

**MINUTES OF THE COONABARABRAN SWIMMING POOL ADVISORY COMMITTEE
MEETING HELD AT THE FIRE CONTROL CENTRE, SALEYARDS ROAD,
COONABARABRAN ON WEDNESDAY, 3 AUGUST 2022 COMMENCING AT 5.14PM**
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PRESENT: Cr Kathryn Rindfleish* (Chairperson), Cr Kodi Brady, Mrs Fay Chapman, Mrs Paula Duggan*, Mr Brett England, Mrs Robyn Hennessy, Mr David Hunter and Ms Kim Ellis.

* Attendance via Zoom video conference.

IN ATTENDANCE: Mr Gary Murphy (Director Technical Services) and Mrs Nicole Benson (Manager Urban Services & Facilities).

APOLOGIES: Mrs Sallie Weatherall, Ms Suelyn Tighe and Ms Sharmaine Kennedy (Pool Supervisor).

CONFIRMATION OF MINUTES

01/2223 RECOMMENDED that the minutes of the Coonabarabran Swimming Pool Advisory Committee meeting held on 11 May 2022 be confirmed.

Hunter/England

BUSINESS ARISING FROM THE MINUTES

- Stormwater Issue – Council is completing a heavy patch at the heave (raised section of road) in front of the school in September. This may or may not rectify the issue and will be monitored to inform any further action to be taken in relation to the stormwater issue at the pool.

AGENDA ITEMS

a) Master Plan for Swimming Pool Complex

- Sallie Weatherall had consulted Coonabarabran PS P&C who said their priorities are a 25m pool, baby/toddler pool, toilets and change facilities.
- It was agreed that this scope and priorities were the general consensus.
- General discussion around location of pools and number of plants – eg separate for each body of water.
- Bingara Pool redevelopment was discussed and described as being similar to what Coonabarabran could achieve. Staging and costs were also discussed. An eight-lane pool would be best for carnivals. The land size of the pool grounds is adequate for the siting of pools.

Paula Duggan left the meeting at 5.40pm.

- Stages of design were discussed. Investigate, concept, draft design, detailed design, specifications and construction plans. Exhibiting the concept plan is a great way to confirm the community's needs and the feedback also adds weight to any funding applications.
- Emphasis was placed on having completed thorough investigations prior to the development of any plans and the DTS explained the importance of being shovel ready in the context of how applications are assessed by State and Federal Governments.
- The priority and scope for redevelopment was clarified as being:
 1. A 25m x 8 lane pool with an accessible ramp
 2. A toddler pool with a splash park
 3. New amenities.

02/2223 RECOMMENDED that:

- The preferred scope for the Coonabarabran Swimming Pool Complex upgrade in priority order is:
 1. A 25m x 8 lane pool with an accessible ramp
 2. A toddler pool with a splash park
 3. New amenities.
- Council secure and/or allocate funding to allow the investigations to take place that will ensure these stages of the Coonabarabran Swimming Pool Master Plan are shovel ready for any suitable grant funding opportunities.

Unanimous

Kim Ellis joined the meeting at 5.43pm.

- Funding opportunities were discussed and it was noted that Stronger Country Communities will be open on Friday, 5 August 2022 and that Council will look closely at guidelines to see whether we are in a position to apply for any components of the pool upgrade.

Cr Kathryn Rindfleish left the meeting at 5.50pm.

GENERAL BUSINESS

The following items were discussed without resolution:

- Kim Ellis reported that Suellyn Tighe had engaged with – 30 families – (50-60 people) whose preference was a toddler pool; an affordable entry price; seating/shade (in and out of water); access to free drinking water; safe clean and better located amenities; and access to pool space.
- It was asked whether there was a record of injuries in the context of adding weight to the need to upgrade the facility.
- Trees could be planted on the western fence line to provide much needed shade at the site.
- Access to drinking water and a BBQ would be good for visitors to the pool.

There being no further business the meeting closed at 6.05pm.

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Wednesday, 28 September 2022 commencing at 5.00pm.

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CHAIRPERSON

POLICY PLATFORM

APRIL 2022

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INTRODUCTION

Local Government NSW (LGNSW) is the peak body for local government in NSW, representing general purpose councils and related entities.

LGNSW aims to strengthen and protect an effective, democratic system of local government across NSW by supporting and advocating on behalf of member councils, including actively and persuasively representing the views of local government to the NSW and Australian governments.

The LGNSW Policy Platform consolidates the voices of councils across NSW, reflecting the collective positions of local government on issues of importance and guiding LGNSW in its advocacy on behalf of the local government sector.

THE POLICY PLATFORM COMPRISES TWO PARTS:



Part 1: Fundamental Principles are the enduring and overarching principles that direct LGNSW's response to broad matters of importance to the local government sector.

Part 2: Position Statements contain LGNSW's more detailed positions on specific issues and guide LGNSW's work on, and response to, policy issues of the day.

Position Statements are subordinate to LGNSW's Fundamental Principles but are more agile and targeted at specific policy issues as they arise.

ROLE OF THE ANNUAL CONFERENCE & LGNSW

THE LGNSW ANNUAL CONFERENCE is the supreme policy-making body of LGNSW and an opportunity for councillors to come together to share ideas and debate issues that shape the way LGNSW is governed.

MEMBERS may put forward motions for consideration of the Annual Conference.¹ Where a majority of voting delegates at the Annual Conference vote in support of the motion, it is adopted as a resolution of LGNSW².

AFTER EACH CONFERENCE LGNSW reviews resolutions and amends the Fundamental Principles and Position Statements as required. Conference resolutions rarely change the sector's views on high-level Fundamental Principles. Position Statements require refinements more regularly to reflect the sector's views on new or developing issues.

THE LGNSW BOARD comprises councillors from member councils across NSW, who are elected to the LGNSW Board biennially at the Annual Conference.

The Board controls and governs LGNSW in between Annual Conferences and when decisions are required on policy positions for the local government sector (such as if there is no existing policy position on an issue that LGNSW must comment on), the Board and President can make that decision for the sector.

¹ Further information on this process is available in the LGNSW Conference Motions Submission Guide [available online](#) in the lead up to each LGNSW Annual Conference at

² Further information on past Conference resolutions is [available online](#).

PART 1

FUNDAMENTAL PRINCIPLES



ECONOMIC

- A** Local government must have control of its revenue raising and investment decisions and be fairly funded by the Commonwealth and State/NSW Governments to meet its infrastructure and service responsibilities.
- B** Local government promotes local and regional economic development and employment growth.



INFRASTRUCTURE

- C** Local government is best placed to plan for, deliver and manage essential local infrastructure.



PLANNING

- D** Local government is best placed to lead and influence local and regional planning processes according to the needs and expectations of local communities
- E** Our communities' quality of life is a priority of local government planning.



ENVIRONMENT

- F** Local government actions reflect Ecologically Sustainable Development. ESD requires the effective integration of economic, environmental and social considerations in decision making processes and is based on the following principles:
 - Intergenerational equity – today's actions maintain or enhance the environment for future generations
 - Precautionary principle – prevent environmental degradation and manage and mitigate risk
 - Conservation of biological diversity and ecological integrity
 - Improved valuation and pricing of environmental resources – recognising the value of the environment to the community.
 - Commit to the principles of the circular economy and minimise the consumption of finite natural resources.



SOCIAL & COMMUNITY

- G** Local government is committed to the principles of:
 - Equity – fair distribution of resources
 - Rights – equality for all people
 - Access – to services essential to quality of life
 - Participation – of all people in their community
 - Recognition – of the unique place of Aboriginal people in NSW and the right of Aboriginal people to be involved in all decisions affecting Aboriginal communities.
 - Health and safety – for all in the community.



GOVERNANCE

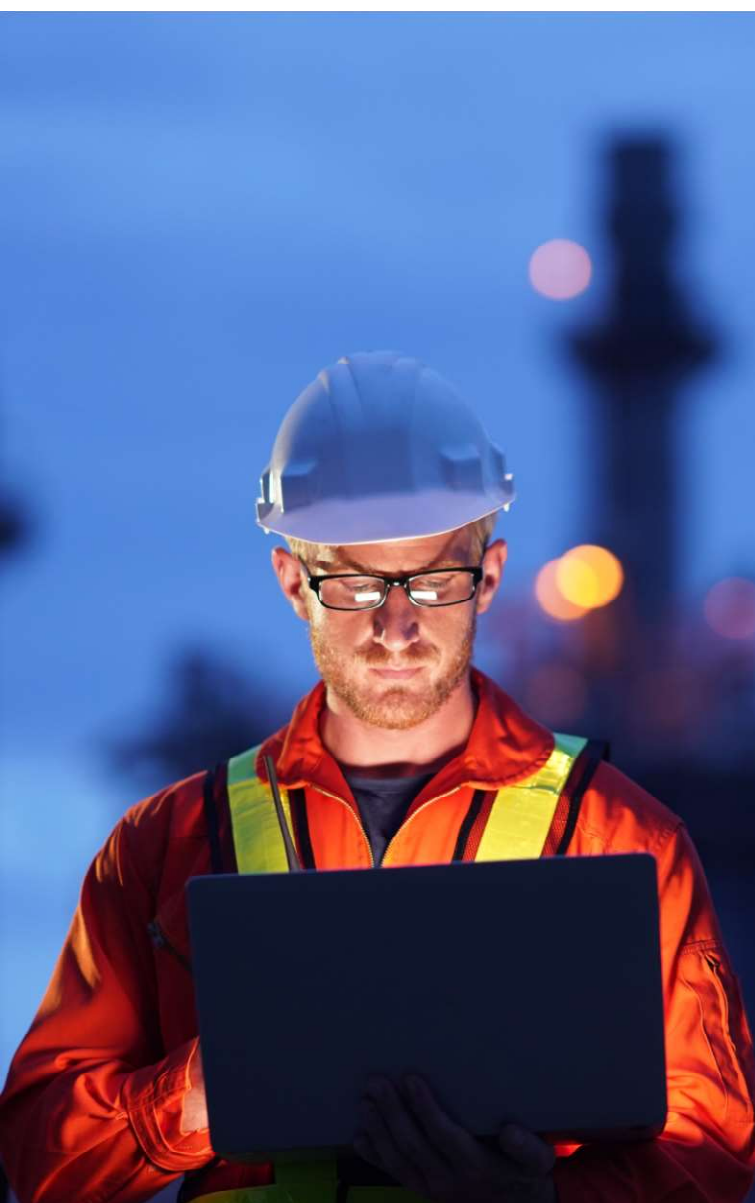
- H** Local government must be constitutionally recognised and respected as an equal sphere of government
- I** Local government is democratically elected to shape, serve and support communities.
- J** Local government is committed to the principles of good governance.



ACCOUNTABILITY

- K** Local government is responsible and accountable to the citizens and the communities it represents, through consultative processes, legislative accountabilities, efficient delivery of services and effective customer service.
- L** Local government is recognised as a responsible and place-based employer.
- M** Local government reduces and mitigates the risk of climate change for the communities we serve.

Date Endorsed: March 2022 by LGNSW Conference



PART 2

POSITION STATEMENTS



1. FINANCIAL SUSTAINABILITY

Local government is a partner in the economic stewardship of NSW and responsible for the provision of a wide range of essential infrastructure and services.

However, the financial sustainability of councils has been undermined by rate pegging for over 40 years, which has resulted in the under-provision of community infrastructure and services and the deferral of infrastructure maintenance and renewal expenditure resulting in significant infrastructure backlog.

OUR POSITION

LGNSW advocates for:

- 1.1 The removal of rate pegging and reform of the NSW local government rating system, including the removal of inequitable rate exemptions and greater autonomy and flexibility in rating policy, structure and practices.
- 1.2 Greater autonomy in determining fees and charges.
- 1.3 Financial Assistance Grants to be increased to at least 1% of total Commonwealth taxation revenue.
- 1.4 Federal Government to increase Financial Assistance Grants funding to 1% of Commonwealth tax revenue, prior to any changes to the formula.
- 1.5 Increased specific purpose grants from State and Commonwealth Governments to assist councils in meeting the infrastructure and service needs of their communities (e.g., Roads to Recovery, library grants).
- 1.6 An end to cost shifting onto local government by the State and Commonwealth Governments.
- 1.7 New and fairer financing opportunities for local government which:
 - Ensure that councils' capacity to provide infrastructure and services for their communities is not diminished.
 - Enable infrastructure funding through value capture, Voluntary Planning Agreements (VPAs) and other funding mechanisms.
 - Enable proper and full cost recovery of fees and charges to ensure councils can fulfil their statutory responsibilities (for planning and development assessment and compliance).
- 1.8 Permanent recurrent funding for Joint Organisations (JOs) to support their viability and effectiveness.
- 1.9 The introduction of a broad-based property levy to replace both the Emergency Services Levy on insurance policies and the 11.7% Emergency Services Levy on local government.
- 1.10 A more flexible procurement framework to enable councils to benefit from innovative procurement practices.
- 1.11 Inclusion of climate change considerations in approved terms of reference for investigations and reviews by Independent Pricing and Regulatory Tribunal.



2. ECONOMIC DEVELOPMENT

Councils have an active role in encouraging investment, place management and activation, and supporting businesses of all sizes. Whether the local economy is based on agriculture, mining, finance, manufacturing, tourism, hospitality, retail, education, forestry, fishing or other offerings, councils play a major role in creating the conditions for appealing and sustainable communities and local economies.

OUR POSITION

LGNSW advocates for the NSW Government and Australian Government to:

- 21 Identify opportunities to support rural and regional growth and reduce pressures in Sydney.
 - the high levels of tourism facilities.
 - Establishing regional roadshows and touring schedules.
- 22 Work with councils to establish and implement more Local Activation Precincts (LAPs), including those on a smaller scale, based on an LGA's endowments to attract major employers, drive local economies and create a diverse range of local jobs.
- 23 Reduce unnecessary regulatory complexity affecting local economies to support events, cultural and business uses.
- 24 Commitment to sustainable procurement to drive quadruple bottom line outcomes across local government functions and services including improved efficiency, reduced waste to landfill, financial savings, stimulating markets for innovative and more sustainable products and services, social responsibility, supporting local communities and businesses and helping to achieve long term environmental and social objectives.
- 25 Implement, in consultation with councils, an Agricultural Enterprise Credit Scheme and/or a Farm Management Deposit Scheme for businesses that rely on the agriculture sector for much of their revenue, to enhance economic sustainability of communities.
- 26 Support the development of Night time economies through:
 - Developing a state-wide Night Time Economy Strategy, alongside toolkits, resources and grants for councils and safe public transport options at night.
 - Consultation with the NSW Night Time Economy Councils' Committee, LGNSW and councils.
- 27 Invest in accessible, sustainable and low impact tourism experiences through:
 - Collaborating with councils on state - local destination plan development and collective marketing.
 - Broadening tourism funding eligibility for councils which do not benefit from
- 28 Adequately regulate tourist and short-term accommodation and its impacts through:
 - Retaining NSW Government (rather than industry) oversight of the property register for Short Term Rental Accommodation (STRA) and requiring STRA participants to pay a fee to cover the costs of regulation and compliance.
 - Instituting a booking tax for online accommodation brokers using residential zoned and rated land, with funds raised to be distributed to councils to fund public infrastructure to support tourism.
 - Allowing councils to apply business rates to serviced apartments that provide tourist accommodation on a commercial basis.
- 29 Increase the availability of slots for regional air services into Sydney Kingsford Smith Airport and investigate with councils' improvements to transport routes around the airport.
- 210 To support the goals of the '2030 Roadmap: Australian Agriculture's Plan for a \$100 billion industry' but make a principle-based commitment to ensure the plan is realistic.
- 211 Optimise water use and support existing regional and rural communities and industries by maintaining and promoting agricultural diversity.
- 212 Work with councils, industry, and mines to support the diversification of coal-reliant economies by investigating legislative and procedural change that will better facilitate adaptive reuse of former and current mining lands, following decontamination and rehabilitation.
- 213 Seek urgent review of mine subsidence legislation to better protect and assist landowners affected by mining and mine subsidence.



3. ROADS & INFRASTRUCTURE

Local government owns and manages \$160 billion in infrastructure assets including local roads, bridges, pedestrian and cycle networks, local water and sewerage utilities, stormwater and water management, buildings and facilities, regional airports and aerodromes, parks, recreation, cultural, family and community services facilities, and a range of other infrastructure vital to local communities and is best placed to plan for and deliver this essential local infrastructure.

Local government also plays a key role in identifying and advocating for the provision of State Government infrastructure to meet the needs of their communities (e.g., schools, hospitals, state roads). State and Commonwealth Government growth plans and projects needs to make up front provision for the delivery of associated local infrastructure.

OUR POSITION

LGNSW advocates for:

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| <p>3.1 Effective coordination of State and Commonwealth funding programs where co-contribution is required.</p> | <p>3.7 The review of the State Government's decision to allow deferral of local contributions payments.</p> |
| <p>3.2 State and Commonwealth Government growth plans and projects must make upfront provision for and include the delivery of associated local infrastructure.</p> | <p>3.8 Equitable infrastructure funding, so that Commonwealth and State assistance is directed to areas of greatest need.</p> |
| <p>3.3 Increased opportunity for community use of state and federal facilities.</p> | <p>3.9 Amendments to the Aboriginal Land Rights Act to streamline council acquisition of land held by Local Aboriginal Land Councils (LALCs) for infrastructure, but only where the LALC approves the acquisition.</p> |
| <p>3.4 Increased infrastructure funding to local government through Commonwealth and State Government revenue sharing and grant programs (e.g., Roads to Recovery, NSW block grants for regional roads, local water utilities, street lighting, library grants, waste and resource recovery).</p> | <p>3.10 The elimination of monopolistic practices by utility network operators (electricity, telecommunications, water and gas) that impose unjustified costs on councils and communities.</p> |
| <p>3.5 The importance of infrastructure funding mechanisms such as Development Contributions and Voluntary Planning Agreements and the creation of other mechanisms for efficient and equitable value capture.</p> | <p>3.11 Fairer funding of infrastructure provided through long established partnerships between the Federal, NSW and local governments for shared infrastructure and service responsibilities.</p> |
| <p>3.6 The removal of the cap on development contributions.</p> | |



4. RURAL & REGIONAL COMMUNITIES

Delivering the infrastructure and services needs of rural and regional communities is an ongoing challenge for local government. Small, widely dispersed and sometimes remote communities can struggle to reconcile high delivery costs with a small own source revenue base and face a range of economic, demographic and environmental challenges, such as structural change, ageing populations, skills shortages, population decline and water insecurity that undermine long term sustainability.

The abrogation of responsibility for service delivery by State and Commonwealth Governments has added to these challenges and councils often have no choice other than to take on additional responsibilities (examples include support for medical services and aged care).

OUR POSITION

LGNSW advocates for:

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| <p>4.1 An audit of service delivery and funding flows into rural and regional NSW by State and Commonwealth agencies.</p> | <p>4.6 Incentives and measures to increase domestic and international migration to inland rural and regional communities, including for experienced and qualified staff.</p> |
| <p>4.2 State and Commonwealth Government accept that rural councils will never be able to fund the basic standard of infrastructure and public services to which all Australians are entitled from own source revenue.</p> | <p>4.7 Action to address difficulties meeting Continuing Professional Development requirements for professionals working in rural and remote NSW</p> |
| <p>4.3 Recognition of the higher costs of infrastructure and service delivery faced by rural communities due to inherent and unavoidable economies of scale.</p> | <p>4.8 Increased funding for rural communities, including a strengthening of needs-based funding in the distribution of grants to local government.</p> |
| <p>4.4 New models for rural and regional infrastructure, service delivery, health and mental health care, including consideration of council coordination and/or implementation that avoids cost shifting and is built on close collaboration between local, state and federal governments and NGOs.</p> | <p>4.9 Ensuring that regional and rural areas are adequately represented following electoral district redistributions.</p> |
| <p>4.5 Improved commercial airline services and public transport for regional communities.</p> | |



5. DROUGHT

It is widely accepted that climate change and other factors may result in more devastating drought conditions in future, with an increase in the frequency and duration of droughts.

As the sphere of government closest to the community, councils have a critical local leadership role to play in planning, preparing, responding to, and recovering (PPRR) from drought and are uniquely placed to deliver services at the local level.

OUR POSITION

LGNSW advocates for:

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| <p>5.1 Recognition by State and Federal Government that drought is a natural disaster and that it be eligible for natural disaster funding</p> | <p>5.6 Substantial investment by State and Federal Government in regional and rural water supply infrastructure and demand management initiatives for drought proofing and water security measures and infrastructure.</p> |
| <p>5.2 Development by the State Government of an emergency plan, in consultation with local government and Aboriginal communities, to address the immediate water supply crisis afflicting NSW towns and communities and a disaster recovery plan for when the drought breaks.</p> | <p>5.7 Mandating the National Water Quality Management Strategy so that the quality and supply of water is managed effectively and fit for purpose.</p> |
| <p>5.3 Increased emergency funding to support people suffering hardship as a result of drought (including farmers, small businesses and individuals) and the appointment of recovery coordinators, through the Joint Organisations, to facilitate implementation of recovery plans.</p> | <p>5.8 Monitoring and management of river systems (particularly the Murray Darling Basin) to ensure the best possible social, economic, and environmental outcomes are achieved, particularly during drought.</p> |
| <p>5.4 Development and implementation of integrated National and State Drought Policies which:</p> <ul style="list-style-type: none"> • Clearly define when an area is deemed to be in “drought” • List the range of assistance measures and triggers for when those measures will be activated | <p>5.9 That Local Government NSW calls on the Australian Government to protect national food security and the sustainability of regional irrigation communities.</p> |
| <p>5.5 Development by the State Government, in partnership with local government and Aboriginal communities, of long-term water supply strategies for catchments throughout the State which mitigate risk from the predicted impact of climate change and to help ensure population and economic growth targets can be achieved and supported.</p> | |



6. NATURAL DISASTER & EMERGENCY MANAGEMENT

All councils in NSW play a key role in all aspects of disaster (e.g., bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, tornado and drought) and emergency management at the local and regional level.

In addition to statutory or regulatory responsibilities and despite limited means, councils also play a major role in providing support to their communities, volunteers and charities.

Issues requiring addressing include allocation of responsibilities for emergency management, adequacy and timeliness of funding, the absence of funding for betterment or mitigation works and the funding of council day labour.

OUR POSITION

LGNSW advocates for:

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| <p>6.1 The transfer of emergency management responsibilities to the NSW Government.</p> <p>6.2 Prioritisation of the development and implementation of policies and programs to build the resilience of communities so that they can better withstand and recover from natural disasters.</p> <p>6.3 Increased Federal funding and review of the Disaster Recovery Funding Arrangements (DRFA) to expand eligibility of assets and:</p> <ul style="list-style-type: none"> • Ensure that repair of damage to road and bridge infrastructure as the result of natural disasters continues to be funded under the DRFA. • Streamline DRFA processes to help ensure funding is obtained on a timely basis. • Recognise rehabilitation of significant environmental damage for funding under the DRFA. • Allow payment of day labour and council equipment costs under the DRFA. <p>6.4 Increased funding for mitigation and betterment measures, both in advance of disasters where the risks are identified and in the recovery stage.</p> <p>6.5 Legislate to give councils power to entry to construct and maintain flood mitigation works.</p> <p>6.6 Financial support for restoration, remediation and betterment of local community infrastructure that has been severely damaged by natural disasters including climatic conditions and drought.</p> | <p>6.7 The NSW Government to work with councils to support rebuilding and recovery after natural disasters by streamlining the approvals processes and providing funding and other assistance to review and update local plans.</p> <p>6.8 NSW and Federal Government fully fund the clean-up of damaged or destroyed buildings and structures, particularly those that contain asbestos, following natural disasters and establish and operate an Asbestos Emergency Management Flying Squad to provide expert advice to councils.</p> <p>6.9 The NSW Government to support cultural burning for fire management on Crown land, National Parks and State Forests (and training and employment of Indigenous people for this task).</p> <p>6.10 Streamlining approvals for constructing and maintaining asset protection zones (APZs) or undertaking hazard reduction burns, requiring appropriate APZs for urban settlements that interface with natural areas, and ensuring government managed forested areas maintain fire trails.</p> <p>6.11 Appropriate recognition for individual first responders via a local government service award.</p> <p>6.12 Urgent implementation and funding of the recommendations of the NSW Bushfire Inquiry.</p> |
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7. PLANNING

Councils support an efficient, fair, and locally led planning system that prioritises quality of life and meets the needs and expectations of local communities.

Decisions of successive state governments have gradually diminished councils' and communities' authority to determine what and how development occurs in their local areas. Restoring community-led planning powers to local government is a longstanding advocacy priority for LGNSW.

OUR POSITION

LGNSW advocates for:

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| <p>7.1 The planning system to ensure the voice of local communities is heard through:</p> <ul style="list-style-type: none"> • the well understood and accepted councillor representation system, which provides transparency and accessibility to communities, • genuine local representation, including councillors, on regional planning panels, and • third party merit appeal rights in respect of all categories of development applications, including decisions made by the Independent Planning Commission (IPC). <p>7.2 Local government to retain control over the determination of locally appropriate development. Local planning powers must not be overridden by State plans and policies or misuse of State Significant Development provisions.</p> <p>7.3 Local government to be treated as a partner (not just another stakeholder) in metropolitan, regional and district planning processes - the role and voice of local government is vital in delivering productivity, liveability and sustainability.</p> <p>7.4 Strategic (local, district and regional) plans that reflect the agreed planning outcomes from community engagement at local, regional/ district and metropolitan levels.</p> <p>7.5 The establishment and role of Local Planning Panels (LPPs) should be voluntary not mandatory. Where panels are mandatory, councils should be allowed to establish the thresholds and processes for public determination of matters referred to the Panel.</p> | <p>7.6 A review of State Environmental Planning Policies (SEPPs), with priority given to housing related SEPPs so that housing solutions developed by councils are not undermined and planning decisions relating to the location, type and design of local development (including education establishments and child care facilities) are returned to councils.</p> <p>7.7 Councils and communities to be able to determine how housing is delivered in their local areas based on their local housing strategies and in particular:</p> <ul style="list-style-type: none"> • Provide more discretion for councils to amend the SEPP (Exempt and Complying Development Codes) when applying it to their area, and • Allow for the Low Rise Housing Diversity Code to be optional, not mandatory. <p>7.8 State and federal governments to identify opportunities to support growth in rural and regional areas and reduce growth pressures in Sydney.</p> <p>7.9 Reforms to the planning system to include a fundamental review of its primary purpose and work to improve its efficiency and effectiveness, by consolidating state policies and local plans in local planning instruments, streamlining plan-making and development assessment and ensuring councils have adequate powers to implement provisions.</p> |
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- 7.10 A policy framework (with actions, responsibilities and timeframes) and mechanisms to deliver high level objectives in district and regional plans (including protecting employment lands, food security, liveability, sustainability, open space provision).
- 7.11 The State and Federal Governments to develop a strategic approach to state significant developments such as newly emerging solar farms to ensure their impact on farm land and neighbouring communities is properly considered, and local councils receive development contributions to fund the local infrastructure required to support them.
- 7.12 Greater independence and integrity in the development application process by introducing provision for councils, rather than proponents, to appoint independent consultants to undertake the reports needed for development assessment (such as Statements of Environmental Effects and Environmental Impact Statements).
- 7.13 The NSW Government and local government to formalise an agreement on the operation and ongoing development of the NSW Planning Portal, including funding assistance to councils for development and implementation of integration platforms between the portal and local government systems.



8. HOUSING & HOMELESSNESS

Local councils, as the level of government closest to the community, play an important role in engaging with and planning for the needs of their communities. This includes planning to ensure there is an appropriate supply and mix of housing to meet the community's diverse and changing needs. Councils help shape and deliver housing policy objectives through their land use planning and community service responsibilities. Councils also prepare local housing strategies in consultation with communities, to detail how and where housing will be provided in local areas.

Councils also work closely with a range of specialist housing and homelessness services, domestic violence agencies and police to respond appropriately and with compassion to rough sleeping. While the NSW Government is ultimately responsible for housing and homelessness, councils are closely involved through maintaining public space, managing community concerns and complaints, conducting outreach programs, and safety measures such as clean-ups and syringe disposal.

OUR POSITION

LGNSW advocates for:

- 8.1 The NSW and Australian Governments to address homelessness, the housing affordability crisis and access to public housing in metropolitan, regional and rural areas, including through:
 - providing funding for councils to deliver initiatives at the local level
 - implementing the Housing First model across NSW, with proactive outreach, crisis support and homelessness prevention measures including addressing co-morbidities
 - ensuring housing security for residents of caravan parks and manufactured home estates far greater investment in new and upgraded social housing
 - new models for social and affordable housing including equity share and covenant housing
 - providing taxation and other financial incentives that support the delivery of affordable housing.
- 8.2 The NSW Government, through implementation of the NSW Housing Strategy, to establish a clear framework for review of housing supply targets which includes concurrence with councils in setting these targets.
- 8.3 Minimum targets of 5-10 per cent social and affordable housing across NSW and 25 per cent for government-owned land, and a NSW Government commitment to clarifying roles and responsibilities and providing resources, policies and plans to meet these housing needs.
- 8.4 Action by the NSW Government towards achieving affordable housing targets through:
 - Improving processes for the timely approval of affordable housing contributions schemes developed by councils under the Housing State Environmental Planning Policy (Housing SEPP), and
 - Developing strategies and legislative tools to support local councils in NSW in increasing affordable housing in their local government areas and manage the impacts of short-term rental platforms on the availability of long-term rental housing.
- 8.5 The NSW Government working with councils and Aboriginal communities and organisations to set clear targets to reduce housing disadvantage impacting Aboriginal people in NSW.
- 8.6 Improved housing accessibility and liveability through:
 - an agreed legislated definition of accessibility incorporating universal design principles,
 - mandated minimum accessibility standards at the Liveable Housing Australia (LHA) Design Guidelines Gold Level (Option 3) or an equivalent standard at this level or higher,
 - linking and alignment of state and federal housing, ageing and disability strategies.
- 8.7 Policies and plans that enhance holistic sustainability outcomes in housing by requiring consideration of housing design (including site selection), construction and operation over its lifetime, minimising economic harm and considering economic and social sustainability.
- 8.8 Housing growth that meets community expectations, by contributing to place-making and the safety and quality of the built form.



9. BUILDING REGULATION & CERTIFICATION

Successive NSW Governments have continued to extend the types of development that qualify as exempt and complying development. The NSW Government has also introduced a private registered certifier scheme to approve development without the need for development consent from council.

The issue of building defects is also of great concern to local government as the trend towards multistorey apartments continues. LGNSW and councils have called on successive state governments to take actions to address deficiencies with building and certifier regulation and implement a system which ensures that all parties are responsible and accountable for their actions, and the community and public interest is at the forefront.

OUR POSITION

LGNSW advocates for:

- 9.1 Development and implementation of a regulatory framework to ensure the building and certification system delivers well-built, safe and compliant buildings that protect the public interest.
- 9.2 Tighter and more effective regulation of private certifiers – new regulatory arrangements must be strong, proactively enforced and subject to regular and rigorous audit.
- 9.3 A gradual return of certification functions to councils if the NSW Government's building reforms do not deliver meaningful solutions to problems with the private certification system and address conflicts of interest.
- 9.4 The NSW Government taking a leadership role in the management of cladding issues by providing effective guidance and funding to deal with the cladding crisis and releasing details surrounding the identified high-risk buildings.
- 9.5 The NSW Government to fully implement the Construct NSW reform program and commit to expand reforms to building classes other than Class 2 (multi-unit buildings).
- 9.6 Complying development to be limited to low risk or low impact development, with clearly defined parameters.
- 9.7 Support from the NSW Government for more affordable access to the full suite of Australian Standards for the local government sector.



10. CLIMATE CHANGE

Local government has a significant role in reducing greenhouse gas emissions and adapting to the impacts of climate change. Councils are responsible for \$160 billion worth of assets. Reducing emissions can lower operating costs associated with these assets. The effects of climate change also have the potential to damage council assets, cause serious disruptions to the delivery of council services, generate unbudgeted financial impacts and affect the wellbeing of the community.

OUR POSITION

LGNSW advocates for:

- 10.1 Urgent action to address the climate emergency in a bipartisan manner to make clear, effective and unambiguous steps to avert a climate crisis in NSW under four priority areas:
 - a) transition to net zero greenhouse gas emissions by 2050 with an interim goal of 50% emissions by 2030
 - b) planning for and adapting to a changing climate
 - c) significant structural adjustment in businesses and communities which may arise from transitioning to a low carbon economy and adapting to the impacts of climate change
 - d) the provision of leadership and support for both councils and their communities.
- 10.2 Ambitious but realistic policies and practices that promote council, community, industry and government commitment to renewable energy, energy conservation and energy efficiency.
- 10.3 An integrated approach to climate change mitigation and adaptation strategies, including shared responsibility and collaboration across all levels of government, industry and the community.
- 10.4 Long term consideration of climate change issues across all government functions and services.
- 10.5 Emission reduction measures through a market mechanism across all sectors of the economy including energy generation, mining, transport, waste, construction, buildings and agriculture.
- 10.6 State Environmental Planning Policies that achieve improvements in liveability and sustainability of housing to:
 - a) ensure developments and precincts include measures to alleviate the urban heat island effect.
 - b) apply (or enable councils to apply) higher Building Sustainability Index (BASIX) targets and include other sustainability outcomes to improve housing stock resilience.
 - c) enable innovative approaches to community and public transport.
 - d) Improve provisions to ensure the resilience of housing stock.
- 10.7 A renewable energy target of 40% by 2025 to support investment and market confidence in renewable energy projects.
- 10.8 A roadmap to transition away from natural gas.
- 10.9 Greater support to local government for coastal management especially in areas experiencing erosion exacerbated by state and federal infrastructure e.g., airports, ports and breakwaters.
- 10.10 Other spheres of government to work with and support councils to build resilience to current and future climate risks on the community and businesses.
- 10.11 Introducing a range of funding mechanisms that would allow councils to build climate resilience in their communities including a special purpose 1% increase in local government rates.
- 10.12 A mandatory government reporting framework for climate risk exposure.
- 10.13 Enable the uptake of zero and low carbon technologies including electric vehicles through appropriate investment, concessions and legislation.
- 10.14 Retention of the uranium mining ban in NSW, and support for sustainable and clean energy and jobs solution



11. WASTE & RECYCLING

Councils provide waste, recycling and resource recovery services to the community, provide and operate recycling and disposal infrastructure and work tirelessly to reduce the amount of waste ending up in landfill by educating residents, businesses and schools about waste avoidance and recycling.

Councils continue to face significant challenges from increasing waste generation and lack of markets for Australian recycled content. All levels of government, as well as business and the community need to work together as we move to a more circular economy where materials and products remain within the economy for longer and waste is reduced.

OUR POSITION

LGNSW advocates for:

- 11.1 The reinvestment by the NSW Government of the NSW waste levy collected from the community and industry to:
 - a) Urgently fund regions of councils to develop and implement regional waste plans for the future of waste and resource recovery in their regions, which include infrastructure and circular economy action plans and precinct development to address the needs of our cities and regions.
 - b) Fund the delivery of priority infrastructure and other projects, procured by local government, that are needed to deliver the regional-scale plans, particularly where there is market failure identified in the regional plans.
 - c) Increase local and state government procurement of recycled goods made with domestic content, for example by:
 - adopting recycled content targets to help drive demand and provide incentives to deliver on these targets
 - funding further research, development and delivery of recycling technologies and products generated from recyclables, particularly by local or regional councils.
 - d) Fund and deliver state-wide education campaigns on the importance of recycling to encourage the right way to recycle, the purchase of products with recycled content, as well as promote waste avoidance.
 - e) Work with the Federal Government to introduce producer responsibility schemes for soft plastics and other emerging problem wastes such as paints, batteries, chemicals, mattresses, electronic waste, asbestos and sharps.
 - f) Rehabilitate orphan dump sites and address illegal dumping, including enhanced enforcement powers for councils.
- 11.2 Transitioning to a circular economy and keeping materials in use for longer which requires a focus on higher-order waste management options, noting that lower-order options can have negative impacts on human and environmental health. As such we:
 - Acknowledge concerns regarding the impact of waste to energy incinerators on communities and the environment;
 - Note that the Draft Regulations and the EPA's Energy from Waste Infrastructure Plan would prohibit waste to energy incinerators in some places and not others;
 - Consider burning waste material to generate energy as an outdated technology, and encourage diversion rather than incineration.
- 11.3 Support for innovative solutions to reduce waste and waste transport requirements, including a sustainable long-term solution for mixed waste organics.
- 11.4 Avoidance and minimisation of waste, including from building and construction sites with appropriately scaled fines for non-compliance.
- 11.5 Protection of existing and identification of new waste management locations.
- 11.6 Clear policy direction with regulatory certainty, achievable targets and implementation and funding pathways for delivery through e.g., NSW Waste Strategy, National Waste Policy, COAG targets.
- 11.7 Access to credible data and improved accountability to achieve best value for the community.



12. BIODIVERSITY

Local Government supports the conservation of biological diversity. Councils are a key influence on local biodiversity management and have an essential role to play. This includes through planning and approval processes, community education and engagement activities, and as public land managers.

Councils can develop biodiversity strategies and plans, protect biodiversity through their land use planning instruments, and manage biodiversity actively through specific programs and projects. Councils also have a legislative mandate to manage the ongoing challenge of development pressure, natural disasters and maintenance of environmental values. Councils have responded through improved knowledge of, and strategic planning for, their local biodiversity including undertaking mapping and assessments, developing biodiversity strategies, policies and processes, and building staff capability.

OUR POSITION

LGNSW advocates for:

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| <p>121 Protection and management of local biodiversity on an 'avoid, minimise, offset' basis.</p> | <p>127 Cross jurisdictional commitment to managing the threats to biodiversity including weeds, pests and other risks such as bushfires which impact on the integrity of local biodiversity and contribute to further losses.</p> |
| <p>122 Closer coordination across spheres of government, and with other biodiversity resource managers, to include local biodiversity information and mapping in regional and state-wide approaches to biodiversity management.</p> | <p>128 A review of the 10/50 Vegetation Clearing Code of Practice to assess the safety benefits compared to the impacts on tree canopy.</p> |
| <p>123 Resources and assistance to councils to build capacity, review systems and implement changes to NSW legislation in relation to managing biodiversity.</p> | <p>129 Additional Ramsar site listings in recognition of the value of lake systems for aquatic biodiversity, supporting migratory bird species, fish nurseries and essential wetland processes.</p> |
| <p>124 Continuation of funding streams to support local land management activities to achieve biodiversity outcomes.</p> | <p>1210 The NSW Government to review the cumulative impacts of legislation governing land, water and natural resource management, and act to ensure the protection of biodiversity, threatened iconic species, water security, native forests and food security throughout NSW.</p> |
| <p>125 Policies and practices that maximise biodiversity and the protection of threatened and endangered species, including the development and maintenance of habitat corridors.</p> | |
| <p>126 Wider recognition of the value of urban biodiversity and bushland areas and the implementation of management approaches to specifically meet the needs of these areas including incentives to protect mature urban vegetation.</p> | |



13. BIOSECURITY

Local government has a significant role in biosecurity including:

- as a local control authority (LCA) in regulating weeds under the *Biosecurity Act 2015*,
- as a land manager, to understand and implement its biosecurity responsibilities (e.g., weeds, pests), and
- in discharging regulatory responsibilities under the *Companion Animals Act 1998*, for domesticated cats and dogs.

OUR POSITION

LGNSW advocates for:

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| <p>13.1 A global ban on the trade in wild animals and wild animal products given their role in the emergence and spread of zoonotic diseases.</p> <p>13.2 The concepts that underpin the Biosecurity Act, such as risk-based decision making and a tenure neutral approach to weed and pest management.</p> <p>13.3 Local government representation on the Biosecurity Advisory Committee, established under the Biosecurity Act.</p> <p>13.4 Changes to the weed management framework, including:</p> <ul style="list-style-type: none"> • Funding stability and funding via the Weed Action Program to be increased to \$20M per year. • A review of the Weed Action Program administration to minimize any duplication or excessive reporting and auditing requirements applied to councils and county councils. • Penalties for weed-related offences set at levels high enough to act as a deterrent. • Development and implementation of a weed management plan for Fleabane. • Development of appropriate mechanisms to address current and emerging biosecurity (weeds) issues on parks and reserves under joint management arrangements with local Aboriginal communities. <p>13.5 Local government to have input to the setting of relevant charges (for weed regulatory functions), and local government keeping any revenue from services or compliance and enforcement undertakings.</p> | <p>13.6 Amendments to legislation to enable councils to more effectively manage the nuisance effects of cats on residents and wildlife, including streamlining the process of animal registration, limiting the roaming of cats beyond their owner's property, and enabling a trap-neuter-return program.</p> <p>13.7 Legislation/codes to strengthen companion animal breeding facility assessment and operation, to prevent the establishment of puppy farms in NSW and instigate a common database and better coordination across jurisdictions (e.g., NSWVIC).</p> |
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14. HEALTH & SAFETY

All councils in NSW play an essential part in improving and safeguarding the health and safety of their communities. Local government also has statutory responsibilities for public health protection under the *Public Health Act 2010* and *Food Act 2003*, regulating food businesses as well as premises that may pose environmental health risks through legionella, skin penetration or exposure to hazardous materials including asbestos. Councils also provide communities with access to additional services to contribute to community health, including immunisation clinics, sporting and recreation facilities and open space, mental health and physical activity programs, clean drinking water and no-smoking zones. Councils further have a role in considering how the built environment can be planned to promote health and safety.

Council involvement in community safety and crime prevention initiatives is often in partnership with police and other government and non-government organisations, engaging with communities to understand and develop strategies to address local crime issues.

OUR POSITION

LGNSW advocates for:

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| <p>14.1 Practical reforms and initiatives that improve public health and safety but do not represent cost shifting or burden the limited resources of local government without providing adequate funding or cost recovery mechanisms.</p> | <p>14.4 The NSW Government to ensure that any new schools constructed in a local government area provide appropriately sized off-street drop off and pick up zones.</p> |
| <p>14.2 Legislative amendments to enable council rangers to issue fines and penalty amounts equivalent to NSW Health for breaches of the Smoke-free Environment Act 2000.</p> | <p>14.5 Increased funding for road safety from state and federal government.</p> |
| <p>14.3 The NSW Government to take action to protect human health and the environment by:</p> <ul style="list-style-type: none"> • making asbestos identification, removal, transport and disposal cheaper, easier, and safer. • working with the Federal government to ensure that all vehicles imported into Australia meet the highest EU standards for emissions. • introduce tax initiatives to encourage the up- take of electric powered vehicles in order to phase out the reliance on fossil fuels. • adopting the World Health Organisation Clean Air Guidelines and assisting communities to address breaches of national air quality standards and improving health through filtration and ventilation in public buildings. • implementing tighter controls on facilities at high risk of causing dust and air pollution, including timely and tighter enforcement for malodorous emissions. • phase out the use of shark nets and replace them with alternative mitigation strategies. | <p>14.6 The NSW Government to allocate more resources for increased police numbers and state regulatory inspections, to improve response times, particularly in regional and rural NSW.</p> |
| | <p>14.7 The state and federal governments to fund councils and community organisations to manage antiterror and security related risks at events and in crowded places.</p> |
| | <p>14.8 Amendments to noise control regulations to ensure that general activities within a park cannot be deemed intrusive or offensive during certain hours of the day.</p> |
| | <p>14.9 Increased local government involvement in determination of gaming machine applications with priority consideration given to social impact.</p> |
| | <p>14.10 Funding, resources and initiatives to address the prevalence of domestic and family violence (DFV) in NSW, including Crimes Act recognition that coercive control and dowry abuse are forms of DFV, and funding a DFV prevention officer to work with NSW councils.</p> |
| | <p>14.11 The NSW and Australian Governments to address the mental health crisis and ensure adequate access to care across NSW.</p> |



15. LIBRARIES, ARTS & CULTURE

Local government provides art galleries, museums, libraries and cultural services which are vital in enabling communities to participate in artistic and cultural expression. Councils provide almost 400 free public library services in NSW, including central, branch and mobile libraries in NSW. The right to equitable access to basic information is a cornerstone of democratic society.

OUR POSITION

LGNSW calls on State and Commonwealth governments to:

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| <p>15.1 Support the critical role of public libraries in communities by:</p> <ul style="list-style-type: none"> • Reversing the significant decrease in the State Government expenditure as a proportion of total expenditure on public libraries that has occurred since the 1980s. • Creating a sustainable funding model for public libraries that indexes funding to CPI and is protected in legislation. • Investigating systems to provide communities throughout NSW with greater access to larger collections and library resources and materials. | <p>15.4 Recognise the challenges for small, regional and remote councils and prioritise them for arts and cultural funding relative to the large State Cultural Institutions.</p> |
| <p>15.2 Devise a museum strategy for NSW with sufficient resources to ensure cultural heritage led vibrancy, collection care and local storytelling initiatives are supported, developed and maintained for communities throughout NSW.</p> | <p>15.5 Provide stimulus and recovery funding to councils to promote and support arts and culture, including for galleries, performance, exhibitions and festivals.</p> |
| <p>15.3 Ensure councils receive a fair share of funding from and access to government arts and culture programs.</p> | <p>15.6 Significantly increase funding to councils to protect, maintain and enhance heritage buildings, structures and sites.</p> |



16. ELECTIONS & DEMOCRACY

Councils are elected to shape, serve, support and give voice to their communities, to whom they are democratically accountable. The NSW and Australian governments must respect local government as an equal sphere of government and must not seek to impose decisions on local government that fundamentally affect the ability of democratically elected councillors to reflect the views of their communities on local government matters.

Councils for government elections to be conducted in a manner as similar as possible to State elections make democratic participation similar for voters and to support voter turnout.

OUR POSITION

LGNSW advocates for the NSW Government to:

- 16.1 Legislate to prevent the forced amalgamation of councils or significant boundary alteration without the support of a plebiscite.
- 16.2 Legislate to limit the power of the Minister for Local Government to suspend or dismiss democratically elected councils in all but the most extraordinary circumstances.
- 16.3 Permit newly amalgamated councils that have been divided into wards as part of a larger council area to revert to their status as undivided electorates.
- 16.4 Shorten the pre-poll voting period to the period including the Saturday to Friday of the week before Election Day.
- 16.5 Ensure councils and communities retain choice in their method of voting and does not impose universal postal voting.
- 16.6 Legislate to ensure that councillors and candidates who are members of a registered political party, or have been a member of a registered political party during at any time during the 12 months prior to seeking council election/re-election, be prohibited from using the word 'Independent' beside their name on the ballot paper and on all electoral materials.
- 16.7 Legislate to ban property developers and real estate agents (and their relatives and close associates including investors, owners and beneficiaries) from serving as councillors, and increase penalties for false declarations on this matter.
- 16.8 Legislate to ensure a person may only nominate for election to a particular council if they are a resident or ratepayer.
- 16.9 Eliminate the need for council by-elections, by extending countback provisions to the first two years of a council term, and extending the minister's discretion to provide councils with the option of avoiding a by-election for a casual vacancy during the latter two years of a council term.
- 16.10 Implement measures such as information sessions and training programs to increase the diversity of candidates standing for local government elections.
- 16.11 Legislate so that LG elections are to be conducted by the NSW Electoral Commission only.
- 16.12 Reduce the cost of conducting LG elections, including through:
 - (a) a commitment that the NSW Electoral Commission not be permitted to increase the cost of elections by more than the rate cap limit imposed on LG rates
 - (b) directly offsetting the cost of LG elections with significant fine revenue from non-voting
 - (c) trialling online voting initiatives.
- 16.13 Legislate to ensure all mayors continue to hold their positions until a new mayor is elected following local government elections.



17. GOVERNANCE

Local government is committed to the principles of good governance and is responsible and accountable to the citizens and the communities it represents, through consultative processes, legislative accountabilities, efficient delivery of services and effective customer service.

GOVERNANCE

LGNSW advocates for the NSW Government to:

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| <p>17.1 Establish a panel of independent members with specific local government knowledge, for appointment to local councils' Audit, Risk and Improvement Committees.</p> | <p>17.10 Legislate to make it an offence for any person to threaten, incite violence, intimidate, menace or harass any person exercising functions under the Local Government Act or any other Act or regulation that confers functions on a council, and disqualify any person who has committed such an offence from holding public office for local government in NSW.</p> |
| <p>17.2 Review the guidelines for Audit, Risk and Improvement Committees to reduce the exclusion period for former councillors and staff, to support rural and regional councils.</p> | <p>17.11 Require Working With Children Checks and police checks for councillors.</p> |
| <p>17.3 Legislate to strengthen requirements for general managers to provide councillors with the information required to perform their functions.</p> | <p>17.12 Improve accessibility and compliance outcomes by simplifying all forms and processes for candidates and public office holders and permitting documents to be signed and lodged electronically.</p> |
| <p>17.4 Invest more resources into managing Code of Conduct complaints to ensure they are dealt with efficiently and effectively.</p> | <p>17.13 Restore funding to ensure the independence of the Independent Commission Against Corruption in NSW. LGNSW also supports establishing a similar body federally.</p> |
| <p>17.5 Legislate to provide that a councillor's position becomes vacant if she or he is absent from three ordinary meetings of a council in any calendar year without having been granted leave.</p> | <p>17.14 Ensure regulatory and reporting requirements imposed on councils are proportionate to size and risk.</p> |
| <p>17.6 Amend the gifts and benefits provisions in the Model Code of Conduct so that the token value amount be removed and replaced with the provisions that apply in the Code of Conduct for Members of the NSW Parliament.</p> | <p>17.15 Support the development and implementation of tripartite governance frameworks between the three tiers of government.</p> |
| <p>17.7 Amend legislation and the Model Code of Meeting Practice to require councils to publish unconfirmed minutes of council and committee meetings and provide suitable legal protection for councils to act on decisions before the minutes are confirmed.</p> | |
| <p>17.8 Permit councillors to attend and participate in council meetings by audio-visual means.</p> | |
| <p>17.9 In the interests of safety and privacy, review the Information and Privacy Commission requirement for returns of interest disclosures to be published online.</p> | |



18. COUNCILLOR CONDITIONS & REMUNERATION

To attract a diverse array of talented candidates for election, the local government sector should be able to offer conditions and compensation, including superannuation, comparable to that available from the work activities mayors and councillors forgo in order to serve on councils.

OUR POSITION

LGNSW advocates for the NSW Government to:

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| <p>18.1 Investigate options for full time councillors in NSW.</p> <p>18.2 Fund ongoing councillor professional development.</p> <p>18.3 Repeal s242A of the LG Act so that the Local Government Remuneration Tribunal (LGRT) is able to determine fair and reasonable fees for councillors and mayors, unfettered by the Public Sector Wages Policy (and the LGRT to determine the maximum permissible remuneration increase for councillors and mayors while the NSW Public Sector Wages Policy still applies)</p> <p>18.4 Amend s241 of the LG Act to remove reference to maximum and minimum fees payable, so that the LGRT determines the actual annual remuneration for councillors and mayors.</p> <p>18.5 Amend s240(1) of the LG Act to include councils' financial position and/or performance as additional criteria that the LGRT must have regard to when determining categories for councils and mayors.</p> <p>18.6 Consider dedicated remuneration for deputy mayors, in recognition of increasing deputy mayoral duties.</p> <p>18.7 Legislate to require compulsory superannuation payment to councillors and mayors at the rate equivalent to the rate set out in the <i>Superannuation Guarantee (Administration) Act 1992 (Cth)</i>.</p> | <p>18.8 Require all councils, county councils and Joint Organisations to have personal accident insurance cover for all councillors while performing their functions, equivalent to the level of insurance employees receive under NSW workers' compensation legislation.</p> |
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19. STRONG & INCLUSIVE COMMUNITIES

Local government is a significant provider and supporter of essential services to all members of the community including older people, people with disability, families, children, young people, Aboriginal people and people from all cultures and backgrounds. Councils also support refugee resettlement, services for newly arrived migrants and hold citizenship ceremonies and Harmony Day events. Councils fill the gaps in the provision of essential human services when there are no other providers, particularly in rural and remote areas, and advocate for equitable access to infrastructure and services.

OUR POSITION

LGNSW advocates for:

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| <p>19.1 Continued State and Commonwealth funding to supplement the contribution of NSW councils of approximately 60% towards the cost of community development, ageing and disability staff positions.</p> <p>19.2 Increased support for councils and communities that resettle refugees and welcome multicultural communities, including through:</p> <ul style="list-style-type: none"> • A broader humanitarian resettlement strategy to encourage and support distribution of resettlement across NSW and Australia, • Support to areas where concentrated resettlement occurs to address social and economic impact gaps (including housing affordability, employment, infrastructure and services). • Funding for councils' roles, responsibilities and activities that support multicultural communities and promote social cohesion, including refugee resettlement. • Reviewing restrictive eligibility requirements of the Status Resolution Support Scheme and restoring access to this program for all people seeking asylum until their status is resolved. <p>19.3 Funding to support participation of people with disability in their communities, including:</p> <ul style="list-style-type: none"> • Funding to implement actions and projects identified in council Disability Inclusion Action Plans. • Funding to councils for community support, information, and referral and capacity building initiatives. <p>19.4 The NSW Government to support and encourage inclusive consultation and engagement approaches, in consultation with councils and including technological options for people with disability.</p> <p>19.5 Funding and policy settings to address accessible and liveable housing design standards, housing affordability, access to public housing, and homelessness, including funding for councils to deliver initiatives at the local level.</p> | <p>19.6 NSW Health to retain ownership of its aged care and disability facilities.</p> <p>19.7 Legislation to require councils to plan, implement strategies and report on gender equity in the workplace, with funding support from the NSW Government.</p> <p>19.8 Legislation to require equal employment opportunity management plans to include provisions for targeted programs to increase employment opportunities for Aboriginal and Torres Strait Islander people.</p> <p>19.9 Funding support for volunteers and volunteer development programs, including for community organisations that engage volunteers.</p> <p>19.10 An urgent increase in the rate of Newstart & Youth Allowance by a minimum of \$100 per week.</p> <p>19.11 An increase in Government support for vulnerable children and young people to meet demand for rehabilitation services, early intervention and justice initiatives.</p> <p>19.12 High quality, universally accessible and affordable early childhood education and care.</p> <p>19.13 Adequate funding for council-run youth and children services and recognition that councils are an essential provider of services to children and young people.</p> <p>19.14 Initiatives to address skill shortages and impediments to employment and training, injecting significant funds into TAFE and the higher education system to redress recent funding cuts and the impacts of TAFE deregulation.</p> |
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20. ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE

LGNSW acknowledges the significance of the Statement from the Heart issued at the 2017 First Nations National Constitutional Convention at Uluru and supports the principle of the Constitutional recognition of Aboriginal and Torres Strait Islander Australians. Australia is one of the few first world nations with a colonial history that does not recognise its Aboriginal population in the Constitution.

LGNSW believes that Constitutional change will build stronger relationships of trust and mutual respect between Aboriginal and Torres Strait Islander peoples and other Australians. Local government in NSW can be instrumental in this campaign as it is best connected to communities at the grass roots level.

OUR POSITION

LGNSW:

- 20.1 Seeks that the Australian Government co-design with Aboriginal and Torres Strait Islander peoples, Constitutional recognition through a First Nations Voice, support the process of truth-telling and consider the establishment of a National Resting Place (or Places) for commemoration, healing and reflection.
- 20.2 Encourages councils to progress the Constitutional recognition campaign at the local level and build support among all political leaders to advocate for a referendum.
- 20.3 Supports reforms to redress any disproportionate disadvantage experienced by Aboriginal and Torres Strait Islander peoples.
- 20.4 Encourages councils to develop a relationship with local First Nations communities to develop ways in which they can provide input into council decisions.

ROAD SUBJECT TO
FLOODING
INDICATORS SHOW DEPTH

LGNSW Special Conference Motions Submission Guide

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Motions Submission Guide

1. Introduction

Each year, member councils across NSW submit a range of motions to an Annual Conference conducted by Local Government NSW (LGNSW). These motions relate to strategic local government issues which affect members state-wide and introduce new or emerging policy issues and actions. They are debated and resolved by Conference delegates, with successful resolutions guiding LGNSW's advocacy priorities for the year ahead.

However, stay-at-home orders and the postponement of local government elections have forced a truncated Annual Conference in 2021, with insufficient time for proper motion debate. To ensure motions are properly debated and resolved by members, LGNSW will hold an additional Special Conference from 28 February to 2 March 2022.

All LGNSW member councils are invited to submit motions to this Special Conference, with the following Guide outlining the Motion development and submission process.

2. Deadlines

Members are encouraged to submit motions [online](#) as early as possible to allow assessment of the motions and distribution of the Business Paper before the Conference. Under LGNSW Rules, the latest date motions can be accepted for inclusion in the Business Paper is **12 midnight (AEDT) on Sunday 30 January 2022** (28 days prior to Conference).

3. Criteria for motion submission

The LGNSW Board has resolved that motions will be included in the Business Paper for the Conference only where they:

1. are consistent with the objects of LGNSW (see Rule 4 of the Association's [rules](#)),
2. relate to local government in NSW and/or across Australia,
3. concern or are likely to concern local government as a sector,
4. seek to advance the local government policy agenda of LGNSW and/or improve governance of the Association,
5. have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws),
6. are clearly worded and unambiguous in nature, and
7. do not express preference for one or several members over one or several other members.

Council members are encouraged to review [Action Reports](#) (on the member only pages of the LGNSW website) from previous Conferences and the [LGNSW Policy Platform](#) before submitting motions for this year's Special Conference to ensure the proposed motion wording reflects any recent developments and does not duplicate existing positions..

4. How to write a motion

Motions adopted at Conferences inform LGNSW's advocacy actions on behalf of the local government sector. LGNSW includes the exact wording of motions when writing to ministers, departments and agencies post-conference, so it is important that the wording of motions clearly outlines your council's policy intent or objective.

The format of motions, as much as possible, should call on a specific body (e.g. LGNSW, state government, federal government, a specific department or minister) and have a specific outcome that the motion is aiming to achieve. The wording should be unambiguous.

Examples of clearly-worded Annual Conference motions:

Minister for Rural and Regional NSW

That LGNSW lobbies the NSW State Government to appoint a Minister for Rural and Regional NSW with suitable resources to undertake meaningful representative activities.

Natural Disaster Funding, Day Labour

That LGNSW requests the Australian and NSW governments reinstate the claimable expense for the use of council staff during their normal working hours to attend to natural disaster relief and recovery funded works and reverse the present policy that effectively requires the mandatory use of contractors for recovery works.

Companion Animal Act matters

That LGNSW advocates that the NSW Government takes the following steps to improve the management of companion animals:

- establish an integrated on-line statewide registration process as an improved service to companion animal owners;
- resolve difficulties with the *Companion Animals Act 1998* definition of an “Authorised Officer”, by using the definition contained in the *Impounding Act 1993* as the definition in both Acts, allowing councils choice in the business model for its area; and
- review the dismissal of charges under section 10 of the *Crimes (Sentencing Procedure) Act 1999* in relation to offences under the *Companion Animals Act 1998*.

For more examples see Business Papers from [past Conferences](#) on the LGNSW website.

5. Demonstrating evidence of council support for motion

The member submitting the motion must provide accompanying evidence of support for the motion. Such evidence may include an attachment note or extract from the minutes of the council meeting, at which the member council resolved to submit the motion for consideration by the Conference. In the absence of a council meeting, the evidence should be a letter signed by both the Mayor and General Manager.

6. How to submit a motion

LGNSW members are invited to submit motions through an [online portal](#) from **12 July 2021**.

Each motion submission should include responses to the following fields:

1. **Council name**
2. **Contact details** of relevant officer
3. **Motion category** (*e.g. planning, economic, environment etc. This assists with assigning motions to the relevant policy staff and grouping related motions in the Conference Business Paper.*)
4. **Motion title** (*a few words*)
5. **Motion** (*a sentence or two which includes the call to action*)
6. **Background note** (*a paragraph or two to explain the context and importance of the issue to the local government sector*)
7. **Evidence of council support** for the motion (*e.g. extract of council meeting minutes*)

Once a motion has been submitted it cannot be edited without contacting LGNSW, so please review the content carefully before submission.

7. How LGNSW manages incoming motions

The LGNSW Board has established a committee and delegated the function of managing incoming motions for the Conference to this committee. The Chief Executive will refer motions to the committee and the committee will assess whether the motion meets or doesn't meet the criteria, or if

it is unclear whether it meets the criteria. This assessment forms the final decision on which motions are included in the Conference Business Paper.

Prior to the committee making a final decision, LGNSW may contact the council that submitted the motion to seek clarity on its intent or wording.

Incoming motions which seek to change any long-held Fundamental [Principles](#), will be highlighted in the Business Paper for members' information at time of voting.

Motions which are consistent with existing LGNSW positions or current LGNSW actions, or that are operational and can be actioned without a Conference resolution, may still be printed in the Business Paper but will not be debated at the Conference.

8. What happens to motions at the LGNSW Conference

Standing orders are outlined at the front of the Business Paper and adopted at the commencement of each Conference. They outline the manner in which the Conference deals with motions. The standing orders adopted at the 2019 Conference can be found in **Attachment A**.

During debate on motions at Conference, the standing orders generally permit councillor delegates to speak in support of or against each motion. Following a vote on a motion, the motion is either carried and becomes a resolution of the Conference, or it is defeated.

9. Post-conference: Updates to the LGNSW Policy Platform

LGNSW's [Policy Platform](#) consolidates the voices of councils across NSW, reflecting the collective positions of local government on issues of importance to the sector. Importantly, the Policy Platform guides LGNSW in its advocacy on behalf of the local government sector.

The Policy Platform consists of two parts: LGNSW's Fundamental Principles, and the more targeted Position Statements.

- **Fundamental Principles** are the enduring and overarching principles that direct LGNSW's response to broad matters of importance to the local government sector. These Fundamental Principles are endorsed (or amended) by LGNSW members at Annual Conferences (or this year, at the Special Conference).
- **Position Statements** contain LGNSW's more detailed positions on specific issues and guide LGNSW's work on, and response to, policy issues of the day. Position Statements are subordinate to LGNSW's Fundamental Principles but are more agile and are targeted at specific policy issues as they arise.

Changing Fundamental Principles

Where a motion conflicts or may conflict with a Fundamental Principle, this will be clearly highlighted for delegates in the Conference Business Paper. If the motion is adopted as a resolution at Conference, then the relevant Fundamental Principle will be changed.

It is expected that changes to the Fundamental Principles will be uncommon, given their broad focus and general acceptance among the local government sector.

Changing Position Statements

Following each Conference, LGNSW will review resolutions of that Conference to determine whether the intent of each resolution is adequately covered by existing Position Statements. Where the Position Statements do not adequately include the intent of a resolution, LGNSW will update an existing Position Statement or draft a new Position Statement, to be endorsed by the LGNSW Board as part of the LGNSW Policy Platform.

LGNSW members will be informed of updates to the LGNSW Policy Platform.

10. Post-conference: Determining LGNSW Advocacy Priorities

Following the LGNSW Special Conference, LGNSW will review the resolutions and identify key areas of focus to guide LGNSW's advocacy for the coming year. These areas of focus are also informed by member feedback, the LGNSW strategic plan, position statements, emerging issues, and Board input.

LGNSW's Advocacy Priorities for the following year are then submitted for endorsement by the LGNSW Board, and communication to members via email.

As LGNSW undertakes advocacy actions on each of the Conference resolutions throughout the year, these actions and their outcomes will be published in LGNSW's Action Report. ([Past Action reports](#) are available on the member only pages of the LGNSW website).

11. Further information

For further information on the motion submission process, please contact Damian Thomas, Strategy Manager at damian.thomas@lgnsw.org.au.

Frequently Asked Questions

How do I know if my proposed motion is consistent with existing LGNSW policy positions?

The subject matter expert within council is best placed to identify this (for example, if the motion relates to a planning matter, this question should be answered by the Planning Manager). Subject matter experts are encouraged to review LGNSW's [Policy Platform](#) to gain an understanding of LGNSW's position on a particular matter to help identify whether your proposed motion is consistent.

What is the deadline for submitting motions?

Members are encouraged to submit motions [online](#) as soon as possible to allow assessment of the motions and distribution of the Business Paper before the Conference. However, in line with the LGNSW Rules, the latest date motions can be accepted for inclusion in the Conference Business Paper is **12 midnight AEST on Sunday 30 January 2022** (28 days prior to Conference).

LGNSW can receive more than 300 motions for an Annual Conference. Submitting motions as early as possible helps LGNSW to manage the large volume of motions received within a short period of time and allows LGNSW to seek clarification on any motions if required.

I'm unsure which motion category or sub-category I should select in the online portal

If you are unsure, just select the category you think best fits. LGNSW can reallocate the motion if necessary.

What if my council will not meet to consider motions for the LGNSW Special Conference until after the 30 January 2022 deadline?

LGNSW understands that some councils will not hold their first meeting of the new council term until after the 30 January 2022 deadline to submit motions for inclusion in the Business Paper.

The LGNSW Rules set the deadline of midnight on 30 January 2022 for motions to be submitted for potential inclusion in the Conference Business Paper. However, the LGNSW Rules do also allow for councils to submit motions with less than 28 days' notice and the LGNSW Board may allow these to be considered at Conference as **late items**.

If councils cannot meet the 30 January 2022 timeline, we encourage councils to submit motions as late items as soon as possible after the deadline.

Who should be the council contact for motions?

We recommend the council contact is someone who is available during the months that motions are open, and able to respond promptly to communications between the subject matter expert, your council and LGNSW. Some councils have identified the General Manager and others have identified the Governance Officer – it is a decision for each council.

Will the COVID-19 pandemic affect the motions process?

The LGNSW Conference motions process is an important policy setting process for the local government sector. The Conference will follow government guidelines on safe events and social distancing. In 2020, the LGNSW conference was held online due to COVID-19 health and safety orders and delegates had the opportunity to debate motions during the conference. However, member feedback indicated an in-person conference is preferable, and LGNSW is seeking to do this with the Special Conference from 28 February to 2 March 2022.

How can I amend my council's motion that I've already submitted?

Once a motion has been submitted it cannot be edited without contacting LGNSW so please review the content carefully before submission. If you need to edit a submitted motion, please contact Damian Thomas, Strategy Manager at damian.thomas@lgnsw.org.au. You may need to provide evidence of support for the change (see section 5).

Attachment A – Excerpt of LGNSW 2019 Annual Conference Standing Orders

The 2020 Annual Conference was held wholly online and as such the standing orders differed substantially from past years. The 2019 standing orders are included below as a guide.

Manner of dealing with Conference Business

11. Conference Business will be dealt with in any order at the discretion of the Chairperson.
12. Nothing in these Standing Orders shall prevent the Chairperson from dealing with motions concurrently.

In the case of motions

13. The Chairperson, upon coming to a motion set out in the Business Paper, must ask whether there is any dissent to the proposed resolution the subject of the item and, if no dissent be signified, may at any time, declare the motion carried.
14. Where dissent is signified, the Chairperson shall require the motion to be moved and seconded.
15. If the motion is moved and seconded, the Chairperson may, at any time during debate, make such inquiries as to the nature of the dissent so as to confine any debate to the issues genuinely in dispute or to explore amendments to the proposed resolution which satisfactorily accommodate the moving and dissenting Delegates and Delegates generally.
16. Movers of motions shall be permitted two (2) minutes to introduce their proposed resolution into debate and one and a half (1.5) minutes in reply. All other speakers shall each be permitted to speak once for one and a half (1.5) minutes. The Conference may, on application by a speaker, permit that speaker to have one, but only one, further period of one and a half (1.5) minutes in which to speak.
17. A Delegate seconding a motion shall not be permitted to speak until at least one Delegate has spoken in dissent.
18. The Chairperson may, during the course of debate direct a speaker to confine his or her speech so as to:
 - a. limit repetition of matters addressed by other speakers;
 - b. limit debate about matters or issues not genuinely disputed.
19. Except as otherwise provided herein, it shall not be in order to move that any resolution be immediately put until at least two Delegates, in addition to the mover and the seconder, shall have had an opportunity to speak on the resolution then before the Conference.
20. A Delegate can, without notice, move to dissent from the ruling of the Chairperson on a point of order. If that happens, the Chairperson must suspend the business before the Conference until a decision is made on the motion of dissent;
 - a. 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 discharged as out of order, the Chairperson must restore the motion or business to the agenda and proceed with it in due course; and
 - b. Despite any clause to the contrary, 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.
21. A Delegate may not substitute from the floor of the Conference a new motion for one listed in the Business Paper unless the new motion is substantially the same, and dealing with the same subject matter, as the original motion, and the new motion is accompanied by written evidence that it has the support of the member concerned.
22. When an amendment is before the Conference, no further amendment shall be discussed until that amendment has been dealt with.

23. *No more than one amendment upon any motion shall be considered unless notice of such further amendment is given before the amendment then under discussion has been dealt with.*
24. *The mover of an amendment which has been adopted as the motion shall (as in the case of the mover of an original motion) have the right of reply to any further amendments submitted.*

New motions from the floor of Conference

25. *At least 24 hours' notice shall be given before dealing with any new motions introduced during the Conference (Rule 28(d)).*
26. *Where a Member seeks to introduce a new motion during the Conference, they shall submit the motion and evidence that the motion has the support of the member concerned, to the Association's Chief Executive (or the Chief Executive's nominee), in writing.*
27. *The Chief Executive (or the Chief Executive's nominee), upon receiving a new motion submitted during the Conference, shall immediately record the time that they receive the motion and make arrangements for copies of the motion to be provided to Delegates.*

Motions that reflect existing LGNSW policy

28. *Motions submitted for inclusion in the Business Paper to the Conference which reflect existing LGNSW policy (Category 2 motions) shall remain existing LGNSW policy unless superseded or replaced by a subsequent Conference resolution.*

In the case of all other Conference Business

29. *All other Conference Business will be dealt with at the discretion of the Chairperson.*

Manner of voting

30. *Only Members' nominated voting Delegates and members of the Board may debate and vote on motions.*
31. *Except as hereinafter provided voting on any matter shall be on the show of cards.*
32. *The Chairperson may direct that voting on any matter be taken by show of voting cards or by use of electronic voting.*
33. *After a show of voting cards or on conclusion of an electronic vote the Chairperson may either:*
 - a. declare the question resolved in the affirmative or negative; or*
 - b. if voting cards have been used, call for a new vote using electronic voting.*
34. *A Division may be called following a vote on the show of cards by no less than 10 Delegates.*
35. *A Division will be taken by use of electronic voting.*

Suspending Standing Orders

36. *Standing Orders may be suspended by a majority of those present, provided the meeting is in quorum. A motion to this effect shall be open to debate.*

Outstanding business

37. *In the event that the Conference, having commenced in quorate, subsequently loses a quorum and is unable to consider any item(s) of business properly put before the Conference, they shall be referred to the Association's Board for consideration.*

MOTION FOR THE LOCAL GOVERNMENT ANNUAL CONFERENCE 23-25 October 2022

It is recommended the LGNSW Conference seek a resolution to strengthen LGNSW's policy position in relation to renewable energy and climate change and to consider it an advocacy priority.

MOTION

That LGNSW seek from the NSW Premier:

- a) A reaffirmation that local government is a key partner in the roll out of renewable energy generation facilities and related infrastructure across the State and to that end provide financial support to councils hosting such a development. The level of financial support from the NSW government be the reimbursement to each affected council all costs associated with assessing each proposed renewable energy project/transmission line; and*
- b) A Direction be issued to the Department of Planning & Environment and the Energy Corporation of NSW that they actively seek and heed advice from councils to ensure the environmental, social and economic costs associated with renewable energy developments and related infrastructure are not outsourced onto rural communities without fair and just financial compensation.*

1. RATIONALE

Background

NSW is experiencing rapid development of renewable energy projects, with over 100 solar farms, 40 wind farms, 4 pumped hydro and 20 large scale battery storage facilities approved or currently progressing through the DA assessment process (SSDs, SSIs, CSSIs) administered by the Department of Planning & Environment (DPE) and the Independent Planning Commission (IPC). These numbers are expected to double by 2030. In addition, major transmission lines are planned to be constructed to connect to the new energy generation facilities.

The benefit to the State of a positive outcome from this motion is that Local Government will be better placed to facilitate delivery of the targeted 80% renewable energy into the grid by 2030.

The abovementioned facilities are located, or plan to be located:

- in the main designated Renewable Energy Zones (REZs), namely Central West Orana, New England and South West; and
- across many other rural areas of NSW outside the REZs as well as the planned Hunter REZ and the Illawarra REZ.

See attached map for details.

Experience of Local Government in the Central West Orana Renewable Energy Zone

Warrumbungle Shire Council is located in the Central West Orana (CWO) REZ. The REZ is earmarked as the first of the REZs to be developed, along with New England.

Across the CWO REZ there are currently 20 projects and that number is expected to increase substantially, possibly double by 2030. Other impacted Councils in CWO include Mid-Western Regional Council, Dubbo Regional Council and Upper Hunter Council.

