '000 |
|---|---|---|---|
| **Gain (or loss) on disposal of plant and equipment** | C1-6 | | |
| Proceeds from disposal – plant and equipment | | **–** | 23 |
| Less: carrying amount of plant and equipment assets sold/written off | | **–** | (8) |
| **Gain (or loss) on disposal** | | **–** | 15 |
| **Gain (or loss) on disposal of term deposits** | C1-2 | | |
| Proceeds from disposal/redemptions/maturities – term deposits | | **1,000** | 1,000 |
| Less: carrying amount of term deposits sold/redeemed/matured | | **(1,000)** | (1,000) |
| **Gain (or loss) on disposal** | | **–** | – |
| Net gain (or loss) from disposal of assets | | **–** | 15 |

# B5 Performance against budget

## B5-1 Material budget variations

Council's original budget was adopted by the Council on 26 June 2023 and is not required to be audited. The original projections on which the budget was based have been affected by a number of factors. These include state and federal government decisions, including new grant programs, changing economic activity, environmental factors, and by decisions made by Council.

While these General Purpose Financial Statements include the original budget adopted by Council, the Act requires Council to review its financial budget on a quarterly basis, so it is able to manage the variation between actuals and budget that invariably occur during the year.

**Material variations of more than 10%** between original budget and actual results or where the variance is considered material by nature are explained below.

**Variation Key:** **F** = Favourable budget variation, **U** = Unfavourable budget variation.

| $ '000 | 2024 Budget | 2024 Actual | 2024 Variance | | |
|---|---|---|---|---|---|
| **Revenues** | | | | | |
| **User charges and fees** | 185 | 79 | (106) | (57)% | U |
| Actual private works income was less than the original budget predictions. | | | | | |
| **Other revenues** | 6 | 5 | (1) | (17)% | U |
| Insurance recoveries were less than the original budget predictions. | | | | | |
| **Operating grants and contributions** | 909 | 1,442 | 533 | 59% | F |
| Received grants of $241,000 for the Hudson Pear Program, $149,000 for Local Control Authority for Weeds and $62,000 for the Rubber Vine Program that were not budgeted. | | | | | |
| **Interest and investment revenue** | 15 | 37 | 22 | 147% | F |
| Interest rates on term deposits increased during the year allowing for higher returns. | | | | | |
| **Net gains from disposal of assets** | 5 | – | (5) | (100)% | U |
| No disposal of motor vehicles during the year. | | | | | |
| **Other income** | – | 18 | 18 | ∞ | F |
| Income for renting office space was not included in the budget. | | | | | |
| **Expenses** | | | | | |
| **Employee benefits and on-costs** | 588 | 747 | (159) | (27)% | U |
| Salary and wages were higher than budget due to additional staff and pay rises. | | | | | |
| **Materials and services** | 566 | 702 | (136) | (24)% | U |
| Materials and services were higher than budget due to spending funds on the new weed programs across the course of the year. | | | | | |
| **Borrowing costs** | – | 2 | (2) | ∞ | U |
| Interest component of right of use asset for the building lease was not included in the budget. | | | | | |
| **Depreciation, amortisation and impairment of non-financial assets** | 80 | 115 | (35) | (44)% | U |
| Depreciation was lower than budget due to the ageing of the County Councils assets. | | | | | |

continued on next page ...

# B5-1 Material budget variations (continued)

| $ '000 | 2024 Budget | 2024 Actual | 2024 Variance | | |
|---|---|---|---|---|---|
| **Statement of cash flows** | | | | | |
| **Cash flows from operating activities** | **108** | **355** | **247** | **229%** | **F** |
| Operating income was more than previously estimated in the original budget. | | | | | |
| **Cash flows from investing activities** | **(4)** | **–** | **4** | **(100)%** | **F** |
| Council budgeted for the disposal and purchase of new plant and equipment which did not occur during the year. | | | | | |
| **Cash flows from financing activities** | **(5)** | **(20)** | **(15)** | **300%** | **U** |
| Principal component of lease payments was higher than budget due to the commencement of the building lease in Walgett. | | | | | |

# C Financial position

## C1 Assets we manage

### C1-1 Cash and cash equivalents

| | 2024 Actual $ '000 | 2023 Actual $ '000 |
|---|---|---|
| **Cash assets** | | |
| Cash on hand and at bank | **916** | 581 |
| **Total cash and cash equivalents** | **916** | 581 |
| **Reconciliation of cash and cash equivalents** | | |
| Total cash and cash equivalents per Statement of Financial Position | **916** | 581 |
| **Balance as per the Statement of Cash Flows** | **916** | 581 |

# C1-2 Financial investments

| | 2024 Current Actual $ '000 | 2024 Non-current Actual $ '000 | 2023 Current Actual $ '000 | 2023 Non-current Actual $ '000 |
|---|---|---|---|---|
| **Debt securities at amortised cost** | | | | |
| Long term deposits | **500** | **–** | 500 | – |
| **Total** | **500** | **–** | 500 | – |
| Total financial investments | **500** | **–** | 500 | – |
| Total cash assets, cash equivalents and investments | **1,416** | **–** | 1,081 | – |

### Material accounting policy information

Financial instruments are recognised initially on the date that the Council becomes party to the contractual provisions of the instrument.

On initial recognition, all financial instruments are measured at fair value plus transaction costs (except for instruments measured at fair value through profit or loss where transaction costs are expensed as incurred).

**Financial assets**
All recognised financial assets are subsequently measured in their entirety at either amortised cost or fair value, depending on the classification of the financial assets.

**Classification**
On initial recognition, Council classifies its financial assets into the following categories – those measured at:

- amortised cost
- fair value through profit and loss (FVTPL)
- fair value through other comprehensive income – equity instrument (FVOCI-equity)

Financial assets are not reclassified subsequent to their initial recognition.

**Amortised cost**
Council's financial assets measured at amortised cost comprise trade and other receivables, term deposits and cash and cash equivalents in the Statement of Financial Position. Term deposits with an initial term of more than 3 months are classified as investments rather than cash and cash equivalents.

Subsequent to initial recognition, these assets are carried at amortised cost using the effective interest rate method less provision for impairment.

Interest income, impairment and gains or loss on de-recognition are recognised in profit or loss.

# C1-3 Restricted and allocated cash, cash equivalents and investments

| | 2024 Actual $ '000 | 2023 Actual $ '000 |
|---|---|---|
| **(a) Externally restricted cash, cash equivalents and investments** | | |
| **Total cash, cash equivalents and investments** | **1,416** | 1,081 |
| Less: Externally restricted cash, cash equivalents and investments | **(369)** | (231) |
| **Cash, cash equivalents and investments not subject to external restrictions** | **1,047** | 850 |
| **External restrictions** | | |
| **External restrictions** | | |
| External restrictions included in cash, cash equivalents and investments above comprise: | | |
| Specific purpose unexpended grants (recognised as revenue) – general fund | **369** | 231 |
| **Total external restrictions** | **369** | 231 |

Cash, cash equivalents and investments subject to external restrictions are those which are only available for specific use by Council due to a restriction placed by legislation or third-party contractual agreement.

| | 2024 Actual $ '000 | 2023 Actual $ '000 |
|---|---|---|
| **(b) Internal allocations** | | |
| **Cash, cash equivalents and investments not subject to external restrictions** | **1,047** | 850 |
| Less: Internally restricted cash, cash equivalents and investments | **(171)** | (153) |
| **Unrestricted and unallocated cash, cash equivalents and investments** | **876** | 697 |
| **Internal allocations** | | |
| At 30 June, Council has internally allocated funds to the following: | | |
| Plant and vehicle replacement | **49** | 37 |
| Employees leave entitlement | **102** | 96 |
| Building | **20** | 20 |
| **Total internal allocations** | **171** | 153 |

Cash, cash equivalents and investments not subject to external restrictions may be internally allocated by resolution or policy of the elected Council.

| | 2024 Actual $ '000 | 2023 Actual $ '000 |
|---|---|---|
| **(c) Unrestricted and unallocated** | | |
| **Unrestricted and unallocated cash, cash equivalents and investments** | **876** | 697 |

## C1-4 Receivables

| | 2024 Current Actual $ '000 | 2024 Non-current Actual $ '000 | 2023 Current Actual $ '000 | 2023 Non-current Actual $ '000 |
|---|---|---|---|---|
| User charges and fees | 12 | – | 88 | – |
| Accrued revenues | | | | |
| – Interest on investments | 5 | – | 5 | – |
| Net GST receivable | 13 | – | 12 | – |
| **Total** | 30 | – | 105 | – |
| Total net receivables | 30 | – | 105 | – |
| **Unrestricted receivables** | 30 | – | 105 | – |
| Total net receivables | 30 | – | 105 | – |

### Material accounting policy information

Receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment. Receivables are generally due for settlement within 30 days.

## C1-5 Inventories

| | 2024 Current Actual $ '000 | 2024 Non-current Actual $ '000 | 2023 Current Actual $ '000 | 2023 Non-current Actual $ '000 |
|---|---|---|---|---|
| **(i) Inventories at cost** | | | | |
| Stores and materials | 40 | – | 79 | – |
| **Total inventories at cost** | 40 | – | 79 | – |
| Total inventories | 40 | – | 79 | – |

### Material accounting policy information

**Raw materials and stores, work in progress and finished goods**
Costs are assigned to individual items of inventory on the basis of weighted average costs.

# C1-6 Infrastructure, property, plant and equipment

| | At 1 July 2023 | | | Asset movements during the reporting period | | At 30 June 2024 | | |
|---|---|---|---|---|---|---|---|---|
| By aggregated asset class | Gross carrying amount | Accumulated depreciation and impairment | Net carrying amount | Depreciation expense | Revaluation decrements to equity (ARR) | Gross carrying amount | Accumulated depreciation and impairment | Net carrying amount |
| | $ '000 | $ '000 | $ '000 | $ '000 | $ '000 | $ '000 | $ '000 | $ '000 |
| Plant and equipment | 435 | (172) | 263 | (80) | – | 435 | (252) | 183 |
| Office equipment | 57 | (55) | 2 | (2) | – | 56 | (56) | – |
| **Land:** | | | | | | | | |
| – Operational land | 36 | – | 36 | – | 3 | 39 | – | 39 |
| **Infrastructure:** | | | | | | | | |
| – Buildings – non-specialised | 460 | (185) | 275 | (12) | 43 | 534 | (228) | 306 |
| **Total infrastructure, property, plant and equipment** | 988 | (412) | 576 | (94) | 46 | 1,064 | (536) | 528 |

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# C1-6 Infrastructure, property, plant and equipment (continued)

| | At 1 July 2022 | | | Asset movements during the reporting period | | | | At 30 June 2023 | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **By aggregated asset class** | Gross carrying amount | Accumulated depreciation and impairment | Net carrying amount | Additions new assets | Carrying value of disposals | Depreciation expense | Revaluation increments to equity (ARR) | Gross carrying amount | Accumulated depreciation and impairment | Net carrying amount |
| | $ '000 | $ '000 | $ '000 | $ '000 | $ '000 | $ '000 | $ '000 | $ '000 | $ '000 | $ '000 |
| Plant and equipment | 423 | (124) | 299 | 53 | (8) | (81) | – | 435 | (172) | 263 |
| Office equipment | 57 | (52) | 5 | – | – | (3) | – | 57 | (55) | 2 |
| **Land:** | | | | | | | | | | |
| – Operational land | 4 | – | 4 | – | – | – | 32 | 36 | – | 36 |
| **Infrastructure:** | | | | | | | | | | |
| – Buildings – non-specialised | 287 | (228) | 59 | – | – | (5) | 221 | 460 | (185) | 275 |
| **Total infrastructure, property, plant and equipment** | 771 | (404) | 367 | 53 | (8) | (89) | 253 | 988 | (412) | 576 |

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## C1-6 Infrastructure, property, plant and equipment (continued)

### Material accounting policy information

Infrastructure, property, plant and equipment are held at fair value. Independent comprehensive valuations are performed at least every five years, however the carrying amount of assets is assessed by Council at each reporting date to confirm that it is not materially different from current fair value.

When infrastructure, property, plant and equipment are acquired by Council for nil or nominal consideration, the assets are initially recognised at their fair value at acquisition date.

Land is not depreciated. Depreciation on other assets is calculated using the straight-line method to allocate their cost, net of their residual values, over their estimated useful lives as follows:

| **Plant and equipment** | Years | | |
|---|---|---|---|
| Office equipment | 5 to 10 | | |
| Office furniture | 10 to 20 | | |
| Computer equipment | 4 | | |
| Vehicles | 5 to 8 | **Buildings** | |
| Heavy plant | 5 to 8 | Buildings: masonry | 50 to 100 |
| Other plant and equipment | 5 to 15 | Buildings: other | 20 to 40 |

## C1-7 Other

### Other assets

| | **2024 Current Actual $ '000** | **2024 Non-current Actual $ '000** | 2023 Current Actual $ '000 | 2023 Non-current Actual $ '000 |
|---|---|---|---|---|
| Prepayments | **3** | **–** | – | – |
| **Total other assets** | **3** | **–** | – | – |

# C2 Leasing activities

## C2-1 Council as a lessee

Council has a lease over a  building. Information relating to the leases in place and associated balances and transactions is provided below.

### Terms and conditions of leases
Leases are on a short-term basis with the building lease renewable in the 2023/2024 financial year.

### Buildings
Council leases a depot building in Coonamble. The lease has a five (5) year term.

The building lease contains an annual pricing mechanism based on a fixed increases of 3% at each anniversary of the lease inception.

### Extension options
Council includes options in the building leases to provide flexibility and certainty to Council operations and reduce costs of moving premises; and the extension options are at Council's discretion.

At commencement date and each subsequent reporting date, Council assesses where it is reasonably certain that the extension options will be exercised.

## (a) Right of use assets

| | Ready to use Actual $ '000 | Total Actual $ '000 |
|---|---|---|
| **2024** | | |
| **Opening balance at 1 July** | **10** | **10** |
| **Additions to right-of-use assets** | **60** | **60** |
| **Depreciation charge** | **(21)** | **(21)** |
| **Balance at 30 June** | **49** | **49** |
| 2023 | | |
| Opening balance at 1 July | 15 | 15 |
| Depreciation charge | (5) | (5) |
| Balance at 30 June | 10 | 10 |

## (b) Lease liabilities

| | 2024 Current Actual $ '000 | 2024 Non-current Actual $ '000 | 2023 Current Actual $ '000 | 2023 Non-current Actual $ '000 |
|---|---|---|---|---|
| Lease liabilities | **19** | **31** | 5 | 5 |
| Total lease liabilities | **19** | **31** | 5 | 5 |

continued on next page ...

# C2-1 Council as a lessee (continued)

## (c) (i) The maturity analysis

The maturity analysis of lease liabilities based on contractual undiscounted cash flows is shown in the table below:

| | < 1 year Actual $ '000 | 1 – 5 years Actual $ '000 | > 5 years Actual $ '000 | Total Actual $ '000 | Total per Statement of Financial Position Actual $ '000 |
|---|---|---|---|---|---|
| **2024** | | | | | |
| **Cash flows** | **21** | **31** | **–** | **52** | **50** |
| 2023 | | | | | |
| Cash flows | 5 | 5 | – | 10 | 10 |

## (d) Income Statement

The amounts recognised in the Income Statement relating to leases where Council is a lessee are shown below:

| | 2024 Actual $ '000 | 2023 Actual $ '000 |
|---|---|---|
| Depreciation of right of use assets | **21** | 5 |
| | **21** | 5 |

## (e) Statement of Cash Flows

| | | |
|---|---|---|
| Total cash outflow for leases | **(20)** | (5) |
| | **(20)** | (5) |

### Material accounting policy information

Council has elected not to separate non-lease components from lease components for any class of asset and has accounted for payments as a single component.

The right-of-use asset is measured using the cost model where cost on initial recognition comprises: the lease liability, initial direct costs, prepaid lease payments, estimated cost of removal and restoration, less any lease incentives. The right-of-use is depreciated over the lease term on a straight-line basis and assessed for impairment in accordance with the impairment of asset accounting policy.

***Exceptions to lease accounting***
Council has applied the exceptions to lease accounting for both short-term leases (i.e. leases with a term of less than or equal to 12 months) and leases of low-value assets. Council recognises the payments associated with these leases as an expense on a straight-line basis over the lease term.

***Leases at significantly below market value / concessionary leases***
Council has elected to measure the right of use asset arising from the concessionary leases at cost which is based on the associated lease liability at initial recognition.

# C3 Liabilities of Council

## C3-1 Payables

| | 2024 Current $ '000 | 2024 Non-current $ '000 | 2023 Current $ '000 | 2023 Non-current $ '000 |
|---|---|---|---|---|
| Accrued expenses: | | | | |
| – Salaries and wages | – | – | 16 | – |
| – Other expenditure accruals | 76 | – | 31 | – |
| Total payables | 76 | – | 47 | – |

**Payables**
Payable amounts are unsecured and are usually paid within 30 days of recognition.

## C3-2 Employee benefit provisions

| | 2024 Current Actual $ '000 | 2024 Non-current Actual $ '000 | 2023 Current Actual $ '000 | 2023 Non-current Actual $ '000 |
|---|---|---|---|---|
| Annual leave | 122 | – | 83 | – |
| Long service leave | 134 | – | 88 | – |
| Total employee benefit provisions | 256 | – | 171 | – |

### Current employee benefit provisions not anticipated to be settled within the next twelve months

| | 2024 Actual $ '000 | 2023 Actual $ '000 |
|---|---|---|
| The following provisions, even though classified as current, are not expected to be settled in the next 12 months. | | |
| Provisions – employees benefits | 183 | 44 |
| | 183 | 44 |

### Description of and movements in provisions

| | ELE provisions | | |
|---|---|---|---|
| | Annual leave $ '000 | Long service leave $ '000 | Total $ '000 |
| **2024** | | | |
| **At beginning of year** | 83 | 88 | 171 |
| **Additional provisions** | 70 | 49 | 119 |
| **Amounts used (payments)** | (31) | (3) | (34) |
| Total ELE provisions at end of year | 122 | 134 | 256 |
| 2023 | | | |
| At beginning of year | 78 | 77 | 155 |
| Additional provisions | 30 | 13 | 43 |
| Amounts used (payments) | (25) | (2) | (27) |
| Total ELE provisions at end of year | 83 | 88 | 171 |

continued on next page ...

## C3-2 Employee benefit provisions (continued)

### Material accounting policy information

**Other long-term employee benefit obligations**
The liability for long-service leave and annual leave that is not expected to be wholly settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures, and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

# C4 Reserves

## C4-1 Nature and purpose of reserves

### IPPE Revaluation reserve
The infrastructure, property, plant and equipment (IPPE) revaluation reserve is used to record increments and decrements in the revaluation of infrastructure, property, plant and equipment.

# D Risks and accounting uncertainties

## D1-1 Risks relating to financial instruments held

Council's activities expose it to a variety of financial risks including **(1)** price risk, **(2)** credit risk, **(3)** liquidity risk and **(4)** interest rate risk.

The Council's overall risk management program focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out under policies approved by the Council.

A comparison by category of the carrying amounts and fair values of Council's financial assets and financial liabilities recognised in the financial statements is presented below.

| | **Carrying value 2024 $ '000** | Carrying value 2023 $ '000 | **Fair value 2024 $ '000** | Fair value 2023 $ '000 |
|---|---|---|---|---|
| **Financial assets** | | | | |
| **Measured at amortised cost** | | | | |
| Cash and cash equivalents | **916** | 581 | **916** | 581 |
| Receivables | **30** | 105 | **30** | 105 |
| Investments | | | | |
| – Debt securities at amortised cost | **500** | 500 | **500** | 500 |
| **Total financial assets** | **1,446** | 1,186 | **1,446** | 1,186 |
| **Financial liabilities** | | | | |
| Payables | **76** | 47 | **76** | 47 |
| **Total financial liabilities** | **76** | 47 | **76** | 47 |

Council's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital.

Council's General Manager manages the cash and Investments portfolio with the assistance of independent advisors.

Council has an investment policy which complies with the Local Government Act 1993 and Minister's investment order 625. This policy is regularly reviewed by Council and it's staff and an investment report is tabled before Council on a monthly basis setting out the portfolio breakup and its performance as required by Local Government regulations.

The risks associated with the instruments held are:

- **Price risk** – the risk that the capital value of investments may fluctuate due to changes in market prices, whether there changes are caused by factors specific to individual financial instruments or their issuers or are caused by factors affecting similar instruments traded in a market.
- **Interest rate risk** – the risk that movements in interest rates could affect returns and income.
- **Liquidity risk** – the risk that Council will not be able to pay its debts as and when they fall due.
- **Credit risk** – the risk that the investment counterparty will not complete their obligations particular to a financial instrument, resulting in a financial loss to Council – be it of a capital or income nature.