In addition to the generation facilities, the Energy Corporation of NSW is proposing to fast track the approval and construction of a major 500kV transmission line interconnector from Ulan to the REZ.

As key stakeholders, Councils conduct merit-based adequacy reviews of project EISs to determine the likely impact on Council-related services and infrastructure. They also make representations to the Proponents, DPE and the IPC. This dialogue is ongoing and may run for a year or more.

A key priority for host Councils is to secure Planning Agreements with each proponent to facilitate the delivery of development contributions to Council for the provision of public benefits.

The development contributions that are the subject of the Planning Agreement reflect that there are broad tangible and intangible environmental, social and economic costs arising from the development and the said contributions will assist Councils provide much needed material public benefits to its communities, as well as addressing broader community social impacts.

The consequences of this rapid phase of quasi-industrial development across the rural landscape are that:

- a) As a result of the substantial disturbance and disruption to established rural/agricultural activities, there will be heavy demands placed on local roads, an influx of thousands of construction workers with the need for accommodation camps, as well as new demands on potentially scarce resources such as water, aggregate, waste management facilities and other services provided by local government;
- b) LGA residents and ratepayers are likely to focus significantly increased attention on councils to ensure their interests are respectfully and justly considered and that outsourced environmental, social and economic costs are fully acknowledged and fairly compensated;
- c) That the demands on Local Government resources and capabilities have and will continue to increase, beyond 'business as usual'. Thus, Councils seek an additional State Government injection of funds for each proposed renewable energy project/transmission line. The funds will be used for engaging specialist consultants, in disciplines such as environmental management, planning and roads and traffic assessment, negotiating Planning Agreements, etc; and
- d) Having learnt the lessons from multiple mining projects in the Hunter Valley, there will be cumulative impacts to be rigorously addressed by councils and the NSW Government across the newly impacted regions.

2. CRITERIA ADDRESSED IN THE MOTION

Warrumbungle Shire Council submits:

- a) That the motion is in accord with LGNSW's enduring and overarching Fundamental Principles, especially:
 - Planning;
 - Environment; and
 - Social & Community and Governance.

b) That the motion is in accord with, inter alia, the following Position Statements:

Financial Sustainability:

1.7 New and fairer financing opportunities for local government which:

- Ensure that councils' capacity to provide infrastructure and services for their communities is not diminished.
- Enable infrastructure funding through value capture, Voluntary Planning Agreements (VPAs) and other funding mechanisms.
- Enable proper and full cost recovery of fees and charges to ensure councils can fulfil their statutory responsibilities (for planning and development assessment and compliance).

Roads & Infrastructure:

3.2 State and Commonwealth Government growth plans and projects must make upfront provision for and include the delivery of associated local infrastructure.

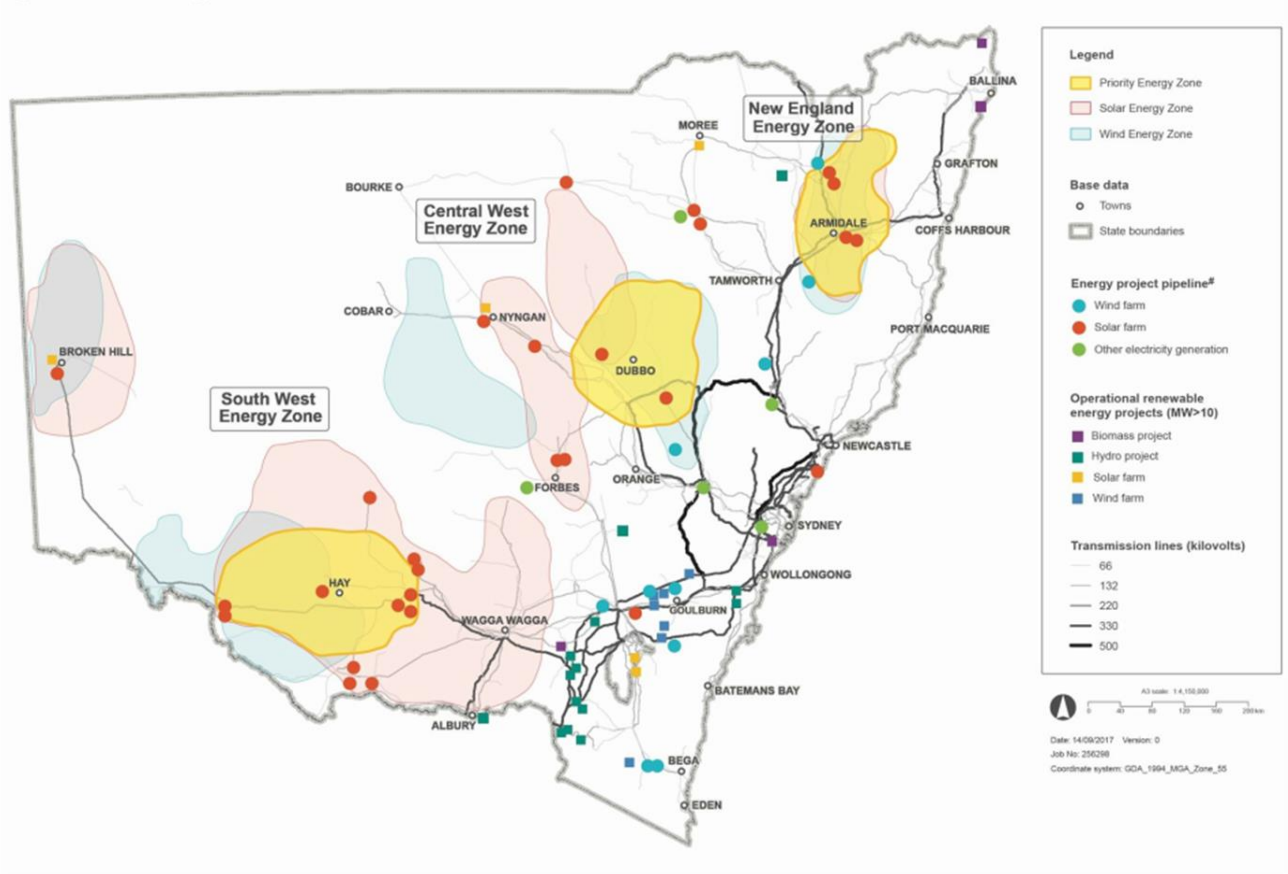
3.5 The importance of infrastructure funding mechanisms such as Development Contributions and Voluntary Planning Agreements and the creation of other mechanisms for efficient and equitable value capture.

Planning:

7.3 Local government to be treated as a partner (not just another stakeholder) in metropolitan, regional and district planning processes - the role and voice of local government is vital in delivering productivity, liveability and sustainability.

7.11 The State and Federal Governments to develop a strategic approach to State Significant Developments such as newly emerging solar farms to ensure their impact on farmland and neighbouring communities is properly considered, and local councils receive development contributions to fund the local infrastructure required to support them.

Figure 3. Potential Energy Zones in NSW



NSW Department of Planning and Environment (2018) Large-Scale Energy Project Pipeline.

WBG 1 Aug 2022 4pm

Stronger Country Communities Fund

Round 5

Program Guidelines



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Cover image: A teen enjoys skating at the Bernie Goodwin skate Park, Morisset.
Photo credit: Lake Macquarie City Council.

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From top: Bernie Goodwin skate park and playground. Photo credit: Lake Macquarie
Children enjoy training at their local Rugby Union Club, in Grenfell.

Message from the Deputy Premier



The NSW Government is committed to making regional NSW the best place to live. That is why I am so pleased to announce Round 5 of the popular Stronger Country Communities Fund with up to \$160 million available to support our regional communities big and small.

Having faced the worst floods, drought and bushfires on record alongside the impacts of COVID-19, it has been a challenging time for people living and working in our regions. This continued investment in regional NSW aims to restore and strengthen our regional economies.

Over the past four rounds of the Fund, we have provided more than \$500 million to over 2,000 local grassroots projects aimed at reinvigorating rural communities in every single regional Local Government Area across the state.

Now in its fifth round, the Stronger Country Communities Fund will continue to deliver vital community infrastructure such as bike paths, sports fields, main street upgrades, playgrounds, community centres and much more.

I am proud to say this Fund helps bring to life our vision for growing local economies and making everyday life better for everyone who lives, visits or does business in regional NSW.

I hope you take the time to submit a funding application and I look forward to seeing the final projects supported through this Fund.

A handwritten signature in black ink that reads "Paul Toole".

The Hon. Paul Toole MP
Deputy Premier
Minister for Regional NSW, and Minister for Police

Overview

The Stronger Country Communities Fund was established in 2017 by the NSW Government to deliver local projects that enhance the lives of people living in regional communities.

Round 5 of the Stronger Country Communities Fund will see a further \$160 million made available for community projects that increase the wellbeing of regional NSW communities, including up to \$50 million dollars for projects delivered by Eligible Community Applicants.

The Stronger Country Communities Fund is administered by the Department of Regional NSW.

\$500m

Round 1-4

\$160m

Round 5

\$660m

Stronger Country
Communities Fund total

Program objective

The objective of the Stronger Country Communities Fund is to boost the wellbeing of communities in regional areas by providing new or upgraded social and sporting infrastructure or community programs that have strong local support.



A young child enjoys playing in Grenfell.

Key dates

Applications open:

5 August 2022

Applications close:

23 September 2022 at 5pm AEST

Notification/Project announcement:

Successful Applicants will be notified confidentially from November 2022 or as soon as possible after a grant is approved, at the NSW Government's discretion.

Public announcement by the NSW Government may occur at any time after an Applicant has been notified of a successful outcome.

Contracting:

From November 2022

Contracting will commence once an Applicant has signed and returned their letter of offer and confidentiality agreement.

Project completion:

Projects must commence within 6 months of a funding announcement and be completed within 3 years from executing a funding deed.

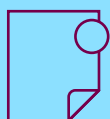
In extenuating circumstances, late applications may be accepted at the sole discretion of the Department of Regional NSW.

Program funding

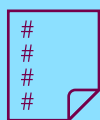
There is a total of \$160 million available in Round 5 of the Stronger Country Communities Fund, including up to \$50 million for projects delivered by Eligible Community Applicants.



The funding is available for project types including local community and sporting infrastructure, street beautification, projects that improve accessibility and inclusion for people with disability, projects that improve outcomes for Aboriginal people, community programs and local events.



Eligible Applicants may contact the Department of Regional NSW for the available funding for their Local Government Area.



If an Eligible Council Applicant submits an application seeking funding above their nominated funding allocation for the Local Government Area, the Eligible Council Applicant is asked to rank projects, including joint projects (if applicable), in their order of local priority.



Where a Local Government Area's funding allocation is not fully exhausted, the option to utilise these funds in future will be assessed on a case-by-case basis at the sole discretion of the Department of Regional NSW.



From top: Youths play basketball at a local park in Narrandera. Kyle Lionheart and James Bennett play for an audience in Lake Macquarie.
Photo credit: Lake Macquarie City Council.

Grant amounts



Project type	Minimum grant funding	Maximum funding
Infrastructure	\$100,000	Local Government Area allocation. For requests over \$2 million, a financial co-contribution of 25 per cent is required.
Program	\$100,000	

Applicants requesting over \$2 million in grant funding for a sports project must obtain a letter of support from the relevant NSW peak sporting organisation.

Eligible Applicants can contact the Department of Regional NSW for the maximum funding allocation for their Local Government Area.

Co-contributions



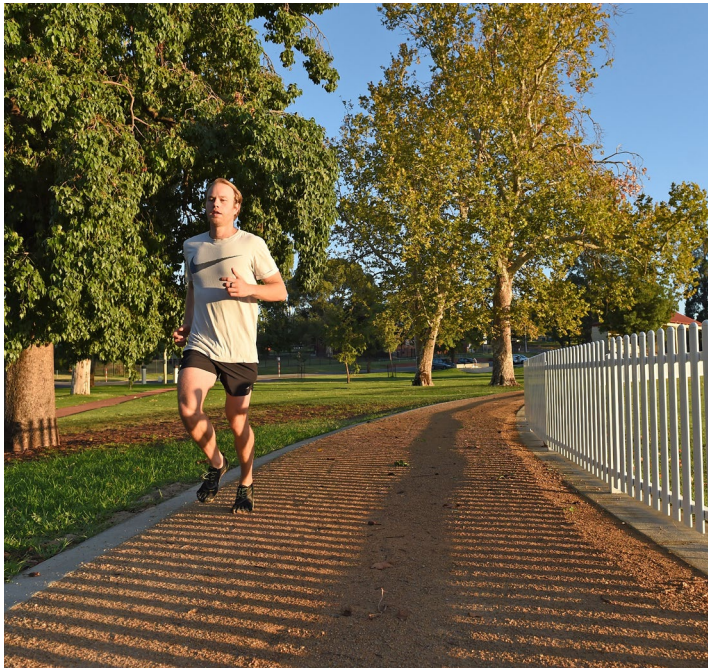
1. Applicants requesting \$2 million or more in grant funding for an individual project are required to make at least a 25 per cent financial co-contribution to that project. This is a mandatory eligibility requirement. Co-contributions could include leveraging Applicant funds as well as funding from other sources including other NSW or Australian Government programs.



2. The financial co-contribution source may be from the Applicant or other funding sources but must be confirmed as part of the application process through the provision of supporting evidence.



3. Project delivery or viability should not be dependent on co-contributions that have not been secured.



From top: Locals workout on outdoor gym equipment in Grenfell. New library facilities, Lake Macquarie. Photo credit: Lake Macquarie City Council. A young man enjoys a run on a local pathway, Narrandera.

Eligibility Criteria

All applications submitted under Round 5 of the Stronger Country Communities Fund will need to meet the Fund’s Eligibility Criteria and will be assessed against the Assessment Criteria.

Eligible Applicants

Applicants must be an incorporated entity and hold an Australian Business Number (ABN), Australian Company Number (ACN), be registered with NSW Fair Trading under the Associations Incorporation Act 2009 or incorporated under an Australian federal, state or territory Act of Parliament. Unincorporated organisations, individuals and for profit and commercial organisations are ineligible to apply.

Eligible Council Applicants	Eligible Community Applicants
<ul style="list-style-type: none">NSW regional councils, excluding Greater Sydney, Wollongong & NewcastleNSW regional joint organisations of councilsSection 355 committees of council*	<ul style="list-style-type: none">Community organisations registered as incorporated associationsNot-for-profit community organisations registered as public companiesLocal Aboriginal Land CouncilsLord Howe Island BoardUnincorporated Far West groups

*Section 355 committees of council must apply via the relevant council.

Eligible Council Applicants are encouraged to work with community groups to identify priority projects and should consider project partnerships where the Eligible Council Applicant is the landowner. The Eligible Council Applicant will be solely responsible for the project’s delivery and reporting through a funding deed.

Eligible Applicants are encouraged to work with key local stakeholders including their local Members of Parliament, local council, peak sporting or cultural organisations to identify priority projects in their Local Government Area to ensure projects with high community support are submitted. Letters of support are encouraged from all local stakeholders to strengthen applications.

Eligible Applicants must have or be able and willing to purchase at least \$20 million public liability insurance.

Project locations

Projects must be located in one of the 93 regional NSW Local Government Areas, Lord Howe Island or the Unincorporated Far West. Projects in Greater Sydney, Newcastle and Wollongong are not eligible.

Projects located across Local Government Areas are not eligible. If an Applicant wishes to apply for a project across more than one Local Government Area, the project should be split into multiple projects and submitted for the relevant Local Government Area.

Flood impacted Local Government Areas

The flood impacted Local Government Areas of Clarence Valley, Richmond Valley, Kyogle, Lismore, Ballina, Byron and Tweed will be provided additional support during the application and project delivery process.

What types of projects are eligible?

Projects must be for infrastructure or community programs that boost the wellbeing of regional areas through improved amenity and positive social outcomes.

Projects must be for:

	construction of new, or upgrades to existing, local community infrastructure
	construction of new, or upgrades to existing, local sporting infrastructure
	capital works related to street beautification and other public places that promote the health, happiness and wellbeing of the community
	delivering programs that benefit the local community and provide public benefit
	infrastructure to assist the delivery of general community programs
	infrastructure or community projects or programs which improve and promote accessibility and inclusion

Projects must deliver public benefit and outcomes that contribute to the program objective (see page 6). Applicants will be expected to establish monitoring procedures to demonstrate the delivery of the expected benefits.

Projects can demonstrate public benefit by showing how the project will benefit the public generally, or a sufficient section of the public. Similarly, while projects can be located on private land they must not be solely for private benefit. The Applicant will need to show how the facility will be open to the community.

See page 14 for examples of Eligible Project Costs.

Inclusion and accessibility

The NSW Government is seeking to support regional communities to future-proof infrastructure and programs by funding universally designed projects. These projects should move beyond current day compliance standards and provide dignified and equitable inclusion to social and community programs for people with disability.

Funding will support projects that improve community participation, livable communities and accessibility and inclusion outcomes. These will assist people with disability and accessibility requirements to participate independently with equity and dignity.

Applicants must demonstrate consideration of accessibility and inclusion measures in their application. Projects which demonstrate the provision of fit-for-purpose, accessible and safe facilities, and increased participation opportunities by increasing accessibility and inclusion/universal design are encouraged.

This applies to both infrastructure projects and community or social programs aiming to improve existing accessibility and inclusion to encourage greater participation.

Improved outcomes for Aboriginal people

The NSW Government is committed to supporting Aboriginal people and communities to drive local and place-based initiatives and solutions through funded projects. It acknowledges regional communities are unique and therefore initiatives and solutions need to be bespoke, tailored and determined by the local community.

Projects that seek to improve outcomes for Aboriginal people must align with the skills, aspirations and experiences of local Aboriginal communities. Projects must address a demonstrated community issue and deliver positive impact on social outcomes for Aboriginal people and communities in regional NSW.



From top: Urunga Boardwalk on the Coffs Coast. Women enjoying a visit to the Yaamaganu Gallery in Moree. Photo credit: Destination NSW

What are Eligible Project Costs?

Eligible Project Costs may include those associated with:



building new or upgrading existing local community amenity and community service infrastructure



delivering community programs and events

Applicants may include up to 25 per cent of the total project cost for contingency and up to 10 per cent of the total project cost for project management and administration. Design, including regulatory applications and approvals costs, must be listed as administration costs.



Families and children enjoy the park and playground in Forbes.

Examples of Eligible Project Costs:

Community programs and events

- Community events
- Aboriginal and Torres Strait Islander community cultural education programs
- Multicultural festivals
- Intergenerational activities – sharing knowledge through activity-based experience
- Environmental education and working bees
- Short-term disability and/or carer support programs
- Workshops to identify accessibility and inclusion needs in the community
- Cultural and/or disability awareness training sessions
- Community, sporting and recreational programs which seek to remove barriers to participation through promoting accessibility and inclusion
- Community wellbeing programs.

Community amenity and community service infrastructure

- Community centres and halls
- Libraries
- Community amenities and barbecue/picnic areas
- Recreation facilities
- Club houses, change rooms, canteens
- Murals or community art instalments
- Memorials or statues
- Emergency services infrastructure (e.g. aerodrome water refilling)
- Surf Life Saving Club infrastructure
- Aquatic facilities and pools
- Amenities for participants and spectators
- Playgrounds, parks, shared paths and fixed fitness stations
- Seating, planting boxes, landscaping and paving
- Street lighting to improve safety
- Street/footpath reconfigurations in commercial and recreational areas. Footpaths in a residential area are only eligible where there is a clear transport link to facilities
- Shade cloth, awnings and pergolas
- Public toilets
- Infrastructure for health and community services facilities (e.g. domestic violence centres for women)
- Homeless shelters
- Men's sheds
- Provision of a sensory room
- Community aged care facilities
- Infrastructure upgrade to local community radio station facilities
- Infrastructure to support and improve accessibility to community facilities
- Town and tourism signage
- Main street beautification projects
- Non-fixed assets that enhance accessibility and inclusion. Examples include beach access mats, pool hoists, portable changing places amenities and adaptive sporting equipment such as court-based wheelchairs.

*Please note that the examples provided above are suggestions only and other projects that meet the program objective are welcomed.

Ineligible Projects

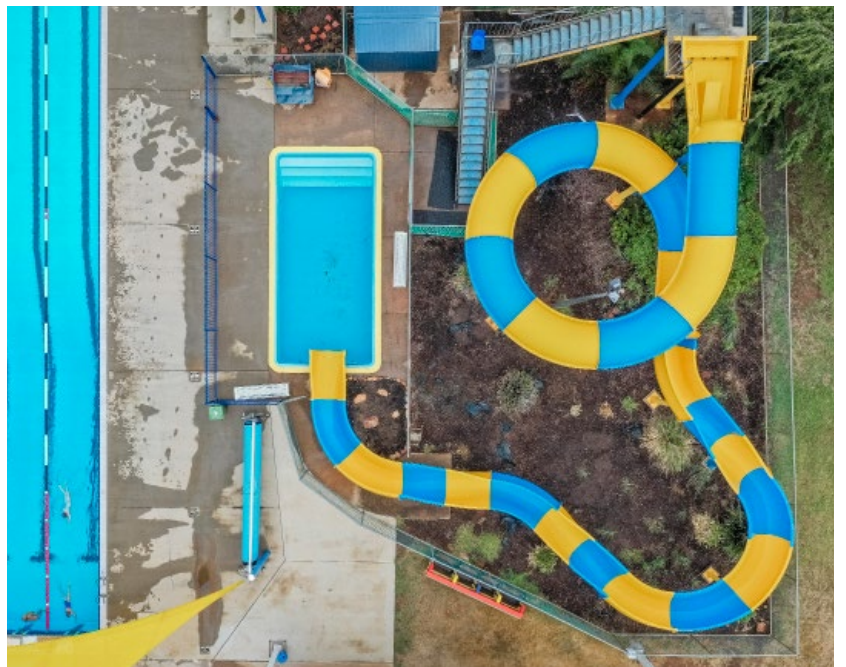
Projects are not eligible for funding if they are:

- located outside an eligible regional Local Government Area
- not submitted by an eligible entity
- located across multiple Local Government Areas boundaries
- exclusively for planning activities (e.g. master planning or heritage studies)
- for the maintenance or construction of local roads or other ongoing core service infrastructure works that are the ordinary responsibility of council or other levels of government
- for the delivery of essential or core government services that should be funded from another source such as local government, the NSW Government or the Australian Government
- seeking retrospective funding to cover any project component that is already complete before Applicants are informed of the funding decision outcome or funding is announced
- seeking grant funding for ongoing staff or operational costs beyond 3 years from project announcement for programs, or any ongoing staff or operational costs for infrastructure projects
- for a general works package without specific scope, costs and location (e.g. 'upgrading lighting at sports ovals' without identifying the work required, number of sites or the locations)
- exclusively for marketing, branding, advertising or product promotion including tourism marketing
- providing direct commercial and/or exclusive private benefit to an individual or business
- not clearly providing benefits that will significantly contribute to the objective of the Stronger Country Communities Fund
- the recipient of duplicate grant funding from another NSW or Australian Government grant program for the same project
- solely for the maintenance of any infrastructure i.e. painting or beautification repairs without upgrading the functionality of the infrastructure.

What are Ineligible Project Costs?

Ineligible Project Costs include:

- costs related to buying or upgrading non-fixed equipment or supplies, unless considered essential to program delivery and are incidental costs to the overall project budget
- costs relating to the purchase of vehicles, buses, boats, trailers, motorhomes, or other modes of transportation
- purchase of land or buildings
- financing, including debt financing or rental costs
- costs relating to depreciation of plant and equipment beyond the life of the project
- non-project related staff training and development costs
- ongoing/recurrent funding that is required beyond the stated timeframe of the project
- for infrastructure projects, funding for any ongoing staff or operational costs
- for community programs, funding for ongoing staff or operational costs beyond the scope and timeframe of the funded project
- projects that seek to solely subsidise memberships for existing services
- project management or contingency costs that exceed the eligibility requirements (see page 13).



From top: Children enjoying a game at the local Grenfell Soccer Club.
Holland Park Swimming Centre, West Wyalong

Assessment Criteria



All applications that meet the Eligibility Criteria must also meet the relevant Assessment Criteria to receive funding. Eligible applications will be assessed against the following criteria:

1. Viability
2. Community support
3. Alignment with Stronger Country Communities Fund objective

1. Viability

A project will be considered viable if it:

- has in the Department of Regional NSW's view, a realistic budget based on quotes or detailed estimates, reasonable assumptions or previous experience with similar projects
- is cost-effective and represents value for money
- can be delivered in stages
- can be delivered within 3 years from the project funding announcement
- has estimated costs for combined project management and administration that do not exceed 10 per cent of the total project cost
- has estimated costs for contingencies that do not exceed a maximum of 25 per cent of the total project cost
- demonstrates access to the necessary expertise and support to deliver the project
- does not require ongoing funding from the NSW Government
- demonstrates how it will be operated and/or maintained when the project is completed (where applicable).

The Department of Regional NSW may seek information from relevant NSW Government departments to verify the viability of a project and retains the discretion to disclose information to these agencies where relevant.

2. Community support

- The project must have demonstrated community support.
- Consultation is an important part of the process to ensure that projects are supported by the community and help to make regional communities even better places to live.
- Applicants will be required to provide evidence of consultation and support for the projects they submit, such as:
 - engagement through council's Community Strategic Plan, online surveys, letters of support from Members of Parliament, councils, peak sporting and cultural organisations, or other documents demonstrating community support for the projects.

3. Alignment with Stronger Country Communities Fund objective

The project clearly demonstrates that anticipated community benefits will directly contribute to the objective of the Fund (see page 6).

Alignment with the relevant Disability Inclusion Action Plan for projects that seek to enhance accessibility and inclusion for people with disability.

Evidence that the project aligns with the aspirations and experiences of local Aboriginal communities for projects that seek to improve outcomes for Aboriginal people.

The Department of Regional NSW may request additional information or clarification from Applicants to assist in the assessment.



The Tocumwal Water Playground.

Application process



Round 5 of the Stronger Country Communities Fund will be a single stage application process.

Eligible Council Applicants will be required to submit all of their projects (up to a maximum of 10 projects) in the one application form.

All Applicants are required to submit the application documents into the Fund's online portal.

Applications cannot be reopened or amended once the closing date has passed.

How to apply

Visit <https://regionaldevelopment.smartygrants.com.au/SCCF5> to submit an application to the Stronger Country Communities Fund Round 5.

What needs to be included in an application?

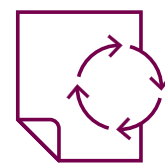
All applications need to include:

- a clear project scope
- a project plan
- a project budget based on quotes or detailed estimates, reasonable assumptions or previous experience with similar projects
- landowner consent if the land is not owned by the Applicant
- proof of incorporation for community groups
- evidence of \$20 million Public Liability Insurance in the name of the Applicant
- evidence of project co-contribution for projects requesting \$2 million or more in funding (if applicable)
- a letter of support from the relevant NSW sporting organisation if a sports-related project is seeking over \$2 million in grant funding (if applicable)
- evidence of community consultation and strong community support for the project

For council applications these will need to be provided for each project included in the application.

Templates can be found at nsw.gov.au/SCCFr5

Assessment process



Decision making

Following receipt of applications, the Department of Regional NSW will review projects against the Eligibility Criteria and then arrange for the assessment of projects against the Assessment Criteria.

Through the assessment process, the Department may request additional information from the Applicant. The Department may also seek advice from other NSW Government agencies or other third-party providers (such as probity advisors) to assist with the assessment of projects. The Stronger Country Communities Fund assessment panel will review project eligibility and assessment outcomes and form a list of projects that are deemed suitable/not suitable for government consideration.

The assessment panel may recommend part-funding projects where there is insufficient funding available for the whole project or where only a component of the project is considered suitable for funding. This may include part-funding projects under the minimum grant threshold of \$100,000.

Broader factors that may be considered when assessing the overall package of projects suitable for funding include:

- amount of funding available
- suitability of projects for other government funding opportunities
- other factors deemed relevant and important in a local or whole-of-NSW context.

The Department can take other factors into account that may make an application ineligible for funding, such as any person, business or organisation that could cause reputational or other risk to the NSW Government.

The assessment panel may at their discretion recommend a project conditionally on the basis that an external, professional project management service be engaged for the project to ensure appropriate affordability and deliverability. Where appropriate, projects may be referred to other funding programs in the NSW or Australian Government for consideration.

The assessment panel's advice and recommendations will be provided to the Deputy Premier for consideration and final approval.

Probity advice

Independent probity advisors will provide guidance to the Department on any issues concerning integrity, fairness and accountability that may arise throughout the application, assessment, and decision-making process. This will ensure decisions are made with integrity, fairness and accountability, while delivering value for money for NSW.

Can Ineligible Projects be referred to a more appropriate funding program?

Yes. Projects that are more suitable for other NSW Government programs may be referred to those programs. Applications that are referred will be subject to the full Assessment Criteria of the other NSW Government program to which they are referred. Applicants may need to update their application to meet the criteria of the referred program.

Successful Applicants



Notification

Successful Applicants will be notified by email and/or letter. Applicants must keep the grant confidential for a period if an announcement is likely to be made by the NSW Government.

What happens if the project is successful?

Funding Deed

- Successful Applicants will be required to enter into a funding deed with the NSW Government. A sample funding deed can be viewed at nsw.gov.au/SCCFr5
- Successful Applicants will be required to provide all supporting documentation and approvals before the Department of Regional NSW can enter into a funding deed. This includes \$20 million Public Liability Insurance, Development Approval (if applicable) and approval from the Department of Education (DoE) Asset Management Unit for projects being undertaken on DoE land.
- The NSW Government makes no binding funding commitment to an Applicant unless and until both parties sign a funding deed.
- Successful Applicants must not make financial commitments for funded activities until funding deeds have been executed by both parties.
- Grants will be paid via milestone payments set out in the funding deed. Timing and requirements will vary at NSW Government's discretion.
- Successful Applicants may be required to submit progress reports to the NSW Government as outlined in the funding deed.

Important terms and conditions

- All projects must demonstrate they can commence within 6 months of the announcement of funding and be completed within 3 years as outlined in the project plan.

- Applicants must hold all relevant insurances, including a minimum \$20 million Public Liability Insurance.
- Requests for variations or changes to the project will only be considered in limited circumstances.
- All awarded grants will be GST exclusive. If you are registered for GST, this will be applied on top of the agreed grant value when payment is made to you. Grants are assessable income for taxation purposes, unless exempted by taxation law. It is recommended Applicants seek independent professional advice about taxation obligations or seek assistance from the Australian Taxation Office. The NSW Government does not provide advice on individual taxation circumstances.
- Successful Applicants will be required to pay back unspent funds or those funds which have not been spent in accordance with the funding deed.
- Successful Applicants will be required to participate in a program evaluation to determine the extent to which their projects have contributed to the objective of the Fund. The evaluation will require Applicants to provide evidence of how projects have resulted in a measurable change to the lives of local residents that is consistent with the objective of the Fund.
- Any information submitted by an Applicant may be used for promotional material prepared by the NSW Government.
- The NSW Government may choose to publicly announce funding for individual applications. It may also use information provided in the grant to develop case studies.
- All recipients of NSW Government funding should acknowledge this financial support as per the Funding Acknowledgement Guidelines for Recipients of NSW Government Grants available at nsw.gov.au/branding/sponsorship-and-funding-acknowledgment-guidelines.
- The Department reserves the right to undertake an audit of grant funding within a period 7 years from the signing of the funding deed.
- Applicants must advise the Department of any changes to their legal status or of changes or delays to their project.

Unsuccessful Applicants

Applicants will be notified in writing of the outcome of each application and will be offered a feedback information session for any unsuccessful application.

Available support

For help preparing applications, information and resources including relevant application templates are available from nsw.gov.au/SCCFr5.

A webinar will be held during the application open period. Information about the webinar will be available on the Fund's webpage when details are confirmed.

The Department of Regional NSW can assist Applicants to develop strong applications. Please contact sccf.enquiries@regional.nsw.gov.au or call 1300 679 673 for a referral.



From top: Queanbeyan 2021 Taskforce meeting.
Sport and Rec Camp at Borambola.

Complaints

Any concerns about the Fund or individual applications should be submitted in writing to regionalnsw.business@regional.nsw.gov.au.

If you do not agree with the way the Department of Regional NSW handled the issue, you may wish to contact the NSW Ombudsman via ombo.nsw.gov.au.

Government Information (Public Access) Act 2009 (NSW)

Applicants should be aware that information submitted in applications and all related correspondence, attachments and other documents may be made publicly available under the Government Information (Public Access) Act 2009 (NSW). Information that is deemed to be commercially sensitive will be withheld.

The Government Information (Public Access) Act 2009 (NSW) makes government information accessible to the public by:

- requiring government agencies to make certain sorts of information freely available
- encouraging government agencies to release as much other information as possible
- giving the public an enforceable right to make access applications for government information
- restricting access to information only when there is an overriding public interest against disclosure.

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The guidelines are subject to change at any time at the sole discretion of the Department.



Kids enjoy a sunny day at the local pool, in Warren. Photo credit: Warren Shire Council

T 1300 679 673
E sccf.enquiries@regional.nsw.gov.au
W nsw.gov.au/SCCFr5

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The Hon. Paul Toole MP
Deputy Premier
Minister for Regional New South Wales
Minister for Police

OFFICIAL

22/38#43

Clr Ambrose Doolan
Mayor
Warrumbungle Shire Council
PO Box 191
COONABARABRAN NSW 2357

info@warrumbungle.nsw.gov.au

Dear Clr Doolan,

Stronger Country Communities Fund – Round Five

I am pleased to confirm the NSW Government's commitment to a new \$160 million Round Five of the Stronger Country Communities Fund (SCCF) as part of \$3.3 billion Regional Growth Fund.

The Stronger Country Communities Fund was introduced by the NSW Government in 2017. To date, the Fund has invested \$500 million into over 2,000 projects across every corner of regional NSW. These projects have boosted the wellbeing of the towns we call home and this new investment will support grassroots projects to reinvigorate rural communities.

Round Five will provide an additional \$160 million for community projects in regional NSW, including up to \$50 million for projects delivered by community organisations. This brings the total funding for the SCCF to \$660 million.

The funding available for projects in the Warrumbungle Shire Local Government Area (LGA) is \$1,370,717. Of this \$942,368 is available to Council as the applicant with the balance of the allocation open only to eligible community organisations. Council is encouraged to partner with community groups as the lead applicant where the project involves council-owned infrastructure.

Round Five is open to regional councils and Joint Organisations, eligible community organisations and Local Aboriginal Land Councils.

I encourage Council to start consulting with the community and preparing applications for Round Five as early as possible.

Round Five of the SCCF will open on 5 August 2022

Round Five of the SCCF will open to all eligible applicants on 5 August 2022. Applications for councils will close at 5pm AEST on 23 September 2022.

How to apply

Visit <https://regionaldevelopment.smartygrants.com.au/SCCF5> to submit an application to the Stronger Country Communities Fund Round Five. Only one application is required for up to 10 projects.

OFFICIAL

Assistance to prepare applications

The Program Guidelines and other resources will be available on the SCCF website at nsw.gov.au/sccfr5 from 5 August. A webinar will be held during the application period to assist in application development.

Council is encouraged to work with the Department of Regional NSW to put forward eligible projects and/or programs that align with the program's objectives to boost the wellbeing of communities in regional NSW.

Your local Business Development Manager is Angela Shephard who can be contacted on angela.shephard@regional.nsw.gov.au or 0429 833 131 to provide information on the program and to assist you to develop applications.

Thank you for your continued support of the Stronger Country Communities Fund and I look forward to seeing your community's Round Five project applications.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Paul Toole', with a stylized circular flourish at the beginning.

The Hon. Paul Toole MP

Deputy Premier

Minister for Regional New South Wales

Minister for Police



The Hon. Paul Toole MP
Deputy Premier
Minister for Regional New South Wales
Minister for Police

OFFICIAL

22/38#44

Clr Ambrose Doolan
Mayor
Warrumbungle Shire Council
PO Box 191
COONABARABRAN NSW 2357

info@warrumbungle.nsw.gov.au

Dear Clr Doolan,

Resources for Regions – Round Nine

I am pleased to confirm the NSW Government's commitment to a new \$140 million Round Nine of the Resources for Regions program as part of the \$3.3 billion Regional Growth Fund.

The Resources for Regions program was introduced by the NSW Government in 2012 to assist mining communities. To date, the Resources for Regions program has invested \$420 million in 242 projects in mining communities. This investment recognises the enormous contribution mining makes to the NSW economy.

Round Nine of the program will provide a total of \$140 million for community programs and infrastructure projects, including an expanded level of support for communities where gas exploration may occur.

A dedicated envelope of \$1,555,555 is available to the Warrumbungle Local Government Area. This is the total amount of funding allocated based on the prevalence of tenements.

Only Council will be allocated funding under the program, acknowledging its understanding of the needs of the Warrumbungle community and having planned for them in your Community Strategic Plan. However, Council may give their Joint Organisation of Councils authority to apply on its behalf. Council should work with community groups to identify priority projects and may submit applications on behalf of these organisations.

Round Nine of Resources for Regions will open on 12 August 2022

Round Nine will be open for applications for 7 weeks from 12 August 2022. Applications will close on at 5pm on 30 September 2022.

How to apply

Please visit <https://r4r.smartygrants.com.au/R4R9> to make an application to Round Nine of the Resources for Regions Program.

Assistance to prepare applications

Program information on Round Nine including details on the application process, Program Guidelines and other resources will be available to assist applicants on the Resources for Regions website: www.nsw.gov.au/resourcesforregions.

OFFICIAL

Council is encouraged to work with the Department of Regional NSW to put forward eligible projects and/or programs that align with the program's objectives to support the ongoing and long-term prosperity of mining communities in regional NSW.

Your local Business Development Manager is Angela Shephard who can be contacted on angela.shephard@regional.nsw.gov.au or 0429 833 131 to provide information on the program and to assist you to develop applications.

I welcome our ongoing collaboration on delivering positive outcomes for your community and I look forward to seeing your community's Round Nine projects come to life.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Paul Toole". The signature is fluid and cursive, with a large initial "P" and a long horizontal stroke extending to the right.

The Hon. Paul Toole MP
Deputy Premier
Minister for Regional New South Wales
Minister for Police



Regional
NSW

Resources for Regions – Strategic Review

Summary Report

November 2019

Published by NSW Department of Planning, Industry and Environment

dpie.nsw.gov.au

Title: Resources for Regions – Strategic Review

Subtitle: Summary Report

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Executive Summary

Mining is an important industry for the NSW economy with an estimated 29,600 people directly and 118,000 people indirectly employed, contributing over \$31 billion annually to the NSW Gross State Product¹. The NSW Government introduced the Resources for Regions program in 2012 with the original objective of delivering improved local infrastructure and enhancing economic growth and productivity in mining-impacted communities in NSW. Since 2012, \$295 million has been allocated to 65 projects through Rounds One to Six of the program. The last two rounds of the Program (Rounds Five and Six) were not fully expended, with indications that the program was not working as effectively as it could.

In April 2019, at the completion of Round Six, the NSW Government announced a Strategic Review of the program. The overarching purpose of the review is to make evidence based recommendations to reshape the existing program and ensure that it best supports the unique challenges of the most mining-impacted communities in regional NSW.

The review was led by the Regional NSW Group in the Department of Planning, Industry and Environment (DPIE) and has made a number of recommended changes to future rounds of the Resources for Regions program including to:

- Provide more clarity around the objective of the program
- Provide more flexibility around the application criteria to ensure the right projects can be supported
- Review how the program considers mining impactedness to ensure the right areas are eligible for funding
- Broaden the scope of eligible projects so applicants can propose projects that best meet the unique needs of their communities
- Update the funding structure to ensure funding flows where it is needed most.

Approach

The initial analysis of the program identified the following issues:

- A steady decline in the average value of successful projects over the six rounds
- An increase in overall failure rates of applications from the Expression of Interest stage onwards
- An increase in failures of applications due to applicant inability to meet the co-contribution requirements
- An increase in failures of applications due to applicant inability to meet the Benefit Cost Ratio (BCR) requirements
- Low diversity in the types of projects funded
- A low rate of successful applications in the most mining-impacted LGAs

On the basis of the initial analysis, a Terms of Reference was developed to define the purpose and scope of the review, as well as to determine which aspects of the program would be examined. The Terms of Reference can be found at **Appendix I**.

¹ Department of Planning, Industry & Environment, Division of Resources & Geoscience (2019)

UTS Research

In order to underpin the review with comprehensive evidence, DPIE engaged consultants from the University of Technology, Sydney (UTS) Institute for Public Policy and Governance to undertake research and analysis. Key focus areas of the research include:

- Comparative analysis of other funding programs seeking to achieve similar outcomes to Resources for Regions with a view to identify options for improvement
- Analysis of economic and social impact of mining in NSW regional communities and subsequent infrastructure needs of those communities
- Analysis of mining impactedness to inform ways to measure and weight mining impact in future Resources for Regions programs

This research and analysis has been synthesised into a report which is publicly available [here](#).

The report makes the following key recommendations:

- The program guidelines should be amended to focus on helping communities address the range of social and economic impacts associated with mining, as well as broadening the remit of what is funded to include programs that support economic development, and provide community and social support.
- Project applications should align with the respective Local Government Area's Community Strategic Plan instead of being assessed as aligning with broader NSW Government priorities.
- Program structures should be implemented that guarantee funding to mining-related areas, such as allocating a base amount of funding per mining-impacted area, with potential additional loadings for disadvantage.
- There should be flexibility around the requirements of a co-contribution and threshold of Benefit Cost Ratio of above 1.0.

Stakeholder Consultation

In order to ensure the outcomes of the review accurately reflected the views and perspectives of key stakeholders across mining related communities, DPIE conducted a comprehensive consultation process over the course of the review with a range of local government, industry and peak bodies.

The overarching recommendations capture the insights and priorities of these stakeholders, with program staff testing assumptions and iterations of proposals over the course of the review.

In addition to broad support for the recommendations from the UTS report, the following key feedback was provided throughout the consultation process:

- Mining related communities contribute greatly to the state economy, and require further investment to address their unique economic and social needs.
- The program should provide certainty that communities that have higher impacts will receive funding.
- The program should provide more flexibility to enable applications for projects that meet the specific needs of mining related communities.
- Local Government is well placed to determine the strategic needs of their own communities.

Development of Review Recommendations

In the final stage of the review, DPIE program staff considered the UTS report, the outcomes of the stakeholder consultations, as well as undertaking supplementary research and data analysis in order to inform a series of recommendations to reshape and refocus the next round of the program:

Recommendation 1:

- The program objectives should be updated and refined, in order to better target the scope of the program.

Recommendation 2:

- The program funding should be sourced from the Consolidated Fund.

Recommendation 3:

- Applications should link proposed projects to the relevant Local Government Area's Community Strategic Plan or relevant Regional Plan. This will ensure projects funded are best meeting the needs and expectations of mining-impacted communities.

Recommendation 4:

- The scope of eligible projects should be broadened to include both infrastructure and programs, in order to ensure mining-impacted communities have broader flexibility to address their community's unique economic and social needs through a more diverse range of projects.

Recommendation 5:

- The minimum grant amount should be reduced to ensure mining-impacted communities have greater flexibility to apply for a range of projects to address their community's unique economic and social needs.

Recommendation 6:

- Co-contributions from applicants should be highly encouraged, however not mandatory, to provide applicants with greater flexibility and encourage a more diverse range of applications.

Recommendation 7:

- A number of factors should be drawn on to determine mining impactness including:
 - LGA has a mining employment Location Quotient of above **2.0**; *and/or*
 - at least 1 operational mine (not including quarries) located within the LGA; *and/or*
 - an obvious mining presence and impact in the LGA; *and or*
 - significant economic, environmental or other impacts from mining.

Recommendation 8:

- Each mining-impacted LGA should be eligible to apply for a guaranteed envelope of funding for their region which consists of a base allocation, and a further potential amount allocated proportionate to their mining relatedness.

Next Steps

DPIE are developing new program guidelines in consultation with key stakeholders. A new round of the updated Resources for Regions will open in the first half of 2020.

Appendix I.

Terms of Reference

The review will make recommendations on how the program can more effectively support communities that are impacted by mining.

The reference points outlined below identify the key focus areas for the review and the specific challenges that the review seeks to address.

The review recommendations will feed into new Program Guidelines and the assessment process to optimise the support of mining-impacted communities in regional NSW. The review will be led by the Regional NSW Group in the Department of Planning, Industry and Environment.

Objective

To analyse how the Resources for Regions program ('the program') can be optimised to ensure it best supports mining-impacted communities in regional NSW.

Terms of Reference

The Review will examine issues that have arisen in previous rounds of the Fund including funding underspend, decline in the number of applications and whether investment from the Fund has been allocated to Local Government Areas particularly impacted by mining activity.

The Review will consider:

1. The current definition of mining relatedness; and different options for how this might be measured or weighted in future programs.
2. The unique economic and social impacts of mining on regional LGAs and the extent to which these impacts should be mitigated through public infrastructure funding.
3. The adequacy of the scope of projects that are funded under the program in light of the Program objectives.
4. The effectiveness of the existing Program Guidelines and the impact of these on the quality and success of applications, as well as overall effectiveness of the program.
5. How the Restart NSW criteria impact the program's application process.
6. The effectiveness of the program's feedback process and impact of this on the quality and success of future applications.
7. Community and stakeholder views of the effectiveness of the program and include consultations with a range of stakeholders, including previous applicants, Councils, peak industry bodies and community organisations/members.
8. If there is a link between mining royalties and the infrastructure needs of mining-impacted communities, and whether/what action should be taken to better align these.

9. Whether targeted support is needed for more vulnerable mining-impacted communities (e.g. those with a low Socio Economic Index for Australia (SEIFA) score), including those with high unemployment rates and or those at risk of structural adjustment related to mining activities.
10. Case studies of best practice in how grant programs can support regional mining-impacted communities, and options for innovative approaches likely to deliver better outcomes.
11. The scope and outcomes from any previous or forthcoming reviews, consultation to date, and inputs made by industry and peak groups.

Review recommendations will be consolidated into a policy review for approval by the NSW Government.

Attachment 1

WARRUMBUNGLE SHIRE COUNCIL

INSTRUMENT OF DELEGATION TO THE GENERAL MANAGER

On Thursday, 18 August 2022 the Warrumbungle Shire Council ("Council") resolved that:

1. All previous delegations of the Functions this subject of the Instrument be revoked.
2. The person who from time to time holds the position of General Manager of Council ("General Manager"),
 - 2.1. Section 377 of the LG Act, to exercise and/or behalf on behalf of Council the Council's Functions under all Acts and Regulations in force and as amended from time to time:
 - a) **Subject to** any condition or limitation on a Function specified in **Schedule 1**; and
 - b) **Excluding** those functions:
 - i. that are expressly prohibited from delegation as listed under Section 377 of the LG Act;
 - ii. which are expressly required by legislation to be exercised by a resolution of the Council.
3. The General Manager be sub-delegated authority to exercise and/or perform on behalf of Council the Functions delegated to the Council under, and in accordance with, the instrument of delegation to the Council set out in **Schedule 2, excluding** those Functions which pursuant to the terms of the delegation to the Council may not be sub-delegated.
4. The General Manager be conferred authority to carry out the Policy Authorities as set by Council from time to time and within any limits set out in **Schedule 3** and undertake any administrative actions necessary to carry out those Policy Authorities.
5. The General Manager be delegated and Function which is taken to be conferred or imposed on the Council pursuant to section 381(1) of the LG Act.
6. These delegations and authorities are subject to, and are to be exercised in accordance with:
 - 7.1 the requirements of the relevant Legislation;
 - 7.2 any conditions or limitations set out in **Schedule 1**; and
 - 7.3 any resolution or policy, procedure or budget adopted from time to time by the Council.
7. These delegations and authorities are effective from thy date of the Resolution of the Council and remain in force until amended or revoked by a resolution of the Council.
8. In this delegation:
 - "**Acts**" includes legislation enacted by the parliaments of New South Wales and the Commonwealth of Australia;
 - "**Functions**" means powers, authorities, duties and functions and anything ancillary or related to the exercise or performance thereof.
 - "**Legislation**" includes an Act of the parliament of New South Wales or of the Commonwealth of Australia and a Regulation under the Act.
 - "**LG Act**" means the *Local Government Act 1993* as amended.

Schedule 1: Limitations

Part A – Limitations applicable to specific statutory Function (if any)	
Legislation	Limitation (if any)
N/A	N/A
Part B – General Limitations	
N/A	

Schedule 2: Instruments of Delegation to Council

Delegator	Instrument Name	Date of Instrument
Minister for Planning – EPA Act 1979	Environmental Planning and Assessment Act – Section 59	Wednesday, 21 November 2012
NSW Department of Fair Trading	Plumbing and Drainage Act under Section 21	Thursday, 20 December 2012
Roads and Maritime Services	RMS Delegation to Councils – Regulation of Traffic	Monday, 31 October 2011

Schedule 3: Policy Authorities

Policy Authority - Administrative
Use of Council Corporate Credit Card to a maximum limit of \$20,000.
Requisition Authority Limit to \$250,000.
<p>Legal Documents General</p> <p>To sign any contract, lease, licence, deed, or other legal document, where the execution of such document is necessary to meet legal or Council formalities when such relate to the Council's normal business activities.</p>
<p>Legal Proceedings – Institution of</p> <ul style="list-style-type: none"> (i) To authorise the issue of Court attendance notices, application notices, subpoenas, the laying of any information or the making of any complaint for the recovery of any penalty or the making of any order for, or in respect of, any offence, nuisance or other matter or thing whatsoever under any Act or instrument which empowers such action to be taken by Council, or its employees and to issue such Court attendance notices, applications notices, subpoenas or to lay any such information or make any such complaint. (ii) To order the institution of proceedings for the recovery of any penalty or the making of any order for, or in respect of, any offence, nuisance or other matter or thin whatsoever under any Act or instrument which empowers such action to be taken by Council. (iii) To represent Council in all aspects in any proceedings arising out of (i) – (ii) above, before any Public Hearing, Tribunal, Court or Commissions of Inquiry.
Legal Proceedings – Instruction

<p>(i) To institute proceedings, issue court attendance notice, application notice, subpoenas, lay any information or make any complaint for the recovery of any penalty of the making of orders in respect of any offence, nuisance or other matter or thing whatsoever under any Act or Instrument which empowers such action to be taken by Council or its employees.</p> <p>(ii) To appear and act for Council in the conduct of any action, suit or other legal or proceedings in all Courts.</p> <p>(iii) To instruct the Council's Solicitors in the conduct of any action, suit or other legal proceedings in all Courts.</p> <p>(iv) To authorise legal and other representation of Council appeals to any Court, Public Hearings, Commissions of Inquiry, Tribunal and for legal proceedings initiated by Council.</p>
<p>Recovery of Monies To authorise the recovery of monies owed to Council that constitute:</p> <p>a) any sum for damage sustained by it through the person's act or default, and</p> <p>b) the costs and expenses incurred by it in remedying that damage, and</p> <p>c) the value of anything wasted, misused or unlawfully consumed, diverted or taken by the person.</p>
<p>Variations to Development Standards under Development Plan Control 2015 as per endorsed and adopted plan. Pursuant to resolution 127/1516</p>
<p>Authority to Dispose of Assets</p> <p>Authorise the disposal of assets of value less than \$100,000 (including GST), other than land or assets of potentially historical or cultural significance, and in any case not by donation, in accordance with Council's Disposal of Assets Policy Version 2, 19 September 2013 Resolution 107/1314.</p>
<p>Enter into a short term lease (under 5 years) or licence on behalf of Council, with the Council as lessee or licensee, of land not owned by Council required for operational purposes.</p>
<p>Grant a lease or licence of operational land for a period of less than 10 years.</p>
<p>Policy Authority – Financial</p>
<p>Authority to write off Rates and Charges up to \$10,000 and to write off debts to Council up to \$500 in accordance with Clause 131 of the Local Government (General) Regulation 2005.</p>

LEGISLATION

- Aged Care Act 1977
- Australia's Foreign Relations (State and Territory Arrangements) Act 2020 (Cth)
- Aviation Transport Security Act 2004 (Cth)
- Biosecurity Act 2015
- Biodiversity Conservation Act 2016
- Biodiversity Conservation Regulation 2017
- Boarding Houses Act 2012
- Building and Development Certifiers Act 2018
- Building and Development Certifiers Regulation 2020
- Building Products (Safety) Act 2017
- Cemeteries and Crematoria Act 2013
- Children (Protection & Parental Responsibility) Act 1997
- Children's Guardian Act 2019

- Civil Aviation Act 1988 (Cth)
- Commons Management Act 1989
- Community Land Development Act 1989
- Community Land Management Act 1989
- Companion Animals Act 1998
- Companion Animals Regulation 2018
- Contaminated Land Management Act 1997
- Conveyancing Act 1919
- Crown Land Management Act 2016
- Crown Land Management Regulation 2018
- Dams Safety Act 2015
- Dangerous Goods (Road and Rail Transport) Act 2008
- Disability Inclusion Act 2014
- Electricity Supply Act 1995
- Environment Planning and Assessment Act 1979
- Environment Planning and Assessment Regulation 2021
- Fines Act 1996
- Fire and Emergency Services Levy Act 2017
- Fisheries Management Act 1994
- Fluoridation of Public Water Supplies Act 1957
- Food Act 2003
- Game & Feral Animal Control Act 2002
- Gas Supply Act 1996
- Geographical Names Act 1966
- Government Information (Public Access) Act 2009
- Graffiti Control Act 2008
- Growth Centres (Development Corporations) Act 1974
- Heavy Vehicle National Law (NSW) and Heavy Vehicle (Adoption of National Law) Act 2013
- Heritage Act 1977
- Heritage Regulation 2012
- Holiday Parks (Long-Term Casual Occupation) Act 2002
- Housing Act 2001
- Impounding Act 1993
- Inclosed Land Protection Act 1901
- Independent Pricing & Regulatory Tribunal Act 1992
- Land & Environment Court Act 1979
- Land Acquisition (Just Terms Compensation) Act 1991
- Library Act 1939
- Library Regulation 2018
- Liquor Act 2007 And Liquor Regulation 2008
- Local Government Act 1993
- Local Government (General) Regulation 2021
- Local Government (Manufactured Home Estates, Caravan Parks, Camping Ground and Moveable Dwellings) Regulation 2021

- Local Government and Other Authorities (Superannuation) Act 1927
- Local Land Services Act 2013
- Major Events Act 2009
- Ombudsman Act 1974
- Passenger Transport (General) Regulation 2017
- Pesticides Act 1999
- Pipelines Act 1967
- Protection of the Environment Operations (Clean Air) Regulation 2010
- Protection of the Environment Operations (Waste) Regulation 2014
- Protection of the Environment Operations Act 1997
- Privacy & Personal Information Protection Act 1998
- Public Health Act 2010
- Public Health Regulation 2012
- Public Interest Disclosures Act 1994
- Public Works and Procurement Act 1912
- Real Property Act 1900
- Residential (Land Lease) Communities Act 2013
- Restricted Premises Act 1943
- Roads Act 1993
- Roads Transport Act 2013
- Road Transport (General) Regulation 2013
- Rural Fires Act 1997
- Rural Fires Regulation 2013
- Service NSW (One Stop Access To Government Services) Act 2013
- State Emergency and Rescue Management Act 1989
- State Emergency Act 1989
- State Environmental Planning Policy (Vegetation in Non Rural Areas) 2017
- State Records Act 1998
- Strata Schemes Development Act 2015
- Strata Schemes Management Act 2015
- Surveying and Spatial Information Act 2002
- Surveillance Devices Act 2007
- Swimming Pools Act 1992
- Swimming Pools Regulation 2018
- Tattoo Parlours Act 2012
- Transport Administration Act 1988
- Trees (Disputes Between Neighbours) Act 2006
- Valuation of Land Act 1916
- Waste Avoidance and Resource Recovery Act 2001 and Waste Avoidance and Resource Recovery (Container Deposit Scheme) Regulation 2017
- Water Management Act 2000
- Water Management (General) Regulation 2018
- Wilderness Act 1987
- Work Health and Safety Act 2011

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
<p>18 October 2018</p> <p>164/1819</p> <p>Doc ID 93423</p>	<p>Item 27 Visitors Information Carpark Acquisition</p> <p>164/1819 RESOLVED that Council surrender part of the Lot 589 DP721790 as per section 377(1)(h) of the <i>Local Government Act 1993</i> (NSW) to ensure access is maintained to the Coonabarabran Showground as per conditions of consent from the Department of Primary Industries – Lands and an easement is placed on title to reflect the access.</p>	<p>DTS</p>	<p>25.10.18 – Surveyor to be engaged to prepare plans showing easement for access to showground.</p> <p>8.11.18 – Quotes being sought for surveyor to prepare plans.</p> <p>5.04.19 – no further action until OLG request plan for easement.</p> <p>3.05.19 – survey to be undertaken.</p> <p>31.05.19 – survey to be undertaken when acquisition is finalised.</p> <p>05.07.19 – Valuation in progress and acquisition will be finalised then survey will be undertaken</p> <p>30.08.19 – Still awaiting valuation.</p> <p>08.11.19 – Matter referred to Planning Department.</p> <p>5.12.19 – No further action until compensation is paid to the State of NSW for the acquisition of carpark. Once acquisition finalised boundary adjustment is to be made and easement for access to be included.</p> <p>10.06.20 – Refer to Item 47 – Res 122/1718.</p> <p>11.08.20 – no action on easement creation</p> <p>10.11.20 – Letter received from Minister Pavey re compulsory acquisition process and costs.</p> <p>06.08.21 – Report to August 2021 Council meeting</p> <p>07.09.21 – The process of creating a right of carriageway has been referred to Solicitors for advice and implementation.</p> <p>11.10.21 – Completed. Solicitors advise that existing access arrangements are to remain in place and that creation of an easement is not necessary in order to comply with the DPI conditions.</p> <p>21.01.22 – Solicitors instructed to prepare an easement.</p> <p>03.02.22 – No update from the Solicitors</p> <p>04.04.22 – Solicitors have engaged a surveyor to prepare the easement diagram</p> <p>27.04.22 – No further update</p> <p>31.05.22 – no further update from solicitors</p> <p>06.07.22 – no further update from solicitors</p> <p>26.07.22 – solicitors awaiting timeframe from surveyor</p> <p>04.08.22 – No further update</p>

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
<p>12 December 2019</p> <p>236/1920</p> <p>Doc ID 109985</p>	<p>Item 19 Macquarie Regional Library Committee and Library Services Delivery 236/1920 RESOLVED that Council:</p> <ol style="list-style-type: none"> 3. Requests a further report on the Library Services delivered within Warrumbungle Shire Council area, including: <ol style="list-style-type: none"> i. Examining the ability to join another Regional Library Service that has far more member councils and a likely to lower shared operational costs. ii. Examining the provision of Library Services outside a Regional Library arrangement. iii. Examining alternatives for the delivery of library services to the smaller towns 	<p>DCCS</p>	<p>03.02.20 – Advised Macquarie Regional Library that Council has requested options and recommendations to further consider future service point locations and opening hours.</p> <p>07.04.20 – Council report partly compiled – some delay having discussions with relevant parties due to Pandemic disruptions. Expect options report available June Council meeting.</p> <p>09.06.20 – Advised May Council Meeting discussions underway with a number of possible partners.</p> <p>06.07.20 – Contacted possible partners requested additional information which is currently being gathered.</p> <p>04.08.20 – Mid Western Council is not interested at this time and additional information has been supplied to the two possible partners approached for their further consideration.</p> <p>24.09.20 – Inspection of WSC Library sites to occur Friday, 25 Sept 2020 by representatives of Namoi Regional Library</p> <p>05.11.20 – Council advised informally that Namoi Regional Library discussing in committee this matter, week commencing 13.11.20</p> <p>09.02.21 – Approach made to North Western Library Co-Operative for Council to consider WSC to join and under what terms, conditions and costs.</p>
<p>16 April 2020</p> <p>371/1920</p> <p>Doc ID 113924</p>	<p>Item 13 Review of Warrumbungle Waste 371/1920 RESOLVED that Council:</p> <ol style="list-style-type: none"> 5. Costs and investigates the provision of a green waste pick up service via 240lt wheelie bins within the townships across the LGA. 	<p>DEDS</p>	<p>04.02.21 – to be commence when Manager Planning and Regulation recruited.</p> <p>01.06.22 – no further progress at this stage</p> <p>28.06.22 – needs a fresh report to Council as over 12 months old, to be provided in August.</p> <p>06.07.22 – report to be prepared for August Council meeting</p> <p>02.08.22 – report yet to be prepared</p>
<p>21 May 2020</p> <p>431/1920</p> <p>Doc ID 115998</p>	<p>Item 33.3 Three Rivers Regional Retirement Community Information Report 431/1920 RESOLVED that Council:</p> <ol style="list-style-type: none"> 3. Seek additional funding to construct a smaller number of units at the rear of the site, being units 4, 5, 6, 7 and 8. 	<p>DEDS</p>	<p>05.06.20 – Discussions with local MPs underway regarding potential funding opportunities.</p> <p>06.04.21 – Resolution soon to be greater than 12 months old, will need a fresh report to Council.</p> <p>04.03.22 – awaiting legal proceedings to be finalised</p> <p>03.05.22 – Funding provided by State and Commonwealth to deliver projects at Dunedoo; projects to be prioritised.</p> <p>06.07.22 – Funding provided by State and Commonwealth to deliver projects at Dunedoo; projects to be prioritised</p> <p>02.08.22 – Funding provided by State and Commonwealth to deliver projects at Dunedoo; projects to be prioritised</p>

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
<p>20 August 2020</p> <p>44/2021</p> <p>Doc ID 119884</p>	<p>Item 23 Baradine Camp Cypress and Showground Sewer Connection Update Report</p> <p>44/2021 RESOLVED that Council:</p> <ol style="list-style-type: none"> 2. Receives an update report once the Baradine Sewage Scheme Scoping Study is complete. The options assessment on extending sewer to Camp Cypress/Baradine Showground within the Scoping Study will contain updated cost estimates to enable a decision on affordability of realising the sewer connection with the available Council funds of \$200,000. 	<p>DEDS</p>	<p>03.09.20 – consultant engaged under the scoping study, inception meeting scheduled for 17/9</p> <p>01.10.20 – held inception meeting, scheduling site meeting.</p> <p>05.11.20 – site meeting and first project workshop held for Baradine Sewage Scoping study.</p> <p>27.11.20 – workshop briefing paper received; project progressing.</p> <p>05.01.21 – 2nd draft received on 23 December, currently under review.</p> <p>24.02.21 – received comments from DPIE on draft report, which require discussion with consultant; peer review of draft report outstanding; BBRF round 5 application under preparation for the Camp Cypress Sewer connection</p> <p>08.03.21 – funding application lodged through BBRF.</p> <p>09.09.21 – no outcome from BBRF application</p> <p>08.10.21 – application for funding unsuccessful</p> <p>29.10.21 – funding needs to be sought before it can progress.</p> <p>24.11.21 – under discussion with Crown Lands in relation to possible funding.</p> <p>03.12.21 – Crown Lands funding relates to work inside the reserve. Works external to the site remain unfunded.</p> <p>10.01.22 – Sourcing information for Round 6 BBRF</p> <p>03.02.22 – Seeking letter of support from Inland Rail for BBRF application. Scoping Study to be presented to Council.</p> <p>11.04.22 – Scoping study to be presented to Council, requires further information from consultants prior</p> <p>27.04.22 – Further information from consultants received, report being prepared for Council</p> <p>03.05.22 – Report to be prepared for Council for July Council meeting to outline STP capabilities and additional loading mitigation measures from workers camp.</p> <p>23.05.22 – Report to be prepared for Council for July Council meeting to outline STP capabilities and additional loading mitigation measures from workers camp</p> <p>01.06.22 – Report to July Council meeting</p> <p>06.07.22 – Report to July Council meeting</p> <p>27.07.22 - Complete</p>

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
<p>19 November 2020</p> <p>161/2021</p> <p>Doc ID 123996</p>	<p>Item 16 Acquisition of Crown Road Adjoining Former Warrumbungle Quarry 161/2021 RESOLVED that in relation to acquisition of Crown Road that adjoins the Boral Quarry and Council's Property 'Red Hill':</p> <ol style="list-style-type: none"> 1. Council make an application to the Minister and the Governor for approval to compulsorily acquire land described as Lot 1, DP 1259353 by compulsory process under sections 186(1) and of the Local Government Act 1993 for the purpose of expansion of and prolonging the commercial viability of the Coonabarabran Quarry in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991. 2. That the land is to be classified as operational land under the Local Government Act. 3. Authority be granted to the General Manager to sign all necessary documentation associated with the compulsory acquisition and to pay any compensation as determined in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act 1991. 4. Authority be granted to affix the Common Seal of the Council to any documentation required to effect the compulsory acquisition. 5. That Council staff provide a report on future directions in relation to the Quarry and proposed future operations at Red Hill. 	<p>DTS</p>	<p>01.12.20 – Solicitors undertaking acquisition process on behalf of Council. 09.02.21 – The process of compiling documentation for submission to OLG and Crown Lands is currently occurring. 09.03.21 – Obtaining a Valuation Report has been initiated. 06.04.21 – Awaiting valuation report and Minister's consent and also awaiting completion of Native Title searches. 07.06.21 – Application to OLG currently being prepared. 09.08.21 – Documentation completed for Ministerial approval via OLG. 08.11.21 – No further information from OLG. 21.01.22 – Formal acquisition notice issued on 21 December 2021. OLG will submit Acquisition Notice of Governor's Approval after requisite period of 90 days expiring on 21 March 2022. Valuer General Valuation requested. Crown Lands has consented to the compulsory acquisition. 28.02.22 - no further update likely until the expiry of the notice period on 21 March 2022 04.04.22 – Crown Lands has consented to the compulsory acquisition. It is anticipated that the formal acquisition notice will be published in the Government Gazette in April, which will formalise and finalise the compulsory acquisition. 27.04.22 – Government Gazette published Thursday 14 April 2022 confirmed the compulsory acquisition in accordance with the Governor's approval. Awaiting Valuer General's valuation in relation to the compensation payable to Crown Lands. 31.05.22 – Valuation received and paid. 29.06.22 – Awaiting finalisation of documents. Report to August Council meeting on future directions in relation to Red Hill. 06.07.22 – No further update 26.07.22 – Report to August council meeting on options 04.08.22 – Valuation sought. Report to September Council meeting</p>

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
18 March 2021 257/2021 Doc ID 129366	<p>Item 2 Mayoral Minute – Health and Hospital Services in the Warrumbungle Shire 257/2021 RESOLVED that Council:</p> <p>3. Make representations to the NSW Minister for Health seeking a greater level of energy and resources being placed into rural health services and the Warrumbungle Shire, this is to include greater incentives for Visiting Medical Officers (VMOs);</p>	GM	<p>13.05.21 – To be actioned with Health Committee. 14.07.22 – Agenda item for the Health Committee meeting on 18 July 2022</p>
	<p>5. Consider the development of a program to help our communities be more attractive to doctors and health workers.</p>		<p>12.08.22 – referred to Health Committee. Completed.</p>
15 April 2021 304/2021 Doc ID 131100	<p>Item 18 Coonabarabran Water Security: Timor Dam Raising, Dam Safety Upgrade Requirements and Increased Groundwater Allocation 304/2021 RESOLVED that Council:</p> <p>3. Applies for an increased licence allocation for Coonabarabran's groundwater bores from 50 ML/a to 400 ML/a.</p>	DEDS	<p>22.04.21 – all recommendations accepted for increase in water allocation and formalisation of contract being progressed. 05.05.21 – all recommendations accepted for increase in water allocation and formalisation of contract being progressed. 01.07.21 – Currently being developed and acted upon 03.08.21 – application for increased licence allocation to 510ML (based on IWCM draft and further details from hydrogeological report) prepared by consultant and being reviewed prior to submission 31.08.21 – application being submitted. 21.09.21 – application submitted on 1/09 and application fee paid; processing of the application is expected to take a few weeks 05.10.21 – awaiting outcome of Specific Purpose Access Licence (SPAL) application for increased allocation from 1/09 29.10.21 – awaiting outcome from application 02.12.21 – the application appears to be processed by NRAR as further information was requested, which was provided (Hydrogeologist Report, IWCM Issues Paper, IWMC Strategy Draft) 28.02.22 – application result not yet received from NRAR 04.03.22 – contact with NRAR on 4 March 2022, advice received that licence changes can take up to 2 years for processing. 03.05.22 – Awaiting on licence changes, email sent 27 April to follow up NRAR on licence change. Advised by NRAR 65days for progressing from initial request. 23.05.22 – following up with NRAR, no advice received yet. 01.06.22 – no advice from NRAR as yet. 06.07.22 – no advice from NRAR at this stage, continuing to follow up on a monthly basis 02.08.22 – no advice from NRAR at this stage, continuing to follow up on a monthly basis</p>

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
15 April 2021 313/2021 Doc ID 131105	Item 21.4 Supplementary Report 313/2021 RESOLVED that Council request a meeting with the Minister of Local Government to discuss concerns regarding general rate exemptions that now apply to the Local Aboriginal Lands Council.	DCCS	14.01.22 – Letter sent to the Minister via local member 10.04.22 – awaiting response from Minister 10.08.22 – still awaiting response from Minister
15 April 2021 316/2021 Doc ID 131108	Item 12 Draft Operational Plan and Budget 2021/22 and Delivery Program 2021/22 – 2024/25 316/2021 RESOLVED that Council: 4. Review its Long Term Financial Plan and Financial Sustainability Policy with a view to having a positive Operating Result before grants and contributions.	DCCS	To be actioned 22.06.21 – Long Term Financial Plan and Financial Sustainability Policy will be reviewed as part of the Integrated Planning and Reporting timeline for 2021/22. The Long Term Financial Plan is scheduled for review by February 2022; the Financial Sustainability Policy must be reviewed by September 2022. 10.4.22 – Financial Sustainability Policy reviewed and re-adopted by Council on 17 February 2022. LTFP currently under preparation
17 June 2021 378/2021 Doc ID 134714	Item 19 Bore Condition Assessment 378/2021 RESOLVED that Council: 4. Uses the remaining funds from the Bore Condition Assessment project for the construction of a secondary bore at the Coolah Town Well site.	DEDS	24.06.21 – Not started. Working with the OWUA to get responses from the remaining participating councils to provide their input to the SSWP project change request 01.07.21 – no response as yet 03.08.21 – OWUA Chair indicated that DPIE was not in favour of the change request, however DPIE indicated that the matter would need to be taken up with INSW as funding deed owner 31.08.21 – OWUA following up with DPIE/INSW re our project change request as MWRC administers this project 21.09.21 – still awaiting advice from DPIE/INSW through OWUA on determination of change request. 05.10.21 – still awaiting advice on determination of change request 04.11.21 – awaiting formal advice on determination of change request 02.12.21 – project change request has been approved, awaiting amended deed. 31.01.22 – fund change request approved. 03.02.22 – decommissioning works completed 28 January 2022. Project scope for secondary bore to be commenced 03.02.22 – decommissioning works completed 28 January 2022. Project scope for secondary bore to be commenced 27.07.22 – Report to July Council meeting, funds to be utilised for further investigations. Complete – see new resolution

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
17 June 2021 378/2021 (cont) Doc ID 134714	Item 19 Bore Condition Assessment 378/2021 RESOLVED that Council: Uses the remaining funds from the Bore Condition Assessment project for the construction of a secondary bore at the Coolah Town Well site.	DEDS	28.02.22 – secondary bore to be assessed for delivery requirements and water quality within the current site at Coolah via test bores. Once determined and proven, new bore will be installed and commissioned by requisite contractor. Existing funding and ORANA funding to be utilised to complete works. Date to be advised. 11.04.22 – Correspondence received from OWUA advising funds cannot be utilise to undertake works and is to be used for investigations. Use of remaining funds to be re-considered. 03.05.22 – Report to be prepared for Council 01.06.22 – Report to July Council meeting 06.07.22 – Report to July Council meeting 27.07.22 – Report to July Council meeting. Complete – see new resolution
17 June 2021 387/2021 Doc ID 134718	Item 24.3 Coolah Sewerage Treatment Plan Upgrade – Land Matters 387/2021 RESOLVED that Council: 2. Undertakes initial discussions with appropriate landowners in the Coolah area on the potential purchase of a suitable parcel of land, via private agreement, for the development of a new STP and associated effluent re-use scheme for Coolah.	DEDS	24.06.21 – As per item 1, engagement has taken place with stakeholders, and a report has been submitted. 01.07.21 – External project manager to follow up with landholder in Mid July with landholders 03.08.21 – discussion with landholder had, being followed up with a letter recommending a further options study on the land to identify potentially optimal locations for both STP and re-use scheme 31.08.21 – landholder called following letter for further discuss with Council's external PM 21.09.21 – additional land holder contacted; strategic site assessments being undertaken 06.10.21 – strategic site assessment completed to identify exclusion zones on private land, site meeting held with landholder, preparing letter to landholder to suggest detailed options study 04.11.21 – after two unsuccessful attempts, a third landholder has been contacted and site visit undertaken with outcome pending 02.12.21 – due to being unable to source an alternative site at this stage a further high-level options study is being undertaken now, also considering a (flood proof) package plant at the current site 31.01.22 – New Membrane Bioreactor (MBR) being investigated for installation at the existing site.