Council manages these risks (amongst other measures) by diversifying its portfolio and only purchasing investments with high credit ratings or capital guarantees.

Council also seeks advice from independent advisers before placing any funds in cash equivalents and investments.

continued on next page ...

# D1-1 Risks relating to financial instruments held (continued)

## (a) Market risk – interest rate and price risk

| | 2024 $ '000 | 2023 $ '000 |
|---|---|---|
| The impact on result for the year and equity of a reasonably possible movement in the price of investments held and interest rates is shown below. The reasonably possible movements were determined based on historical movements and economic conditions in place at the reporting date. | | |
| Impact of a 1% movement in interest rates | | |
| – Equity / Income Statement | **12** | 11 |
| Impact of a 10% movement in price of investments | | |
| – Equity / Income Statement | **–** | – |

## (b) Liquidity risk

Payables, lease liabilities and borrowings are both subject to liquidity risk; that is, the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due.

Council manages this risk by monitoring its cash flow requirements and liquidity levels, and by maintaining an adequate cash buffer. Payment terms can be extended, and overdraft facilities drawn upon in extenuating circumstances.

Borrowings are also subject to interest rate risk: the risk that movements in interest rates could adversely affect funding costs. Council manages this risk through diversification of borrowing types, maturities and interest rate structures.

The finance team regularly reviews interest rate movements to determine if it would be advantageous to refinance or renegotiate part or all of the loan portfolio.

The timing of cash flows presented in the table below to settle financial liabilities reflects the earliest contractual settlement dates. The timing of expected outflows is not expected to be materially different from contracted cashflows.

The amounts disclosed in the table are the undiscounted contracted cash flows for non-lease liabilities (refer to Note C2-1(b) for lease liabilities) and therefore the balances in the table may not equal the balances in the Statement of Financial Position due to the effect of discounting.

| | Weighted average interest rate % | Subject to no maturity $ '000 | payable in: ≤ 1 Year $ '000 | 1 - 5 Years $ '000 | > 5 Years $ '000 | Total cash outflows $ '000 | Actual carrying values $ '000 |
|---|---|---|---|---|---|---|---|
| **2024** | | | | | | | |
| **Payables** | **0.00%** | **–** | **76** | **–** | **–** | **76** | **76** |
| **Lease liabilities** | **0.00%** | **–** | **19** | **31** | **–** | **50** | **50** |
| **Total financial liabilities** | | **–** | **95** | **31** | **–** | **126** | **126** |
| 2023 | | | | | | | |
| Payables | 0.00% | – | 47 | – | – | 47 | 47 |
| Lease liabilities | 0.00% | – | 5 | 5 | – | 10 | 10 |
| **Total financial liabilities** | | – | 52 | 5 | – | 57 | 57 |

# D2-1 Fair value measurement

The Council measures the following asset and liability classes at fair value on a recurring basis:

– Infrastructure, property, plant and equipment

The fair value of assets and liabilities must be estimated in accordance with various accounting standards for either recognition and measurement requirements or for disclosure purposes.

AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a 'level' in the fair value hierarchy as follows:

**Level 1:** Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

**Level 2:** Inputs other than quoted prices included within level 1 that are observable for the asset or liability, either directly or indirectly.

**Level 3:** Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

(1) The following table presents all assets and liabilities that have beenmeasured and recognised at fair values:

| | | | | Fair value measurement hierarchy | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | Date of latest valuation | | Level 2 Significant observable inputs | | Level 3 Significant unobservable inputs | | Total | |
| $ '000 | Notes | **2024** | 2023 | **2024** | 2023 | **2024** | 2023 | **2024** | 2023 |
| **Recurring fair value measurements** | | | | | | | | | |
| **Infrastructure, property, plant and equipment** | C1-6 | | | | | | | | |
| Plant and Office Equipment | | 30/06/24 | 30/06/23 | **–** | – | **183** | 265 | **183** | 265 |
| Operational Land | | 30/06/24 | 30/06/23 | **–** | – | **39** | 36 | **39** | 36 |
| Buildings (non specialised) | | 30/06/24 | 30/06/23 | **–** | – | **306** | 275 | **306** | 275 |
| **Total infrastructure, property, plant and equipment** | | | | **–** | – | **528** | 576 | **528** | 576 |

# D3-1 Contingencies

The following assets and liabilities do not qualify for recognition in the Statement of Financial Position, but their knowledge and disclosure is considered relevant to the users of Council's financial report.

## LIABILITIES NOT RECOGNISED

**1. Guarantees**

**(i) Statewide Limited**

Council is a member of Statewide Mutual, a mutual pool scheme providing liability insurance to local government.

Membership includes the potential to share in either the net assets or liabilities of the fund depending on its past performance. Council's share of the net assets or liabilities reflects Council's contributions to the pool and the result of insurance claims within each of the fund years.

The future realisation and finalisation of claims incurred but not reported to 30 June this year may result in future liabilities or benefits as a result of past events that Council will be required to fund or share in respectively.

**(ii) StateCover Limited**

Council is a member of StateCover Mutual Limited and holds a partly paid share in the entity.

StateCover is a company providing workers compensation insurance cover to the NSW local government industry and specifically Council.

Council has a contingent liability to contribute further equity in the event of the erosion of the company's capital base as a result of the company's past performance and/or claims experience or as a result of any increased prudential requirements from APRA.

These future equity contributions would be required to maintain the company's minimum level of net assets in accordance with its licence requirements.

**(iii) Other guarantees**

Council has provided no other guarantees other than those listed above.

**2. Other liabilities**

**(i) Third party claims**

The Council is involved from time to time in various claims incidental to the ordinary course of business including claims for damages relating to its services.

Council believes that it is appropriately covered for all claims through its insurance coverage and does not expect any material liabilities to eventuate.

# E People and relationships

## E1 Related party disclosures

### E1-1 Key management personnel (KMP)

Key management personnel (KMP) of the council are those persons having the authority and responsibility for planning, directing and controlling the activities of the council, directly or indirectly.

The aggregate amount of KMP compensation included in the Income Statement is:

| | **2024** | 2023 |
|---|---|---|
| | **$ '000** | $ '000 |
| **Compensation:** | | |
| Short-term benefits | **104** | 80 |
| Total | **104** | 80 |

### Other transactions with KMP and their related parties

Council has determined that there were no other KMP or related party transactions.

## E1-2 Councillor and Mayoral fees and associated expenses

| | 2024 Actual $ '000 | 2023 Actual $ '000 |
|---|---|---|
| The aggregate amount of Councillor and Mayoral fees and associated expenses included in materials and services expenses in the Income Statement are: | | |
| Member expenses – chairperson's fee | **4** | 4 |
| Member expenses – member's fees | **20** | 19 |
| Member's expenses (incl. chairperson) – other (excluding fees above) | **22** | 10 |
| Total | **46** | 33 |

# E2 Other relationships

## E2-1 Audit fees

| | 2024 Actual $ '000 | 2023 Actual $ '000 |
|---|---|---|
| During the year, the following fees were incurred for services provided by the auditor of Council, related practices and non-related audit firms | | |
| **Auditors of the Council - NSW Auditor-General:** | | |
| **(i) Audit and other assurance services** | | |
| Audit and review of financial statements | **21** | 14 |
| **Remuneration for audit and other assurance services** | **21** | 14 |
| **Total Auditor-General remuneration** | **21** | 14 |
| Total audit fees | **21** | 14 |

# F Other matters

## F1-1 Statement of Cash Flows information

### Reconciliation of Operating Result

| | 2024 Actual $ '000 | 2023 Actual $ '000 |
|---|---|---|
| **Net operating result from Income Statement** | **15** | (31) |
| **Add / (less) non-cash items:** | | |
| Depreciation and amortisation | **115** | 94 |
| (Gain) / loss on disposal of assets | **–** | (15) |
| **Movements in operating assets and liabilities and other cash items:** | | |
| (Increase) / decrease of receivables | **75** | (27) |
| (Increase) / decrease of inventories | **39** | (30) |
| Decrease/(increase) in other assets | **(3)** | – |
| Increase / (decrease) in other accrued expenses payable | **29** | (23) |
| Increase/(decrease) in employee leave entitlements | **85** | 16 |
| **Net cash flows from operating activities** | **355** | (16) |

## F2-1 Events occurring after the reporting date

Council is unaware of any material or significant ‘non-adjusting events’ that should be disclosed.

# F3 Statement of performance measures

## F3-1 Statement of performance measures – consolidated results

| $ '000 | Amounts 2024 | Indicator 2024 | Indicators 2023 | Indicators 2022 | Benchmark |
|---|---|---|---|---|---|
| **1. Operating performance ratio** | | | | | |
| Total continuing operating revenue excluding capital grants and contributions less operating expenses [1, 2] | **15** | **0.95%** | (2.53)% | (7.32)% | > 0.00% |
| Total continuing operating revenue excluding capital grants and contributions [1] | **1,581** | | | | |
| **2. Own source operating revenue ratio** | | | | | |
| Total continuing operating revenue excluding all grants and contributions [1] | **139** | **8.79%** | 9.96% | 10.06% | > 60.00% |
| Total continuing operating revenue [1] | **1,581** | | | | |
| **3. Unrestricted current ratio** | | | | | |
| Current assets less all external restrictions | **1,120** | **6.67x** | 5.78x | 5.84x | > 1.50x |
| Current liabilities less specific purpose liabilities | **168** | | | | |
| **4. Debt service cover ratio** | | | | | |
| Operating result before capital excluding interest and depreciation/impairment/amortisation [1] | **132** | **6.00x** | 9.60x | 5.75x | > 2.00x |
| Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement) | **22** | | | | |
| **5. Cash expense cover ratio** | | | | | |
| Current year's cash and cash equivalents plus all term deposits | **1,416** | **12.02 months** | 6.63 months | 12.37 months | > 3.00 months |
| Monthly payments from cash flow of operating and financing activities | **118** | | | | |

(1) Excludes fair value increments on investment properties, reversal of revaluation decrements, reversal of impairment losses on receivables, net gain on sale of assets and net share of interests in joint ventures and associates using the equity method and includes pensioner rate subsidies

(2) Excludes impairment/revaluation decrements of IPPE, fair value decrements on investment properties, net loss on disposal of assets and net loss on share of interests in joint ventures and associates using the equity method

**End of the audited financial statements**

# INDEPENDENT AUDITOR'S REPORT

**Report on the general purpose financial statements**

**Castlereagh Macquarie County Council**

To the Councillors of Castlereagh Macquarie County Council

## Opinion

I have audited the accompanying financial statements of Castlereagh Macquarie County Council (the Council), which comprise the Statement by Councillors and Management, the Income Statement and Statement of Comprehensive Income for the year ended 30 June 2024, the Statement of Financial Position as at 30 June 2024, the Statement of Changes in Equity and Statement of Cash Flows for the year then ended, and notes to the financial statements, including material accounting policy information and other explanatory information.

In my opinion:

- the Council's accounting records have been kept in accordance with the requirements of the *Local Government Act 1993*, Chapter 13, Part 3, Division 2 (the Division)
- the financial statements:
  - have been prepared, in all material respects, in accordance with the requirements of this Division
  - are consistent with the Council's accounting records
  - present fairly, in all material respects, the financial position of the Council as at 30 June 2024, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards
- all information relevant to the conduct of the audit has been obtained
- no material deficiencies in the accounting records or financial statements have come to light during the audit.

My opinion should be read in conjunction with the rest of this report.

## Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Statements' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants (including Independence Standards)' (APES 110).

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of councils
- precluding the Auditor-General from providing non-audit services.

I have fulfilled my other ethical responsibilities in accordance with APES 110.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

## Other Information

The Council's annual report for the year ended 30 June 2024 includes other information in addition to the financial statements and my Independent Auditor's Report thereon. The Councillors are responsible for the other information.

My opinion on the financial statements does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

## The Councillors' Responsibilities for the Financial Statements

The Councillors are responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards and the *Local Government Act 1993* and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

## Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to:

- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial statements.

A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar4.pdf. The description forms part of my auditor's report.

The scope of my audit does not include, nor provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- on the Original Budget information included in the Income Statement, Statement of Cash Flows, and Note B5-1 'Material budget variations
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented
- about any other information which may have been hyperlinked to/from the financial statements.

Manuel Moncada

Director, Financial Audit
Delegate of the Auditor-General for New South Wales

28 October 2024
SYDNEY

Cr Doug Batten
Chairperson
Castlereagh Macquarie County Council
PO Box 664
WALGETT NSW 2825

Contact: Manuel Moncada
Phone no: 02 9275 7333
Our ref: R008-2124742775-7989

28 October 2023

Dear Chairperson

**Report on the Conduct of the Audit**

**for the year ended 30 June 2024**

**Castlereagh Macquarie County Council**

I have audited the general purpose financial statements (GPFS) of the Castlereagh Macquarie County Council (the Council) for the year ended 30 June 2024 as required by section 415 of the *Local Government Act 1993* (the Act).

I expressed an unmodified opinion on the Council's GPFS.

This Report on the Conduct of the Audit (the Report) for the Council for the year ended 30 June 2022 is issued in accordance with section 417 of the Act. This Report should be read in conjunction with my audit opinion on the GPFS issued under section 417(2) of the Act.

## INCOME STATEMENT

### Operating result

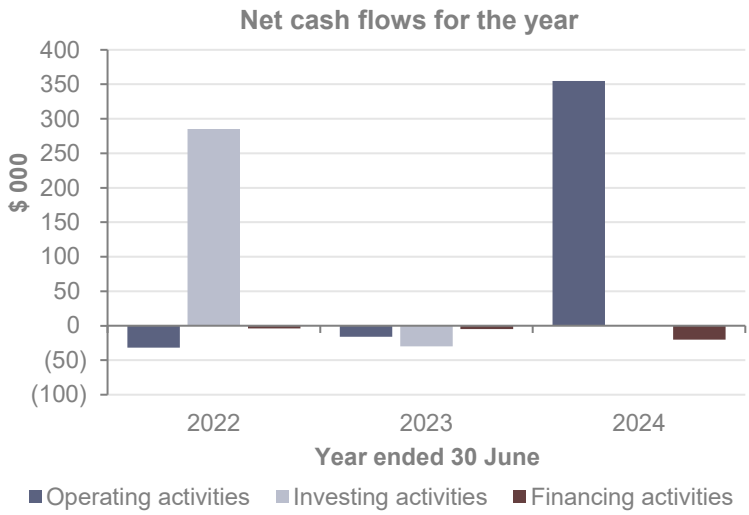
| | 2024 $000 | 2023 $000 | Variance % |
|---|---|---|---|
| Grants and contributions revenue | 1,442 | 1,636 | 12 |
| Operating result from continuing operations | 15 | (31) | 148 |

Grants and contributions revenue ($1.4 million decreased by $194,000 (12 per cent) in 2023–2024 due to the receipt of additional funding for projects being received in the prior year.

Council's operating result from continuing operations ($15,000 including the effect of depreciation and amortisation expense of $115,000) compared to a deficit of $31,000 for 2021–22 result. This is primarily due to decrease in material and services by $516,000 to $702,000 which is mitigated by increase in depreciation expense by $21,000 to $115,000, decrease in revenue for user charges and fees by $69,000 to $79,000 and decrease in grants and contributions.

# STATEMENT OF CASH FLOWS

- The Statement of Cash Flows illustrates the flow of cash and cash equivalents moving in and out of Council during the year and reveals that cash increased by $335,000 to $1,416,000 at the close of the year.




# FINANCIAL POSITION

## Cash and investments

| Cash and investments | 2024 | 2023 | Commentary |
|---|---|---|---|
| | $000 | $000 | |
| **Total cash, cash equivalents and investments** | **1,416** | **1,081** | External restrictions represent unspent grants. |
| Restricted cash and investments: | | | Internal allocations are determined by council policies or decisions, which are subject to change. |
| • External restrictions | 369 | 231 | |
| • Internal allocations | 171 | 153 | |

# PERFORMANCE

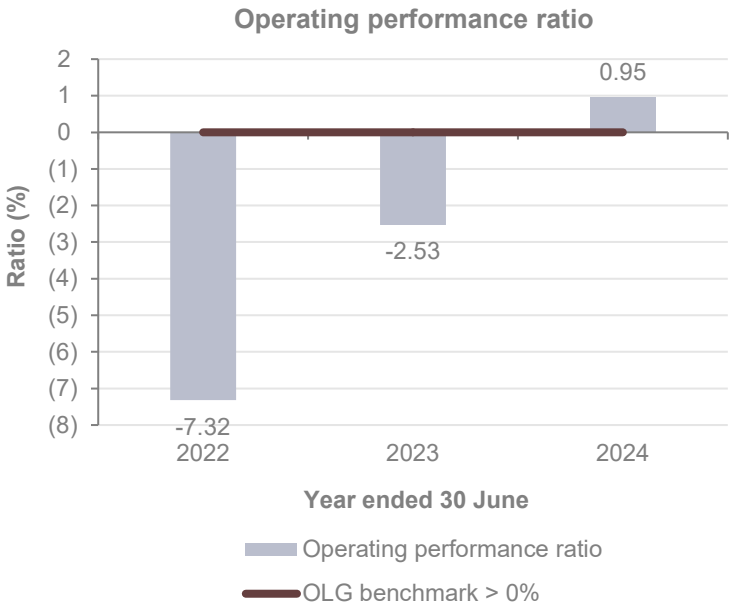
## Performance measures

The following section provides an overview of the Council's performance against the performance measures and performance benchmarks set by the Office of Local Government (OLG) within the Department of Planning, Housing and Infrastructure.

## Operating performance ratio

The Council met the OLG benchmark for the current reporting period.

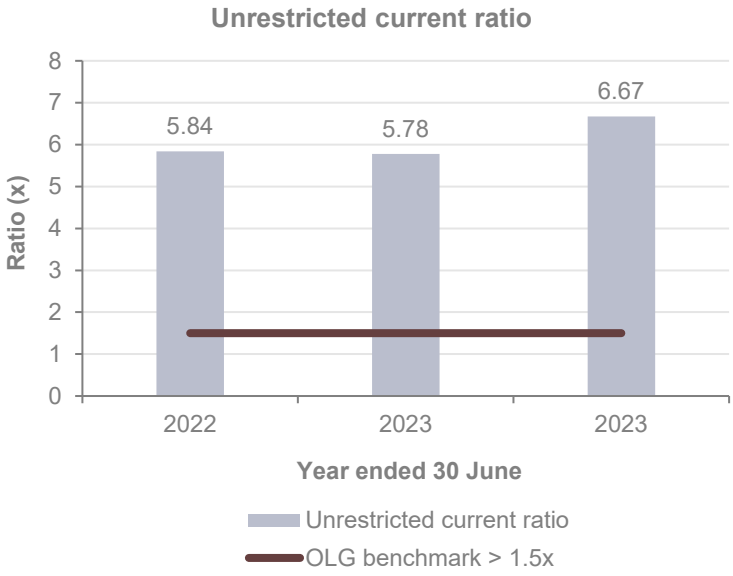
The 'operating performance ratio' measures how well council contained operating expenditure within operating revenue (excluding capital grants and contributions, fair value adjustments, and reversal of revaluation decrements). The benchmark set by OLG is greater than zero per cent.




## Unrestricted current ratio

The Council met the OLG benchmark for the current reporting period.

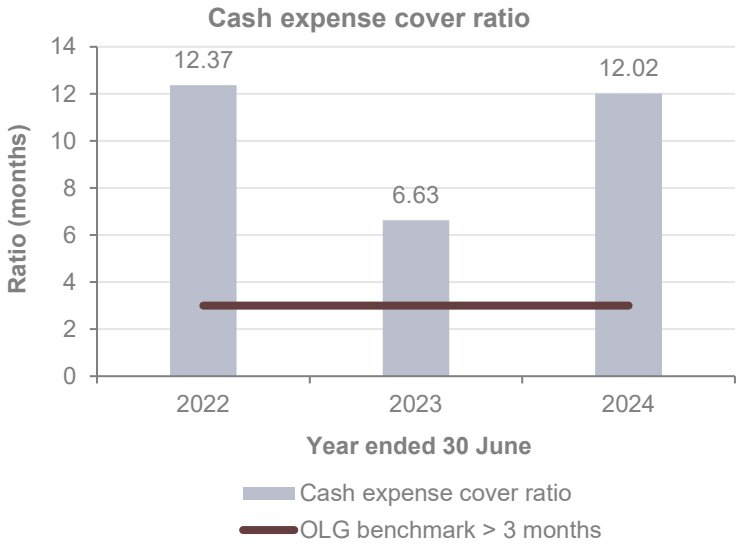
The 'unrestricted current ratio' is specific to local government and represents council's ability to meet its short-term obligations as they fall due. The benchmark set by OLG is greater than 1.5 times.



### Cash expense cover ratio

The Council met the OLG benchmark for the current reporting period.

This liquidity ratio indicates the number of months the council can continue paying for its immediate expenses without additional cash inflow. The benchmark set by OLG is greater than three months.




# OTHER MATTERS

## Legislative compliance

My audit procedures did not identify any instances of non-compliance with legislative requirements or a material deficiency in the Council's accounting records or financial statements. The Council's:

- accounting records were maintained in a manner and form to allow the GPFS to be prepared and effectively audited
- staff provided all accounting records and information relevant to the audit.

The Council's:

- accounting records were maintained in a manner and form that facilitated the preparation and the effective audit of the general purpose financial statements
- staff provided all accounting records and information relevant to the audit.

Manuel Moncada

Director, Financial Audit
Delegate of the Auditor-General for New South Wales

Castlereagh Macquarie County Council
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P. 0427 598 577

www.cmcc.nsw.gov.au

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**MINUTES OF THE WARRUMBUNGLE SHIRE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING - MONDAY, 18 NOVEMBER 2024, COMMENCING AT 6.00PM HELD AT THE COOLAH COUNCIL ADMINISTRATION BUILDING 59 BINNIA STREET COOLAH**



**PRESENT:** Nicole Benson (Chairperson) (LEMO/WSC), Dez White (RFS), *Annabelle Watson (SES), *Chris Waters (NSWPF/REMO), Jason Conolly (LEOCON/Police), *Zachary Estens (FRNSW), *Dale Hogden (FRNSW), Rod Williams (VRA), *Craig Hall (NSW Ambulance), *Glenn Hinton (VRA), *Denis Lenane (NSW Ambulance), Brad Size (FRNSW), *David Minehan (DJC), and Shane Edwards (TfNSW),

* *Attendance by Zoom Video Conference.*

**APOLOGIES:** Kendall Lewis (LLS), Nigel Boyce (LLS), Mel Manning (Dpt of Ed), Stephen Gilbert (VRA), Tony Cole (VRA), Andrew Young (RFS), Nathan Roberts (NSW Ambulance).

**Welcome and Introductions** – LEMO opened the meeting at 6pm and welcomed all participants.

**CONFIRMATION OF MINUTES**
**1/2425 RESOLVED** that the minutes of the Warrumbungle Shire LEMC meeting held on Monday, 19 August, 2024 in Coonabarabran be accepted.

**White/Conolly**

**BUSINESS ARISING**
Nil

**AGENDA ITEMS**
1. Contact List
The contact list was updated on 11 November 2024 and included in the meeting agenda.

2. REMO Report
The REMO report was received and noted.

3. NSW Reconstruction Authority Agency Report
The NSW Reconstruction Authority Agency Report was received and noted.

4. WSFA Disaster Welfare Agency Report
The was WSFA Disaster Welfare Agency Report was received and noted.

5. NSW SES Agency Report
The NSW SES Agency Report was received and noted.

6. NSW SES LRC Agency Report
The NSW SES LRC Agency Report was received and noted.

7. Fire & Rescue NSW Agency Report
No report tabled this meeting.

8. NSW RFS Operational Report
The RFS Operational Report was received and noted.

9. NSW VRA Agency Report
No report tabled this meeting.

10. NSW Ambulance Agency Report
No report tabled for this meeting.

11. NSW LLS Agency Report
No report tabled for this meeting.

12. TfNSW Agency Report
TfNSW Agency Report was received and noted.

13. Red Cross Agency Report
Red Cross Agency Report was received and noted.

14. NSW Department of Education Agency Report
No report tabled for this meeting.

15. REZ
LEMO advised that a community representative from Coolah is seeking to address the LEMC on aerial firefighting in the REZ. This is an RFS matter and RFS District Manager contact details will be passed onto the representative when they contact the LEMO.

LEMO will present information to the next LEMC meeting on the scale of the REZ in the Warrumbungle Shire.

16. 2025 Meeting Dates and Times
2025 Meeting dates and times were discussed and it was agreed that the dates provided in REMO correspondence (Item 6) will remain the same however meetings will be held during business hours commencing at 2pm with the LRC to follow. Meeting invites to be sent out.

17. Events – summary of major events in the Shire (see below)

| Date | Summary of Major Events in the Shire | Estimated No of Participants |
|---|---|---|
| November 2024 | Binnaway Lions Club Christmas Tree Carnival – Binnaway Showground | 1000 |
| November 2024 | Tunes on the Turf | 1200 |
| November 2024 | Veterans Touch Football Carnival | 800 |
| December 2024 | Coolah Lions Club Christmas Carnival and Street Parade | 500 |
| December 2024 | Coonabarabran Christmas Spectacular Markets and Carols – Coonabarabran No 1 Oval | 500 |

**GENERAL BUSINESS**
General discussion was held around shared resourcing in the context of having locally based agencies such as VRA assist with initial emergency responses where other agencies are tied up with competing priorities.

LEMO spoke about the National Emergency Management Agency (NEMA) Stockpile Panel and information sessions. The Panel has been established to be the leading

virtual marketplace for Local Government's procuring good and services for disaster responses and relief.

**CORRESPONDENCE**
The correspondence was received and noted.

**NEXT MEETING**
Date – Monday, 17 February 2024, **at 2:00pm**
Location – NSW RFS Fire Control Centre, 111 Saleyards Road, Coonabarabran

There being no further business the meeting closed at 6.26pm.

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CHAIRPERSON

**MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD IN THE COUNCIL CHAMBERS, COUNCIL ADMINISTRATION BUILDING, JOHN STREET, COONABARABRAN ON THURSDAY 28 NOVEMBER 2024 COMMENCING AT 10:00PM**

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**PRESENT:** Grahame Marchant (Chair), Lindsay Mason (Acting General Manager), Nicole Benson (Director Technical Services), Leeanne Ryan (Director Environment and Development Services), Cr Jason Newton (Deputy Mayor), Dan Smallwood (Chief Financial Officer), Ngaire Stevens (Acting Director Corporate and Community Services), Claudia Knight (Acting Manager Corporate Services) and Ashley Molloy (EA to General Manager, minutes).

**IN ATTENDANCE:** *Igor Ivannikov (Council Contractor), Gabriel Faponle (Crowe Australiasia) and Unaib Jeoffrey (Audit NSW)
*Denotes attendance by videoconference.

**APOLOGIES: Nil**

The Chair welcomed the attendees to the meeting and acknowledged the Traditional Custodians of the Land on which the meeting is held.

**ITEM 1 – MINUTES OF LAST MEETING**
**THE COMMITTEE RESOLVED** that the minutes of the Internal Audit Committee meeting held on September 10 2024 are confirmed as a true and accurate record.

**BUSINESS ARISING FROM MINUTES:**
Nil.

**ITEM 2 – ACTION LIST PROGRESS REPORT**
**THE COMMITTEE** noted progress made against the items contained in the Action List Progress Report.

THE COMMITTEE noted 4/1920 On hold while staff resources focused on commencing projects. To revisit as Council onboards more Project Managers.

THE COMMITTEE noted 4/2425 Noted that this is now covered by the High Val/High Risk report itself. Can be removed from the Task Register.

THE COMMITTEE noted 4/1920 Consultant has commenced project with a focus on procurement. Committee will receive updates on framework for procurement as they are formulated.

THE COMMITTEE noted 1/2122 Fraud and Corruption plan still to be developed, however a policy is now in place with a focus on implementation moving forward

THE COMMITTEE noted 3.2/2122 Service Review Framework is in place, however resourcing has been an issue. Ongoing

**ACTION:** 1/2122 Mgr CS to update to reflect staff training that has been undertaken in 2024.

**ITEM 3 – EXTERNAL AUDIT UPDATE**
**THE COMMITTEE** noted progress made against the items contained in the External Audit Update.

THE COMMITTEE noted the removal of qualifications in reference to Rural Fire Service Assets due to immaterial nature of total value.

THE COMMITTEE noted lack of monitoring of Audit Logs – Rated Moderate Risk. The Chair noted the possibility of more importance placed on this moving forward.

THE COMMITTEE noted that the Fraud Register is expected to be completed December 2024.

The Chair thanked the financial team now that the Management letter and annual financial statements have been finalised. Noted the success of Council closing out issues that have been present from past years.

**10.27**
**Igor Ivannikov, Gabriel Faponle and Unaib Jeoffrey left the meeting.**

**ITEM 4 – HIGH VALUE HIGH RISK REPORT**
**THE COMMITTEE** noted the information contained in the High Value High Risk Report

**ACTION:** Noted the need for a Consistent approach in reporting – updating comment and date at the bottom.

**ITEM 5 – 2024 CONTINUOUS IMPROVEMENT PATHWAY CIP**
**THE COMMITTEE** noted the CIP Self Assessments

**ACTION:** Committee to be provided with an update of improvements/results identified during CIP self-assessments during 2025.

**ITEM 6 – AUDITED FINANCIAL STATEMENTS**
**THE COMMITTEE** noted the information contained in the Financial Statements Timetable and reviewed the draft financial statements.

**ACTION:** Nil

**ITEM 7 – RISK REGISTER**
**THE COMMITTEE** noted the information contained in the Risk Register

**ACTION:** Requested revision by the Committee to ensure that the Risk Register and Framework reflect the same strategic and operational goals.

**ACTION:** Report back to Committee on summary of risks and how Council Risk Profile changes over time. To be at the same time as presented to ELT (6 monthly).

**ITEM 8 – ENTERPRISE RISK MANAGEMENT FRAMEWORK AND INTERNAL AUDIT GUIDELINES**
**THE COMMITTEE** noted the information contained in Draft Enterprise Risk Management Framework which will go to the next Ordinary Council Meeting and accepts the progress being made with the Internal Audit Function. A report will be brought back to ARIC on the Internal Audit Function.

THE COMMITTEE noted that the process is in place to procure an external party to assist with facilitating the internal audit. The Chair that need to ensure this aligns with Committee requirements in Section 428.

**GENERAL BUSINESS**
There was no General Business.

Next meeting date: Thursday 27 February 2024 to commence at 10.00 am.

Meeting closed at 11.15 am.

**PRESENT:** Cr Ray Lewis (Chairperson), Richard Drooger (TfNSW), Mal Unicomb (Local State Member Representative)

**IN ATTENDANCE:** Cr Kodi Brady, Linda Slee (Personal Assistant to Director Technical Services), Nicole Benson (Director Technical Services), Kevin Tighe (Manager Projects), Zachary Estens (Asset & Design Technical Officer).

**APOLOGIES:** Nil

**The Chairperson called for Disclosure of Interest**
Chair Cl Ray Lewis declared a historical connection with the current owners of 'Belang' on Black Stump Way.

**CONFIRMATION OF MINUTES**
**RECOMMENDED** that the minutes of the Traffic Advisory Committee meeting held on 26 September 2024 be confirmed.

**Unanimous**

**BUSINESS ARISING FROM THE MINUTES**
Mal Unicomb thanked Council for linemarking the left turn lane at Namoi Street, Coonabarabran, stating that it was well used and working well.

**AGENDA ITEMS**

1) Request for permanent 'Cattle Ahead' warning sign, with flashing lights, on Black Stump Way 10km south of Coolah

The Committee discussed the viability and liability of the request. The landholder owns both sides of the road. Richard Drooger (TfNSW), discussed the Western Region Policy of which there was only one example and this was for crossings only and not designed to be operational 24/7. Costs to the landholder for set up were in the vicinity of $40-50,000 not including maintenance, failsafe etc.

**RECOMMENDED** That a request for installation of a permanent cattle ahead sign with flashing lights on Black Stump Way south of Coolah is refused due to costs associated with installation and maintenance and due to lack of evidence about the frequency of cattle crossings.

**Unanimous**

2) 2025 Road Closure events

The Committee considered road closure events that are held regularly each year in towns throughout the Shire. No significant issues were raised in relation to managing traffic and road safety when roads were closed for events in 2024. The Committee was asked to pre-empt potential applications for road closure for events in 2025. The reason being that often these applications are late or just miss the cut off date for consideration by the Committee and Council. However, approval is not automatic and event organisers are required to make application for road closure to ensure that conditions around the event as well as event times are up to date. It was noted that fee waiver requests for the Bunny Bazaar must be considered by Council.

**RECOMMENDED** That approval is provided upon request for closure of streets for events, times and locations listed in the following table and subject to conditions indicated.

| Event | Event Organisation | Location | Date & Times | Conditions* |
|---|---|---|---|---|
| Bunny Bazaar | Coonabarabran & District Chamber of Commerce. | Coonabarabran, Option 1 -John Street between Cassilis Street and Castlereagh Lane. Option 2 – Dalgarno Street between John Street and entry to Woolworths car park. | Between 7.30am and 2pm Saturday 19 April 2025 | (1), (2), (3), (4), (5), (7). |
| ANZAC Dawn Service | Coonabarabran RSL Sub Branch | Coonabarabran, John Street between Little Timor Street and Castlereagh Lane | Between 5.57am & 6.15am. Friday 25 April 2025. | (1), (2), (3), (4), (5), (7). |
| ANZAC Day March | Baradine RSL Sub Branch | Baradine, part Wellington Street and Narren Street. | Between 10.00am & 12.30pm. Friday 25 April 2025. | (1), (2), (3), (4), (6), (7) |
| ANZAC Day March | Binnaway RSL Sub Branch | Binnaway, Renshaw Street between Bullinda Street and Yarran Street. | Between 9.30am and 12.00pm. Friday 25 April 2025 | (1), (2), (3), (4), (7), |
| ANZAC Day March | Dunedoo RSL Sub Branch | Dunedoo, Bolaro Street between Wargundy Street and Merrygoen Street | Between 10.00am and 12pm. Friday 25 April 2025 | (1), (2), (3), (4), (5), (7). |
| ANZAC Day March | Coolah RSL Sub Branch | Coolah, Binnia Street between Booyamurra Street and Campbell Street. | Between 10.00am and 12.30pm. Friday 25 April 2025. | (1), (2), (3), (4), (6), (7) |
| ANZAC Day March | Coonabarabran RSL Sub Branch | Coonabarabran, John Street between Edwards Street and Essex Street. | Between 10.00am and 1.00pm. Friday 25 April 2025. | (1), (2), (3), (4), (5), (7). |
| ANZAC Day March | Mendooran RSL Sub Branch | Mendooran, Bandulla Street between Pampoo Street and Merrygoen Street | Between 9.00am and 12.00pm. Friday 25 April 2025. | (1), (2), (3), (4), (5), (7). |
| Sorry Day March | Coonabarabran Local Aboriginal Land Council | Coonabarabran, John Street between Tennis Club and Town Hall | Between 10.30am and 10.50am. Monday 26 May 2025. | (1), (2), (3), (4), (5), (7), (8) |

| Event | Event Organisation | Location | Date & Times | Conditions* |
|---|---|---|---|---|
| Remembrance Day | Coonabarabran RSL Sub Branch | Coonabarabran, John Street between Cassilis Street and Castlereagh Lane | Between 10.57am and 11.15am. Tuesday 11 November 2025. | (1), (2), (3), (4), (5), (7). |

*Conditions

1. Submission and approval of a Traffic Management Plan
2. Submission and approval of Traffic Guidance Scheme
3. Compliance with Council's road closure guidelines
4. Compliance with TfNSW Special events guide
5. TfNSW Road Occupancy Licence – State Roads only.
6. TfNSW concurrence – Regional Roads
7. Current Public Liability Insurance
8. NSW Police implementing rolling road opening on Southbound lane.

**Unanimous**

**GENERAL BUSINESS**

Ministers Representative on Traffic Committee.
Mal Unicomb tabled a letter from Roy Butler MP – Member for Barwon, authorising Mal Unicomb to be his representative on the Warrumbungle Local Traffic Committee. Mr Butler also requested that his office be kept up to date by receipt of Minutes to the Traffic Committee meetings.

The following matters were discussed without resolution:

1. Matter raised regarding Warden's Road, Coolah, road closure request. Not a Traffic Advisory Committee matter.
2. Query regarding footpath widening in Baradine to be carried over.
3. Black Dog Institute ride from Mendooran to Dunedoo and Dubbo. No disruption anticipated.
4. Richard Drooger (TfNSW), mentioned that there may be funding to assist Council with painted 'Give Way' hold lines. To be advised.
5. Mal Unicomb (Local State Member Representative) to contact the Inspector and advise re the new Police Representative for the Traffic Advisory Committee.

There being no further business the meeting closed at 9.42am.

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Thursday 27 February 2025 commencing at 9am.

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CHAIRPERSON

**Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors**

**Strategic**

## 1 Purpose

The purpose of this Policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by the Councillors. The Policy also ensures that the facilities provided to assist and support the Councillors to carry out their civic functions are reasonable.

## 2. Objectives

The objectives of this Policy are to:

- Provide a guide to councillors expenses and facilities
- Outline the process for paying expenses so that they can be properly recorded, reported and audited
- Comply with the guidelines issued by the Office of Local Government.

In this Policy, unless otherwise stated, the expression "Councillor" refers to all Councillors of Warrumbungle Shire Council including the Mayor and Deputy Mayor.

## 3. Scope

This policy applies to the payment of expenses and the provision of facility to Mayors and Councillors.

This policy applies to situations where Councillors incur expenditure when carrying out their official duties.

The policy applies from the date of its endorsement by Council.

## 4. Legislation and Associated Documents

| | |
|---|---|
| **ASSOCIATED LEGISLATION** | • *Local Government Acts 1993*<br>• *Local Government (General)Regulation 2021* |
| **ASSOCIATED DOCUMENTS** | • Tax Determination TD2024/3 |

**Local Government Act 1993**

**252 Payment of expenses and provision of facilities**

*(1) Within the first 12 months of each term of Council, the Council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.*

*(2) The policy may provide for fees payable under this Division to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor.*

*(3) A council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the deputy mayor (if there is one) or a councillor otherwise than in accordance with a policy under this section.*

*(4) A council may from time to time amend a policy under this section.*

*(5) A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.*

**253 Requirements before policy concerning expenses and facilities can be adopted or amended**

*(1) A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.*

*(2) Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.*

*(3) Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.*

*(4) (Repealed)*

*(5) A council must comply with this section when proposing to adopt a policy in accordance with section 252 (1) even if the council proposes to adopt a policy that is the same as its existing policy.*

## 5. Definitions

| Term | Definition |
|---|---|
| Councillors | refers to all Councillors of Warrumbungle Shire Council including the Mayor and Deputy Mayor. |
| Year | means the period from 1 July to the following 30 June |

## 6. Policy Statement

### 6.1 Payment of Expenses

### 6.2 Allowances and expenses

Council does not provide general expense allowances to Councillors. Councillors are entitled to the expenses set out in this policy provided that they satisfy the stated requirements.

This Policy is intended to cover most situations where a Councillor reasonably incurs expenses in discharging the functions of civic office.

The payment of expenses and reimbursement of expenses under this Policy shall only be in respect of costs directly associated with discharging the functions of civic office.

### 6.3 Establishment of Monetary Limits and Standards

This policy identifies and publishes monetary limits and standards applicable to the payment of various expenses to Councillors. This allows members of the public to know the expected cost of providing services to Councillors and to make comment during the public consultation phase of making or amending the policy. It also avoids the situation where Councillors incur expenditure that is unforeseen or considered unreasonable by other Councillors and the public.

Monetary limits prescribed in this Policy set out the maximum amount payable in respect of any expense or facility.

Where a Councillor incurs expenses in the course of discharging their civic office responsibilities, such expenses will be reimbursed. Typical examples of such expenses include:

- Course fees
- Fares / parking / tolls
- Accommodation
- Meals
- Incidentals, including telephone or facsimile charges, internet charges, laundry and dry cleaning etc. while attending conferences, seminars etc.

Wherever possible, every effort should be made to minimise the extent of such expenses to a reasonable level. Furthermore, in the majority of cases course/conference fees and accommodation will be pre-booked, negating the need for out-of pocket expenses to be incurred.

For accommodation or meals that Council has not prepaid, and for incidental expenses, Council will reimburse expenses incurred while attending conferences, seminars or official functions to the limits of the allowances set out in the Australian Tax Office's Taxation Determination TD 2024/3 or such determinations or policies of the Australian Tax Office that supersede it.

The limits will be applied as follows:

- Where Councillors' meals are not prepaid by Council or are not included in the seminar, conference, event or briefing fee, the monetary limits per day for meals are those set out under 'Food and Drink' in Table 3 paragraph 11 of TD 2024/3 (see Appendix A attached) or such determination or policies of the Australian Tax Office that supersede it. (As at July 2024 – Meal Allowance (per day) Breakfast $41.10; Lunch $58.10; Dinner $81.30)
- Where Councillors incur incidental expenses, such as phone call and similar expenses, the monetary limits per day for those expenses are the rates set out under 'Incidentals' in Table 3 of paragraph 11 of TD 2024/3 or such determinations or policies of the Australian Tax Office that supersede it. (As at July 2024 – Incidental Expenses (per day) $34.25)
- Where Councillors' accommodation expenses are not prepaid by Council or are not included in the seminar, conference, event or briefing fee, the monetary limits per day for those expenses are those set out under 'Accommodation' in Tables 3 and 4 (see Appendix A attached) of paragraph 11 of TD 2024/3 or such determinations or policies of the Australian Tax Office that supersede it.