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
17 June 2021 387/2021 (Cont) Doc ID 134718	Item 24.3 Coolah Sewerage Treatment Plan Upgrade – Land Matters 387/2021 RESOLVED that Council: 2. Undertakes initial discussions with appropriate landowners in the Coolah area on the potential purchase of a suitable parcel of land, via private agreement, for the development of a new STP and associated effluent re-use scheme for Coolah.	DEDS	03.02.22 – DPIE are reviewing the potential to install a packaged system with reuse to the Golf course and river, due to high quality effluent that will be delivered from this type of plant system, with meeting to be scheduled by DPIE. 28.02.22 – Project Manager has informed of no further progress on this project in terms of land purchase. Other options such as Package Plant to be investigated. 11.04.22 – DPE decision pending on package plant 03.05.22 – DPE decision still pending 01.06.22 – Update Report to July Council meeting. 27.07.22 – Complete – see new resolution
	3. Receives a further report on the outcomes of these discussions as a matter of priority.		24.06.21 – No further update will be available until External PM (CD) has engaged landholders in Mid-July 03.08.21 – discussion with landholder had, being followed up with a letter recommending a further options study on the land to identify potentially optimal locations for both STP and re-use scheme 03.08.21 – discussion with landholder had, being followed up with a letter recommending a further options study on the land to identify potentially optimal locations for both STP and re-use scheme 31.08.21 – landholder called following letter for further discuss with Council's external PM 09.09.21 – additional discussions underway with landholders. 21.09.21 – strategic site assessments being undertaken 06.10.21 – strategic site assessment completed to identify exclusion zones on private land, site meeting held with landholder, preparing letter to landholder to suggest detailed options study 04.11.21 – after two unsuccessful attempts, a third landholder has been contacted and site visit undertaken with outcome pending 02.12.21 – due to being unable to source an alternative site at this stage a further high-level options study is being undertaken now, also considering a (flood proof) package plant at the current site 31.01.22 – New Membrane Bioreactor (MBR) being investigated for installation at the existing site.

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
17 June 2021 387/2021 (cont) Doc ID 134718	Item 24.3 Coolah Sewerage Treatment Plan Upgrade – Land Matters 387/2021 RESOLVED that Council: 3. Receives a further report on the outcomes of these discussions as a matter of priority.	DEDS	03.02.22 – DPIE are reviewing the potential to install a packaged system with reuse to the Golf course and river, due to high quality effluent that will be delivered from this type of plant system, with meeting to be scheduled by DPIE. 28.02.22 – No further update on this project. 04.03.22 – options on alternative arrangements to be reviewed, no further progress at this stage. 28.03.22 – DPE decision pending on package plant 11.04.22 – DPE decision pending on package plant 03.05.22 – DPE decision still pending 01.06.22 – Report to July Council meeting 27.07.22 – Complete – see new resolution
15 July 2021 21/2122 Doc ID 136298	Item 19 Coonabarabran Industrial Land 21/2022 RESOLVED that Council: 1. Investigates the inclusion of NBN in the subdivision development.	DEDS	26.07.21 – collating information on NBN possibility is in progress 03.08.21 – reviewing cost of NBN connectivity in progress 24.08.21 – Investigating options and costings with NBN Co in conjunction with other external funding received from NSW Resilience 09.09.21 – Report to September 2021 Council meeting 20.09.21 – No response from NSW Resilience regarding EOC grant extension 06.10.21 – Application for Regional Co Investment Fund submitted through NBN area manager 02.12.21 – NBN Co has organised to meet Manager Economic Development and Tourism in February 2022 to discuss connectivity options for businesses. An update report will be prepared for Council. 03.02.22 – No action to report until NBN consultations 28.02.22 – NBN met with MEDT and businesses to discuss improving connectivity. RFS building is now connected to NBN. Council requested identification number for VRA side of building from retail provider, which is first step for NBN connectivity. 03.05.22 – no further action to report 24.05.22 – followed up with retail provider, no further action to report. 01.06.22 – no further action to report. 27.06.22 – reached out to NBN Co again for recommendation to progress. 06.07.22 – no further action to report. 03.08.22 – the Location ID for the VRA building is set up, which is the first required for NBN installation. Enterprise Ethernet connection is identified as the best way to connect to NBN

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
15 July 2021 26/2122 Doc ID 139295	Item 24 Notice of Motion – Cleaning out water causeways below road crossings 26/2022 RESOLVED that Council develop a strategy for the cleaning of causeways and their surrounds to allow the free flow of water at the road crossings.	DTS	09.08.21 – Causeways impacted by downstream conditions have been identified. Discussions with Fisheries and invitation issued to inspect Neible Siding Road. 11.10.21 – Fisheries officers not able to visit site due to COVID restrictions. 01.11.21 – Fisheries Officer visiting Neible Siding Road on 4 November 2021. 04.11.21 – Fisheries Officer attended site. Strategy development still under consideration. 21.01.22 – Causeway strategy still to be developed. 04.04.22 – Awaiting response from Crown Lands. 31.05.22 – Meeting with Crown Lands arranged for 28 June 2022. 28.06.22 – Crown Lands staff were unable to attend and meeting has been rescheduled to 15.07.22 06.07.22 – No further update 26.07.22 – Meeting held with Crown Lands on 15 July 2022. Awaiting their formal response to options for Merrygoen Creek. Letter written to MP Roy Butler about Neible Siding issues. 04.08.22 – Awaiting response from Crown Lands.
19 August 2021 46/2122 Doc ID 138443	Item 13 Updates to Roads Asset Management Plan 46/2122 RESOLVED that the following actions are taken in relation to the Roads Asset Management Plan: <ol style="list-style-type: none"> 1. Review and update condition rating scales and include in a revised version of AMP Roads. 2. Update the Roads AMP based on updated unit rate information provided in Table 5.3 in the attachment. 3. Consult with the community on acceptable levels of road condition and on expected levels of road maintenance. 	DTS	07.09.21 – No action to report. 04.11.21 – Unit rates have been collated for comparison. 22.01.22 – Consultation on levels of service to be carried out as part of the community strategic plan process.

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
19 August 2021 46/2122 (cont) Doc ID 138443	Item 13 Updates to Roads Asset Management Plan 46/2122 RESOLVED that the following actions are taken in relation to the Roads Asset Management Plan: 4. Publicise a map identifying the location of projects in the four (4) year works program for roadworks associated with pavement renewal and pavement upgrades.	DTS	22.01.22 – Maps will be generated following the adoption of the Delivery Program 04.04.22 – No further action to report 27.04.22 – Maps will be generated following the adoption of the Delivery Program. 31.05.22 – No further update 29.06.22 – No further update. Maps will be uploaded to new Council website. 06.07.22 – No further update. 26.07.22 – Report to July 2022 council meeting proposed an advisory group to facilitate consulting with the community on levels of service however this was not endorsed. 04.08.22 – No further update
19 August 2021 48/2122 Doc ID 138445	Item 15 Binnaway and Mendooran Sewerage Scheme Risk Prioritisation and Funding 48/2122 RESOLVED that Council: 2. Challenges the determination of the Department of Planning, Industry and Environment on Council's risk score review submission for the Mendooran and Binnaway Sewerage Schemes.	DEDS	02.12.21 – letter to DPIE drafted 08.02.22 – no further update 28.02.22 – letter has been drafted requesting DPE for review of the risk rating to secure funding for these projects. 11.04.22 – no response from DPE 03.05.22 – update request sent to DPE seeking a response 01.06.22 – no response from DPE 06.07.22 – follow up with DPE underway, INSW following up with DPE also. 27.07.22 – verbal response from DPE with written correspondence to follow advising risk rating will not be changed. 02.08.22 – Complete.
	3. Receives a further update report on the matter once a new outcome of the risk score review for Mendooran and Binnaway Sewerage Schemes has been determined.		02.12.21 – letter to DPIE drafted 28.02.22 – letter has been drafted requesting DPE for review of the risk rating to secure funding for these projects. Report will be prepared when response received. 11.04.22 – no response from DPE 03.05.22 – update request sent to DPE seeking a response 01.06.22 – No response from DPE 06.07.22 – follow up with DPE underway, INSW following up with DPE also. 02.08.22 – report being prepared for August Council meeting.

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
19 August 2021 48/2122 (cont) Doc ID 138445	Item 15 Binnaway and Mendooran Sewerage Scheme Risk Prioritisation and Funding 48/2122 RESOLVED that Council: 4. Defers the progression of the Binnaway Sewerage Scheme Concept Design until a new outcome of the risk score review for Mendooran and Binnaway Sewerage Schemes has been determined.	DEDS	02.12.21 – letter to DPIE drafted 28.02.22 – letter drafted and sent awaiting response. 11.04.22 – no response from DPE 03.05.22 – update request sent to DPE seeking a response 01.06.22 – no response from DPE 06.07.22 – follow up with DPE underway, INSW following up with DPE also. 27.07.22 – verbal response from DPE with written correspondence to follow advising risk rating will not be changed. Report to August Council meeting being prepared.
16 September 2021 76/2122 Doc ID 139897	Item 16 Coonabarabran Aerodrome – Unsealed Runway 76/2122 RESOLVED that: 1. The proposed treatment method for upgrading the unsealed runway, including removal of grass and replacement with gravel road base, at Coonabarabran aerodrome is referred to the next meeting of the Aerodrome Committee.	DTS	11.10.21 – Site inspection held on 28 September. Survey of runway to be undertaken as part of the Obstacle Limitation Survey process. 01.11.21 – Survey of runway scheduled for 2 November 2021. 04.11.21 – Survey works in progress. 21.01.22 – Finalisation of survey delayed by wet weather. 27.07.22 - Completed
16 September 2021 77/2122 Doc ID 139899	Item 17 Aerodrome Certification 77/2122 RESOLVED that: 1. Council prepare necessary management plans and manual of standards to enable transition to new rules imposed by the Civil Aviation Safety Authority for certification of the Coonabarabran Aerodrome. 3. Council review the need for the Coolah Aerodrome.	DTS	11.10.21 – Fee proposal from Consultant has been sought. 08.11.21 – Fee proposal received from Consultant. Other options being explored. 21.01.22 – Preparation of management plans underway. 03.02.22 – Management plans in progress. 28.02.22 – No further update. 03.03.22 – Meeting to be held with consultant on 15 March 2022. 04.04.22 – Draft management plan in progress 27.04.22 – Management Plan to be submitted to CASA by 13 May 2022. 31.05.22 – Management Plan submitted to CASA on 12 May 2022. 29.06.22 – Awaiting determination from CASA. 06.07.22 – No further update 27.07.22 – No further update from CASA 04.08.22 – CASA on site audit scheduled for 22-28 August 2022 21.01.22 – Review yet to commence. 04.04.22 – No further action 27.04.22 – Review of aerodrome to commence in May 2022. 31.05.22 – Review process commenced with internal consultation. 06.07.22 – No further update. 26.07.22 – No further update 04.08.22 – No further update

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
16 September 2021 87/2122 Doc ID 139904	<p>Item 23.3 NBN Connectivity in Coonabarabran Industrial Estate 87/2122 RESOLVED that Council:</p> <p>2. Supports use of NSW Resilience funding as a co-contribution to assist fund NBN connectivity throughout the Coonabarabran Industrial Estate.</p>	<p>DEDS</p>	<p>23.09.21 – No response from Resilience NSW regarding funding extension.</p> <p>06.10.21 – Council’s submission for Regional Co Investment Fund submitted 6 October through NBN Co. Requested grant extension for Resilience NSW grant, to be advised</p> <p>03.11.21 – Followed up request for extension. Resilience NSW received Project variation and notified department they will receive variation by WSC ASAP, which was accepted</p> <p>02.12.21 – Discussing options with NBN Co since Regional Co Investment Fund application was not progressed by NBN.</p> <p>03.02.22 – No action to report until consultations with NBN later this month</p> <p>28.02.22 – request identification number for VRA side of building through retail provider.</p> <p>03.05.22 – no further action to report</p> <p>25.05.22 – followed up with retail provider, no action to report.</p> <p>01.06.22 – no further action to report.</p> <p>27.06.22 – requested variation extension for EOC project, verbally approved and submitted paperwork. Meeting with NBN Co 05.07.22 to progress NBN connection.</p> <p>07.07.22 – building ID for VRA should be identified by next week. NBN requested to meeting next week to plan engagement with local business regarding NBN.</p> <p>27.06.22 – requested variation extension for EOC project, verbally approved and submitted paperwork. Meeting with NBN Co 05.07.22 to progress NBN connection</p> <p>03.08.22 – Resilience funding extended to June 2023 to allow for NBN connection. Location ID number set up for VRA building</p>

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
<p>21 October 2021 96/2122</p> <p>Doc ID 141987</p>	<p>Item 2 Mayoral Minute – Newell Highway Upgrade, Coonabarabran 96/2122 RESOLVED that:</p> <ol style="list-style-type: none"> 1. Council Authorise the Mayor, with the assistance of a Working Group, to identify the key issues and opportunities from an optimum Bypass design and what that design might look like, identify appropriate consultant advice, prepare a brief for that advice and subsequently make submissions and representations on behalf of Council in relation to the proposed upgrade of the Newell Highway. 2. The Working Group consist of a small group of interested locals appointed by the Mayor who can assist with facilitating the above actions. 	<p>Mayor/GM</p>	<p>10.03.22 - A very constructive meeting was held in the Council Chamber in late November, although not all of the invitees (there are seven in total) were able to attend at such short notice. Useful strategies were identified, such as how to conduct a baseline survey of the affect that Covid shutdowns had on local business as a predictor of possible bypass effects. Correspondence to Sam Faraway MLC drafted, not sent. 15.07.22 – correspondence sent to Sam Faraway MLC on 15.07.22 in relation to the bypass</p>
<p>21 October 2021 105/2122</p> <p>Doc ID 141995</p>	<p>Item 10 Next Round of Regional Roads Transfer and Road Classification Review 105/2122 RESOLVED that Council:</p> <ol style="list-style-type: none"> 1. Responds to the State Governments invitation to nominate roads for either transfer or reclassification by nominating Black Stump Way subject to the following conditions: 2. <ol style="list-style-type: none"> a. There is no reduction in income received by Council for roadworks associated with Black Stump Way. b. Binnia Street between Booyamurra Street and Cunningham Street is declassified as a regional road and replaced by the alternate truck route which incorporates Cunningham Street and Booyamurra Street. c. That roadworks on Black Stump Way continue to be undertaken by Council through a maintenance contract similar to that which exists on the state roads. 3. Support any application by Gilgandra Shire Council to reclassify Tooraweenah Road. 	<p>DTS</p>	<p>08.11.21 – Gunnedah advised that they are seeking to transfer management of Black Stump Way to State. No progress yet on Council's application. 21.01.22 – Due date for applications extended until 28 February 2022. Council submitted our application in December 2021. 27.04.22 – No further updates likely until application assessed. 31.05.22 – Additional map information requested by review body. This was provided and awaiting their determination. 24.06.22 – waiting for response from the State Government on Council's submission. 06.07.22 – No further update 04.08.22 – No response to date from the State Government.</p>

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
18 November 2021 143/2122 Doc ID 143352	Item 16 Update Report on Acquisition of Land for Proposed Rocky Glen RFS Brigade Shed 143/2122 RESOLVED that: 2. Council accept the donation of land measuring approximately 30m x 44m from the owner of Lot 20, DP757085 for the purpose of constructing a shed for the Rocky Glen RFS Brigade. 3. Council classify the land to be acquired for the proposed Rocky Glen RFS Brigade Shed as operational land in accordance with s31(2) of the Local Government Act 1993.	DTS	21.01.22 - Minister's consent required to remove subdivision restriction. Advice provided. Council arranged surveyor to prepare subdivision plans. 04.02.22 – Subdivision plan prepared 27.04.22 – Subdivision Plan has identified a building encroachment that needs to be resolved. Further negotiation with landowner and RFS in progress. 31.05.22 – Awaiting response from solicitor. 29.06.22 – Staff met on site and further survey work is required to define the new area of land to be donated that addresses the building encroachment issue. 06.07.22 – No further update 26.07.22 – Heritage advisor was consulted on historical significance issues which have now been resolved. Additional survey work to be done. 04.08.22 – Awaiting response from landowner on action following heritage advice.
18 November 2021 144/2122 Doc ID 143353	Item 17 Update Report on Coonabarabran Mungindi Road Upgrade Project 144/2122 RESOLVED that: 2. A report be prepared on the cost of preparing concept designs for a project to upgrade the road between Coonabarabran and Baradine to road train access standard. 3. Council include the development of Gardiner Street / Saleyard Road as the heavy vehicle route from Baradine Road to the Newell Highway.	DTS	03.02.22 – Estimates underway 31.05.22 – No further update 06.07.22 – No further update 04.08.22 – No further update 03.02.22 – will be included as part of the project.
18 November 2021 145/2122 Doc ID 143354	Item 18 Update Report on Management of Roadside Vegetation 145/2122 RESOLVED that: 2. When the opportunity arises, applications are made through NSW Environmental Trust for funding to prepare a Roadside Vegetation Management Plan.	DTS	04.04.22 – No current funding opportunities. 31.05.22 – No current funding opportunities. 06.07.22 – No current funding opportunities. 04.08.22 – No current funding opportunities.

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
18 November 2021 146/2122 Doc ID 143355	Item 19 Update Report on Classification and Categorisation of Crown Reserves 146/2122 RESOLVED that: 2. In accordance with Section 3.23 of the Crown Land Management Act 2016, notification be provided to the Minister of Council's categorisation of Crown Reserves shown in Item 1 and 2 of Resolution No 410/1920 of 21 May 2020.	DTS	27.04.22 – Awaiting responses from Crown Lands. 31.05.22 – Awaiting responses from Crown Lands on several categorisations and classifications before the Plans of Management can be finalised. 28.06.22 – Awaiting responses from Crown Lands on several categorisations and classifications; as well as Native Title advice before the Plans of Management can be finalised. 06.07.22 – No further update 26.07.22 – Following up with Crown Lands to get their responses. 04.08.22 – No further update
18 November 2021 147/2122 Doc ID 143356	Item 20 Update Report on RFS Shed at Coonabarabran Aerodrome 147/2122 RESOLVED that: 2. Upon completion of the LEP review and classification of Council land at the aerodrome as operational land, a Development Application be lodged for construction of a new two (2) bay Fire Brigade shed incorporating offices and equipment storage rooms at the Coonabarabran Aerodrome.	DTS	21.01.22 – No further action possible until the LEP review completed in 2022. 27.04.22 – No further update. 31.05.22 – Following the Council Resolution at the May 2022 Council meeting, the classification process will commence. 29.06.22 – Planning Proposal to be prepared. 06.07.22 – No further update 04.08.22 – No further update
18 November 2021 148/2122 Doc ID 143357	Item 21 Update Report on Road Closure part Castlereagh Avenue Binnaway for the Pump House Camping Ground Binnaway 148/2122 RESOLVED that Council: 2. Continues the part road closure of Castlereagh Avenue, Binnaway updating the licence agreement and submitting a Development Application for the Pump House Camp Ground, Binnaway as resolved previously via Resolution 162/1718.	DTS	21.01.22 – Two objections to be resolved. 03.03.22 – Objectors to road closure contacted and objections resolved. 04.04.22 – Solicitors instructed to finalise the part road closure. 31.05.22 – No further update. 29.06.22 – Updated advice from solicitor yet to be prepared to progress matter. Further Council report and resolution then required to proceed. Will then be in a position to prepare and lodge with Crown Lands the formal Public Road Closure application. 06.07.22 – No further update 26.07.22 – Solicitors advised finalisation will take at least 6 months. 04.08.22 – No further update

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
18 November 2021 149/2122 Doc ID 143359	Item 22 Update Report on Werribee Road Premer 149/2122 RESOLVED that Council: 1. Apply to the Department of Primary Industries – 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	21.01.22 – No further update. 03.02.22 – No further update, solicitor on leave until 14 February. 03.03.22 – Surveyor instructed to prepare subdivision plan. 04.04.22 – Subdivision plan in progress. 31.05.22 – No further update. 29.06.22 – Surveyor working with Crown Lands to resolve some survey discrepancies. 06.07.22 – No further update 26.07.22 – Survey discrepancies resolved, survey to be finalised in the next month. 04.08.22 – No further update
	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.		
	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 for the Common Seal of the Warrumbungle Shire Council to be affixed to any documentation required to effect acquisition of the land, if required.		
18 November 2021 152/2122 Doc ID 143361	Item 25 Dunedoo Town Water Security – Talbragar Alluvial Groundwater Source Supply 152/2122 RESOLVED that Council: 2. Further explores the increase of Dunedoo's Town Water Security by considering a pump test of the old bore, the cost for drilling a new deeper bore, and the potential to connect to existing deeper nearby RMS bores.	DEDS	28.02.22 – New deeper bore location to be explored in local site area via contractors. Delivery and quality parameters to be reviewed before determination of location 01.06.22 – No further progress 06.07.22 – No further progress 02.08.22 – No further progress
18 November 2021 160/2122 Doc ID 143364	Item 30.3 Sustainability of Child Care Services 160/2122 RESOLVED that Council consult with staff and the community on relevant actions proposed in the sustainability and child care reports.	GM	10.03.22 – Awaiting completion of other projects including funding acquittals.

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
17 February 2022 206/2122 Doc ID 148243	Item 33 Notice of Motion – Hotchkiss Road 206/2122 RESOLVED that Council request a report on the possibility of extending the maintenance of Hotchkiss Road another 2.8km from the current end point. This would mean that Council would maintain the first 5.6km of Hotchkiss Road from the intersection of Gulargambone Road.	DTS	07.03.22 – Report is being prepared and will include Hotchkiss Road as well as a number of other road corridors in the same situation. 27.04.22 – Report to May Council meeting. 31.05.22 – Report to July Council meeting 06.07.22 – Report to July Council meeting 26.07.22 – Reported to July Council meeting. Status quo remains. Complete 04.08.22 – Completed
17 March 2022 238/2122 Doc ID 149766	Item 20 Warrumbungle Water – Fluoride Re-instatement 238/2122 RESOLVED that Council: 2. Executes the funding deeds for fluoridation installation at the Coolah site.	DEDS	11.04.22 – To be provided by NSW Health 03.05.22 – Received quotes from two contractors. Assessment process to happen week of 16 May. 01.06.22 – Funding agreement to be drafted. 06.07.22 – awaiting funding agreement from NSW Health 02.08.22 – awaiting funding agreement from NSW Health
17 March 2022 251/2122 Doc ID 149771	Item 26 Notice of Motion – Accessible Residential Housing 251/2122 RESOLVED that: 1. Council recognises the need for greater amounts of accessible residential housing in the Warrumbungle Shire for our aging and disabled residents. To help remedy this situation council commits to a pilot project of investment within the Warrumbungle Shire, using up to \$1 million from funds that are currently held in term deposit to purchase suitable property(ies) that can be leased to disability housing service providers as a form of portfolio diversification at a higher cash return with low risk. 2. The Mayor and GM be authorised to negotiate and purchase on behalf of Council and report any dealings to next Council meeting.	GM	10.04.22 – meetings being arranged with providers. 09.05.22 – Presentation to councillors arranged for May. 07.06.22 – Presentation revealed that local organisation is progressing to the development of their own proposal. Awaiting outcome here.

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
21 April 2022 269/2122 Doc ID 151481	Item 14 Land Owned by Council in Reservoir Street Coonabarabran 269/2122 RESOLVED that Council: 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	27.04.22 – No progress to date. 31.05.22 – Initial discussions with third parties held. 29.06.22 – Discussions initiated with Landcom. 06.07.22 – No further update 26.07.22 – Meeting held with Landcom on 21 July 2022. Awaiting a proposal from them.
21 April 2022 270/2122 Doc ID 151482	Item 15 Stop and Play Project at Neilson Park, Coonabarabran 270/2122 RESOLVED that Council: 2. Be advised of the costs of the rectification works through the Quarterly Budget Review process.	DTS	27.04.22 – Supplementary vote for QBRS prepared. 31.05.22 – Report to be included in QBRS3. 06.07.22 – Contract award amount \$79,376. This excludes easement costs. 26.07.22 – Staff sought to have requirement for easement waived, this was declined 04.08.22 – No further update
21 April 2022 277/2122 Doc ID 151484	Item 20.2 Supplementary Report – Three Rivers Regional Retirement Community Information 277/2122 RESOLVED that Council: 1. Give the authority as outlined in the ‘Proposal’ contained within the report.	GM	09.05.22 – Being actioned.
19 May 2022 288/2122 Doc ID 152891	Item 6 Community Consultation Meetings 288/2122 RESOLVED that Council: 3. Hold Round 1 of the Community Consultation Meetings 2022/2023 in October and November 2022.	MCorpS	25.05.22 – dates to be determined 10.08.22 – dates being confirmed, expect 17 October – 2 November

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
19 May 2022 290/2122 Doc ID 152893	Item 8 2022 Local Government NSW Annual Conference 290/2122 RESOLVED that Council:	GM	25.05.22 – Noted 14.07.22 – to be dealt with at August 2022 Council meeting 12.08.22 – report drafted for August 2022 Council Meeting. Completed.
	1. Note the report on the LGNSW Annual Conference to be held in the Hunter Valley from 23 October 2022 to Tuesday 25 October 2022.		
	2. Call for draft motions from councilors for the conference.		
	3. Consider motions and Councillor attendees at the August 2022 Council meeting.		
19 May 2022 291/2122 Doc ID 152894	Item 9 Cooinda Coonabarabran Water and Trade Waste Charges 291/2122 RESOLVED that Council:	GM	12.08.22 – Cooinda advised by letter. Completed.
	2. Agrees to enter into a payment plan with Cooinda Coonabarabran ending 30 June 2023 with no interest being applied during that time.		
19 May 2022 307/2122 Doc ID 152904	Item 24 Planning Proposals – LEP Review and Reclassification of Land 307/2122 RESOLVED that:	DEDS	01.06.22 – to be included in LEP Review 27.07.22 – noted and listed for LEP review. Complete
	1. The list of nominated Heritage Items listed in Table 6 of the <i>Warrumbungle Community Based Heritage Study</i> be added into the LEP Review Planning Proposal.		
	3. The General Manager, in consultation with the Mayor is delegated, to place the Planning Proposals on public exhibition and to hold a public hearing for the reclassification of land Planning Proposal.		01.06.22 – Public exhibition and public hearing to be conducted 27.07.22 – Planning Proposal prepared for Public Exhibition 02.08.22 – Planning Proposal on Public Exhibition from 10 August to 16 September 2022. Public hearing to be held 27 October 2022.
	4. Council not accept plan making delegations for the LEP Review Planning Proposal and the Reclassification of Land Planning Proposal and seek this to be completed by Department of Planning and Environment.		23.05.22 – in progress 01.06.22 – reclassification of land planning proposal up loaded to portal and under gateway determination by DPE 27.07.22 – gateway approval gained and public exhibition and public hearing to be undertaken. DPE to undertake plan making. Complete
	5. A report be prepared on the submissions received to the exhibition of the Planning Proposals.		01.06.22 – yet to be progressed 06.07.22 – cannot progress until after public exhibition is undertaken 27.07.22 – report to be prepared following close of exhibition period 16 September 2022 and completion of public hearing on 27 October 2022. 02.08.22 – report to be prepared after public exhibition and hearing have been held.

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
19 May 2022 309/2122 Doc ID 152906	Item 26 Notice of Motion – Review Council Services and Infrastructure 309/2122 RESOLVED that Council review services and infrastructure due to higher usage of public facilities e.g. cleaning of toilets, servicing of public areas within the Council budget.	DTS	31.05.22 – Noted. Report to Council in preparation. 06.07.22 – No further update 04.08.22 – no further update
19 May 2022 310/2122 Doc ID 152907	Item 27 Notice of Motion – Technology 310/2122 RESOLVED that Council identify IT upgrades to support an effective up to date website development for Warrumbungle's Shire. Do not get left behind on technology. A report back to Councillors on the above.	MCorpS	06.06.22 – Report being prepared. 10.08.22 – Further investigation of issues underway.
16 June 2022 325/2122 Doc ID 154348	Item 8 Minutes of Economic Development and Tourism Advisory Committee Meeting 325/2122 RESOLVED that Council: 2. Notes the Mayor's acceptance of the events and allocations to be applied for under the Community Events Program Fund as per the attachment provided with the minutes; a. with relevant event organisations required to provide information on their event to Council prior to 14 June 2022 b. and any unallocated funds going towards \$2,000 for Leadville, Mendooran's town festival event or Coonabarabran's music and food event.	DEDS	30.06.22 – Due to delays receiving event information from organisations, completed by 01.07.22. As per Mayor's delegation, unallocated funds to: <ul style="list-style-type: none"> Robertson Oval Opening Day - \$2,000 Leadville - \$2,000 Mendooran Town celebration \$4,000 Coolah laser disco event \$7,000 Coonabarabran food + wine fest - \$10,000 Coonabarabran food + wine fest has an advisory committee of Council as per Mayor's delegation 06.07.22 – funding application being prepared for events. 27.07.22 – funding application lodged - Complete

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
16 June 2022 325/2122 (cont) Doc ID 154348	Item 8 Minutes of Economic Development and Tourism Advisory Committee Meeting 325/2122 RESOLVED that Council: 4. Supports town entry signage consultation within Council's communities including the Aboriginal Land Council, being undertaken by members of the Economic Development and Tourism Advisory Committee, with findings being reported to Council at a later date. 5. Investigates eligible grants for construction of an information notice board to be installed at Hickeys Falls; along with costings for a suitable toilet. 7. Undertakes a review of the Building Our Warrumbungle Communities Action Plans selecting actions that can be achieved by Council in the short-term for inclusion in Council's EDT Strategy.	DEDS	04.07.22 – EDT Committee members to report to EDT Committee in August meeting for proposed town signage designs, materials, and locations 03.08.22 – draft designs to be reviewed at next EDT committee meeting in August 04.07.22 – Ongoing and to report at EDT committee meeting in August 03.08.22 – Ongoing, no action to report 04.07.22 – report of identified short term actions from Building Our Warrumbungle Communities Action Plans completed for EDT committee meeting in August 03.08.22 – Report sent to ELT to review. Waiting for feedback
16 June 2022 326/2122 Doc ID 154349	Item 9 Robertson Oval Amenities Building Project and Minutes of Advisory Committee Meeting – 25 May 2022 326/2122 RESOLVED that Council: 2. Proceeds with the expenditure of \$85,000 on the installation of sub soil drainage and construction of the car park.	DTS	28.06.22 – Estimates for works being prepared. 06.07.22 – Quotations called for works. 26.07.22 – Quotations close on 28 July 2022 04.08.22 – Quotations being evaluated.
16 June 2022 328/2122 Doc ID 154351	Item 11 Meeting Schedule 328/2122 RESOLVED that Council: 2. Meetings be held and chaired from the Coonabarabran Chambers until further advice is provided on improved technology at the Coolah Chambers.	DCCS	

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
16 June 2022 329/2122 Doc ID 154352	Item 12 Cooinda Coonabarabran Liquid Trade Waste Charges 329/2122 RESOLVED that Council: 2. Make a \$19,500 donation to Cooinda Coonabarabran upon compliance with liquid trade waste requirements.	GM	12.08.22 – Cooinda advised of the Council decision. Awaiting advice from Cooinda of completion of works. Completed.
16 June 2022 334/2122 Doc ID 154355	Item 17 Review of the 2021/22 Pool Operations 334/2122 RESOLVED that: 2. A Councillor workshop be held to discuss the strategic direction for pool operations across the Shire including the implications of the consultants reports as outlined within the body of the report.	DTS	28.06.22 – Scheduled for 28.07.22 06.07.22 – No further update 26.07.22 – Council workshop scheduled for 28 July 2022 04.08.22 – Completed
	3. The outcomes of the workshop be reported back to Council.		28.06.22 – Report to be prepared. 06.07.22 – No further update 26.07.22 – Report to Council following workshop on 28 July 2022 04.08.22 – Report to September Council meeting
16 June 2022 337/2122 Doc ID 154359	Item 20 Inland Rail Update Report – June 2022 337/2122 RESOLVED that Council: 2. Actively engage with ARTC and their contractors to consider funding the upgrade and sealing of the Baradine Aerodrome.	DTS	04.07.22 – Council to discuss at next N2N Project Update meeting with ARTC and Contractors which is scheduled for 21.07.22 21.07.22 – update meeting ARTC, ARTC to discuss with contractors on feasibility of sealing the aerodrome. 02.08.22 – waiting response from ARTC
16 June 2022 339/2122 Doc ID 154360	Item 23 Mayoral Minute – Valley of the Winds Wind Farm 339/2122 RESOLVED that Council: 2. Write to the Premier as soon as possible to seeking a substantial injection of funds to help build Council's capacity to, in turn, help the State deliver the target of 80% renewable energy into the grid by 2030;	DEDS	28.06.22 – to be commenced 06.07.22 – letter being drafted 02.08.22 – letter under draft
	3. Seek the support of LGNSW Conference calling for more financial support and collaboration from the NSW Government regarding development in the REZs and more effective, respectful engagement with rural communities; and		28.06.22 – to be commenced 06.07.22 – yet to be commenced 27.07.22 – motion to conference to be drafted 02.08.22 – draft motion prepared

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
16 June 2022 339/2122 (cont) Doc ID 154360	4. Meet regularly with other nearby councils impacted by the Central-West Orana REZ, including Dubbo Regional Council, Gilgandra Shire Council and Mid-Western Regional Council to share their REZ experiences and how to best protect the interests of local government and communities.	DEDS	28.06.22 –commenced, meeting held 29 June 2022. 27.07.22 – next meeting 29.07.22 02.08.22 – meeting on 29.07.22 postponed until 19.08.22
21 July 2022 3/2223 Doc ID 156360	<p>Item 2 Mayoral Minute – Accounting Treatment of Rural Fire Service ('Red Fleet') Assets 3/2223 RESOLVED that:</p> <ol style="list-style-type: none"> 1. Council writes to the local State Member(s) Roy Butler MP, the Treasurer the Hon Matt Kean MP, Minister for Emergency Services and Resilience the Hon Stephanie Cook MP and the Minister for Local Government Wendy Tuckerman MP: <ol style="list-style-type: none"> a. Expressing Council's objection to the NSW Government's determination on ownership of Rural Fire Service assets; b. Advising of the impact of the Government's position on Council finances of this accounting treatment; c. Informing that Council will not carry out RFS assets stocktakes on behalf of the NSW Government and will not record RFS assets in Warrumbungle Shire Council's financial statements; d. Calling on the NSW Government to take immediate action to permanently clear up inequities and inconsistencies around the accounting treatment of Rural Fire Service (RFS) assets by acknowledging that rural firefighting equipment is vested in, under the control of and the property of the RFS; and e. Amending s119 of the <i>Rural Fires Act 1997</i> so that the effect is to make it clear that RFS assets are not the property of councils. 	GM	02.08.22 – Letters sent to Ministers. Complete

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
21 July 2022 3/2223 (cont) Doc ID 156360	Item 2 Mayoral Minute – Accounting Treatment of Rural Fire Service ('Red Fleet') Assets 3/2223 RESOLVED that: 2. Council writes to the Shadow Treasurer Daniel Mookhey MLC, the Shadow Minister for Emergency Services Jihad Dib MP, the Shadow Minister for Local Government Greg Warren MP, the Greens Spokesperson for Local Government Jamie Parker MP and the leaders of the Shooters, Fishers and Farmers, Animal Justice and One Nation parties Robert Borsak MLC, Emma Hurst MLC and Mark Latham MLC: a. Advising Members of Warrumbungle Shire Council's position, including providing copies of correspondence to NSW Government Ministers; and b. Seeking Members' commitments to support NSW Councils' call to amend the <i>Rural Fires Act 1997</i> as set out in correspondence.	GM	04.08.22 – Letters sent 04.08.22 - Completed
	3. Warrumbungle Shire Council writes to the Auditor General advising that notwithstanding any overtures of future qualified audits, it will not carry out RFS stocktakes on behalf of the NSW Government and will not record RFS assets in Warrumbungle Shire Council's financial statements, noting that the State Government's own Local Government Accounting <i>Code of Practice and Financial Reporting</i> provides for councils to determine whether or not they record the RFS assets as council assets.		04.08.22 – Letter sent 04.08.22 - Completed
	4. Council promotes these messages via its digital and social media channels and via its networks.		

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
21 July 2022 3/2223 (cont) Doc ID 156360	5. Re-affirms its complete support of and commitment to local RFS brigades noting that Warrumbungle Shire Council's) action is entirely directed towards the NSW Government's nonsensical position that rather than being owned and controlled by local brigades, RFS assets are somehow controlled by councils, which councils consider to be a cynical financial sleight of hand abdicating the NSW Government's responsibilities at the cost of local communities.	GM	
	6. That Warrumbungle Shire Council affirms its support to Local Government NSW (LGNSW) and requests LGNSW continue advocating on Council's behalf to get clarification finally from the State Government about the accounting treatment of RFS assets.		11.08.22 – Letter sent to LGNSW
	7. Council review its own position in relation to recording RFS assets in its Financial Statements given that Council does not have a say in the acquisition of RFS assets, no involvement in the deployment of those assets and no say in the disposal of the assets.		12.08.22 – report drafted for August Council Meeting. Completed.
	8. Council invites the RFS to provide advice on why Council should not withdraw from the Castlereagh Zoning Agreement.		

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
21 July 2022 5/2223 Doc ID 156361	Item 4 Minutes of Traffic Advisory Committee Meeting – 23 June 2022 5/2223 RESOLVED that: 1. The minutes of the Traffic Advisory Committee Meeting held on the 23 June 2022 are noted for information.	DTS	26.07.22 – Complete
	2. The application by the Rotary Club of Coonabarabran to conduct the Tour de Warrumbungles Bike Ride event along Coonabarabran streets, local roads and regional roads on Sunday, 2 October 2022 between 8.00am and 2.00pm be approved subject to compliance with and receipt of the following: <ul style="list-style-type: none"> • Traffic Management Plan • Traffic Guidance Scheme • TfNSW Western Region concurrence • Council's Road Closure Guidelines • Receipt of current Public Liability Insurance • That a risk assessment be submitted by the organiser and distributed to Traffic Advisory Committee members for consideration • That the organiser encourages riders in the event to wear HiVis clothing. 		26.07.22 – Applicant advised. Complete

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
21 July 2022 6/2223 Doc ID 156362	Item 5 Disclosure of Interests under clause 4.21 of the Model Code of Conduct for Local Councils in NSW 6/2223 RESOLVED that Council:	GM	
	1. Note the report on Disclosure of Interests under clause 4.21 of the <i>Model Code of Conduct for Local Councils in NSW</i> for the period to 30 June 2022.		
	2. Identify the following positions as designated staff: <ul style="list-style-type: none"> • Director Environment and Development Services • Director Technical Services • Director Corporate and Community Services • Manager Projects • Manager Roads • Manager Planning and Regulation • Building Certifier • Town Planner 		
	3. Note the relevant forms have been issued to all councillors and designated staff.		
21 July 2022 8/2223 Doc ID 156363	Item 8 NDIS Accreditation Warrumbungle Community Care 9/2223 RESOLVED that Council not seek NDIS re-registration.	DCCS	11.08.22 – A/Supervisor Warrumbungle Community Care to make contact and draft letter advising Council's resolution..

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
21 July 2022 11/2223 Doc ID 156364	Item 11 Traffic Management Services 11/2223 RESOLVED that:	DTS	26.07.22 – Letters to be written to regular event organisers advising of council's decision. Information on website to be updated. 04.08.22 – No further update
	1. The report on Traffic Management Services be noted.		
	2. Traffic control services provided by Council to third parties be done so on a cost-recovery basis.		
	3. Non-for-profit entities and charities be offered the opportunity to seek a waiver of Council's traffic control service costs for consideration by the General Manager in accordance with Delegations.		
	4. ANZAC Day, Remembrance Day and Sorry Day events be exempt of Council's traffic control service costs.		
21 July 2022 12/2223 Doc ID 156365	Item 12 Inquiry into Speed Limits and Road Safety in Regional NSW 12/2223 RESOLVED that:	DTS	26.07.22 – Submission lodged on 22 July 2022. Complete.
	1. Council make a submission to the Joint Standing Committee on Road Safety (StaySafe) Inquiry into Speed Limits and Road Safety in Regional NSW.		
	2. Council's submission includes the issues identified in the attached draft submission.		
21 July 2022 13/2223 Doc ID 156366	Item 13 Crown Land Manager for Reserve 17798 for Police Purposes 13/2223 RESOLVED that:	DTS	26.07.22 – Letter to be written to DPE. 04.08.22 – Letter sent to DPE – Complete.
	1. Council write to the Department of Planning and Environment – Land and Asset Management requesting that Council be appointed Crown Land Manager for Crown Reserve 17798 for Police Purposes.		
	2. That when requesting that Council be appointed Crown Land Manager for R17798, an additional purpose for 'public recreation' also be requested to be added to the reserve.		

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
21 July 2022 16/2223 Doc ID 156367	Item 16 Delivery of the Coonabarabran and Dunedoo Sewerage Treatment Plant Upgrade Project using Selective Tendering 16/2223 RESOLVED that Council: 1. Notes the information contained in the Delivery of the Coonabarabran and Dunedoo Sewerage Treatment Plant Upgrade Project using Selective Tendering report.	DEDS	27.07.22 – Complete
	2. Adopts the Selective Tendering method to deliver the Coonabarabran and Dunedoo Sewerage Treatment Plant Upgrade Project.		27.07.22 – Complete
21 July 2022 17/2223 Doc ID 156368	Item 17 Baradine Sewage Treatment Plant Scoping Study Report 17/2223 RESOLVED that Council: 1. Notes the information in the Baradine Sewage Treatment Plant Scoping Study Report.	DEDS	27.07.22 – Complete
	2. Actively engages with ARTC and their contractors to seek funding for the necessary treatments to the Baradine Sewerage Treatment Plant to address the additional loading to the plant from the proposed construction workers camp.		27.07.22 – discussions with ARTC underway 02.08.22 – discussions with ARTC underway
21 July 2022 18/2223 Doc ID 156369	Item 18 Coolah Sewerage Treatment Plant Replacement – Project Update 18/2223 RESOLVED that Council: 1. Notes the information contained in the Coolah Sewerage Treatment Plant Replacement - Project Update Report.	DEDS	27.07.22 – Complete
	2. Seek Expressions of Interest from landholders around Coolah for the sale of land to Council for the establishment of a new STP and associated effluent re-use scheme, on suitable land within 7km of the existing Coolah STP.		27.07.22 – to be commenced 02.08.22 – to be commenced
	3. Undertakes a detailed options assessment, including identifying the most suitable site, for the construction of a modular STP in Coolah and, subject to the outcome of (2) above, also includes the option of a pond based STP on the most appropriate parcel of land.		27.07.22 – to be commenced 02.08.22 – to be commenced

Date of Council Meeting & Resolution No.	Resolution	Responsible Officer	Progress Report
21 July 2022 19/2223 Doc ID 156370	Item 19 Bore Condition Assessment 19/2223 RESOLVED that Council:	DEDS	27.07.22 – Complete
	1. Notes the information contained in the Bore Condition Assessment Project Report. 2. Use the remaining funds from the bore condition assessment project for camera inspection and condition assessment of the Kenebri, Bugaldie, Baradine, Dunedoo town well, Coonabarabran bore 2 and Kenebri Bore using contractors for the project through the tender process to be undertaken by OWUA.		27.07.22 – to be commenced 02.08.22 – to be commenced
21 July 2022 21/2223 Doc ID 156371	Item 21 Notice of Motion – Renewable Energy Policy 21/2223 RESOLVED that Warrumbungle Shire develop a Planning Agreement Policy for Renewable Energy Generators, including Solar and Wind Energy Farms.	DEDS	27.07.22 – to be commenced 02.08.22 – to be commenced
21 July 2022 26/2223 Doc ID 156372	Item 22.3 Provision of Project Management Services for Coonabarabran and Dunedoo Sewerage Treatment Plant Upgrades 26/2223 RESOLVED that Council:	DEDS	27.07.22 – Complete
	1. Notes the information contained in the Provision of Project Management Services for Coonabarabran and Dunedoo Sewerage Treatment Plant Upgrades Report. 2. Accepts the tender for the Provision of Project Management Services for Coonabarabran and Dunedoo Sewerage Treatment Plant Upgrades from Hunter H2O Holdings Pty Ltd trading as Beca HunterH2O for a total contract value of \$417,604 (inc. GST).		27.07.22 – Complete

30-Jun-22

Operating Expenditure Revote Report

WO	Description	Funding Source	Externally Funded %	Revote Amount \$	2021/22 Expenditure	Budget Remaining \$	Comment
	Community						
2231	Community Events	Drought Communities Funding		13,783	8,717	5,066	Project Completed
2240	Coolah Community Hall Development	Drought Communities Funding		104,000	74,861	29,139	Works being carried out by community group. Extension approved to end of September 2022.
	Sub-Total			117,783	83,578	34,205	
	Town Planning						
1499	Landuse Strategy Review	Council funded - well underway		89,536	4,442	85,094	Reclassification of Land Planning Proposal passed Gateway, public hearing and exhibition phase to be commenced. Complete LEP Review process will not be finalised by EOFY and will flow over into 2022/23. DPE to assist Council to prepare LEP Planning Proposal to outline changes required to LEP. Remaining budget will be required.
	Sub-Total			89,536	4,442	85,094	
	Tourism and Development Services						
2257	Dark Sky Awakening Festival	Grant		17,500	17,500	0	10/5/22 Event held. Completed
	Sub-Total			17,500	17,500	0	
	Property And Risk						
2003	Management Plan for Crown Lands	Grant		35,000	35,000	0	Works in progress. Crown Lands has requested review of categorisations of some fo the Crown Reserves. Council has paid the consultant for the work done and there is no further funding to be carried over. The project is essentially complete however Crown Lands after the fact have asked us to reconsider a few proposed categories that we will assess and respond to.
	Sub-Total			35,000	35,000	0	
	Youth Related Activities						
2204	Youth Activities - Building Local Pathways for Rural Young People in ongoing drought affected communities	Drought Communities Funding		20,638	5,159	0	Project Completed
2499	NAIDOC Week	Grant		2,058	141	1,917	Funds to be spent by 30 June 2022, including Sandstone Caves trip, potential date 28 or 29 May 2022, after Sorry Day.
2593	Drug & Alcohol Community Action Plan	Grant		10,000	4,423	5,577	Grant still to be expended. Invoices still to be paid
	Sub-Total			32,696	9,723	7,494	
	Total Operating Expenditure Revote			Total	292,515	150,243	126,793

Capital Expenditure Revote Report

[illegible]

2233	Digital Signage at Coonabarabran VIC - installed	Grant		2,330	1,136	0	10.3.22 Complete, project finished slightly under budget. Remaining budget not needed and can return to General Fund.
2590	Security Cameras at Vic Centre	Grant		15,013	3,457	0	2/6/22 All Cameras are installed, project complete. Remaining budget can be returned to General Fund.
	Sub-Total			17,343	4,593	0	
	Town Planning						
2377	Coonabarabran Bypss Planning Proposal	General		20,000	0	20,000	Will not be completed during FY21/22, and will require carry over to FY22/23; to be progressed further when resources are available
2378	DCP Planning	General		20,000	0	20,000	Project brief under preparation for consultant to assist with the review. Project will not be complete by 30/6/2022 and will need to carry across to 2022/23 FY; to be progressed further when resources are available
	Sub-Total			40,000	0	40,000	
	Developer						
1915	Contributions Plans - from Developer Contributions	General		13,071	5,790	0	9/2/22 Complete, project finished under budget. Remaining budget not required and can return to General Fund.
	Sub-Total			13,071	5,790	0	
	Horticulture						
1976	Baradine Skate & Activity Park construction	St Comm Fund - \$ Club grant \$27,000		32,081	32,081	0	Works completed.
2324	Coonabarabran Skate Park - Irrigation	General		29,721	8,356	21,365	Car park works NOT proceeding. Barbecue, shelter, seating and trees to be installed. Balance required in full to complete the works by September 2022
	Sub-Total			61,802	40,437	21,365	
	Local Roads M&R						
2314	Local-Bridges & Culverts-Cobborah Rd	R2R Funding		55,003	20,927	34,076	Works completed. Surplus funds to be reallocated to other R2R funded works thereby reducing council's contribution.
2456	Local-Rehab-Bugaldie-Goorianawa Rd	FLR Funding		27,900	14,224	13,676	Works completed. Surplus funds being FLR cannot be reallocated to other projects. If FLR projects are underspent, council contribution is used first then the FLR grant. Unspent FLR funds must be returned to TfNSW.
	Sub-Total			82,903	35,151	47,752	
	Ovals						
2081	Robertson Oval - Amenities refurbishment (Disabled Access)	General		34,797	34,797	0	Works completed. Carryover funds expended.
2232	Mendooran Sports Ground Fence	DCF 2		44,970	28,500	16,470	Original scope of works completed. Seating and shelter to be installed. Balance required in full to complete works by September 2022.
2264	Basketball Court Refurbishment - Coonabarabran	DCF 2		58,585	58,585	0	Bollards for carpark area installed. Works completed.
2325	Binnaway Oval-Irrigation Upgrade	General		1,400	1,400	0	Works completed.
2326	Baradine Ovals Toilets - Renewal of Tiles Fixtures Storage	General		26,000	26,000	0	Carryover funds expended.
2451	Coonabarabran Sports Complex Improvements	Grant		10,998	8,818	2,180	BBQ to be installed. Awaiting response to quotations.
	Sub-Total			176,750	158,100	18,650	
	Property And Risk						
1236	Roof Repairs - Coona Office	General		62,500	62,500	0	Works completed.
1837	Coonabarabran Sport & Rec Centre	General		2,000	2,000	0	Works completed.
1858	Coonabarabran Office - Recarpet older section	General		47,647	47,647	0	Works completed.

2046	Road acquisition at Binnaway Camp Ground - Survey cost	General		2,932	0	2,932	Works in progress – Solicitors have advised at least another 6 months before finalised.
2082	Community Services Building Upgrades	General		15,000	3,850	11,150	Carpeting works completed, awaiting invoices.
2086	Mendooran Depot - Toilet Refurb	General		4,353	4,353	0	Works completed.
	Sub-Total			134,432	120,350	14,082	
	Public Halls						
2236	Painting Exterior Baradine Memorial Hall	DCF 2		46,520	26,742	19,778	Original scope of works completed. Variation approved to use remaining funding to address acoustics. Airconditioning and accoustics work completed, invoices received and to be paid by 12 August 2022.
2449	Baradine Hall Roof Replacement	Grant		22,371	22,371	0	Original scope of works completed. Balance required in full as the invoices mentioned above (part of WO2236).
	Sub-Total			68,891	49,113	19,778	
	Public Swimming Pools						
1661	Dunedoo Roof Modifications Amenities Block (Polycarbon)	General		22,200	0	22,200	Funding received under LRCI Phase 3 for new amenities block. Funds to be used towards this project.
2332	Coonabarabran Pool-Concrete Infill-Underwater Lights	General		40,000	13,400	26,600	Works completed. Given current upgrade works required these funds should be quarantined for the installation of continuous dosing systems or electrical upgrades.
2333	Dunedoo Pool-Backwash Water Connection to Sewer	Grant		10,001	10,001	0	Works completed. Surplus grant funds will be used to offset overexpenditure on other projects funded from drought stimulus funding.
	Sub-Total			72,201	23,401	48,800	
	Regional Roads M&R						
2423	MR55 Rehab-near Black Stump Rest Area-Seg535455	Grant		826,443	694,168	132,275	Works completed. Project completion report approved. Final claim submitted. This project funded under the REPAIR program and FLR. Under these grants, Council is required to expend its money first and any underspend must be returned to TfNSW.
	Sub-Total			826,443	694,168	132,275	
	Town Streets						
1332	Drainage Study, Bowen Oval, Goddard & Martin St	General		16,000	16,000	0	Works completed.
2346	Crane st Rehab	General		49,721	0	0	Works completed
2357	Cowper St-Open Channel Construction	General		46,000	58	45,942	Works to be completed end of September weather permitting
2358	Belar St - New K&G	General		50,000	22,684	27,316	Road shoulder works in front of new kerb & gutter to be completed in October 2022 with next reseal program.
2360	John St - Footpath	General		6,000	0	0	Works no longer proceeding. Funds no longer required.
	Sub-Total			167,721	38,742	73,258	
	Waste						
2304	Waste Master Plan	General		7,488	2,284	5,204	Consultant's report has been completed recommending changes and upgrades. To be progressed further when resources are available, will not be complete this FY. Funds will require carry over to 22/23FY
2305	Landfilling Plan Development	General		20,000	0	20,000	To be progressed when resources available, will not be complete this FY. Funds will require carry over to 22/23FY
	Sub-Total			27,488	2,284	25,204	
	Warrumbungle Sewer						
983	C'bran - Pump Stations Renewal	Sewer Fund		8,715	8,715	0	Works complete, remaining funds to be spent on outstanding invoices
1571	Coonabarabran Sewage Treatment Plant Upgrade (RNSW 813)	50% funded		459,626	148,362	311,264	Concept design progressing. Project will be completed over next 3 years.
1576	Dunedoo Sewage Treatment Plant Upgrade (RNSW 811)	Approx. 75% grant funded		113,066	113,066	0	Concept design progressing. Project will be completed over next 3 years.

1577	Coolah Sewage Treatment Plant Upgrade (RNSW 812)	Approx. 75% grant funded		111,571	42,329	69,242	Packaged plant is an option, waiting on DPE feedback. Acquisition of land for new STP is also still an option, though land is proving difficult to locate. Project will be completed over the next 3 years.
2102	Baradine Sewerage Scheme Upgrade Scoping Study	75% funded		69,712	2,986	66,726	BP presented to Council in July 2022, this will see the project completed. Outstanding invoice yet to be presented and paid.
2108	Effluent Reuse- Pivot Irrigator replacement	Sewer Fund		5,500	1,306	4,194	Complete, project finished, remaining budget will finalise outstanding invoice that needs to be lodged for the remaining budget amount.
2128	Binnaway - Sewerage	75% funded		97,996	4,772	93,224	Verbal advice from DPE advising risk rating will not be changed, nor will funding under SSWP be available for STP for Binnaway. Written response advising of same is to be provided to Council from DPE. Report being prepared to August 2022 of options for the project
	Sub-Total			866,186	321,536	544,650	
	Warrumbungle Water						
535	Reservoirs - Rehabilitation	Water Fund		161,269	17,001	144,268	Site visits by contractor undertaken, quotes received and PO's issued, awaiting invoices to be presented. Unused funds can returned to General Fund after invoices presented and paid.
1358	Telemetry Upgrade Water (All Towns)	75% funded		341,554	341,554	0	Project progressing along well. Project will extend into September 2022, remaining funds will cover remaining PO; and final invoices when received.
1896	Coolah - Chlorine room at bores	Grant		125,698	30,694	0	Complete, remaining funds need to be journalled to WO973 due to incorrect WO used.
1903	Baradine Water Treatment Plant- Renewals	Water Fund		30,471	6,624	23,847	Project will be incorporated into the new WTP, and funded 75% by DPE and 25% by WSC. Report to June Council Meeting on new WTP. Project expected to be undertaken across 2 years, funds to be carried over.
1904	Coonabarabran Water Treatment Plant Renewal	Water Fund		6,427	3,364	3,063	Complete, final invoices yet to be lodged for remaining budget amount
2070	Baradine clarifier replacement	75% funded		369,075	127,830	241,245	Project will be incorporated into the new WTP, and funded 75% by DPE and 25% by WSC. Report to June Council Meeting on new WTP. Project expected to be undertaken across 2 years, funds to be carried over.
2073	Coolah Water Supply Scheme Upgrades Scoping Study	75% funded		8,078	4,962	3,116	Scoping Study issued to CWT for review. Remaining funds will be needed to cover invoice from CWT.
2111	Coonabarabran Groundwater pipeline	100% Drought Stimulus		546,802	546,802	0	Contracted work completed. Remaining funds to be expended on further work to bore pumps, PO issued, awaiting invoices
2112	Coonabarabran WTP filter media replacement	Water Fund		77,768	77,768	0	10.3.22 Complete
2119	Reservoir cleans (shire wide)	Water Fund		11,281	11,281	0	8.11.21 Complete
2120	Reservoir upgrades - WHS, C18, fencing (shire wide)	Water Fund		49,000	35,337	13,663	Site visits by contractor undertaken, quotes received and PO's issued, awaiting invoices to be presented. Unused funds can returned to General Fund after invoices presented and paid.
2258	Bores Condition Assessment - Shire wide	Water (Council contribution to 75% funded OWUA project)		61,390	289	61,101	Report to July 2022 Council Meeting providing update on project. Resolution to include additional bores in the project. Information to be passed onto OWUA and DPE.
2374	Reservoir Upgrades - Internal Structures (Shire Wide)	Water Fund		70,000	63,636	6,364	Site visits by contractor undertaken, quotes received and PO's issued, awaiting invoices to be presented. Unused funds can returned to General Fund after invoices presented and paid.
2393	Binnaway Groundwater Investigation	Grant		262,309	9,189	0	Advice received from INSW late July 2022 that the funding for this project is no longer available as project was closed off by Council in 2020. Project will not be progressing.
2394	Mendooran Groundwater Investigation	Grant		66,167	5,483	60,684	Funds will be required to be carried over in 22/23FY, to be utilised on upgrade works to Mendooran WTP as opposed to blend tank.
	Sub-Total			2,187,289	1,281,813	557,351	

	Total Capital Expenditure Revote	Capital Total	4,899,863	2,775,479	1,700,508	
	Total Operating and Capital Expenditure	Total All	5,192,378	2,925,722	1,827,301	

WO	WO Desc	Directorate	Funding	Past Years Budgets	Current Year 2022/23 Budget	Future Years Budget Allocation	Total Project Budget	Past Years Expenditure	Current Year 2022/23 Expenditure	Total Project Expenditure to Date	Total Project Budget Remaining	Expected Completion Date	Comment
1296	Point to point Wi-Fi Coona Office	Corporate Services	Grant refer restricted assets	157,343	0	0	157,343	70,395	13,144	83,539	73,804	30/09/2022	Technological advancements now allow for fibre internet services, which are scheduled to be installed at Coolah and Coonabarabran before 30 September 2022. This solution to connectivity at Coolah wasn't previously cost-effective. Remaining funds to be redirected to the upgrade of Council's telecommunications (Mitel).
701	CTF - Three Rivers Retirement Village	Executive	Grant	1,228,466	0	0	1,228,466	0	0	0	1,228,466	TBD	Matter is still subject to legal proceedings. Funding from Commonwealth Government secured; Council still in negotiations with State Government concerning state funding for the project.
1571	Coonabarabran Sewage Treatment Plant Upgrade (RNSW 813)	Warrumbungle Sewer	50% funded	1,811,943	500,000	11,500,000	13,811,943	377,671	1,943	379,614	13,432,329	30/06/2025	Concept design progressing. Project will be completed over next 3 years with future years budget allocations as follows: FY22/23 \$500,000; FY23/24 \$4,000,000; FY24/25 \$7,500,000. Price increases in materials and resources see this project increasing in value.
1576	Dunedoo Sewage Treatment Plant Upgrade (RNSW 811)	Warrumbungle Sewer	Approx. 75% grant funded	1,789,437	2,700,000	4,300,000	8,789,437	244,219	5,986	250,205	8,539,232	30/06/2024	Concept design progressing. Project will be completed over next 2 years with future years budget allocations as follows: FY22/23 \$2,700,000; FY23/24 \$4,300,000. Price increases in materials and resources see this project increasing in value.
1577	Coolah Sewage Treatment Plant Upgrade (RNSW 812)	Warrumbungle Sewer	Approx. 75% grant funded	853,704	500,000	5,500,000	6,853,705	120,896	1,573	122,469	6,731,236	30/06/2025	Packaged plant is an option, waiting on DPE feedback. Acquisition of land for new STP is also still an option, though land is proving difficult to locate. Project will be completed over the next 3 years with future years budget allocations as follows: FY22/23 \$500,000; FY23/24 \$3,500,000; FY24/25 \$2,000,000. Price increases in materials and resources see this project increasing in value.
1358	Telemetry Upgrade Water (All Towns)	Warrumbungle Water	75% funded	1,754,819	0	0	1,819,864	888,285	740	1,679,172	140,692	30/09/2022	Project nearing completion - expected completion and expenditure of all remaining funds by end of Sept 2022.
2111	Coonabarabran Groundwater pipeline	Warrumbungle Water	100% Drought Stimulus	2,198,293	0	0	2,198,293	2,049,922	0	2,049,922	148,371	20/08/2022	Contracted work completed. Remaining funds to be expended on further internal work to bore pumps, quotes currently being sought, and PO to be issued. Expected completion mid-August 2022.
2250	Coonabarabran Stop and Play	Technical Services	SCCF 3	278,137	80,000	0	358,137	237,261	150	237,411	120,726	30/11/2022	15/06/2022 – Project no 2022/04 was awarded to D&C Powerline Construction for \$79,376.00 incl. GST
2248	Coolah Skate Park	Technical Services	SCCF 3/LRCI Phase 2	236,243	0	0	236,243	171,555	75	171,630	64,613	1/09/2022	Shade sail contract Project No 2022/02 was awarded to Central Industries for \$43,131.00 incl GST. Variation approved. Variation Amount \$12,193.50, Revised Price \$55,324.50 incl GST
2415	Neilrex Road Sealing	Technical Services	FLR	1,600,000	0	0	1,600,000	1,097,151	0	1,097,151	502,849	30/06/2022	Completed. Council contribution (R2R) fully expended. Underspent grant (FLR) to be returned to TfNSW in the order of \$50,000. There is no option to re-allocate unspent grant funds to another project.
2795	Purelwaugh Road Widening	Technical Services	ROSI/Repair Program	2,700,000	800,000	0	3,500,000	228,485	2,605	859,303	2,640,697	31/08/2022	Curve 1 and Curve 2 Repair Program projects complete and under budget. There is no option to re-allocate the unspent Repair grant to the rest of the project. Contractor commenced on the next section of the widening project. On track. Total Budget - \$3 million Curves 1 & 2 Budget: \$800,000 Repair Program Income - Repair - \$400,000 - Block - \$200,000 - Rosi - \$200,000 Upgrade 2 sections Budget: \$2.2 million Income - Rosi - \$2.2 million
2848	Piambra - Upgrading	Technical Services	LRCI phase 3		516,000		516,000	0	0	0	516,000	30/06/2023	This project will be the rehabilitation of two sections of Piambra Road as the pavement has failed at the curve north of Mooren Road and near the intersection with Gamble Road. The complete scope of works is being developed. Construction works are expected to commence before Christmas 2022.
2851	Replacement of various Concrete Causeways	Technical Services	LRCI phase 3		556,732		556,732	0	0	0	556,732	30/06/2023	Eight causeways will be replaced as part of this program. The causeways are located on Mitchell Springs Road, Newbank Lane, Ropers Road, Napier Road, Neible Siding Road and Rotherwood Road.

WO	WO Desc	Directorate	Funding	Past Years Budgets	Current Year 2022/23 Budget	Future Years Budget Allocation	Total Project Budget	Past Years Expenditure	Current Year 2022/23 Expenditure	Total Project Expenditure to Date	Total Project Budget Remaining	Expected Completion Date	Comment
2599	Coonabarabran Oval 3 Renewal of Change Rooms	Technical Services	LRCI phase 3	0	585,000		585,000	84,031	0	84,031	500,969	30/06/2023	This completion date is unlikely to be achieved given the current status of the projects (no design finalised, no DA in place, availability of contractors, having to work around sporting seasons).
2867	Dunedoo Pool New Amenities Building	Technical Services	LRCI phase 3		900,000		900,000	0	0	0	900,000	30/06/2023	There is a concern that this budget may be inadequate given the recent price increases in material. Need to understand what funding if any will be available from the \$5.6m Dunedoo fund.
2812	Streets as shared space Pull up a stump	Technical Services	LRCI phase 3		149,035		149,035	0	0	0	149,035	28/02/2023	This completion date is unlikely to be achieved given the delay in receiving the funding agreement, current status of the projects (design not finalised, availability of contractors, and supply issues). Variation submitted 29 July 2022.
2819	Castlereagh River Rehabilitation Project	Technical Services	LRCI phase 3/Murray Darling Healthy Rivers Program		974,000		974,000	523	0	523	973,477	21/04/2023	Council signed the funding agreement in April 2022 however this has not been returned to date. Uncertain whether project will proceed or not.
2591	Warkton Bridge	Technical Services	Grant Funded FLB	100,000	800,000	0	900,000	30,294	78,647	108,941	791,059	31/01/2023	Contractor started on site on 4 July 2022. On track.
	TOTAL	Grand Total		14,708,385	9,060,767	21,300,000	45,134,198	5,600,687	104,863	7,123,910	38,010,288		



FINANCIAL AUDIT

22 JUNE 2022

Local Government 2021

NEW SOUTH WALES AUDITOR-GENERAL'S REPORT

THE ROLE OF THE AUDITOR-GENERAL

The roles and responsibilities of the Auditor-General, and hence the Audit Office, are set out in the *Government Sector Audit Act 1983* and the *Local Government Act 1993*.

We conduct financial or 'attest' audits of state public sector and local government entities' financial statements. We also audit the Consolidated State Financial Statements, a consolidation of all state public sector agencies' financial statements.

Financial audits are designed to add credibility to financial statements, enhancing their value to end-users. Also, the existence of such audits provides a constant stimulus to entities to ensure sound financial management.

Following a financial audit the Audit Office issues a variety of reports to entities and reports periodically to Parliament. In combination, these reports give opinions on the truth and fairness of financial statements, and comment on entity internal controls and governance, and compliance with certain laws, regulations and government directives. They may comment on financial prudence, probity and waste, and recommend operational improvements.

We also conduct performance audits. These examine whether an entity is carrying out its activities effectively and doing so economically and efficiently and in compliance with relevant laws. Audits may cover all or parts of an entity's operations, or consider particular issues across a number of entities.

As well as financial and performance audits, the Auditor-General carries out special reviews, compliance engagements and audits requested under section 27B(3) of the *Government Sector Audit Act 1983*, and section 421E of the *Local Government Act 1993*.



GPO Box 12
Sydney NSW 2001

The Legislative Assembly
Parliament House
Sydney NSW 2000

The Legislative Council
Parliament House
Sydney NSW 2000

In accordance with section 421D of the *Local Government Act 1993*, I present a report titled '**Local Government 2021**'.

A handwritten signature in black ink, appearing to read 'Margaret Crawford'.

Margaret Crawford
Auditor-General for New South Wales
22 June 2022

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RECONCILIATION COMMITMENT STATEMENT

The Audit Office of New South Wales pay our respect and recognise Aboriginal people as the traditional custodians of the land in NSW.

We recognise that Aboriginal people, as custodians, have a spiritual, social and cultural connection with their lands and waters, and have made and continue to make a rich, unique and lasting contribution to the State. We are committed to continue learning about Aboriginal and Torres Strait Islander peoples' history and culture.

We honour and thank the traditional owners of the land on which our office is located, the Gadigal people of the Eora nation, and the traditional owners of the lands on which our staff live and work. We pay our respects to their Elders past and present, and to the next generation of leaders.

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Local Government 2021

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Auditor-General's foreword

Pursuant to the *Local Government Act 1993* I present my report Local Government 2021. My report provides the results of the 2020–21 financial audits of 127 councils, 13 joint organisations and nine county councils.

Unqualified audit opinions were issued for 126 councils, 13 joint organisation and nine county councils in 2020–21. My independent auditor's opinion was qualified for Central Coast Council who was unable to provide evidence to support the carrying value of \$5.5 billion of roads, bridges, footpaths, bulk earthworks, stormwater drainage, water supply and sewerage network assets.

The 2020–21 year was challenging from many perspectives, not least being the continuing impact of and response to the recent emergency events, including bushfires, floods and the COVID-19 pandemic. We appreciate the efforts of council staff and management right across local government and they must be congratulated for their responsiveness and resilience in meeting their financial reporting obligations in such challenging circumstances.

This report makes a number of recommendations to councils and to the regulator, the Office of Local Government within the Department of Planning and Environment. These are intended to support councils to further improve the timeliness, accuracy and strength of financial reporting and their governance arrangements. Arguably, when faced with challenges, it is even more important to prioritise and invest in systems and processes to protect the integrity of councils' operations and promote accurate and transparent reporting.

I look forward to continuing engagement and constructive dialogue with councils in 2022–23 and beyond.

Margaret Crawford
Auditor-General for New South Wales

Section one

Local Government 2021

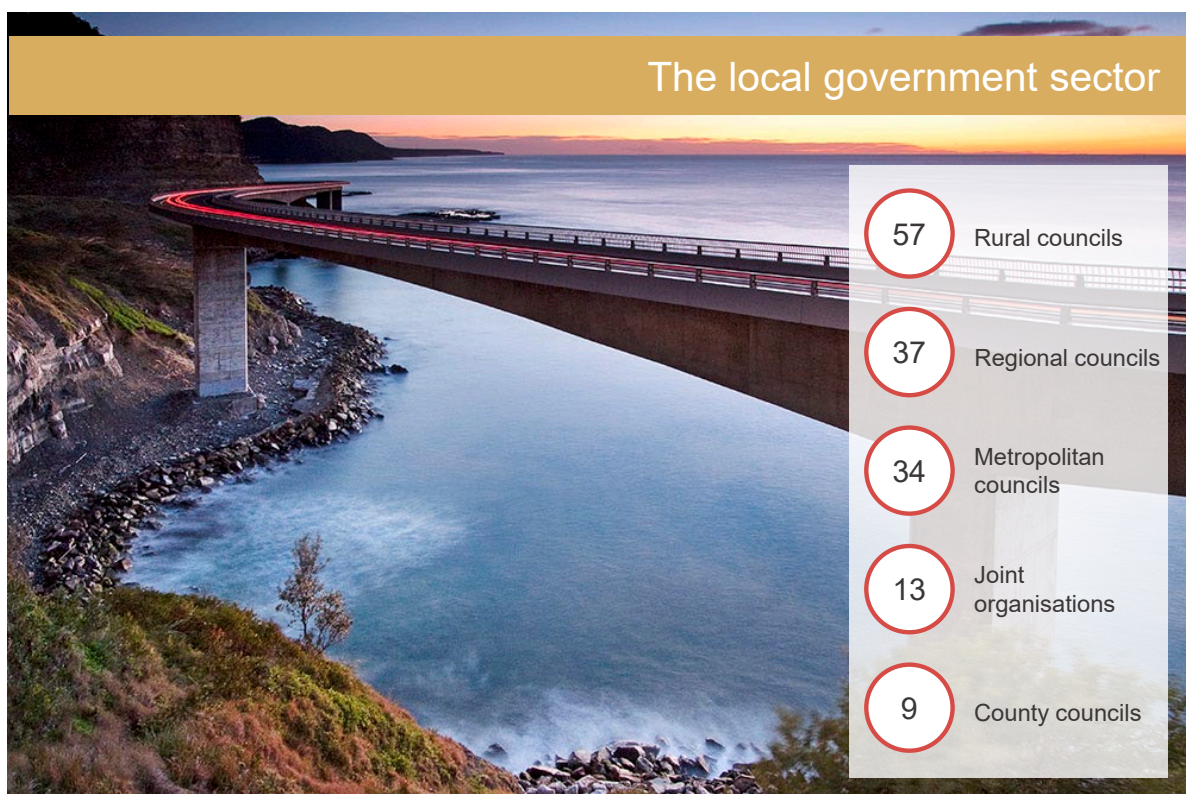
This report analyses the results of our audits of local councils for the year ended 30 June 2021.

1. Introduction

1.1 The local government sector

Local government is the third tier of government. It is established under state legislation, which defines the powers and geographical areas each council is responsible for.

At 30 June 2021, there were 128 local councils, 13 joint organisations and nine county councils and in New South Wales.



Councils provide a range of services and infrastructure for a geographical area. Services include waste collection, planning, child and family day care, and recreational services. Councils also build and maintain infrastructure, including roads, footpaths and drains, and enforce various laws. While core functions such as waste collection are similar across councils, the range of services each council provides can vary depending on the needs of each community.

County councils are formed for specific purposes, such as to supply water, manage flood plains or eradicate noxious weeds.

Joint organisations (JOs) are formed by councils in regional New South Wales. Core activities of JOs include regional strategic planning and priority setting, engaging in shared services with member councils, and regional advocacy and collaboration with the state and federal governments.

This report provides the results of the 2020–21 financial audits of 127 councils, 13 joint organisations and nine county councils.