With the approval of the Mayor and General Manager, a Councillor may expend more than the individual monetary limits per day for meals and incidental expenses, provided that the overall monetary limit per day in that case will be the sum of all of the monetary limits per day for meals and incidental expenses.

On completion of a discretionary trip or attendance, Councillors should provide a written report to Council on the aspects of the attendance that are relevant to Council's business and/or the local community. A report is not required for the LGNSW annual conference.

Where applicable the standard of any equipment, facility or service to be provided shall be to the maximum standard prescribed in this Policy.

### 6.4 Requirement for receipts

Council will not reimburse any expenses unless a receipt or tax invoice is produced and the necessary claim forms completed.

### 6.5 Payment of Reimbursed claims

Councillors are to submit all claims for reimbursement, including all travel expenses, to the General Manager or delegate in a form and manner acceptable to the General Manager in the circumstances to enable full assessment of the claim on a monthly basis and these will be paid with their monthly allowance. Tax invoices and receipts are to be supplied to support claims. All payments to Councillors will be via direct deposit to their nominated bank account. Councillors are to seek reimbursement for their expenses within three (3) months of the expense being incurred.

Should a determination be made that a claim should not be paid, the General Manager shall explain such decision to the Councillor and should the Councillor still believe that the claim should be paid, in part or in full, it shall be considered that a dispute exists.

In the event of a dispute at any time regarding this Policy, the parties to the dispute shall provide a written report on the nature of the dispute. The General Manager shall submit such reports to the next meeting of Council to have the dispute determined by a resolution of Council having regard to this Policy, the Act and any other relevant law. The decision of Council shall be binding on all of the parties.

### 6.6 Accommodation and meal expenses

Councillors shall be accommodated in the hotel where the conference, seminar, or training course is being held or the nearest hotel to it that is of a similar standard, or as authorised by the host organiser where the conference is not located within the Sydney metropolitan area. Accommodation shall be provided at the rate of a double room.

Such attendance to be confirmed by Council with reimbursement of costs and expenses to be made upon the production of appropriate receipts and/or tax invoices and completion of the required claim forms. Alternatively, accommodation can be booked by Council order form and allowance for incidental expenses as provided under clause (2.5).

### 6.7 Incidental Expenses

Incidental expenses such as public transport fares, parking fees, phone/fax expenses and expenses incurred as the result of the purchase of refreshments during meetings related to council business or meals not included in the registration fees for conferences or similar functions, will be reimbursed by Council on production by the Councillor of the relevant receipts together with an approved claim form in accordance with Table 3 of paragraph 11 of TD 2024/3 or such determinations or policies of the Australian Tax Office that supersede it. (see clause 2.1).

Council will not meet any expenses for alcohol, cigarettes or personal requirements. Council will not fully fund any activity where the Councillor is not in attendance for at least 90% of the specified activity. Other than in the most exceptional circumstances, where Councillor's expenses have been met by Council but the Councillor does not attend at least 90% of the activity, that Councillor will be required to show cause why they should not reimburse Council for any costs incurred.

### 6.8 Payment of expenses for spouses, partners and accompanying persons

In this clause accompanying person means a person who has a close personal relationship with a Councillor and/or provides carer support to the Councillor.

Where the attendee is accompanied at a conference or seminar by his or her spouse or partner or accompanying person, the attendee will be required to meet all costs associated with their spouse or partner or accompanying person's travel expenses, additional accommodation expenses, tours and attendance unless otherwise resolved by Council.

Council will meet the reasonable costs of spouses and partners or an accompanying person for attendance at official council functions that are of a formal and ceremonial nature. Examples would be Australia Day award ceremonies, citizenship ceremonies and civic receptions. Such functions would be those that a Councillor's or General Manager's spouse, partner or accompanying person could be reasonably expected to attend.

By resolution of Council, costs and expenses incurred by the Mayor, Councillors (or General Manager or nominee) for other events or functions on behalf of their spouse, partner or accompanying person shall be reimbursed if the cost or expense relates specifically to the ticket, meal, travel and accommodation and/or direct cost of attending the function.

### 6.9 Payments in advance

Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars and training away from home or for the cost of service associated with a civic duty. Councillors must fully reconcile all expenses against the cost of the advance.

Within one (1) week of incurring the cost and/or returning home the Councillor shall submit the details to the General Manager for verification and pay back to Council any unspent money. The level of the supporting documentation is to be commensurate with the nature of the expenditure. The maximum value of a cash advance is $600.00.

### 6.10 Approval arrangements

Approval for discretionary trips and attendance at conferences and the like should be where possible, approved by a full meeting of the Council. If this is not possible then the approval should be given jointly by the Mayor and the General Manager. If the Mayor requires approval to travel outside of council meetings it should be given jointly by the Deputy Mayor or another Councillor and the General Manager.

### 6.11 Attendance at seminars and conferences

Council has allocated $26,144 to fund attendance at conferences, investigatory delegations and similar events. However, Council may agree to allocate additional funds in specific cases where it decides that there is a benefit to council from the attendance.

The following seminars, conferences and meetings are endorsed for attendance by council representatives:

- Annual conference of the Local Government NSW (Three (3) Councillors and General Manager)
- Roads Congress (Two (2) Councillors and General Manager)
- Country Mayor's Association meetings
- ALGA – National General Assembly Local Government (Canberra) (Mayor and General Manager)
- Newell Highway Taskforce – (One Councillor)
- Alliance meetings – (Mayor/Councillors and General Manager)

After returning from the conference, Councillors or a member of council staff accompanying the councillor/s, should provide a written report to council on the aspects of the conference relevant to council business and/or the local community.

No written report is required for the Annual Conferences of Local Government NSW.

Requests for attendance at other conferences or seminars should be lodged in writing outlining the benefits for Council.

Council will meet the costs of conference / seminar registration fees including the costs of related official lunches and dinners and associated tours where they are relevant to the business and interests of the Council. Council will also meet the reasonable cost of transportation and accommodation associated with attendance at the conference and Council shall meet the cost of breakfast, lunch and dinner for Councillors where any of the meals are not provided as part of the conference, seminar or training course.

### 6.12 Registration fees

Registration fees for attendance at Council approved conferences and seminars will be paid by Council. These fees will include the costs of related official lunches and dinners and associated tours where they are relevant to the business and interests of the council.

### 6.13 Travel Expenses

Council will meet all reasonable costs of transportation to and from conferences and seminars when they are not included in the conference fees. Councillors are entitled to use Taxis provided that the cost of a single trip does not exceed $150 (including GST) unless approval is granted by the General Manager in exceptional circumstances.

All travel by councillors should be undertaken by utilising the most direct route and the most practicable and economical mode of transport subject to any personal medical considerations.

Travel arrangements can include the use of a private vehicle, public transport, taxis, or travel using a council vehicle. Costs associated with parking fees and road tolls will be refunded on production of a receipt. The driver is personally responsible for all traffic or parking fines incurred while travelling in private or council vehicles on council business.

Claims for travelling expenses under this Policy shall include details of:

- Date and place of departure
- Date and place of arrival
- Distance travelled
- Fares and parking fees paid
- Amount claimed as travelling allowances
- Total amount of claim

Travel in a Councillor's own vehicle to Council and Committee meetings, formal or social functions or activities or other meetings involving the community whilst representing Council where attendance is approved by the Mayor and/or General Manager is to be paid at the per kilometre rate payable for claims by staff in the Local Government (State) Award.

Where the approved meeting, function or activity is within the Warrumbungle Shire Council boundary, reimbursement shall be on the basis of the distance from the Councillor's principal place of residence (if it is within the Warrumbungle Shire Council boundary) to the venue or, if the Councillor resides outside the Warrumbungle Shire Council boundary, from the Warrumbungle Shire Council boundary to the venue.

Where the Councillor uses his/her own vehicle to travel to an approved function that is outside the Warrumbungle Shire Council boundary then Council's reimbursement will be based on the total distance travelled from residence to venue and return if the Councillor resides within the Warrumbungle Shire Council boundary. If the Councillor does not reside within the Warrumbungle Shire Council boundary, then Council will reimburse the distance either at the lesser of:

a) from the Councillor's residence to the venue, or
b) from the Warrumbungle Shire Council boundary closest to the Councillor's residence to the venue.

Claims for the above expenses require the submission of a claim form signed by the claimant detailing date, distance and reason for journey(s) with such claims to be submitted monthly.

Travel associated with authorised conferences, seminars and meetings may be undertaken by Council vehicle (where available) subject to prior approval by the General Manager, with fuel expenses etc. to be met by Council.

Council will meet the cost of return economy air travel or equivalent payment for attendance at authorised conferences/seminars.

Elected members using private vehicles will be paid the kilometre rate to a maximum payment, which is not to exceed economy class air fares to and from the particular destination.

All travel by Councillors that involves an overnight stay of one or two nights must be authorised in advance by the Mayor and General Manager (or in the event that the Mayor requires approval to travel outside of council meetings approval should be given jointly by the Deputy Mayor or another councillor and the General Manager.)

All travel by Councillors that involves an overnight stay of more than two nights must be authorised in advance by the Council.

Where travel for Council business or approved activities outside of the local government area is to be undertaken – arrangements for both travel and accommodation must be made through the General Manager and will be by the most practical method.

Prior approval of travel should generally be required for interstate travel. The application for approval should include full details of the travel, including itinerary, costs and reasons for the travel.

Overseas travel on behalf of council must be approved by a meeting of the full council prior to a councillor undertaking the trip.

### 6.14 Attendance at dinners and other non-council functions

The costs of attendance by Councillors at dinners and other non-council functions which provide briefings to councillors from key members of the community, politicians and business will only be met by Council when the function is relevant to the council's interests and authorised by Council in advance.

No payment shall be made by Council for attendance by a councillor at any political fundraising event, for any donation to a political party or candidate's electoral fund, or for some other private benefit. Any expenses to be incurred that would be directed towards such events and activities will not be approved for payment.

### 6.15 Gifts

Where it is appropriate for councillors **to give** a gift or benefit, these gifts and benefits will be of token value and in accordance with council's Code of Conduct.

### 6.16 Training and Educational expenses

Council will only meet the costs of training or attendance at an educational course that is directly related to the Councillor's civic functions and responsibilities and is approved by Council prior to undertaking such training or attendance. Council has allocated $15,000 in the 2024/2025 budget to fund relevant training and educational courses and attendances at briefings.

### 6.17 Telephone and internet expenses

Except as otherwise set out in this policy, Council will not reimburse Councillors for telephone expenses incurred in using their private/mobile phones for Council business. Phones are available for Councillors' use at the Coolah and Coonabarabran offices of Council.

### 6.18 Mobile telephone

Council shall meet the cost of a mobile telephone for the Mayor, for which Council shall pay rental and 100% of metered calls charged against that service, to a limit of $205 per month for Council business calls and $20 per month for incidental personal calls, provided that the number is available to be given out for general public information.

### 6.19 Computers - iPads

Council shall meet the cost of providing and maintaining a IPad device with internet connectivity for each councillor.

### 6.20 Insurance Provisions

Council will maintain adequate insurance against public liability and professional indemnity for matters arising out of Councillors' performance of their civic duties and/or exercise of their council functions.

Council shall pay the insurance policy excess in respect of any claim made against a Councillor arising from Council business where any claim is accepted by Council's insurers, whether defended or not.

### 6.21 Legal Expenses and Obligations

Council shall, if requested, indemnify or reimburse the reasonable legal expenses to a maximum of $250,000 (for any one claim) of:

- a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act; or
- a Councillor defending an action in defamation provided the statements complained of were made in good faith in the course of exercising a function under the Act, provided that the outcome of the legal proceedings is favourable to the councillor; or
- a Councillor for proceedings before the Local Government Pecuniary Interest and Disciplinary Tribunal or an investigative body provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter before investigative or review body has proceeded past any initial assessment phase to a formal investigation or review. In the case of a conduct complaint made against a councillor, legal costs will only be made available where a matter has been referred by the General Manager to a conduct reviewer/conduct review committee to make formal enquiries into that matter in accordance with the procedures in the Code of Conduct. In the case of a pecuniary interest or misbehaviour matter legal costs will only be made available where a formal investigation has been commenced by the Division of Local Government. Legal costs must only be provided where the investigative or review body makes a finding that is not substantially unfavourable to the councillor. This can include circumstances in which a matter does not proceed to a finding.

Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act shall be distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly by using knowledge of a proposed rezoning for private gain is not covered by this provision.

Council shall not meet the costs for any legal assistance in respect of legal proceedings initiated by a Councillor in any circumstances.

Council must not meet the legal costs of a councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.

Council shall not meet the costs of any enquiry, investigation or hearing initiated at the request of, or to any legal proceedings taken by, Council itself.

### 6.22 Special requirements of Councillors – Care and Other Related Expenses

Council shall meet reasonable expenses associated with any special requirements of a Councillor, such as disability and access needs, in order to discharge the functions of civic office.

Council will meet reasonable costs of facilitating access to council premises, functions and activities where, by reason of disability, care-giver role or other special need, a councillor would not otherwise have equity of access with other councillors. Such support will allow the fullest participation reasonably possible. Council will reimburse the reasonable cost of care arrangements, including childcare expenses and the care of elderly, disabled and/or sick

immediate family members of councillors to allow councillors to undertake their council business obligations.

The total amount paid to a Councillor under this provision shall not exceed $3,000 per year of term.

### 6.23 Provision of Facilities

Councillors shall not generally obtain private benefit from the provision of equipment and facilities. However, incidental personal use of Council equipment and facilities may occur from time to time without requiring reimbursement of the cost by a Councillor. No entitlement under this Policy shall be treated as being a private benefit that requires a reduction in the Mayoral fee or the Councillors fee.

Unless otherwise authorised in this Policy, if a Councillor does obtain a private benefit for the use of a facility provided by Council the Councillor shall be invoiced for the amount of the private benefit with repayment to be in accordance with Council's normal terms. The value of the private benefit shall be determined by Council in non-confidential session of a Council meeting.

Equipment, facilities and services provided under this Policy shall not be used to produce election material or for any other political purposes.

### 6.24 Mayoral Expenses, Facilities, Equipment and Services

The Mayor will be entitled to receive the following benefits:-

a) Provision of a Council vehicle for appropriate use by the Mayor to carry out his duties as Mayor. Council to meet all costs associated with the provision of the vehicle. The Mayor will have no right of private use of this vehicle with the exception that they may use the vehicle for limited private use travel within the Shire only when attending different functions on the same day or travel that is incidental to their duties.
b) Secretarial services relating to the discharge of his/her civic functions, including use of official stationery, writing pads, pens, diaries, folders and postage of official correspondence.
c) Administrative assistance associated with civic functions, meetings and the like.
d) Office refreshments
e) Supply of Name Badges, Business Cards, Diaries and Attaché Case.

### 6.25 Elected Members – Facilities, Equipment and Services

The Councillors including the Deputy Mayor are entitled to receive the following benefits:-

a) Use of Council Chambers, telephone and limited hospitality facilities (tea and coffee) for Council business or functions or community consultation.
b) Secretarial services relating to the discharge of his/her civic functions, including use of official stationery where authorised by Mayor or General Manager.
c) Postage of official correspondence dealing with Council business.
d) Access to facsimile and photocopying facilities for Council related business.
e) Transport to official functions when deputising for the Mayor (ie) Use of Mayoral vehicle if required.
f) Supply of Name Badges and Note Books.

### 6.26 Policies

Policies are available on Council's website.

### 6.27 Acquisition and return of equipment and facilities by Councillors

At the completion of their term of office, during extended leave of absence or cessation of civic duties, Councillors are to return equipment and other facilities to the General Manager.

At the cessation of their duties, the option to purchase at a fair market price or written down value of equipment previously allocated to Councillors will be subject to determination by Council.

## Appendix A

*Table 3: Reasonable amounts for domestic travel expenses – employee's annual salary $255,671 or more*

| Place | Accomm. ($) | Food and drink ($) | Incidentals ($) | Daily total ($) |
|---|---|---|---|---|
| Adelaide | 211 | breakfast 41.10<br>lunch 58.10<br>dinner 81.30 | 34.25 | 425.75 |
| Brisbane | 257 | breakfast 41.10<br>lunch 58.10<br>dinner 81.30 | 34.25 | 471.75 |
| Canberra | 246 | breakfast 41.10<br>lunch 58.10<br>dinner 81.30 | 34.25 | 460.75 |
| Darwin | 293 | breakfast 41.10<br>lunch 58.10<br>dinner 81.30 | 34.25 | 507.75 |
| Hobart | 235 | breakfast 41.10<br>lunch 58.10<br>dinner 81.30 | 34.25 | 449.75 |
| Melbourne | 265 | breakfast 41.10<br>lunch 58.10<br>dinner 81.30 | 34.25 | 479.75 |
| Perth | 265 | breakfast 41.10<br>lunch 58.10<br>dinner 81.30 | 34.25 | 479.75 |
| Sydney | 265 | breakfast 41.10<br>lunch 58.10<br>dinner 81.30 | 34.25 | 479.75 |
| All country centres | $207 or the relevant amount in Table 4 if higher | breakfast 41.10<br>lunch 58.10<br>dinner 81.30 | 34.25 | variable |

*Table 4: Reasonable amounts for domestic travel expenses – high-cost country centres accommodation expenses*

| Country centre | $ | Country centre | $ |
|---|---|---|---|
| Albany (WA) | 193 | Jabiru (NT) | 216 |
| Alice Springs (NT) | 206 | Kalgoorlie (WA) | 181 |
| Ararat (VIC) | 159 | Karratha (WA) | 223 |
| Armidale (NSW) | 166 | Katherine (NT) | 228 |
| Bairnsdale (VIC) | 173 | Kingaroy (QLD) | 180 |
| Ballarat (VIC) | 187 | Kununurra (WA) | 204 |
| Benalla (VIC) | 168 | Launceston (TAS) | 174 |
| Bendigo (VIC) | 164 | Lismore (NSW) | 163 |
| Bordertown (SA) | 164 | Mackay (QLD) | 166 |
| Bourke (NSW) | 184 | Maitland (NSW) | 187 |
| Bright (VIC) | 180 | Mildura (VIC) | 158 |
| Broken Hill (NSW) | 161 | Mount Gambier (SA) | 164 |

| Country centre | $ | Country centre | $ |
|---|---|---|---|
| Broome (WA) | 220 | Mount Isa (QLD) | 185 |
| Bunbury (WA) | 178 | Mudgee (NSW) | 188 |
| Bundaberg (QLD) | 184 | Muswellbrook (NSW) | 157 |
| Burnie (TAS) | 178 | Nambour (QLD) | 163 |
| Cairns (QLD) | 175 | Newcastle (NSW) | 195 |
| Carnarvon (WA) | 170 | Newman (WA) | 271 |
| Castlemaine (VIC) | 162 | Nhulunbuy (NT) | 230 |
| Ceduna (SA) | 156 | Norfolk Island (NSW) | 203 |
| Charters Towers (QLD) | 168 | Northam (WA) | 214 |
| Christmas Island (WA) | 218 | Nowra (NSW) | 168 |
| Cocos (Keeling) Islands (WA) | 331 | Orange (NSW) | 202 |
| Dalby (QLD) | 201 | Port Hedland (WA) | 175 |
| Dampier (WA) | 175 | Port Lincoln (SA) | 170 |
| Derby (WA) | 192 | Port Macquarie (NSW) | 190 |
| Devonport (TAS) | 161 | Portland (VIC) | 159 |
| Dubbo (NSW) | 170 | Rockhampton (QLD) | 174 |
| Emerald (QLD) | 179 | Roma (QLD) | 182 |
| Esperance (WA) | 180 | Seymour (VIC) | 161 |
| Exmouth (WA) | 214 | Shepparton (VIC) | 167 |
| Geelong (VIC) | 175 | Swan Hill (VIC) | 181 |
| Geraldton (WA) | 165 | Thursday Island (QLD) | 323 |
| Gladstone (QLD) | 171 | Toowoomba (QLD) | 161 |
| Gold Coast (QLD) | 209 | Townsville (QLD) | 174 |
| Goulburn (NSW) | 165 | Wagga Wagga (NSW) | 177 |
| Gosford (NSW) | 161 | Wangaratta (VIC) | 186 |
| Grafton (NSW) | 169 | Warrnambool (VIC) | 159 |
| Griffith (NSW) | 159 | Weipa (QLD) | 238 |
| Gunnedah (NSW) | 167 | Whyalla (SA) | 167 |
| Halls Creek (WA) | 170 | Wilpena-Pound (SA) | 223 |
| Hamilton (VIC) | 161 | Wollongong (NSW) | 181 |
| Hervey Bay (QLD) | 175 | Wonthaggi (VIC) | 188 |
| Horn Island (QLD) | 345 | Yulara (NT) | 570 |
| Horsham (VIC) | 165 | n/a | n/a |

**CHECK**

## 7. Responsibilities

Department and staff responsible for the day to day application of the policy are the General Manager and his assistant

## 8. Getting Help

The staff member/s who can assist with enquiries about the policy
Position: Executive Assistant to the General Manager
Department: Executive Services

## 9. Version Control

| | | | |
|---|---|---|---|
| **DEPARTMENT** | | | |
| **RESPONSIBILITY** | | | |
| **VERSION CONTROL** | | | |
| **Policy Name** | **Id No and Version** | **Resolution** | **Date Adopted** |
| Payment of Expenses Policy | Endorsed | 233 | 16 June 2005 |
| Payment of Expenses Policy | Amendment | 49 | 18 August 2005 |
| Payment of Expenses Policy | Amendment | 393 | 18 May 2006 |
| Payment of Expenses Policy | New Policy endorsed | 199 | 17 December 2009 |
| Payment of Expenses Policy | Revised Version | 123 | 21 October 2010 |
| Payment of Expenses Policy | Revised Version | 181/1112 | 24 November 2011 |
| Payment of Expenses Policy | Revised Version – 4 | 235/1213 | 21 February 2013 |
| Payment of Expenses Policy | Revised Version – 5 | 168/1314 | 21 November 2013 |
| Payment of Expenses Policy | Revised Version – 6 | 160/1415 | 20 November 2014 |
| Payment of Expenses Policy | Revised Version – 7 | 128/1516 | 19 November 2015 |
| Payment of Expenses Policy | Revised Version – 8 | 176/1617 | 16 February 2017 |
| Payment of Expenses Policy | Revised Version – 9 | 261/2122 | 21 April 2022 |
| Payment of Expenses Policy | Revised Version – 9 | XXXX | XXXX |
| **Next Review Date** | | September 2029 | |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 16 April 2020<br>**371/1920**<br><br>Doc ID 113924 | **Item 13 Review of Warrumbungle Waste**<br>**371/1920 RESOLVED** that Council:<br>5. Costs and investigates the provision of a green waste pick up service via 240lt wheelie bins within the townships across the LGA. | **DEDS** | 04.02.21 – to be commence when Manager Planning and Regulation recruited.<br>01.06.22 – no further progress at this stage.<br>28.06.22 – needs a fresh report to Council as over 12 months old, to be provided in August.<br>06.07.22 – report to be prepared for August Council meeting.<br>27.10.22 – report yet to be prepared.<br>21.11.22 – Investigations are underway into the provision of a green waste service. A report will be presented to Council once information and costs are available.<br>11.01.23 – investigations and costings being prepared.<br>28.04.23 – no further progress. Other pressing priorities see project delayed.<br>25.05.23 – Investigations into the provisions commencing with costs being prepared.<br>20.06.23 – Costings being investigated.<br>03.08.23 – Costings obtained – report to be brought back to council on the viability of the service.<br>24.08.23 – Report being drafted for future Council Meeting.<br>27.10.23 – Report being drafted for future Council Meeting.<br>06.11.23 – Report to future Council Meeting.<br>23.02.24 – Costings being investigated – will require additional plant and staff. Report being prepared for future Council Meeting<br>26.03.24 – Still progressing, delays with staff attending to other priorities.<br>30.04.24 – Still progressing, delays with staff attending to other priorities.<br>23.05.24 – Still progressing, delays with staff attending to other priorities.<br>25.06.24 – Investigations into the collection area is being compiled to ascertain the costs involved in the collection run. Costing being prepared for additional truck, staff and bins to collect the green waste.<br>29.07.24 – still progressing, delays in obtaining information with staff attending to other more pressing priorities.<br>01.10.24 – Report being drafted for November Council Meeting.<br>07.11.24 – Report being drafted for future Council Meeting.<br>26.11.24 – report presented to November 2024 Council meeting. Complete. |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 21 April 2022<br>**269/2122**<br><br>Doc ID 151481 | **Item 14 Land Owned by Council in Reservoir Street Coonabarabran**<br>**269/2122 RESOLVED** that Council:<br><br>2. Develops a detailed business case for the original 30 lot subdivision addressing issues such as but not limited to projected market demand, costs of development, projected rate of uptake, potential for return on investment, development risks and delivery mechanism. | **DTS** | 31.05.22 – Initial discussions with third parties held.<br>29.06.22 – Discussions initiated with Landcom.<br>26.07.22 – Meeting held with Landcom on 21 July 2022. Awaiting a proposal from them.<br>04.10.22 – further meeting held with Landcom. Site visit planned for October.<br>01.11.22 – Site meeting held with Landcom on 27 October. Contamination issues to be investigated.<br>21.11.22 – Subsequent meeting held on 4 November. Contamination investigation underway.<br>03.01.23 – Further meeting with Landcom to be arranged.<br>24.01.23 – Meeting held with Landcom on 23 January 2023. Ground tests to be arranged.<br>27.02.23 – Landcom working with planner to prepare site proposals.<br>04.05.23 – No further update, meeting date to be determined.<br>29.05.23 – Mayor and MUSF met with Landcom on 25.05.23. Preliminary contamination assessment and market report have been provided. Information to be considered and discussed.<br>07.07.23 – MUSF met with Landcom on 21.06.23 to discuss scope and collaboration deed. Report to July Council meeting being prepared for consideration of signing of deed.<br>07.08.23 – Underway in the form of a Collaboration Deed Council and Landcom will enter into as resolved at the July Council meeting.<br>11.09.23 – Deed signed on 22.08.23.<br>09.10.23 – Landcom followed up with via email on 21.09.23. No response received to date. To be followed up by telephone.<br>31.10.23 – Landcom advised they have had structure changes and are reviewing all projects on their books. Information to be provided once they get back to Council.<br>13.03.24 – Meetings with Landcom Acquisitions Team and Affordable Housing Team have been held in February and March 2024. Report to be presented to Council on outcomes.<br>08.08.24 – No funding allocated by Council for this project. |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 18 August 2022<br>**53/2223**<br><br>Doc ID 158099 | **Item 25 Smoke Testing Project Report**<br>**53/2223 RESOLVED that Council:**<br><br>3. Informs local plumbers of this clarification. | **DEDS** | 02.09.22 – Media release being prepared.<br>02.03.23 – Strategy under development to manage this project. Draft media release prepared outlining responsibilities of Council and private landholders regarding Council reticulation system. To be released when sewer defect notices issued to affected properties. Resourcing issues see project delayed.<br>29.11.23 – Resourcing issues see project delayed.<br>16.01.24 – No further update.<br>23.02.24 – Draft media release being finalised.<br>01.05.24 – No further update<br>24.05.24 – Project delivery strategy development and to be implemented.<br>25.06.24 – Strategy developed, yet to be implemented.<br>03.07.24 – Project delivery has commenced, meeting to be organised with plumbers regarding this clarification.<br>29.07.24 – Local plumbers to be advised.<br>28.08.24 – Community education program being prepared.<br>30.09.24 – Draft community education program complete and to be advertised via the Council website and to local plumbers.<br>05.11.24 – No further progress.<br>28.11.24 – Plumbers to be advised once defect notices are all reviewed and issued to customers. |
| | 4. Proceeds with issuing sewer defect notices to affected properties within Coonabarabran, in a staged process. | | 02.09.22 – Media release being prepared, notices to be issued after media done.<br>21.11.22 – Resourcing issues see project delayed.<br>29.11.23 – Resourcing issues see project delayed.<br>16.01.24 – No further update.<br>23.02.24 – Project delivery strategy under development.<br>01.05.23 – No further update.<br>24.05.24 – Project delivery strategy development and to be implemented.<br>25.06.24 – Strategy developed, yet to be implemented<br>03.07.24 – Defect notices to commence to be issued to customers in August.<br>29.07.24 – Defect notices re-issued to customers in Coolah; Coonabarabran customers to follow in August<br>28.08.24 – Defect notices being prepared for issue.<br>30.09.24 – No further progress<br>05.11.24 – Defect notices being reviewed and to be issued by end of November 2024.<br>28.11.24 – Defect notice review progressing, extension required for issuing of defect notices due to other high priority matters. Defect notices to be issued in December 2024. |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 15 September 2022<br>**73/2223**<br><br>Doc ID 159980 | **Item 11 Request to Maintain an Unformed Portion of Hotchkiss Road, Baradine**<br>**73/2223 RESOLVED** that Council:<br><br>2. Request that the Road Network Advisory Group review the 'Upgrading of Roads Not Constructed or Maintained by Council Policy' and report back to Council. | **DTS** | 25.01.23 – Policy initially reviewed at Road Network Advisory Group meeting on 17 January 2023 and will be further reviewed at the next meeting on 7 March 2023.<br>27.02.23 – Policy to be reviewed by the Road Network Advisory Group on 7 March 2023.<br>04.04.23 – Policy reviewed, to be brought back to Council for consideration.<br>04.05.23 – Council report to be prepared.<br>04.12.23 – No further update.<br>22.05.24 – No further update.<br>10.07.24 – Update report prepared for July 2024 Council meeting<br>08.08.24 – Resolution 19/2425 noted the information contained in the report |
| 16 November 2022<br>**155/2223**<br><br>Doc ID 163785 | **Item 27 Notice of Motion – Drum Muster Collection Point**<br>**155/2223 RESOLVED** that the Sporting and Social Clubs in the Warrumbungle Shires be granted permission to manage a Drum Muster Collection Point at the Waste Management Sites which do not currently already have the facilities. | **DEDS** | 21.11.22 – Investigation into appropriate location for the Drum Muster in each Waste Management Site before EOI is sent to Sporting and Social Clubs. Costs into fencing location will need to be included in investigations.<br>11.01.23 – to be progressed.<br>24.02.23 – Drum Muster is looking into possible locations and possible size of compound required.<br>18.04.23 – Drum Muster onsite 27/04/23. Update yet to be received.<br>25.05.23 – Drum Muster visit undertaken on 27 April – final site and size of enclosure to be finalised prior to EOI being sought from the community to run the collection point.<br>10.07.23 –Site and compound being finalised by Drum Muster.<br>03.08.23 – Quotes being sought for enclosure to be built at Baradine. EOI to be prepared for advertising for community to run drum muster.<br>27.10.23 – Quotes sent to Drum Muster for compound. Waiting approval of contractor.<br>06.11.23 – Drafting of EOI is underway for community to run the Drum Muster at Baradine.<br>29.11.23 – Draft EOI being finalised with further information before being advertised.<br>05.02.24 – Draft EOI being finalised for approval and notice being drafted for advertising in Baradine. |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 16 November 2022<br>**155/2223**<br><br>**(cont)**<br><br>Doc ID 163785 | **Item 27 Notice of Motion – Drum Muster Collection Point**<br>**155/2223 RESOLVED** that the Sporting and Social Clubs in the Warrumbungle Shires be granted permission to manage a Drum Muster Collection Point at the Waste Management Sites which do not currently already have the facilities. | **DEDS** | 26.03.24 – Email sent to Drum Muster requesting approval for EOI and compound to be constructed at Baradine Transfer Station.<br>23.04.24 – new quotes being sought to install the compound at Baradine.<br>24.05.24 – EOI notice and agreement for community group to run DrumMuster in process of being drafted.<br>25.06.24 – Compound being constructed 28/6/24 – Advertising for community group to run the program with DrumMuster will be released once compound is completed.<br>29.07.24 – Compound now completed – Advertising to be undertaken for community group to run the DrumMuster.<br>28.08.24 – final advertisement being approved.<br>01.10.24 – Advertising to be undertaken once notice is approved.<br>07.11.24 – emailed DrumMuster for approval of advertisement, contact details for person appointing group and briefing paper for information for interested people.<br>28.11.2024 – Expression of Interest have been sought from community groups to run the program with the returns to be paid to the interested successful party. |
| 16 November 2022<br>**156/2223**<br><br>Doc ID 163786 | **Item 28 Notice of Motion – Asset Management Plans**<br>**156/2223 RESOLVED** that Council:<br><br>1. Review/update all asset management plans and develop an asset management strategy that is practical and useful, and therefore more likely to be used by Warrumbungle Shire to improve asset management performance. | **DTS** | 29.11.22 – An internal 'Strategic Group' has been formed internally to work towards this goal.<br>07.08.23 – Funding endorsed in 2023/24 budget for development of Asset Management Strategy as well as Asset Management Plans for Water & Sewer, Buildings and other structures. RFQ to be written and advertised.<br>08.09.23 – Request for quotation to be prepared and advertised in December 2023.<br>01.11.23 – Council has commenced drafting the 'Request for Quotation' brief for engagement of a consultant to develop the AMPs for Council's buildings and water & sewerage.<br>04.12.23 – Draft RFQ for Buildings and Other Structures AMP is completed. Water and Sewerage AMP draft RFQ to be completed and both advertised at once.<br>11.06.24 – Technical brief for Asset Management Strategy is being prepared.<br>03.10.24 – update report to Council 17 October 2024 |
| | 2. Develop an asset management and maintenance priorities report that can be considered in the near future. | | 29.11.23 – Will eventuate following the development of asset management plans.<br>03.10.24 – update report to Council 17 October 2024 |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 16 November 2022<br>**161/2223**<br><br>Doc ID 163787 | **Item 29.3 Future Operations at Property 'Red Hill', Coonabarabran**<br>**161/2223 RESOLVED** that:<br><br>4. Council authorise the General Manager to negotiate and accept satisfactory offer(s) in accordance with the valuation report. | **DTS** | 07.08.23 – Property passed in at auction on 04.08.23 and is on the open real estate market.<br>16.05.24 – 'In principle" offer accepted for the property.<br>01.07.24 – Council's solicitor is presently working through a right of carriageway matter.<br>08.08.24 – No further progress.<br>03.10.24 – Survey completed for right of carriageway. Awaiting final report.<br>14.11.24 – Right of Access created and to be added to Property Title. Real Estate to be advised. |
| 16 February 2023<br>**228/2223**<br><br>Doc ID 168487 | **Item 23 Coonabarabran Mungindi Road Upgrade Project Steering Committee**<br>**228/2223 RESOLVED** that Council:<br>2. Re-establish the Coonabarabran Mungindi Road Upgrade Project Steering Committee with Warrumbungle, Narrabri and Walgett Shire Council representatives attending future meetings to solidify the plan and objectives, however Warrumbungle Council not be the lead Council in this project. | **DTS** | 27.02.23 – Letters written to Narrabri and Walgett Shire Council advising of Council's decision.<br>04.04.23 – No further update.<br>01.11.23 – No further update.<br>22.05.24 – No further update<br>13.06.24 – No responses received from Narrabri and Walgett Shire Council. Staff following up with both Councils.<br>08.08.24 – Update report to be prepared for next council meeting.<br>04.10.24 – response received from Narrabri Shire Council. Awaiting response from Walgett Shire Council. Update report to be prepared for next Council meeting. |
| | 3. Nominate Councillor Todd to represent Council on the Coonabarabran Mungindi Road Upgrade Project Steering Committee. | | |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 16 February 2023<br>**232/2223**<br><br>Doc ID 168493 | **Item 27 Bore Condition Assessment Project Report**<br>**232/2223 RESOLVED** that Council:<br><br>3. Considers options for the Kenebri and Bugaldie water supply schemes, including if Council continues to operate the schemes. | **DEDS** | 23.02.23 – A service review is to be completed prior to the end of the 22/23 FY.<br>05.06.23 – Water supplies to be reviewed in a report presented to Council at a future meeting.<br>10.07.23 – workshop with Councillors to be arranged to present scenarios.<br>05.10.23 – workshop with Councillors to be delivered before October Council meeting.<br>19.10.23 – Workshop held, further options report to be generated for Council.<br>29.11.23 – Report to be presented to Council at the February 2024 Council meeting.<br>16.01.24 – Report to be presented to Council at the February 2024 Council meeting.<br>23.02.24 – Clarification being sought from NSW Health and OLG prior to report to Council.<br>11.03.24 – Further information from DCCEEW being sought on proposal.<br>02.04.24 – Further information from DCCEEW being sought on proposal.<br>24.05.24 – Report to be presented to Council at a future meeting.<br>29.07.24 – Report to be presented to Council at a future meeting.<br>28.08.24 – Report to be presented to Council at a future meeting.<br>30.09.24 – No further update.<br>05.11.24 – No further update.<br>28.11.24 – No further update. |
| 16 March 2023<br>**268/2223**<br><br>Doc ID 170145 | **Item 13 Binnaway Water Treatment Plant Upgrades Funding Report**<br>**268/2223 RESOLVED** that Council:<br><br>4. Investigate the process for use of the Binnaway backup bore for the Binnaway Showground. | **DEDS** | 06.04.23 – to be commenced.<br>29.11.23 – to be commenced.<br>28.03.24 – to be commenced.<br>24.05.24 – Not yet progressed due to other pressing issues.<br>29.07.24 – Not yet progressed due to other pressing issues.<br>28.08.24 – Not yet progressed due to other pressing issues.<br>30.09.24 – No further update.<br>08.11.24 – No further update.<br>28.11.24 – No further update. |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
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| 16 March 2023<br>**280/2223**<br><br>Doc ID 170150 | **Item 20.3 2 – 4 Digilah Street, Dunedoo**<br>**280/2223 RESOLVED** that Council authorise the Mayor and General Manager to negotiate rental arrangements for 2-4 Digilah Street Dunedoo. | **GM** | 29.03.23 – Video link meeting held.<br>03.04.23 – Inspection of premises held.<br>09.05.23 – Negotiations underway.<br>13.07.23 – Negotiations continuing.<br>14.09.23 – Awaiting advice from Doctor.<br>07.11.23 – Still awaiting advice from Doctor.<br>08.12.23 – Further follow up done with doctor on 6 December 2023, awaiting advice<br>10.05.24 – Awaiting advice from Doctor<br>12.06.24 – Further approach made to doctor but no response.<br>08.08.24 – Discussions had with Health Council Chair. Further meeting to be arranged. |
| 20 April 2023<br>**288/2223**<br><br>Doc ID 172122 | **Item 3 Minutes of Warrumbungle Road Network Advisory Group Meeting – 14 March 2023**<br>**288/2223 RESOLVED** that:<br><br>2. Council conducts a trial for consultation with residents on rural roads by:<br>• Selecting 2 roads to trial the consultation method.<br>• The Chair of the Group will liaise with Council staff in relation to how the process works. | **DTS** | 04.05.23 – Meeting to be arranged.<br>09.07.23 – The Chair of the Group and Council staff have developed a draft outline of proposed approach.<br>01.11.23 – Meeting held on 5 October 2023. An overview of the Rural Road Consultation Project was received, noted and supported. Trial to commence in the 2024/2025 financial year as Council does not have the staff to support this program this year.<br>22.05.24 – trial to be scheduled for 2024/25<br>08.08.24 – trial is scheduled for 2024/25<br>11.11.24 – awaiting Group to be re-established following Local Government elections |
| 18 May 2023<br>**323/2223**<br><br>Doc ID 173598 | **Item 11 2022/23 Draft Crown Reserves Plan of Management**<br>**323/2223 RESOLVED** that:<br><br>2. Following the receipt of the Minister's consent and approval by the Department of Planning, Industry and Environment – Crown Lands as the landowner, the draft Crown Reserves Plan of Management be placed on public exhibition and advertised for a minimum period of 42 days and invite public submissions. | **DTS** | 29.05.23 – Awaiting Minister's consent<br>02.10.24 – To be exhibited for 42 days commencing 10.10.24.<br>30.10.24 – The public exhibition ends on 29.11.24<br>27.11.24 – BP Report updating Council on public exhibition and Minister approval of POM prepared for December Council meeting. |
| | 3. A report on the outcome of the exhibition be provided to Council prior to adopting the final document. | | 29.05.23 – Awaiting Minister's consent and exhibition<br>30.10.24 – The public exhibition ends on 29.11.24<br>27.11.24 – BP Report updating Council on public exhibition and Minister approval of POM prepared for December Council meeting. |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
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| 18 May 2023<br>**330/2223**<br><br>Doc ID 173603 | **Item 18 Warrumbungle Local Environmental Plan 2013 Review**<br>**330/2223 RESOLVED** that:<br><br>1. Council prepare a Planning Proposal to amend the *Warrumbungle LEP 2013* for purposes outlined in the Issues section of this report (a – k); | **DEDS** | 25.05.23 – LEP Review Planning Proposal reported to the May Council Meeting. Planning Proposal to be uploaded onto NSW Planning Portal for Gateway Determination.<br>20.06.23 – Planning Proposal sent to DPE for initial feedback prior to uploading in Planning Portal<br>03.08.23 – Document with DPE for review<br>24.08.23 – Response received from DPE; changes to the Planning Proposal required before sending for Gateway Determination.<br>27.10.23 – Changes required to Planning Proposal required before sending for Gateway Determination. No progress on this due to staff shortage no Town Planner.<br>06.11.23 – Contact made with Department of Planning for assistance.<br>29.11.23 – Awaiting advice from Department of Planning<br>20.12.23 – Phone call from Department of Planning to arrange a meeting to discuss the Planning proposal.<br>11.1.24 – Meeting to be organised in Dubbo with Department of Planning and Council staff when Director is back from leave<br>05.02.24 – Meeting organised with Department of Planning staff for March to discuss the planning proposal and other planning matters.<br>26.03.24 – Meeting held with Department of Planning 25 March 2024 to discuss the Planning Proposal. The Department does not support the Planning Proposal in its current state. The Planning Proposal will need to be separated into three separate planning proposals – Housekeeping, Heritage and Policy. The Department has indicated they are able to assist Council to complete the three Planning Proposals.<br>30.04.24 – meeting booked, 8 May 2024 to discuss draft Housekeeping Planning Proposal.<br>23.05.24 – revised planning proposals being drafted.<br>25.06.24 – Planning Proposal for housekeeping is being finalised.<br>29.07.24 – Meetings held with Department of Planning during July. Draft Housekeeping planning proposal in final stages of preparation.<br>28.08.24 – All 3 draft Planning Proposals received from Department of Planning for Staff to finalise and enter in further information.<br>01.10.24 – No further update.<br>06.11.24 – Meeting held with Department of Planning on 4 November to discuss the progress of the Planning Proposals – Council to finalise Planning Proposals for Housekeeping and Heritage and not progress the Policy Planning Proposal at this stage. |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
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| 18 May 2023<br>**330/2223**<br><br>(cont)<br>Doc ID 173603 | **Item 18 Warrumbungle Local Environmental Plan 2013 Review**<br>**330/2223 RESOLVED** that:<br>2. Council places the Planning Proposal on public exhibition for a minimum of 28 days; | **DEDS** | 25.05.23 – Planning Proposal to be uploaded for Gateway Determination for provisions for exhibition.<br>20.06.23 – Planning Proposal sent to DPE for initial feedback prior to uploading in Planning Portal<br>03.08.23 – Document with DPE for review<br>24.8.23 – Response received from DPE; changes to the Planning Proposal required before sending for Gateway Determination.<br>27.10.23 – Changes required to Planning Proposal required before sending for Gateway Determination. No progress on this due to staff shortage no Town Planner.<br>06.11.23 – Contact made with Department of Planning for assistance.<br>29.11.23 – Awaiting advice from Department of Planning<br>20.12.23 – Phone call from Department of Planning to arrange a meeting to discuss the Planning proposal.<br>11.1.24 – Meeting to be organised in Dubbo with Department of Planning and Council staff when Director is back from<br>05.02.24 – Meeting organised with Department of Planning staff for March to discuss the planning proposal and other planning matters.<br>26.03.24 – Meeting held with Department of Planning 25 March 2024 to discuss the Planning Proposal. The Department does not support the Planning Proposal in its current state. The Planning Proposal will need to be separated into three separate planning proposals – Housekeeping, Heritage and Policy. The Department has indicated they are able to assist Council to complete the three Planning Proposals.<br>30.04.24 – meeting booked, 8 May 2024 to discuss draft Housekeeping Planning Proposal.<br>23.05.24 – revised planning proposals being drafted.<br>25.06.24 – Planning Proposal for housekeeping is being finalised.<br>29.07.24 – Meetings held with Department of Planning during July. Draft Housekeeping planning proposal in final stages of preparation.<br>28.08.24 – All 3 draft Planning Proposals received from Department of Planning for Staff to finalise and enter in further information.<br>01.10.24 – No further update.<br>06.11.24 – Meeting held with Department of Planning on 4 November to discuss the progress of the Planning Proposals – Council to finalise Planning Proposals for Housekeeping and Heritage and not progress the Policy Planning Proposal at this stage. |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
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| 18 May 2023<br>**330/2223**<br><br>**(cont)**<br><br>Doc ID 173603 | **Item 18 Warrumbungle Local Environmental Plan 2013 Review**<br>**330/2223 RESOLVED** that:<br><br>3. Council not accept plan making delegations for the LEP Review Planning Proposal and seek this to be completed by Department of Planning, Industry and Environment; and | **DEDS** | 25.05.23 – Planning Proposal to be uploaded for Gateway Determination.<br>20.06.23 – Planning Proposal sent to DPE for initial feedback prior to uploading in Planning Portal<br>10.07.23 – DPE reviewing document.<br>03.08.23 – Document with DPE for review<br>24.08.23 – Response received from DPE; changes to the Planning Proposal required before sending for Gateway Determination.<br>27.10.23 – Changes required to Planning Proposal required before sending for Gateway Determination. No progress on this due to staff shortage no Town Planner.<br>06.11.23 – Contact made with Department of Planning for assistance.<br>29.11.23 – Awaiting advice from Department of Planning<br>20.12.23 – Phone call from Department of Planning to arrange a meeting to discuss the Planning proposal.<br>11.1.24 – Meeting to be organised in Dubbo with Department of Planning and Council staff when Director is back from leave<br>05.02.24 – Meeting organised with Department of Planning staff for March to discuss the planning proposal and other planning matters.<br>26.03.24 – Meeting held with Department of Planning 25 March 2024 to discuss the Planning Proposal. The Department does not support the Planning Proposal in its current state. The Planning Proposal will need to be separated into three separate planning proposals – Housekeeping, Heritage and Policy. The Department has indicated they are able to assist Council to complete the three Planning Proposals.<br>30.04.24 – meeting booked, 8 May 2024 to discuss draft Housekeeping Planning Proposal.<br>23.05.24 – revised planning proposals being drafted.<br>25.06.24 – Planning Proposal for housekeeping is being finalised.<br>29.07.24 – Meetings held with Department of Planning during July. Draft Housekeeping planning proposal in final stages of preparation.<br>28.08.24 – All 3 draft Planning Proposals received from Department of Planning for Staff to finalise and enter in further information.<br>01.10.24 – No further update.<br>06.11.24 – Meeting held with Department of Planning on 4 November to discuss the progress of the Planning Proposals – Council to finalise Planning Proposals for Housekeeping and Heritage and not progress the Policy Planning Proposal at this stage. |