In preparing this report, our observations and analyses were drawn from:

- audited financial statements
- performance audit reports
- data collected from councils
- audit findings reported to councils in audit management letters.

Each local council has unique characteristics such as its size, location and services provided to their communities. To enable comparison, we divided councils into three categories – metropolitan, regional and rural. County councils and joint organisations are separately identified in the report. Details of councils grouped into categories are provided in Appendix three.

1.2 Performance audit

Our performance audits assess whether the activities of government entities are being carried out effectively, economically, efficiently and in compliance with relevant laws. Our mandate to conduct these audits is provided under the *Local Government Act 1993* (LG Act).

Performance audits relevant to the local government sector in 2021–22 included:

Integrity of grant program administration

The objective of [Integrity of grant program administration](#) was to assess the integrity of the assessment and approval processes for NSW Government grant programs. The audit focused on two grant programs:

- Stronger Communities Fund Round 2 (tied grants round), which was administered by the Office of Local Government (OLG) within the Department of Planning and Environment, and provided \$252 million to newly amalgamated councils and other councils that had been subject to a merger proposal during 2017–18 and 2018–19
- Regional Cultural Fund, which was administered by Create NSW (now within the Department of Premier and Cabinet) and awarded \$100 million for cultural projects in regional NSW.

We recommended the Department of Premier and Cabinet develop a model to use for all grant program administration in NSW. The Department of Planning and Environment should ensure that guidelines prepared are published and include a governance framework that includes accountabilities and key assessment steps.

Local government business and service continuity arrangements for natural disasters

[Local government business and service continuity arrangements for natural disasters](#) followed on from 'Report on Local Government 2020' with a detailed examination of the effectiveness of business and service continuity arrangements for natural disasters in two councils: Bega Valley Shire Council and Snowy Valleys Council.

In making this assessment, we considered whether the selected councils:

- had documented approaches for identifying, mitigating and responding to disaster-related risks to business and service continuity
- effectively implemented strategies to prepare for identified disaster-related impacts
- were effective in managing business and service continuity during their response to selected disasters.

We recommended:

- Bega Valley Shire Council should update and regularly review its business continuity plans, provide business continuity training, and improve its monitoring of risk controls and actions, including for natural disaster impacts.
- Snowy Valleys Council should document and monitor all disruption-related risks and controls, regularly review and update its business continuity plans, and progress planned actions to increase staff awareness of business continuity plans.
- Across both councils, we recommended that record keeping relating to service delivery during natural disasters should be adequate to inform post incident reviews and future updates to business continuity.

Building regulation: combustible external cladding

Building regulation: combustible external cladding focused on how effectively the Department of Customer Service (DCS) and Department of Planning and Environment (DPE) led reforms addressing the unsafe use of combustible external cladding on existing residential and public buildings.

Nine local councils were included in the audit because they have responsibilities and powers needed to implement the NSW Government's reforms.

We recommended the DCS and DPE should:

- address the confusion surrounding the application of the Commissioner for Fair Trading's product use ban for aluminium composite panels with polyethylene content greater than 30%
- develop an action plan to address buildings assessed as low-risk
- improve information systems to track all buildings from identification through to remediation.

The following local government performance audit reports are either planned or in progress with an expectation to complete them in 2022:

- **Development applications: assessment and determination stages**
This audit aims to assess whether selected councils are effectively assessing and determining development applications and whether selected councils and the Department of Planning and Environment are effectively supporting independent planning panels to determine development applications in compliance with relevant legislation, regulations and government guidance.
- **Effectiveness of financial management and governance in selected council(s)**
Under the LG Act, councils must apply sound financial management principles that require responsible and sustainable spending and investment, and ensure that future decisions consider intergenerational effects and equity. This audit will examine how these principles are effectively applied in councils' financial and asset management, funding decisions and risk management practices, and may examine how councils' expenditure and investment decisions have complied with legislative requirements.
- **The effectiveness of local government regulation and support**
This audit aims to assess whether the Office of Local Government within the Department of Planning and Environment is effectively monitoring and regulating the local government sector in NSW.
- **Audit Office Insights 2018–2022**
This report will analyse the key findings and recommendations from performance and other audits tabled in the New South Wales Parliament between 2018 and 2022, spanning varied areas of government activity, including local government. The report will present common findings and lessons from the past three years of audits with particular focus on issues relating to the integrity and transparency of decision-making and processes, as well as the fundamentals of good governance such as probity controls and record keeping.

2. Audit results

Financial reporting is an important element of good governance. Confidence in and transparency of public sector decision-making are enhanced when financial reporting is accurate and timely.

This chapter outlines audit observations related to the financial reporting of councils and joint organisations.

Highlights

- One hundred and nine councils and joint organisations (2020: 133) lodged audited financial statements with OLG by the statutory deadline of 31 October (2020: 30 November).
- Forty-one councils and joint organisations (2020: 16) received extensions to submit audited financial statements to OLG.
- Unqualified audit opinions were issued for 126 councils, 13 joint organisations and nine county councils in 2020–21. A qualified audit opinion was issued for Central Coast Council in both 2019–20 and 2020–21.
- The audit of Kiama Municipal Council is still in progress as at the date of this report due to significant accounting issues.
- Fifty-nine per cent of councils performed some early financial reporting procedures, less than the prior year. We recommended that OLG should require early close procedures across the local government sector by 30 April 2023.
- The total number and dollar value of corrected financial statement errors increased compared with the prior year, however uncorrected financial statement errors and prior period financial statement errors decreased compared to the prior year.
- Sixty-eight councils (2020: 68 councils) did not record rural firefighting equipment in their financial statements worth an estimated \$145 million (2020: \$119 million). The NSW Government has confirmed these assets are not controlled by the NSW Rural Fire Service and are not recognised in the financial records of the NSW Government. We recommended that consistent with the OLG's role to assess council's compliance with legislative responsibilities, standards or guidelines, OLG should intervene where councils do not recognise rural firefighting equipment. Councils should perform a full asset stocktake of rural firefighting equipment, including a condition assessment for 30 June 2022 financial reporting purposes.

2.1 Quality of financial reporting

The Auditor-General is required under the LG Act to issue an audit opinion on the following reports prepared by councils.



Indicators of quality financial reporting include:

- unqualified audit opinions
- the number of errors in financial statements
- timeliness in preparing financial statements.

Audit opinions

Unqualified audit opinions were issued for all but one council

Except for Central Coast Council, unqualified audit opinions were issued for all completed councils and joint organisations' 30 June 2021 financial statements audits. Sufficient audit evidence was obtained to conclude the financial statements were free of material misstatement and were prepared in accordance with Australian Accounting Standards and the LG Act.

Qualified audit opinion issued for Central Coast Council on carrying values of roads, bridges, footpaths, bulk earthworks, stormwater drainage, water supply network and sewerage network assets

A qualified audit opinion was issued for the 30 June 2021 financial statements of Central Coast Council. As disclosed in the financial statements of Central Coast Council, the council recognised \$5.5 billion of roads, bridges, footpaths, bulk earthworks, stormwater drainage, water supply network and sewerage network assets within 'Infrastructure, property, plant and equipment' in the Statement of Financial Position as at 30 June 2021.

In the 'Statement by the Administrator and Management', Central Coast Council certified that they were unable to provide sufficient evidence to support the carrying values of these assets in the Statement of Financial Position as at 30 June 2021. This is because the asset data used by council to value these assets could not be reconciled by council to its financial records prior to the valuation. The asset data was sourced from a non-financial system that did not include financial information or reference data that could be used to identify assets in council's fixed asset register.

Due to this limitation in scope of our audit, we were also unable to obtain sufficient appropriate audit evidence to support the carrying value of these assets and determine its impact on the Income Statement, Statement of Comprehensive Income and relevant notes to the financial statements for the year ended 30 June 2021.

Emphasis of matter paragraphs were included in Tenterfield Shire Council and Central Coast Council audit opinions relating to non-compliance with the LG Act

An emphasis of matter paragraph was included in the Independent Auditor's Reports to draw attention to non-compliance with the LG Act which both councils self-disclosed in their financial statements.

Both councils breached sections 409 and 410 of the LG Act during the year ended 30 June 2021 by accessing restricted funds without the required approvals.

Council	Reason
Tenterfield Shire Council	<ul style="list-style-type: none">• Council's negative unrestricted cash of \$1.2 million represents a breach of section 409(3) of the LG Act.• Council is unable to verify that funds raised by special rates or charges were not used to pay for general fund expenses during the year ended 30 June 2021.• Council acknowledges it may have used restricted special rates and charges funds for purposes other than their intended use, without ministerial approval. Such unapproved use would not comply with section 410(3) of the LG Act.
Central Coast Council	<ul style="list-style-type: none">• Council is of the view that monies received by the Water Supply Authority under the <i>Water Management Act</i> is within the scope of S409(3) of the LG Act and are therefore externally restricted.• Council acknowledges it accessed restricted special rates and charges funds for purposes other than their intended use, without ministerial approval. Such unapproved use does not comply with section 409 and 410 of the LG Act.

Audit is still in progress for one council

The following audit remains outstanding and the outcome will be reported in next year's report to Parliament:

Council	Reason
Kiama Municipal Council	<p>Resolving issues including:</p> <ul style="list-style-type: none">• weaknesses in supporting working papers and reconciliations of key accounts and sub-ledgers• presentation and disclosure deficiencies in the draft financial statements• four prior period accounting errors in council's draft financial statements, for which we are seeking supporting documentation from council• liquidity and governance matters being considered by council.


Errors identified through audits

Increase in the dollar value of errors identified

Our audits identified more errors and the total dollar value of these errors was higher compared to the prior year. It is important that councils perform robust reviews to minimise errors identified in financial statements. There were 18 councils (2019–20: 20 councils) where no errors were identified in their financial statements.

Corrected errors

A corrected error is an error identified by the auditor or council, which is subsequently corrected by council in the financial statements.

	Corrected errors		By council type (2021 only)				
	2020	2021	Metro	Regional	Rural	County	JO
Year ended 30 June							
Less than \$250,000	60	66	5	9	41	5	6
\$250,000 to \$500,000	25	37	5	10	20	2	--
\$500,000 to \$1 million	41	38	10	18	10	--	--
\$1 million to \$5 million	69	69	18	32	19	--	--
\$5 million to \$15 million	27	19	9	9	1	--	--
\$15 million to \$30 million	8	4	2	1	1	--	--
\$30 million to \$50 million	5	6	3	3	--	--	--
\$50 million and greater	3	7	3	3	1	--	--
Total number of errors	238	246	55	85	93	7	6
Total value of errors (\$ million)	1,070	1,686	504	1,038	143	1	--

Source: Engagement Closing Reports issued by the Audit Office.

Of the 246 corrected errors identified in the 30 June 2021 financial statements, 13 were greater than \$30 million:


Council	Description of corrected error
Albury City Council	Council's financial statements were corrected by management following the commencement of the audit to reflect asset indexation movements amounting to \$33.2 million.
Camden Council	Council's revaluation of other structures/open space assets was overstated by \$37.1 million because incorrect cost unit rates were used to value the assets. This error was identified and corrected by management.
Carrathool Shire Council	Council's revaluation of road assets was understated by \$58.9 million because accumulated depreciation was incorrectly counted twice in the supporting calculation.
Central Coast Council	Council's financial statements were corrected to reflect fair value of its operational land amounting to a \$85.8 million increase to its carrying value.
Coffs Harbour City Council	Council, as the lessor, had incorrectly assessed the long-term lease of its airport assets as an operating lease, instead of a finance lease. This resulted in the following amendments: <ul style="list-style-type: none"> reversal of \$33.7 million in operating lease revenue and deferred lease premium reclassification of \$100.2 million in airport assets from investment properties to finance lease receivables totalling \$85.7 million and capital works in progress totalling \$14.5 million.
Council of the City of Sydney	Review of council's revaluation of land assets identified an inaccurate land area for a parcel of Crown land, one that is only partially within council's care and control, resulting in an overstatement of land revaluation by \$73.2 million.
Cumberland City Council	Council's roads and stormwater drainage assets decreased in value by \$71.6 million. This fair value adjustment was incorrectly adjusted to asset revaluation reserves instead of expenses in the income statement (given the council did not have sufficient reserves to offset against the decrease in value).
Georges River Council	Council's revaluation of stormwater drainage, specialised and non-specialised buildings asset classes was incorrectly overstated by \$38.2 million in the financial statements.
MidCoast Council	Council's revaluation of community and Crown land was understated by \$31.7 million due to a lack of management oversight in recording revaluation adjustments in the trial balance and the financial statements.
Shoalhaven City Council	Council's financial statements submitted for audit were not updated for the revaluation adjustments for roads, bridges, bulk earthworks and stormwater drainage amounting to \$466 million.
The Hills Shire Council	Council incorrectly applied AASB 1058 'Income of Not-for-Profit Entities' to certain capital grants, which resulted in revenue being overstated by \$31.2 million.

The common areas where corrected errors were identified are outlined below.

Common corrected errors	Number of errors
Poor record keeping of asset data, such as:	46
<ul style="list-style-type: none"> unrecorded assets controlled by council (including found assets) assets recorded that are no longer controlled by council duplicate assets assets incorrectly classified. 	
Asset revaluation errors, such as:	45
<ul style="list-style-type: none"> incorrect data provided to the valuer valuation assumptions that were not appropriate (e.g. inappropriate unit rates applied, valuations did not reflect the physical and legislative restrictions on these assets, or impairment indicators not assessed) inaccurate calculations derived from the revaluation work paper incorrect recording of revaluation or impairment adjustments. 	
Incorrectly accounting for liabilities and accruals	20

Uncorrected errors

An uncorrected error is an error identified by the auditor or council in the financial statements, which has not been corrected by council. There are various reasons why errors are not corrected, the most common being it is not material to the financial statements taken as a whole.

	Uncorrected errors		By council type (2021 only)				
	2020	2021	Metro	Regional	Rural	County	JO
Year ended 30 June							
Less than \$250,000	94	88	5	14	62	4	3
\$250,000 to \$500,000	43	44	8	9	26	1	--
\$500,000 to \$1 million	33	37	8	14	15	--	--
\$1 million to \$5 million	78	68	11	30	26	--	1
\$5 million to \$15 million	3	6	2	1	3	--	--
\$15 million to \$30 million	1	--	--	--	--	--	--
Total number of errors	252	243	34	68	132	5	4
Total value of errors (\$ million)	254	238	46	83	104	1	4

Source: Engagement Closing Reports issued by the Audit Office.

Sixty-one per cent of the total value of uncorrected errors was due to unrecorded rural firefighting equipment

In 2017, we recommended that OLG should address the different practices across the local government sector in accounting for rural firefighting equipment.

In 2020–21, 68 (2019–20: 68) councils did not record rural firefighting equipment in their financial statements estimated to be \$145 million (2019–20: \$119 million). Forty-one councils recognise this equipment in their financial statements with a total value of \$162.8 million, highlighting the inconsistent recognition practices across the local government sector.

The financial statements of the NSW Total State Sector and the NSW Rural Fire Service do not include these assets, as the State is of the view that rural firefighting equipment that has been vested to councils under section 119(2) of the *Rural Fires Act 1997* is not controlled by the State. In reaching this conclusion, the State argued that on balance it would appear the councils control the rural firefighting equipment that has been vested to them. It is important to note that there are only two parties to the agreements that govern the use of vested rural firefighting equipment, leaving only two parties who would be considered to control this equipment - the NSW Rural Fire Service in the State sector, or councils in the local government sector.

The Department of Planning and Environment (inclusive of the Office of Local Government) (the Department) confirmed in the 'Report on Local Government 2020' (tabled in Parliament on 27 May 2021) their view that rural firefighting equipment is not controlled by the NSW Rural Fire Service.

The Local Government Code of Accounting Practice and Financial Reporting confirms the State's view that it does not control these assets but provides that 'Councils need to assess whether they control any rural firefighting equipment in accordance with Australian Accounting Standards'. It would seem however, given the State's view that it does not control these assets, that these assets can only be controlled and therefore recognised by councils in the local government sector.

Despite this, many councils do not report these critical assets in their financial statements.

The continued non-recording of rural firefighting equipment in financial management systems of some councils increases the risk that these assets are not properly maintained and managed. Councils who have rural firefighting equipment vested from the NSW Rural Fire Service should recognise these assets in their financial management systems and consider their condition and useful life.

Recommendation to councils

Councils should perform a full asset stocktake of rural firefighting equipment, including a condition assessment for 30 June 2022 financial reporting purposes.

Consistent with the requirements of the Australian Accounting Standards, councils should recognise this equipment as assets in their 30 June 2022 financial statements.

The Department should intervene where councils do not recognise rural firefighting equipment

The Department, through the Office of Local Government, requires each council to prepare financial statements in accordance with Australian Accounting Standards (accounting standards), as required by the LG Act. The State Government, through NSW Treasury (and in agreement with the Department), has concluded that under accounting standards rural firefighting equipment vested to councils is not controlled by the State, and further on balance that councils in the local government sector control this rural firefighting equipment.

The Department's role includes assessing whether intervention is appropriate with respect to council's compliance with and performance against legislative responsibilities, standards or guidelines. Given the State's clear position, it would appear that any council not recognising this equipment is non-compliant with the relevant accounting standards.

Having considered the accounting position papers prepared by the respective stakeholders, the Audit Office has advised councils and the Department that any council not recognising this equipment is not complying with the requirements of the Australian Accounting Standards.

The Department should now intervene to address this matter as a priority.

Recommendation to the Department

Consistent with the Department's role to assess council's compliance with legislative responsibilities, standards or guidelines, the Department should intervene where councils do not recognise rural firefighting equipment.

We acknowledge that the Department has committed to working closely with NSW Treasury to educate, guide and assist councils to understand the State's view regarding ownership and recognition of rural firefighting equipment in their financial statements.

Non-recognition of this equipment may impact the financial statements audit opinions of those councils

The NSW Rural Fire Service (NSW RFS), a state government entity, has spent in excess of \$1.1 billion over the past ten years on rural firefighting activities and equipment. While confirming the State Government's position that it does not control this equipment, the NSW RFS advised it has a complete listing of the rural firefighting equipment vested to councils under section 119(2) of the *Rural Fires Act 1997*, and has provided this to the Department. The NSW RFS also confirmed that as it does not control the equipment, it is unable to confirm its value or condition.

This raises two general questions: whether these assets are being properly managed as in some instances they are purportedly not controlled by any government sector and are not recorded in either the State or the local government sector financial records, and whether in these instances there is non-compliance with accounting standards if this equipment is not recorded in the financial statements of councils. This may impact audit opinions on the financial statements of councils.

The Audit Office is conducting performance audits of the NSW Rural Fire Service (Planning and managing bushfire equipment) and the Office of Local Government (The effectiveness of local government regulation and support).

Prior period errors

A prior period financial statement error is an error identified in the current year that relates to the previous year's audited financial statements.

	Prior period errors		By council type (2021 only)				
Year ended 30 June	2020	2021	Metro	Regional	Rural	County	JO
Less than \$250,000	2	4	1	--	3	--	--
\$250,000 to \$500,000	4	2	--	1	1	--	--
\$500,000 to \$1 million	1	4	2	--	2	--	--
\$1 million to \$5 million	18	11	5	1	4	1	--
\$5 million to \$15 million	21	19	9	8	2	--	--
\$15 million to \$30 million	9	6	6	--	--	--	--
\$30 million to \$50 million	1	4	3	1	--	--	--
\$50 million and greater	5	4	2	2	--	--	--
Total number of errors	61	54	28	13	12	1	--
Total value of errors (\$ million)	813	777	500	241	32	4	--

Source: Engagement Closing Reports issued by the Audit Office.

Of the 54 prior period errors, eight were greater than \$30 million. All these errors were asset related.

Council	Description of prior period error
Armidale Regional Council	Council's revaluation of roads, bridges, footpaths, stormwater drainage and transport ancillary assets identified errors relating to prior periods, such as: <ul style="list-style-type: none"> assets controlled by council that had not been recognised amounting to \$74 million assets that no longer exist or controlled by council, but were recorded in the asset registers, amounting to \$31.7 million.
Blacktown City Council	Council's revaluation of community land identified certain properties amounting to \$79.4 million that were no longer in council's ownership since previous years.
Blue Mountains City Council	Council identified duplicate road shoulder assets amounting to \$37.7 million in the asset records in previous years.
Georges River Council	Council's infrastructure, property, plant and equipment were overstated by \$32.1 million due to incorrect fair values used, found and duplicate assets recorded.
Ku-ring-gai Council	Council's community land was understated by \$49.7 million as newly discovered assets were identified but had not been recognised in previous years.
Penrith City Council	Council's revaluation of land under roads assets identified and corrected an overstatement of \$80.7 million due to duplication of certain sections of land and inclusion of assets not controlled by council at the time of the original recognition of the assets.
Tamworth Regional Council	Council's revaluation of roads identified infrastructure assets controlled by the council that had not been recognised in the financial statements amounting to \$53.9 million.

There were no prior period errors identified at joint organisations.

Of the 54 prior period errors, 45 were asset related that were identified in 28 councils. The common areas where prior period errors were identified are outlined below.

Eighty-three per centre of the total prior period errors were asset related

Common prior period errors	Number of errors
Poor record keeping of asset data, such as: <ul style="list-style-type: none"> unrecorded assets controlled by council assets recorded that are no longer controlled by council duplicate assets assets incorrectly classified. 	27
Asset revaluation errors, such as: <ul style="list-style-type: none"> incorrect data provided to the valuer valuation assumptions that were not appropriate (e.g. inappropriate unit rates applied, valuations did not reflect the physical and legislative restrictions on these assets, or impairment indicators not assessed) inaccurate calculations derived from the revaluation work paper incorrect recording of revaluation or impairment adjustments. 	18

2.2 Timeliness of financial reporting

The LG Act requires councils to submit their audited financial reports to OLG by the statutory deadline of 31 October or apply for an extension.

Seventy-three per cent of councils lodged their audited financial statements by the statutory deadline

Councils faced significant challenges responding to the impacts of the COVID-19 pandemic and natural disasters. In some cases, this impacted their ability to submit financial statements to OLG by the statutory deadline.

One hundred and nine councils and joint organisations lodged their audited financial statements by the statutory deadline.

Forty-one councils and joint organisations (2020: 16) applied for, and received, an extension to lodge their audited financial statements at a later date. Fifteen councils applied for more than one extension.

The common reasons why councils required extensions are summarised below.

Common reasons for seeking extension	Council or joint organisation
COVID-19 pandemic impacted council's ability to:	<ul style="list-style-type: none"> Camden Council
<ul style="list-style-type: none"> value its assets timely as valuers were unable to visit asset sites due to travel restrictions 	<ul style="list-style-type: none"> Oberon Council
<ul style="list-style-type: none"> recruit staff and contractors to fill vacant positions at short notice 	<ul style="list-style-type: none"> Gwydir Shire Council
<ul style="list-style-type: none"> work due to remote working challenges. 	<ul style="list-style-type: none"> Weddin Shire Council
	<ul style="list-style-type: none"> Cootamundra-Gundagai Regional Council
	<ul style="list-style-type: none"> Narrabri Shire Council
	<ul style="list-style-type: none"> Strathfield Municipal Council
	<ul style="list-style-type: none"> Murray River Council
	<ul style="list-style-type: none"> Snowy Monaro Regional Council
	<ul style="list-style-type: none"> Shellharbour City Council
	<ul style="list-style-type: none"> Lithgow City Council
	<ul style="list-style-type: none"> Georges River Council
Revaluation of infrastructure, property, plant and equipment required more time due to complexities involved.	<ul style="list-style-type: none"> Lockhart Shire Council
	<ul style="list-style-type: none"> Clarence Valley Council
	<ul style="list-style-type: none"> Wollondilly Shire Council
	<ul style="list-style-type: none"> Armidale Regional Council
	<ul style="list-style-type: none"> Blue Mountains City Council
	<ul style="list-style-type: none"> City of Canada Bay Council
	<ul style="list-style-type: none"> Murray River Council
	<ul style="list-style-type: none"> Queanbeyan-Palerang Regional Council
	<ul style="list-style-type: none"> Shoalhaven City Council
	<ul style="list-style-type: none"> Cumberland City Council
New IT system(s) implemented were not ready for financial reporting purposes.	<ul style="list-style-type: none"> Albury City Council
	<ul style="list-style-type: none"> Council of the Municipality of Kiama
	<ul style="list-style-type: none"> MidCoast Council
	<ul style="list-style-type: none"> City of Canada Bay Council

Common reasons for seeking extension	Council or joint organisation
Resourcing issues impacting council and audit due to staff shortages affecting year-end financial reporting and audit timeframes.	<ul style="list-style-type: none"> • Uralla Shire Council • Oberon Council • Albury City Council • Weddin Shire Council • Griffith City Council • Upper Hunter Shire Council • Balranald Shire Council • Council of the Municipality of Kiama • Cootamundra-Gundagai Regional Council • Hunter Joint Organisation • Hilltops Council • Armidale Regional Council • Yass Valley Council • Murray River Council • Bega Valley Shire Council • Warrumbungle Shire Council • Wollondilly Shire Council • Snowy Monaro Regional Council • Liverpool City Council • Illawarra Shoalhaven Joint Organisation • Georges River Council • Upper Lachlan Shire Council • Kempsey Shire Council • Tenterfield Shire Council
Accounting matters that required more time to resolve.	<ul style="list-style-type: none"> • Central Coast Council • Upper Hunter Shire Council • Moree Plains Shire Council • Shellharbour City Council
Councils' meeting times did not align with signing of the statements.	<ul style="list-style-type: none"> • Northern Rivers Joint Organisation • Kempsey Shire Council

Source: Council extension letters submitted to OLG.

Less councils performed early financial reporting procedures

Early close procedures allow financial reporting issues and risks to be addressed by management and audit early in the financial statement close process. Such procedures help to confirm that key controls over councils' balances are carried out and that there is early dialogue with councils and the Audit Office on significant issues. These procedures form good practice that should in any case be carried out at appropriate points in the financial year. This helps to improve the quality and timeliness of financial reporting.

Councils can work with the Audit Office to agree on key early close procedures and an agreed timetable to complete the procedures that will be audited before 30 June. This process will allow for audit observations and feedback on the early close outcomes in time for them to be considered in the year-end financial reporting process.

The intention of these procedures is to facilitate the earlier preparation of councils' financial statements as well as improve quality and minimise the risk of audit qualifications or errors in financial statements submitted to the Audit Office.

Early close plans should allow sufficient time for management review and involvement of Audit Risk and Improvement Committees.

Some early close procedures that councils should consider include:

- completing proforma financial statements and ensuring management has endorsed the statements and reviewed the supporting working papers
- performing and documenting an annual assessment of the fair value of infrastructure, property, plant and equipment, their useful lives, and the reasons why the carrying value was not materially different to the fair value. This assessment is performed between comprehensive revaluations
- completing the comprehensive revaluation of infrastructure, property, plant and equipment by an agreed early close date
- explaining all unresolved prior year audit issues, with a proposed action plan to resolve them
- documenting all significant management judgements and assumptions made when estimating transactions and balances
- reconciling all key account balances (including annual leave provisions) and clearing reconciling items
- supporting work papers evidencing how management has considered the requirements of new and updated accounting standards.

Recommendation

OLG should require early close procedures across the local government sector by 30 April 2023. Policy requirements should be discussed with key stakeholders to ensure benefits of the procedures are realised.

It is generally accepted that timely year-end financial reporting is an indicator of sound financial management processes. Accordingly, measures aimed at the earlier finalisation of annual reports to both council and the regulator should be a priority.

This year, 59% (2019–20: 76%) of councils performed some early financial reporting procedures, including:

- completing infrastructure, property, plant and equipment valuations before 30 June (42 councils)
- performing fair value assessment of infrastructure, property, plant and equipment (24 councils)
- preparing proforma financial statements and associated disclosures (25 councils)
- assessing the impact of material, complex and one-off significant transactions (26 councils)
- explaining all unresolved prior year audit issues, with a proposed action plan to resolve them (39 councils)
- assessing the impact of new accounting standards (58 councils).

2.3 Implementation of new accounting standards

AASB 1059 became effective for all NSW councils and joint organisations for the 2020–21 financial year. It applies to arrangements which may involve a private sector operator designing, constructing or upgrading assets used to provide public services, and operating and maintaining those assets for a specified period of time. In return, the private sector operator is compensated by the public sector entity (the grantor).

AASB 1059 did not result in councils and joint organisations recognising service concession assets and liabilities in their financial statements.

3. Key audit findings

A strong system of internal controls enables councils to operate effectively and efficiently, produce reliable financial reports, comply with laws and regulations, and support ethical government.

This chapter outlines the overall trends in governance and internal control findings across councils, county councils and joint organisations in 2020–21.

Financial audits focus on key governance matters and internal controls supporting the preparation of councils' financial statements. Audit findings are reported to management and those charged with governance through audit management letters.

Highlights

- Total number of audit findings reported in audit management letters decreased from 1,435 in 2019–20 to 1,277 in 2020–21.
- No extreme risk audit findings were identified in 2020–21 (2019–20: 1).
- Total number of high-risk audit findings increased from 53 in 2019–20 to 92 in 2020–21. Sixty of the high-risk findings in 2020–21 related to the non-recording of rural firefighting equipment in councils' financial statements. Twenty-six per cent of the high-risk findings identified in 2019–20 were reported as high-risk findings in 2020–21.
- Fifty-three per cent of findings reported in audit management letters were repeat or partial repeat findings. We recommend councils and those charged with governance should track progress of implementing recommendation from our audits.
- Governance, asset management and information technology comprise over 62% of findings and continue to be key areas requiring improvement.
- A number of recommendations were made relating to asset valuations and integrity of asset data records, in response to the findings that:
 - 67 councils had weak processes over maintenance and security of fixed asset registers
 - 58 councils had deficiencies in their processes to revalue infrastructure assets.
- Sixty-five councils have yet to implement basic governance and internal controls to manage cybersecurity. We recommended that OLG needs to develop a cybersecurity policy to be applied by councils as a matter of high priority.

Total number of findings reported in audit management letters decreased

In 2020–21, 1,277 audit findings were reported in audit management letters (2019–20: 1,435 findings). No extreme audit risk findings were identified this year. The extreme risk relating to Central Coast Council's use of externally restricted funds in 2019–20 was partially addressed by management and has been rated as a high-risk for 2020–21. The total number of high-risk findings increased to 92 (2019–20: 53 high-risk findings).

Findings are classified as new, repeat or ongoing, based on:

- new findings were first reported in 2020–21 audits
- repeat findings were first reported in prior year audits, but remain unresolved in 2020–21
- ongoing findings were first reported in prior year audits, but the action due dates to address the findings are after 2020–21.

Findings are categorised as governance, financial reporting, financial accounting, asset management, purchases and payables, payroll, cash and banking, revenue and receivables, or information technology. The high-risk and common audit findings across these areas are explored further in this chapter.

3.1 Sector-wide common audit findings

Councils can complete their asset valuations earlier

Councils manage a significant range and value of infrastructure, property, plant and equipment. These assets are significant to the financial statements of councils and are subject to management judgements and estimates when determining their fair values. These judgements and estimates often require the assistance of a qualified expert valuer.

We identified a total of 288 findings that related to asset management. Further, we identified that 58 councils had deficiencies in their processes to revalue infrastructure assets.

Common issues identified include:

- inadequate documentation to support key assumptions and judgements applied including:
 - useful lives and condition assessments
 - unit rates used to value infrastructure assets
- incorrect classification of assets
- incorrect exclusion of some assets from valuations
- management not documenting their quality review over the asset valuation
- valuations commencing too late in the financial year and delaying the preparation of the financial statements.

Council's financial statements contained significant corrected errors relating to asset valuations:

- 35 councils corrected 45 errors relating to asset revaluations that amounted to \$1 billion
- 13 councils had 18 prior period errors relating to asset revaluations that amounted to \$253 million.

Performing asset valuations earlier gives time for management and auditors to complete all requirements before the financial statements are prepared and allows earlier sign offs to be achieved. The effective date of the valuation of any asset category can be at any point during the financial year subject to audit:

- 42 councils (28%) completed infrastructure, property, plant and equipment valuations before 30 June 2021
- 24 councils (16%) performed fair value assessments of infrastructure, property, plant and equipment.

Recommendation

Councils should have all asset revaluations completed by April of the financial year subject to audit.

Councils should:

- have a project plan in place to manage the asset valuation process
- include in the plan a timetable with deliverables and dates
- consider in the plan the scope of asset valuations, timing and engagement with internal and external stakeholders (e.g. using an expert) managing the timing of deliverables and quality review of the outputs.

Asset management and integrity/completeness of asset records

Asset management systems record key data on councils' infrastructure, property, plant and equipment. Maintaining accurate and up-to-date asset data helps council in making appropriate decisions around asset management.

Sixty-seven councils had weak processes over maintenance, completeness and security of fixed asset registers as reported in section 3.5 (refer to page 33). Common issues identified include:

- inaccurate and incomplete data in asset registers such as duplicate or missing assets
- fixed asset registers for additions and disposals were not regularly updated
- asset registers were not maintained in a secure format.

As reported in section 2.1 (refer to page 14), 19 councils had 27 prior period financial statement errors amounting to \$417.1 million. These were related to the quality of asset records, such as found and duplicate assets. In particular, growth councils have increased risk that developer contributed assets are not being recorded timely, resulting in incomplete asset records.

Forty-six corrected errors in the financial statements, amounting to \$102.1 million, relate to poor record keeping of asset data, such as:

- unrecorded assets controlled by council
- assets recorded that are no longer controlled by council
- duplicate assets
- assets incorrectly classified.

Recommendation

Councils need to improve controls and processes to ensure integrity and completeness of asset source records.

Councils should:

- **perform timely and regular reconciliations of the fixed asset register to source data records to the general ledger**
- **perform regular review of capital works in progress to identify assets ready for use and capitalise these timely**
- **improve communication and processes between finance and asset/engineering units as this will improve the accuracy and completeness of asset data and the understanding of asset movements required to be updated to councils' source records**
- **implement processes to ensure developer contributed assets are recorded and valued in a timely manner once controlled by the council.**

OLG should finalise a cybersecurity policy for the local government sector

Poor management of cybersecurity can expose councils to a broad range of risks, including financial loss, reputational damage and data breaches.

Our audits found that cybersecurity security frameworks and related controls were not in place at 65 councils. These councils have yet to implement basic governance and internal controls to manage cybersecurity such as having:

- a cybersecurity framework, policy and procedure
- register of cyber incidents
- system penetrations testing
- cybersecurity training and awareness program.

Refer to section 3.10 'Information technology (IT)' of this chapter for further details.

In 2019 we recommended that OLG should develop a cybersecurity policy by 30 June 2021 to ensure a consistent response to cybersecurity risks across councils. We understand a draft policy is in development.

Repeat recommendation

OLG needs to develop a cybersecurity policy to be applied by councils as a matter of high priority in order to ensure cyber security risks over key data and IT assets are appropriately managed across councils and key data is safeguarded.

Councils should monitor the implementation of recommendations

Fifty-three per cent of total findings reported in 2020–21 audit management letters were repeat or partial repeat findings from prior years.

Councils should establish policies on assigning, tracking and monitoring the progress of implementing recommendations from financial audits, as well as performance audits and public or parliamentary inquiries.

Councils should maintain a register of recommendations from financial audits, performance audits and public inquiries which include features such as:

- risk or priority rating to the issue or recommendation
- expected completion dates
- milestone due dates for larger implementation plans with multiple steps
- record of revisions to due dates
- comments to explain why due dates were changed
- assigned ownership with responsibilities.

Councils should consider performing acquittals and subsequent reviews to ensure the council's response to recommendations effectively address the issue and actions are still in place or operating as intended.

Councils should be reporting the status of recommendations on a regular basis to management and those charged with governance/audit, risk and improvement committee (ARIC).

Recommendation






Councils and those charged with governance should track the progress of implementing recommendations from financial audits, performance audits and public inquiries.

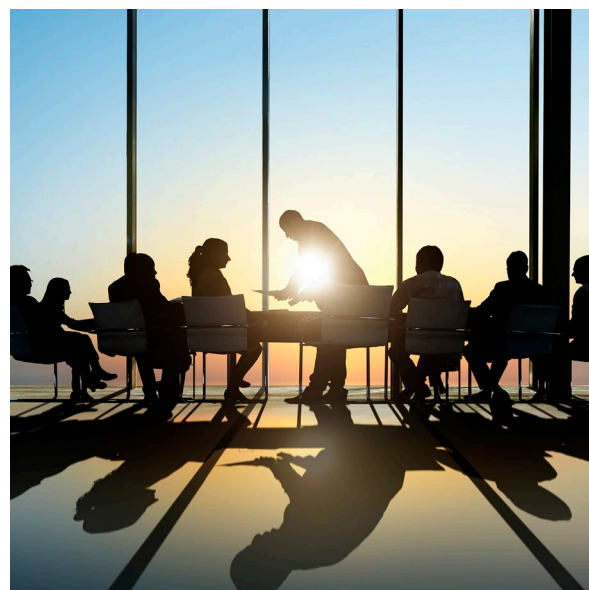
3.2 Governance

Governance is the framework of rules, processes and systems that enables organisations to achieve goals and comply with legal requirements. Good governance promotes public confidence and satisfaction in councils' operations. Key governance areas include appropriate accountability mechanisms, operational and financial risk management, and fraud prevention.

Governance findings decreased from 239 to 214

Audit management letters reported 214 findings relating to governance (2019–20: 239 findings). Sixty-five per cent were repeat or partial repeat findings.

Reported findings		FY 2020	Change %	FY 2021
	Total	239	10%	214
	 Extreme	1	100%	0
	 High	4	50%	6
	 Moderate	144	15%	122
	 Low	90	4%	86



Source: Audit management letters for 30 June 2020 and 30 June 2021 audits.

Extreme risk findings

No extreme risk findings were identified in 2020–21. Last year, one extreme risk finding was reported at Central Coast Council. The council spent restricted funds for unrestricted purposes during 2019–20, without the appropriate approvals under the LG Act. It was reclassified as a high-risk finding in 2020–21.

High-risk findings

Six high-risk findings were reported at the following councils, including three new findings, two repeat findings and one repeat finding reclassified from extreme risk in 2019–20. One of the 2019–20 high-risk findings was resolved and one finding was reclassified to moderate risk in 2020–21 as management has taken action to mitigate the risks.

Council	Description
2020–21 findings	
Hunter Joint Organisation (new finding)	Council has not complied with the requirements of section 55 of the Act which requires the council to invite tenders before entering into any contracts as prescribed in the LG Act.
Tenterfield Shire Council (new finding)	Council spent restricted funds for unrestricted purposes during 2020–21, without the appropriate approvals under the LG Act.
Central Coast Council (new finding)	A significant number of internal audit findings remained unresolved in 2020–21. Almost a quarter of these were related to calendar years 2018 and 2019.
Central Coast Council (repeat finding, reclassified from extreme risk in 2019–20 to high-risk in 2020–21)	Similar to last year, the council spent restricted funds for unrestricted purposes, without the appropriate approvals under the LG Act. As council pooled its restricted funds within a common bank account, it was not clear which category of restricted funds has been inappropriately spent. This indicates the council's oversight of the restricted funds was not always effective.
Central Coast Council (repeat finding)	Council did not have a policy document or framework setting out legislative and operational requirements for each category of externally restricted funds. Council was unable to provide the basis for some externally restricted funds.
Mid-Western Regional Council (repeat finding)	Council did not fully comply with its obligations under the <i>Unclaimed Money Act 1995</i> , as funds held by council for more than six years should be assessed for remittance to Revenue NSW.

Common findings

The common governance findings reported in audit management letters related to deficiencies in corporate governance policies, fraud controls and legislative compliance.

Key corporate governance policies were not in place or regularly updated at 70 councils

The common areas where councils were missing governance policies are summarised below.

Area of corporate governance with absent or outdated policies	Number of councils
Risk management	27
Contract management	19
Business continuity plan	21
Gifts and benefits	9
Public interest disclosures	4
Other policies not formally adopted or reviewed timely	29

Corporate governance policies are essential for ensuring councils operate in accordance with external and internal requirements. It is important that the rules, standards and expectations are clearly outlined, and staff are provided adequate guidance to inform their actions.

Further issues were identified in contract management for 30 councils. While contract management policies were in place for these councils, we identified deficiencies in their contract management practices or contract register management. There is an increased risk of non-compliance with the *Government Information (Public Access) Act* or contractual terms.

Deficiencies in fraud control processes at 34 councils

Thirty-four councils reported deficiencies in fraud control processes, reduced from 41 councils reported in 2019–20.

The following fraud control deficiencies were reported in audit management letters.

Fraud control deficiencies	Number of councils
Council did not provide fraud awareness training to staff	19
Council did not perform a fraud risk assessment	19
Council did not have a fraud and corruption prevention policy, or it was outdated	14
Council did not require staff to provide annual attestations to the Code of Conduct	12

Effective fraud controls and ethical frameworks help protect councils from events that risk serious reputational damage and financial loss.

Lack of legislative compliance policies or register at 25 councils

Twenty-five councils did not have a sufficient legislative compliance policy or register. This has improved from 38 councils reported in 2019–20.

Legislative compliance frameworks assist councils to monitor compliance with key laws and regulations. This is important as councils provide a broad range of services to the community and are subject to many legal requirements. A legislative breach can attract penalties, impact service delivery and cause significant reputational damage.

Twenty-seven councils do not have an internal audit function

Internal audit is an important element of an effective governance framework as it supports a risk and compliance culture. Internal audit provides assurance over council's governance practices and internal control environment, and identifies where performance can improve.

The LG Act also envisages the establishment of an internal audit function in each council to support the work of the audit, risk and improvement committee (ARIC). OLG released a discussion paper in September 2019 'A New Risk Management and Internal Audit Framework for Local Councils in NSW', detailing the proposed new framework.

In August 2021, OLG issued draft 'Guidelines for Risk Management and Internal Audit for Local Councils in NSW' to guide the operations of ARICs and to require councils to have a risk management framework and internal audit function to support and inform their operations. These guidelines are still in draft at the time of writing this report.

Under the proposed OLG guidelines, councils and joint organisations are not required to establish a risk management framework and internal audit function that complies with the guidelines until 30 June 2024.

In 2020–21, 101 councils have established an internal audit function, with majority of these functions outsourced from external providers. Twenty-seven councils do not have an internal audit function.

One hundred and eleven councils have established an audit, risk and improvement committee

The requirement for all councils and joint organisations to establish an audit, risk and improvement committee was further deferred to 4 June 2022 due to the COVID-19 pandemic. Councils and joint organisations are permitted under section 428B of the LG Act to enter into arrangements with other councils or joint organisations to share ARICs.

As at 30 June 2021, 111 councils have established an ARIC. Of the 111 councils, seven have a shared arrangement with other councils.

Councils and joint organisations that do not currently have an ARIC should take action to ensure they comply with legislative requirements

Audit, risk and improvement committees are an important contributor to good governance. They help councils to understand strategic risks and how they can mitigate them. An effective committee helps councils to build community confidence, meet legislative and other requirements, and meet standards of probity, accountability and transparency.

Opportunities could also exist for councils to gain efficiencies by increasing the number of shared ARICs where practical by scale or geographical location to do so.

ARICs can play an important role in providing feedback on financial statements before they are submitted to audit as part of management's quality review process.

Forty-four councils' (40%) ARICs reviewed financial statements before submission to the Audit Office, while 67 councils' (60%) ARICs did not review financial statements before submission to the Audit Office.

Only 16 (14%) ARICs obtained certification of effectiveness of internal controls from management to support the financial statements and information.

There is an opportunity for OLG to issue guidance to councils to develop an internal control certification process as better practice. In the NSW state sector, Chief Financial Officers provide an annual certification as to the effectiveness of its systems, processes and internal controls for ensuring that financial information is relevant and reliable.

3.3 Financial reporting

Financial reporting is an important element of good governance. Confidence in and transparency of public sector decision-making is enhanced when financial reporting is accurate and timely.

Financial reporting findings decreased from 103 to 83

Audit management letters reported 83 findings relating to financial reporting (2019–20: 103 findings). Forty-five per cent were repeat or partial repeat findings.



Source: Audit management letters for 30 June 2020 and 30 June 2021 audits.

High-risk findings

High-risk findings, including three repeat findings, one new finding and two repeat findings elevated from moderate risk in 2019–20, were reported at the following councils. Three of the 2019–20 high-risk findings were resolved, and another three were reclassified to moderate risk in 2020–21 as management has taken action to mitigate the risks.

Council	Description
2020–21 findings	
Albury City Council (new finding)	<p>The quality and timeliness of council's financial reporting process was significantly impacted by:</p> <ul style="list-style-type: none"> the recent organisational restructure resulting in a significant reduction of resources in the finance team addressing a technical issue with the indexation of council's building assets the implementation of a new general ledger structure where management faced challenges reconciling opening general ledger balances to the previous year's audited financial statements. <p>The quality of work papers supporting the financial statements requires improvement, as there were numerous misstatements and disclosure changes made to the financial statements.</p> <p>Council made multiple requests for extensions to lodge the audited financial statements. These requests were made before the existing deadlines (being both legislative deadline and approved extensions). The approval of two extension requests was not provided by OLG prior to the existing deadlines. Consequently, on two occasions, council did not submit audited financial statements to OLG within agreed deadlines. This was assessed as non-compliance with the LG Act. The minister backdated her approval of the extension to the date that council submitted the request.</p>

Council	Description
Armidale Regional Council (repeat finding elevated from moderate to high-risk in 2020–21)	<p>The financial statements and supporting work papers contained the following issues:</p> <ul style="list-style-type: none"> • Key documents including accounting position papers were provided late. This included the treatment of a material prior period error relating to the revaluation of transport network infrastructure assets. • Some key work papers provided did not reconcile to the financial statements. • Financial statements contained numerous errors, omissions and disclosure deficiencies.
Central Coast Council (repeat finding)	<p>The financial statements required significant amendments to correct material misstatements and disclosure deficiencies. The submitted financial statements did not:</p> <ul style="list-style-type: none"> • include complete and accurate infrastructure, property, plant and equipment revaluation results • consider the IFRIC 'Software as a Service' (SaaS) agenda decision published in April 2021 • correctly account for the fair value of operational land • correctly account for newly found assets. <p>There was no documented evidence of timely quality review of the financial statements and associated supporting work papers.</p>
MidCoast Council (repeat finding)	<p>The financial statements contained numerous misstatements and disclosure deficiencies. The financial statements' quality review processes and the quality of supporting work papers require significant improvements.</p>
Shoalhaven City Council (repeat finding)	<p>The financial statements presented for audit contained a significant number of misstatements and disclosure deficiencies. Multiple versions of the financial statements and trial balance were provided to the audit team and working papers did not satisfactorily reconcile to the financial statements.</p>
Wollondilly Shire Council (repeat finding elevated from moderate to high-risk in 2020–21)	<p>The quality and timeliness of council's financial reporting process was significantly impacted by the absence of several key staff due to the COVID-19 pandemic, flooding events and resignation of staff involved in the process.</p> <p>This also led to significant delays in the finalisation of infrastructure, property, plant and equipment comprehensive revaluation, resolving prior period errors relating to community land, work in progress and accounts payable, and the preparation of the financial statements.</p> <p>The financial statements contained numerous monetary misstatements and disclosure deficiencies.</p> <p>The council made multiple requests for extensions to lodge the audited financial statements within the extension deadlines. The council was last granted an extension to 27 April 2022. However, the council missed the revised extension deadline without an approved extension from OLG, which is a non-compliance with the LG Act.</p>

Common findings

Common findings across councils include:

- Financial statements submitted for audit for 30 councils contained numerous errors and disclosure deficiencies.
- Sixteen councils continued to not appropriately apply or adequately assess the impact of the new accounting standards that were effective in 2019–20.
- Lack of preparation for the audit, such as having a financial reporting plan, impacted the timeliness of financial reporting at 21 councils.
- Eleven councils have deficiencies in related parties' policies and disclosure.





Further analysis and insights on financial reporting findings are detailed in Chapter 2 'Audit results'.

3.4 Financial accounting

Financial accounting refers to the processes adopted by management to record and review financial information across the business. Councils use a combination of manual and automated processes and digital information systems to process financial information. Effective processes support the accuracy and completeness of information presented in the financial statements.

Financial accounting findings decreased from 115 to 79

Audit management letters reported 79 findings relating to financial accounting (2019–20: 115 findings). Thirty-eight per cent were repeat or partial repeat findings.

		FY 2020	Change %	FY 2021
Reported findings	Total	115	31%	79
	 High	4	25%	5
	 Moderate	69	33%	46
	 Low	43	35%	28



Source: Audit management letters for 30 June 2020 and 30 June 2021 audits.

High-risk findings

Five high-risk findings, including one new finding, two repeat findings and two repeat findings elevated from moderate risk in 2019–20, were reported at the following councils. One of the 2019–20 high-risk findings was resolved, and another was reclassified to moderate risk in 2020–21 as management has taken action to mitigate the risks.

Council	Description
2020–21 findings	
Central Coast Council (repeat finding)	<p>Some monthly account reconciliations were not prepared and reviewed on a timely basis.</p> <p>Council maintains several information systems for processing revenue transactions. Each day, the sub-ledger systems interface with the general ledger to transfer and update revenue data. Findings identified that:</p> <ul style="list-style-type: none"> reconciliations were not performed between the general ledger and sub-ledger systems to ensure all transactions were reflected correctly in the general ledger the interface transfer often required manual intervention to ensure the transfer occurred. There is no audit trail or evidence of review of changes made to these transfers.
Dungog Shire Council (repeat finding)	<p>Council lacks segregation of duties over the processing of manual journals. Manual journals can be prepared and posted to the system by the same employee without an independent review.</p>
Hilltops Council (repeat finding elevated from moderate to high-risk in 2020–21)	<p>Council was unable to identify the original source of unexplained bank reconciliation differences of \$0.2 million. In addition, the bank reconciliation contained cut-off errors which resulted in further audit adjustments to ensure cash and investments balance was not materially misstated at 30 June 2021.</p>
MidCoast Council (repeat finding elevated from moderate to high-risk in 2020–21)	<p>Since migrating to a single finance system in the second half of 2019, council had not formalised its month-end financial reporting procedures such as the reconciliations of key control accounts in 2020–21.</p>
Snowy Monaro Regional Council (new finding)	<p>Council continues to face financial pressures in 2020–21. Council reported nil unrestricted cash at 30 June 2021 and 30 June 2020. To meet the day-to-day operational requirements, council has been utilising internally restricted funds, which is decreasing. It was also recommended for management to improve the robustness of cashflows forecasting and to regularly monitor cash balances.</p>

Common findings

The common financial accounting findings reported in audit management letters related to deficiencies in key account reconciliations and processing of manual journal adjustments.

Lack of segregation of duties with manual journal adjustments at 24 councils

There was a lack of segregation of duties over the posting of manual journal adjustments to financial information at 24 councils. An independent review of manual journal adjustments is important to reduce the risk of fraud or error in the financial statements.

Key account reconciliations were not prepared in a timely manner or independently reviewed at 23 councils

Regular reconciliation of financial information ensures timely identification of errors and facilitates a more efficient audit process. It was reported in audit management letters that:

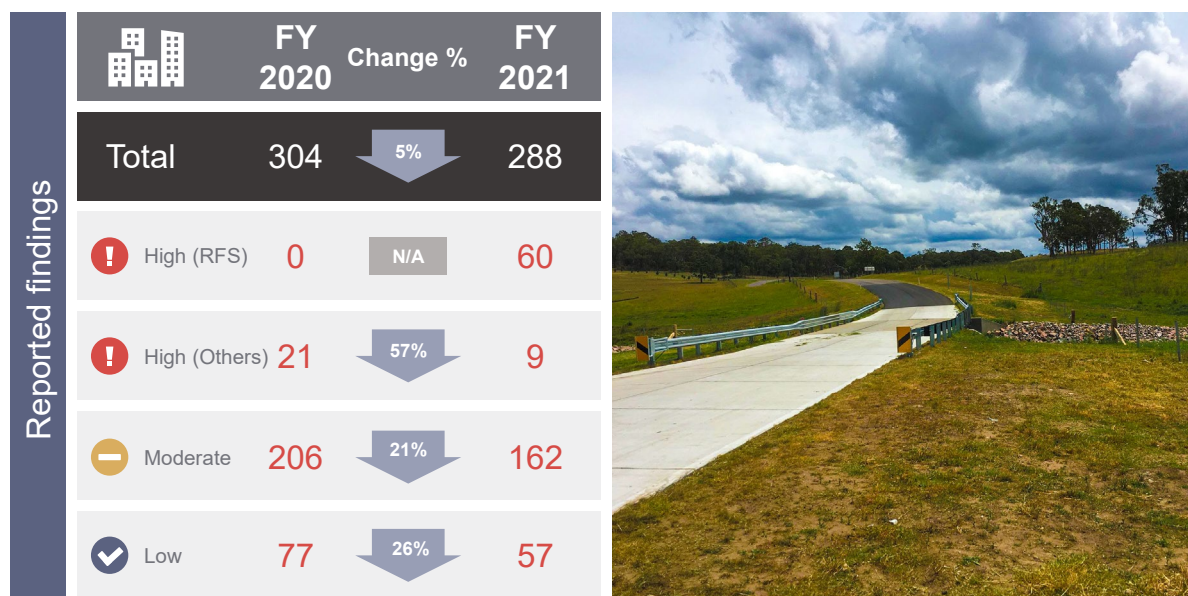
- there was no evidence of independent review of key account reconciliations at 17 councils
- ten councils did not reconcile all key balances in the financial statements in a timely manner.

3.5 Asset management

Councils own and manage large infrastructure asset portfolios to support the delivery of community services. Asset management involves operational aspects such as maintenance and physical security, as well as accounting procedures such as valuing assets in accordance with accounting standards.

Asset management findings decreased from 304 to 288

Audit management letters reported 288 findings relating to asset management (2019–20: 304 findings). Thirty-nine per cent (112 findings) were repeat or partial repeat findings.



Source: Audit management letters for 30 June 2020 and 30 June 2021 audits.

High-risk findings

High-risk findings increased from 21 to 69 in 2020–21, including 61 new findings, six repeat findings and two repeat moderate findings elevated to high-risk. They were reported at the following councils. The increase was mainly due to the 60 new high-risk findings in relation to the unrecorded rural firefighting equipment.

Seven of the 2019–20 high-risk findings were resolved, and eight findings were reclassified to moderate risk in 2020–21 as management has taken action to mitigate the risks.

Sixty councils had a high-risk finding reported in their audit management letter relating to unrecorded rural firefighting equipment

Chapter 2 'Audit results' reported 68 councils did not record rural firefighting equipment in their financial statements. This was reported as a high-risk finding for 60 councils, a moderate risk finding for seven councils, and was not reported for one council where the assets were clearly trivial. A moderate risk was reported when council performed additional procedures to demonstrate that the unrecorded amount was not material to the financial statements.

2020–21 councils with high-risk findings on unrecorded rural firefighting equipment

Albury City Council	Coolamon Shire Council	Lachlan Shire Council	Snowy Valleys Council
Armidale Regional Council	Coonamble Shire Council	Leeton Shire Council	Sutherland Shire Council
Balranald Shire Council	Cootamundra-Gundagai Regional Council	Lismore City Council	Tamworth Regional Council
Bathurst Regional Council	Edward River Council	Lithgow City Council	Temora Shire Council
Bellingen Shire Council	Federation Council	Liverpool Plains Shire Council	Tenterfield Shire Council
Berrigan Shire Council	Forbes Shire Council	Lockhart Shire Council	The Hills Shire Council
Bland Shire Council	Glen Innes Severn Council	Mid-Western Regional Council	Tweed Shire Council
Bogan Shire Council	Greater Hume Shire Council	Moree Plains Shire Council	Upper Hunter Shire Council
Bourke Shire Council	Griffith City Council	Murray River Council	Upper Lachlan Shire Council
Brewarrina Shire Council	Gunnedah Shire Council	Murrumbidgee Council	Wagga Wagga City Council
Byron Shire Council	Gwydir Shire Council	Narrabri Shire Council	Walgett Shire Council
Campbelltown City Council	Hilltops Council	Narrandera Shire Council	Warren Shire Council
Carrathool Shire Council	Junee Shire Council	Orange City Council	Weddin Shire Council
Central Darling Shire Council	Kempsey Shire Council	Queanbeyan-Palerang Regional Council	Wollondilly Shire Council
Clarence Valley Council	Kyogle Council	Snowy Monaro Regional Council	Yass Valley Council

Chapter 2 'Audit results' includes more information on the recognition of rural firefighting equipment.

Other high-risk findings

Nine other high-risk findings that related mainly to data integrity of asset registers, fair value assessments and the asset valuation process, were reported in the following councils.

Council	Description
2020–21 findings	
Bellingen Shire Council (repeat finding)	<p>In 2019–20, council identified a prior period error due to road and bulk earthwork assets not previously recorded in the financial statements.</p> <p>Council's fixed assets register (FAR) is not sufficiently secured from unauthorised changes as it is maintained in an excel spreadsheet. The FAR did not include key information fields such as acquisition date. Errors occur for some asset classes when they are capitalised to the FAR in one year and then componentised in the following year. Various asset registers were not fully integrated and reconciled to the FAR.</p>
Central Coast Council (two repeat findings)	<p>Two repeat high-risk findings were reported:</p> <ul style="list-style-type: none"> • Council certified that they were unable to provide sufficient evidence to support the carrying value of roads, bridges, footpath, bulk earthworks, stormwater drainage, water supply network and sewerage network assets as at 30 June 2021. This is because asset data used by council to value these assets could not be reconciled by council to its financial records prior to the valuation. The asset data was sourced from a non-financial system that did not include financial information or reference data that could be used to identify assets in council's fixed asset register. • Council's initial fair value assessment of operational land did not consider relevant market value movements in 2020–21. This led to an incorrect conclusion that the market value of operational land had not materially moved since the last valuation in 2018. Council reperformed its assessment and recognised a \$85.8 million increase in the fair value of operation land at 30 June 2021.
Kempsey Shire Council (new finding)	<p>The 2020–21 audit process identified a number of community land, land improvement and recreational assets of \$7.6 million that were not previously recorded in the financial statements.</p> <p>Other revaluation errors were also detected and corrected as part of the audit process. Quality control and documentation of management's review on asset revaluation was not sufficient.</p>
MidCoast Council (repeat finding)	<p>Issues identified throughout the asset valuations process:</p> <ul style="list-style-type: none"> • Lack of preparedness on accounting for the impact of natural disasters and consequential impacts on the carrying values reported in the financial statements. • Lack of documentary evidence to support assumptions and judgements used in the unit rates applied for assets revalued. • Lack of documentary evidence to support council's rationale, methodology and approach in conducting its valuation process. • Absence of a thorough and robust quality assurance review by management over the valuation. • The quantum of newly identified assets highlighting deficiencies in asset recording by council.

Council	Description
Murray River Council (two repeat findings)	<ul style="list-style-type: none"> Material errors in the valuation process resulted in corrected errors in the financial statements. Omission and duplication of bridge assets identified during the valuation process. Asset reconciliation was not completed appropriately or independently reviewed. Capitalised work-in-progress ready for use assets were not depreciated. Asset management policy was not regularly reviewed and updated.
Queanbeyan-Palerang Regional Council (new finding)	<ul style="list-style-type: none"> Condition ratings for buildings and open space assets were incorrectly applied resulting in a \$20.6 million understatement. Found assets from transport infrastructure and buildings were not included in the general ledger resulting in a \$6.1 million understatement. Significant delays in providing valuation documents to the audit team.
Strathfield Municipal Council (repeat finding elevated from moderate to high-risk in 2020–21)	<p>Council did not have formal processes to record direct and indirect costs to capital projects in a timely manner. There were no formal procedures governing the direct and indirect costs capitalisation review to ensure they remain appropriate.</p> <p>This issue was raised in the 2019 management letter but remained unresolved by management in 2020–21.</p>

Common findings

The common asset management findings reported in audit management letters related to deficiencies in asset revaluation processes, maintenance of information in asset management systems and landfill rehabilitation accounting practices.

Weak processes over maintenance, completeness and security of fixed asset registers at 67 councils

Maintaining accurate and up-to-date asset data helps councils to make appropriate decisions around asset management. The common issues reported in audit management letters relating to fixed asset registers are summarised below.

Fixed asset register issues reported in audit management letters	Number of councils
<p>Council did not maintain an accurate and complete fixed register. This included:</p> <ul style="list-style-type: none"> issues with duplicate or missing assets incorrect categorisation of assets incorrect componentisation of assets. 	46
Council did not regularly update their fixed asset register for additions and disposals.	33
Asset registers were not maintained in a secure format (e.g. use of unlocked spreadsheets or multiple systems).	13

We continue to see weak processes over maintenance and security of fixed asset registers. There continues to be issues with accuracy and completeness of the asset register, duplication or missing assets, and asset registers not being reconciled with the asset management system.

Prior period errors continue to predominately relate to the quality of asset records and asset revaluation errors such as found and duplicate assets. In particular, completeness of developer contributions/gifted assets in growth councils needs improvement.

Deficiencies in infrastructure asset revaluation processes at 58 councils

Councils manage a significant range and value of infrastructure, property, plant and equipment. These assets are significant to the financial statements of councils and are subject to management judgements and estimates when determining their fair values. These judgements and estimates often require the assistance of a qualified expert valuer.

Deficiencies were identified in infrastructure asset valuations at 58 councils, including:

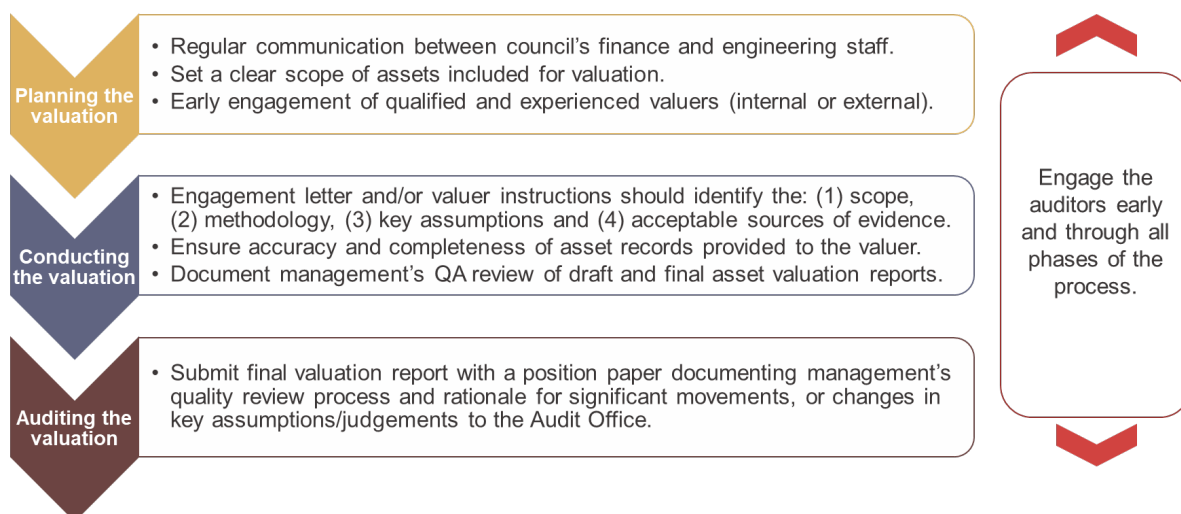
- inadequate documentation to support key assumptions and judgements applied including:
 - useful lives and condition assessments
 - unit rates used to value infrastructure assets
- incorrect classification of assets
- incorrect exclusion of some assets from valuations
- management not documenting their quality review over the asset valuation.

Opportunities for councils to improve the valuation process

Performing asset valuations earlier gives time for management and auditors to complete all requirements before the financial statements are prepared and allows earlier sign offs to be achieved.

Councils should have a project plan in place to manage the asset valuation process. Suggested deliverables to be included in a timetable for council valuations may include the following:

Project plan asset valuations



Improvements to council landfill rehabilitation accounting practices required at 26 councils

Australian Accounting Standards require a provision for landfill remediation when the obligation to operate landfill sites would result in cash outflows for the council, and when it can be reliably measured. Such provisions should be annually reassessed for changes in assumptions, legal requirements and emergence of new landfill remediation techniques.

Common findings identified in council landfill rehabilitation accounting practices include:





- no formal assessment of obligations made to rehabilitate landfill sites
- insufficient documentation of provision calculations to support inputs, assumptions and key data for accounting of the provisions
- costs associated with post-closure, aftercare and monitoring of landfill sites in their provisions not included in the assessment.


3.6 Purchases and payables

Councils spend substantial funds each year to procure goods and services. It is important there is appropriate probity, accountability and transparency in procurement to reduce the risk of unauthorised purchases, corrupt and fraudulent behaviour, and value for money not being achieved.

Purchases and payables findings decreased from 118 to 105

Audit management letters reported 105 findings relating to purchases and payables (2019–20: 118 findings). Fifty-five per cent were repeat or partial repeat findings.

Reported findings		FY 2020	Change %	FY 2021
	Total	118	↓ 11%	105
	 High	3	↓ 100%	0
	 Moderate	94	↓ 17%	78
	 Low	21	↑ 29%	27



Source: Audit management letters for 30 June 2020 and 30 June 2021 audits.

High-risk findings

There were no high-risk findings related to purchases and payables processes in 2020–21. Two of the 2019–20 high-risk findings were resolved, and one finding was reclassified to moderate risk in 2020–21 as management has taken action to mitigate the risks.

Common findings

The common purchases and payables findings reported in audit management letters related to controls around purchase orders, review of creditor information and deficiencies in credit card management practices.

Controls around purchase orders were not enforced or absent at 37 councils

At 12 councils, it was identified that employees could approve their own purchase orders. At five councils, it was identified that purchase orders were approved without appropriate delegation. It is important there is segregation of duties and appropriate delegation in procurement to reduce the risk of fraud and misuse of public money.

Purchase orders were approved after the receipt of goods or services at 28 councils. Purchase orders should be issued before requesting goods or services to reduce the risk of unauthorised transactions.

Insufficient review of changes to creditor information at 29 councils





Twenty-nine councils did not perform sufficient review of changes to creditor information in the supplier master file, including bank account details. This increases the risk of transactions paid to incorrect accounts, resulting in financial losses for councils. Councils should review each change or perform regular collective review of changes.


3.7 Payroll

Effective payroll processes ensure councils manage their workforce in compliance with legislation, employment agreements and the Local Government Award. Payroll processes and information systems should protect the integrity of employee records and timesheet data to ensure accurate payments to employees and leave entitlement calculations.

Payroll findings decreased from 112 to 96

Audit management letters reported 96 findings relating to payroll processes (2019–20: 112 findings). Sixty per cent were repeat or partial repeat findings.

Reported findings		FY 2020	Change %	FY 2021
	Total	112	↓ 14%	96
	 High	0	—	0
	 Moderate	58	↓ 19%	47
	 Low	54	↓ 9%	49



Source: Audit management letters for 30 June 2020 and 30 June 2021 audits.

High-risk findings

There were no high-risk findings related to payroll processes in 2020–21 (2019–20: Nil).

Common findings

The common payroll findings reported in audit management letters related to deficiencies in the review of employee payroll data and excessive annual leave balances.

Excessive annual leave balances were reported at 49 councils

Managing excess annual leave was a challenge for councils given the recent emergency events. Councils continued to deliver essential services in uncertain times and in a disrupted work environment. Many council employees, particularly in frontline roles, deferred leave plans and have taken little or no annual leave. To support council employees during the COVID-19 pandemic, legislative amendments were made to allow councils and their employees to agree to:

- council making a payment to an employee in lieu of annual leave, provided the employee will still have a balance of at least four weeks of leave remaining
- an employee taking annual leave at double or half pay.

Changes to employee payroll data are not reviewed at 26 councils





Twenty-six councils did not have adequate processes in place to review changes to employee payroll data. This includes instances where changes are reviewed, but not by an independent person. This increases the risk of unauthorised changes or errors remaining undetected, resulting in financial loss to councils.

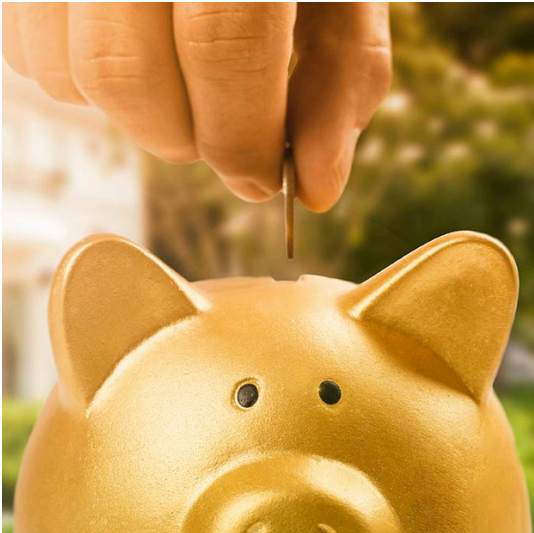
3.8 Cash and banking

Councils process a high volume of transactions each year. Effective controls over cash collection, disbursements and reconciliations reduce the risk of fraud and error.

Cash and banking findings decreased from 53 to 36

Audit management letters reported 36 findings relating to cash and banking (2019–20: 53 findings). Thirty-six per cent were repeat or partial repeat findings.

Reported findings		FY 2020	Change %	FY 2021
	Total	53	32%	36
	 High	1	100%	0
	 Moderate	21	—	21
	 Low	31	52%	15



Source: Audit management letters for 30 June 2020 and 30 June 2021 audits.

High-risk findings

There were no high-risk findings related to cash and banking processes in 2020–21. One high-risk finding was raised in 2019–20 and it was resolved.

Common findings

The common cash and banking findings reported in audit management letters related to the lack of security of payment files and the lack of segregation of duties in the cash handling process.

Outdated bank signatories at 14 councils

Bank signatories are not being removed on a timely basis. Fourteen councils still had their former employees listed as an account signatory for bank accounts. This increases the risk of unauthorised transactions.

Deficiencies in the cash handling processes at 12 councils

Deficiencies in the cash handling process were identified at 12 councils, including lack of daily cashier reconciliation and lack of segregation of duty. This increases the risk of undetected balancing errors and misappropriation of cash or cheques.

Lack of security of payment files for pay runs at nine councils

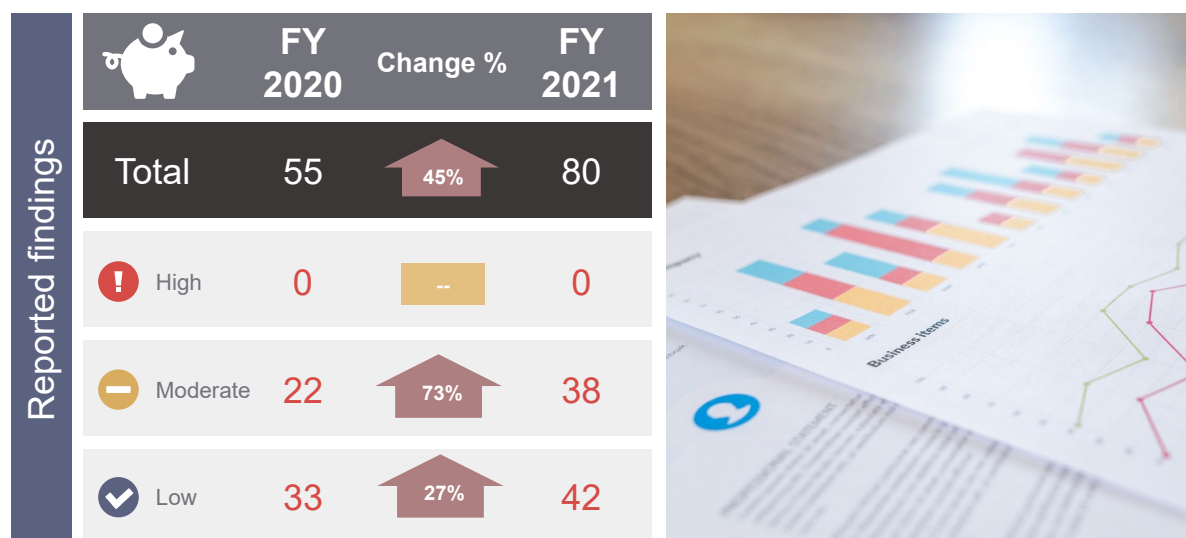
Nine councils did not encrypt Electronic Funds Transfer (EFT) payment files from editing or sufficiently restrict access to payment files on the network before they were uploaded to online banking portals. This increases the risk of unauthorised or fraudulent transactions.

3.9 Revenue and receivables

Councils receive revenue from a range of different sources, including rates and annual charges, user charges and fees, operating and capital grants and contributions, and other revenue (such as interest, investments and asset disposals). It is important that councils have appropriate internal controls to accurately record revenue and receivables in compliance with accounting standards and legal requirements.

Revenue and receivable findings increased from 55 to 80

Audit management letters reported 80 findings relating to revenue and receivables (2019–20: 55 findings). Forty per cent were repeat or partial repeat findings.



Source: Audit management letters for 30 June 2020 and 30 June 2021 audits.

High-risk findings

There were no high-risk findings related to revenue and receivable processes in 2020–21 (2019–20: Nil).

Common findings

The common revenue and receivables findings reported in audit management letters related to deficiencies in the review of changes to fee tables and property data in council rates systems, and inappropriate revenue recognition practices.

Lack of review of changes to fee tables and property data in the rating system at 26 councils

Council systems contain fee tables and property information, which is used to determine rates and annual charges levied on different properties. Twenty-six councils do not adequately review changes for accuracy and appropriateness. This increases the risk of errors in recording rates and annual charges in the financial statements.

Inappropriate revenue recognition at 15 councils

Twelve councils had findings raised relating to their revenue recognition practices, including:

- no effective internal controls to ensure the completeness of revenue activities recorded
- deficiencies in grants recognition that resulted in misstatement in the financial statements
- use of cash accounting basis to recognise some revenue transactions, rather than accruals.

Deficiencies in revenue recognition practices resulted in 57 errors identified in councils' financial statements, totalling \$93.4 million.

3.10 Information technology (IT)





Councils rely on IT to deliver services and manage information. While IT delivers considerable benefits, it also presents risks that councils need to address. IT general controls relate to the procedures and activities designed to ensure confidentiality, and integrity of systems and data. These controls underpin the integrity of financial reporting.

Financial audits involve the review of IT general controls relating to key financial systems supporting the preparation of council financial statements, addressing:

- policies and procedures
- IT risk management
- user access management
- privileged user access restriction and monitoring
- system software acquisition, change and maintenance
- disaster recovery planning
- cybersecurity and patch management.

IT findings decreased from 336 to 296

Audit management letters reported 296 findings relating to IT (2020–21: 336 findings). Sixty-seven per cent were repeat, partial repeat or ongoing findings.

Reported findings		FY 2020	Change %	FY 2021
	Total	336	↓ 12%	296
	 High	14	↓ 57%	6
	 Moderate	268	↓ 12%	236
	 Low	54	—	54



Source: Audit management letters for 30 June 2021 and 30 June 2022 audits.

High-risk findings

High-risk findings, including repeat and ongoing findings, were reported at the following councils. One 2019–20 high-risk finding was not resolved, and seven findings were reclassified to moderate risk in 2020–21 as management has taken action to mitigate the risks.

High-risk findings detailed below relate to gaps in system implementation and user access controls.

Council	Description
2020–21 findings	
Bayside Council (new finding)	<p>One high-risk finding reported for gaps found in council's new financial system implementation process:</p> <ul style="list-style-type: none"> • Documentation of data migration testing lacked detail. • User access rights were copied from the previous year and validated after the system go live date. • Lack of segregation of duties as privileged access rights to the new system were given to the CFO to diagnose and resolve issues.
Dubbo Regional Council (repeat finding*)	<p>One high-risk finding reported in relation to gaps found in council's information technology access controls:</p> <ul style="list-style-type: none"> • No formal periodic review of user access rights to ensure access levels are commensurate with job responsibilities. • Audit logs of privileged account activity can be amended or deleted. • Lack of evidence on monitoring of privileged user activity. • There were gaps in the password configuration.
Greater Hume Shire Council (repeat finding)	<p>Audit logs of privileged users are not maintained and reviewed.</p>
Lismore City Council (repeat finding*)	<p>One high-risk finding reported in relation to gaps found in council's information technology access controls:</p> <ul style="list-style-type: none"> • No periodic review of activities by generic user accounts. • No periodic review of users who have the ability to purge access logs. • Audit logs of privileged users are not periodically reviewed.
Nambucca Valley Council (repeat finding*)	<p>One high-risk finding reported in relation to gaps found in council's information technology access controls:</p> <ul style="list-style-type: none"> • No formal periodic review of user access rights to ensure access levels are commensurate with job responsibilities. • Audit logs of privileged users are not monitored by an independent employee.
Wagga Wagga City Council (repeat finding*)	<p>One high-risk finding reported in relation to gaps found in council's information technology access controls:</p> <ul style="list-style-type: none"> • Generic accounts are being used and shared across users, with no formal process to remove access for generic accounts when it is no longer required. • Payroll system's superuser is also responsible for processing payroll data. • No formal policies and procedures for monitoring and managing privileged users. • No formal periodic review of user access rights to ensure access levels are commensurate with job responsibilities. • Audit logs of privileged users are not reviewed for the finance and payroll systems. • Due to system limitations, audit logs or privileged access activities cannot be generated in the asset management system.

* The findings identified were previously reported as separated moderate-risk findings and yet to be resolved by management as part of the 30 June 2021 audit. Due to the aggregated risk of the findings, these have been reassessed as a high-risk finding.

Common findings

The common IT findings reported in audit management letters related to deficiencies in IT policies and procedures, lack of a cybersecurity framework, and controls and gaps in user access management processes. This is aligned with what we reported in the prior year's report.

IT policies and procedures were outdated or not in place at 59 councils

Fifty-nine councils did not formalise and/or regularly review their key IT policies and procedures. It is important for key IT policies to be formalised and regularly reviewed to ensure emerging risks are considered and policies are reflective of changes to the IT environment. Lack of formal IT policies and procedures may result in inconsistent and inappropriate practices and an increased likelihood of inappropriate access to key systems.

Lack of periodic user access review at 42 councils and insufficient control over privileged users at 73 councils

The following common access management findings were identified:

- Forty-two councils did not perform a periodic user access review to ensure users' access to key IT systems were appropriate and commensurate with their roles and responsibilities.
- Seventy-three councils had gaps in privileged users management process. This includes gaps in restriction of privileged users or monitoring of the privileged accounts' activity logs.

Where robust access management processes are not in place, inappropriate access may exist. This increases the risk of unauthorised transaction or modification of sensitive data and transactions. The common findings above may be rated high-risk when there are no mitigating controls to prevent or detect any unauthorised transactions.

Cybersecurity frameworks and related internal controls were not in place at 65 councils

The NSW Cybersecurity Policy states that the term cybersecurity covers all measures used to protect systems and information processed, stored or communicated on these systems from compromise of confidentiality, integrity and availability. Strong cybersecurity is an important component of the NSW Beyond Digital Strategy, enabling the effective use of emerging technologies and ensuring confidence in the services provided by NSW Government.

While there is currently no requirement for councils to comply with the NSW Government's Cybersecurity Policy, councils may find it useful to refer to the policy for further guidance.

Cybersecurity findings were reported in 65 councils as they did not have at least one of the following governance and internal controls to manage cybersecurity such as having a:

- cybersecurity framework, policy and procedure
- register of cyber incidents
- simulated cyber attack testing (penetration testing)
- cybersecurity training and awareness program.

The Report on Local Government 2019 recommended for the Office of Local Government (OLG) within the Department of Planning and Environment to develop a cybersecurity policy by 30 June 2021 to ensure cybersecurity risks over key data and IT assets are appropriately managed across councils, and key data is safeguarded. As at the date of this report, this policy has not been completed and published. Refer to Appendix two for more information.

OLG needs to develop a cybersecurity policy to be applied by councils as a matter of high priority in order to ensure cybersecurity risks over key data and IT assets are appropriately managed across councils, and key data is safeguarded.

Formal cybersecurity frameworks/policy in place for at 80 councils

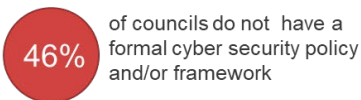
A cybersecurity framework consists of threat identification, protection, detection, response and recovery of IT systems.

In the absence of guidance from OLG, our additional data collection identified that 80 councils (54%) have developed a formal cybersecurity policy and/or framework. These councils have adopted guidance from the following sources to aid them in developing their cybersecurity policies/frameworks:

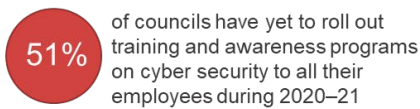
- Cybersecurity NSW
- The Australian Cybersecurity Centre (ACSC)
- International Organization for Standardization (ISO standards)
- The National Institute of Standards and Technology (NIST)
- Payment Card Industry Data Security Standard (PCI DSS)
- councils' internal/external experts' recommendations.

Based on data collected across all 150 councils and JOs:

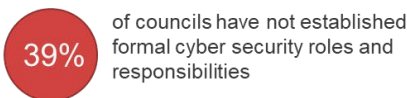
Policy and procedures



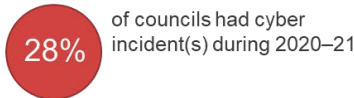
Training and awareness sessions



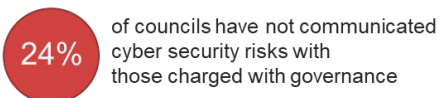
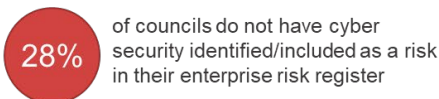
Roles and responsibilities



Cyber incidents



Cyber risk management



Source: Additional data collection from 30 June 2021 audits.

Poor management of cybersecurity can expose councils to a broad range of risks, including financial loss, reputational damage and data breaches. Furthermore, without a formal policy and framework, formal roles and responsibilities, and involvement of those charged with governance, councils are at risk of inappropriate planning and execution of their cybersecurity responses, which may also lead to inefficient use of their cybersecurity budget.

Fifty-one per cent of councils have yet to roll out cybersecurity training and awareness programs

With 51% of councils yet to roll out cybersecurity training and awareness programs for staff, councils have an increased risk of being exposed to a cyber incident. In addition, of the 51% of councils that have not yet rolled out training and awareness programs, 57% did not cover their third parties who have access to the council's systems, in these training programs (i.e., contractors, consultants, vendors, partners).

Cyber criminals aggressively target certain staff by sending fraudulent emails, stealing credentials and sending malicious attachments, which deploy because they entice people to interact with them. The most targeted staff are those in senior positions and finance roles. Completion of cyber awareness training by all staff, contractors and third-party providers help them recognise potentially malicious emails and avoid inadvertently activating attachments and software designed to infect devices and steal data to be used by cyber criminals.

Twenty-eight per cent of councils advised that they had cyber incidents during the financial year, represented by 41 councils.

The Australian Cybersecurity Centre (ACSC) was established in 2014 to lead the Australian Government's work to improve cybersecurity. ACSC is part of the Australian Signals Directorate within the Defence portfolio. The ACSC reports that:

the focus on cybersecurity is increasing for government agencies as the digital footprint of government expands. Risks have been further amplified by the COVID-19 pandemic as governments increasingly transact and deliver services to citizens through online platforms. Cyber-attacks by criminals and state actors are becoming more sophisticated and complex and the attacks are more likely to be substantial in impact.

Further, the ACSC, through their 2020–21 Annual Cyber Threat Report, has revealed that they received over 67,500 cybercrime reports, a 13% increase on the previous financial year. ACSC also stated the self-reported losses from cybercrime during the 2021 financial year was totalling more than \$33 billion.

It is well known that cyber attacks are increasing, resulting in the need for councils to uplift their cybersecurity plans immediately.

The potential impacts from poor management of cybersecurity include:

- theft of corporate and financial information and intellectual property
- theft of money
- denial of service
- destruction of data
- costs of repairing affected systems, networks and devices
- legal fees and/or legal action from losses arising from denial-of-service attacks causing system downtime in critical systems
- third-party losses when personal information stored on government systems is used for criminal purposes.

4. Looking forward

Audit Office's annual work program for 2021–22 onwards

Focus on integrity of systems, good governance and good advice

We have a fundamental role in helping the Parliament hold government accountable for the use of public resources. In doing so, we examine whether councils' systems and processes are effective in supporting integrity, accountability and transparency. Key aspects of integrity that we expect to through conduct of our financial and performance audits over the next three years include the integrity of systems, good governance and good advice. These focus areas have arisen from the collation of key findings and recommendations from our past reports.

Focus on local councils' continued response to recent emergencies

The COVID-19 pandemic continues to have a significant impact on the people and the public sector of New South Wales. Local councils are continuing to assist communities in their recovery from the 2019–20 bushfires and subsequent and recent flooding. The full extent of some of these events remain unclear and will likely continue to have an impact into the future.

The Office of Local Government within the Department of Planning and Environment continues to work with other state agencies to assist local councils and their communities to recover from these unprecedented events.

The increasing and changing risk environment presented by these events has meant that we have recalibrated and focused our efforts on providing assurance on how effectively aspects of responses to these emergencies have been delivered.



This includes financial and governance risks arising from the scale and complexity of government responses to these events.

We will take a phased approach to ensure our financial and performance audits address the following elements of the emergencies and the Local Government's responses:

- local councils' planning and preparedness for emergencies
- local councils' initial responses to support people and communities impacted by COVID-19 and the 2019–20 bushfires and recent floods
- governance and oversight risks that arise from the need for quick decision-making and responsiveness to emergencies
- effectiveness and robustness of processes to direct resources toward recovery efforts and ensure good governance and transparency in doing so
- the mid to long-term impact of government responses to the natural disasters and COVID-19
- whether government investment has achieved desired outcomes.

Focus on the effectiveness of cybersecurity in local government

The increasing global interconnectivity between computer networks has dramatically increased the risk of cybersecurity incidents. Such incidents can harm local government service delivery and may include theft of information, denial of access to critical technology, or even hijacking of systems for profit or malicious intent.

Outdated IT systems and capability present risks to government cybersecurity. Local councils need to be alert to the need to update and replace legacy systems, and regularly train and upskill staff in their use. To add to this, cybersecurity risks have been exacerbated by recent emergencies, which have resulted in greater and more diverse use of digital technology.

Our approach to auditing cybersecurity across in the sector involves:

- considering how local councils are responding to the risks associated with cybersecurity across our financial audits
- examining the effectiveness of cybersecurity planning and governance arrangements within local councils
- conducting deep-dive performance audits of the effectiveness of cybersecurity measures in selected councils.

Local government elections

Local government elections took place in 2021–22

The local government elections were deferred for one year due to the COVID-19 pandemic and were held on 4 December 2021.

As part of our audits, we will consider the impact of any significant change on key decisions and activities for councils, county councils and joint organisations following the local government elections.

New rate peg methodology to support growing councils

The Independent Pricing and Regulatory Tribunal (IPART) has completed its review of the local government rate peg methodology to include population growth.

On 10 September 2021, IPART provided the final report on this review to the Minister for Local Government.

The minister has endorsed the new rate peg methodology and has asked IPART to give effect to it in setting the rate peg from the 2022–23 financial year.

As part of our audits, we will consider the impact of these changes on the financial statements and on key decisions and activities for councils, county councils and joint organisations.

Section two

Appendices

Appendix one – Response from the Office of Local Government within the Department of Planning and Environment



Office of
Local Government

5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541

Our Reference: A822114
Your Reference: D2206464
Contact: Ally Dench
Phone: 02 4428 4100

Ms Margaret Crawford
Auditor-General for New South Wales
GPO Box 12
SYDNEY NSW 2001

Email:

7 June 2022

Dear Ms Crawford

Thank you for the opportunity to review an updated draft of the report on Local Government 2021.

I have reviewed the changes in the draft report and would like to clarify my feedback in relation to the recognition of rural firefighting equipment (RFS Assets) for your consideration in finalising the report.

I acknowledge the State's position is that it does not control RFS assets. Councils need to assess whether they control any rural firefighting equipment in accordance with Australian Accounting Standards. Councils need to recognise, in their financial statements, any material assets under their control and state the relevant accounting policy in relation to the treatment to the Audit Office.

The Minister for Local Government and the Department do not have legal authority to direct councils in this matter. However, we are working closely with Treasury to educate, guide and assist councils to understand the State's view regarding the ownership and recognition of the RFS assets in their financial reporting.

Should you require further assistance in relation to these matters, please do not hesitate to contact Ally Dench, OLG's Executive Director on or by email at olg@olg.nsw.gov.au







Yours sincerely

Michael Cassel
Secretary
Department of Planning and Environment

T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 20 770 707 468

A822114

Appendix two – Status of previous recommendations

Recommendation (year)	Current status
Legal framework (2020)	
OLG should clarify the legal framework relating to restrictions of water, sewerage and drainage funds (restricted reserves) by either seeking an amendment to the relevant legislation or by issuing a policy instrument to remove ambiguity from the current framework.	This recommendation has not been implemented. 
Accounting for rural fire equipment (2020)	
OLG should communicate the State's view that rural firefighting equipment is controlled by councils in the local government sector, and therefore this equipment should be properly recorded in their financial statements.	<p>This recommendation has not been implemented. </p> <p>OLG communicated the following to councils: 'The NSW Government has confirmed its view that these assets are not controlled by the NSW Rural Fire Services or the State. Councils need to assess whether they control any rural firefighting equipment in accordance with Australian Accounting Standards and recognise in their financial statements any material assets under their control and state the relevant accounting policy in relation to the treatment.'</p> <p>Refer to section 2.1 for further information on this issue.</p>
Cybersecurity policy (2019)	
OLG should develop a cybersecurity policy by 30 June 2021 to ensure a consistent response to cybersecurity risks across councils.	<p>This recommendation has not been implemented. </p> <p>OLG are working with Cybersecurity NSW to develop a draft cybersecurity policy to share with councils.</p>
Key:  Fully addressed  Partially addressed  Not addressed	

Appendix three – Status of audits

Below is a summary of the status of the 2020–21 financial statement audits, including the type of audit opinion and the date it was issued.

2020–21 audits

Key

Type of audit opinion		Date of audit opinion	
Unmodified opinion	✓	Financial statements were lodged by the statutory deadline of 30 October 2021	✓
Unmodified opinion with emphasis of matter	–	Extensions to the statutory deadline (and met)	✓
Modified opinion: Qualified opinion, an adverse opinion, or a disclaimer of opinion	!	Extensions to the statutory deadline (and not met)	–
		Financial statements not submitted as at tabling date	!

Council classifications

We adopted the following methodology when classifying councils in our report.

OLG classification	Audit Office grouping
Metropolitan	Metropolitan
Regional town/city	Regional
Metropolitan fringe	Metropolitan
Rural	Rural
Large rural	Rural

Source: OLG classifications and Audit Office.

Metropolitan councils

Council	Type of opinion		Date of audit opinion	
Bayside Council	Unmodified	✓	22 October 2021	✓
Blacktown City Council	Unmodified	✓	29 October 2021	✓
Blue Mountains City Council	Unmodified	✓	22 December 2021	✓
Burwood Council	Unmodified	✓	28 October 2021	✓
Camden Council	Unmodified	✓	5 November 2021	✓
Campbelltown City Council	Unmodified	✓	20 September 2021	✓
Canterbury-Bankstown Council	Unmodified	✓	28 October 2021	✓
Central Coast Council	Modified	!	28 February 2022	✓
City of Canada Bay Council	Unmodified	✓	13 December 2021	✓
Cumberland City Council	Unmodified	✓	8 November 2021	✓

Council	Type of opinion		Date of audit opinion	
Fairfield City Council	Unmodified	✓	20 October 2021	✓
Georges River Council	Unmodified	✓	31 January 2022	✓
Hawkesbury City Council	Unmodified	✓	26 October 2021	✓
Hornsby, The Council of the Shire of	Unmodified	✓	21 October 2021	✓
Hunters Hill, The Council of the Municipality of	Unmodified	✓	26 October 2021	✓
Inner West Council	Unmodified	✓	29 October 2021	✓
Ku-ring-gai Council	Unmodified	✓	22 September 2021	✓
Lane Cove Municipal Council	Unmodified	✓	21 October 2021	✓
Liverpool City Council	Unmodified	✓	25 November 2021	✓
Mosman Municipal Council	Unmodified	✓	29 October 2021	✓
North Sydney Council	Unmodified	✓	27 October 2021	✓
Northern Beaches Council	Unmodified	✓	29 September 2021	✓
Parramatta Council, City of	Unmodified	✓	27 October 2021	✓
Penrith City Council	Unmodified	✓	28 October 2021	✓
Randwick City Council	Unmodified	✓	15 September 2021	✓
Ryde Council, City of	Unmodified	✓	29 October 2021	✓
Strathfield Municipal Council	Unmodified	✓	24 November 2021	✓
Sutherland Shire Council	Unmodified	✓	26 October 2021	✓
Sydney, Council of the City of	Unmodified	✓	21 October 2021	✓
The Hills Shire Council	Unmodified	✓	27 September 2021	✓
Waverley Council	Unmodified	✓	29 October 2021	✓
Willoughby City Council	Unmodified	✓	22 October 2021	✓
Wollondilly Shire Council	Unmodified	✓	26 May 2022	—
Woollahra Municipal Council	Unmodified	✓	5 October 2021	✓

Regional councils

Council	Type of opinion	Date of audit opinion	
Albury City Council	Unmodified	31 March 2022	✓
Armidale Regional Council	Unmodified	23 December 2021	✓
Ballina Shire Council	Unmodified	29 October 2021	✓
Bathurst Regional Council	Unmodified	27 October 2021	✓
Bega Valley Shire Council	Unmodified	30 November 2021	✓
Broken Hill City Council	Unmodified	21 October 2021	✓
Byron Shire Council	Unmodified	28 October 2021	✓
Cessnock City Council	Unmodified	22 October 2021	✓
Clarence Valley Council	Unmodified	30 November 2021	✓
Coffs Harbour City Council	Unmodified	29 October 2021	✓
Dubbo Regional Council	Unmodified	28 October 2021	✓
Eurobodalla Shire Council	Unmodified	29 October 2021	✓
Goulburn Mulwaree Council	Unmodified	29 October 2021	✓
Griffith City Council	Unmodified	13 December 2021	✓
Kempsey Shire Council	Unmodified	9 November 2021	✓
Kiama Municipal Council	--	--	!
Lake Macquarie City Council	Unmodified	29 October 2021	✓
Lismore City Council	Unmodified	27 October 2021	✓
Lithgow City Council	Unmodified	16 November 2021	✓
Maitland City Council	Unmodified	22 October 2021	✓
Mid-Coast Council	Unmodified	30 November 2021	✓
Mid-Western Regional Council	Unmodified	22 October 2021	✓
Newcastle City Council	Unmodified	8 October 2021	✓
Orange City Council	Unmodified	31 October 2021	✓
Port Macquarie-Hastings Council	Unmodified	22 October 2021	✓
Port Stephens Council	Unmodified	8 October 2021	✓
Queanbeyan-Palerang Regional Council	Unmodified	20 December 2021	✓
Richmond Valley Council	Unmodified	26 October 2021	✓
Shellharbour City Council	Unmodified	15 November 2021	✓
Shoalhaven City Council	Unmodified	18 November 2021	✓
Singleton Council	Unmodified	26 October 2021	✓
Snowy Monaro Regional Council	Unmodified	30 November 2021	✓
Tamworth Regional Council	Unmodified	23 October 2021	✓

Council	Type of opinion	Date of audit opinion
Tweed Shire Council	Unmodified	29 October 2021
Wagga Wagga City Council	Unmodified	25 October 2021
Wingecarribee Shire Council	Unmodified	28 October 2021
Wollongong City Council	Unmodified	26 October 2021

Rural councils

Council	Type of opinion	Date of audit opinion
Balranald Shire Council	Unmodified	9 December 2021
Bellingen Shire Council	Unmodified	28 October 2021
Berrigan Shire Council	Unmodified	29 October 2021
Bland Shire Council	Unmodified	28 October 2021
Blayney Shire Council	Unmodified	11 October 2021
Bogan Shire Council	Unmodified	24 September 2021
Bourke Shire Council	Unmodified	14 September 2021
Brewarrina Shire Council	Unmodified	21 September 2021
Cabonne Council	Unmodified	22 October 2021
Carrathool Shire Council	Unmodified	25 October 2021
Central Darling Shire Council	Unmodified	29 October 2021
Cobar Shire Council	Unmodified	29 October 2021
Coolamon Shire Council	Unmodified	25 October 2021
Coonamble Shire Council	Unmodified	27 October 2021
Cootamundra-Gundagai Regional Council	Unmodified	28 February 2022
Cowra Shire Council	Unmodified	15 October 2021
Dungog Shire Council	Unmodified	29 October 2021
Edward River Council	Unmodified	29 October 2021
Federation Council	Unmodified	29 October 2021
Forbes Shire Council	Unmodified	1 November 2021
Gilgandra Shire Council	Unmodified	26 October 2021
Glen Innes Severn Council	Unmodified	28 October 2021
Greater Hume Shire Council	Unmodified	6 October 2021
Gunnedah Shire Council	Unmodified	26 October 2021
Gwydir Shire Council	Unmodified	15 December 2021
Hay Shire Council	Unmodified	29 October 2021
Hilltops Council	Unmodified	16 December 2021
Inverell Shire Council	Unmodified	28 October 2021

Council	Type of opinion	Date of audit opinion		
Junee Shire Council	Unmodified	✓	22 October 2021	✓
Kyogle Council	Unmodified	✓	27 October 2021	✓
Lachlan Shire Council	Unmodified	✓	26 October 2021	✓
Leeton Shire Council	Unmodified	✓	28 October 2021	✓
Liverpool Plains Shire Council	Unmodified	✓	28 October 2021	✓
Lockhart Shire Council	Unmodified	✓	9 December 2021	✓
Moree Plains Shire Council	Unmodified	✓	30 November 2021	✓
Murray River Council	Unmodified	✓	21 December 2021	✓
Murrumbidgee Council	Unmodified	✓	29 October 2021	✓
Muswellbrook Shire Council	Unmodified	✓	26 October 2021	✓
Nambucca Valley Council	Unmodified	✓	19 October 2021	✓
Narrabri Shire Council	Unmodified	✓	26 November 2021	✓
Narrandera Shire Council	Unmodified	✓	3 September 2021	✓
Narromine Shire Council	Unmodified	✓	26 October 2021	✓
Oberon Council	Unmodified	✓	30 November 2021	✓
Parkes Shire Council	Unmodified	✓	27 October 2021	✓
Snowy Valleys Council	Unmodified	✓	12 October 2021	✓
Temora Shire Council	Unmodified	✓	21 October 2021	✓
Tenterfield Shire Council	Unmodified	—	3 November 2021	✓
Upper Hunter Shire Council	Unmodified	✓	31 January 2022	✓
Upper Lachlan Shire Council	Unmodified	✓	3 November 2021	✓
Uralla Shire Council	Unmodified	✓	30 November 2021	✓
Walcha Council	Unmodified	✓	28 October 2021	✓
Walgett Shire Council	Unmodified	✓	30 October 2021	✓
Warren Shire Council	Unmodified	✓	7 October 2021	✓
Warrumbungle Shire Council	Unmodified	✓	8 February 2022	✓
Weddin Shire Council	Unmodified	✓	22 December 2021	✓
Wentworth Shire Council	Unmodified	✓	28 October 2021	✓
Yass Valley Council	Unmodified	✓	29 November 2021	✓

County councils

County council	Type of opinion	Date of audit opinion
Castlereagh Macquarie County Council	Unmodified	28 October 2021
Central Tablelands County Council	Unmodified	15 October 2021
Goldenfields Water County Council	Unmodified	30 September 2021
Hawkesbury River County Council	Unmodified	25 October 2021
New England Weeds Authority	Unmodified	20 October 2021
Riverina Water County Council	Unmodified	13 September 2021
Rous County Council	Unmodified	21 October 2021
Upper Hunter County Council	Unmodified	26 October 2021
Upper Macquarie County Council	Unmodified	13 August 2021

Joint organisations

Joint organisation	Type of opinion	Date of audit opinion
Canberra Region Joint Organisation	Unmodified	29 October 2021
Central NSW Joint Organisation	Unmodified	25 October 2021
Far North West Joint Organisation	Unmodified	14 October 2021
Far South West Joint Organisation	Unmodified	29 October 2021
Hunter Joint Organisation	Unmodified	1 December 2021
Illawarra Shoalhaven Joint Organisation	Unmodified	30 November 2021
Mid North Coast Joint Organisation	Unmodified	22 October 2021
Namoi Joint Organisation	Unmodified	11 October 2021
New England Joint Organisation	Unmodified	20 October 2021
Northern Rivers Joint Organisation	Unmodified	12 November 2021
Orana Joint Organisation	Unmodified	28 October 2021
Riverina and Murray Joint Organisation	Unmodified	18 October 2021
Riverina Joint Organisation	Unmodified	1 September 2021

OUR VISION

Our insights inform and challenge government to improve outcomes for citizens.

OUR PURPOSE

To help Parliament hold government accountable for its use of public resources.

OUR VALUES

Pride in purpose
Curious and open-minded
Valuing people
Contagious integrity
Courage (even when it's uncomfortable)

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Private & Confidential

Ms Jackie Kruger
Leeton Shire Council
23-25 Chelmsford Place
LEETON NSW 2705

29 November 2021

Dear Jackie

TECHNICAL ACCOUNTING ADVICE - ACCOUNTING ADVICE ON ACCOUNTING FOR RURAL FIRE SERVICE ASSETS

In accordance with our engagement letter dated 18 June 2021, we have reviewed the accounting treatment by Leeton Shire Council of NSW Rural Fire Services equipment. Please note that we hereby retract our previous advice issued on 16 September 2021 and replace it with this advice.

You have requested that we provide advice in relation to the appropriate accounting treatment of these assets by the Leeton Shire Council under Australian Accounting Standards.

Please note that this advice does not address any tax, regulatory or other matters other than the specific financial reporting matters described below.

Our advice, which is included in an appendix to this letter, is based on the information provided and accordingly, should additional information come to light, it may alter the basis of conclusions included within this report.

We thank you for all the assistance provided in conducting this engagement and we look forward to continuing to provide services to your organisation.

Should you have any queries regarding this report, please do not hesitate to contact me on 03 9603 1808 or aletta.boshoff@bdo.com.au.

Yours faithfully

Aletta Boshoff
Partner



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EXECUTIVE SUMMARY

Nature of the Rights and Obligations in Respect to Rural Fire Fighting Equipment and Premises under the Rural Fire District Service Agreement

While the *Rural Fire Services Act 1997* (NSW) ('the Act') provides a basis for understanding the various rights and obligations of NSW Local Government Councils in respect to rural fire fighting equipment and premises, it is not a sufficient basis on which to determine the accounting by the Leeton Shire Council for rural fire fighting equipment and any premises made available to the Commissioner of the NSW Rural Fire Service, particularly in circumstances where the rural fire fighting equipment and premises are dealt with in the Rural Fire District Service Agreement between the Council and the Commissioner.

Both the Act and the Rural Fire District Service Agreement impose different and in some cases offsetting rights and obligations on the Leeton Shire Council in respect to the rural fire fighting equipment attributed to it. Consequently, to understand the Council's relationship with the rural fire fighting equipment attributed to it, the Council should consider the implications of the total net sum of the rights and obligations imposed on it under the Act and its associated Rural Fire District Service Agreement with the Commissioner of the NSW Rural Fire Service.

To be useful, financial information must not only represent relevant phenomena, but it must also faithfully represent the substance of the phenomena that it purports to represent. In circumstances where linked or related rights and/or obligations arise from different contractual sources (as in the case with the rural fire fighting equipment attributed to NSW Local Councils), one way in which 'substance over form' accounting outcomes can be achieved is by combining the contracts (or other arrangements) that are linked or otherwise cannot be fully understood if accounted for separately.

Accordingly, in accounting for rural fire fighting equipment, the Leeton Shire Council should treat its respective rights and obligations arising from the Act and its associated Rural Fire District Service Agreement with the Commissioner of the NSW Rural Fire Service as a single unit of account that provides the Council with the right to receive Fire Services in exchange for, in part, surrendering its rights to access and use the fire fighting equipment vested in the Council.

Accounting by the Leeton Shire Council for rural fire fighting equipment

Rural fire fighting equipment attributed during prior and current periods

With respect to rural fire fighting equipment that has been attributed to the Leeton Shire Council in a prior reporting period and that, to date, has not been recognised by the Council in its statement of financial position, the Council should:

- (a) Continue not to recognise the rural fire fighting equipment vested in it
- (b) Recognise a receivable at an amount equal to the *net investment in the lease* (as defined in Appendix A of AASB 16) for the lease of the rural fire fighting equipment under the Rural Fire District Service Agreement, and
- (c) Account for any corresponding 'credit entry' arising from (b) as either (as applicable):

- a prior period error in accordance with paragraphs 41-49 of AASB 108 in relation to the rural fire fighting equipment attributed during prior periods, or
- income in relation to the rural fire fighting equipment attributed during the current period.

We do not anticipate that the net investment in the peppercorn lease would be material due to the required maximum \$1 payment per annum.

Rural fire fighting equipment attributed during future periods

With respect to any fire fighting equipment that is attributed to the Leeton Council in future reporting periods and is subject to Rural Fire District Service Agreement, the Council would not process any further journal entries because all fire fighting equipment attributed under the Act and the Agreement are already captured in the receivable as outlined above.

Accounting by the Leeton Shire Council for Premises

Premises attributed during prior and current periods

Consistent with the approach outlined above in respect to rural fire fighting equipment, Leeton Shire Council would derecognise any land and buildings that are classified as Premises under the Rural Fire District Service Agreement. To this end, for any Premises that were made available to the Commissioner of the NSW Rural Fire Service in a prior reporting period and that are currently subject to the Rural Fire District Service Agreement, the Leeton Shire Council should:

- (a) Derecognise the Premises
- (b) Recognise a receivable at an amount equal to the *net investment in the lease*, and
- (c) Account for the balancing 'debit entry' arising from (a) and (b) as either (as applicable):
 - a prior period error in accordance with paragraphs 41-49 of AASB 108 in relation to the premises attributed during prior periods, or
 - an expense in relation to the premises attributed during the current period.

Premises attributed during future periods

With respect to any premise that is attributable to the Leeton Council in future reporting periods and is subject to Rural Fire District Service Agreement, upon the premise becoming subject to the Agreement the Council would:

- (a) Derecognise the premise
- (b) Recognise a receivable from the Commissioner of the NSW Rural Fire Service at an amount equal to the net investment in the individual lease of the premise, and
- (c) Recognise any difference between (a) and (b) immediately as income or an expense, as applicable.

Accounting for Rural Fire Fighting Equipment and Premises in the absence of the Rural Fire District Service Agreement

In the event that either or both the Leeton Shire Council or the Commissioner of the NSW Rural Fire Service were to terminate the Rural Fire District Service Agreement, the Council would need to re-evaluate its accounting for the rural fire fighting equipment vested in it and premises made available to the Commissioner under the Agreement at that time and in accordance with any replacement arrangements.

BACKGROUND

We have been provided with copies of the following documents:

- A copy of a document titled 'Rural Fire District Service Agreement - MIA Zone' between the Council of the Griffith City Council, the Council of Leeton Shire Council, the Council of Murrumbidgee Shire Council, the Council of Narrandera Shire Council and the Commissioner of the NSW Rural Fire Service (dated 1 January 2011) ('Rural Fire District Service Agreement')
- A copy of a letter from Mr Shane Fitzsimmons (Commissioner, NSW Rural Fire Service) to Mr David Laughler (Leeton Shire Council) titled 'Rural Fire Zone Service Agreement - Amendment' (dated 16 January 2012 and signed) ('Rural Fire District Service Agreement Amendment')
- A copy of a letter from Mr Graham Bradley (Independent Chair, Leeton Shire Council) to Ms Margaret Crawford (Auditor General NSW) (dated 30 August 2020 and signed)
- A copy of a letter from Mr Scott Phillips (Chief Executive, Local Government NSW) to Mr Graham Bradley titled 'Reporting of RFS Assets' (dated 12 October 2020 and signed)
- A copy of a letter from Mr Graham Bradley to Mr Scott Phillips (dated 7 June 2021 and signed)
- A copy of Schedule 2 - Premises that the Commissioner will occupy and use in the execution of the SLA - to the Rural Fire District Service Agreement ('Schedule 2')
- A copy of Schedule 4 - List of Tankers - to the Rural Fire District Service Agreement ('Schedule 4'), and
- A copy of the Engagement Closing Report for Leeton Shire Council for the year ended 30 June 2021, prepared by the Audit Office of New South Wales ('Closing Report').

Based on the information provided to us in emails from Mr Graham Bradley (dated 15 June 2021, 23 June 2021 and 24 June 2021) and Ms Melissa Seymour (dated 29 June 2021), the foregoing documents and other information available to us, we understand the following.

- In accordance with the *Rural Fire Services Act 1997* (NSW) ('the Act'):
 - The NSW Treasurer is required to pay an annual contribution to the NSW Rural Fire Fighting Fund ('the Fund'), which is established in the Special Deposits Account of the NSW Treasury (ss. 102 & 103). The annual contribution is the 'rural fire brigade funding amount' (s. 106). The rural fire brigade funding amount each year is the estimated rural fire brigade expenditure for that financial year ('rural fire brigade funding target') [s. 108(2)]
 - Each 'relevant council' (meaning a council or an area that is wholly or partly outside a fire district) is required to pay to the NSW State Revenue Commissioner a 'rural fire brigade contribution' each financial year (s. 109). The annual total contributions payable by relevant NSW councils for rural fire districts is 11.7% of the rural fire brigade funding target for each rural fire district [s. 110(3)]
 - The responsible Minister determines the contribution payable by each relevant council on the basis of the rural fire brigade funding target for each rural fire district [s.110(2)]. A

rural fire brigade contribution payable by a relevant council for a financial year is payable in four instalments, each of which is a 'rural fire brigade contribution instalment' (s. 110A). A relevant council must, in accordance with an instalment notice given to it by the State Revenue Commissioner, pay to the State Revenue Commissioner a rural fire brigade contribution instalment on or before each of the following days in a financial year:

- 30 September
 - 31 December
 - 31 March, and
 - 30 June (s. 111)
- Rural fire brigade contribution instalments collected by the NSW State Revenue Commissioner are credited to the Fund. Money to the credit of the Fund may be applied by the NSW Treasurer in or towards rural fire brigade expenditure incurred under the authority of the Act. The NSW Treasurer may pay such money out of the Fund on the certificate of the Minister (s. 118). Any money remaining in the Fund to the credit of the NSW Rural Fire Service at the end of the financial year, other than money that is required to be paid to the credit of the Fund, is to be paid into the NSW Rural Fire Service's operating account (s. 118A)
- All fire fighting equipment purchased or constructed wholly or partly from money to the credit of the Fund is to be vested in the council of the area for or on behalf of which the fire fighting equipment has been purchased or constructed [s. 119(2)]. Fire fighting equipment includes:
 - Fire fighting apparatus, including all vehicles, equipment and other things used for or in connection with the prevention or suppression of fire or the protection of life or property in case of fire (Dictionary)
 - Buildings
 - Water storage towers, and
 - Lookout towers [s. 119(1)]
- A council must take care of and maintain in the condition required by the Service Standards issued by the Commissioner of the NSW Rural Fire Service any rural fire fighting equipment vested in it [s. 119(5)]. The Commissioner of the NSW Rural Fire Service may, with the concurrence of the council in which the rural fire fighting equipment is vested, use any of the equipment not reasonably required by the council to deal with incidents in the area of the council or incidents outside the area [s. 119(6)]
- A council must not sell or otherwise dispose of any rural fire fighting equipment purchased or constructed wholly or partly from money to the credit of the Fund without written consent of the Commissioner of the NSW Rural Fire Service [s. 119(3)]. If an item of rural fire fighting equipment is sold or otherwise disposed of and the whole of the cost of the purchase or construction of the rural fire fighting equipment was met by money to the credit of the Fund:
 - An amount equal to the proceeds from the sale of the item of rural fire fighting equipment, or

- Any amount recovered (whether under a policy of insurance, from the Bush Fire Fighters Compensation Fund under the *Workers Compensation (Bush Fire, Emergency and Rescue Services) Act 1987*, or otherwise) in respect of the damage to, or destruction or loss of, any item of rural fire fighting equipment

is to be paid to the credit of the Fund. If only a part of the cost of the purchase or construction of any such rural fire fighting equipment was met by money to the credit of the Fund, which bears to the amount that would be required to be paid to the Fund if the whole of that cost had been met by money to the credit of the Fund in the same proportion as that part of the cost bears to the whole of that cost [s. 119(4)], and

- The Commissioner of the NSW Rural Fire Service may enter into a rural fire district service agreement with any local authority or authorities responsible for a rural fire district or districts. Without limitation, such a service agreement may:
 - Specify functions imposed on the local authority by or under the Act that are to be exercised by the Commissioner during a period (if any) specified in the agreement
 - Specify any obligations to be imposed on the local authority as a consequence of the Commissioner agreeing to exercise those functions
 - Set performance targets for the exercise of those functions, and
 - Provide for the evaluation and review of results in relation to those targets.

The Commissioner of the NSW Rural Fire Service and the local authorities must, as far as practicable, exercise the functions and carry out the obligations in accordance with the service agreement (s. 12A)

- The Rural Fire District Service Agreement has been made under section 12A of the Act and specifies, among other things, in consideration of an annual fee of one dollar payable by the Councils, the Commissioner of the NSW Rural Fire Service will:
 - exercise (for the term of the Agreement) all of the functions imposed on the Councils to the Agreement under the Act other than those specified in:
 - Sections 7, 12A, 37(3), 60(6), 62, 63, 64, 65, 74(1), 74(2)(a), 74(2)(b), 74C(3), 76, 77, 79, 83(1)(a), 95, 100E(2)(b), 100E(2)(c), 100G, 100H, 104, 109, 110, 119 other than 119(5), 120 and 126, and
 - Regulations 14(a) and 37 of the *Rural Fires Regulations 2013* (NSW),¹ and
 - Undertake the day-to-day management of the 'Service' in the Zone (cl. 4.2), including the provision of rural fire services as defined section 9(4) of the Act

- Clause 3.1 of the Rural Fire District Service Agreement states that:

Notwithstanding the date upon which this Agreement is signed the parties agree that the operation of the Agreement will commence on 1st January 2011, and continue until it is terminated pursuant to provisions of clause 14.

Clause 14.1 of the Rural Fire District Service Agreement confirms that:

¹ Refer to Appendix A to this Letter of Advice for a summary of the listed sections of the *Rural Fire Services Act 1997* (NSW) and the listed regulations of the *Rural Fires Regulations 2013* (NSW).

This Agreement will terminate:

- (a) if any party breaches their obligations under this Agreement and fails to rectify that breach within 21 days of another party giving written notice to the party in default requiring that breach to be rectified;*
- (b) immediately upon the revocation of, or failure to renew, the delegation;*
- (c) immediately in the event that any of the Councils refuse to advance moneys in respect of maintenance of the Zone Equipment; or*
- (d) upon the expiration of six months notice in writing given by either the Councils or the Commissioner.*

Accordingly, we understand that the Rural Fire District Service Agreement:

- Has no fixed end date, and
- As at the date of this advice:
 - Had not been terminated by either the Councils or the Commissioner, and
 - Neither the Commissioner nor the Leeton Shire Council had provided the counterparty with notice of their intention to terminate the Agreement
- To facilitate the Commissioner of the NSW Rural Fire Service providing the Service, the Rural Fire District Service Agreement confirms that:
 - The Councils will, during the term of the Agreement:
 - Make available and allow the Commissioner and the Rural Fire Service to use District Equipment, meaning the Fire Fighting Apparatus comprising all vehicles, equipment and other things used for or in connection with the prevention or suppression of fire or the protection of life or property in case of fire that is owned by the State of NSW, owned by the Council, or vested in the Council) that is owned by, vested in, or under the control of the Councils (cl. 5.1). To assist in the application of these provisions, the Agreement includes Schedule 4, which lists the fire tankers within the Leeton district available for use by the Commissioner
 - Allow the Commissioner and the Rural Fire Service to occupy and use the Premises, being land and buildings or parts of land and buildings specified in Schedule 2 of the Agreement, or such other land and buildings as may be agreed upon in writing between the Councils and the Commissioner, on the following terms and conditions:
 - i. Each of the Councils grants in relation to those parts of the Premises over which they have control and the Commissioner accepts a licence to enter and use the Premises during the term of the Agreement
 - ii. The Commissioner has:
 - A personal right of occupation of the Premises on the terms specified in the Licence, and
 - No tenancy, estate or interest in the land on which the premises are situated
 - iii. The legal right to possession and control over the Premises and the land upon which they are situated remains vested in the respective Council throughout the term of the Agreement (cl. 6.4)
 - iv. The Councils will:

- Not interfere with the Commissioner's use and enjoyment of the Premises during the term of the Agreement
- Pay all rates, taxes, electricity, gas, oil and water charges separately metered and charged to the Premises
- Effect and keep current at all times during the term of the Agreement building insurance and public risk insurance in an amount not less than \$20 million, and
- Undertake all painting, maintenance and repairs of the Premises specified in cl. 6.7 of the Agreement (cl. 6.5), and
- v. The Commissioner:
 - Does not occupy or use the Premises made available by the Councils for any purpose other than the provision of rural fire services and other purposes incidental thereto, without the prior consent of the respective Council, which shall not be unreasonably withheld or delayed
 - Does not assign the benefit of the licence or grant any sub-licence of the Premises
 - Keeps the Premises clean and tidy,
 - Complies with all statutes, regulations and ordinances regarding its use of the Premises
 - Does not deface or alter the Premises without the consent of the respective Council, such consent not to be unreasonably withheld or delayed, and
 - Undertake any painting, maintenance and repairs of the Premises anticipated under clause 6.8 of the Agreement (cl. 6.6), and
- o The Commissioner of the NSW Rural Fire Service and/or the Rural Fire Service will, during the term of the Agreement:
 - Maintain the District Equipment on behalf of the Council in accordance with the applicable Service Standards (cl. 5.2), and
 - Maintain a register of the Zone Equipment (cl. 5.3)
- The Rural Fire Services Agreement also confirms that the Councils will, in consideration of an annual fee of one dollar payable by the NSW Rural Fire Service to the Councils, provide to the NSW Rural Fire Commissioner and the NSW Rural Fire Service the administrative, accounting and maintenance services specified in Schedule 2 to the Agreement (cl. 7.1). In turn, the Councils or their General Manager will delegate to the Zone Manager ('ZM') the functions specified in Annexure A of the Agreement, for the purpose of enabling the ZM to utilise the Councils' administrative, accounting and maintenance services (cl. 7.2). Clause 7.3 of the Rural Fire Services Agreement confirms that the ZM will, in exercising the functions delegated to him or her by the Councils under clause 7.2 of the Agreement, ensure they are exercised in accordance with the Councils' policies and procedures
- Rural Fire District Service Agreement Amendment confirms that the NSW Rural Fire Service has assumed responsibility for establishing and maintaining insurance coverage under the indemnity provided by the NSW Treasury Managed Fund for those motor vehicles that form part of the District Equipment identified under the Rural Fire Services Agreement and are listed on the

register of 'Red Fleet' vehicles (Schedule 4). We understand this represented an amendment to the Rural Fire District Service Agreement, effective from 16 January 2012

- Leeton Shire Council is a not-for-profit entity for the purposes of preparing financial statements and has an annual reporting date of 30 June
- Leeton Shire Council prepares its annual financial statements on a general purpose basis in accordance with:
 - All applicable Australian Accounting Standards
 - The *Local Government Act 1993* (NSW)
 - The *Local Government (General) Regulation 2005* (NSW), and
 - The NSW Local Code of Accounting Practice and Financial Reporting
- The NSW Audit Office's 'Report on Local Government 2020' (dated 27 May 2021) notes the following in respect to the accounting treatment by NSW local councils of rural fire fighting equipment.
 - Sixty-eight councils did not record rural fire fighting equipment in their financial statements worth \$119 million. The NSW Government has confirmed these assets are not controlled by the NSW Rural Fire Service and are not recognised in the financial records of the NSW Government(p. 7)
 - Twenty-seven percent of uncorrected errors identified by the NSW Auditor General or the relevant local council during audits for years ended 30 June 2020 were due to unrecorded rural fire fighting equipment
 - In 2018, the NSW Auditor General recommended that the NSW Office of Local Government within the NSW Department of Planning, Industry and Environment ('OLG') should address the different practices across the Local Government sector in accounting for rural fire fighting equipment
 - Currently, the financial statements of the NSW Total State Sector and the NSW Rural Fire Service do not recognise any NSW rural fire fighting equipment. NSW Treasury and the NSW Rural Fire Service have stated that rural fire fighting equipment is not controlled by the NSW State Government
 - The non-recording of rural fire fighting equipment in financial management systems increases the risk that these assets are not properly maintained or managed. Accordingly, the OLG should communicate the State's view that rural fire fighting equipment is controlled by NSW local councils, and therefore this equipment should be properly recorded in their financial statements
 - The NSW Department of Planning, Industry and Environment has confirmed that the NSW Rural Fire Service does not control rural fire fighting equipment. It is now the responsibility of the OLG to determine what action will be taken to ensure that \$119 million of assets held by 68 NSW local councils are properly recorded and accounted for (p. 14)
- The Leeton Shire Council currently recognises all land and buildings used in relation to rural fire fighting responsibilities and activities. In addition, Note 10(a) to the Annual Financial Statements

for the Leeton Shire Council for the year ended 30 June 2020 ('2020 Leeton Annual Financial Statements') states, in part, that:

Under Section 119 of the Rural Fire Services Act 1997 (NSW), "all firefighting equipment purchased or constructed wholly or from money to the credit of the Fund is to be vested in the council of the area for or on behalf of which the firefighting equipment has been purchased or constructed".

In accordance with the requirements of SAC4 and AASB 116 Council has critically examined whether they control any rural fire-fighting equipment and have determined that the Rural Fire Service is the Controlling Authority. Consequently, Leeton Shire Council has not brought to account in the financial statements any rural fire service plant and equipment assets that have been vested in Council.

- The Closing Report confirmed that in the Management Letter pertaining to the annual reporting period ending 30 June 2021, the Audit Office of New South Wales would identify the Council's failure to recognise rural fire fighting equipment as assets in its financial statements as a 'high and extreme risk'. The Closing Report noted, in part, the following.

Council did not record rural fire-fighting equipment in the financial statements.

Rural fire-fighting equipment, specifically the red fleet vehicles, is controlled by the Council and should be recognised in their financial statements. This is supported by the requirements in the Rural Fires Act 1997 and service agreements between councils and the RFS.

The following are indicators of 'control' by Council:

- *the Rural Fires Act 1997 vests rural fire-fighting equipment to Council, giving the Council the legal ownership*
- *the service agreement governs how the RFS can use these assets for fire mitigation and safety works in a council area*
- *as land owner, Council has responsibility for fire mitigation and safety works under Rural Fires Act 1997*
- *Council is responsible for maintaining the assets but has transferred this responsibility to the RFS through the service agreement*
- *In the event of the loss of an asset, the insurance proceeds are used to reacquire or build a similar asset, which is again vested in Council.*

The Department of Planning, Industry and Environment (inclusive of the Office of Local Government) confirmed in the 'Report on Local Government 2020' (tabled in Parliament on 27 May 2021) their view that rural fire-fighting equipment is not controlled by the NSW Rural Fire Service.

- The Closing Report also noted that the Audit Office of New South Wales had considered the technical advice prepared by BDO (dated 16 September 2021), as well as advice received by other agencies around the application of AASB 16. With respect to BDO's technical advice, the Closing Report confirms that the Audit Office of New South Wales does not agree that there is a

lease agreement between the Council and the Commissioner of the NSW Rural Fire Service or the NSW Rural Fire Service for the following reasons:

- The NSW Rural Fire Service does not obtain 'substantially all of the economic benefits' from the use of the rural fire fighting equipment vested in the Council or have exclusive use of those assets. For instance, the Council obtains benefits from the rural fire fighting equipment vested in the Council when that equipment is used to fight bush fires and perform fire mitigation activities in the Council's local area
- The Rural Fire District Service Agreement does not have a fixed end date, and
- Pursuant to the Rural Fire District Service Agreement, the Commissioner of the NSW rural Fire Service pays no monetary consideration to the Council for the use of rural fire fighting equipment vested in the Council. Accordingly, there is no exchange of consideration for use of the rural fire fighting equipment vested in the Council as anticipated in the definition of a lease in AASB 16.

AUTHORITATIVE REFERENCES

Framework for the Preparation and Presentation of Financial Statements

Conceptual Framework for Financial Reporting

AASB 15 Revenue from Contracts with Customers

AASB 16 Leases

AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors

AASB 1058 Income of Not-for-Profit Entities

ANALYSIS

Meaning of ‘vested’ and ‘control’

As noted in the Background section, pursuant to section 119(2) of the Act, all rural fire fighting equipment and premises purchased or constructed wholly or partly from money to the credit of the NSW Rural Fire Fighting Fund is to be *vested* in the council of the area for or on behalf of which the rural fire fighting equipment and premises have been purchased or constructed. However, the term ‘vested’ is not explicitly defined in the Act or the associated Regulations.

The Pocket Oxford Dictionary defines ‘vest’ (verb) to mean (among other things):

...furnish (person) with authority, property, etc; place the right to (property, power) in a person...

We also note that a number of provisions of the Act utilise the phrases ‘vested in or under the management (of)’ or ‘vested in or under the control of’, indicating that drafters of the legislation considered the management or control of an item to be potentially different in nature, and therefore distinct, from the item being vested in an individual or entity.

Under Australian Accounting Standards, concepts such as ‘vest’ and ‘control’ are defined. Appendix A of AASB 2 *Share-based Payment* defines vest as:

To become an entitlement. Under a share-based payment arrangement, a counterparty’s right to receive cash, other assets or equity instruments of the entity vests when the counterparty’s entitlement is no longer conditional on the satisfaction of any vesting conditions.

While Australian Accounting Standards do not explicitly define the concept of control in the context of an individual or group of assets that are not an entity, paragraph 33 of AASB 15 states, in part, that:

...Control of an asset refers to the ability to direct the use of, and obtain substantially all of the remaining benefits from, the asset. Control includes the ability to prevent other entities from directing the use of, and obtaining the benefits from, an asset. The benefits of an asset are the potential cash flows (inflows or savings in outflows) that can be obtained directly or indirectly in many ways, such as by:

- (a) using the asset to produce goods or provide services (including public services);*
- (b) using the asset to enhance the value of other assets;*
- (c) using the asset to settle liabilities or reduce expenses;*
- (d) selling or exchanging the asset;*
- (e) pledging the asset to secure a loan; and*
- (f) holding the asset.*

AASB 15 paragraph 38(c) outlines the following in relation to control:

The customer has legal title to the asset—legal title may indicate which party to a contract has the ability to direct the use of, and obtain substantially all of the remaining benefits from, an asset or to restrict the access of other entities to those benefits. Therefore, the transfer of legal title of an asset may indicate that the customer has obtained control of the asset. If an entity retains legal title solely as protection against the customer’s failure to pay, those rights of the entity would not preclude the customer from obtaining control of an asset. [Emphasis added]

Consistent with the manner in which the terms ‘vest’ and ‘control’ are defined and used in Australian Accounting Standards, the Act appears to anticipate vesting is a necessary, but not necessarily a sufficient, feature of control. For instance, the legal right to an asset may vest in an entity, but the entity may not, in turn, control the asset, or at least does not control the economic benefits embodied in the asset. The inability of an entity to control an asset or the economic benefit embodied in the asset, notwithstanding the asset is vested in the entity, can arise in a number of circumstances, including:

- The asset is subject to separate legal restrictions that prevent the entity from utilising the asset. For instance, the asset is owned by an entity that is subject to receivership or administration, and/or
- The asset is subject to a lease and the lease meets the necessary criteria in AASB 16 to be classified as a finance lease.

Substance over form

As outlined in the Background section of this advice, the Act, among other things:

- Provides the legal structures through which monies collected by the NSW State Revenue Commissioner are applied by the NSW Treasurer towards the purchase of rural fire fighting equipment and premises, and
- Outlines how the rights and obligations in respect to the rural fire fighting equipment are allocated between the Commissioner of the NSW Rural Fire Service and the respective NSW Local Government Councils.

We also note that:

- The Act anticipates that the Commissioner of the NSW Rural Fire Service may enter into Rural Fire District Service Agreements with the NSW Local Government Councils in order to, among other things, reallocate the respective rights and obligations of both parties under the Act, including those in relation to rural fire fighting equipment and premises, and
- Consistent with the requirements and guidance in AASB 16 (refer to Appendix A of this document for a detailed analysis), the Rural Fire District Service Agreement between the Leeton Shire Council and the Commissioner of the NSW Rural Fire Service transfers substantially all of the risks and rewards associated with the rural fire fighting equipment and premises to the Commissioner for the estimated economic life of the equipment.

However, while the Act provides a basis for understanding the various NSW Local Government Councils rights and obligations in respect to rural fire fighting equipment and premises, it is not a sufficient basis on which to determine their accounting for the rural fire fighting equipment and premises, particularly in circumstances where the rural fire fighting equipment and premises are dealt with in an agreement (i.e. Rural Fire District Service Agreement) between the Council and the Commissioner of the NSW Rural Fire Service.

Paragraph 2.12 of the Conceptual Framework for Financial Reporting (Conceptual Framework)² states that:

Financial reports represent economic phenomena in words and numbers. To be useful, financial information must not only represent relevant phenomena, but it must also faithfully represent the substance of the phenomena that it purports to represent. In many circumstances, the substance of an economic phenomenon and its legal form are the same. If they are not the same, providing information only about the legal form would not faithfully represent the economic phenomenon (see paragraphs 4.59-4.62). [Emphasis added]

Paragraph 4.59 of the Conceptual Framework for Financial Reporting (Conceptual Framework) states that:

The terms of a contract create rights and obligations for an entity that is a party to that contract. To represent those rights and obligations faithfully, financial statements report their substance (see paragraph 2.12). In some cases, the substance of the rights and obligations is clear from the legal form of the contract. In other cases, the terms of the contract or a group or series of contracts require analysis to identify the substance of the rights and obligations. [Emphasis added]

Paragraph 4.60 of the Conceptual Framework states that:

All terms in a contract—whether explicit or implicit—are considered unless they have no substance. Implicit terms could include, for example, obligations imposed by statute, such as statutory warranty obligations imposed on entities that enter into contracts to sell goods to customers. [Emphasis added]

Paragraph 4.61 of the Conceptual Framework states that:

Terms that have no substance are disregarded. A term has no substance if it has no discernible effect on the economics of the contract. Terms that have no substance could include, for example:

- (a) terms that bind neither party; or*
- (b) rights, including options, that the holder will not have the practical ability to exercise in any circumstances.*

One way in which ‘substance over form’ accounting outcomes are achieved is by combining contracts (or other arrangements) that are linked or otherwise cannot be understood if accounted for separately. To this end, paragraph 4.62 of the Conceptual Framework states that:

A group or series of contracts may achieve or be designed to achieve an overall commercial effect. To report the substance of such contracts, it may be necessary to treat rights and obligations arising from that group or series of contracts as a single unit of account. For example, if the rights or obligations

² While the Conceptual Framework is not currently applicable to not-for-profit entities, including Leeton Shire Council, we have used it here in the context of our discussion on ‘substance over form’ because it reflects the most up-to-date thinking by the standard setters in respect of the accounting framework applicable to entities preparing financial statements in accordance with Australian Accounting Standards. We also note that much of the guidance in the Conceptual Framework, particularly in relation to substance over form matters, is consistent with the corresponding guidance in the *Framework for the Preparation and Presentation of Financial Statements* (‘the Framework’). For instance, the detailed guidance in paragraphs 4.59-4.62 of the Conceptual Framework is not inconsistent with the limited guidance in paragraph 51 of the Framework. We also note that pursuant to the requirements in paragraphs 10-12 of AASB 108, not-for-profits are obliged to at least consider, if not apply, the guidance in the Conceptual Framework in the absence of any corresponding guidance in the Framework dealing with similar or related issues.

in one contract merely nullify all the rights or obligations in another contract entered into at the same time with the same counterparty, the combined effect is that the two contracts create no rights or obligations. Conversely, if a single contract creates two or more sets of rights or obligations that could have been created through two or more separate contracts, an entity may need to account for each set as if it arose from separate contracts in order to faithfully represent the rights and obligations (see paragraphs 4.48-4.55). [Emphasis added]

Paragraph 4.48 of the Conceptual Framework states that:

The unit of account is the right or the group of rights, the obligation or the group of obligations, or the group of rights and obligations, to which recognition criteria and measurement concepts are applied. [Emphasis added]

Paragraph 4.53 of the Conceptual Framework states that:

Sometimes, both rights and obligations arise from the same source. For example, some contracts establish both rights and obligations for each of the parties. If those rights and obligations are interdependent and cannot be separated, they constitute a single inseparable asset or liability and hence form a single unit of account. For example, this is the case with executory contracts (see paragraph 4.57). Conversely, if rights are separable from obligations, it may sometimes be appropriate to group the rights separately from the obligations, resulting in the identification of one or more separate assets and liabilities. In other cases, it may be more appropriate to group separable rights and obligations in a single unit of account treating them as a single asset or a single liability. [Emphasis added]

The principles outlined in the Conceptual Framework in relation to substance over form and unit of account are also included in AASB 15, which states in paragraph 17 that:

An entity shall combine two or more contracts entered into at or near the same time with the same customer (or related parties of the customer) and account for the contracts as a single contract if one or more of the following criteria are met:

- (a) the contracts are negotiated as a package with a single commercial objective;*
- (b) the amount of consideration to be paid in one contract depends on the price or performance of the other contract; or*
- (c) the goods or services promised in the contracts (or some goods or services promised in each of the contracts) are a single performance obligation ... [Emphasis added]*

The principles outlined in the Conceptual Framework in relation to substance over form and unit of account are also included in AASB 16, which states in paragraph B2 that:

... an entity shall combine two or more contracts entered into at or near the same time with the same counterparty (or related parties of the counterparty), and account for the contracts as a single contract if one or more of the following criteria are met:

- (a) the contracts are negotiated as a package with an overall commercial objective that cannot be understood without considering the contracts together;*

- (b) *the amount of consideration to be paid in one contract depends on the price or performance of the other contract; or*
- (c) *the rights to use underlying assets conveyed in the contracts (or some rights to use underlying assets conveyed in each of the contracts) form a single lease component ... [Emphasis added]*

Accordingly, in accounting for rural fire fighting equipment, the Leeton Shire Council should treat its respective rights and obligations arising from the Act and its associated Rural Fire District Service Agreement with the Commissioner of the NSW Rural Fire Service as a single unit of account.

Accounting for rural fire fighting equipment

The following discussion considers how the Leeton Shire Council would apply a 'substance over form' approach to accounting for rural fire fighting equipment that are subject to its agreement with the Commissioner of the NSW Rural Fire Service.

Rural fire fighting equipment attributed during prior and current periods

With respect to rural fire fighting equipment that has been attributed to the Leeton Shire Council in a prior reporting period and that, to date, has not been recognised by the Council in its statement of financial position, the Council should:

- (a) Continue not to recognise the rural fire fighting equipment vested in it
- (b) Recognise a receivable at an amount equal to the *net investment in the lease* (as defined in Appendix A of AASB 16) for the lease of the rural fire fighting equipment under the Rural Fire District Service Agreement, and
- (c) Account for corresponding 'credit entry' arising from (b) as either (as applicable):
 - a prior period error in accordance with paragraphs 41-49 of AASB 108 in relation to the rural fire fighting equipment attributed during prior periods, or
 - income in relation to the rural fire fighting equipment attributed during the current period.

We do not anticipate that the net investment in the peppercorn lease would be material due to the required maximum \$1 payment per annum.

Rural fire fighting equipment attributed during future periods

With respect to any fire fighting equipment that is attributed to the Leeton Shire Council in future reporting periods and is subject to Rural Fire District Service Agreement, the Council would not process any further journal entries because all fire fighting equipment attributed under the Act and the Agreement are already captured in the receivable as outlined above.

Accounting for Premises

Premises attributed during prior and current periods

Consistent with the approach outlined above in respect to rural fire fighting equipment, Leeton Shire Council would derecognise any land and buildings that are classified as Premises under the Rural Fire District Service Agreement. To this end, for any Premises that were made available to the Commissioner of the NSW Rural Fire Service in a prior reporting period and that are currently subject to the Rural Fire District Service Agreement, the Leeton Shire Council should:

- (a) Derecognise the Premises
- (b) Recognise a receivable at an amount equal to the *net investment in the lease*, and
- (c) Account for the balancing 'debit entry' arising from (a) and (b) as either (as applicable):
 - a prior period error in accordance with paragraphs 41-49 of AASB 108 in relation to the premises attributed during prior periods, or
 - an expense in relation to the premises attributed during the current period.

Premises attributed during future periods

With respect to any premise that is attributable to the Leeton Shire Council in future reporting periods and is subject to Rural Fire District Service Agreement, upon the premise becoming subject to the Agreement the Council would:

- (a) Derecognise the premise
- (b) Recognise a receivable from the Commissioner of the NSW Rural Fire Service at an amount equal to the net investment in the individual lease of the premise, and
- (c) Recognise any difference between (a) and (b) immediately as income or an expense, as applicable.

Accounting for rural fire fighting equipment and Premises in the absence of the Rural Fire District Service Agreement

In the event that either or both the Leeton Shire Council or the Commissioner of the NSW Rural Fire Service were to terminate the Rural Fire District Service Agreement, the Leeton Council would need to re-evaluate its accounting for the rural fire fighting equipment vested in it and Premises made available to the Commissioner under the Agreement at that time and in accordance with any replacement arrangements.

CONCLUSIONS

Nature of the Rights and Obligations in Respect to Rural Fire Fighting Equipment and Premises under the Rural Fire District Service Agreement

While the *Rural Fire Services Act 1997* (NSW) ('the Act') provides a basis for understanding the various NSW Local Government Councils rights and obligations in respect to rural fire fighting equipment and premises, it is not a sufficient basis on which to determine the accounting by the Leeton Shire Council for rural fire fighting equipment and any premises made available to the Commissioner of the NSW Rural Fire Service, particularly in circumstances where the rural fire fighting equipment and premises are dealt with in the Rural Fire District Service Agreement between the Council and the Commissioner.

Both the Act and the Rural Fire District Service Agreement impose different and in some cases offsetting rights and obligations on the Leeton Shire Council in respect to the rural fire fighting equipment attributed to it. Consequently, to understand the Council's relationship with the rural fire fighting equipment attributed to it, the Council should consider the implications of the total net sum of the rights and obligations imposed on it under the Act and its associated Rural Fire District Service Agreement with the Commissioner of the NSW Rural Fire Service.

To be useful, financial information must not only represent relevant phenomena, but it must also faithfully represent the substance of the phenomena that it purports to represent. In circumstances where linked or related rights and/or obligations arise from different contractual sources (as in the case with the rural fire fighting equipment attributed to NSW Local Councils), one way in which 'substance over form' accounting outcomes can be achieved is by combining the contracts (or other arrangements) that are linked or otherwise cannot be fully understood if accounted for separately.

Accordingly, in accounting for rural fire fighting equipment, the Leeton Shire Council should treat its respective rights and obligations arising from the Act and its associated Rural Fire District Service Agreement with the Commissioner of the NSW Rural Fire Service as a single unit of account that provides the Council with the right to receive Fire Services in exchange for, in part, surrendering its rights to access and use the fire fighting equipment vested in the Council.

Accounting by the Leeton Shire Council for rural fire fighting equipment

Rural fire fighting equipment attributed during prior and current periods

With respect to rural fire fighting equipment that has been attributed to the Leeton Shire Council in a prior reporting period and that, to date, has not been recognised by the Council in its statement of financial position, the Council should:

- (a) Continue not to recognise the rural fire fighting equipment vested in it
- (b) Recognise a receivable at an amount equal to the *net investment in the lease* (as defined in Appendix A of AASB 16) for the lease of the rural fire fighting equipment under the Rural Fire District Service Agreement, and
- (c) Account for corresponding 'credit entry' arising from (b) as either (as applicable):

- a prior period error in accordance with paragraphs 41-49 of AASB 108 in relation to the rural fire fighting equipment attributed during prior periods, or
- income in relation to the rural fire fighting equipment attributed during the current period.

We do not anticipate that the net investment in the peppercorn lease would be material due to the required maximum \$1 payment per annum.

Rural fire fighting equipment attributed during future periods

With respect to any fire fighting equipment that is attributed to the Leeton Council in future reporting periods and is subject to Rural Fire District Service Agreement, the Council would not process any further journal entries because all fire fighting equipment attributed under the Act and the Agreement are already captured in the receivable as outlined above.

Accounting by the Leeton Shire Council for Premises

Premises attributed during prior and current periods

Consistent with the approach outlined above in respect to rural fire fighting equipment, Leeton Shire Council would derecognise any land and buildings that are classified as Premises under the Rural Fire District Service Agreement. To this end, for any Premises that were made available to the Commissioner of the NSW Rural Fire Service in a prior reporting period and that are currently subject to the Rural Fire District Service Agreement, the Leeton Shire Council should:

- (a) Derecognise the Premises
- (b) Recognise a receivable at an amount equal to the *net investment in the lease*, and
- (c) Account for the balancing 'debit entry' arising from (a) and (b) as either (as applicable):
 - a prior period error in accordance with paragraphs 41-49 of AASB 108 in relation to the premises attributed during prior periods, or
 - an expense in relation to the premises attributed during the current period.

Premises attributed during future periods

With respect to any premise that is attributable to the Leeton Council in future reporting periods and is subject to Rural Fire District Service Agreement, upon the premise becoming subject to the Agreement the Council would:

- (a) Derecognise the Premise
- (b) Recognise a receivable from the Commissioner of the NSW Rural Fire Service at an amount equal to the net investment in the individual lease of the premise, and
- (c) Recognise any difference between (a) and (b) immediately as income or an expense, as applicable.

Accounting for Rural Fire Fighting Equipment and Premises in the absence of the Rural Fire District Service Agreement

In the event that either or both the Leeton Shire Council or the Commissioner of the NSW Rural Fire Service were to terminate the Rural Fire District Service Agreement, the Council would need to re-evaluate its accounting for the rural fire fighting equipment vested in it and premises made available to the Commissioner under the Agreement at that time and in accordance with any replacement arrangements.

APPENDIX A

The Rural Fire District Service Agreement contains a number of features of a lease agreement. The following analysis assesses the application of AASB 16 to the Rural Fire District Service Agreement.

Definition of a lease

To fall within the scope of AASB 16, and therefore be subject to the recognition, measurement and disclosure requirements in that Standard, an arrangement must meet the definition of a lease.

Appendix A of AASB 16 defines a lease as:

A contract, or part of a contract, that conveys the right to use an asset (the underlying asset) for a period of time in exchange for consideration.

While the term ‘contract’ is not explicitly defined in AASB 16, paragraph 10 of AASB 15 *Revenue from Contracts with Customers* states that:

A contract is an agreement between two or more parties that creates enforceable rights and obligations. Enforceability of the rights and obligations in a contract is a matter of law. Contracts can be written, oral or implied by an entity’s customary business practices...

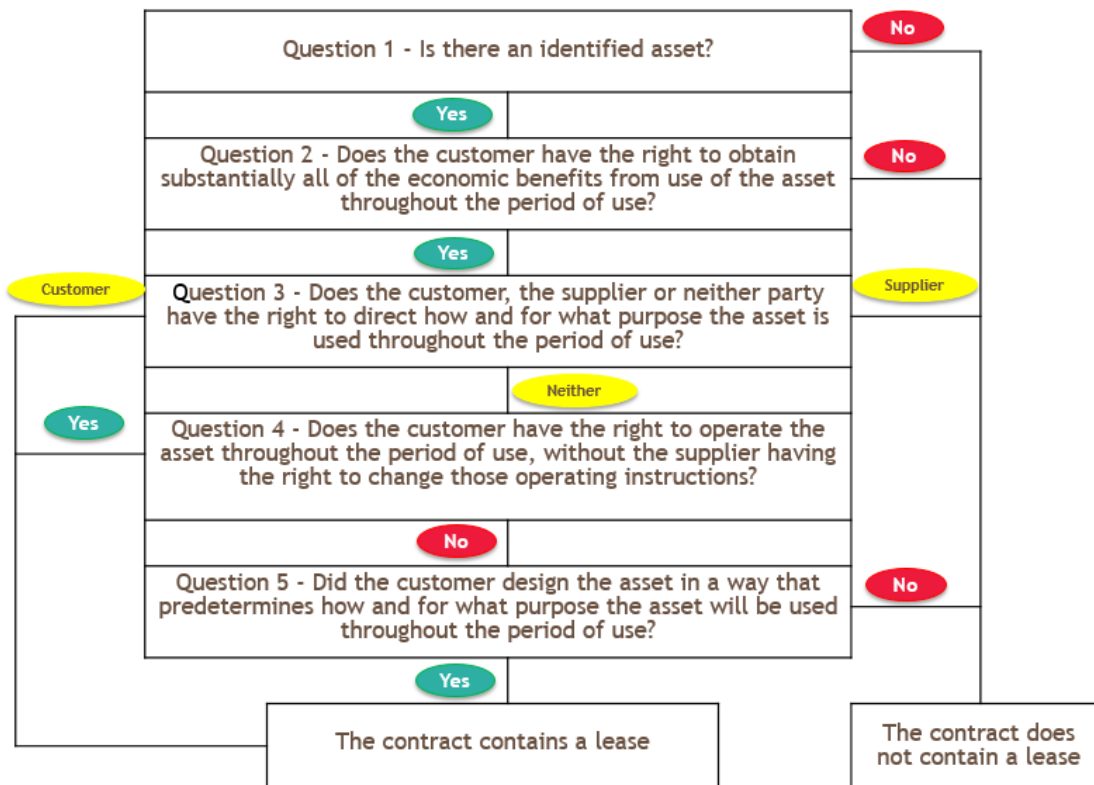
The Rural Fire District Service Agreement contains a number of features of a contract as defined in AASB 15, including:

- It provides the parties to the Agreement (the Councils and the Commissioner of the NSW Rural Fire Service) with various rights and obligations under the Agreement, and
- It is made under section 12A of the Act and, consequently, creates enforceable rights and obligations pursuant to section 12A(3) of the Act.