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| 18 May 2023<br>**330/2223**<br><br>**(cont)**<br><br>Doc ID 173603 | **Item 18 Warrumbungle Local Environmental Plan 2013 Review**<br>**330/2223 RESOLVED** that:<br>4. A report be prepared on submissions received to the exhibition of the Planning Proposal. | **DEDS** | 25.05.23 – Planning Proposal to be uploaded for Gateway Determination.<br>20.06.23 – Planning Proposal sent to DPE for initial feedback prior to10.07.23 – DPE reviewing document.<br>03.08.23 – Document with DPE for review<br>24.08.23 – Response received from DPE; changes to the Planning Proposal required before sending for Gateway Determination.<br>27.10.23 – Changes required to Planning Proposal required before sending for Gateway Determination. No progress on this due to staff shortage no Town Planner.<br>29.11.23 – Awaiting advice from Department of Planning<br>20.12.23 – Phone call from Department of Planning to arrange a meeting to discuss the Planning proposal.<br>11.1.24 – Meeting to be organised in Dubbo with Department of Planning and Council staff when Director is back from leave<br>05.02.24 – Meeting organised with Department of Planning staff for March to discuss the planning proposal and other planning matters.<br>26.03.24 – Meeting held with Department of Planning 25 March 2024 to discuss the Planning Proposal. The Department does not support the Planning Proposal in its current state. The Planning Proposal will need to be separated into three separate planning proposals – Housekeeping, Heritage and Policy. The Department has indicated they are able to assist Council to complete the three Planning Proposals.<br>23.05.24 – revised planning proposals being drafted.<br>25.06.24 – Planning Proposal for housekeeping is being finalised.<br>29.07.24 – Meetings held with Department of Planning during July. Draft Housekeeping planning proposal in final stages of preparation.<br>28.08.24 – All 3 draft Planning Proposals received from Department of Planning for Staff to finalise and enter in further information.<br>01.10.24 – No further update.<br>06.11.24 – Meeting held with Department of Planning on 4 November to discuss the progress of the Planning Proposals – Council to finalise Planning Proposals for Housekeeping and Heritage and not progress the Policy Planning Proposal at this stage. |