AASB 16 paragraphs B9-B31 provide further guidance to assist entities in determining whether a contract is, or contains, a lease. Consistent with the definition of a lease, paragraphs B9-B31 clarify that the right to use the underlying asset means the entity has the right to control the use of an identified asset, and this is taken to mean that:

- The underlying asset is either explicitly specified in the contract or is implicitly specified at the time the asset is made available to the customer
- The entity has the right to obtain substantially all of the economic benefits from use of the identified asset, and
- The entity has the right to direct the use of the identified asset.

AASB 16 paragraph B31 provides the following tree diagram to explain how these concepts are interrelated in the determination of whether a contract is, or contains, a lease.



Identified asset

Paragraph B13 of AASB 16 states that:

An asset is typically identified by being explicitly specified in a contract. However, an asset can also be identified by being implicitly specified at the time that the asset is made available for use by the customer.

However, paragraph B14 of AASB 16 clarifies that:

Even if an asset is specified, a customer does not have the right to use an identified asset if the supplier has the substantive right to substitute the asset throughout the period of use. A supplier's right to substitute an asset is substantive only if both of the following conditions exist:

- the supplier has the practical ability to substitute alternative assets throughout the period of use (for example, the customer cannot prevent the supplier from substituting the asset and alternative assets are readily available to the supplier or could be sourced by the supplier within a reasonable period of time); and*
- the supplier would benefit economically from the exercise of its right to substitute the asset (ie the economic benefits associated with substituting the asset are expected to exceed the costs associated with substituting the asset).*

Consistent with paragraph B13 of AASB 16, under the Act the Commissioner of the NSW Rural Fire Service is entitled to, with the concurrence of the relevant council, use any rural fire fighting equipment that is vested in the council that is not reasonably required by the council to deal with incidents in the area of the council or incidents outside the area. In addition, under the Rural Fire District Service Agreement the Commissioner of the NSW Rural Fire Service is:

- Entitled to use the Fire Fighting Apparatus, comprising all vehicles, equipment and other things used for or in connection with the prevention or suppression of fire or the protection of life or property in case of fire that is owned by or vested in the Leeton Shire Council, including the fire tankers listed in Schedule 4 of the Rural Fire District Service Agreement, and
- Entitled to occupy the Premises, being land and buildings or parts of land and buildings specified in Schedule 2 of the Agreement.

Accordingly, collectively under the Act and the Rural Fire District Service Agreement, all rural fire fighting equipment and Premises that are vested in or controlled by the Council are either explicitly identified or implicitly specified in the context of the arrangement as being available for use by the Commissioner of the NSW Rural Fire Service.

It is relevant to note also that paragraph B17 of AASB 16 states that:

If the asset is located at the customer's premises or elsewhere, the costs associated with substitution are generally higher than when located at the supplier's premises and, therefore, are more likely to exceed the benefits associated with substituting the asset.

From discussions with members of the Leeton Shire Council, we understand that the rural fire fighting equipment is either located within the Premises made available to the Commissioner of the NSW Fire Service or on other properties controlled by the Commissioner, and therefore is inaccessible to the members of the Leeton Shire Council and their representatives.

Right to obtain economic benefits from use

Paragraph B21 of AASB 16 states that:

To control the use of an identified asset, a customer is required to have the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use (for example, by having exclusive use of the asset throughout that period). A customer can obtain economic benefits from use of an asset directly or indirectly in many ways, such as by using, holding or sub-leasing the asset. The economic benefits from use of an asset include its primary output and by-products (including potential cash flows derived from these items), and other economic benefits from using the asset that could be realised from a commercial transaction with a third party.

It is relevant to note at this juncture that the requirements and guidance in AASB 16 have been drafted with for-profit entities in mind. Consequently, paragraph B21 (and paragraphs B22 and B23, which are not strictly applicable in the current circumstances) of AASB 16 anticipates the lessee has the contractual capacity to limit the 'public good' nature of identified asset by preventing other parties from benefiting from the use of the identified asset throughout the period of use. As noted in the Closing Report, these assumptions arguably do not apply in the context of the fire fighting equipment vested in the Council. Nevertheless, we consider that paragraph B21 of AASB 16 provides adequate

guidance to determine whether the Council has sufficient control over the use of the fire fighting equipment vested in it to justify recognition of the equipment in the Council's financial statements under Australian Accounting Standards.

As detailed in paragraph 24 of the *AASB Not-for-Profit Entity Standard-Setting Framework* (July 2021), the Australian Accounting Standards Board ('AASB') uses IFRS Standards as a basis for developing Australian Accounting Standards for not-for-profit entities, but will make modifications to IFRS Standards by including 'Aus' paragraphs in Australian Accounting Standards. Consistent with this policy, we note that paragraphs 49(a) and Aus49.1 of the Framework state that:

An asset is a resource controlled by the entity as a result of past events and from which future economic benefits are expected to flow to the entity.

...

In respect of not-for-profit entities in the public or private sector, in pursuing their objectives, goods and services are provided that have the capacity to satisfy human wants and needs. Assets provide a means for entities to achieve their objectives. Future economic benefits or service potential is the essence of assets. Future economic benefits is synonymous with the notion of service potential, and is used in this Framework as a reference also to service potential. Future economic benefits can be described as the scarce capacity to provide benefits to the entities that use them, and is common to all assets irrespective of their physical or other form.

Accordingly, as a minimum, a not-for-profit entity would recognise an asset when a resource meets all of the following (definitional) criteria:

- The resource is controlled by the not-for-profit entity
- The resource (and the not-for-profit's control of the resource) arises from a past event, and
- The resource comprises scarce capacity to provide benefits to the entity, including facilitating the entity to achieve its objectives.

As noted above, paragraph 33 of AASB 15 confirms that control of an asset:

- (a) Refers to the ability to direct the use of, and obtain substantially all of the remaining benefits from, the asset
- (b) Includes the ability to prevent other entities from directing the use of, and obtaining the benefits from, an asset, and
- (c) The benefits of an asset can be obtained directly or indirectly in many ways, such as by:
 - i. using the asset to produce goods or provide services (including public services)
 - ii. using the asset to enhance the value of other assets
 - iii. using the asset to settle liabilities or reduce expenses
 - iv. selling or exchanging the asset
 - v. pledging the asset to secure a loan, and
 - vi. holding the asset.

However, as noted in the Background section above, contrary to many of the features of control outlined in paragraph 33 of AASB 15:

- Under the Act and the terms of the Rural Fire District Service Agreement, the Leeton Shire Council does not have the right to use the fire fighting equipment vested in the Council to meet its obligations under the Act. Under the Act, the Commissioner can, with the concurrence of the Council, use any equipment not reasonably required by the Council to deal with incidents both within the Council and outside. In addition, under the Agreement the Commissioner need not request access to the fire fighting equipment vested in the Council, and therefore presumably has unfettered access to all fire fighting equipment vested in the Council, both now and into the future. Consistent with this, we also note from the Closing Report that:

The Rural Fire Brigades have extensive day to day use of many of the Council vested assets. Brigades consist of volunteers (that are not employed by RFS or the Councils) that may be directed by the Fire Control Officer or by the Commissioner...

- Under the Act the Leeton Council is not permitted to sell or otherwise dispose of any rural fire fighting equipment purchased or constructed from money to the credit of the Fund without the written consent of the Commissioner of the NSW Fire Service. In the event that an item of rural fire fighting equipment is sold or otherwise disposed of, and the equipment had been purchased or constructed in whole or part with money derived from the Fund, any proceeds from the disposal are to be remitted to the Fund in proportion to the extent that the equipment was originally funded by the Fund
- Under the Rural Fire District Service Agreement, the Leeton Shire Council is relieved from maintaining on a day-to-day basis the rural fire fighting equipment vested in the Council in accordance with applicable Service Standards, and
- Under the Rural Fire District Service Agreement, the Leeton Shire Council is relieved from having to establish and maintain insurance coverage for the rural fire fighting equipment vested in the Council.

Consistent with the requirements in paragraphs 49(a) and Aus49.1 of the Framework, we consider that Leeton Shire Council does not control the fire fighting equipment vested in the Council because it:

- Does not have the ability to direct the use of the fire fighting equipment
- Cannot prevent other entities from directing the use of the equipment
- May not be able to obtain substantially all of the remaining benefits from the equipment if, for instance, the equipment is used to fight fires within other Council boundaries
- Cannot sell or dispose of the asset, and
- Only has rights to proceeds from the sale of any fire fighting equipment to the extent the equipment was purchased directly by the Council.

Accordingly, with regards to the criteria in paragraph B21 of AASB 16, we note that the Leeton Council does not have exclusive use of the fire fighting equipment vested in it throughout that period. Therefore, by implication, another party ('the customer') must have the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use. Whether the 'customer' is the Commissioner of the NSW Fire Service or another entity is outside the scope of this Letter of Advice.

With regards to requirements in paragraphs 49(a) and Aus49.1 of the Framework, we would also note that under the Rural Fire District Service Agreement, the Commissioner has agreed to undertake the day-to-day management of Fire Services on behalf of all of the Councils that are parties to the Agreement, including Leeton Shire Council. We acknowledge that pursuant to the Act the Councils have a statutory obligation in respect to preventing, mitigating and extinguishing bush fires within their respective boundaries. However, consistent with the discussion above, the 'asset' that facilitates this objective is the Rural Fire District Service Agreement, not the rural fire fighting equipment that vests in the Council.

Right to direct the use

Paragraph B24 of AASB 16 states that:

A customer has the right to direct the use of an identified asset throughout the period of use only if either:

- (a) the customer has the right to direct how and for what purpose the asset is used throughout the period of use (as described in paragraphs B25-B30); or*
- (b) the relevant decisions about how and for what purpose the asset is used are predetermined and:*
 - (i) the customer has the right to operate the asset (or to direct others to operate the asset in a manner that it determines) throughout the period of use, without the supplier having the right to change those operating instructions; or*
 - (ii) the customer designed the asset (or specific aspects of the asset) in a way that predetermines how and for what purpose the asset will be used throughout the period of use.*

In addition, paragraphs B25 and B26 of AASB 16 clarify with respect to a customer's right to direct the use of an identified asset:

A customer has the right to direct how and for what purpose the asset is used if, within the scope of its right of use defined in the contract, it can change how and for what purpose the asset is used throughout the period of use. In making this assessment, an entity considers the decision-making rights that are most relevant to changing how and for what purpose the asset is used throughout the period of use. Decision-making rights are relevant when they affect the economic benefits to be derived from use. The decision-making rights that are most relevant are likely to be different for different contracts, depending on the nature of the asset and the terms and conditions of the contract.

Examples of decision-making rights that, depending on the circumstances, grant the right to change how and for what purpose the asset is used, within the defined scope of the customer's right of use, include:

- (a) rights to change the type of output that is produced by the asset (for example, to decide whether to use a shipping container to transport goods or for storage, or to decide upon the mix of products sold from retail space);*
- (b) rights to change when the output is produced (for example, to decide when an item of machinery or a power plant will be used);*

- (c) *rights to change where the output is produced (for example, to decide upon the destination of a truck or a ship, or to decide where an item of equipment is used); and*
- (d) *rights to change whether the output is produced, and the quantity of that output (for example, to decide whether to produce energy from a power plant and how much energy to produce from that power plant).*

Consistent with the foregoing discussion, we note that the Leeton Shire Council does not have:

- The right to use the fire fighting equipment vested in the Council as and when might otherwise be required during the term of the Rural Fire District Service Agreement, and
- The ability to direct the Commissioner of the NSW Fire Service regarding the relevant decisions about when, for what purpose or how the fire fighting equipment is used.

Accordingly, with regards to the criteria in paragraphs B24-B26 of AASB 16, we note that the Leeton Council does not have the right to direct how and for what purpose the fire fighting equipment is used throughout the period of use. Therefore, by implication, another party ('the customer') must have the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use.

Identification of Leeton Shire Council as the lessor

Appendix A to AASB 16 defines a lessor as:

An entity that provides the right to use an underlying asset for a period of time in exchange for consideration.

While the Rural Fire District Service Agreement does not explicitly require the Commissioner of the NSW Fire Service to pay consideration for the use of the rural fire fighting equipment and Premises, we note that Agreement comprises a number of additional components, including:

- The Commissioner of the NSW Fire Service assuming responsibility for various Councils obligations under the Act, and
- The Councils providing administrative, accounting and maintenance services.

Accordingly, the absence of any explicit requirement for the Commissioner to make lease payments to Council arguably reflects both parties providing valuable services 'in kind' (rather than in a monetary form) to the counterparty. Consequently, we do not consider the absence of an explicit fee payable by the Commissioner to the Councils for the use of the rural fire fighting equipment and Premises to preclude the Leeton Shire Council being a lessor under the Agreement.

We note the observations by the Audit Office of New South Wales in the Closing Report in relation to the absence of any exchange consideration, particularly the following statement:

The \$1 payable for RFS to the Councils under clause 7.1 would be considered a non-lease component of the agreement.

As discussed above, we acknowledge there are potentially non-lease components contained within the Rural Fire District Service Agreement. The fact that the payments are described as relating to non-lease components, however, does not preclude the existence of a lease.

The definition of a lease in Appendix A of AASB 16 necessitates the existence of ‘consideration’ in exchange for a ‘contract’ that includes the right to use an asset, not necessarily consideration for the right to use an asset. To narrowly read the definition of a lease to imply that only those contracts that explicitly identify consideration for a lease component to be within the scope of AASB 16 would be, in our view, inconsistent with the guidance on accounting for non-lease components in paragraphs 13-16 of AASB 16 and paragraphs BC133-BC137 of the Basis for Conclusions to IFRS 16.

Classification by Leeton Shire Council of the Rural Fire District Service Agreement as an operating and/or finance lease

Pursuant to paragraph 61 of AASB 16, the Leeton Shire Council must assess whether the lease of the fire fighting equipment and premises meets the definition of an operating lease or a finance lease, which are defined in Appendix A of AASB 16 as follows:

operating lease - A lease that does not transfer substantially all the risks and rewards incidental to ownership of an underlying asset.

finance lease - A lease that transfers substantially all the risks and rewards incidental to ownership of an underlying asset.

To facilitate the consistent application of these definitions by lessors, paragraphs 62-65 of AASB 16 provide the following guidance.

A lease is classified as a finance lease if it transfers substantially all the risks and rewards incidental to ownership of an underlying asset. A lease is classified as an operating lease if it does not transfer substantially all the risks and rewards incidental to ownership of an underlying asset.

Whether a lease is a finance lease or an operating lease depends on the substance of the transaction rather than the form of the contract. Examples of situations that individually or in combination would normally lead to a lease being classified as a finance lease are:

- (a) the lease transfers ownership of the underlying asset to the lessee by the end of the lease term;*
- (b) the lessee has the option to purchase the underlying asset at a price that is expected to be sufficiently lower than the fair value at the date the option becomes exercisable for it to be reasonably certain, at the inception date, that the option will be exercised;*
- (c) the lease term is for the major part of the economic life of the underlying asset even if title is not transferred;*
- (d) at the inception date, the present value of the lease payments amounts to at least substantially all of the fair value of the underlying asset; and*
- (e) the underlying asset is of such a specialised nature that only the lessee can use it without major modifications.*

Indicators of situations that individually or in combination could also lead to a lease being classified as a finance lease are:

- (a) if the lessee can cancel the lease, the lessor's losses associated with the cancellation are borne by the lessee;*

- (b) gains or losses from the fluctuation in the fair value of the residual accrue to the lessee (for example, in the form of a rent rebate equaling most of the sales proceeds at the end of the lease); and
- (c) the lessee has the ability to continue the lease for a secondary period at a rent that is substantially lower than market rent.

The examples and indicators in paragraphs 63-64 are not always conclusive. If it is clear from other features that the lease does not transfer substantially all the risks and rewards incidental to ownership of an underlying asset, the lease is classified as an operating lease. For example, this may be the case if ownership of the underlying asset transfers at the end of the lease for a variable payment equal to its then fair value, or if there are variable lease payments, as a result of which the lessor does not transfer substantially all such risks and rewards.

As discussed above, the Rural Fire District Service Agreement exhibits a number of the features identified in AASB 16 as being reflective of a finance lease from the perspective of Leeton Shire Council, including the following.

The lease term is for the major part of the economic life of the underlying asset.

The phrase 'lease term' is defined in Appendix A of AASB 16 as:

The non-cancellable period for which a lessee has the right to use an underlying asset, together with both:

- (a) *periods covered by an option to extend the lease if the lessee is reasonably certain to exercise that option; and*
- (b) *periods covered by an option to terminate the lease if the lessee is reasonably certain not to exercise that option*

As noted above, the Rural Fire District Service Agreement

- Has no fixed end date, and
- Can be terminated by either the Councils or the Commissioner giving notice to the other party or parties.

Under AASB 16, such leases are often described as 'cancellable leases'.

Paragraph B34 of AASB 16 provides the following guidance in respect to the determination of a lease term:

In determining the lease term and assessing the length of the non-cancellable period of a lease, an entity shall apply the definition of a contract and determine the period for which the contract is enforceable. A lease is no longer enforceable when the lessee and the lessor each has the right to terminate the lease without permission from the other party with no more than an insignificant penalty.

In November 2019, the IASB's Interpretation Committee ('IFRIC') clarified how the guidance in paragraph B34 of AASB 16 should be applied in the context of a cancellable lease. In its deliberations, the IFRIC noted that, consistent with paragraph BC156 of the Basis for Conclusions to IFRS 16, the lease

term should reflect an entity's reasonable expectation of the period during which the underlying asset will be used. The IFRIC also noted that, in applying the guidance in paragraph B34 of AASB 16 and determining the enforceable period of the lease, an entity considers:

- The broader economics of the contract, and not only contractual termination payments. For example, if either party has an economic incentive not to terminate the lease such that it would incur a penalty on termination that is more than insignificant, the contract is enforceable beyond the date on which the contract can be terminated, and
- Whether each of the parties has the right to terminate the lease without permission from the other party with no more than an insignificant penalty. Applying paragraph B34, a lease is no longer enforceable only when both parties have such a right. Consequently, if only one party has the right to terminate the lease without permission from the other party with no more than an insignificant penalty, the contract is enforceable beyond the date on which the contract can be terminated by that party.³

Consistent with these observations, we note that both the Leeton Shire Council and the Commissioner of the NSW Rural Fire Service have economic incentives not to terminate the Rural Fire District Service Agreement because both are likely experience more than an insignificant penalty if that was to occur. For instance:

- In the case of the Commissioner of the NSW Fire Service, termination of the Agreement would mean the NSW Rural Fire Service's access to rural fire fighting equipment vested in the Leeton Shire Council would be limited to the circumstances anticipated under section 119(6) of the Act, in which case the Commissioner would only be able to access the rural fire fighting equipment:
 - When that equipment is not reasonably required by the Council, and
 - With the concurrence of the Council, and
- In the case of the Leeton Shire Council, termination of the Agreement would mean the Council would have to undertake the day-to-day management of Fire Services within the Council's boundaries.

As the obligations are prescribed by the Act, termination of the Agreement would mean that the penalties imposed on both parties as a consequence of terminating the Agreement would be ongoing, until such time as the Act was amended or a new agreement was established. On this basis, we consider that:

- Consistent with the guidance in paragraph B34 of AASB 16, the lease term of the Rural Fire District Service Agreement should be considered to be indefinite, and
- Therefore, from the Leeton Shire Council's perspective, the fire fighting equipment should be derecognised, consistent with the arrangement being classified as finance lease under AASB 16.

³ IFRIC Update (November 2019) (<https://www.ifrs.org/news-and-events/updates/ifric/2019/ifric-update-november-2019/>)

Other risks and rewards incidental to ownership of the fire fighting equipment not retained by the Leeton Shire Council

As discussed above, under the Rural Fire District Service Agreement and the Amendment to that Agreement, the Leeton Council is relieved of:

- Day-to-day maintenance of the rural fire fighting equipment vested in the Council in accordance with applicable Service Standards
- Responsibility for establishing and maintaining insurance coverage for the rural fire fighting equipment, and
- Responsibility for maintaining an asset register of the fire fighting equipment.

APPENDIX B

Summary of Selection Provisions from the *Rural Fire Services Act 1997* (NSW) and the *Rural Fires Regulations 2013* (NSW)

<i>Rural Fire Services Act 1997</i> (NSW)	
Section Number	Requirements
7	<p>(1) A function conferred or imposed by or under this Act on a local authority for and in respect of a rural fire district is to be exercised:</p> <ul style="list-style-type: none"> (a) by the local authority for the area for which the district is constituted under section 6, or (b) if, under subsection (2), two or more local authorities agree to combine responsibility for and in respect of their rural fire districts—by the local authorities jointly or, if a local authority is nominated in the agreement, by the local authority or local authorities nominated in the agreement, or (c) if, under subsection (3), two local authorities agree that one of the local authorities is to have responsibility for and in respect of the whole or part of the rural fire district of the other local authority—by the local authority nominated in the agreement as the local authority to be responsible for the whole or part of that rural fire district. <p>(2) Two or more local authorities may agree in writing to combine responsibility for and in respect of their rural fire districts. Responsibility for those rural fire districts is to be exercised jointly by the local authorities or, if the authorities nominate one of them in the agreement as the responsible authority, by that authority.</p> <p>(3) A local authority may agree in writing with another local authority that the other local authority have responsibility for or in respect of the whole or part of the rural fire district for the area of the local authority.</p>
12A	<p>(1) The Commissioner is responsible for managing and controlling the activities of the Service and has such other functions as are conferred or imposed on the Commissioner by or under this or any other Act.</p> <p>(2) The Commissioner may determine the various duties that members of the staff of the Service are required to perform and allocate the duties to be carried out by each member of the staff.</p> <p>(3) The Commissioner may, when the Commissioner considers it appropriate to do so, conduct an audit of all or any activities of members of the Service to determine whether the members are carrying out the activities effectively and doing so efficiently and in compliance with the Service Standards.</p> <p>(4) The ranks of members of the Service are to be determined by the Commissioner.</p> <p>(5) The Commissioner (on behalf of the Crown) may make or enter into contracts or arrangements with any person for the carrying out of works or the performance of services or the supply of goods or materials in connection with the exercise of the functions of the Service.</p>

	(6) This section is subject to the other provisions of this Act and the regulations.
37(3)	The local authority for the rural fire district for which a fire control officer is appointed must provide facilities and accommodation to enable the fire control officer to exercise his or her functions.
60(2)	The Bush Fire Co-ordinating Committee may, with the consent of a public authority: <ul style="list-style-type: none"> (a) vary or revoke any provision of an approved bush fire management plan imposing a requirement on the authority, or (b) vary an approved bush fire management plan so as to impose a requirement on the authority.
60(6)	A bush fire management plan communicated to a public authority to which it relates is to be adopted by that authority and, as far as practicable, carried into effect by the authority in the circumstances indicated by the plan.
62	A bush fire management plan or draft bush fire management plan must be available for public inspection at, and be able to be obtained free of charge from, the office of the local authority for the area to which it relates during ordinary office hours.
63	<ul style="list-style-type: none"> (1) It is the duty of a public authority to take the notified steps (if any) and any other practicable steps to prevent the occurrence of bush fires on, and to minimise the danger of the spread of a bush fire on or from: <ul style="list-style-type: none"> (a) any land vested in or under its control or management, or (b) any highway, road, street, land or thoroughfare, the maintenance of which is charged on the authority. (2) It is the duty of the owner or occupier of land to take the notified steps (if any) and any other practicable steps to prevent the occurrence of bush fires on, and to minimise the danger of the spread of bush fires on or from, that land. (3) A public authority or owner or occupier is liable for the costs incurred by it in performing the duty imposed by this section. (4) The Bush Fire Co-ordinating Committee may advise a person on whom a duty is imposed by this section of any steps (whether or not included in a bush fire risk management plan) that are necessary for the proper performance of the duty.
64	<p>If a fire (not being a fire or part of a fire lit under the authority of this Act or any other Act) is burning on any land at any time during a bush fire danger period applicable to the land the occupier of the land must:</p> <ul style="list-style-type: none"> (a) immediately on becoming aware of the fire and whether the occupier has lit or caused the fire to be lit or not, take all possible steps to extinguish the fire, and (b) if the occupier is unable without assistance to extinguish the fire and any practicable means of communication are available, ensure that the fire is reported immediately to the 000 emergency telephone number.
65	<ul style="list-style-type: none"> (1) In this section: "authorised person", in relation to land, means: <ul style="list-style-type: none"> (a) a hazard management officer, or

	<p>(b) any officer of a rural fire brigade for the time being nominated for the purposes of this section by the Commissioner, or</p> <p>(c) any person for the time being nominated for the purposes of this section by the Bush Fire Co-ordinating Committee, or</p> <p>(d) a person exercising functions under a bush fire risk management plan, or</p> <p>(e) an authorised officer of a fire fighting authority.</p> <p>(2) An authorised person may, with the permission of the fire fighting authority or other authority responsible for unoccupied Crown land or managed land or a person nominated by the authority to give such permission, enter the land and carry out bush fire hazard reduction work with the assistance of such other persons as the authorised person considers to be necessary for the purpose.</p> <p>(3) The authority responsible for unoccupied Crown land or managed land is to be taken to have given the permission under this section to the extent necessary to give effect to a bush fire risk management plan.</p> <p>(4) If permission under this section is given subject to conditions, the conditions must be complied with.</p>
74(1)	Each public authority that is responsible for managed land must report to the Commissioner not later than 1 month after the end of the financial year on its activities to reduce bush fire hazards on the managed land during the preceding financial year.
74(2)(a)&(b)	<p>(2) Any (bush fire hazard report provided to the Commissioner) must include:</p> <p>(a) details of the extent of implementation of any scheme for the reduction of bush fire hazards set out in a bush fire risk management plan that applies to the land, and</p> <p>(b) information about such other matters (if any) as are prescribed by the regulations.</p>
74C(3)	(3) A local authority must refer any complaint made to it under this Division to the Commissioner within 14 days of receipt of the complaint.
76	<p>(1) An adjoining owner who has cleared land on the adjoining owner's side of a dividing fence of all combustible matter for a distance of 6 metres from the fence may, by notice in writing, require the adjoining owner on the other side of the fence to repair or restore the dividing fence if it is damaged or destroyed by a bush fire caused by the failure of the other adjoining owner to clear the adjoining owner's side of the fence of all combustible matter for the same distance.</p> <p>(2) The adjoining owner to whom a notice is given must repair or restore the dividing fence at that adjoining owner's expense:</p> <p>(a) within one month of being given the notice, or</p> <p>(b) within such longer period as the Local Court may allow on application by the adjoining owner to the Local Court.</p> <p>(3) The dividing fence is to be restored to a reasonable standard, having regard to its state before damage or destruction.</p> <p>(4) The adjoining owner may apply to the Local Court for an order authorising the adjoining owner to repair or restore the fence if:</p>

	<p>(a) the adjoining owner to whom a notice is given fails to repair or restore the fence in the required time, or</p> <p>(b) the adjoining owner has not, after making reasonable inquiries, been able to ascertain the whereabouts of the adjoining owner for the purposes of serving the notice.</p> <p>(5) An adjoining owner who repairs or restores a fence under this section (including the owner's employees or agents) may, at any reasonable time, enter on the land adjoining the dividing fence for the purpose of carrying out the work.</p>
77	<p>(1) An adjoining owner who repairs or restores a fence in accordance with an order under section 76 (4) is entitled to recover from the other adjoining owner the cost of carrying out the work.</p> <p>(2) Any money that an adjoining owner is required or liable to pay under this section may be recovered as a debt in a court of competent jurisdiction.</p> <p>(3) In any proceedings for the recovery of money the certificate of the Local Court as to the making and content of an order made by it under section 76 is evidence of the matters set out in the certificate.</p>
79	<p>An adjoining owner who has cleared land in the manner referred to in section 76 may enter the land of an adjoining owner who has failed to so clear that adjoining owner's land and take all necessary steps to extinguish any unattended fire that at its closest point has approached a distance that unreasonably endangers or threatens the adjoining owner's land and any fence or property on it.</p>
83(1)	<p>(1) The Commissioner must, before making a declaration under section 82 that is to have effect only for the bush fire danger period occurring when the declaration is made, consult with and take into account any recommendations made:</p> <p>(a) by the local authority for any area to which the declaration relates, and</p> <p>(b) by any fire fighting authority exercising functions in the rural fire district or fire district constituted for the area.</p>
95	<p>(1) Nothing in this Division requires a public authority or a person acting under the direction of a public authority to hold a permit to light a fire.</p> <p>(2) However, a public authority:</p> <p>(a) must not light a fire in any area of an authority (or part of such an area) if it has been notified that a determination referred to in section 93 (b) has been made in respect of the area, and</p> <p>(b) must not light a fire in any rural fire district unless the fire control officer for the district has been advised that it is to be lit, and</p> <p>(c) must not light a fire on land in any fire district unless the officer in charge of the fire station that is nearest to the land has been advised that it is to be lit.</p>
100E(2)(b) & (c)	<p>(2) The "certifying authority" for a bush fire hazard reduction certificate in respect of bush fire hazard reduction work to be carried out:</p> <p>...</p>

	<p>(b) on any land by a local authority—is the local authority for the area in which the land is situated,</p> <p>(c) on managed land or unoccupied Crown land by a public authority—is the public authority responsible for the land.</p>
100G	<p>(1) Before a certifying authority carries out any bush fire hazard reduction work on land, the certifying authority must certify:</p> <p>(a) that a bush fire risk management plan applies to the land, and</p> <p>(b) that the certifying authority has taken into consideration the provisions of any bush fire code applying to the land and determined which of them should be complied with in carrying out the work and whether any conditions should be imposed having regard to any provisions of that code, and</p> <p>(c) if the certifying authority is a local authority or a public authority, that the notice will be given to the fire control officer for the district in which the land is situated before the work is carried out and to any other person prescribed by the regulations.</p> <p>(1A) In the case of a single bush fire hazard reduction certificate certified by a certifying authority in respect of several parcels of adjoining land, as referred to in section 100E (3), a reference in subsection (1) to the certifying authority carrying out bush fire hazard reduction work on land is taken to include a reference to any authority or person carrying out the work on any of the land.</p> <p>(2) A bush fire hazard reduction certificate certified by a certifying authority must:</p> <p>(a) specify the provisions of any bush fire code applying to the land that the certifying authority has determined should be complied with in carrying out the work, and</p> <p>(b) specify any conditions that have been imposed by the certifying authority having regard to that bush fire code, and</p> <p>(c) specify the period for which the bush fire hazard reduction certificate operates.</p>
100H	<p>(1) Any person may bring proceedings in the Land and Environment Court for an order to remedy or restrain a breach of section 100F or 100G, whether or not any right of that person has been or may be infringed by or as a consequence of that breach.</p> <p>(2) Proceedings under this section may be brought by a person on his or her own behalf or on behalf of himself or herself and on behalf of other persons (with their consent), or a body corporate or unincorporated (with the consent of its committee or other controlling or governing body), having like or common interests in those proceedings.</p> <p>(3) Any person on whose behalf proceedings are brought is entitled to contribute to or provide for the payment of the legal costs and expenses incurred by the person bringing the proceedings.</p>
104	<p>To enable the Minister to prepare the rural fire brigade funding target, a relevant council, rural fire brigade or fire control officer must, at the times and in the way required by the Commissioner, give the Commissioner any of the following information required by the Commissioner:</p>

	<ul style="list-style-type: none"> (a) information relating to the rural fire brigades or other fire fighting personnel, (b) information relating to the fire fighting apparatus of the rural fire brigades or other fire fighting personnel, (c) information about any other matter relating to the organisation of the rural fire brigades or other fire fighting personnel.
109	A relevant council is to pay to the State Revenue Commissioner a rural fire brigade contribution for each financial year.
110	<ul style="list-style-type: none"> (1) The amount of the rural fire brigade contribution is the amount determined by the Minister for each relevant council. (2) The Minister is to determine the contribution payable by a relevant council on the basis of the rural fire brigade funding target for each rural fire district. (3) The contribution payable by relevant councils for each rural fire district is 11.7% of the rural fire brigade funding target applicable to the rural fire district. (4) The contribution to be paid for a rural fire district is to be paid by the relevant council or councils of an area the whole or part of which is included in the rural fire district. (5) In determining the contribution payable by a relevant council, the Minister may apportion the rural fire brigade funding target for rural fire districts between councils of an area, the whole or part of which are included in that district, in the way the Minister thinks fit. (6) A relevant council or an officer of a relevant council must, if asked by the Minister, give the Minister any document or information required by the Minister to determine the council's rural fire brigade contribution.
119 other than 119(5)	<ul style="list-style-type: none"> (1) In this section: "fire fighting equipment" means fire fighting apparatus, buildings, water storage towers or lookout towers. (2) All fire fighting equipment purchased or constructed wholly or partly from money to the credit of the Fund is to be vested in the council of the area for or on behalf of which the fire fighting equipment has been purchased or constructed. (3) A council must not sell or otherwise dispose of any fire fighting equipment purchased or constructed wholly or partly from money to the credit of the Fund without the written consent of the Commissioner. (4) There is to be paid to the credit of the Fund: <ul style="list-style-type: none"> (a) if the whole of the cost of the purchase or construction of any fire fighting equipment was met by money to the credit of the Fund: <ul style="list-style-type: none"> (i) an amount equal to the proceeds of sale of any such equipment, and (ii) any amount recovered (whether under a policy of insurance, from the Bush Fire Fighters Compensation Fund under the <i>Workers Compensation (Bush Fire, Emergency and Rescue Services) Act 1987</i>, or otherwise) in respect of the damage to, or destruction or loss of, any such equipment, and

	<p>(b) if a part only of the cost of the purchase or construction of any such equipment was met by money to the credit of the Fund—an amount which bears to the amount that would be required by this subsection to be paid if the whole of that cost had been met by money to the credit of the Fund the same proportion as that part of the cost bears to the whole of that cost.</p> <p>...</p> <p>(6) The Commissioner may, with the concurrence of the council in which fire fighting equipment is vested under this section, use any of the equipment not reasonably required by the council to deal with incidents in the area of the council to deal with incidents outside the area.</p>
120	<p>(1) Any of the following purposes are purposes to which the consolidated fund of a council may be applied under section 409 of the <i>Local Government Act 1993</i>:</p> <p>(a) the purchase, distribution, maintenance and storage of fire fighting apparatus for the prevention, mitigation and suppression of bush and other fires,</p> <p>(b) the organising of rural fire brigades and such matters as are relevant to doing so, including the establishment of fire stations and fire control centres,</p> <p>(c) the establishment and maintenance of fire breaks,</p> <p>(d) the removal or destruction of combustible matter,</p> <p>(e) the taking of measures generally for the prevention, mitigation or suppression of bush fires.</p> <p>(2) For the purposes of section 495 of the <i>Local Government Act 1993</i>, any work relating to the prevention, mitigation and suppression of bush and other fires is work in respect of which a council may make a special rate.</p>
126	<p>Any person or body on which a function is conferred by or under this Act must furnish such information (and in such form) relating to the exercise of that function or the administration of this Act as the Commissioner or Bush Fire Co-ordinating Committee may reasonably require.</p>

<i>Rural Fires Regulations 2013 (NSW)</i>	
Regulation Number	Requirements
14(a)	<p>Unless the Bush Fire Co-ordinating Committee determines otherwise, the following persons are to be invited to become members of a Bush Fire Management Committee—</p> <p>(a) a person nominated by each local authority whose area comprises land in the Bush Fire Management Committee's area, being (in the case of a local authority that is a council) the Mayor, or a councillor or senior representative of the council,</p>
37	<p>For the purposes of sections 100F(6)(c) and 100G(1)(c) of the Act, the officer in charge of the fire station that is nearest to the land on which bush fire hazard reduction work is to be carried out is prescribed as a person to whom notice of bush fire hazard reduction work must be given but only in relation to work carried out on land in a fire district.</p>

DISCLAIMER

This advice is prepared solely for the internal use of the Leeton Shire Council and is not intended to, and should not, be used or relied upon by any other person. Accordingly, neither BDO, nor any employee of BDO, undertakes responsibility arising in any way whatsoever to any person other than the Leeton Shire Council in respect of this advice.

This advice has been prepared solely for the purpose of assisting you in your evaluation of the appropriate financial reporting requirements discussed in this letter. The advice is not to be used for any other purpose other than those specified herein. No extracts or quotations can be taken from it without BDO's express written approval.

Responsibility for the determination of the appropriate financial reporting requirements for Leeton Shire Council rests with the preparers of the financial statements, including the entity's councillors and management, paying particular regard to any facts that they are aware of that differ from those set out in this advice, especially the possibility of other contracts or arrangements that may affect the overall substance of the transaction.

Our views expressed in this letter are based on the information provided to us by Leeton Shire Council, as outlined above, and our interpretation of relevant Australian Accounting Standards and other financial reporting requirements. If the facts, circumstances, assumptions or other information outlined prove to be different from those described above, our advice may change. Accordingly, we reserve the right amend this advice in these circumstances.

Consistent with the date of the transaction subject to this advice, our conclusions are based on our interpretation of Australian Accounting Standards and Interpretations applicable to the annual reporting period ending 30 June 2021. As you would be aware, new and revised Accounting Standards and Interpretations have been issued since this time. We are not under any obligation in any circumstances to update our advice for any changes in Australian Accounting Standards or Interpretations subsequent to 30 June 2021.

The interpretation of Australian Accounting Standards and Interpretations involves the exercise of professional judgement. In particular, many issues relating to Australian Accounting Standards presently remain subject to professional interpretation in the absence of authoritative announcements. Accordingly, the views expressed in this letter may be different to the views of others. We are not under any obligation to update our advice for changes in our interpretation of Australian Accounting Standards.

This advice has not addressed any tax, regulatory, or other matters other than the specific financial reporting matters described above.

Warrumbungle Shire Council

Agency Information Guide

2022

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Introduction

This document has been produced in accordance with section 20 of the *Government Information (Public Access) Act 2009* (NSW) ('GIPA Act'). It forms the Warrumbungle Shire Council Agency Information Guide and is reviewed annually.

The purpose of the Agency Information Guide is to provide the community and Council staff with information relating to:

- the structure and functions of Council;
- the way in which the functions (including the decision-making functions) of Council affect members of the public;
- the ways in which members of the public are able to participate in policy development and the exercise of Council's various functions;
- the various kinds of information which Council holds and how it will be made available.

The Agency Information Guide is available on Council's website www.warrumbungle.nsw.gov.au

Structure and Functions

Warrumbungle Shire Council is located in North Western NSW and is the gateway to the Warrumbungle Mountains, Siding Spring Observatory and Coolah Tops.

The local government area (LGA) has a population of 9,118 (2021 Census) and the Council provides services covering an area of 12,380 square kilometres.

Coonabarabran is the Administration Centre within the LGA, with an administration office and Council Chambers also located at Coolah. Services are provided to the districts of Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran.

Structure

Warrumbungle Shire Council is governed by a nine-member Council. The elected members comprise the Mayor, Deputy Mayor and seven councillors. The Executive Leadership Team consists of the General Manager and three divisional heads: Director Corporate and Community Services, Director Environment and Development, and Director Technical Services.

Elected members, as at 6 January 2022:

Mayor

Councillor Ambrose Doolan

Telephone: 0419 695 079

Email: Ambrose.Doolan@warrumbungle.nsw.gov.au

Deputy Mayor

Councillor Aniello Iannuzzi

Telephone: (02) 6842 3333

Email: Aniello.Iannuzzi@warrumbungle.nsw.gov.au

Councillors

Councillor Kodi Brady

Telephone: 0411 696 490

Email: Kodi.Brady@warrumbungle.nsw.gov.au

Councillor Dale Hogden

Telephone: 0429 041 958

Email: Dale.Hogden@warrumbungle.nsw.gov.au

Councillor Zoe Holcombe

Telephone: 0421 813 267

Email: Zoe.Holcombe@warrumbungle.nsw.gov.au

Councillor Carlton Kopke

Email: Carlton.Kopke@warrumbungle.nsw.gov.au

Councillor Jason Newton

Email: Jason.Newton@warrumbungle.nsw.gov.au

Councillor Kathryn Rindfleish

Telephone: 0429 771 629

Email: Kathryn.Rindfleish@warrumbungle.nsw.gov.au

Councillor Denis Todd

Telephone: 0427 074 446

Email: Denis.Todd@warrumbungle.nsw.gov.au

Senior staff:

Mr Roger Bailey

Mrs Leeanne Ryan

Mr Gary Murphy

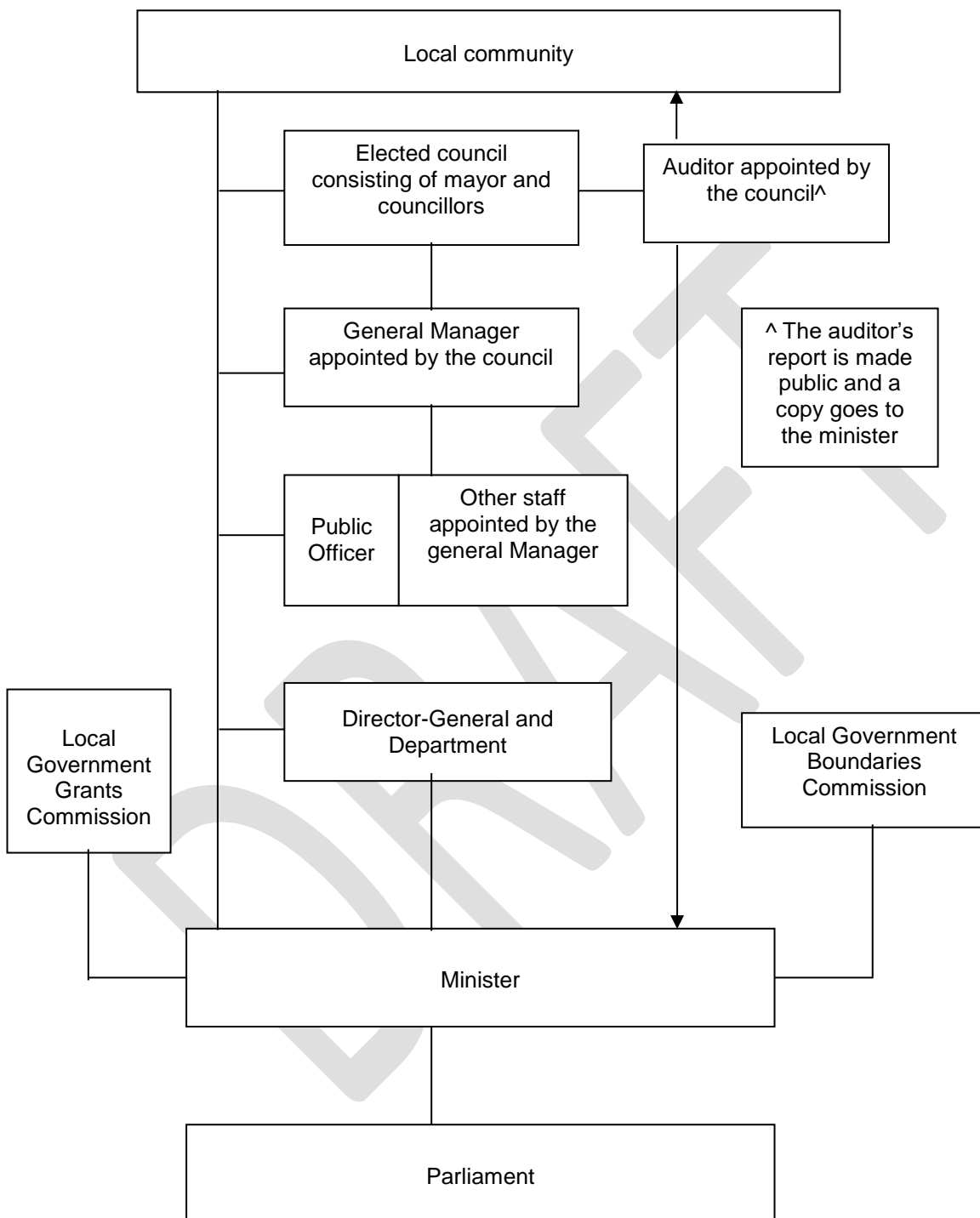
General Manager

Director Environment and Development

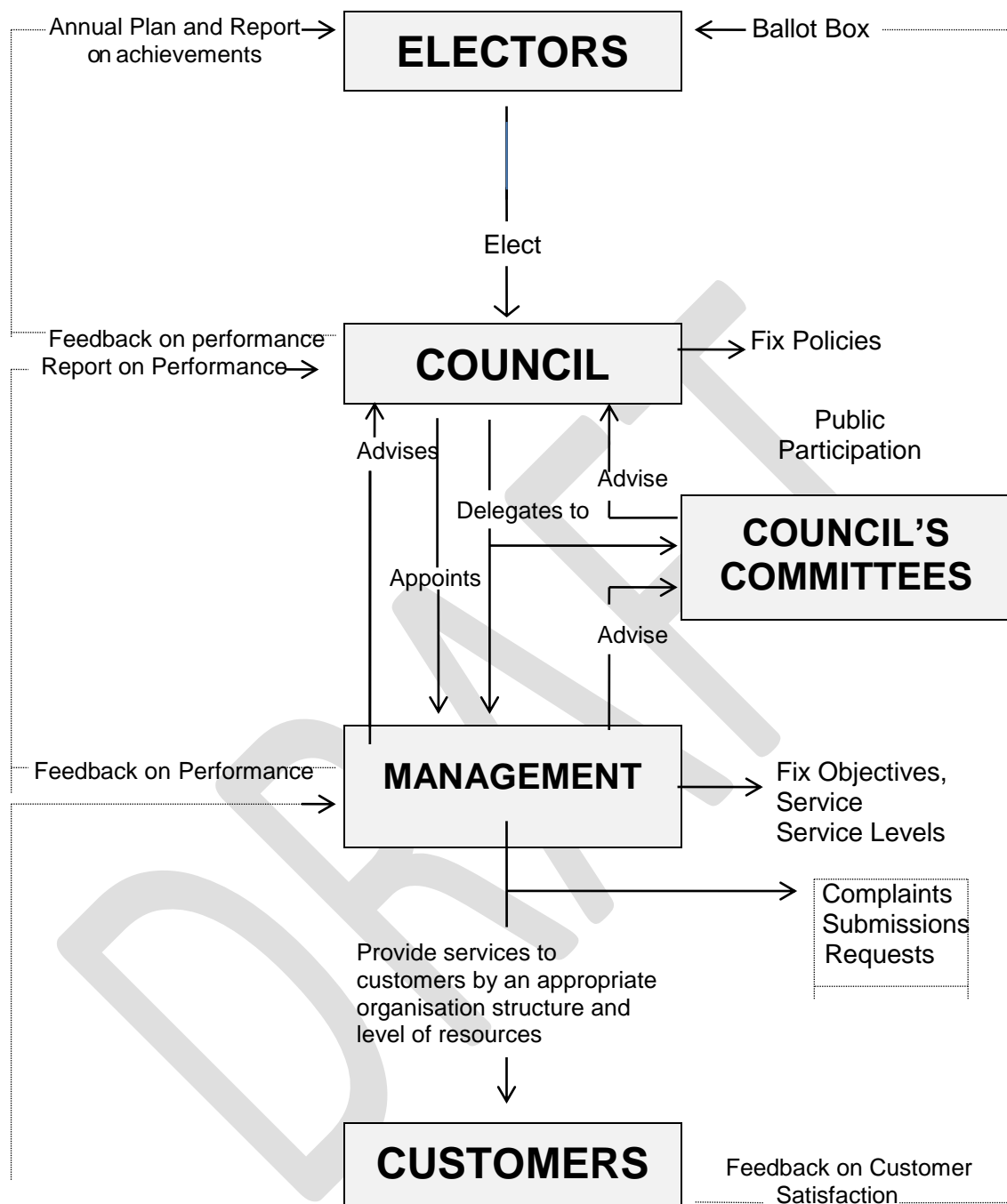
Director Technical Services

Director Corporate and Community Services – vacant

The system of Local Government



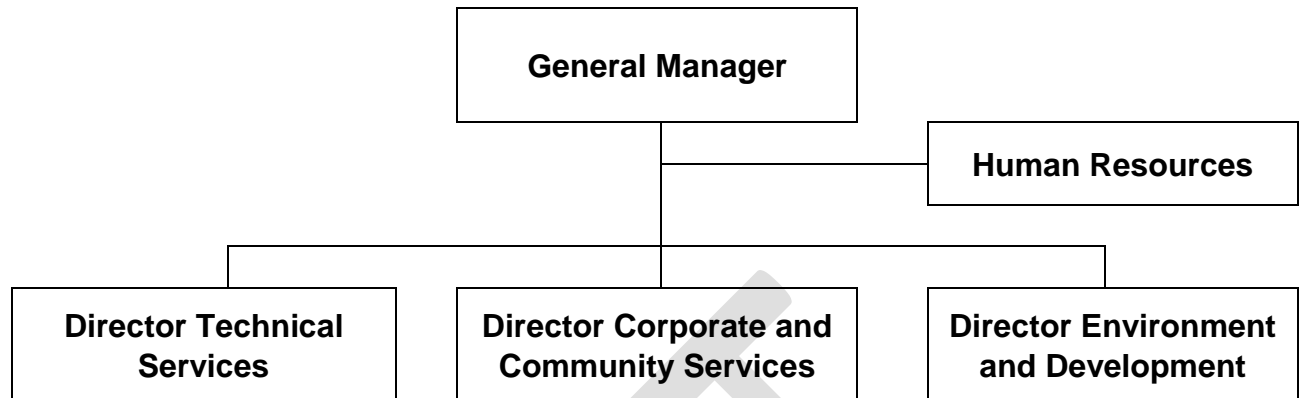
How your Council works



What this Chart Indicates

This chart shows you as both an elector and as a customer of Council. It demonstrates the teamwork between Council and management who provide advice for policy development and then implement the policies and objectives decided by the Council. Channels for feedback and responses appear in dotted outlined.

Warrumbungle Shire Council Organisation Structure



Major Functions

Warrumbungle Shire Council is responsible for the management of the following principal activities and services provided by Council:

Executive Services

The General Manager is responsible for the day to day care, control and management of all functions of the Organisation, and the outcomes achieved by the divisions, plus:

- Codes and Delegations
- Corporate Affairs
- Corporation Image and Government Relations
- Human Resources
- Management and Leadership
- Organisation Structure and Development
- Public Relations – Ceremonies/Functions, Promotions

Technical Services

- Asset and Design Services
- Fleet Services
- Property Management
- Road Operations
- Technical Services Management
- Urban Services

Corporate and Community Services

- Access to Information
- Children's Services
- Communications
- Community Consultation
- Community Services
- Corporate Services Management
- Customer Services
- Financial Services
- Governance
- Information Management

- Information Technology (IT) Services
- Integrated Planning and Reporting Framework
- Policies
- Risk Management
- Service NSW

Environment and Development Services

- Development Management
- Economic Development
- Regulatory Services
- Tourism
- Warrumbungle Waste
- Water and Waste Water Management

Effect of Functions on the Public

GIPA Act section 20(1)(b) – an agency must have a guide (it's 'Agency Information Guide') that describes the way in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public.

Most of Council's functions have a direct impact on members of the public. This impact is summarised below:

- Council currently employs around 200 people. Staff are members of local communities. Council supports local businesses in a Local Preference Purchasing Policy.
- Council processes applications dealing with a variety of requests. Applications dealing with land (subdivision and development) and the use of buildings are a large component of Council's activities. Council also receives requests for the opening and/or closure of roads, permission to hold special events and applications to use public facilities.
- Council is responsible for the monitoring and enforcement of any conditions imposed under its role as a Consent Authority together with enforcement of regulatory conditions which extend to bushfire control, animal control and any activities involving public property.
- Council is responsible for ensuring that the infrastructure and land use zonings are capable of accommodating future growth needs.
- Council is also responsible for the licensing of public halls, food outlets, caravan parks and companion animals. Monitoring of the approvals to ensure compliance with the licence conditions is an ongoing activity.
- Libraries, public halls, parks, cemeteries, reserves and swimming pools are some of a wide range of facilities provided by Council.
- Council is actively seeking to promote economic development with the employment of staff in this area and is actively involved with tourism through the Visitor Information Centre and Economic Development and Tourism Committee.
- The provision of waste management, water supply and sewerage services is a major component of Council's budget and these activities have a direct impact on all properties serviced by the various schemes throughout the LGA.
- Council provides a range of children's and community service functions including Connect Five Children's Services, Coonabarabran After School and Vacation Care and Warrumbungle Community Care.
- Council's Community Connections Programs provide support for local communities in relation to community development and capacity building.

- Warrumbungle Shire Council has developed a close working relationship with the State Member for Barwon (Roy Butler MP) and Federal Member for Parkes (The Hon Mark Coulton MP). These working relationships have assisted Council in representations on behalf of the community to both State and Federal Governments with some positive outcomes for the LGA flowing from those representations.

Public Participation in Council's Policy Development

GIPA Act section 20(1)(c) – an agency must have a guide (it's 'Agency Information Guide') that specifies any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and exercise of the agency's functions.

Monthly meetings of Council are advertised and attendance by members of the public is encouraged. Public forums are provided before the commencement of each monthly Council meeting, and community members are invited to address Council and senior staff on any issue having relevance to the responsibilities and jurisdiction of Council. The opportunity to speak at public forums is advertised regularly. Before the meeting, each speaker is provided with a copy of Council's Public Forum Policy and is required to complete and sign a Public Forum Speaker Agreement Form before addressing the forum. Councillors are encouraged to ask questions at the time of the forum presentation and the Mayor accepts written information that may be provided at that time for distribution to each councillor.

The Council considers matters referred to it by and through the General Manager from division heads, other organisations (public and private) and constituents of the area. Input from community members in any area of Council's operations is invited and welcomed. Copies of the Draft Operational Plan incorporating budget proposals for the ensuing year are placed in each of the Council administration buildings for community input and copies are forwarded by mail to community bodies (eg. progress associations) in outlying areas for public comment and seeking further community consultation. Community members may also access documentation on Council's website.

The following committees have community representation and act as advisory bodies to Council:

- Coonabarabran Sporting Complex Advisory Committee
- Coonabarabran Swimming Pool Advisory Committee
- Coonabarabran Town Beautification Advisory Committee
- Robertson Oval Committee
- Traffic Advisory Committee
- Warrumbungle Shire Tourism and Economic Development Advisory Committee

Ordinary meetings of Council are held generally on the third Thursday of each month commencing at 5:00pm. Monthly Council meetings normally alternate between Coonabarabran and Coolah Council Chambers. Any change of venue and time is advertised in the local papers, and on Council's website and social media channels.

Extraordinary Council Meetings are held for the consideration of specific issues as required.

Both Ordinary and Extraordinary meetings are open to the public, with the exception of matters which are considered to be of a confidential nature, and public attendance at these meetings is invited.

Community Consultation meetings are held twice yearly at Baradine, Binnaway, Dunedoo, Mendooran, Coolah and Coonabarabran, and every twelve (12) months at Goolhi, to enable easier access by community members to bring relevant issues before Council. These

meetings are usually held in March and October and are advertised and promoted to each community.

Items of correspondence can be delivered to the Council Chambers in John Street, Coonabarabran or Council Chambers in Binnia Street, Coolah or addressed to Council's Administration Centre - The General Manager, Warrumbungle Shire Council, PO Box 191, Coonabarabran NSW 2357.

Various Kinds of Government Information Held by Council

GIPA Act section 20(1)(d) – an agency must have a guide (it's 'Agency Information Guide') that identifies the various kinds of government information held by the agency.

Council holds a wide range of information, in both hard copy and electronic form in respect of the wide range of functions undertaken by it. That information is contained in:

- Files – either physical or electronic
- Policy documents
- General documents

Information included under the heading "General Documents" of this Agency Information Guide may be made available to the public on request unless there is an overriding public interest not to do so.

Some information may require a formal access application in accordance with the GIPA Act.

Files

Council processes incoming and outgoing mail through an electronic Document and Records Management System (InfoXpert). Copies of relevant incoming/outgoing correspondence are kept electronically with hard copies retained in daily correspondence folders, which are archived and dealt with under the provisions of the General Retention & Disposal Authority – Local Government (GA39).

Hard copy files have continued to be maintained for all matters relating to properties, plant and equipment, personnel, roads, financial and some general business of Council.

Council's files are not available on the website however this information may be made available either by informal release or via an access application, unless there is an overriding public interest against disclosure of the information, in accordance with the provision of GIPA.

Members of the public who require an informal release or an access application can do so by contacting council on 02 6849 2000.

Policy Documents

Council's policy documents are contained in a Register incorporating policies under the headings of: Strategic; Auspiced; Management; and Staff.

A copy of Council's Strategic Policies can be viewed on Council's website at <http://www.warrumbungle.nsw.gov.au>.

General Documents

The following list of general documents held by Council has been divided into four sections as outlined in the *Government Information (Public Access) Regulation 2009*:

1. Information about Council
2. Plans and Policies

3. Information about Development Applications
4. Approvals, Orders and other documents

Kinds of Information Held by the Agency that the Agency will make Publicly Available
GIPA Act section 20(1)(e) – an agency must have a guide (it's 'Agency Information Guide') that identifies the kinds of government information held by the agency that the agency makes (or will make) publicly available.

AND

Kinds of Information that is Available Free of Charge and those Kinds for which a Charge is Imposed

GIPA Act section 20(1)(g) – an agency must have a guide (it's 'Agency Information Guide') that identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.

The *Government Information (Public Access) Regulation 2009* requires that information contained in the following records held by Council are to be made publicly available for inspection, free of charge. The public is entitled to inspect these records on Council's website (unless there is an unreasonable additional cost to Council to publish these records on the website) and copies may also be inspected at the Administrative Office of the Council at Coonabarabran during ordinary office hours or at any other place as determined by the Council.

Open information is also available from other agencies, such as Data.NSW, accessible online at www.data.nsw.gov.au. Data.NSW aims to increase the safe use of data across NSW government in order to support data-driven decision making, and provides a single search environment for NSW data assets.

Copies of open information held by Council can be supplied for reasonable copying charges as set out in Council's Fees and Charges.

These records are:

1. Information about Council
Information contained in the current version and the most recent previous version of the following records is prescribed as open access information and may be inspected by the public free of charge.
 - The Model Code prescribed under section 440(1) of the *Local Government Act 1993* ('LGA')
 - Council's adopted Code of Conduct
 - Code of Meeting Practice
 - Annual Report
 - Annual Financial Reports
 - Auditor's Report
 - Community Strategic Plan
 - Resourcing Strategy – Long Term Financial Plan, Work Force Management Strategy and Asset Management Plan
 - Operational Plan and Delivery Program
 - Equal Employment Opportunity Management Plan
 - Policy concerning the Payment of Expenses and the Provision of Facilities to Councillors
 - Annual Reports of Bodies Exercising Functions Delegated by Council
 - Any Codes referred to in the LGA.

Information contained in the following records (whenever created) is prescribed as open access information and may be inspected by the public free of charge.

- Returns of the Interests of Councillors, Designated Persons and Delegates
- Agendas and Business Papers for any meeting of Council or any Committee of Council (but not including business papers for matters considered when part of a meeting is closed to the public)
- Minutes of any meeting of Council or any Committee of Council but restricted (in the case of any part of a meeting that is closed to the public) to the resolutions and recommendations of the meeting
- Departmental representative reports presented at a meeting of Council in accordance with section 433 of the LGA.

Information contained in the current version of the following records is prescribed as open access information and may be inspected by the public free of charge.

- Land Register
- Register of Investments
- Register of Delegations
- Register of graffiti removal work kept in accordance with section 13 of the *Graffiti Control Act 2008*
- Register of current Declarations of Disclosures of Political Donations
- Register of Voting on Planning Matters.

2. Plans and Policies

Information contained in the current version and the most recent previous version of the following is prescribed as open access information and may be inspected by the public free of charge.

- Local Policies adopted by Council concerning approvals and orders
- Plans of Management for Community Land
- Environmental Planning Instruments, Development Control Plans and Contribution Plans made under the *Environmental Planning and Assessment Act 1979* applying to land within Council's area.

3. Information about Development Applications

Information contained in the following records (whenever created) is prescribed as open access information and may be inspected by the public free of charge.

Development applications (within the meaning of the *Environmental Planning and Assessment Act 1979*) and any associated information received in relation to a proposed development including the following:

- Home Warranty Insurance documents
- Construction Certificates
- Occupation Certificates
- Structural Certification documents
- Town Planning Reports
- Submissions received on Development Applications
- Heritage Consultant Reports
- Tree Inspections Consultant Reports
- Acoustic Consultant Reports
- Land Contamination Consultant Reports
- Records of decisions on Development Applications including decisions made on appeal
- Records describing the general nature of documents that Council decides are excluded from public view including the plans and internal specifications and

configurations for any residential parts of a proposed building and commercially sensitive information if that information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.

4. Approvals, Orders and Other Documents

Information contained in the following records (whenever created) is prescribed as open access information and may be inspected by the public free of charge.

- Applications for approvals under part 1 of chapter 7 of the LGA and any associated documents received in relation to such an application
- Applications for approvals under any other Act and any associated documents received in relation to such an application
- Records of approvals granted or refused, any variation from council policies with reasons for the variation, and decisions made on appeals concerning approvals
- Orders given under part 2 of chapter 7 of the LGA, and any reasons given under section 136 of the LGA
- Orders given under the Authority of any other Act
- Records of Building Certificates under the *Environmental Planning and Assessment Act 1979*
- Plans of land proposed to be compulsorily acquired by Council
- Compulsory Acquisition Notices
- Leases and Licenses for use of Public Land classified as Community Land
- Performance improvement orders issued to a council under part 6 of chapter 13 of the LGA.

Privacy Management Plan

Council's endorsed Privacy Management Plan (endorsed 19 October 2017) under the terms of the *Privacy and Personal Information Protection Act 1998* ("PPIPA") and *Health Records and Information Privacy Act 2002* ("HRIPA") provides for the protection of personal information and for the protection of the privacy of individuals.

Local Government Councils are required to collect personal information but must ensure the privacy rights of individuals are not infringed. Council is bound by the terms of the PPIPA and HRIPA and has established procedures to ensure that the provision of information sought from Council meets the requirements of the Acts.

Applications for Access to Council's Records Under the GIPA Act

If you ask for records or documents and you are not able to obtain them, you can apply for them, under the GIPA Act by:

1. Completing an Access Application. These forms are available at Council's offices or you may apply in writing, supplying all the details required under the GIPA Act. Application forms can also be accessed via the IPC website at www.ipc.nsw.gov.au.
2. Present the form or letter, the appropriate fee and where necessary, identification to either of the Council's offices. Details of procedures, fees and reductions in certain cases can be obtained from Council's office.

The Manner in which the Agency will make Information Publicly Available

GIPA Act section 20(1)(f) – an agency must have a guide (it's 'Agency Information Guide') that specifies the manner in which the agency makes (or will make) government information publicly available.

Council has a vast range of information that can be accessed in varying ways. Council regularly reviews publicly available information and is proactive about releasing as much information as possible on Council's website. Other information/records can be inspected at and obtained from Council's Administrative Centre at Coonabarabran between the hours of 8:30am and 4:30pm, Monday to Friday (except public holidays).

Access Arrangements

In most instances, access will be provided to information that is available to members of the public without the need to apply in writing, under the GIPA Act. Access can be obtained by contacting enquiry staff from the relevant division at either Council Chambers.

Enquiries relating to matters of a confidential nature, court proceedings, private affairs or of a legal professional privilege, will be referred to the General Manager as Principal Officer. It may then be necessary to lodge an application under the GIPA Act and the necessary forms will be provided to you.

It should be noted however that 'personal information' relating to individuals may be protected under the PPIPA and may not be able to be made available without the consent of the person concerned.

An initial application fee of \$30.00 is required and dependent on processing time involved, extra charges may also be payable.

The application fee covers the first hour of processing time. A further processing charge of \$30.00 per hour may be applicable. If the application is refused, reasons will be given and information provided on how to appeal the decision.

Public Officer – Right to Information Officer

The Director Corporate and Community Services has been appointed as the Public Officer. Amongst other duties, the Public Officer may deal with requests from the public concerning the Council's affairs and has the responsibility of assisting people to gain access to public documents of the Council.

The Public Officer is also Council's Right to Information Officer and, as such, is responsible for determining applications for access to documents or for the amendment of records. If you have any difficulty in obtaining access to Council documents, you may wish to refer your enquiry to the Public Officer. Also, if you would like to amend a document of Council which you feel is incorrect it is necessary to you to make written application to the Public Officer in the first instance.

Enquiries should be directed to:

The General Manager

Warrumbungle Shire Council

14-22 John Street

COONABARABRAN NSW 2357

Postal Address:

PO Box 191

COONABARABRAN NSW 2357

Telephone:

02 6849 2000

Facsimile:

02 6842 1337

Email:

info@warrumbungle.nsw.gov.au

Council's website:

www.warrumbungle.nsw.gov.au

Office hours for public access:

8:30am – 4:30pm

Monday to Friday (excluding public holidays)

Switchboard operates:

8:30am – 4:30pm

Monday to Friday (excluding public holidays)

Office of the Information Commissioner

If you require any other advice or assistance about access to information you may contact the Office of the Information and Privacy Commissioner by telephone on 1800 472 679 (free call) or by email at ipcinfo@ipc.nsw.gov.au.

Information and Privacy Commission NSW

Level 17, 201 Elizabeth Street

SYDNEY NSW 2000

Free Call: 1800472679

Fax: (02) 81143756

www.ipc.nsw.gov.au

DRAFT

Warrumbungle Shire Council

Customer Service Charter

Draft review

1. Introduction

Warrumbungle Shire Council aims to ensure that our customers receive efficient, responsive and friendly service. This is our commitment to you with our Customer Service Charter.

Our Customer Service Charter sets out Council's service standards, and explains what you can do if we have not delivered a service to that standard.

2. Who are our customers?

Customers are any person or organisation that has any form of dealings with Council. This includes residents, ratepayers, shopkeepers, business operators, Council staff, contractors and elected members.

3. General enquiries

Enquiries, including complaints, may be made by telephone, email, mail or by completing the online customer request form on Council's website www.warrumbungle.nsw.gov.au.

Written correspondence, including complaints, will be acknowledged with a document identification number for reference within two (2) working days.

Customers leaving a telephone message will be supplied with a reference number at the time of their call upon request. An initial response to telephone messages will be made by the relevant Manager or alternate staff member within two (2) working days.

Enquiries made over the counter will be entered into Council's customer request management (CRM) system at the time of the enquiry and a reference number will be given.

A response to general correspondence will be made by the relevant Manager or alternate staff member within 10 working days with advice regarding intended actions on your enquiry.

Urgent or emergency requests will be dealt with as soon as possible.

4. What can you expect from Warrumbungle Shire Council?

- ✓ We will have our customer service counters attended at all times
- ✓ We will answer and return telephone calls promptly
- ✓ We will greet you in a friendly way and identify ourselves
- ✓ We will respect, listen and respond to your concerns within service standards
- ✓ We will communicate clearly, accurately and in plain language
- ✓ We will keep you informed of the progress of your enquiry
- ✓ We will respect your privacy
- ✓ We will be helpful and sensitive to your needs
- ✓ We will support our community's cultural diversity
- ✓ We will work with you to solve problems, and refer you to an appropriate organisation if we are unable to meet your request

5. What do we ask of you?

- To treat our staff with mutual respect
- To respect the rights of other customers
- To provide accurate and complete information in your dealings with us
- To respect the community in which we live
- To work with us to solve problems

6. Complaints

A complaint results if you are not satisfied with our service standards in any respect, or if we have made a mistake. If this happens, please bring your complaint to us directly so that we can resolve the issue and improve our service for the future. Our Complaint Handling Policy and procedures guide how we deal with your complaint.

6.1 How to make a complaint

A complaint can be made by phone, in person, in writing, by email, or by completing the online customer complaint form on Council's website at www.warrumbungle.nsw.gov.au.

6.2 Response to a complaint

We will try to resolve the complaint as quickly as possible and get back to you by your preferred method of response. You may expect a written or verbal response to your complaint within ten (10) working days.

Whilst most problems can usually be resolved quickly, there are times when detailed investigation is required. If it will take time, we will keep you informed of the progress of your complaint.

6.3 What to do if you are not happy with the resolution of the complaint

If you are not satisfied with our resolution to your complaint, you can request a review of your complaint by the General Manager.

If you are still not satisfied with the response to your complaint, you may contact the NSW Ombudsman, the Office of Local Government, or Independent Commission Against Corruption (ICAC) as appropriate.

7. Contact details

Contacting Council	External Contacts
Coolah Council Office Monday to Friday, 8.30am – 4.30pm 59 Binnia Street, Coolah, 2843 02 6378 5000	NSW Ombudsman The Ombudsman www.ombo.nsw.gov.au 02 9286 1000
Coonabarabran Council Office Monday to Friday, 8.30am – 4.30pm 14-22 John Street, Coonabarabran, 2357 02 6849 2000	Office of Local Government www.olg.nsw.gov.au 02 4428 4100
After hours emergencies 02 6849 2000	ICAC www.icac.nsw.gov.au 02 8281 5999
Email info@warrumbungle.nsw.gov.au	
In writing The General Manager PO Box 191 Coonabarabran NSW 2357	
Councillors Contact details supplied on Council's website www.warrumbungle.nsw.gov.au	

	Community Liaison and Communications Policy
	Strategic

1. Purpose

To ensure that Warrumbungle Shire Council (Council) conducts appropriate community engagement and communication which, at a minimum, meets legislative requirements and encourages community participation in Council's decision making.

2. Scope

This policy applies to all Council operations and functions. This extends to all Council representatives and staff involved in the process of community engagement and communications.

3. Associated Policies, Legislation and Documents

ASSOCIATED POLICIES	<ul style="list-style-type: none"> • Communications Policy • Media Policy – Councillors • Privacy Management Plan
ASSOCIATED LEGISLATION	<ul style="list-style-type: none"> • <i>Privacy Act 1998</i> (Cth) • <i>Environmental Planning and Assessment Act 1979</i> (NSW) • <i>Local Government Act 1993</i> (NSW) • <i>Local Government (General) Regulation 2021</i> (NSW)
ASSOCIATED DOCUMENTS	<ul style="list-style-type: none"> • Community Engagement Strategy • Community Strategic Plan

4. Definitions

Term	Definition
Communication	A process for informing the community about Council services, programs and decisions. Communication may be formal and structured or informal and less structured to meet the needs of a particular audience. Communication is a vital component of community engagement.
Community	All stakeholders including but not limited to residents, ratepayers, interest groups, organisations and individuals with an interest in the Warrumbungle local government area and the services, functions and future direction of the Warrumbungle Shire Council.
Community engagement	<p>The process of WSC and groups of people working cooperatively around an issue prior to WSC determining a decision or a direction on that issue. Engagement can include:</p> <ul style="list-style-type: none"> • Gathering and provision of information • Consultation • Participation

5. Policy Statement

Council recognises that effective community engagement and communication has benefit to Council and the community. Such benefits include:

- Better outcomes through understanding needs and views of the community and customers.
- Outcomes that are broadly supported by the community.
- Increased satisfaction with Council services, operations, staff and elected officials.
- Increased awareness, understanding and acceptance of decisions made.
- Development of solutions to local issues through Council and community partnerships.
- Increased community understanding of Council processes and responsibilities.

Community engagement planning will be informed by the Public Participation Spectrum developed by the International Association for Public Participation (IAP2) which outlines five levels of public participation: inform; consult; involve; collaborate; and empower. These five levels are explained further at clause 10.

Council will consider the level of impact and complexity of a project prior to conducting a community engagement process and prepare a community engagement plan and determine appropriate methods for engagement that align with the determined level of impact.

Council will utilise Council owned channels and platforms to inform the community of opportunities for community engagement and to communicate Council services, programs and decisions.

6. Principles

Council will:

- Inform the community about Council's decision-making processes about long term planning, asset management and service delivery.
- Ensure that participation processes are clear about the decision to be made and the level of influence the community can have on the decision.
- Communicate clearly the context and objectives of community engagement processes.
- Provide community members with all appropriate and relevant information about the background to the issue, including existing policies, legislative requirements, opportunities and constraints.
- Use community engagement methods appropriate for the targeted community groups.
- Ensure allocation of adequate resources, including time and skills as well as funding, to participation processes.
- Be respectfully curious about community views and perspectives, free from bias.
- Where appropriate, report on, consider, respond to and act on community input received as part of Council's decision-making processes.