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| 17 August 2023<br>**41/2324**<br><br>Doc ID 179213 | **Item 2 Mayoral Minute – Castlereagh River Rehabilitation Project**<br>**41/2324 RESOLVED** that to enhance the Castlereagh River Rehabilitation Project and increase tourism Council makes application to the State Government to close the rail corridor through Coonabarabran to facilitate the creation of a rail trail. | **DTS** | 11.09.23 – Awaiting information from UGL Regional Linx regarding the rail corridor.<br>11.06.24 – Advice received from NSW Minister for Regional Transport & Roads. Council must work with UGLRL to prepare a business case. The proposal must meet NSW Rail Trails Framework. Next step to contact TfNSW for further advice.<br>08.08.24 – Awaiting further advice.<br>11.11.24 – Awaiting advice. |
| 21 September 2023<br>**92/2324**<br><br>Doc ID 181383 | **Item 25 Council Public Pools – 2023-24 Pool Season**<br>**92/2324 RESOLVED** that Council:<br>5. Investigate the contracting of pool maintenance and supervision of Shire pools for the 2024-25 pool season. | **DTS** | 07.11.23 – No action as yet.<br>22.05.24 – No action as yet.<br>08.08.24 – No action as yet.<br>02.10.24 – No action as yet.<br>30.10.24 – No action as yet. |
| 21 September 2023<br>**103/2324**<br><br>Doc ID 181395 | **Item 35 Notice of Motion – Installing Solar Panels on Suitable Council Owned Buildings**<br>**103/2324 RESOLVED** that Council:<br>1. Conducts a review of the effectiveness of the solar panels installed on Council buildings across the Shire. | **DTS** | 02.11.23 – Review underway.<br>12.06.24 – Contractors to review energy accounts for several buildings with solar panels.<br>08.08.24 – Review ongoing.<br>30.10.24 – Review continues.<br>27.11.24 – Review continues. Urban Services Manager plans to have Report to Council for early 2025 Council meeting |
| | 2. Considers other locations for future installations of solar power e.g. water treatment plants and sewer treatment plants. | | 27.11.24 – Review continues. Urban Services Manager plans to have Report to Council for early 2025 Council meeting |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
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| 19 October 2023<br>**116/2324**<br><br>Doc ID 183112 | **Item 6 Traffic Advisory Committee Meeting – 28 September 2023**<br>**116/2324 RESOLVED** that:<br>2. Council seek grant funding for the installation of blisters in Bandulla Street, Mendooran. | **DTS** | 10.07.24 – Staff investigating options.<br>04.10.24 – No action to report. |
| | 4. Subject to consultation with relevant shop owners, Coolah Business Chamber and the Coolah District Development Group that the disabled parking space be relocated from the front of IGA Supermarket in Binnia Street, Coolah to the parallel parking area between IGA and the Council Building at 59 Binnia Street, Coolah. | | 01.11.23 – A communication plan is being prepared prior to undertaking community consultation.<br>11.06.24 – A detailed plan of proposed parking bay is being prepared.<br>04.10.24 – Disability car parking bay layout considered by Traffic Committee 26 September 2024. Minutes report to Council on 17 October 2024. |
| 19 October 2023<br>**124/2324**<br><br>Doc ID 183118 | **Item 14 Update Report – Road Asset Management Plan**<br>**124/2324 RESOLVED** that Council:<br>1. Council notes the information contained within the Updates to Roads Asset Management Plan report | **DTS** | 08.08.24 - Noted |
| | 2. The following actions are taken in relation to the Roads Asset Management Plan:<br>a. Review and update condition rating scales and include in a revised version of AMP Roads.<br><br>b. Consult with the community on acceptable levels of road condition and on expected levels of road maintenance.<br><br>c. Publicise a map identifying the location of projects in the four (4) year works program for roadworks associated with pavement renewal and pavement upgrades. | | 01.11.23 – Consultation on levels of service to be carried out as part of the Community Strategic Plan process. The review and updating of condition rating scales is to be carried out this financial year.<br>11.06.24 – No update to report.<br>08.08.24 – Update report has been prepared for next council meeting.<br>04.10.24 – Update report presented to meeting 17 October 2024. |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 16 November 2023<br>**150/2324**<br><br>Doc ID 184768 | **Item 17 Baradine Sewage Scheme Report**<br>**150/2324 RESOLVED** that Council:<br><br>2. Receives a report upon completion of the sewerage reticulation assessment for connection of Camp Cypress to the Baradine Sewerage Scheme. | **DEDS** | 29.11.23 – Contractor engaged and completing investigations on site.<br>16.01.24 – Investigations ongoing.<br>28.03.24 – Investigations ongoing.<br>01.05.24 – Draft report on outcome investigations issued to Council and to be reviewed. A report will be presented to Council at a future meeting.<br>24.05.24 – Draft sewerage reticulation report under review.<br>03.07.24 – Draft report being issued to DCCEEW for review<br>29.07.24 – Draft report under review by DCCEEW.<br>28.08.24 – Draft report under review by DCCEEW<br>30.09.24 – Report finalised, design and revised costings for connection to be prepared.<br>05.11.24 – No further progress.<br>28.11.24 – No further update. |
| 14 December 2023<br>**178/2324**<br><br>Doc ID 186436 | **Item 16 Update on Road Closure Cassilis Street Extension in Coonabarabran**<br>**178/2324 RESOLVED** that Council:<br><br>3. Upon vesting in Council, the land comprising the old public road is classified as operational land. | **DTS** | 29.01.24 – awaiting information<br>11.06.24 - Plan received from Surveyor. |
| | 4. Sell the land comprising former public road to the adjoining landowner and delegate authority to the General Manager to negotiate and execute any document associated with the transfer. | | 29.01.24 – pending Resolution 3 above.<br>11.06.24 – Plan received from Surveyor and sale price to be determined.<br>08.08.24 – Surveyor engaged by adjoining property owner to obtain valuation report. A copy of the report will be provided to Council.<br>04.10.24 – Valuation report received from Surveyor. Update report being prepared for November Council meeting. |
| 14 December 2023<br>**180/2324**<br><br>Doc ID 186439 | **Item 18 Update Report on Road Closure Part Castlereagh Avenue Binnaway for the Pump House Camping Ground**<br>**180/2324 RESOLVED** that Council:<br>2. Continues the part road closure of Part Castlereagh Avenue Binnaway, updating the licence agreement and submitting a Development Application for the Pump House Camping Ground. | **DTS** | 07.02.24 – Progress of lodgement of road closure and survey plans being followed up with Council's solicitors<br>11.06.24 – Council's Solicitor advises that liaison with Crown Lands is ongoing.<br>04.10.24 – Road closure process is completed. |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 15 February 2024<br>**220/2324**<br><br>Doc ID 188882 | **Item 23 Update Report on Werribee Road, Premer**<br>**220/2324 RESOLVED** that Council:<br><br>1. Apply to the Department of Planning, Housing and Infrastructure – Crown Lands for consent under section 11 of the *Land Acquisition (Just Terms Compensation) Act 1991* to issue a proposed acquisition notice to acquire part of Lot 7304 DP1159006 to establish a roadway, subject to the approval of the Minister for Local Government. | **DTS** | 11.04.24 – Contact to be made with Crown Lands regarding Acquisition Notice.<br>12.06.24 – Crown has advised Council on the documents required and all documents have been sourced except for a Resolution of the ALC. As the land is subject to an Aboriginal Land Claim, Council must obtain evidence of the concurrence to the acquisition which will be by way of a Resolution of the Land Council. The Land Council is the Walhallow Local Aboriginal Land Council. Council has spoken to the CEO of the Land Council regarding the compulsory acquisition and have emailed through the request for a resolution for the concurrence of the acquisition. The request will be reviewed by the Land Council's Native Title team and a response will be provided.<br>02.10.24 –Letter received from Department of Planning, Housing and Infrastructure - Crown Lands on 26.09.24 of no objection to receiving a proposed acquisition notice (PAN) from the authority.<br>30.10.24 – Property Officer is in the process of proceeding to the next step. Update will be forthcoming.<br>29.11.24 -Property Officer is in process of preparing the Proposed Acquisition Notice (PAN) and Application for the Compulsory Acquisition of Land to Department of Planning, Housing and Infrastructure |
| 15 February 2024<br>**220/2324**<br><br>**(Cont)**<br><br>Doc ID 188882 | **Item 23 Update Report on Werribee Road, Premer**<br>**220/2324 RESOLVED** that Council:<br>2. Make an application for the compulsory acquisition of part of the land described as Lot 7304 DP1159006 for the purpose of forming an access road in accordance with the requirements of the *Land Acquisition (Just Terms Compensation) Act 1991.* | **DTS** | |
| | 3. Make an application to the Minister and Governor for approval to acquire the part of the land described as Lot 7304 DP1159006 by compulsory process under section 186 of the *Local Government Act 1993.* | | |
| | 4. Authorise the General Manager to sign all documents associated with the conveyancing transaction (including a Client Authorisation Form to affect the transaction), if required. | | |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
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| 15 February 2024<br>**224/2324**<br><br>Doc ID 188886 | **Item 27 Planning Agreements Report**<br>**224/2324 RESOLVED** that Council:<br><br>3. Delegates authority to the General Manager and Mayor to negotiate and finalise the Planning Agreements with the proponents of the Valley of the Winds Wind Farm and Spicers Creek Wind Farm. | **DEDS** | 23.02.24 – draft Planning Agreements being prepared.<br>24.05.24 – draft Planning Agreements being prepared.<br>23.07.24 – draft agreements emailed to the proponents for comment, awaiting response.<br>23.08.24 – drafting underway.<br>07.11.24 – drafting still underway.<br>26.11.24 – drafting still underway. |
| | 4. Once finalised, places the above draft Planning Agreements on display for public comment for 42 days. | | 23.02.24 – draft Planning Agreements being prepared<br>24.05.24 – draft Planning Agreements being prepared.<br>23.07.24 – draft agreements emailed to the proponents for comment, awaiting response.<br>23.08.24 – drafting underway.<br>07.11.24 – drafting still underway.<br>28.11.24 – drafting still underway |
| | 5. Staff report back to Council once advertising is complete | | 23.02.24 – Not yet commenced<br>26.04.24 – Not yet commenced.<br>25.06.24 – Not yet commenced.<br>03.08.24 – Not yet commenced.<br>07.11.24 – Not yet commenced.<br>28.11.24 – Not yet commenced. |
| 15 February 2024<br>**227/2324**<br><br>Doc ID 188887 | **Item 31 Notice of Motion – HAFFF Grants**<br>**227/2324 RESOLVED** that Council investigate:<br><br>1. Council owned/available land within our Shire that would be suitable to build houses that can qualify for us to apply for HAFFF grants. | **DCCS** | 11.04.24 – MCCS viewed the online information session on HAFFF grants recorded on 18 January 2024 and attended a “New Supply Commissioning Data” webinar on 14 February 2024 regarding the target cohorts for new housing. Council was not eligible to apply for the first round of HAFFF funding as the priority for the first round was for housing that was already completed, under construction or due to start in 18 months. Council would also need to partner with a charity, housing provider, builder or developer. The call for applications closed on 22 March 2024 and Housing Australia expects to make funding decisions in the third quarter of 2024. Future HAFFF funding rounds will be available over the next 5 years and Housing Australia will make announcements about future opportunities to participate in the program in late 2024.<br>2.08.2024 – A stocktake of Council-owned land is currently underway. A report on this and an update on HAFFF grants will be prepared for the October Council Meeting.<br>03.10.24 – the stocktake of Council-owned land is ongoing. A report will be prepared for Council when there is further information released on the next round of HAFFF grants. |
| | 2. Opportunities for renovations / upgrades of existing Council properties. | | |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 15 February 2024<br>**228/2324**<br><br>Doc ID 188888 | **Item 32 Notice of Motion – Power Charging Stations**<br>**228/2324 RESOLVED** that Council investigate and seek grants on power charging stations in all small towns in the Shire. Conducting community consultation to seek information on what each town needs and where they should be placed. | **DEDS** | 23.02.24 – Not yet commenced<br>02.04.24 – Not yet commenced.<br>24.05.24 – MEDT to investigate.<br>25.06.24 – Investigations underway, further report to be provided to Council at a future meeting.<br>23.07.24 – NRMA has proposed a Site Upgrade at the Coonabarabran Visitor Information Centre with two (2) new higher-powered EV chargers at a slightly larger footprint, proposals under review. Further investigation into additional EV charging stations in other townships under review.<br>22.08.24 – NRMA proposal for site upgrade at the Coonabarabran VIC is still under review, further expansion of EV charging stations in other townships are still under investigation.<br>24.09.24 –Awaiting revised proposals for Coonabarabran EV charging station upgrade and further proposals of suitable locations in other townships from NRMA.<br>05.11.24 – Reviewing revised proposals for Coonabarabran EV charging station, proposal to other townships not yet progressed.<br>27.11.24 – Coonabarabran Site Upgrade revised proposals have reviewed, awaiting for NRMA to provide feedback. Awaiting further input from NRMA on feasibility of EV charging stations in the townships of Coolah and Dunedoo. |
| 21 March 2024<br>**256/2324**<br><br>Doc ID 190922 | **Item 19 Castlereagh Country Drought Resilience Plan**<br>**256/2324 RESOLVED** that Council:<br><br>2. Places the draft Regional Drought Resilience Plan for Castlereagh Country and associated documents on public exhibition for a period of at least 28 days and invites public submissions for a period of at least 42 days. | **DEDS** | 02.04.24 – Public exhibition docs being drafted.<br>26.04.24 – draft plan and associated documents on public exhibition until 20 May 2024.<br>23.04.24 – CSIRO feedback received, plan being updated in accordance with comments. Final plan to be presented to Council at a future date.<br>25.06.24 – Amendments to plan being undertaken as per CSIRO feedback. Final draft will be presented to Council at a future date.<br>23.07.24 – In final drafting stage.<br>07.11.24 – in final drafting stage.<br>26.11.24 – Complete. |
| | 3. Receives a further report on the draft Regional Drought Resilience Plan for Castlereagh Country and associated documents after the close of the public submissions. | | 02.04.24 – Not yet commenced<br>23.04.24 – CSIRO feedback received, plan being updated in accordance with comments. Final plan to be presented to Council at a future date.<br>25.06.24 – Amendments to plan being undertaken as per CSIRO feedback. Final draft will be presented to Council at a future date.<br>23.07.24 – In final drafting stage.<br>23.08.24 – in final drafting stage.<br>26.11.24 – final draft resubmitted to CSIRO, to be presented to Council in early 2025. |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 18 April 2024<br>**272/2324**<br><br>Doc ID 192313 | **Item 4 Minutes of Economic Development and Tourism Meeting**<br>**272/2324 RESOLVED** that:<br><br>2. Council provide a metal (brass) plaque on the Town Signs involved in the Town Entrance Signage Project to acknowledge Country with wording to be confirmed by the Economic Development and Tourism Committee. | **DEDS** | 26.04.24 – yet to be commenced.<br>24.05.24 – yet to be commenced<br>25.06.24 – yet to be commenced.<br>23.07.24 – yet to be commenced.<br>22.08.24 – yet to be commenced.<br>05.11.24 – yet to be commenced.<br>27.11.24 – yet to be commenced. |
| | 5. The EDT Committee provide a recommendation on the repurposing of the old town entrance signs. | | 26.04.24 – yet to be commenced<br>24.05.24 – yet to be commenced<br>25.06.24 – yet to be commenced<br>23.07.24 – yet to be commenced.<br>22.08.24 – not yet commenced.<br>24.09.24 –Report to be presented to EDT Advisory Committee.<br>05.11.24 – Further feedback needed from EDT Advisory Committee and potentially Community on repurposing old town signage.<br>27.11.24 – Potential issues where the purpose of the project is to remove or repurpose the old town signs are not being followed, following on the feedback conducted on-site when gathering site locations. |
| 16 May 2024<br>**296/2324**<br><br>Doc ID 193826 | **Item 4 Commercial Opportunities**<br>**296/2324 RESOLVED** that Council investigate and report on the following:<br><br>i) Explore funding opportunities and research to assist with the funding of OOSH in Coonabarabran. | **GM** | 12.06.24 – Being considered |
| | ii) Investigate the potential for additional funding and opportunities to support the expansion of the Monkey Room service. | | 12.06.24 – Being considered |
| | iii) Consider the reform to the Home Care Package requirements in 2025 and impact on Council's services, including what additional WCC related services can be provided or expanded upon. | | 12.06.24 – Being considered |
| | iv) Review loss making WCC services. | | 12.06.24 – Being considered |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 16 May 2024<br>**296/2324**<br><br>**(cont)**<br><br>Doc ID 193826 | **Item 4 Commercial Opportunities**<br>**296/2324 RESOLVED** that Council investigate and report on the following:<br>v) Partnership arrangements for the development of residential land for the Council property at Reservoir St Coonabarabran. | **GM** | 12.06.24 – Approach made to developer. Awaiting response. |
| | vi) Opportunities to reclassify 'Community' land in Coolah to 'Operational', including land at Lew Close (off Martin St) for the purpose of creating residential allotments. | | 12.06.24 – Stocktake of properties being prepared.<br>13.11.24 – Investigations underway regarding this land. Coolah shire Council classified as operational to be used for future housing requirements. Classified as Community Land by Warrumbungle Shire Council. A legal opinion will be sought on whether an amendment to LEP is required or a Council resolution to revert back to original classification. |
| | vii) Carry out a stocktake of Council land and property portfolio with the view to identifying non-strategic property assets that could be disposed or developed. | | 12.06.24 – Stocktake of properties being prepared. |
| | viii) Partnership arrangements for the development of industrial land for the Council property at Ulan St Coonabarabran | | 12.06.24 – Being considered |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 16 May 2024<br>**301/2324**<br><br>Doc ID 193827 | **Item 9 Wambelong Bushfire Economic Study**<br>**MOTION**<br>That Council:<br>2. Makes a further attempt to use the funds, failing this then it is to surrender the funds ($20,000) to the NSW Office of State Revenue. | **DCCS** | 17.06.24 – No action to date. Letter to go to OSR.<br>28.06.24 – Letter sent to Office of State Revenue seeking advice on money being held from the Mayors Bushfire Appeal and explained the situation.<br>05.07.24 – Email from Revenue NSW to advise that the donated funds do not meet the definition of unclaimed money as per the Unclaimed Money Act 1995 No 75. Advised to contact the NSW Department of Justice regarding the status of the donated funds. Advice is that it would be considered to be a cy-pres scheme. A cy-pres scheme is a legal process that allows the Supreme Court of NSW to modify the terms of a charitable trust to ensure that the trust's objectives are still met, even if the original purpose of the trust is no longer possible or practical.<br>Email sent to Revenue NSW to provide further context that the donations were a not part a charitable 'trust' but merely held in Council's trust fund.<br>08.07.24 – Same reply received as that of 05.07.24.<br>28.07.24 – Letter sent to Dept. Communities and Justice regarding the funds use.<br>11.11.24 – No response from the Dept. Communities and Justice regarding the letter sent. |
| 16 May 2024<br>**319/2324**<br><br>Doc ID 193842 | **Item 23.3 Lot 1 Section 14 DP 758364, 19 Merrygoen Street, Dunedoo**<br>**319/2324 RESOLVED** that Council:<br><br>1. Sell Lot 1 Section 14 DP 758364, 19 Merrygoen Street, Dunedoo subject to the below; | **GM** | 12.06.24 – negotiations underway.<br>08.08.24 – Awaiting response from purchaser. |
| | 2. Authorise the Mayor or Deputy Mayor and General Manager to negotiate, and if acceptable, agree to appropriate sale price. | | |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 16 May 2024<br>**321/2324**<br><br>Doc ID 193843 | **321/2324 RESOLVED** that Council:<br><br>3. Reviews all water connections identified for firefighting purposes. | **DEDS** | 12.06.24 – Yet to be commenced<br>25.06.24 – Yet to be commenced.<br>23.07.24 – Yet to be commenced.<br>23.08.24 – Yet to be commenced.<br>30.09.24 – No further update.<br>05.11.24 – Review underway to be completed by March 2025.<br>28.11.24 – No further update. |
| 20 June 2024<br>**337/2324**<br><br>Doc ID 196070 | **Item 14 Update on Recruitment for Audit, Risk and Improvement Committee**<br>**337/2324 RESOLVED** that Council:<br><br>2. Seeks Expressions of Interest for an independent member to fill a casual vacancy on the Audit, Risk and Improvement Committee. | **DCCS** | 27.06.24 – EOI advertised<br>10.09.24 – EOI closed and reported to ARIC meeting<br>20.11.24 – Information pack sent to prospective candidate |
| 20 June 2024<br>**352/2324**<br><br>Doc ID 196076 | **Item 27.3 Coonabarabran Library Lease**<br>**352/2324 RESOLVED** that Council:<br><br>1. Investigate options for the possible relocation of the Coonabarabran Library. | **GM** | 10.07.24 – Investigation underway.<br>02.12.24 – Current library lease renewed for 3 years. Completed. |
| | 2. Delegate the authority to the Mayor and General Manager to negotiate, and if acceptable, this leasing of the building on Lot 2 D8414144 Cassilis Street, Coonabarabran. | | |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 20 June 2024<br>**357/2324**<br><br>Doc ID 196081 | **Item 27.6 Binnaway Sewerage Scheme Preliminary Site Selection Report**<br>**357/2324 RESOLVED** that Council:<br>2. Undertakes detailed desktop site investigations at the three properties identified in Table 2 of the report; | **DEDS** | 03.07.24 – Detailed site investigations have commenced.<br>29.07.24 – Detailed site investigations are ongoing.<br>28.08.24 – Detailed site investigations are ongoing.<br>30.09.24 – Detailed site investigations complete, draft report to be prepared for Council at the November 2024 meeting.<br>05.11.24 – Report to be tabled at November 2024 meeting.<br>28.11.24 – Complete, refer to resolution 163/2425. |
| | 3. Receives a report upon completion of the detailed site investigations outlining the next steps in the delivery of the project. | | 03.07.24 – To be developed following completion of the detailed site investigations.<br>29.07.24 – No further progress.<br>28.08.24 – no further progress.<br>30.09.24 – To be tabled at the November 2024 Council meeting.<br>05.11.24 – Report to be tabled at November 2024 meeting.<br>28.11.24 – Complete, refer to resolution 163/2425. |
| 20 June 2024<br>**358/2324**<br><br>Doc ID 196082 | **Item 27.7 Coolah Sewerage Treatment Plant Replacement Project Update Report**<br>**358/2324 RESOLVED** that Council:<br><br>2. Undertakes detailed site investigations at the property outlined within the report; | **DEDS** | 03.07.24 – Detailed site investigations have commenced.<br>29.07.24 – Detailed site investigations progressing.<br>28.08.24 – Detailed site investigations progressing<br>30.09.24 – Detailed site investigations progressing<br>05.11.24 – Phase 1 of detailed site investigations are complete, Council staff currently consulting with the regulators.<br>28.11.24 – Awaiting feedback from NSW Health on proposal, follow up completed by staff multiple times. |
| | 3. Receives a report upon completion of the detailed site investigations outlining the next steps in the delivery of the project. | | 03.07.24 – Detailed site investigations have commenced.<br>29.07.24 – Detailed site investigations progressing.<br>28.08.24 – Detailed site investigations progressing<br>30.09.24 – Detailed site investigations progressing<br>05.11.24 – Detailed site investigations progressing<br>28.11.24 – Awaiting feedback from NSW Health on proposal, follow up completed by staff multiple times. |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 18 July 2024<br>**7/2425**<br><br>Doc ID 197837 | **Item 5 Minutes of Economic Development and Tourism Meeting**<br>**7/2425 RESOLVED** that:<br><br>2. Council proceed with installation of Town Entrance Signs with inclusion of the following amendments:<br>• The back of the signs be utilised for town Cultural stories.<br>• The word Binnaway be rotated and spelt downwards on the Binnaway signage.<br>• The Coolah signage be supported by timber instead of sandstone.<br>• The Dunedoo signage have the following words included on the back "Thank you for visiting the town where the people make the difference".<br>• The Mendooran signage to include two ironbark posts either side of the sign, and add the word 'RIVER' to the end of the wording 'OLDEST TOWN ON THE CASTLEREAGH'. | **DEDS** | 23.07.24 – yet to be commenced.<br>28.08.24 – yet to be commenced.<br>30.09.24 – yet to be commenced.<br>05.11.24 – yet to be commenced.<br>27.11.24 – yet to be commenced. |
| 18 July 2024<br>**8/2425**<br><br>Doc ID 197838 | **Item 6 Traffic Advisory Committee Meeting – 27 June 2024**<br>**8/2425 RESOLVED** that Council:<br><br>4. Install bollards in front of veranda posts in Wellington Street Baradine subject to:<br>**a.** Property owners who have a property with veranda posts making an upfront contribution of 50% towards the cost of fabricating and installing bollards, after grant funding has been investigated to offset the costs.<br>b. Consultation with property owners on the design and appearance of bollards. | **DTS** | 08.08.24 – Underway<br>04.10.24 – no action to report. |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 18 July 2024<br>**14/2425**<br><br>Doc ID 197841 | **Item 19 Update Report on Land Acquisition for Proposed Rocky Glen RFS Brigade Shed**<br>**21/2425 RESOLVED** that Council:<br><br>3. Advertises the acquisition of part Lot 20 DP757085 for a period of at least 28 days and invites public submissions in accordance with s34 of the Local Government Act 1993. | **DTS** | 08.08.24 – Placed on Public Exhibition. Submissions close 10 Sept 2024 at 2pm.<br>04.10.24 – Council's Solicitor working to finalise acquisition. |
| 18 July 2024<br>**22/2425**<br><br>Doc ID 197843 | **Item 20 Little Timor Street Plaza – Road Closure**<br>**22/2425 RESOLVED** that Council:<br><br>4. Advertises the section of Little Timor Street to be closed for a period of at least 28 days and invites public submissions in accordance with Section 34 of the Local Government Act 1993. | **DTS** | 08.08.24 – Placed on Public Exhibition. Submissions close 10 Sept 2024 at 2pm.<br>04.10.24 – Council's Solicitor working to finalise acquisition. |
| 15 August 2024<br>**50/2425**<br><br>Doc ID 200232 | **Item 14 Acquisition of Public Roads for Inland Rail Project – Update Report**<br>**50/2425 RESOLVED** that Council:<br>1. Executes a Deed of Compulsory Acquisition by Agreement – Section 29 Land Acquisition (Just Terms Compensation) Act 1991 (NSW) with TfNSW, for acquisition of road for Inland Rail road crossings, at the time that the finalised Deed of Compulsory Acquisition by Agreement is provided to Council by TfNSW. | **DTS** | 04.10.24 – noted and awaiting TfNSW information. |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 19 September 2024<br>**73/2425**<br><br>Doc ID<br>202591<br>202597<br>202598<br>202599 | **Item 5 Council Committees**<br>**73/2425 RESOLVED** that Council:<br><br>2. Nominates the Councillor for representation for each of the External Organisational and Regional Committee and Internal Committee of Council listed below:<br><br>12. Establishes a Coonabarabran Sporting Complex Advisory Committee; appoints Councillor Brady and Councillor Newton to the Committee; and call for expressions of interest for the user groups; | **DTS** | 11.11.24 – EOI Advertised. |
| | 13. Establishes a Coonabarabran Swimming Pool Advisory Committee; appoints Councillor Brady and Councillor Taylor to the Committee; and call for expressions of interest for the user groups and community positions; | **DTS** | 11.11.24 – EOI Advertised. |
| | 14. Establishes a Coonabarabran Town Beautification Advisory Committee; appoints Councillor Holcombe and Councillor Taylor to the Committee; and call for expressions of interest for the community positions; | **DTS** | 11.11.24 – EOI Advertised. |
| | 15. Establishes a Warrumbungle Road Network Advisory Group, appoints Councillor Lewis, Councillor Bell and Councillor Newton and calls for expressions of interest from the community as well as a representative of the Local Statement of Parliament and the Local Federal Member of Parliament. | **DTS** | 11.11.24 – EOI Advertised. |
| | 17. Establishes a Flood Risk Management Committee Terms of Reference; appoints Councillor Bell and Councillor Rindfleish. Appoints Geoffrey McMillian, Noel Gilbert and Sally Staniforth and calls for an expression of interest from the community for the vacant position. | **DEDS** | 04.10.24 – EOI advertised for vacant position on the Flood Risk Management Committee.<br>07.11.24 – no nominations received, has been readvertised.<br>27.11.24 – report going to December 2024 Council meeting for vacant position on the Committee. |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 19 September 2024<br>**75/2425**<br><br>Doc ID 202593 | **Item 7 Disclosure of Interests under clause 4.21 of the *Model Code of Conduct for Local Councils in NSW***<br>**75/2425 RESOLVED** that Council:<br><br>1. Note that the Returns are to be provided to the General Manager by no later than 18 December 2024. | **GM** | |
| 19 September 2024<br>**77/2425**<br><br>Doc ID 202595 | **Item 9 Meeting Schedule 2025 – Setting of Dates for Council Meetings**<br>**77/2425 RESOLVED** that Council adopts the following Meeting Schedule for 2025:<br>February 2025 Thursday 20 Coonabarabran<br>March 2025 Thursday 20 Coolah<br>April 2025 Thursday 17 Coonabarabran<br>May 2025 Thursday 15 Coolah<br>June 2025 Thursday 19 Coonabarabran<br>July 2025 Thursday 17 Coolah<br>August 2025 Thursday 21 Coonabarabran<br>September 2025 Thursday 18 Coolah<br>October 2025 Thursday 16 Coonabarabran<br>November 2025 Thursday 20 Coolah<br>December 2025 Thursday 11 Coonabarabran | **GM** | 19.09.24 – Dates Adopted. Completed. |
| 19 September 2024<br>**78/2425**<br><br>Doc ID 202596 | **Item 10 Draft General Purpose and Special Purpose Financial Statements for the 2023/24 Financial Year**<br>**78/2425 RESOLVED** that Council:<br><br>3. That Council present the Audited Financial Statements at an Ordinary Council Meeting, in accordance with Section 419(1) of the *Local Government Act 1993.* | **DCCS** | 13.11.24 – Presented to November Council meeting. Completed. |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 26 September 2024<br>**79/2425**<br><br>Doc ID 202958 | **Item 1 Notice of Motion – Pool Fees 2024/25 Season**<br>**79/2425 RESOLVED** that Council<br><br>2. To reduce entry fees for the 2024/25 season for 'Casual Admission per person' from $4.70 (Inc GST) to $2.00 (Inc GST). | **DTS** | 27.11.2024 – Council resolved to reduce the "Casual Admission per person" for 2024/25 season from $4.70 to $2 at 21.11.24 Council meeting. Complete. |
| | 4. Receives a further report on the proposed fees and charges after the close of public submissions. | | 30.10.24 – Report to Council prepared.<br>13.11.24 – Report to November Council meeting.<br>27.11.24 – Complete. |
| 17 October 2024<br>**91/2425**<br><br>Doc ID 204382 | **Item 7 Traffic Advisory Committee Meeting – 26 September 2024**<br>**91/2425 RESOLVED** that Council:<br><br>2. That relocation of the existing disability car parking bay in Binnia Street Coolah from the Supermarket to the Library is approved subject to consultation with relevant shop owners, Coolah Business Chamber and the Coolah District Development Group; the proposal being advertised, and funding being available. | **DTS** | |
| 17 October 2024<br>**92/2425**<br><br>Doc ID 204383 | **Item 8 Minutes of Warrumbungle Road Network Advisory Group Meeting 6 August 2024**<br>**92/2425 RESOLVED** that Council:<br><br>4. Receives a further report on the financial implications of assisting with up to 50 % of the costs associated with repairs to sealed sections of the road. | **DTS** | 11.11.24 – Report being prepared for future Council meeting. |
| 17 October 2024<br>**95/2425**<br><br>Doc ID 204384 | **Item 11 Minutes of Coonabarabran Sporting Complex Advisory Committee Meeting 13 August 2024**<br>**95/2425 RESOLVED** that Council:<br><br>2. Allocates any remaining insurance funds received after covering the demolition cost of the building at No. 2 Oval, to the upgrade of the existing toilets and kiosk in that order of priority. | **DTS** | 30.10.24 – Insurance Adjuster has provided 2 Quotes for "like for like buildings" and the quotes are being reviewed. The quotes will be used to discuss insurance funds with the insurance company. |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 17 October 2024<br>**98/2425**<br><br>Doc ID 204385 | **Item 14 Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors**<br>**98/2425 RESOLVED** that:<br><br>1. A further report be presented to Council on the draft policy after the public exhibition period is completed | **GM** | 28.10.24 – Report to be prepared for December Council Meeting.<br>28.11.24 – Report prepared for December Council meeting. No submissions received. Completed. |
| 17 October 2024<br>**102/2425**<br><br>Doc ID 204386 | **Item 18 Australia Day 2025**<br>**102/2425 RESOLVED** that:<br><br>1. The Australia Day Award Committee be delegated the authority to select the Australia Day 2025 Award recipients. | **DCCS** | 22.10.24 – Meeting to be scheduled on the 12 December 2024.<br>02.12.24 – Completed |
| | 2. The Australia Day Committee meets on Thursday 12 December 2024 to select the award recipients. | | 22.10.24 – Meeting to be scheduled on the 12 December 2024 at a time yet to be confirmed. |
| | 3. Council participates in the 2025 ***NSW Local Citizen of the Year Awards*** by administering and presenting the *Warrumbungle Shire Council Australia Day Awards* in the following categories:<br><br>• Citizen of the Year<br>• Young Citizen of the Year<br>• Sportsperson of the Year<br>• Environmental Citizen of the Year<br>• Young Environmental Citizen of the Year<br>• WSC Australia Day Award – Senior Citizen of the Year<br>• WSC Australia Day Award – Young Sportsperson of the Year<br>• WSC Australia Day Award – Cultural Achievement Award<br>• WSC Australia Day Award – Community Event of the Year | | 22.10.24 – Council will participate the 2025 ***NSW Local Citizen of the Year Awards*** by administering and presenting the *Warrumbungle Shire Council Australia Day Awards* in said categories.<br>02.12.24 – Completed |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 17 October 2024<br>**102/2425**<br><br>**(cont)**<br><br>Doc ID 204386 | **Item 18 Australia Day 2025**<br>**102/2425 RESOLVED** that:<br>4. Funding to each of the local Progress Associations and Development Groups is allocated as follows:<br>• $650 each for Baradine, Binnaway, Coolah, Dunedoo and Mendooran and,<br>• $800 for Coonabarabran | **DCCS** | 22.10.24 – Payments to be made by end of November |
| | 5. Council opens public swimming pools in Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran free of charge on Australia Day 2025. | | 22.10.24 – Supervisor of WSC pool notified to open pools for free on 26 January 2025. |
| | 6. All award nominations who do not receive an Australia Day Award in each of the categories will be presented with a Certificate or Recognition. | | 22.10.24 – The unsuccessful nominees for *Citizen of the Year* award will receive a Certificate of Recognition on Australia Day 2025 at awards ceremonies. Every other category unsuccessful nominee will receive a Certificate of Recognition as soon as possible via post after Australia Day 2025. |
| | 7. Council note the 2357 Development Group Letter of Proposal | | 11.11.24 – Emailed a response to 2357 Development Group informing them of Council Resolution 102/2425 that Council noted the Letter of Proposal. |
| 17 October 2024<br>**103/2425**<br><br>Doc ID 204387 | **Item 19 Annual Code of Conduct Complaints Statistics Report for the Period 1 September 2023 to 31 August 2024**<br>**103/2425 RESOLVED** that Council note the annual Code of Conduct Complaints Statistics Report for the period 1 September 2023 to 31 August 2024. | **DCCS** | 31.10.24 – completed and submitted to OLG.<br>Complete. |
| 17 October 2024<br>**104/2425**<br><br>Doc ID 204388 | **Item 20 Code of Meeting Practice**<br>**104/2425 RESOLVED** that Council:<br>2. Endorses the reviewed Code of Meeting Practice to go on public exhibition for at least a period of 28 days and provide members of the community at least 42 days in which to comment on the draft Code of Meeting Practice; | **DCCS** | 21.10.24 – Code of Meeting Practice on display for a period of 28 days, to close 19 November 2024. |
| | 3. Be presented with a further report following the exhibition period including any submissions made on the Code of Meeting Practice | | 21.10.24 – Code of Meeting Practice on display for a period of 28 days, to close 19 November 2024.<br>27.10.2024 – Report back to December council meeting with no public submissions. |