7. When Council should engage

Different issues under consideration by Council will have varying requirements for community engagement. Council representatives and staff are responsible for determining if, and to what extent, community engagement is required as appropriate to their role and function.

Council will undertake a formal community engagement process in the following circumstances:

- Where there is a legislative/statutory requirement.
- When Council resolves to undertake community consultation.
- On issues that have the potential to affect the delivery of services or facilities that contribute to community well-being, growth and prosperity.

- When identifying and understanding the needs and priorities of the community for the purposes of strategic planning.
- To monitor and evaluate community satisfaction with Council or Council services.

Under the *Local Government Act 1993* (NSW) Council is required to publicly exhibit certain information for a set period of time. Notification in respect to Development Applications is governed by the *Environmental Planning and Assessment Act 1979* (NSW). Any statutory obligation must be adhered to.

8. Preparing a Community Engagement Plan

Council staff will ensure the following steps are followed when planning and undertaking community engagement:

1. Define the project.
2. Determine the level of impact and influence.
3. Determine type of participation.
4. Review stakeholder and select appropriate engagement methods (participation methods must consider accessibility for intended audience).
5. Develop timeframe and resources.
6. Consider feedback, reporting and evaluating.

Council's Communications team is to be informed of new community engagement programs and will provide advice on preparing and implementing engagement plans.

9. Compliance with Council Policy and Respective Legislation

To comply with Council Policy and respective legislation the following special considerations apply:

9.1 Submissions

In circumstances where Council requires members of the public to make written submissions all submissions received will be regarded as public and available for general access unless the writer specifically requests that they want their personal details to be suppressed.

Written submissions include correspondence received in person, email, completion of online form or other paper-based submission form.

Submissions must be addressed to the General Manager.

9.2 Surveys

Use of surveys including online surveys, polls and questionnaires are to be undertaken in line with the *Privacy Act 1998* (Cth) and Council's Privacy Management Plan. This includes:

- Securely storing recipients' personal information.
- Disclosing how and why personal information is being collected and how it will be used.
- Clearly identifying the survey as being undertaken by or on behalf of Warrumbungle Shire Council.
- Developing and publicising any terms or conditions for the award of participation incentives.
- When utilising online collection tools action should be taken to restrict multiple entries from the same user.
- Telephone surveys must be completed in accordance with the 'do not call register'.

The result of customer surveys undertaken by individual branches are to be forwarded to Council's Communications team to maintain a central repository of survey results.

The Communications team is to provide assistance to other branches in respect of the development of customer and community surveys where necessary.

9.3 Public Exhibition

Tenders and changes to Council policies must go on public exhibition in accordance with the requirements of the *Local Government Act 1993* (NSW) and the *Local Government (General Regulation) 2021* (NSW). Council may resolve to place other documents on public exhibition and invite public submission from time to time.

10. Level of Engagement

Council will call for different levels of engagement depending on the issue, and its immediate or long term impact on the community and at different stages of a project.

The five levels of engagement outlined in the International Association of Public Participation Spectrum shown below will be utilised:

- **Inform.** To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.
- **Consult.** To obtain public feedback on analysis, alternatives and/or decisions.
- **Involve.** To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.
- **Collaborate.** To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.
- **Empower.** To place final decision-making in the hands of the public.

The identified level of engagement and its financial implication for each project will be noted in Council Business Papers. The level will be determined in consultation with the appropriate Manager and Director.

11. Responsibilities

Council is responsible for reviewing the Policy from time to time to ensure it complies with the Legislation and is achieving the Council's intent.

Council Managers and staff undertaking community engagement and communication are responsible for:

- Informing the Communications team of information being communicated to the community or undertaking community engagement.
- Preparing communications plans as part of planning processes for projects that impact the community.
- Undertaking training and development in community engagement to build capability.
- Advising all relevant internal stakeholders (such as Customer Service, Communications, Executive staff) before commencing community engagement, a communication plan or campaign.
- Complying with Council policies.
-

Communications team is responsible for:

- Maintaining organisational accountability for Community Engagement and overseeing compliance with Council policy.
- Maintaining a register of customer and community surveys undertaken by branches and divisions across Council.
- Providing advice and assistance in the development and implementation of community engagement and communication plans.

12. Getting Help

The staff members who can assist with enquiries about this Policy are:

Position/s: Manager Corporate Services

Department: Corporate Services within Corporate and Community Services

13. Version Control

Review Date: By September 2025

Staff member responsible for review: Manager Corporate Services

Policy Name	Version	Resolution	Date
Community Liaison and Communication Policy	1	335/1920	19 March 2020
Community Liaison and Communication Policy	Draft		

Warrumbungle Shire Council

Quarterly Delivery Program Progress Report

30 June 2022

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EXECUTIVE SERVICES						
No	Service Level	Indicator	Bench- mark	Performance	On Target Y/N	Comments
Management and Leadership						
1	Advice and policy recommendations are provided to Council in relation to local government and relevant industry related legislation	Council is informed of Legislative changes within required timeframes.	Yes	Yes	Y	
2	Requirements under the Local Government Act, relevant regulations and the DLG's Integrated Planning and Reporting Framework are met.	Council Resolutions are implemented without undue delay; development and implementation of the Strategic Plan, IP & R Framework are met.	Yes	Yes	Y	
3	Staff performance and competency review processes are in place.	Annual reviews of all staff conducted as required by the Award or senior staff contracts.	98%	99%	Y	
4	Economic development, business opportunities and grants are maximised for the shire area.	Revenue and income targets are met as per the Operational Plan.	Yes	Yes	Y	
5	Stakeholders and the community are informed of Council's activities and decisions.	The number of publications and media opportunities per month to promote/discuss Council activities and issues in a public forum in accordance with Council's Communications Policy	> 5	> 5	Y	On average Council displayed 115 publications and media opportunities per month throughout this period.
6	Appropriate networking opportunities are maintained including regional stakeholder groups and individuals.	Relevant linkages established and maintained to Council satisfaction.	Yes	Yes	Y	
7	Staff kept informed via staff newsletter	Number of staff newsletters per year	4	24	Y	Staff Newsletters are distributed to staff every fortnight.

EXECUTIVE SERVICES						
No	Service Level	Indicator	Bench- mark	Performance	On Target Y/N	Comments
Governance						
1	Council plays an influential role within the wider region and is a strong advocate for local interests	Membership and participation in LGNSW, OROC, Mining Related Councils and other regional groupings is maintained with reports provided to Council	Yes	Yes	Y	
2	Council is known as a professional and well-respected body and the decision-making process is transparent and corruption resistant.	Number of times per annum that each Councillor attends professional development or training events	2	3	Y	Councillors attended Code of Conduct training, councillor induction training and one councillor attending a Hit the Ground Workshop.
3	Council's decision-making processes is open and enables community input	Business papers are available to the public (via Council's website, libraries and offices) three (3) business days before Council meetings and minutes published within five (5) business days of the meeting	Yes	Yes	Y	
4	Opportunities are provided in a variety of forums for all stakeholders to contribute to Council's decision-making process	Number of advisory and community consultation meetings held annually	20	40	Y	The following Committee meetings were held throughout the year for: Audit, Risk and Improvement Committee Australia Day Committee Community Consultations Coonabarabran Sporting Complex Advisory Coonabarabran Swimming Pool Coonabarabran Town Beautification EDT Committee LEMC Plant Advisory Committee Robertson Oval Committee Traffic Advisory Committee

EXECUTIVE SERVICES						
No	Service Level	Indicator	Bench- mark	Performance	On Target Y/N	Comments
Governance (cont)						
5	The future direction of Council is effectively managed through the IP&R process with input from the community	Council's decisions are based on social, economic, environmental and community priorities in the Community Strategic Plan	Yes	Yes	Y	
Human Resources Management						
1	Efficient and effective recruitment of vacated positions	Time taken to fill vacated positions within the organisation structure	6 weeks	8+ weeks	N	It is recommended that this performance indicator be amended to reflect the time taken to commence advertising of vacant positions as skills shortages and market conditions mean that this measure does not provide accurate picture of service level.
2	Relationships between management and unions remain positive	Percentage of industrial relations issues resolved with no breaches of government legislation	98%	100%	Y	Relationships between management and unions remain positive.
3	Turnover of staff is kept to a minimum	Staff turnover ratios are managed to % of total staff	15%	15.68%	N	Calculated as number of terminations/headcount 14.59% voluntary turnover (includes 1 death, 1 retirement, 1 resignation on medical grounds); in addition there was 1.1% employer initiated turnover (includes SBTs, term contracts > 1 year, disciplinary actions, terminations during probation period). Does not include trainees and apprentices employed by Skillset.

EXECUTIVE SERVICES						
No	Service Level	Indicator	Bench- mark	Performance	On Target Y/N	Comments
Human Resources Management (cont)						
4	All HR Policies are relevant and adhere to legislative requirements	Frequency of review and updating of policies	Annual	3+ years	N	Most policies will be reviewed over the next 12 months; many policies are only required to be reviewed every 2-3 years (measure needs updating).
5	Workforce Management Strategy is adopted by Council	Workforce Management Strategy action plans are implemented within the recommended time frames	Yes	N	N	Draft WFP reviewed by ELT and is to be submitted to Consultative Committee before ELT will adopt. Draft actions in plan are being undertaken.
6	Content on Councils Intranet is up-to-date and accurate.	Daily monitoring	Yes	No	N	Regular monitoring of HR content.
Payroll Services						
1	Upon timely receipt of timesheets, wages are paid into staff bank accounts by Thursday of each week.	Number of late or incorrect wage payments	None	None	Y	None where timesheets are received on time and are correct. Wages are paid by electronic transfer on payday; some banks may not process transaction on same day.
2	Superannuation payments paid within the prescribed timeframe	Number of payments made outside of prescribed timeframe	None	None	Y	
3	Staff termination payments made within one week from final date of employment	Number of complaints	None	None	Y	
Workplace Health and Safety						
1	All Safety Policies are relevant and adhere to legislative requirements	Frequency of review and updating of policies	Annual	No	N	Currently working to complete reviews of all safety policies. WHS Advisor appointed in May and a number of policies will be submitted to new WHS Committee over next few months.

EXECUTIVE SERVICES						
No	Service Level	Indicator	Bench- mark	Performance	On Target Y/N	Comments
Workplace Health and Safety (cont)						
2	State Cover Safety Audit is completed on time and overall result is improved upon	Results of Audit	60%	70.3%	Y	
3	Specific workers compensation injury trends are reported	Injuries are investigated and repeat injuries reported to Management	95%	98%	Y	
4	WH&S practices lead to a reduction in the number of injuries and claims	Annual reduction in workers compensation premium	Yes	No	N	Premium increase from attributed to claims including small number of significant lost time injuries.
5	WH&S issues are minimised within the Technical Services Department	Number of WH&S incidents per annum	< 5	> 5	N	Increased reporting and investigation of incidents more effectively meets legislative requirements and allows better response to WHS risks and incidents.
Learning and Development						
1	Traineeships are offered to staff at a minimum level of Cert III	% of staff who possess minimum qualification requirements	90%	90%	Y	School based trainees are usually offered Certificate II as that is a new category of traineeship since this measure was developed. All full-time traineeships are offered at Certificate III or above.
2	Skills analysis are undertaken and Learning and Development plans are completed on an annual basis	Percentage of plans completed by February each year	98%	-	N	Insufficient resources. A training calendar is developed based on identified needs and statutory requirements. Further development will continue.
3	Staff are provided with an adequate number of training hours including information on new legislation	Minimum number of training courses attended per staff member per annum	1	>1	Y	

EXECUTIVE SERVICES						
No	Service Level	Indicator	Bench- mark	Performance	On Target Y/N	Comments
Learning and Development (cont)						
4	All Contractors are given the opportunity to attend training with other Council Staff at their own expense	Income received by Council for Contractor training.	Yes	Nil	N	Few positions available for external attendance at training. This area will continue to be reviewed to make vacancies available to contractors where possible.
5	Staff performance and competency review processes are in place	Annual reviews of all staff conducted as required by the Award or senior staff contracts	98%	99%	Y	
6	Department Staff had appropriate skills to meet organisational needs	All Staff have individual training plans	Yes	No	N	Insufficient resources for fully articulated individual training plans. Training is scheduled based on legislative/policy requirements, job specific skills requirements and competency assessments. All staff have access to training based on identified needs. Further development of organisational training plan to take place.

TECHNICAL SERVICES						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
Technical Services Management						
1	Technical Services completes capital projects within their budgeted timeline	% of capital projects completed to schedule	85%	> 85%	Y	Majority of capital works projects were completed to schedule. Exceptions were some causeways unable to be completed owing to wet weather and the Stop and Play project owing to the powerline relocation obligation.
2	Technical Services capital and recurrent program is completed within budget	Total variance over/under budget	±10%	Within 10%	Y	There were some overs and unders such as cemetery maintenance and slashing that was over budget owing to excessive vegetation growth in a wet season. Overall program completed within budget.
3	Asset Management Improvement Project is complete	Completion of project	Complete	Not completed	N	This project has not been adequately scoped or resourced. An asset management steering group will be set up to drive the improvement of corporate asset management.
Private Works						
1	Private works are effectively managed and actively pursued	Maximum days taken for private works requests to be completed	14	> 14	N	With the flood and storm damage to Council's road network, this has taken priority over private works.
2	Private works invoices are actioned promptly	Number of days post completion of job for private works invoices to be issued	5	Within 5 days	Y	For the limited private works carried out, invoices were issued promptly.
3	Major capital projects (>\$50k) are managed within budget	Total variance over/under budget	10%	Within 10%	Y	The majority of the major capital works projects were completed within and in some cases under budget.

TECHNICAL SERVICES						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
Design Services Management						
1	Designs and plans for capital works are complete ahead of construction scheduling	% design work not complete within two months of project commencement	90%	90%	Y	Majority of designs delivered ahead of construction commencement.
2	Completion of site surveys and designs are accurate	% Design that meet specifications	95%	95%	Y	
Survey Investigation and Design						
1	Designs and plans for capital works are complete ahead of construction scheduling	% design work not complete within two months of project commencement	90%	90%	Y	
2	Completion of site surveys and designs are accurate	% Designs that meet specifications	95%	95%	Y	
Asset Management						
1	Council is aware of the condition rating of all infrastructure assets under its control	Frequency of asset condition rating surveys	5-yearly	5 yearly	Y	Land improvements, structures, aerodromes valuation report submitted to CFO then responses to Auditors provided. Footpath condition assessment completed in October 2021. Major culvert condition assessment to be carried out. Drainage condition assessment is progressing. Major bridge inspections to be carried out in 2024.
2	Council's AMP is up to date and relevant	Frequency of review and updating of Asset Management Plan	4-yearly	4 yearly	Y	AMP for Roads adopted by council in 2019. Review to be carried out late 2022/23. AMP for stormwater and buildings to be prepared.

TECHNICAL SERVICES						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
Emergency Services Management						
1	Emergency Services support is provided per state best practice to LEMC and LEMO	No-one dies in a fire/flood	99%	100%	Y	
2	Effective support is provided to the LEMC and LEMO	Meetings are well attended	80%	100%	Y	All meetings attended, minutes and agenda were prepared and provided in a timely manner.
3	Mapping is provided as required to the LEMC and EOC in a timely manner	Number of complaints from LEMC and EOC	None	None	Y	
4	Hazard Reduction Certificates requested by the RFS are issued in a timely manner	Issued Hazard Reduction Certificates within 5 working days	80%	100%	Y	
Regional Roads Maintenance and Repair						
1	Condition rating for the shire's Regional Road network (pavement) meets standard	% of road pavement asset condition rating >= average	90%	< 90% (Ongoing process)	N	There is substantial impairment across the road network at the present time due to the natural disaster in late November / December 2021.
2	Condition rating for the shire's regional bridge and major culvert network meets standard	% of bridge/major culvert asset condition rating >= average	90%	< 90%	N	Ongoing process.
3	Emergency assistance calls on Regional Roads are addressed in a timely manner	Time for assistance from callouts	< 6hrs	30 minutes call out time	Y	
4	Regional Roads are generally accessible all year round	Number of closures per year	< 5	1 closure Q4	Y	

TECHNICAL SERVICES						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
Regional Roads Maintenance and Repair (cont)						
5	Roads within the network are inspected on a regular basis and inspection reports are used to inform the maintenance and repair schedule	Number of inspections per year per road	4	< 4	N	Currently road inspections are triggered by request for service.
6	Pot hole patching is carried out on a regular basis	Pot hole repair undertaken within no of days from notification	< 7	< 7	Y	
7	Slashing of roadsides is carried out on a regular basis	Roadside slashing carried out annually subject to seasonal conditions	> 5	> 5	Y	
8	Road drainage systems working satisfactorily	Annual number of incidents of pavement damage or road closure due to lack of maintenance on drainage systems	< 5	> 5	N	Rural road drainage has been identified as a focus area for maintenance over the coming year.
Local Roads Maintenance and Repair						
1	Condition rating for the shire's unsealed Local Roads meets standard	% of road pavement asset condition rating >= average	90%	< 90% (Ongoing process)	N	There is substantial impairment across the road network at the present time due to the natural disaster in late November / December 2021.
2	Local bridge and major culvert network meets standard	% of bridge/major culvert asset condition rating >= average	90%	< 90%	N	Ongoing process.
3	Sealed Local Roads (pavement) meets standard	% of road pavement asset condition rating >= average	90%	< 90% (Ongoing process)	N	There is substantial impairment across the road network at the present time due to the natural disaster in late November / December 2021.

TECHNICAL SERVICES						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
Local Roads Maintenance and Repair (cont)						
4	Un-sealed roads are well maintained through grading being carried out with sufficient frequency	Frequency of grading (per year) by road category (cat) Total Length Category 1 = 549km Total Length Category 2 = 569km Total Length Category 3 = 419km	Cat 1 = Once every 15 months Cat 2 = Once every 3 years Cat 3 = Once every 5 years	Cat 1 = 209km Cat 2 = 202km Cat 3 = 315km	N	In the second half of the financial year, the concentration has been on repairing the roads not grading. Scheduled grading is being completed in conjunction with disaster recovery works.
5	Un-sealed roads are well maintained through re-sheeting being carried out with sufficient frequency	Time between re-sheeting by road category	Cat 1 = 12 Cat 2 = 15 Cat 3 = 20	Ongoing process	Y	All gravel resheeting was completed as per schedule except for Dennykymine Road.
6	Pot hole patching is carried out on a regular basis	Pot hole repair undertaken within no of day from notification	< 7	> 7	N	The ongoing wet weather has meant an increase in the number of potholes across the road network.
7	Roads within the network are inspected on a regular basis and inspection reports are used to inform the maintenance and repair schedule	Number of inspections per year (including condition rating) per road	4	< 4	N	As part of the natural disaster all local rural and regional roads have been inspected in the past 8 months.
8	Slashing of roadsides is carried out on a regular basis	Annual program subject to seasonal conditions	> 5	< 5	Y	
9	Road drainage systems working satisfactorily	Annual number of incidents of pavement damage or road closure due to lack of maintenance on drainage systems	< 5	> 5	N	

TECHNICAL SERVICES						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
Local Roads Maintenance and Repair (cont)						
10	Emergency assistance calls on Local Roads are addressed in a timely manner	Time for assistance from callouts	< 6hrs	0.5 hrs	Y	30 minutes call out time.
Aerodromes						
1	Aerodrome runways are maintained with sufficient regularity	Number of incidents related to aerodrome runways per year	None	None	Y	Maintained as per schedule.
2	Aerodromes are available for use	Number of days per year where an aerodrome is unavailable for use	< 5	0	Y	
3	Aerodromes meet safety and legislative requirements	Time taken for completion of action items from Civil Aviation Safety Authority Audit and Obstacle Limitation Surveys	1 month	1 month	Y	
Reseals						
1	Condition rating seals on Regional and Local Roads (including town streets) meets standard	% of road seal asset condition rating >= average	60%	Ongoing process	N	There is substantial impairment across the road network at the present time due to the natural disaster in late November / December 2021.
2	Road seals on Regional Roads are renewed with sufficient frequency	Time between reseals	20 years	Ongoing process	Y	As per the Operational Plan.
3	Road seals on rural Local Roads are renewed with sufficient frequency	Time between reseals	20 years	Ongoing process	Y	As per the Operational Plan.
4	Road seals on town streets are renewed with sufficient frequency	Time between reseals	20 years	Ongoing process	N	Not all urban streets were completed as per the Operational Plan.
Fleet Services Management						
1	Minimal Fleet downtime	% of time where fleet equipment is available for use	90%	85%	N	Waiting on parts.

TECHNICAL SERVICES						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
Fleet Services Management (cont)						
2	Maintenance and replacement of Council's plant fleet is achieved within budget	Budget variance	Less than +/- 10%	< 10%	Y	Only variances being vehicles ordered not being delivered until new financial year, 12-month wait time.
Plant and Equipment						
1	All maintenance and repairs of plant and equipment are completed in a timely manner	Plant downtime	< 7.5%	On track	Y	Parts supply being the only issue.
2	Plant and equipment is safe and reliable for use	% of items on prestart checklist that are complete	90%	90%	Y	
3	Greenhouse gas emissions are reduced	% of reduction in annual greenhouse gas emissions	2.5%	N/A	Y	More hybrid vehicles being purchased.
4	Fleet registrations are completed in September	All plant and equipment is registered	Yes	Yes	Y	Currently underway. Due end of September.
5	All plant and equipment maintenance and repairs are recorded	All maintenance and repairs recorded in Ausfleet	Yes	90%	N	Not all is recorded due to software issues.
Workshops						
1	Scheduled maintenance is completed within a timeframe that will both minimise disruption to works & ensure plant and equipment is serviced within intervals specified by manufacturer.	Services logs in Ausfleet and user feedback % complete	95%	85%	N	Waiting for parts due to supply shortages.
2	Servicing within 20 hours or 500 kms of manufacturers specifications	% of times where servicing is within specifications	90%	80%	N	Due to recent workloads being high, plant is hard to obtain for servicing and repairs.
Parks, Reserves, Ovals and Gardens						
1	Parks, reserves, trees, Ovals and gardens are maintained to an acceptable standard	Mowing and cleaning schedule maintained	Yes	Yes	Y	Some delays owing to wet weather and storms.

TECHNICAL SERVICES						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
Parks, Reserves, Ovals and Gardens (cont)						
2	Complaints regarding parks and street trees are dealt with promptly	Time (days) taken to address issues such as broken branches etc	< 48 hrs	Yes	Y	
3	Streets in the six towns are kept clean and tidy	Streets cleaning schedule is adhered to: <ul style="list-style-type: none"> - Coonabarabran CBD- daily - Coonabarabran residential – monthly - Other towns CBD – weekly (by Hand) - Other towns residential – 6-weekly 	Yes	Yes	Y	
4	Graffiti on Council buildings and other Council owned assets is removed in a timely manner.	Time taken to remove graffiti	1 week	Yes	Y	Low number of complaints.
5	Provision of regular cleaning services for all toilets under Council control	Toilets are cleaned per agreed schedule (see outcomes section on page 70)	Yes	Yes	Y	
6	Ovals and sporting facilities are available for use by the public	Maximum number of days per oval when ovals and sporting facilities are not available	30 days	On track	Y	Limited closures for wet weather events.
7	Ovals and sporting facilities are safe	Number of incidents/safety related complaints per year	< 2	On track	Y	
Town Streets						
1	Town Streets meet the access, safety and aesthetic needs of the community	Meets timeframe and standards	95%	On track	Y	Community satisfaction survey rated streets as clean and tidy.
2	Road pavement on town streets, kerb and gutters and footpaths are maintained to a reasonable standard.	% town streets road pavement where asset condition rating is >=average	90%	Off track	N	Backlog of kerb and gutter repairs especially where affected by tree roots.

TECHNICAL SERVICES						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
Public Swimming Pools						
1	Public swimming pools and amenities are maintained and meet the needs of the community	Meets timeframe and standards	75%	Acceptable	Y	Some outstanding maintenance issues at the start of the season.
2	Water quality is maintained to meet public health requirements	Number of unacceptable water quality test results	None	Not met	N	Incident at Coolah pool where water quality standard not met.
3	Pool opening hours meet community expectations	% pool user groups who have access to pools when required	80%	Not met	N	Binnaway Pool not available as per council resolved timetable owing to maintenance issues. On a few occasions pools not available to general public owing to staff illness.
4	Pools are supervised by adequately trained life guards	Staff and volunteers follow Royal Life Saving NSW recommendations	Yes	No	N	Service level should refer to pool attendants not lifeguards. Challenges with recruiting pool attendants at beginning of season. Towards the end of the season a full complement of pool attendants.
Property						
1	Council residential properties are appropriately tenanted	Occupancy rate	80%	Below average	N	Three vacant houses.
2	Maximum commercial rent returns on Council properties	Rent collected on all tenancies	98%	On track	Y	Not all Council properties achieve commercial rent returns.
3	Cleaning all Council buildings to an acceptable standard	Meet cleaning schedule within timeframe	95%	Needs improvement	N	A number of cleaning non-compliances from contractor relating to COVID deep clean and office cleaning not up to standard. Contractor is requiring close scrutiny.
4	Council Buildings and Assets are secured	Security systems are in place and operated at designated buildings	Yes	Yes	Y	

TECHNICAL SERVICES						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
Property (cont)						
5	Grant opportunities and community involvement are utilised to expand the scope of works that can be completed on Council properties	Quantum of grant funding received per annum	\$25k	Yes	Y	Over \$125,000 grant funding received.
6	Condition of all properties are of the highest standard achievable	Condition Rating	Average	Average	Y	Maintenance backlog on some facilities.
Cemetery Services						
1	All cemeteries are maintained within budget	As per schedule and timeframe	2 per year	Off track	N	Higher than average seasonal rainfall resulted in excessive grass growth, requiring significantly more maintenance.
2	All internments are dealt with professionally	Council meets legislative requirements	Yes	Yes	Y	
Medical Facilities						
1	Council premises are appropriately tenanted	Occupancy Rate %	90%	Below average	N	Not all properties in Coolah fully tenanted.
2	Appropriate needs of medical services providers are met	Six (6) monthly Meeting/communication with Tenants	Yes	Yes	Y	One complaint received about condition of property in Coolah.
Public Halls						
1	Halls are available for public use	Consistent usage percentage over a calendar year	60%	Below average	N	COVID has impacted the hire of all shire halls.
2	Halls are being utilised to their full potential	Increase in usage	5%	Average	N	COVID has limited the ability to increase the usage of halls.
3	Halls are maintained to a suitable level	Condition rating	Average	Average	Y	

ENVIRONMENT AND DEVELOPMENT						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
Environment and Development Services Management						
1	Development Services Directorate is financially responsible	Recurrent budget variance	Less than +/- 10%	76%	N	76% of budget expended, bench-mark not achieved.
2	Warrumbungle Waste is operated in a cost-effective manner	% increase in waste services costs	Less than CPI	Less than CPI	Y	
3	Capital and key projects are completed on time and within budget	Capital and key projects are completed on time and within budget	Yes	No	N	Supply chain availability of materials proved challenging and caused delays post COVID.
Heritage						
1	Heritage stock is effectively managed	Heritage advisor service is maintained	Yes	Yes	Y	Heritage Advisor continues to be engaged.
2	The Local Heritage fund is maintained	Number of different properties that benefit from the fund annually	5	3	N	Seven (7) applied for grant funding. Due to availability of trades following COVID, only three (3) projects were delivered in the time frame.
Noxious Weeds						
1	Noxious weeds are controlled throughout the Shire	Membership of Castlereagh Macquarie County Council is maintained	Yes	Yes	Y	Membership maintained.
Building Control						
1	Structures do not pose a risk to the health and safety of occupants or the public	Inspections carried out from complaints received completed in <24 hrs	100%	100%	Y	Inspections carried out once complaint is received.
2	Local trades are well informed of changes to building legislation and codes	Distributed newsletter when new legislation or information is available	Yes	Yes	Y	Information released on social media as required.
3	Complying Development Certificate applications are processed within legislated timeframes	Average application processing time	10 days	10 days	Y	Only 1 CDC issued this quarter.

ENVIRONMENT AND DEVELOPMENT						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
Building Control (cont)						
4	Building Certificates processed within reasonable timeframes	Average application processing time for Certificate for Sale of Property	7 days	7 days	Y	Average application processing time is 7 days from when all information is received.
5	Complying Development Certificate applications and Buildings Certificates are processed effectively	% audit of 6 files demonstrating legislative and procedural compliance	90%	100%	Y	Only 1 CDC issued this quarter.
6	Processes and procedures are current and meet best practice in field	Maximum time between review of procedures and processes	6 months	> 6 months	N	No reviews undertaken this quarter.
Environmental Health Services						
1	Comply with the MOU between Council and the Food Safety Authority	% of inspections conducted annually of Category 1 and 2 businesses	100%	80%	N	Inspections not completed due to resourcing.
2	Implement actions from the Central West Councils Salinity and Water Quality Alliance 5-year strategic plan	% of actions funded and completed	60%	0%	N	No funding received.
3	Approvals for OSSMS processed within reasonable timeframes	Average approvals processing time-when all information is received from applicant	7 days	7 days	Y	Approvals processed within 7 working days of all information being received.
4	Approvals are processed accurately	% audit of 20 files demonstrating legislative and procedural compliance	80%	80%	Y	Approved under supervision of Contract Building Supervisor.
5	Processes and procedures are current and meet best practice in field	Maximum time between review of procedures and processes	6 months	> 6 months	N	Review needs to be undertaken.
6	OSSMS do not pose a risk to public health or the environment	Inspections carried out from complaints within 3 days	100%	100%	Y	Inspections carried out within 3 working days from complaint being received.

ENVIRONMENT AND DEVELOPMENT						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
Town Planning						
1	Council Planning instruments are relevant and effective	Frequency of review of planning instruments	Annual	Annual	N	Review still underway.
2	Development applications processed in a timely manner	Average application processing time exclusive of stop the clock times	40 days	30 days	Y	Average Development Application processing time is 30.73 days.
3	Development applications processed accurately	% audit of 20 files demonstrating legislative and procedural compliance	100%	100%	Y	Legislative and procedural compliance met through the assessment process.
4	Planning certificates processed in a timely manner	Average 149 certificate application processing time	7 days	3 days	Y	Average processing time for the quarter is 3 days.
5	Planning certificates processed accurately	% audit of 20 files demonstrating legislative and procedural compliance	90%	100%	Y	Planning certificates prepared by Administration and checked and signed by Town Planner.
6	Processes and procedures are current and meet best practice in field	Maximum time between review of procedures and processes	6 months	6 Months	N	No processes or procedures reviewed in this quarter.
7	Council has a single DCP to guide development across the shire	A single DCP that is relevant and compliant with the LEP and current practice advice from DP&I is available.	Yes	No	N	Council has an adopted DCP which is under review by the Town Planner.
8	Subdivision Certificates processed in a timely manner	Average time taken to release subdivision plan when all information and conditions met	15 days	15 days	Y	One subdivision certificate lodged and approved this quarter.
Compliance Services						
1	The keeping of companion animals is regulated through micro chipping	Number of public micro chipping days per year in each town	2	1	N	Weather conditions, availability of staff and training competency all impacted the no of days.

ENVIRONMENT AND DEVELOPMENT						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
Compliance Services (cont)						
2	Roadways are kept largely free of straying stock through regular stock patrols (per agreed program) and timely responses to complaints	Response time from when complaint is received	< 2 hours	< 2 hours	Y	Staff response times are satisfactory.
3	The negative effects caused from the keeping of animals in urban areas is minimised	Response time from when complaint is received	< 48 hours	< 48 hours	Y	Response times are satisfactory.
4	Private land within urban areas does not pose a safety issue from overgrown vegetation	Frequency of inspection of all urban areas (including instigating actions to keep land vegetation from harbouring vermin)	Monthly	Monthly	Y	Letters sent out on a regular basis to landowners.
5	Alcohol free zones maintained in towns	Frequency of inspection of alcohol-free zone signs	6-monthly	6 monthly	Y	2nd round inspections to be conducted in August 2022.
6	Sampling is carried out in partnership with NSW Health to ensure public water supplies meet drinking water guidelines	Frequency of sampling of town water supplies	Weekly	Weekly	Y	Sampling is undertaken as required.
Tourism and Development Services						
1	Promotional activities are effective and attract visitors to the region	Number of visitors to the VIC as reported by monthly statistics	5,800	6,605	Y	
2	The VIC achieves level 1 accreditation status with the AVIC network	Level 1 accreditation maintained	Yes	Yes	Y	Level 1 Accreditation

ENVIRONMENT AND DEVELOPMENT						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
Tourism and Development Services (cont)						
3	Support is provided to outlying information service sites	Distribution of information and onsite visits to outlying information service sites conducted monthly	Yes	Yes	Y	2022 April to June <ul style="list-style-type: none"> • Mailout packs: 19 • Phone call enquiries: 384 • Monthly brochure order to operators: 8 • Email enquiries: 61 • Promotion of regional events on digital sign software: 24
Tourism and Economic Promotion						
1	Tourism promotion is effective leading to a real increase in visitor numbers	Annual increase in visitor numbers to the VIC	5%	14.03% decrease Compared to 2021 April to June	N	2021 April to June = 7,683 2022 April to June = 6,605
2	Council effectively pursues opportunities for community grants in Coonabarabran	Level of external grants sourced per annum	\$25K	\$342,651	Y	Driver Reviver, Community Events Funding Program
3	Opportunities for hosting conferences and special events within the shire are actively pursued	Number of significant conferences or special events held within the shire per annum	4	6	Y	Bunny Bizarre, Hartwood, World Whiskey Day, Dark Sky Awakens, Horse Expo, Light the Night, plus various markets throughout Warrumbungle Region.

CORPORATE AND COMMUNITY SERVICES						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
Corporate and Community Services Management						
1	Council meets all governance, legislative and financial reporting requirements	All governance, legislative and financial reports are submitted to relevant levels of government within legislative deadlines	Yes	Yes	Y	
2	Two sponsorship rounds (August and February) of financial assistance grants are undertaken	Funds are fully expended and applications received are from a broad cross section of the community	Yes	Yes	Y	
3	Corporate & Community Services Directorate is financially responsible	Recurrent budget variance	Less than +/- 10%	- 23%	N	Under budget due to staffing levels and some programs being cancelled due to COVID.
Customer Service						
1	Counter services provided and clients' requests dealt with promptly	Service request forms to be prepared and referred to action officer within timeframe	Day of receipt	Day of receipt	Y	
2	Telephone messages recorded and referred to action officers	Percentage of telephone messages captured in records system and referred to action officers at time of receipt of message	100%	100%	Y	
3	Incoming Correspondence is registered and acknowledgement issued to sender for local residents	Correspondence (emails and letters) to be acknowledged, scanned, registered and allocated to action officer within timeframe	48 hrs	Within 48 hrs	Y	
Bushfire and Emergency Service						
1	The preparation and payment of the RFS Bid amount is completed in a timely manner	Deadlines for completion of bid and payment are met	Yes	Y	Y	
2	A Council presence at the Liaison Committee is maintained	Attendance at Liaison Committee (%)	90%	93%	Y	
3	Bushfire hazard programs are implemented within budget	Completion of bushfire hazard reduction programs	Yes	N	Y	Not all works totally completed.

CORPORATE AND COMMUNITY SERVICES						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
Bushfire and Emergency Service (cont)						
4	Incident control is timely and effective	Response is immediate and Displan implemented as appropriate	Yes	Yes	Y	
Finance						
1	The collection of rates and annual charges is managed effectively given the socio-economic realities of the Shire	Outstanding rates, and annual charges ratio	< 12%	10.66%	Y	
2	Council's external financial reporting requirements to the OLG are met	Council's financial statements are not qualified and submitted to the OLG on time	Yes	Yes	Y	Submitted within extended timeframe granted by OLG.
3	Council's IP&R, budget and other external reporting requirements are met	Council's IP&R, grants return, and LGGC returns are completed within statutory deadlines	Yes	Yes	Y	
4	Accounts payable is managed effectively	Number of creditor accounts over 60 days at end of month	5	4	Y	
5	Internal and external audit management points addressed within a reasonable time frame	Number of repeat issues	1	1	Y	
6	Council's finances are effectively managed within Council's budget	Final recurrent variance against budget	< 10%	6%	Y	
7	Council's investments are managed effectively per OLG guidelines and gain a good return for Council	Rate of return above BBSW	0.10%	1.15%	Y	
8	Debt is managed effectively in the funding of Council's business, with consideration of intergenerational equity	Debt services ratio	< 5%	2.06%	Y	
Supply Services						
1	Stock is securely stored and effectively monitored	Fuel and Stores stocktake variances minimised- stock written off	< \$1,000 p/a	< \$1,000 p/a	Y	

CORPORATE AND COMMUNITY SERVICES						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
Supply Services (cont)						
2	Stock levels are effectively managed and idle stock is minimised	Stock turnover by store	3 p/a	5 p/a	Y	
3	Hazardous materials are securely stored according to best practices	Number of audited and reportable incidents	0	0	Y	
4	Procurement policy is adhered to	Number of breaches of policy	0	0	Y	
5	Sale of excess stock carried out annually	Sale completed	Yes	No	N	
Communications						
1	Media notices and editorials on Council activities are broadcast in all local publications	Number of articles, editorials or notices in each local paper (per publication)	> 1	> 1	Y	At least four notices appear in each issue of each publication. Numbers can vary weekly; variation also seen in numbers of printed media releases, which are in addition to publication notices.
2	Development and implementation of Council's Communication Strategy	Completion and adoption by Council of a WSC Communication Strategy	Yes	No	N	Community Engagement Strategy adopted; Community Liaison and Communication Policy adopted.
3	Coordinate a detailed Community Engagement Program to identify and test the level of Council's service and gauge community satisfaction	Residents responding in a community survey, and feedback provided	2%	2.59%	Y	
4	Content on Council's website and staff intranet is up to date and accurate	Number of new items per week	> 2	Average 4 per week	Y	
Information Technology (IT)						
1	Implementation of IT Strategic Plan	Review and implementation of Council's IT strategic plan is complete	Yes	No	N	

CORPORATE AND COMMUNITY SERVICES						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
IT (cont)						
2	IT Support and assistance provided to staff	Managed support services and helpdesk response and resolving of issues timeframe as per priority matter	Yes	Yes	Y	
3	Disaster Recovery implemented as per Business Continuity Plan	Disaster Recovery system implemented	Yes	Yes	Y	
Risk Management						
1	Business Continuity Plan is kept up to date and reviewed periodically	Regular review and updating	12 monthly review	> 12 months	N	
Community Transport						
1	Transport services provided to CHSP Clients	Number of trips provided per annum	4,806	3,144	N	CHSP clients transitioning to HCP. 463 trips provided at full cost recovery. Not included in performance. Covid still had a slight impact.
2	Transport services provided to CTP Clients	Number of trips provided per annum	1,676	2,370	Y	
3	Transport services provided to Health-Related Transport Clients	Number of trips provided per annum	124	85	N	Covid still had slight impact on medicals. Clients transitioning to HCP.
4	Transport services provided to DVA clients	Number of trips provided per annum	N/A	43	NA	
5	Taxi Vouchers provided to clients	Number of vouchers provided per annum	N/A	3,887	NA	
Multiservice Outlet						
1	Social Support services provided to CHSP clients	Number of services provided per annum	6,249	6,797	Y	
2	Meals Services provided to CHSP clients	Number of meals provided per annum	15,807	14,409	N	CHSP clients transitioning to HCP. 4,400 extra meals provided at full cost recovery. Not included in performance.

CORPORATE AND COMMUNITY SERVICES						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
Multiservice Outlet (cont)						
3	Respite Services provided to CHSP clients	Number of services provided per annum	1,308	165.75	N	CHSP transitioning to HCP.
4	Home Maintenance Services provided to HACC clients	Number of services provided per annum	2,010	1,827	N	CHSP clients transitioning to HCP. 315 outputs provided at full cost recovery. Not included in performance.
Yuluwirri Kids						
1	The Service completes a Quality Improvement Plan and achieves a satisfactory ACECQA Assessment Rating	Satisfactory Assessment Rating	Satisfactory Assessment Rating	Meeting	Y	Meeting all Quality areas. Date of issue 1 March 2021.
2	The service is well utilised by members of the community	Utilisation rate as a percentage of total capacity	90%	78.76%	N	LDC 6270 sessions 85.31% utilisation; PRE 3544 sessions 65.63% utilisation; MKY 1488 sessions 93% utilisation. Overall 11302 sessions 78.76%.
3	Service is sustainable in the long run and does not receive subsidies from Council beyond the current agreement	Level of surplus or deficit	Surplus	Surplus	Y	Approx. prior to end of year financial processes Revenue \$1,413,986.40 Expenditure \$1,156,723.90 Surplus \$257,262.68
4	Medium to long term needs of the community for child care services are addressed	Five (5) year business plan is complete	Yes	On track	Y	Quality Improvement Plan (QIP) completed. Four (4) year budget completed. Funding changes regularly meaning industry is unable to plan for five (5) years. Previous recommendation from Department of Education is to plan for two (2) years.

CORPORATE AND COMMUNITY SERVICES						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
Libraries						
1	Provision of library services to residents of the shire is maintained	Membership of Macquarie Regional Library is maintained	Yes	Yes	Y	
2	Branches are safe for staff and the public	Complete annual inspections of all outlets	Complete	Completed by Macquarie Regional Library	Y	
3	Library opening hours meet the needs of the residents of the Shire	The following opening hours are met: <ul style="list-style-type: none"> - Baradine 7.5 hours - Binnaway 4 hours - Coolah 30.5 hours - Coonabarabran 31.5 hours - Dunedoo 20 hours - Mendooran 7 hours 	Yes	Yes	Y	General opening hours are met. Some isolated closures during the reporting period due to COVID.
Connect Five						
1	Requirements of funding agreements are met	Annual acquittals and reports returned on time and meet with approval	Yes	Yes	Y	
2	Venues identified and licenced according to community requirements	Number of venues that are identified and licenced at any one time	9	6	N	Gulargambone, Mendooran and Hollywood are unlicensed venues. All other venues are licensed and have updated venue management plans
3	Play sessions are provided to meet the emerging needs of the community	Number of play sessions per term	45	181 sessions in the year 71 cancelled in the year 60.78%	Y	2021 Term 3 - 45 sessions, 19 cancelled; Term 4 – 46 sessions, 12 cancelled. 2022 Term 1 – 49 sessions, 21 cancelled; Term 2 – 41 sessions, 19 cancelled.

CORPORATE AND COMMUNITY SERVICES						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
Connect Five (cont)						
4	Play sessions are well patronised	Number of children in attendance per term	360	311 children across the year	N	2021 Term 3 – 72 children; Term 4 – 92 children. 2022 Term 1 – 90 children; Term 2 – 57 children. Reduced numbers due to staff shortages and cancellations.
5	The resources in the Toy Library are clean and in good repair	Toys washed and cleaned on a fortnightly basis	Yes	Y	Y	
6	The Toy Library is well utilised by the community	Number of items loaned per term	60	61 items in the year	N	Reduced use, due to cancellations.
7	A WH&S risk management program and healthy work environment for all staff and the public is fostered by the organisation	Number of incidents per term requiring medical assistance	None	2	N	1 staff member incident in Term 3 2021 – foot; 1 staff member incident in Term 2 2022 – back.
8	The service meets the needs and expectations of the community	Survey Results	Positive result	N	N	Negative feedback received, formal complaints made over cancellations and staffing arrangements. Service has completed Assessment & Rating and received 'meeting' in draft report.
9	Policies and Procedures are met and maintained at all times	Policies and Procedures are reviewed and updated by all stakeholders and adhered to at all times.	Yes	Y	Y	Combined Children services policies completed.
10	Service is sustainable in the long run and does not receive subsidies from Council beyond the current agreement	Level of surplus or deficit	Surplus	Surplus	Y	Approx. prior to end of year financial processes Revenue \$186,420.94 Expenditure \$130,234.85 Surplus \$56,186.09

CORPORATE AND COMMUNITY SERVICES						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
Youth Services						
1	Requirements and objectives of all funding agreements are met	Annual acquittals and reports returned on time and meet with approval	Yes	Yes	Y	Annual Acquittal due 30 October 2022, currently inputting program data and outcomes information into Data Exchange (DEX) system as contractually required.
2	Delivery of National Youth Week across the shire	Number of youth engaged in developing / managing activities	90	92	Y	Thirteen activities and events were coordinated and implemented for Youth Week 2022 with over 1000 young people and community members in attendance. Council has again been recognised as a Finalist in the 2022 NSW Government Youth Week Awards.
3	Enhance communities' social infrastructure to support desired outcomes	Number of young people engaged within programs	1,600	2070	Y	Programs coordinated or partnered with other organisations in 2021/22 included Youth Week Activities, Light the Night Markets, LDAT Family Fun Day, Mobile Rock-climbing Wall and Totem Skate.
4	Service is sustainable in the long run and does not receive subsidies from Council beyond the current agreement	Level of surplus or deficit	Surplus	Surplus	Y	Surplus to be revoted to 2022/23.
5	Promotion of youth services, information sharing and networking between youth and community services	Number of printed media distributed through shire	1,600	2500	Y	In addition to print media promotion of youth and community services occurred via Social Media and email distribution.

CORPORATE AND COMMUNITY SERVICES						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
OOSH						
1	Requirements and objectives of all funding agreements are met	Annual acquittals and reports returned on time and meet with approval	Yes	Yes	Y	
2	Policies and Procedures are met and maintained at all times	Policies and Procedures are reviewed and updated by all stakeholders and adhered to at all times	Yes	Y	Y	Combined Children services policies completed during 2021/2022.
3	An appropriate After School Care is provided five (5) days a week during school terms	Number of places booked per week	50	AVE 28.65	N	ASC 1146 sessions 55% utilisation; VAC 274 sessions 49% utilisation.
4	The Service completes a Quality Improvement Plan and achieves a satisfactory ACECQA Assessment Rating	Satisfactory Assessment Rating	Satisfactory Assessment Rating	Meeting	Y	Meeting all Quality Areas. Rating issued November 2017. OOSH is in next round of assessment with visit held on 8th July. Awaiting report.
5	A WH&S risk management program and healthy work environment for all staff and the public is fostered by the organisation	Number of incidents per term requiring medical assistance	None	None	Y	The service conducts daily WHS checks. COVID-19 hygienic practices maintained.
6	Service is sustainable in the long run and does not receive subsidies from Council beyond the current agreement	Level of surplus or deficit	Surplus	Deficit	N	Approx. prior to end of year financial processes Revenue \$48,493.33 Expenditure \$102,251.54 Deficit \$53,758.21
Community Development						
1	Development Coordinators are employed in Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran	Funding MOU is signed and adopted by each community group	Yes	Yes	Y	
2	Development Coordinators meet conditions of the MOU and expectations of external grants are achieved	Level of external grants sourced per annum per town over a four-year term	\$50k	Not measured	N	Data no not collected during the reporting period.

BUSINESS ARMS OF COUNCIL						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
Warrumbungle Sewer						
1	Sewage treated and discharged in accordance with EPA licence conditions	Compliance with EPA conditions	80%	69 Exceedances	N	Exceedances noted for nutrients and volumes on a number of occasions.
2	Sewer pumping stations are effective and efficient	Number of breakdowns or overflows from pumping stations per annum	< 1	0	Y	No overflows. Minor breakdowns have been repaired with operational timeframes.
3	Efficient and effective sewer pumping stations	Number of odour complaints from pumping stations per annum	< 5	0	Y	No odour complaints. Sewer Pumping Stations have performed as expected, ongoing pump maintenance carried out as required.
4	Collection of sewage from connected properties is effective and the number of overflows from sewer mains and manholes is minimised	Number of overflows per annum	< 50	30	Y	1st Quarter – 12 2nd Quarter – 9 3rd Quarter – 7 4th Quarter – 2
5	Capital projects are completed within their budgeted time line	% of capital projects completed to schedule	85%	N	N	Delays on projects have happened due to waiting on contractors and delivery of materials.
6	Capital program is completed within budget	Total variance over/under budget	10%	Under budget	Y	Capital works completed within benchmarks.
7	The sewer business operates as a full self-funding business	Yearly financial outcome against budget	Surplus	79%	Y	Operationally, the sewer business is self-funding. Major upgrades are in conjunction with government and council funding, outline via the funding deeds.
Warrumbungle Waste						
1	The waste service operates as a fully self-funding business	Yearly financial outcome against budget	Surplus	Surplus	Y	Income stream from CDS continues.

BUSINESS ARMS OF COUNCIL						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
Warrumbungle Waste (cont)						
2	Weekly residential waste pick-up service is provided to eligible residents	Number of complaints for missed services per year	< 10	> 10	N	Eleven missed bins.
3	Weekly residential recycling pick-up service is provided to eligible residents	Number of complaints for missed services per year	< 10	<10	Y	Nine missed bins.
4	Council's waste facilities operate within regulatory guidelines	Amount of penalties imposed on Council by Regulators	\$0	\$0	Y	
5	WH&S issues are minimised within the Waste Branch	Number of WH&S incidents per annum	2	0	Y	
Warrumbungle Water						
1	Quality potable water is supplied to connected properties	Water quality meets criteria established by Australian Drinking Water Guidelines.	Yes	2 Exceedances	N	Exceedances noted for CCP and Health.
2	Water supply to connected properties is continuous and there is no disruption due to broken water mains	Number of breaks per year	< 30	8	Y	1st Quarter – 6 2nd Quarter – 5 3rd Quarter – 4 4th Quarter – 8
3	Supply of water to connected properties is at lowest possible recurrent cost	Variance over/under budget	< +/- 10%	94%	Y	Benchmark met.
4	Water charging for connected properties is accurate	Number of incorrect meter readings	< 20	18	Y	1st Quarter – 5 2nd Quarter – 3 3rd Quarter – 6 4th Quarter – 4
5	Best practice water and sewer recommendations are completed	Recommendations actioned/completed	Yes	No	N	DWMS improvement plan still has outstanding recommendations.

BUSINESS ARMS OF COUNCIL						
No	Service Level	Indicator	Bench-Mark	Performance	On Target Y/N	Comments
Warrumbungle Water (cont)						
6	Capital projects are completed within their budgeted time line	% of capital projects completed to schedule	85%	64%	N	Some projects have been delayed due to Covid and other resourcing issues. Capital Works are being completed within the budgeted benchmark although there have been time delay constraints to be managed.
7	Capital program is completed within budget	Total variance over/under budget	10%	To budget	Y	Benchmark met.
8	Potable water is safe for drinking	Number of boil alerts	None	None	Y	All disinfection parameters met. Some aesthetic issues with turbidity due to old pipe materials which has discoloured the water after production. These issues are addressed by flushing protocols on a regular basis and new capital mains works on an ongoing basis. Budget funding 2022/23 financial year has been increased to resolve this particular issue.
9	The water business operates as a fully self-funding business	Yearly financial outcome against budget	Surplus	Surplus	Y	Benchmark met.



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

From: info@warrumbungle.nsw.gov.au
Sent: Wednesday, 6 July 2022 11:35 AM
To: Records Officer
Subject: Community Financial Assistance Donations Request Form – Round One 2021/2022

The following information has been submitted from the Warrumbungle Shire Council:

Name of Organisation: Coonabarabran Highland Pipes and Drums [REDACTED]
Contact Address: [REDACTED]
Email Address: [REDACTED]
Phone Number: [REDACTED]
Amount Requested: \$500
Name of project: The further development and establishment of the band including costs of acquisition/refurbishment of instruments (pipes/drums/practice chanters etc); purchase of consumables (reeds/hemp/wax etc); purchase of tutor books and uniform items; and the costs associated with registering and incorporating the band with the Department of Fair Trading as a legal entity.
Expected completion date for the project/activity? : Although the band will be ongoing, the expenditure mentioned above will be undertaken within 3 months of the receipt of funds.
How does this project/activity meet the assessment criteria? : There is currently no pipe band in Coonabarabran.

Community development will be promoted through the celebration of Celtic culture in an open and inclusive environment. Similarly, the band is developing the capacity to support community events such as Anzac Day (where the band played at both services, as well as Cooina and at the veterans luncheon). We anticipate further free public events as the band develops, as well as being available to families for weddings, funerals and the like.

As musical tuition is provided free of charge, it provides an opportunity for people of all ages and backgrounds to get involved for little or no cost. This is of especial value to those from socially or economically disadvantaged backgrounds.

The band is made up exclusively of community volunteers and is receiving in-kind assistance as outlined below.

Assistance with incorporation will set the band up to apply for a wide array of Commonwealth and State cultural, regional, and community development grants where the grantee organization is required to have its own ABN.

Budget: The \$500 grant will only partially offset the establishment and development costs of the band. Most current band members have purchased their own instruments and appropriate apparel (kilts etc).

In Kind Contributions: All organization and management of the band is conducted by volunteers. The RSL Coonabarabran sub-branch has provided a practice venue for a nominal fee, and additional in-kind and material support has been forthcoming from established pipe bands and experienced musicians in the central west and other regions.

I have read and agree to the Yes
Community Financial
Assistance Request
Guidelines. :

From: info@warrumbungle.nsw.gov.au
Sent: Thursday, 7 July 2022 2:13 PM
To: Records Officer
Subject: Community Financial Assistance Donations Request Form – Round One 2022/2023

The following information has been submitted from the Warrumbungle Shire Council:

Name of Organisation: St Lawrence's Catholic Primary School Coonabarabran
Contact Address: [REDACTED]
Email Address: [REDACTED]
Phone Number: [REDACTED]
Amount Requested: Maximum Request \$500
Name of project: Interactive Indigenous Garden area.

Transform an area of our school into an interactive Indigenous space to include an area for Yarning, built in bbq area, native plants traditional totems.

Expected completion date for the project/activity? : If successful in receiving a \$500 donation, this will kick start our budget for a project expected to be completed by end of 2023.

How does this project/ activity meet the assessment criteria? : Refer to Guidelines for assess

Activities that promote community development in a multicultural context and seek to address

issues of access and equity;

- Involvement from volunteers and self-help initiatives that build upon Council's contribution;
- Consumer/user participation in management of services/activities
- Innovative and creative approaches to identified needs; and
- Activities that use Council funding to attract further resources.ment criteria

Budget: A capital grant will be applied for in 2023 from the Catholic Education Office in Bathurst and donations sought from our parent body. The cost of the project is expected to be \$22,000.

In Kind Contributions: Parents and friends of St Lawrence's, students and staff of St Lawrence's.

I have read and agree to the Community Financial Assistance Request Guidelines. : Yes

Subject: FW: Community Financial Assistance Donations Request Form - Round One 2022/2023

From: [REDACTED]
Sent: Monday, 1 August 2022 8:57 AM
To: [REDACTED]
Subject: RE: Community Financial Assistance Donations Request Form - Round One 2022/2023

[REDACTED]

I will attach this email trail to the application for Council to consider a donation of \$500 to be used towards a new pace clock for the swimming club in lieu of the original request for poles for the backstroke flags.

Kind regards,

[REDACTED]

Warrumbungle Shire Council
PO Box 191, Coonabarabran NSW 2357
P (02) 6849 2000 | F 02 6842 1337

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From: [REDACTED]
Sent: Sunday, 31 July 2022 6:17 PM
To: [REDACTED]
Subject: RE: Community Financial Assistance Donations Request Form - Round One 2022/2023

[REDACTED]

Yes we can think of something I'm sure. Do you want me to submit a new form or is an email sufficient?

Application 3

If the latter, I would request on behalf of the club that the donation be made so we can put the funds towards a new pace clock for the swimming club, either a permanent installation or a mobile version to assist with training.

Thanks

From: [REDACTED]
Sent: Friday, 29 July 2022 10:49 AM
To: [REDACTED]
[REDACTED] Request Form - Round One 2022/2023

Good morning [REDACTED]

Our Manager Urban Services and Facilities, [REDACTED] has advised that the matter of poles for the backstroke flags at Coonabarabran Pool will be included in the Council works program.

Is there another project that the Swimming Club could put forward for consideration under the Community Financial Assistance Donations? Could you please let me know by Friday 5 August 2022 for inclusion in this round of donations.

Kind regards,

[REDACTED]

Warrumbungle Shire Council
PO Box 191, Coonabarabran NSW 2357
P (02) 6849 2000 | F 02 6842 1337

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From: [REDACTED]
Sent: Thursday, 21 July 2022 3:48 PM
To: [REDACTED]
Subject: Doc 156182 RE: Community Financial Assistance Donations Request Form – Round One 2022/2023

Application 3

Hi [REDACTED]

Thanks for submitting the Coonabarabran Swimming Club application for round one of Council's Community Financial Assistance Donations 2022/23. Applications will be considered at the Ordinary Council meeting of 18 August 2022.

Given the nature of the request, I have also forwarded your application on to our Manager Urban Services and Facilities, Nicole Benson.

Kind regards,
[REDACTED]

[REDACTED]
Warrumbungle Shire Council

PO Box 191, Coonabarabran NSW 2357

P (02) 6849 2000 | F 02 6842 1337
[REDACTED]

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From: info@warrumbungle.nsw.gov.au <info@warrumbungle.nsw.gov.au>

Sent: Friday, 8 July 2022 2:24 PM

To: Records Officer <info@warrumbungle.nsw.gov.au>

Subject: Community Financial Assistance Donations Request Form – Round One 2022/2023

The following information has been submitted from the Warrumbungle Shire Council:

Name of Organisation: Coonabarabran Swimming Club

Contact Address: [REDACTED]

Email Address: [REDACTED]

Phone Number: [REDACTED]

Amount Requested: Maximum Request \$500

Name of project: The Coonabarabran Swimming Club would like to place some short steel posts on either side of each end of the pool for attaching the backstroke flags. Currently there is a hazard having to use light posts, and the intended outcome would be to have

poles as similar to the Coolah pool does. Ideally this would be done by the council as it is a council asset that arguably currently poses a hazard to the volunteers working at the club who must use a ladder to access the light posts to attach and remove flags as required. These would need the assistance of council to install.

Expected completion date for the project/activity? :

Subject to council assistance this would occur by November 2022.

How does this project/activity meet the assessment criteria? :

This activity would assist the swimming club users and volunteers by having correctly placed backstroke flags, at a safe and practical height unlike as per current provisions. It will remove safety issues for volunteers.

Alternatively council might address this concern directly without the involvement of the Swimming Club or the need to donate funds to cover or assist with covering the cost.

Budget:

\$1000

In Kind Contributions:

The Swimming Club is prepared to contribute towards this cost however as we have very minimal funds it would be fantastic if we could engage with council to resolve the issue identified either through cooperation and joint funding, or through council resolving the matter with our guidance.

I have read and agree to the Community Financial Assistance Request Guidelines. :

Yes

From: info@warrumbungle.nsw.gov.au
Sent: Sunday, 10 July 2022 5:17 PM
To: Records Officer
Subject: Community Financial Assistance Donations Request Form – Round One 2022/2023

The following information has been submitted from the Warrumbungle Shire Council:

Name of Organisation: Coolah Lions Club Inc.

Contact Address: [REDACTED]

Email Address: [REDACTED]

Phone Number: [REDACTED]

Amount Requested: Maximum Request \$500

Name of project: To purchase Safety Mats for the floor and refurbish the toilet area with a small shelf and garbage bin of our Coolah Driver Reviver building. It was completely flooded , and interior destroyed we are painting it throughout and refurbishing inside but do not have enough funds for these last items.

Expected completion date for the project/activity? : Coolah Lions club cannot afford to replace the lino or an alternative at the moment.
September 2022

How does this project/ activity meet the assessment criteria? : The Coolah Lions Club Driver Reviver has been operating for more than 30 years once we have the Safety mats and our toilet freshened up plus all work completed to restore it again we plan to not only open it at holiday times but also have Community BBQ's, Boot Sales and open days throughout the year for the community as well as the travelling public. It will be a Super Driver Reviver offering Lions cakes, puddings, cold drinks, tea, coffee and also maps and travelers information brochures. We would also like to hold our Lions Club Meetings at this location in the future.

Budget: The Black Mats are an essential safety item for the area.
\$600 to \$700 - Coolah Lions club will be contributing any variance to the amount.

In Kind Contributions: Coolah Lions Club members and volunteers will be maintaining and operating the facility.

I have read and agree to the Community Financial Assistance Request Guidelines. : Yes

From: info@warrumbungle.nsw.gov.au
Sent: Wednesday, 13 July 2022 2:21 PM
To: Records Officer
Subject: Community Financial Assistance Donations Request Form – Round One 2022/2023

The following information has been submitted from the Warrumbungle Shire Council:

Name of Organisation: Warrumbungle Domestic Violence Committee Incorporated
Contact Address: [REDACTED]
Email Address: [REDACTED]
Phone Number: [REDACTED]
Amount Requested: Maximum Request \$500
Name of project: What will Council funds be used for? Raising awareness throughout our community via event or DV products such as stickers or pens with dv contact numbers etc.

Expected completion date for the project/activity? : 31/03/2023

How does this project/ activity meet the assessment criteria? : Promoting community awareness, involvement from volunteers and self-help initiatives, innovative and creative approaches to identified needs such as domestic violence

Budget: Expected income and expenditure for the project, noting own funds and whether financial support is available from a parent body.

No income as is not for profit, however depending on the activity or products used with funding will depending as will also have to put to a vote.

In Kind Contributions: Describe volunteer and in-kind contribution to the project/ activity

Warrumbungle Domestic Violence Committee seeks to provided relevant and current information to residents of Warrumbungle LGA through the provision of local and regional support contact information.

I have read and agree to the Community Financial Assistance Request Guidelines. : Yes

From: info@warrumbungle.nsw.gov.au
Sent: Friday, 15 July 2022 9:41 AM
To: Records Officer
Subject: Community Financial Assistance Donations Request Form – Round One 2022/2023

The following information has been submitted from the Warrumbungle Shire Council:

Name of Organisation: Pandora Gallery (CHATS ; Coolah Historical Arts and Tourism Subcommittee)
Contact Address: [REDACTED]
Email Address: [REDACTED]
Phone Number: [REDACTED]
Amount Requested: \$500
Name of project: Basket weaving demonstration and lesson

Maximum eight people

Expected completion date for the project/activity? : Local artist sharing her skills , knowledge and support
November/ December 2022
How does this project/ activity meet the assessment criteria? : " activities that promote community development in a multicultural context and seek to address issues of access and equity "

Budget: Providing affordable activities to rural and local community members from all walks of life . Encouraging creative artistic activities and socializing in a welcoming environment . Promoting mental stimulation while undertaking a relaxing and potential new hobby .
at a cost of \$85 per person, class capped at eight people , the Warrumbungle Shire Council contribution of \$500 will support the participants , who will supplement the extra cost of \$180
In Kind Contributions: Hall hire cost will be paid by Pandora Gallery and morning tea will be supplied
I have read and agree to the Community Financial Assistance Request Guidelines. : Yes

From: info@warrumbungle.nsw.gov.au
Sent: Monday, 18 July 2022 9:37 PM
To: Records Officer
Subject: Community Financial Assistance Donations Request Form – Round One 2022/2023

The following information has been submitted from the Warrumbungle Shire Council:

Name of Organisation: Binnaway Tennis Club Incorporated
Contact Address: [REDACTED]
Email Address: [REDACTED]
Phone Number: [REDACTED]
Amount Requested: Maximum Request \$500
Name of project: Painting the Binnaway Tennis Club and Boxing Gym bathrooms.

The project will provide a much needed facelift for the ladies and men's bathrooms adjoining the Binnaway Boxing Gym and Tennis Clubhouse. The current paint is in disrepair and chipping off the walls. The boxing gym is used throughout the week and tennis played weekly. The tennis club has more than 30 members and is associated with TennisNSW, however the committee aren't aware of funding available from TennisNSW for this type of project. The tennis club aims to keep tennis low cost to be accessible for all members of the community.

Expected completion date for the project/activity? : By 30 August 2022 - receive notification of funding outcome

By 30 November 2022 - clean, prepare and paint bathrooms

How does this project/activity meet the assessment criteria? : - The project will freshen up the toilets ready for increased use once the courts are resurfaced and multipurpose court surface finished.

- The project addresses a gap in the existing maintenance of the council-owned building which has not been carried out for years.

- Having pleasant facilities will improve the experience of users of the courts including local school, Progress Association, gym and tennis club members, visiting sporting clubs.

- Tennis is played by multicultural members of the community as well as disadvantaged families.

- Local children use the facilities through the school, Progress Association, youth development officers and tennis club activities.

Budget: Expected income and expenditure for the project, noting own funds and whether financial support is available from a parent body

Income: \$500 Council contribution

\$400 in-kind contribution through volunteer labour to clean/prepare and paint (est. 8 hours unskilled labour @\$50/hour)

Expenditure:

\$500 materials

	\$400 labour
In Kind Contributions:	Describe volunteer and in-kind contribution to the project/ activity
	Volunteers will clean, prepare, paint and clean up after the project.
	Volunteers will promote the activity on social and traditional media.
I have read and agree to the Community Financial Assistance Request Guidelines. :	Yes

From: info@warrumbungle.nsw.gov.au
Sent: Wednesday, 20 July 2022 5:56 PM
To: Records Officer
Subject: Community Financial Assistance Donations Request Form – Round One 2022/2023

The following information has been submitted from the Warrumbungle Shire Council:

Name of Organisation: Dunedoo & District Historical Society & Museum

Contact Address: [REDACTED]

Email Address: [REDACTED]

Phone Number: [REDACTED]

Amount Requested: Maximum Request \$500

Name of project: Dunedoo and District Oral History Project.

Funding will be used to engage a professional Oral History person to record & collate local history from 3 elderly residents of the area. The Oral History recordings will then be available on USB as well as on the Macquarie Regional Library for the public to listen to

Expected completion date for the project/activity? : Project will be completed by the 31/12/22

How does this project/ activity meet the assessment criteria? :

1. Engaging senior community members of Dunedoo & District
2. Recording local history that will be available for everyone, including school students and senior residents in nursing home
3. Ensuring our history and culture in Dunedoo is kept alive
4. Compliments the displays and stories held in our Dunedoo Museum and Library
5. Offers increased history resources and displays for locals as well as visitors to our town
6. Documents changes that have happened with the development and growth of Dunedoo & District
7. Adds another display for tourist attraction for our area and getting people to visit and stay in Dunedoo

Budget: The budget for the Oral History project is \$2000. We are looking at a co arrangement for the project and fund raising by our local museum. Benefits are not in a dollar value

In Kind Contributions: \$500 Council, \$1000 from Dunedoo Museum and \$500 from community

I have read and agree to the Community Financial Assistance Request Guidelines. : Yes

From: info@warrumbungle.nsw.gov.au
Sent: Monday, 25 July 2022 9:13 AM
To: Records Officer
Subject: Community Financial Assistance Donations Request Form – Round One 2022/2023

The following information has been submitted from the Warrumbungle Shire Council:

Name of Organisation: Baradine PA & H Association
Contact Address: [REDACTED]
Email Address: [REDACTED]
Phone Number: [REDACTED]
Amount Requested: \$500
Name of project: 2023 Baradine Show ground preparation/post clean-up

The funds will be used to help with preparing the grounds for the 2023 Baradine show and also the post clean-up. We will employ the Warrumbungle Shire Council to come and slash the grounds prior to the show and collect the rubbish post show in the garbage truck.

This will relieve some pressure on our volunteers.

Expected completion date for the project/activity? : 24 March 2023

How does this project/ activity meet the assessment criteria? : This proposed project meets the following assessment criteria:
"involvement from volunteers and self-help initiatives which build upon Council's contribution"

The Baradine show is completely run by volunteers within the community. The committee spend hours in preparing the grounds for show day and post clean-up after the show.

Budget: Minimal budget allocated to this project, we rely on volunteers to prep and clean the grounds.

No financial support is currently available for the 2023 show.

In Kind Contributions: The annual Baradine Show is run 100% by volunteers. In-kind contributions are endless with volunteers using their own machinery, fuel, time etc

I have read and agree to the Community Financial Assistance Request Guidelines. Yes

:

From: info@warrumbungle.nsw.gov.au
Sent: Sunday, 24 July 2022 4:48 PM
To: Records Officer
Subject: Community Financial Assistance Donations Request Form – Round One 2022/2023

The following information has been submitted from the Warrumbungle Shire Council:

Name of Organisation: Borah Creek Land Managers for Public Hall

Contact Address: [REDACTED]

Email Address: [REDACTED]

Phone Number: [REDACTED]

Amount Requested: Maximum Request \$500

Name of project: What will Council funds be used for?

Purchase new tables and chairs to replace old and not fit for modern purposes chairs and tables . The present ones are not easy to manage for our increasing older population\users of the premises.

Expected completion date for the project/activity? : October November 2022

How does this project/ activity meet the assessment criteria? : Refer to Guidelines for assessment criteria.

The community along with the Land managers look after the hall, the users are elderly . The managers will be using \$140 of their own funds to supplement the cost of the tables and chairs which will be purchased locally if the applications is successful.

Budget: Expected income and expenditure for the project, noting own funds and whether financial support is available from a parent body.

Total cost \$640-00 own funds \$140, Council contribution if successful \$500.

In Kind Contributions: Describe volunteer and in-kind contribution to the project/ activity.

Volunteers will collect the items if purchased.

In Kind applying donation the by secretary and use of her digital equipment in the process of applying

I have read and agree to the Community Financial Assistance Request Guidelines. : Yes

From: info@warrumbungle.nsw.gov.au
Sent: Saturday, 23 July 2022 3:29 PM
To: Records Officer
Subject: Community Financial Assistance Donations Request Form – Round One 2022/2023

The following information has been submitted from the Warrumbungle Shire Council:

Name of Organisation: Mendooran PA&H
Contact Address: [REDACTED]
Email Address: [REDACTED]
Phone Number: [REDACTED]
Amount Requested: Maximum Request \$500
Name of project: What will Council funds be used for?

To assist in the expenses that are incurred when running a quality art exhibition. The expenses include judge expenses (travel and accommodation), prize monies, venue hire, hardware as required, etc.

Expected completion date for the project/activity? : Friday 7th and Saturday 8th October 2022

How does this project/activity meet the assessment criteria? : Refer to Guidelines for assessment criteria

1: contribution to addressing gaps in service provision or community development programs and activities- This is the only activity of this kind in Mendooran. It attracts artists from across the Warrumbungle Shire (Baradine, Binnaway, , Dunedoo and Coonabarabran) as well artists from further afield such as Tooraweenah, Dubbo, Mudgee and Wellington. We have seen more people in Mendooran become interested in and taking up art and participating in local activities including workshops and Pink Stump Day bat painting.

2: activities which promote community development in a multicultural context and seek to address issues of access and equity- All people regardless of ethnicity are encouraged to be involved. Mendooran Central school has multicultural and Indigenous students who will be involved in the preview evening gaining skills in hospitality which are hard to obtain in Mendooran without functions like this.

3: involvement from volunteers and self-help initiatives which build upon Council's contribution- The Art Exhibition could not run without people volunteering their time and resources. While it is being organised by the Mendooran PA&H, which is made up of community volunteers, there are other people who have generously offered to assist with the running of the exhibition which includes the judge.

4: consumer/user participation in management of services/activities- The Art Exhibition committee is made up of local community members some of who are also artists. The committee works as a team to ensure decisions and actions deliver a quality product.

5: innovative and creative approaches to identified needs; or activities which use Council funding to attract further resources and funding- The Art Exhibition has been moved away from the Mendooran Show weekend to ensure we have sufficient man power available to run the exhibition. This year we have introduced a tie back to the

Show's theme in the hopes of attracting more participation and interest. This year's theme is Gum Blossoms, leaves and nuts.

Budget:

Expected income and expenditure for the project, noting own funds and whether financial support is available from a parent body:

Anticipated Income - \$1500

Expected expenditure - approx \$1300 (doesn't include venue bond of \$598)

Trophies - \$350 covered by sponsors (not included in expenditure)

Anticipated profit \$200 (dependent on income raised at preview evening and Saturday opening).

In Kind Contributions:

Describe volunteer and in-kind contribution to the project/ activity:

As described above, all persons involved in the organising of the 2 days are volunteers. The Mendooran Memorial Club and Bunnamagoo Winery are providing wine and beer. Mendooran Central School are providing Hospitality students to wait. Food is being donated by the committee volunteers. Sponsors have been sought to cover the 4 major trophies.

I have read and agree to the Yes
Community Financial
Assistance Request
Guidelines. :

From: info@warrumbungle.nsw.gov.au
Sent: Tuesday, 26 July 2022 9:51 AM
To: Records Officer
Subject: Community Financial Assistance Donations Request Form – Round One 2022/2023

The following information has been submitted from the Warrumbungle Shire Council:

Name of Organisation: Coolah Crafts
Contact Address: [REDACTED]
Email Address: [REDACTED]
Phone Number: [REDACTED]
Amount Requested: \$500
Name of project: Crafts & Activities Days at Coolah Craft Shop.