<table>
<tr><th>Date of Council Meeting & Resolution No.</th><th>Resolution</th><th>Responsible Officer</th><th>Progress Report</th></tr>
<tr><td>17 October 2024<br>105/2425<br><br>Doc ID 204389</td><td>Item 21 Community Financial Assistance Donations 2024/2025 – Round One<br>105/2425 RESOLVED that Council funds the following applications under Round One of the Community Financial Assistance Donations 2024/25, at a cost of $9,300.00.<br><br>
<table>
<tr><th>Applicant name/s</th><th>Amount ($)</th></tr>
<tr><td>Mendooran Country Women’s Association – Contribution towards the installation of 2025 CWA Centenary seat.</td><td>$500</td></tr>
<tr><td>Mendooran PA&H Association Inc – Contribution towards an Art Exhibition in October 2024.</td><td>$500</td></tr>
<tr><td>Dunedoo Historical Society and Museum – Contribution towards the project costs of honouring servicemen and servicewomen through miniature statues.</td><td>$400</td></tr>
<tr><td>Coonabarabran Rugby League Football Club – Contribution towards costs of purchase No. 1 Oval digital scoreboard.</td><td>$500</td></tr>
<tr><td>Coonabarabran Netball Association – Contribution towards waiving club fees to enable all community members to join the club.</td><td>$500</td></tr>
<tr><td>Coonabarabran Little Athletics – Contribution towards promotion and catering costs for two ‘Come and Try Little Athletics’ days in September 2024.</td><td>$400</td></tr>
<tr><td>Binnaway Tennis Club Inc – Contribution towards funding a coaching clinic and BBQ for junior club members on 15 December 2024.</td><td>$500</td></tr>
<tr><td>2357 Development Group Inc – Contribution towards establishing a Parkrun event in Coonabarabran, which will be an ongoing event. Application includes payment of bond to Council from donation</td><td>$500</td></tr>
<tr><td>Coonabarabran Swimming Club – Contribution towards purchasing new equipment and resources for the club.</td><td>$500</td></tr>
<tr><td>Coolah Historical and Tourism Society – Contribution towards the purchase of new office chairs for the Tourist Information Centre / Pandora Gallery.</td><td>$500</td></tr>
<tr><td>Coolah and District Development Group Incorporated – Contribution towards the purchase of an information plaque for the ‘Stump Selfie’ project.</td><td>$500</td></tr>
<tr><td>Coolah Lions Club Incorporated – Contribution towards upgrade and maintenance costs to the Driver Reviver Toilets in Coolah.</td><td>$500</td></tr>
<tr><td>Coonabarabran Orbital Swing Band Incorporated – Contribution towards the Orbital Swing Band’s Public Liability Insurance costs.</td><td>$500</td></tr>
</table></td><td>DCCS</td><td>21.10.24 – Received email from Coonabarabran Celtic Club Pipe Band asking why their application was not included in CFAD Rd 1 2425 as per October 2024 Council meeting resolution. The application was sent 30 August 2024 during a business wide computer outage and was subsequently lost. Coonabarabran Celtic Club Pipe Band was asked to resubmit application.<br>29.10.24 – Received submission from Robert Noakes for the Coonabarabran Celtic Club Pipe Band. CFAD Rd 1 2425-extended Business Paper Report submitted to 21 November 2024 Council Meeting with Celtic Band only to be considered.<br>6.11.24 – Outcome letters to successful/ unsuccessful applicants completed.<br>11.11.24 – Creditor payments to commence 29 November 2024. 2357 Development Group payment on hold pending advice regarding Parkrun bond.<br>27.11.24 – 2357 Development Group paid $500.<br>2.12.2024 – Payments continue and will be completed by 8 December 2024 pay run.</td></tr>
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<tr><td>17 October 2024<br>105/2425<br><br>(cont)<br><br>Doc ID 204389</td><td>Item 21 Community Financial Assistance Donations 2024/2025 – Round One<br>105/2425 RESOLVED that Council funds the following applications under Round One of the Community Financial Assistance Donations 2024/25, at a cost of $9,300.00.<br><br>
<table>
<tr><th>Applicant name/s</th><th>Amount ($)</th></tr>
<tr><td>Coolah Dunedoo Landcare Coolaburragundy Riverwalk – Contribution towards ongoing Coolaburragundy Riverwalk costs of maintenance</td><td>$500</td></tr>
<tr><td>Mendooran Turf Club – Contribution towards the costs of hosting the annual Family Fun Day event at the club.</td><td>$500</td></tr>
<tr><td>Flying Mice Elders – Contribution towards the costs associated with a Martin Reserve ‘Five Corner Path’ project to honour local Elders.</td><td>Nil</td></tr>
<tr><td>Mendooran & District History Group – Contribution towards the costs associated with the replacement of the entrance fence at Mendooran Cemetery.</td><td>$500</td></tr>
<tr><td>Mendooran District Volunteer Rescue Association (VRA) – Contribution towards the VRA Christmas in the Park event.</td><td>$500</td></tr>
<tr><td>The Black Stump Craft Shop – Contribution towards upgrading the accessible facilities at the Black Stump Craft Shop.</td><td>$500</td></tr>
<tr><td>Dunedoo Rugby League Football Club – Contribution towards an historical information plaque for the new amenities at Robertson Oval Dunedoo.</td><td>$500</td></tr>
</table></td><td>DCCS</td><td>11.11.24 – As Above.</td></tr>
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| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 17 October 2024<br>**111/2425**<br><br>Doc ID 204392 | **Item 27 Licence Agreement – Mezzanine Level of the Coonabarabran Sport and Recreation Building**<br>**111/2425 RESOLVED** that Council defer consideration of the proposed licence Agreement between Council and Coonabarabran amateur Boxing Association, and that a report be provided to Council in relation to the fee structure and its establishment, outlining any associated costs related to this agreement to Council | **DTS** | 30.10.24 – Report to Council has been prepared regarding the Licence Agreement's fee structure, its establishment, and any associated costs.<br>29.11.24 – Completed |
| 17 October 2024<br>**113/2425**<br><br>Doc ID 204393 | **Item 29 Fire Damaged Building Coonabarabran No 2 Oval**<br>**113/2425 RESOLVED** that Council:<br><br>3. Allocates any remaining insurance funds received after covering the demolition cost of the building at No. 2 Oval, to the upgrade of the existing toilets and kiosk in that order of priority. | **DTS** | 30.10.24 – Insurance Adjuster has provided 2 Quotes for "like for like buildings". Hose quotes are being review and will be used to discuss the insurance funds with the insurance company.<br>27.11.24 – Council requested a cash settlement from Loss Adjuster. Loss Adjuster is reporting to insurance company and is seeking instruction. |
| 17 October 2024<br>**121/2425**<br><br>Doc ID 204396 | **Item 37 Notice of Motion – Quarries**<br>**121/2425 RESOLVED** that Council:<br><br>1. Bring a report detailing options for the establishment of new quarry operations to the December Ordinary meeting, as per the notice of motion. | **GM** | 02.12.24 – Report to be prepared for February 2025. Report delayed due to resource constraints. |
| 17 October 2024<br>**122/2425**<br><br>Doc ID 204397 | **Item 38 Notice of Motion – Roadside Vegetation Management**<br>**122/2425 RESOLVED** that Council;<br><br>1. Allocate funds in the 2025/26 Operational Plan for the development of a Roadside Management Plan. | **DTS** | 11.11.24 – funds to be allocated in 2025/26 OP Plan.. |
| | 2. Develop a drainage maintenance program, to be considered by the Road Network Advisory Group once re-established. | | 11.11.24 – program to be presented to Group once re-established. |

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|---|---|---|---|
| 21 November 2024<br>**138/2425**<br><br>Doc ID 207267 | **Item 8 Code of Conduct**<br>**138/2425 RESOLVED** that:<br><br>1. Council adopts the reviewed Code of Conduct; and<br><br>2. Draft Procedures for the Administration of the Code of Conduct | **DCCS** | 27.11.2024 – Adopted and Circulated with the Organisation. Completed |
| 21 November 2024<br>**139/2425**<br><br>Doc ID 207268 | **Item 9 2023/24 Annual Report**<br>**139/2425 RESOLVED** that Council:<br><br>1. Endorses the 2023/24 Annual Report | **DCCS** | 27.11.2024 – Endorsed. Completed |
| | 2. Makes the Annual Report available to the public on Council's website | | 27.11.2024 – Annual report has been published on the website and circulated around the organisation. Completed |
| | 3. Submits the Annual Report to the Minister for Local Government | | |
| 21 November 2024<br>**140/2425**<br><br>Doc ID 207269 | **Item 10 2024 Agency Information Guide**<br>**140/2425 RESOLVED** that Council endorses and adopts the 2024 Agency Information Guide. | **DCCS** | 27.11.2024 – Adopted an published. Completed |
| 21 November 2024<br>**141/2425**<br><br>Doc ID 207270 | **Item 11 Presentation of 2023/24 External Audited Annual Financial Statements as at 30 June 2024**<br>**141/2425 RESOLVED** that Council:<br><br>1. Note the report on completion and presentation of the 2023/24 audited Annual Financial Statements for the Warrumbungle Shire Council as at 30 June 2024 | **DCCS** | 27.11.24 – Complete. |
| | 2. Suspend standing orders to allow for a presentation by the Auditor on the 2023/24 Financial Statements | | 27.11.24 – Complete |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 21 November 2024<br>**142/2425**<br><br>Doc ID 207272 | **Item 12 Quarterly Budget Review Statement for the 1st Quarter Ending 30 September 2024**<br>**142/2425 RESOLVED** that Council:<br><br>1. Accept the 1st Quarter Quarterly Budget Review Statement for the 2024/25 financial year, as presented; | **DCCS** | 21.11.24 – Complete |
| | 2. Approve the variations as described in Table 1a; and | | 21.11.24 – Complete |
| | 3. Note and accept the information provided on the status of the rates and annual charges for the period ending 30 September 2024 | | 21.11.24 – Complete |
| 21 November 2024<br>**142/2425**<br><br>Doc ID 202273 | **Item 14 Community Financial Assistance Donations 2024/25 – Round One**<br>**144/2425 RESOLVED** that Council funds the following application Number 21 Coonabarabran Celtic Club Pipe Band, under Round One of the Community Financial Assistance Donations 2024/25, at a cost of $500 | **DCCS** | 2.12.2024 – Outcome letter sent to the Coonabarabran Celtic Club Pipe Band notifying of successful application. Payment to follow. |
| 21 November 2024<br>**146/2425**<br><br>Doc ID 202274 | **Item 16 Reduced Pool Entry Fee – 2024/25**<br>**146/2425 RESOLVED** that Council:<br><br>1. Note the information contained within the two-dollar entry fee report; | **DTS** | 29.11.24 – Complete. |
| | 2. Reduce entry fees for the 2024/25 season for 'Casual Admission per person" from $4.70 (Inc GST) to $2.00 (Inc GST); | | 27.11.24 – Council resolved to reduce the "Casual Admission per person" for 2024/25 season from $4.70 to $2 at 21.11.24 Council meeting. Complete. |
| | 3. Council staff identify a source of funds, or a reduction in service levels to cover the costs of the reduced income from pool fees. | | |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 21 November 2024 **148/2425**<br><br>Doc ID 202275 | **Item 18 Licence Agreement – Mezzanine Level of the Coonabarabran Sport and Recreation Building**<br>**148/2425 RESOLVED** that Council;<br><br>1. Enters into a Licence Agreement between Council and Coonabarabran Amateur Boxing Association for use of the mezzanine level of the Coonabarabran Sport and Recreation Building; | **DTS** | 29.11.24 – MUSF is revising the Licence Agreement to the adopted rental rate and will finalise. |
| | 2. Notifies all persons who made a submission of the outcome | | 29.11.24 – Notifications have been done. Complete. |
| | 3. Adopt that 20% of costs are attributable to the Mezzanine level for a total of $3200 per year (inc GST) detailed in Option 2 of Item 17 Coonabarabran Amateur Boxing Gym Licence update on fee structure and its establishment Report | | 29.11.24 – MUSF is revising the Licence Agreement to the adopted rental rate. |
| | 4. Investigate the option of a separate electrical meter for the mezzanine level. | | 29.11.24 – An investigation will commence on the option to have a separate electrical meter for the mezzanine level. |
| 21 November 2024 **149/2425**<br><br>Doc ID 202276 | **Item 19 Kenebri Proposed Lease at 1865 Kenebri Road, Kenebri NSW 2396**<br>**149/2425 RESOLVED** that Council;<br><br>1. Advertises the Initial Terms Agreement for proposed lease at 1865 Kenebri Road, Kenebri NSW 2396 for a period of not less than 28 days | **DTS** | 27.11.24 – Initial Terms Agreement for proposed lease at 1865 Kenebri Road, Kenebri NSW 2396 has been advertised on 27.11.24 |
| | 2. Receives a report on submissions received on the Initial Terms Agreement for proposed lease at 1865 Kenebri Road, Kenebri NSW 2396. | | |
| 21 November 2024 **151/2425**<br><br>Doc ID 202277 | **Item 21 Timor Dam Audit Report**<br>**151/2425 RESOLVED** that Council notes the Timor Dam Audit Report | **DEDS** | 26.11.24 – Complete. |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 21 November 2024<br>**153/2425**<br><br>Doc ID 202278 | **Item 23 Local Heritage Funding Grant Program**<br>**153/2425 RESOLVED** that Council grant a total of $9,400 under the Local Heritage Funding Grants Program to undertake heritage repairs and restoration works for the following heritage items:<br><br>• Coolah Crafts Building, 37 Binnia Street Coolah $1,000<br>• Binnia Street Heritage Shop, 41-43 Binnia Street Coolah $2,000<br>• Coolah Creek Homestead, Coolah Creek Coolah $1,000<br>• Ulamambri School, 26 Ulamambri Street Ulamambri $1,400<br>• Leadville Memorial Hall, Garland Street Leadville $1,000<br>• Royal Hotel Coonabarabran, 53-57 John Street Coonabarabran $3,000 | **DEDS** | 26.11.24 – Letters being drafted for successful applicants. |
| 21 November 2024<br>**157/2425**<br><br>Doc ID 202279 | **Item 27 Notice of Motion – To Apply for a Heritage Grant**<br>**157/2425 RESOLVED** that Council:<br><br>1. Prepare a report assessing the restoration requirements of buildings in the Shire that may be affected by the danger of on street parking | **DTS** | |
| | 2. Consult with the Traffic Committee, as to the ability to extend into road reserves | | |
| 21 November 2024<br>**162/2425**<br><br>Doc ID 207280 | **Item 29.2 Tender 2024 Supply and Delivery of Garbage Truck**<br>**162/2425 RESOLVED** that Council accept the tender from Superior Pak Pty Ltd and purchase one Isuzu dual control truck and Superior Pak compactor for $436,613 (ex GST). | **DTS** | |

| Date of Council Meeting & Resolution No. | Resolution | Responsible Officer | Progress Report |
|---|---|---|---|
| 21 November 2024 **163/2425**<br><br>Doc ID 207281 | **Item 29.3 Binnaway Sewerage Scheme Concept Design Site Selection Report**<br>**163/2425 RESOLVED** that Council;<br><br>1. Notes the information contained in the Binnaway Sewerage Scheme Concept Design Detailed Site Selection Report; | **DEDS** | 28.11.24 – Noted. Complete. |
| | 2. Endorse the area of Site 10 as the indicative location for the Binnaway Sewage Treatment Plant; | | 28.11.24 – Noted. Complete. |
| | 3. Authorise the commencement of concept design based on this indicative location; | | 28.11.24 – Draft concept design complete. |
| | 4. Direct staff to notify the landowner of Site 10 that their property has been selected as the indicative location for the design of a new Sewage Treatment Plant; | | 28.11.24 – Not yet commenced. |
| | 5. Approve the undertaking of geotechnical and environmental assessment investigations on or as close as possible to the preferred site, noting that Council does not own the land; | | 28.11.24 – Planning commenced |
| | 6. Receives a report upon completion of the concept design and business case | | 28.11.24 – Report currently programmed to be presented to Council at a future Council meeting. |
| 21 November 2024 **164/2425**<br><br>Doc ID 207282 | **Item 29.4 Tender Report for the Supply of Skip Bin Service**<br>**164/2425 RESOLVED** That Council:<br><br>1. Notes the information contained in the Tender Report for the Supply of Skip Bins Service. | **DEDS** | 26.11.24 – Complete. |
| | 2. Accepts the Tender for the the Supply of Skip Bins Service from Warrumbungle Plant Hire for a total contract value of $468,000 (ex GST) and for the adhoc collection at each Transfer Station on an as needs basis for a period of three (3) years with an option to extend the term for a period for one (1) year up to five (5) times under Volume 3: Services Agreement Clause 2.2 Extended Term. | | 26.11.24 – Documents being prepared for execution. |