Coolah Crafts funds a free Craft & Friendship days each fortnight for elderly residents to gather for a cuppa & companionship & to learn varied time-honoured handicrafts.

Coolah Crafts is made up of a small group of local women who volunteer their time & provide their handmade clothing, knitting & craft items, honey, pickles & jams and weekly baked goods for sale. The Coolah Craft shop is located in the main street of Coolah and attracts solid support from tourists & locals alike. At the end of each year, they make a generous donation to a local school, the Coolah hospital or a charity.

In 2021 Coolah Crafts purchased the RSL building in Binnia Street where they have rented & operated for many years. The building is in need of an upgrade & the Coolah Craft group plan to seek funding to renovate the building to allow for even bigger & better community days; morning teas, music days, guest speakers etc. to make it an activity hub for predominantly the elderly wanting to learn a handicraft or simply to come along to socialise. In the meantime, we are looking to attract funding so we can make the premises more comfortable for our users with the purchase of heating/cooling or to provide crafting materials for our fortnightly gatherings.

Expected completion date for the project/activity? : 31st December 2022

How does this project/activity meet the assessment criteria? : Coolah Crafts funds a free Craft & Friendship days each fortnight for elderly residents to gather for a cuppa & companionship & to learn varied time-honoured handicrafts. The craft shop ladies collect the elderly from their homes to attend these valuable days out. This activity is important in getting aged people out of their homes when they don't have the option of their own transport, along with the mental health benefits regular socialising brings while addressing loneliness in our community within a friendly, learning environment. There are currently no other opportunities available for our elderly residents in Coolah where they can be picked up from their home & enjoy a day of companionship & learning at no cost. Any financial assistance we could secure from Warrumbungle Shire Council would go towards activities to support the growing aged population in our local community and would be very much appreciated.

Budget: Coolah Crafts does not receive any financial support from any state or regional bodies. Coolah Crafts does not expect income for this project & as a volunteer organisation has funded past days from their own budget.

In Kind Contributions: Local volunteers run the Coolah Craft shop, they provide their time in sharing their knowledge on these Craft Days, provide morning tea & pick-up & drop-off the elderly attendees to their homes.

I have read and agree to the Yes
Community Financial
Assistance Request
Guidelines. :

Community Financial Assistance Donations Request Form – Round One 2022/2023

Please use a separate form for each request

Submitted by: *Name: Organisation:	[Redacted] Country Womens Association Coonabarabran Evening Branch
Contact Details Address:*	[Redacted]
Phone/Email Address*:	[Redacted]
* Information collected will only be used to contact you in relation to this submission.	
Amount of Request \$ (Maximum Request \$500).	\$500 - \$106 Sanitary Disposal Unit + Change Table \$424
Details of Request: i.e. <ul style="list-style-type: none"> Name of project (what will Council funds be used for?) Expected completion date for the project/activity? How does this project/activity meet the assessment criteria? (Refer to Guidelines for assessment criteria) 	<p>Welfare + Hygiene at CWA Rooms + Paid. \$324</p> <p>Coonabarabran Evening Branch's main source of income is rental income from hiring out the CWA Hall to community groups plus use for our members meetings and various activities. We have become aware that we do not have a correct container for to dispose of female hygiene articles nor a change table for mothers to attend to their childrens/babies needs.</p>
Budget: Expected income and expenditure for the project, noting own funds and whether financial support is available from a parent body	<p>Change table for babies/mothers to use * \$324.00</p> <p>Feminine hygiene container for used hygiene articles - \$100</p>
In Kind Contributions: Describe volunteer and in-kind contribution to the project/activity.	Members of the CWA will attend to and pay for upkeep and future provision of above facilities.
Signature: Date:	[Redacted]



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Product Features:

From: info@warrumbungle.nsw.gov.au
Sent: Tuesday, 26 July 2022 12:20 PM
To: Records Officer
Subject: Community Financial Assistance Donations Request Form – Round One 2022/2023

The following information has been submitted from the Warrumbungle Shire Council:

Name of Organisation: Baradine Preschool Incorporated

Contact Address: [REDACTED]

Email Address: [REDACTED]

Phone Number: [REDACTED]

Amount Requested: \$500

Name of project: Project- 'New storage shed'

If successful, the funds will be used towards the cost of cement required for the shed.

Expected completion date for the project/activity? : 30 December 2022

How does this project/ activity meet the assessment criteria? : This project meets the following assessment criteria:

'involvement from volunteers and self-help initiatives which build upon Council's contribution'

The Baradine Preschool is a not-for-profit organisation that is run by a committee made up of volunteers. The committee volunteer their time on a regular basis.

Budget: To date, this project has been partially funding by the ANZ Seeds of Renewal grant. The grant will be covering the cost of the shed, leaving the cost of the cement slab to still be covered. Cost of cement slab is \$5000

No other support is available for this project.

In Kind Contributions: The committee (which is made up of all volunteers) have volunteered their time to complete the grant application and will meet contractors at the service to complete this project.

I have read and agree to the Community Financial Assistance Request Guidelines. : Yes

From: info@warrumbungle.nsw.gov.au
Sent: Wednesday, 27 July 2022 9:40 AM
To: Records Officer
Subject: Community Financial Assistance Donations Request Form – Round One 2022/2023

The following information has been submitted from the Warrumbungle Shire Council:

Name of Organisation: Tunes on the Turf
Contact Address: [REDACTED]
Email Address: [REDACTED]
Phone Number:
Amount Requested: \$500
Name of project: What will Council funds be used for? The funds will be used to purchase tear drop banners to promote Tunes on the Turf in Dunedoo. The committee was fortunate enough to receive a donation from WSC towards these banners in the last round and this additional funding will be added to that so the banners can be purchased. The cost of purchasing these flags is approximately \$1000
Expected completion date for the project/activity? : As soon as funding is received as the event is held in November
How does this project/activity meet the assessment criteria? : The Tunes on the Turf is one of the major events in Dunedoo and is a great asset to our community. Many people travel to partake in this event and stay over the weekend. This increase of people within our town has a flow on affect to the local businesses seeing an increase in people within their shops. These banners will be used for several years to come and will be money well spent in assisting to promote this wonderful and well supported local event.
Budget: Funding from WSC \$500 additional costs will be contributed by the Tunes on the Turf committee.
In Kind Contributions: NA
I have read and agree to the Community Financial Assistance Request Guidelines. : Yes

From: info@warrumbungle.nsw.gov.au
Sent: Wednesday, 27 July 2022 9:52 AM
To: Records Officer
Subject: Community Financial Assistance Donations Request Form – Round One 2022/2023

The following information has been submitted from the Warrumbungle Shire Council:

Name of Organisation: Dunedoo Tennis Club

Contact Address:

Email Address:

Phone Number:

Amount Requested: \$500

Name of project: What will Council funds be used for? The funds will be used to repair the glass on the door and back window of the clubhouse and the window outside court 1, following vandalism to these areas.

Expected completion date for the project/activity? : Once funding is received then the work will commence. The project will be completed approximately by December 2022 as it will need to work in around the local tennis competition.

How does this project/ activity meet the assessment criteria? : As the Dunedoo Tennis Club is a not for profit organisation this funding would assist with repairing a vital community asset.

Budget: WSC funding income \$500. All other costs would be incurred by the Tennis Club. Approximate expenditure \$2000

In Kind Contributions: The Tennis Club committee will volunteer as much as possible to assist with the removal of rubbish and repair work.

I have read and agree to the Community Financial Assistance Request Guidelines. : Yes

From: info@warrumbungle.nsw.gov.au
Sent: Wednesday, 27 July 2022 9:58 AM
To: Records Officer
Subject: Community Financial Assistance Donations Request Form – Round One 2022/2023

The following information has been submitted from the Warrumbungle Shire Council:

Name of Organisation: Dunedoo and District Development Group
Contact Address:
Email Address:
Phone Number:
Amount Requested: \$500
Name of project: What will Council funds be used for? Funds will be used to assist Dunedoo Landcare with the running costs of their upcoming Carp Muster.
Expected completion date for the project/activity? : October 2022
How does this project/activity meet the assessment criteria? : Dunedoo Landcare are running a local carp muster. This will give the community the opportunity to be involved in an event that promotes keeping our waterways clean and actively talking and educating about reducing waste and pollution and regeneration of our waterways while eliminating noxious fish in the correct manner.
Budget: Currently funding is only sought for \$500 from WSC and all additional costs will be covered by Dunedoo Landcare
In Kind Contributions: Volunteers will be heavily involved in the organising and running of the event. These will be from Dunedoo Landcare, Dunedoo and District Development Group and the local schools
I have read and agree to the Community Financial Assistance Request Guidelines. : Yes

RECEIVED

28 JUL 2022



Community Financial Assistance Donations Request Form – Round One 2022/2023

Please use a separate form for each request

Submitted by: *Name: Organisation:	<div style="background-color: black; width: 150px; height: 40px; margin-bottom: 10px;"></div> <div style="font-size: 1.5em; font-family: cursive;">Brothers united</div>
Contact Details Address*:	<div style="background-color: black; width: 400px; height: 60px;"></div>
Phone/Email Address*:	<div style="background-color: black; width: 600px; height: 20px;"></div>
* Information collected will only be used to contact you in relation to this submission.	
Amount of Request \$ (Maximum Request \$500).	<div style="font-size: 1.5em; font-family: cursive;">\$500</div>
Details of Request: i.e. <ul style="list-style-type: none"> Name of project (what will Council funds be used for?) Expected completion date for the project/activity? How does this project/activity meet the assessment criteria? (Refer to Guidelines for assessment criteria) 	<div style="font-size: 1.5em; font-family: cursive; padding-top: 20px;"> Entering a local team in South Koofri knockroad. </div>
Budget: Expected income and expenditure for the project, noting own funds and whether financial support is available from a parent body	<div style="font-size: 1.5em; font-family: cursive; padding-top: 20px;"> Looking for community support through Sponsorship </div>
In Kind Contributions: Describe volunteer and in-kind contribution to the project/activity.	<div style="font-size: 1.5em; font-family: cursive; padding-top: 20px;"> will do bbq/raffles, Hamper, load of wood </div>
Signature: Date:	<div style="background-color: black; width: 200px; height: 30px; margin-bottom: 10px;"></div> <div style="font-size: 1.5em; font-family: cursive;">28/7/22</div>

From: info@warrumbungle.nsw.gov.au
Sent: Thursday, 28 July 2022 8:53 PM
To: Records Officer
Subject: Community Financial Assistance Donations Request Form – Round One 2022/2023

The following information has been submitted from the Warrumbungle Shire Council:

Name of Organisation:	Coolah Junior Sports Club
Contact Address:	
Email Address:	
Phone Number:	
Amount Requested:	Maximum Request \$500
Name of project:	Recover costs of hiring facilities for junior sports club
Expected completion date for the project/activity? :	.
How does this project/ activity meet the assessment criteria? :	Refer to Guidelines for assessment criteria
Budget:	Expected income and expenditure for the project, noting own funds and whether financial support is available from a parent body
In Kind Contributions:	Describe volunteer and in-kind contribution to the project/ activity
I have read and agree to the Community Financial Assistance Request Guidelines. :	Yes

From: info@warrumbungle.nsw.gov.au
Sent: Thursday, 28 July 2022 4:27 PM
To: Records Officer
Subject: Community Financial Assistance Donations Request Form – Round One 2022/2023

The following information has been submitted from the Warrumbungle Shire Council:

Name of Organisation: Binnaway Progress Association
Contact Address: [REDACTED]
Email Address: [REDACTED]
Phone Number: [REDACTED]
Amount Requested: \$400
Name of project: To assist with the costs to install a tree guard and possibly move and replace tree in the Len Guy park. Tree has been substantially damaged by park users as it is close to the path and looks to have been knocked and broken by children playing handball.
Expected completion date for the project/activity? : Dec 2022
How does this project/ activity meet the assessment criteria? :

- active involvement from volunteers to install and move/replace
- discussions with the Binnaway Youth to remedy a handball area
- a common sense approach to mitigating further damage to a tree in the Len Guy Park.

Budget: Estimated costs not to exceed \$500
In Kind Contributions: Up to \$100 in kind for purchase of materials and in kind labour to install.
I have read and agree to the Community Financial Assistance Request Guidelines. : Yes

From: info@warrumbungle.nsw.gov.au
Sent: Thursday, 28 July 2022 4:22 PM
To: Records Officer
Subject: Community Financial Assistance Donations Request Form – Round One 2022/2023

The following information has been submitted from the Warrumbungle Shire Council:

Name of Organisation: Binnaway Progress Association
Contact Address:
Email Address:
Phone Number:
Amount Requested: \$500
Name of project: Funds will be used to help install surveillance cameras at the Pumphouse Campground in Binnaway. This will help protect the camp facilities and also the donations box. Footage can be used to assist police in the event of unlawful damage to the facility.

Expected completion date for the project/activity? : December 2022
How does this project/ activity meet the assessment criteria? :

- this will assist the volunteers who with Council's contribution continue to manage the maintenance and upkeep of this facility; the campground is a benefit to the community as it attracts visitors to the town who then utilise the shops and service station etc
- we believe this to be an important and innovative way to assist in reducing damage that could be done to the facility

Budget: Progress are currently seeking quotes for what is required. Total cost is expected to be more than \$1000.
In Kind Contributions: Progress will contribute the balance of the purchase price as required.
I have read and agree to the Community Financial Assistance Request Guidelines. : Yes

From: info@warrumbungle.nsw.gov.au
Sent: Friday, 29 July 2022 10:39 AM
To: Records Officer
Subject: Community Financial Assistance Donations Request Form – Round One 2022/2023

The following information has been submitted from the Warrumbungle Shire Council:

Name of Organisation: Coolah and District Historical society
Contact Address: [REDACTED]
Email Address: [REDACTED]
Phone Number: [REDACTED]
Amount Requested: Maximum Request \$500
Name of project: What will Council funds be used for? Replacement of signs of historic value which have been damaged or removed from areas in the vicinity of COOLAH. This includes having signs remade, and erection at previous sites.
Expected completion date for the project/activity? : December 2022.
How does this project/ activity meet the assessment criteria? : Refer to Guidelines for assessment criteria the signs will make local people, many of whom did not originate from Coolah, aware of the districts history. They will also give tourists an awareness of Coolah's history, also encouraging tourist activity.
Budget: Expected income and expenditure for the project, noting own funds and whether financial support is available from a parent body. Income will be the \$500.00 dollars from council.
In Kind Contributions: Describe volunteer and in-kind contribution to the project/ activity. Arranging the making of signs. Transporting the signs to COOLAH, and the sites for erection. Erection of the signs.
I have read and agree to the Community Financial Assistance Request Guidelines. : Yes

From: [REDACTED]
Sent: Tuesday, 2 August 2022 9:05 AM
To: [REDACTED]
Subject: Doc 156729 RE: Community Financial Assistance Donations Request Form – Round One 2022/2023

Good morning

Thank you for submitting the Coolah Touch Football Association application for round one of Council's Community Financial Assistance Donations 2022/23. Unfortunately, this application will not be eligible for funding as security is an organisational matter. The Manager Urban Services and Facilities has advised that there are no special lease or licence agreements in place with the sporting groups at Coolah that would allow the groups to place their own locks.

If there is a different project that the Touch Football Association would like to apply to use the Community Financial Assistance Donations for, please let me know the details by Friday 5 August 2022.

Kind regards,

[REDACTED]

Warrumbungle Shire Council
PO Box 191, Coonabarabran NSW 2357
P (02) 6849 2000 | F 02 6842 1337

[REDACTED]

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From: info@warrumbungle.nsw.gov.au <info@warrumbungle.nsw.gov.au>
Sent: Friday, 29 July 2022 11:26 AM
To: Records Officer <info@warrumbungle.nsw.gov.au>
Subject: Community Financial Assistance Donations Request Form – Round One 2022/2023

The following information has been submitted from the Warrumbungle Shire Council:

Name of Organisation: Coolah Touch Football Assoc
Contact Address: [REDACTED]
Email Address: [REDACTED]
Phone Number: [REDACTED]
Amount Requested: Maximum Request \$500

Name of project:	What will Council funds be used for? These funds in-conjunction with other user groups of the Oval ie, Coolah Junior Sports, Coolah Cricket Club, Three Rivers Little Athletics and Coolah Rugby Club would be used to have the locks at the ovals changed so that they were all the same and each user group had their own set of keys. There is a large number of keys and it is very confusing and time consuming look for the right keys
Expected completion date for the project/activity? :	12 months
How does this project/ activity meet the assessment criteria? :	Refer to Guidelines for assessment criteria
Budget:	Expected income and expenditure for the project, noting own funds and whether financial support is available from a parent body
In Kind Contributions:	Describe volunteer and in-kind contribution to the project/ activity No
I have read and agree to the Community Financial Assistance Request Guidelines. :	Yes

[REDACTED]

From: Jennifer Maundrell
Sent: Tuesday, 2 August 2022 9:08 AM
To: [REDACTED]
Subject: Doc 156730 RE: Community Financial Assistance Donations Request Form – Round One 2022/2023

Good morning

Thank you for submitting the Three Rivers Little Athletics application for round one of Council's Community Financial Assistance Donations 2022/23. Unfortunately, this application will not be eligible for funding as security is an organisational matter. The Manager Urban Services and Facilities has advised that there are no special lease or licence agreements in place with the sporting groups at Coolah that would allow the groups to place their own locks.

If there is a different project that Little Athletics would like to apply to use the Community Financial Assistance Donations for, please let me know the details by Friday 5 August 2022.

Kind regards,

[REDACTED]

Warrumbungle Shire Council
PO Box 191, Coonabarabran NSW 2357
P (02) 6849 2000 | F 02 6842 1337
[REDACTED]

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From: info@warrumbungle.nsw.gov.au <info@warrumbungle.nsw.gov.au>
Sent: Friday, 29 July 2022 12:35 PM
To: Records Officer <info@warrumbungle.nsw.gov.au>
Subject: Community Financial Assistance Donations Request Form – Round One 2022/2023

The following information has been submitted from the Warrumbungle Shire Council:

Name of Organisation: Three Rivers Little Athletics
Contact Address: [REDACTED]
Email Address: [REDACTED]
Phone Number: [REDACTED]

Amount Requested:	Maximum Request \$500
Name of project:	To have all the various locks at Bowen Oval replaced to a universal one (one key fits all) to make it easier to access the toilets and storage facilities during our sessions.
Expected completion date for the project/activity? :	Sept 2022
How does this project/ activity meet the assessment criteria? :	To enhance the ability of our Center to provide high-quality sporting facilities to local families.
Budget:	With the cost unknown, our Center could combine with other users to possibly cover the entire cost (using the money from Warrumbungle Shire Council).
In Kind Contributions:	Volunteers can assist with the replacement of the locks.
I have read and agree to the Community Financial Assistance Request Guidelines. :	Yes

From: info@warrumbungle.nsw.gov.au
Sent: Friday, 29 July 2022 12:38 PM
To: Records Officer
Subject: Community Financial Assistance Donations Request Form – Round One 2022/2023

The following information has been submitted from the Warrumbungle Shire Council:

Name of Organisation:	Coolah Swimming Club
Contact Address:	<div data-bbox="683 517 983 551" style="background-color: black; height: 15px; width: 188px;"></div>
Email Address:	<div data-bbox="683 562 1032 595" style="background-color: black; height: 15px; width: 219px;"></div>
Phone Number:	<div data-bbox="683 607 844 640" style="background-color: black; height: 15px; width: 101px;"></div>
Amount Requested:	Maximum Request \$500
Name of project:	To hold an event to encourage new families to Swim Club and to update equipment for our swimmers.
Expected completion date for the project/activity? :	Dec 2022
How does this project/ activity meet the assessment criteria? :	To enhance the ability of our Club to provide vital swimming skills and high- quality equipment to local families.
Budget:	The \$500 from Council would cover all expenses.
In Kind Contributions:	Volunteers would organise and host the event and purchase the equipment.
I have read and agree to the Community Financial Assistance Request Guidelines. :	Yes

From: info@warrumbungle.nsw.gov.au
Sent: Friday, 29 July 2022 1:57 PM
To: Records Officer
Subject: Community Financial Assistance Donations Request Form – Round One 2022/2023

The following information has been submitted from the Warrumbungle Shire Council:

Name of Organisation: Mendooran and District History Group Incorporated.

Contact Address: [REDACTED]

Email Address: [REDACTED]

Phone Number: [REDACTED]

Amount Requested: \$500.00

Name of project: What will Council funds be used for?

The purchase of video recording equipment.

Expected completion date for the project/activity? : This will be an ongoing activity to record the history of Mendooran. In particular our upcoming 170th Birthday Celebrations. Also to record individuals memories and historical events. Our history is always happening.

How does this project/activity meet the assessment criteria? : Refer to Guidelines for assessment criteria

We are a not for profit volunteer organisation gathering, recording, collating and storing the history of Mendooran and District. It is much easier recording and filming a casual conversation with residents, past and present. Filming events. It will give us the opportunity to interview locals, visitors and tourists at our upcoming 170th Birthday Celebrations also. Compiling our history will also benefit Mendooran through promotion which in turn supports economic development and tourism.

Budget: Expected income and expenditure for the project, noting own funds and whether financial support is available from a parent body

Expected budget approximately \$500.00.

In Kind Contributions: Describe volunteer and in-kind contribution to the project/ activity

We will continually be contributing to this activity as it is an ongoing commitment. Our volunteers will always be contributing and we will undertake fund-raising as necessary.

I have read and agree to the Community Financial Assistance Request Guidelines. : Yes

[REDACTED]

From: [REDACTED]
Sent: Tuesday, 2 August 2022 1:39 PM
To: [REDACTED]
Subject: Doc 156772 RE: Community Financial Assistance Donations Request Form – Round One 2022/2023

Good afternoon

Thank you for submitting the Coolah Roos Rugby Club application for round one of Council's Community Financial Assistance Donations 2022/23. Unfortunately, this application will not be eligible for funding as security is an organisational matter. The Manager Urban Services and Facilities has advised that there are no special lease or licence agreements in place with the sporting groups at Coolah that would allow the groups to place their own locks.

If there is a different project that the rugby club would like to apply to use the Community Financial Assistance Donations for, please let me know the details by Friday 5 August 2022.

Kind regards,

[REDACTED]

Warrumbungle Shire Council
PO Box 191, Coonabarabran NSW 2357
P (02) 6849 2000 | F 02 6842 1337
[REDACTED]

[Excellence in Local Government](#)



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From: info@warrumbungle.nsw.gov.au <info@warrumbungle.nsw.gov.au>
Sent: Friday, 29 July 2022 4:23 PM
To: Records Officer <info@warrumbungle.nsw.gov.au>
Subject: Community Financial Assistance Donations Request Form – Round One 2022/2023

The following information has been submitted from the Warrumbungle Shire Council:

Name of Organisation: Coolah Roos Rugby Club
Contact Address: [REDACTED]
Email Address: [REDACTED]
Phone Number: [REDACTED]

Amount Requested:	Maximum Request \$500
Name of project:	Master key set for Bowen Oval- to replace all current locks for one universal key.
Expected completion date for the project/activity? :	Sept 2022
How does this project/ activity meet the assessment criteria? :	Enhance sporting facilities in Coolah
Budget:	Joint funding project with other user groups of Bowen Oval- using Warrumbungle donations
In Kind Contributions:	Committee volunteers are able to assist with the insulation.
I have read and agree to the Community Financial Assistance Request Guidelines. :	Yes

Community Financial Assistance Donations 2022/23 Round 1

Evaluation of Applications

Assessment Criteria

High priority given to:

1. Activities that address gaps in service or community development.
2. Activities that promote community development in a multicultural context and seek to address issues of access and equity.
3. Involvement from volunteers and self-help initiatives that build upon Council's contribution.
4. Consumer/user participation in management of services/activities.
5. Innovative and creative approaches to identified needs.
6. Activities that use Council funding to attract further resources.

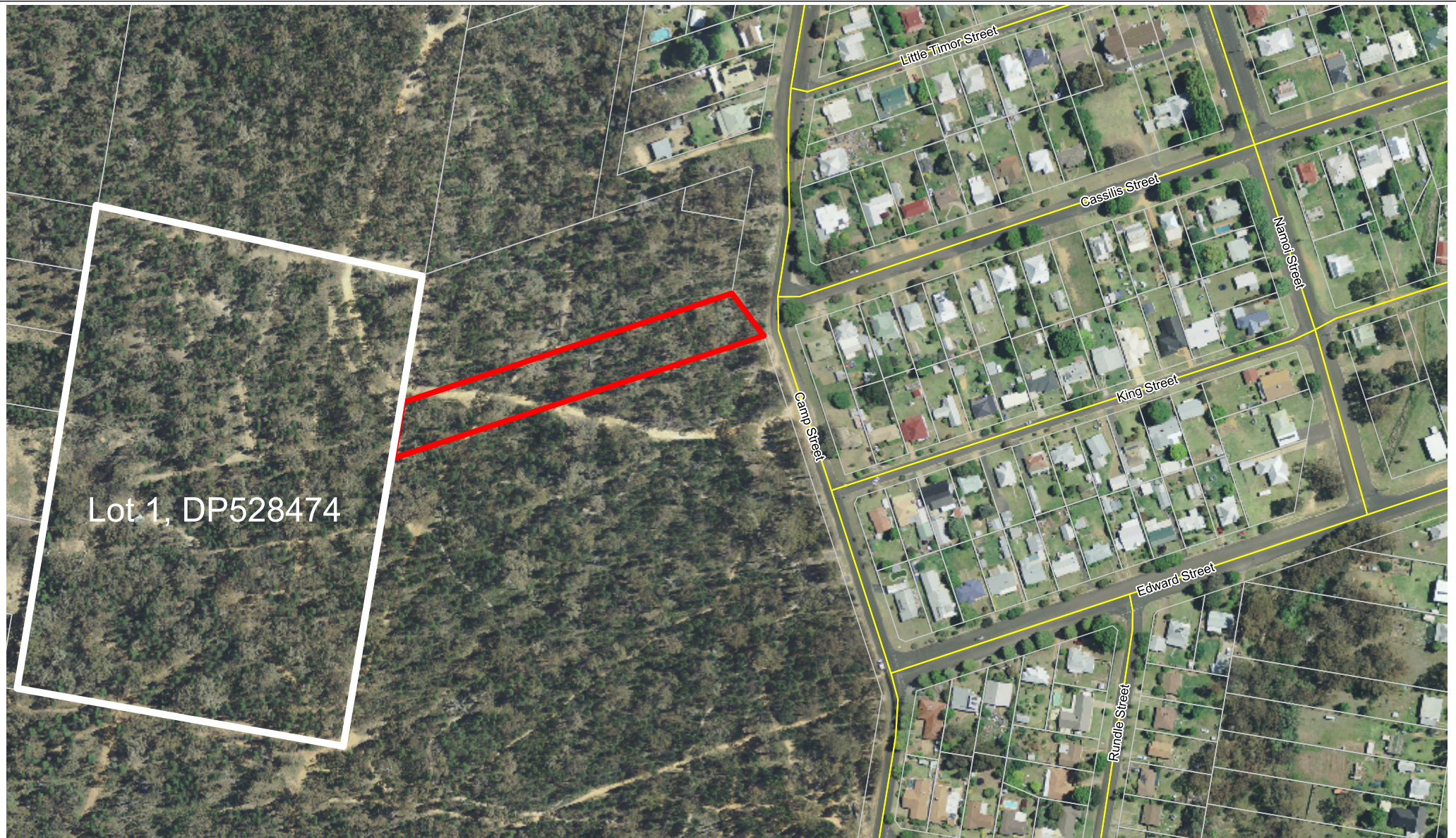
Low priority given to:

- a. Activities/services that do not attempt to become self-supporting where the potential exists through fees or other feasible income-producing activities.
- b. Activities of a purely social nature, which do not address the needs of disadvantaged groups.
- c. Activities that are eligible for support from state-wide or regional parent bodies.

ID Number	Name	Project	Amount requested (\$)	High priority met	Low priority met	Recommended donation (\$)
1 (155149)	Coonabarabran Highland Pipes and Drums	Purchase of materials to further develop and establish band	500.00	2, 3, 4, 6	Nil	400.00
2 (155216)	St Lawrence's Primary School	Interactive Indigenous garden area	500.00	1, 2, 4, 6	Nil	400.00
3 (155325)	Coonabarabran Swimming Club	(New posts for backstroke flags – operational matter – withdrawn) Pace clock	500.00	1, 3	Nil	400.00
4 (155380)	Coolah Lions Club	Driver Reviver building refurbishments	500.00	3, 4	Nil	400.00

5 (155771)	Warrumbungle Domestic Violence Committee	Promote community awareness	500.00	1, 2, 3, 4	Nil	400.00
6 (155898)	Pandora Gallery	Basket weaving demonstration and lessons	500.00	2, 3, 4	Nil	400.00
7 (155984)	Binnaway Tennis Club	Painting Binnaway Tennis Club and Boxing Gym bathrooms	500.00	1, 3, 4	Nil	400.00
8 (156153)	Dunedoo & District Historical Society and Museum	Dunedoo and District Oral History Project	500.00	1, 2, 3, 4, 5	Nil	400.00
9 (156255)	Baradine PA&H Association	2023 Baradine Show – ground preparation/post clean-up	500.00	3, 4	Nil	400.00
10 (156265)	Borah Creek Land Managers	Purchase of tables and chairs for public hall	500.00	2, 3, 4	Nil	400.00
11 (156267)	Mendooran PA&H Association	Running expenses for art exhibition	500.00	1, 2, 3, 4, 5	Nil	400.00
12 (156374)	Coolah Crafts	Crafts and activities days at Coolah Craft Shop	500.00	1, 3, 4, 6	Nil	400.00
13 (156378)	Coonabarabran CWA	Purchase of sanitary disposal unit and change table	424.00	2, 3, 4, 6	Nil	400.00
14 (156388)	Baradine Preschool	Contribution to new storage shed	500.00	3, 4	Nil	400.00
15 (156431)	Tunes on the Turf	Purchase of tear drop banners to promote event in Dunedoo	500.00	3, 4, 6	Nil	400.00
16 (156432)	Dunedoo Tennis Club	Contribution to repairs on clubhouse following vandalism of door and windows	500.00	3, 4	Nil	400.00
17 (156433)	Dunedoo and District Development Group	Assist Dunedoo Landcare with running costs of Carp Muster	500.00	1, 3, 4	Nil	400.00
18 (156494)	Brothers United	Sponsorship to assist with cost of entering local team in 50 th Koori Knockout rugby league carnival	500.00	2, 3, 4	Nil	400.00
19 (156511)	Coolah Junior Sports Club	Offset costs of facility hire	500.0	2, 3, 4	Nil	400.00
20 (156512)	Binnaway Progress Assn	Install tree guard and possibly move/replace tree in Len Guy Park	400.00	3, 4	Nil	400.00

21 (156513)	Binnaway Progress Assn	Install CCTV at Pumphouse Campground	500.00	1, 4	Nil	400.00
22 (156567)	Coolah and District Historical Society	Replace signs of historic value that have been damaged/removed from the Coolah area	500.00	3, 4, 6	Nil	400.00
23 (156568)	Coolah Touch Football	Change locks at Coolah ovals to matching sets (operational matter – property security)	500.00	3, 4	Nil	0
24 (156569)	Three Rivers Little Athletics	Change locks at Coolah ovals to matching sets (operational matter – property security)	500.00	3, 4	Nil	0
25 (156570)	Coolah Swimming Club	Event to encourage new families to the club; update equipment	500.00	3, 4, 6	Nil	400.00
26 (156592)	Mendooran and District History Group Inc	Purchase of video recording equipment	500.00	3, 4	Nil	400.00
27 (156605)	Coolah Roos Rugby Club	Change locks at Coolah ovals to matching sets (operational matter – property security)	500.00	3, 4	Nil	0



14-22 John Street
PO Box 191
Coonabarabran NSW 2357
Phone: (02) 6849 2000
Fax: (02) 6942 1337
www.warrumbungle.nsw.gov.au

Important Notice!

This map is not a precise survey document. Accurate locations can only be determined by a survey on the ground.

This information has been prepared for Council's internal purposes and for no other purpose. No statement is made about the accuracy or suitability of the information for use for any purpose (whether the purpose has been notified to Council or not). While every care is taken to ensure the accuracy of this data, neither the Warrumbungle Shire Council nor Spatial Services makes any representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason.

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Projection: GDA2020 / MGA zone 55

Date: 18/07/2022

Drawn By: Zachary Estens

**Unformed access road to
property
Lot 1, DP528474 Cassilis Street
(extension), Coonabarabran**

Map Scale: 1:3214 at A4

220096.

Best case scenario



Attachment 3

From: Leasa Hutchins <leasa.hutchins@crownland.nsw.gov.au>
Sent: Friday, 1 April 2022 12:15 PM
To: Gary Murphy <Gary.Murphy@warrumbungle.nsw.gov.au>
Cc: Records Officer <info@warrumbungle.nsw.gov.au>
Subject: Cassilis St - Access to Lot 1 DP 528474 - Proposed Council Road Closure

Good morning Gary

As discussed, please find attached, information relating to the partly unformed Cassilis St Coonabarabran that provides legal access to Lot 1 DP 528474 (Brendon Jones).

In addition I have attached fact sheets on Council road closings and determining the status of a road.

Templates have been created to assist Councils with the Council road closure procedure and can be obtained by emailing a request to: council.roadclosures@crownland.nsw.gov.au.

Kind regards

Leasa Hutchins, Property Management Project Officer

Crown Lands | Department of Planning and Environment
Wiradjuri Country | 45 Wingewarra St, Dubbo NSW 2830 | PO Box 2185, Dangar NSW 2309
T 02 6883 5404 E leasa.hutchins@crownland.nsw.gov.au
www.crownland.nsw.gov.au | www.dpie.nsw.gov.au



Our Vision: Together, we create thriving environments, communities and economies.

The Department of Planning and Environment acknowledges that it stands on Aboriginal land. We acknowledge the traditional custodians of the land and we show our respect for elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

Historical Town Map - Coonabarabran



DISTINCTIVE BOUNDARIES ETC.	
State	— + — +
Territorial Division	— — — —
County	— x — x
Parish	— . — .
Land District	— — — + +
Shire	— — — + + +
Urban Area	— — — x
City, Town or Village	— . . — . .
Town or Village under Local Govt. Act	— + + — + +
Suburban	— — — + +
Municipality (or City under Local Govt. Act)	— — — x
Police Offences Act	— — — + . +
Developmental Scheme (Town & Country Planning)	— — — x
Regulation of Buildings Area	— — — o o
Proclaimed Gold or Mineral Field	— —
Reserve from Conditional Sale within Gold Field	— —
Fauna Protection Dist. or Bird and Animal Sanct.	— ◇ — ◇
Pastures Protection District	— o — o
State Forest	— — — . .
National Forest	— + — . .
State Coal Mine	— — — □
Catchment Area	— — — x x
Survey Area	— — — s — s
Reserve from Lease or License	— — — — —
Reserve from Sale, Lease or License	— — — — —
Reserve from Sale	— — — — —
Reserve from Occupation under Mining Act	— — — — —
Reserve from Mining Lease	— — — — —
Public road - Except Private Subdivision Roads etc. (Full width unless otherwise noted)	— — — — —
Private Subdivision	— — — — —
Trigonometrical Station Major (with Altitude in feet)	△ LETT 612 FT.
Trigonometrical Station Minor (with Altitude in feet)	○ 75 FT.
Observing Station	△ 1885 VAR 9°15
Pilliga Scrub	— — — — —

(6599) Sydney, 7th September, 1973.

ERRATUM

*Land District—Taree; Shire—Manning; Parish—Bohndock;
County—Gloucester*

IN the notification under the Public Roads Act, 1902, appearing in the Government Gazette of 10th August, 1973, folio 3468, in connection with the widening of part of road from Taree to Old Bar delete reference to plan "R. 33900-1603a" where appearing in the heading and insert in lieu thereof "R. 33910-1603a". Rds 73-609.

T. L. LEWIS, Minister for Lands.

(6550) Department of Lands, Sydney, 7th September, 1973.

GEOGRAPHICAL NAMES ACT, 1966

A proposal to assign the name DENHAM as a geographical name, to a locality situated between Leppington and Ingleburn, was notified in Government Gazette No. 21 of 25th February, 1972, folio 716, and in two newspapers circulating in the area.

Having considered all objections to the proposal, the Board has this day assigned the name DENHAM COURT to the locality in the vicinity of Denham Court Road, County Cumberland, Parish Minto, Cities of Campbelltown and Liverpool, in PENRITH 9030 II 1:100,000 map area.

D. C. MILLER, Secretary, Geographical Names Board.

(6452) Department of Lands, Sydney, 7th September, 1973.

GEOGRAPHICAL NAMES ACT, 1966—ERRATUM

THE Geographical Names Board of New South Wales has this day assigned the following recorded names as geographical names in BURAJA 8126 1:100,000 map area, on Lands Department 1:50,000 maps of LOWESDALE, OAKLANDS, in Counties Denison, Hume, Urana, Land Districts Corowa, Urana, Shires of Corowa, Urana, within the area bounded by 35° 30', 36° 00' and longitudes 146° 00', 146° 30'.

LOWESDALE MAP

<i>Geographical Name Assigned</i>	<i>Designation</i>	<i>Parish</i>
Buraja	Locality	Buraja
Buraja	Parish	Buraja
Collendina	Parish	Collendina
Collendina	Locality	Turrarnia
Corowa	Parish	Corowa
Corowa	Town	Corowa
Denison	Parish	Denison
Dicks Plain	Locality	Mulwala
Dry Forest	Parish	Dry Forest
Gray	Parish	Co. Hume
Hanleys Plain	Locality	Mulwala
Hard Swamp	Swamp	Gray
Hopetield	Railway	Buraja
Horse Swamp	Station.	Gray
Kangaroo Swamp	Swamp	Sandy Ridges
Keoghs Island	Island	Quat Quatta
Lake Mulwala	Lake	Mulwala
Lambing Plain	Locality	Turrarnia
Lightning Plain	Locality	Collendina
Lowes	Parish	Lowes
Merton Vale	Locality	Sandy Ridges
Mulwala	Parish	Mulwala
Mulwala	Town	Mulwala
Mulwala Canal	Canal	Mulwala
Nulla Nulla Swamp	Swamp	Corowa
Nulla Nulla	Trig. Station	Corowa
Rennie	Village	Denison
Rennie Railway	Railway	Denison
Station	Station.	Denison
Ringwood	Locality	Denison
Ringwood Tank	Tank	Sandy Ridges
Ringwood State Forest	Forest	Sandy Ridges
Sandy Ridges	Parish	Sandy Ridges
Savernake	Parish	Savernake
Sloane Railway Station	Railway	Mulwala
Sloane Tank	Station.	Wahgunyah
Sovereign Swamp	Tank	Richmond
Turrarnia	Swamp	Turrarnia
Wahgunyah	Parish	Wahgunyah
Warragoon	Railway	Wahgunyah
Station	Station.	Wahgunyah
Wheatlands	Locality	Gray
Whisky Swamp	Swamp	Richmond
Wooshed Plain	Locality	Collendina

OAKLANDS MAP

<i>Geographical Name Assigned</i>	<i>Designation</i>	<i>Parish</i>
Billabong Forest	Parish	Co. Hume
Blades Tank	Tank	Granville
Boregerry	Parish	Co. Urana
Bull Plain	Locality	Bull Plain
Bull Plain	Parish	Co. Denison
Burrangong	Parish	Co. Hume
Burrangong	Trig. Station	Burrangong
Clear Hill	Parish	Co. Urana
Coads Tank	Locality	Gordon
Coreen Trig. Station	Trig. Station	Granville
Coreen State Forest	State Forest	Gordon
Coreen Tank	Tank	Lowes
Coreen West	Parish	Co. Denison
Daysdale	Village	Gordon
Denison	Parish	Co. Denison
Emu Park	Locality	Coreen West
Gordon	Parish	Co. Hume
Granville	Parish	Co. Hume
Gunambill	Parish	Co. Urana
Gunambill	Trig. Station	Clear Hill
Henty	Parish	Co. Urana
Lonesome Pine State Forest	State Forest	Lowes
Lowes	Parish	Co. Hume
Mahonga	Parish	Co. Hume
Mahonga Forest	Parish	Co. Hume
Momolong	Parish	Co. Denison
Narrow Plains	Parish	Co. Denison
Oaklands	Town	Clear Hill
Oaklands Railway	Railway	Clear Hill
Station.	Station.	
Osborne	Parish	Co. Hume
Palmer	Parish	Co. Urana
Rand	Parish	Co. Hume
Richmond	Parish	Co. Hume
Wangamong	Parish	Co. Denison
Wangamong Railway	Railway	Wangamong
Station.	Station.	
Wilson	Parish	Co. Hume

(This notice is in lieu of and cancels the one previously notified in Government Gazette No. 62 of 11th May, 1973, folio. 1730.)

D. C. MILLER, Secretary, Geographical Names Board.

(6597) Sydney, 7th September, 1973.

DECLARATION OF ROADS TO BE PUBLIC ROAD
UNDER PROVISIONS OF THE PUBLIC ROADS ACT,
1902.

IT is hereby notified in pursuance of the provisions of section 18, Public Roads Act, 1902, as amended that the roads hereunder described, are hereby declared to be public road and dedicated to the public accordingly.

T. L. LEWIS, Minister for Lands.

Descriptions

Land District and Shire—Coonabarabran

Parish Coonabarabran, County Gowen, a strip 30.175 metres wide generally south from the road northwest of portion 450, end of road and portion 427 adjoining the western and south-western boundaries of portions 427 and 428 and road 30.175 metres wide southwest of portions 428 and 429 and its south-easterly prolongation 30.175 metres wide to Barker Street; road 20.115 metres wide west of portion 470.

Parish and Town Coonabarabran, County Gowen, non-public part Cassilis Street 30.175 metres wide generally south of portion 431; road 30.175 metres wide southwest of section 57 and its southeasterly prolongation 30.175 metres wide being the non-public part of Edwards Street; East Street 30.175 metres wide southeasterly from T.S.R. 71338 notified 3rd November, 1944, to Cassilis Street; Cassilis Street 30.175 metres wide southeast of portion 466 and end of East Street; Edwards Street 30.175 metres wide northeasterly from Knight Street; road 20.115 metres wide separating portion 316, closed lane and portion 323 from portions 317 and 322; road 30.175 metres wide northeast of portions 319 and 320 between Cassilis and Edwards Streets. (Council reference: 5266/73.) Rds 73-988.

Council road closures—a guide for councils

From 1 July 2018, councils will have the power to close council public roads. This change responds to council submissions to the [Crown Lands Management Review](#) white paper.

Part 4 Division 3 of the [Roads Act 1993](#) (the Roads Act) outlines the new legislative requirements for councils.

Benefits to councils

The changes coming into force from 1 July enable a streamlined process for councils when closing council public roads. Councils no longer need to apply to NSW Department of Industry—Lands & Water (the department) to close council public roads.

Legislative safeguards are in place to help councils undertake a robust notification and submission period before deciding whether to close a council public road. Safeguards include the right for any person or class of person referred to in Section 38B(1)(b) of the Roads Act to appeal a decision in the Land & Environment Court.

A guide to closing council public roads

To help councils navigate the new council road closure process, the department, acting in good faith, has prepared this guide and supporting material. The council road closure guide provides general information on:

- road status and construction
- vesting of council roads on closure
- the notification process
- closing roads for giving in compensation.

Road status and construction

Before proposing to close a council road, councils should complete preliminary checks on road status and construction. The preliminary checks prevent councils spending unnecessary time and resources on proposals that cannot be processed by councils or do not fit with council plans and strategies.

For proposals that progress to notification stage, council's road status report and road construction declaration demonstrate to the department that council is the roads authority and the road will remain vested with council upon closure.

Road status report

Councils must provide the department with evidence to confirm that the road proposed for closure is opened or dedicated as a council public road. Councils cannot close non-council roads.

Where the road was dedicated from freehold land, councils will find it useful to identify the prior volume folio or old system grant.

[Part 2 Division 2](#) of the Roads Act provides a mechanism for councils to resolve doubts concerning the status of certain roads.

NSW Land Registry Services has useful information online regarding the [closure of council public roads created in subdivisions before 1920](#).

Information brokers can provide specialised titling support if councils require assistance. NSW Land Registry Services lists a number of approved [information brokers](#).

Construction declaration

Council's determination of construction affects who the road vests with on closure.

The dictionary of the *Roads Act 1993* does not specifically define 'construction' in terms of section 38E(2) of the Act. The definitions of 'road work' and 'carry out road work' in the dictionary of the Roads Act appear to be related to 'construction'. Councils may give consideration to developing an agreed set of guiding principles on what constitutes 'construction'.

Examples of current or historical construction within road corridors may include:

- bitumen-sealed road formations
- gravel or other road-base material
- formed footpaths and/or kerb and guttering
- slashing or clearing of vegetation
- mowing.

The department will accept a written declaration of road construction from councils. Council's construction declaration will form the basis of the department's response.

Vesting of council roads on closure

The vesting of council roads on closure remains unchanged by the *Roads Act 1993* amendments.

When a constructed council public road is closed, it remains vested in council as council land. Councils may facilitate the subsequent sale of the council land and receive the proceeds of sale.

The department no longer has the power to close unconstructed council roads. Councils are required to process the closure of suitable unconstructed council public roads even though the roads will vest in the Crown upon closure.

When looking to close an unconstructed council road, council should forward its road closure proposal to council.roadclosures@crownland.nsw.gov.au in the early stages to identify options to progress the outcome sought where possible.

When an unconstructed council public road is closed, it becomes vested in the Crown as Crown land. The department will object to the proposed closure if the consequential vesting in the Crown is considered unsuitable according to departmental policy.

Councils are not able to facilitate the sale of an unconstructed council road or receive the proceeds of any subsequent sale.

Sale of a closed, unconstructed council public road

Section 42(1) of the Roads Act outlines that Crown land forming part of a former public road must be dealt with under the *Crown Land Management Act 2016* (the CLM Act). Any proposal to sell a former public road under the CLM Act may require consultation in line with the department's Community Engagement Strategy (CES).

Funds received from the sale of Crown land, including former unconstructed council roads, are retained by the Crown.

Notification process

The department has created the following resources to support councils with the notification process:

- newspaper notice
- notice to adjoining landowners
- notice to NSW Department of Industry—Lands & Water
- notice to notifiable authorities excluding NSW Department of Industry—Lands & Water

- notifiable authority contact list.

Councils must:

- use the specific NSW Department of Industry—Lands & Water notice template when forwarding road closure notices to the department
- provide the department with a road status report and a determination of road construction
- notify the department of closed, unconstructed, council roads, by emailing a copy of the gazette notice, registered survey plan (and 88B where required), and any other relevant information
- send all NSW Department of Industry—Lands & Water notifications and supplementary information to council.roadclosures@crowland.nsw.gov.au.

It is council's responsibility to notify any person or class of persons with an interest in the road closure. This includes authorities not covered by section 38B(1)(b) that have infrastructure within the road.

Closing roads for giving in compensation

Section 44 provisions in the Roads Act remain unchanged. Land forming part of a former public road may still be given in compensation for other land acquired for the purposes of the Roads Act.

Where council has an interest in Crown roads for the purpose of giving in for compensation, contact should be made with the local office or by emailing an enquiry to cl.enquiries@crowland.nsw.gov.au.

More information

To ensure departmental response, please email all council road closure proposals with the status report and construction declaration to council.roadclosures@crowland.nsw.gov.au.

A suite of supporting information for councils is available from the [department's website](#).

Enquiries to close or purchase Crown roads may be directed to roads.newcastle@crowland.nsw.gov.au or 1300 886 235.

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Road status - Crown or council?

When considering road purchase, you must first identify who controls the road. Public roads are generally controlled by the Crown or the local council.

This fact sheet outlines a basic method to identify whether a road is controlled by the Crown or council. Once you have determined road status, you may submit a Crown road purchase application to purchase a Crown road or contact your local council to purchase a council road.

Parish Maps

Parish maps provide useful road and land status information dating back to the 1800's. They can be viewed free-of-charge in the Historical Land Records Viewer (HLRV) at [NSW Land registry Services Online](#).

What parish is the road is in?

Your certificate of title displays useful parish details where the road is within or adjoining your property (Figure 1). Alternatively, you may find your parish by searching the internet or contacting your local council.

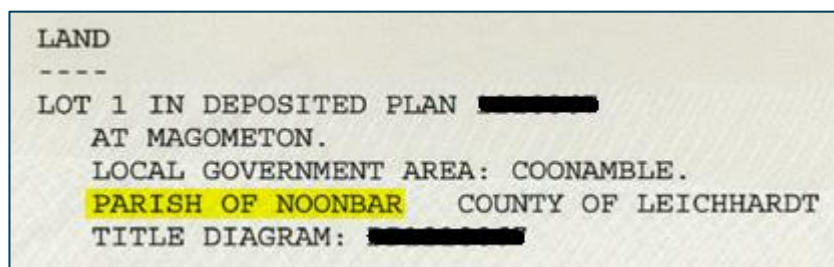


Figure 1: Extract of certificate of title identifying parish name

Using Historical Land Record Viewer (HLRV)

The HLRV home page will display a search facility in the top right of the page. To start searching, search by "Attribute", then "Parish name" from the drop-down box and enter the name of your parish (Figure 2).

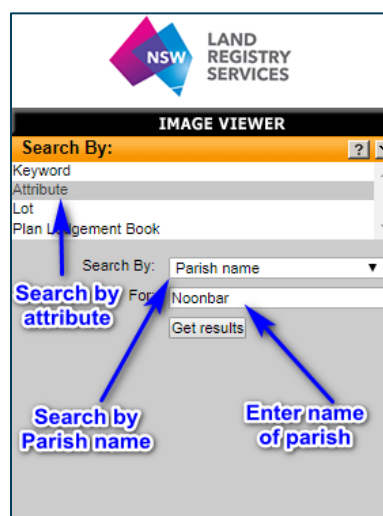


Figure 2: Searching by Attribute in HLRV

Upon clicking "Get results", you will receive a list of different parish maps. Choose the Regional Charting Maps as a starting point (Figure 3), but be aware that the remaining maps may also have relevant information.

Search results: (8 documents found)			
Collection	Image Type	County name	Parish name
Regional Charting Maps	Parish Map	Leichhardt	Noonbar
Status Branch Charting Maps	Parish Map	Leichhardt	Noonbar
LTO Charting Maps	Parish Map	Leichhardt	Noonbar
Historical Parish Maps	Parish Maps	Leichhardt	Noonbar

Figure 3: Example of the types of parish maps available

What do Crown and council roads look like on a parish map?

Council roads are identified as corridors with thick black dashed lines. Figure 4 shows an extract from a typical parish map legend. Council roads are referred to here as “public roads”.

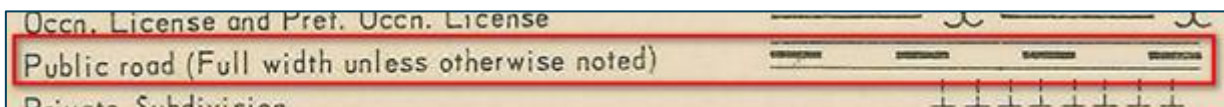


Figure 4: Extract from parish map legend indicating public road (Council road)

Crown roads are shown as empty corridors or at times corridors with red hatching. See Figures 5 and 6 for examples of what Crown and Council roads look like on parish maps.

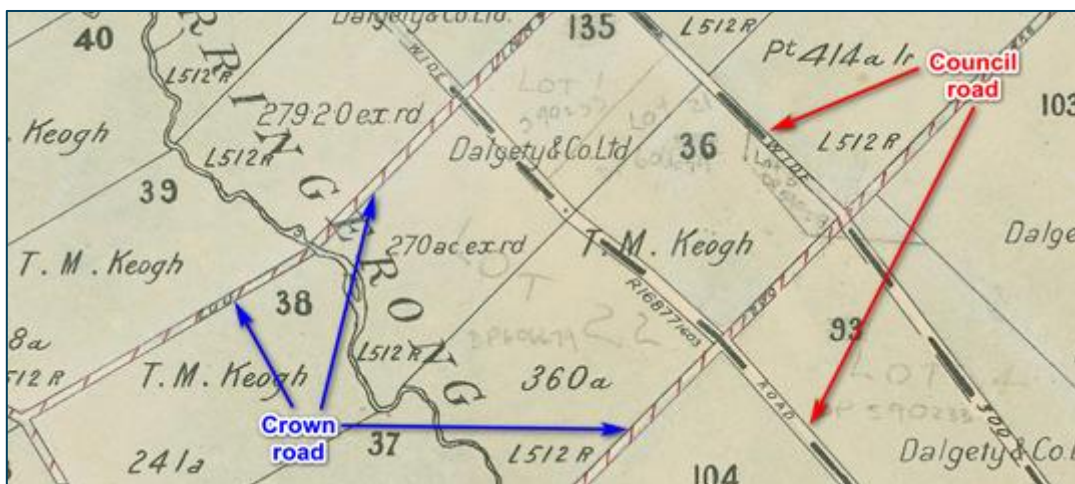


Figure 5: Extract from parish map indicating Crown roads and Council roads

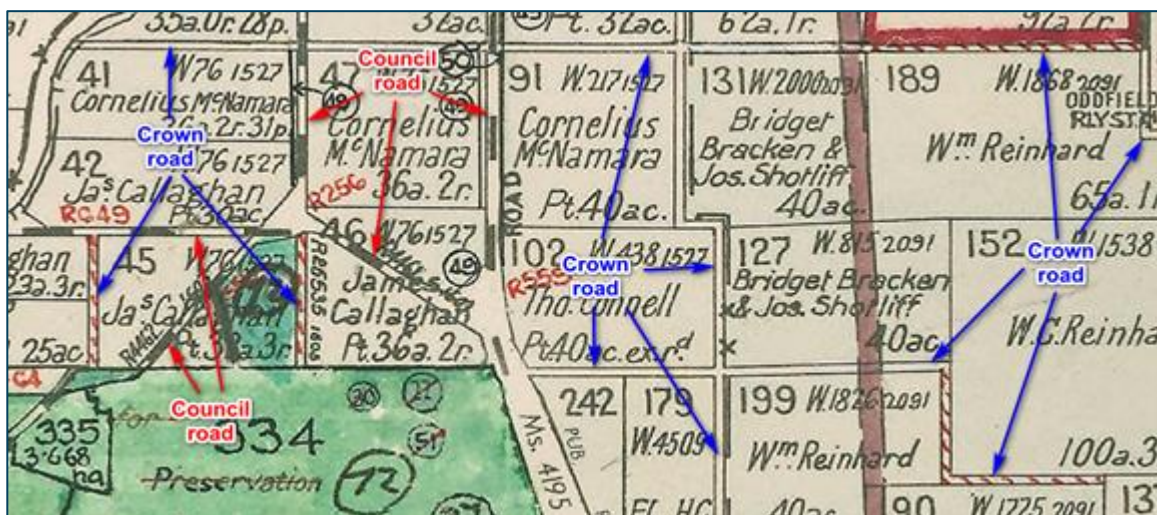


Figure 6: Extract from parish map indicating Crown roads and Council roads.

Some roads may have a reference note associated with them. A reference note is indicated by a black circle with a black number within and indicates that an action has taken place over the road. The 'Reference Notes' table on the parish map will provide further details regarding the notation.

Some reference notes may mention a NSW Government Gazette date and folio. These gazette folios may be found for free in [Trove](#) through a 'browse by date' search.

Inconclusive parish map records

Recently-created roads and subdivisions may not be shown on the parish maps as the maps have stopped being charted.

Paid searches

Fee-for-service searches are available if you are unable to identify road status through searching parish maps.

- NSW Land Registry Services has a number of approved [Information Brokers](#) that can provide specialised road status assistance
- Crown Lands also has a fee-for-service status search facility. Enquiries may be directed to searches@crownland.nsw.gov.au or by calling 1300 886 235 (Option 4 then Option 2).

Aerial imagery

[SIX Maps](#) is a free NSW Government spatial service that may provide useful aerial imagery regarding the road you wish to purchase. Prior to searching, it is recommended to select 'Lot Labels', 'Dynamic Labels' and 'Lot Boundaries' within the 'Map Contents' button (Figure 7).

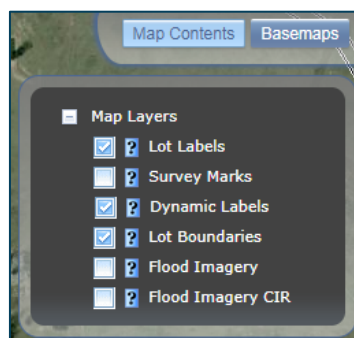
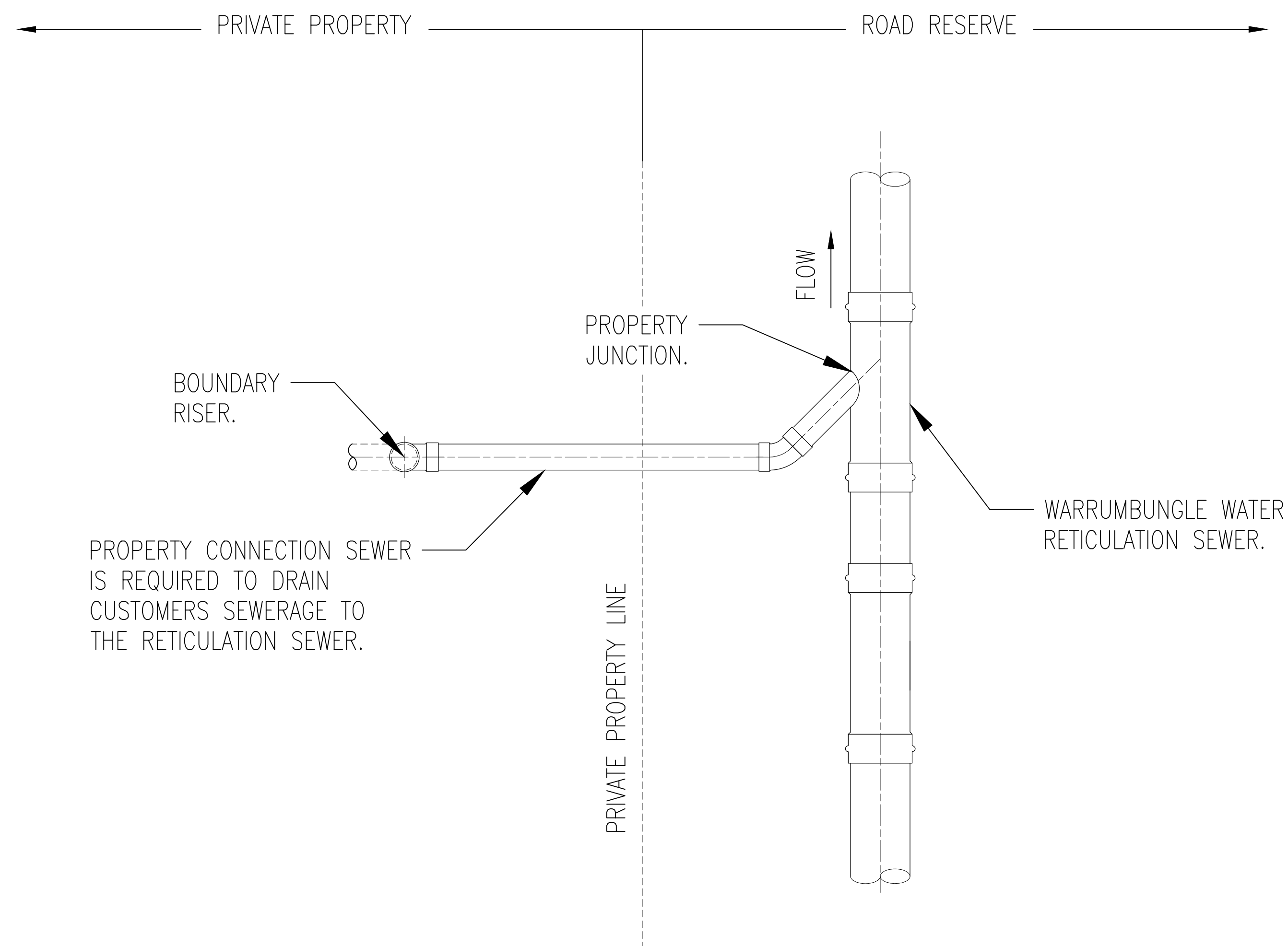
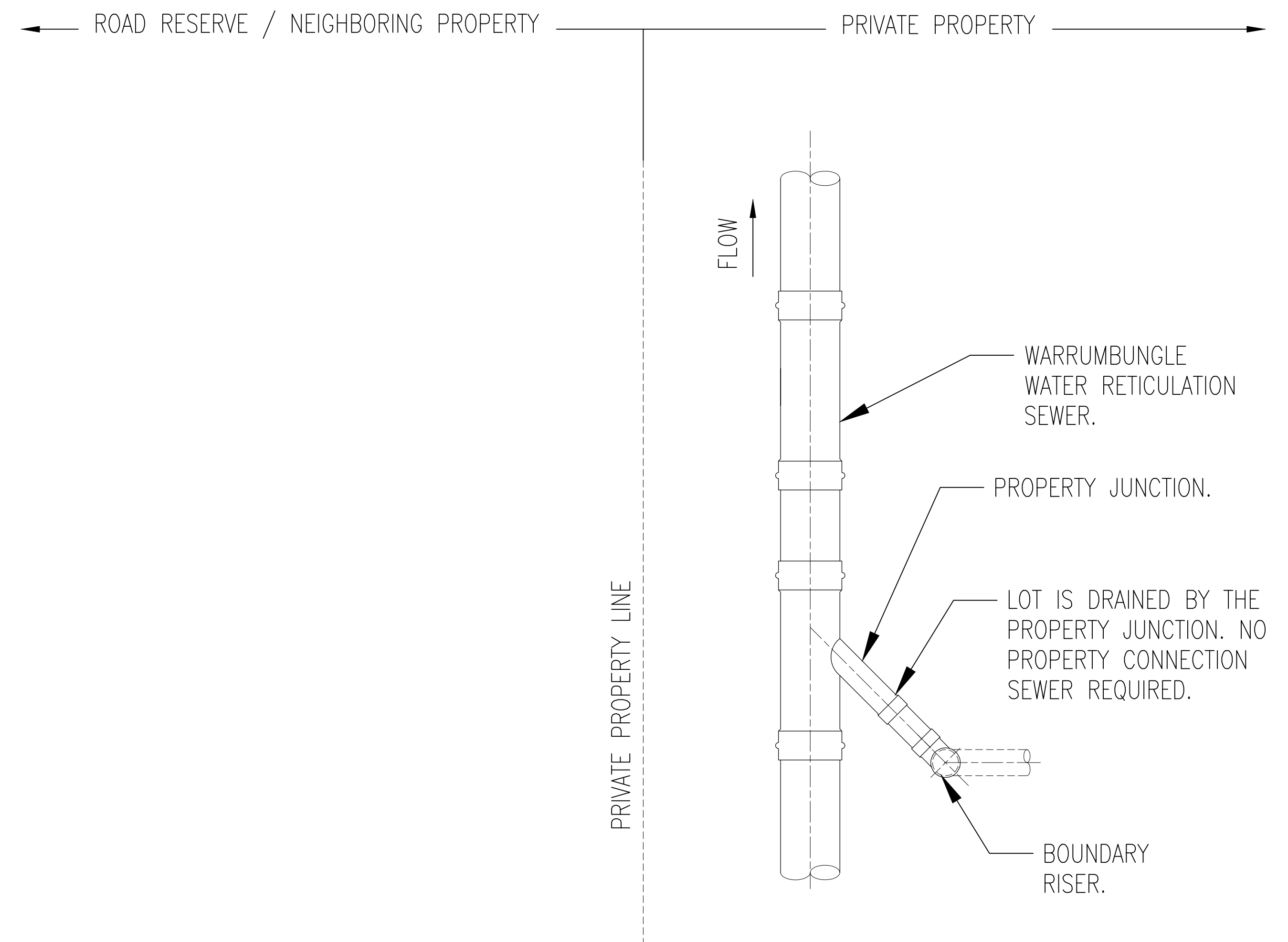


Figure 7: Extract from SIX Maps showing layer options



SCENARIO 1



SCENARIO 2

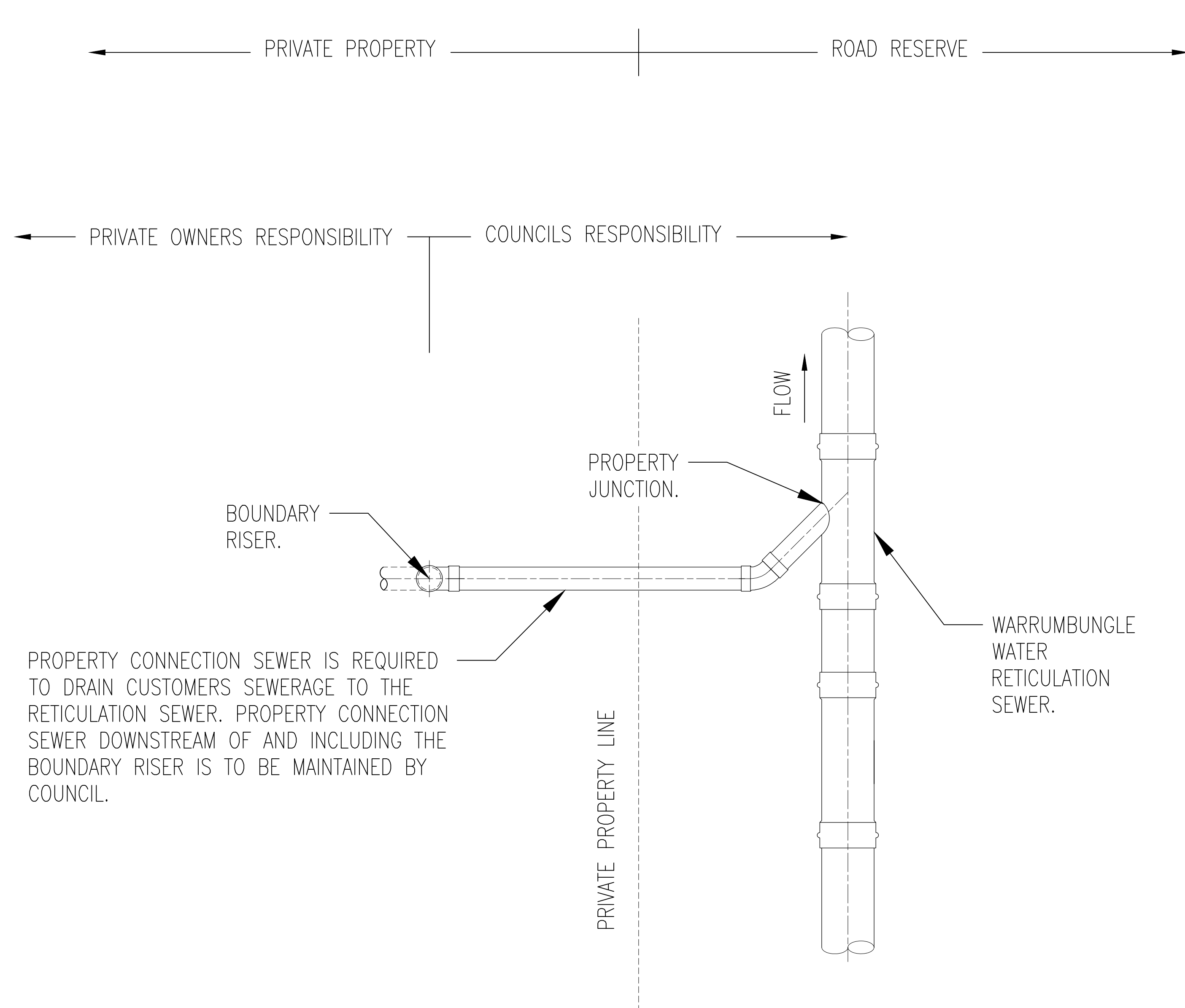
**WARRUMBUNGE
SHIRE COUNCIL**

PROJECT:
EXISTING RETICULATION
SEWER SCENARIOS

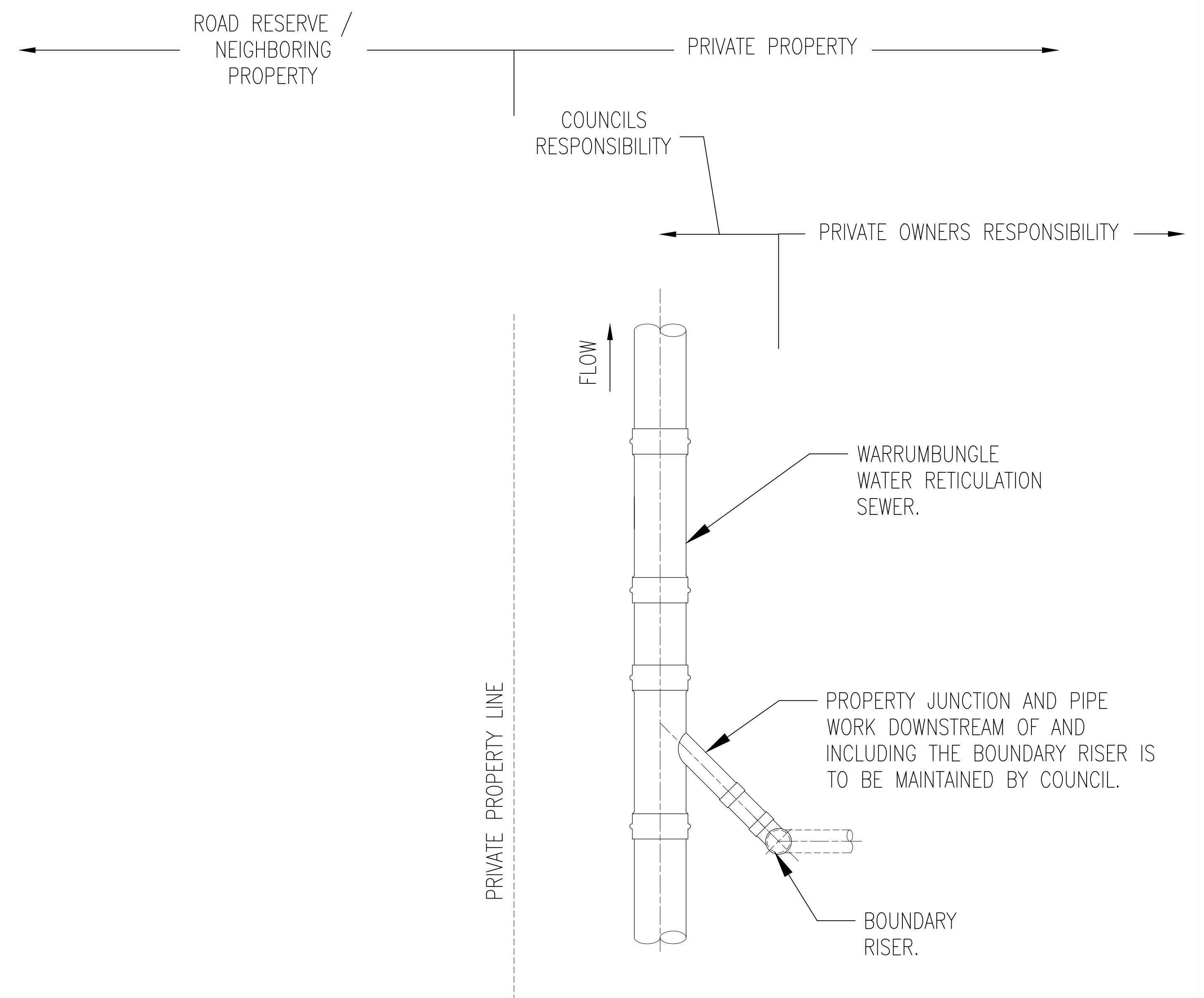
COONABARABRAN OFFICE
20 John St
PO Box 191 Coonabarabran NSW 2357
Ph 02 68492000
Fax 02 68421337

COOLAH OFFICE
59 Birnie St
Ph 02 63785000
Fax 02 63771486

www.warrumbungle.nsw.gov.au
info@warrumbungle.nsw.gov.au



SCENARIO 1 – RESPONSIBILITY DIAGRAM



SCENARIO 2 – RESPONSIBILITY DIAGRAM

COUNCIL IS RESPONSIBLE FOR MAINTENANCE FROM THE AND INCLUDING THE BOUNDARY RISER TO THE RETICULATION SEWER. COUNCIL WILL BE RESPONSIBLE FOR MAINTENANCE WORKS IN BOTH THE ROAD RESERVE AND PRIVATE CUSTOMERS LOTS.

WARRUMBUNGE
SHIRE COUNCIL

PROJECT:
SEWERAGE RESPONSIBILITY DIAGRAM

COONABARABRAN OFFICE
20 John St
PO Box 191 Coonabarabran NSW 2357
Ph 02 68492000
Fax 02 68421337

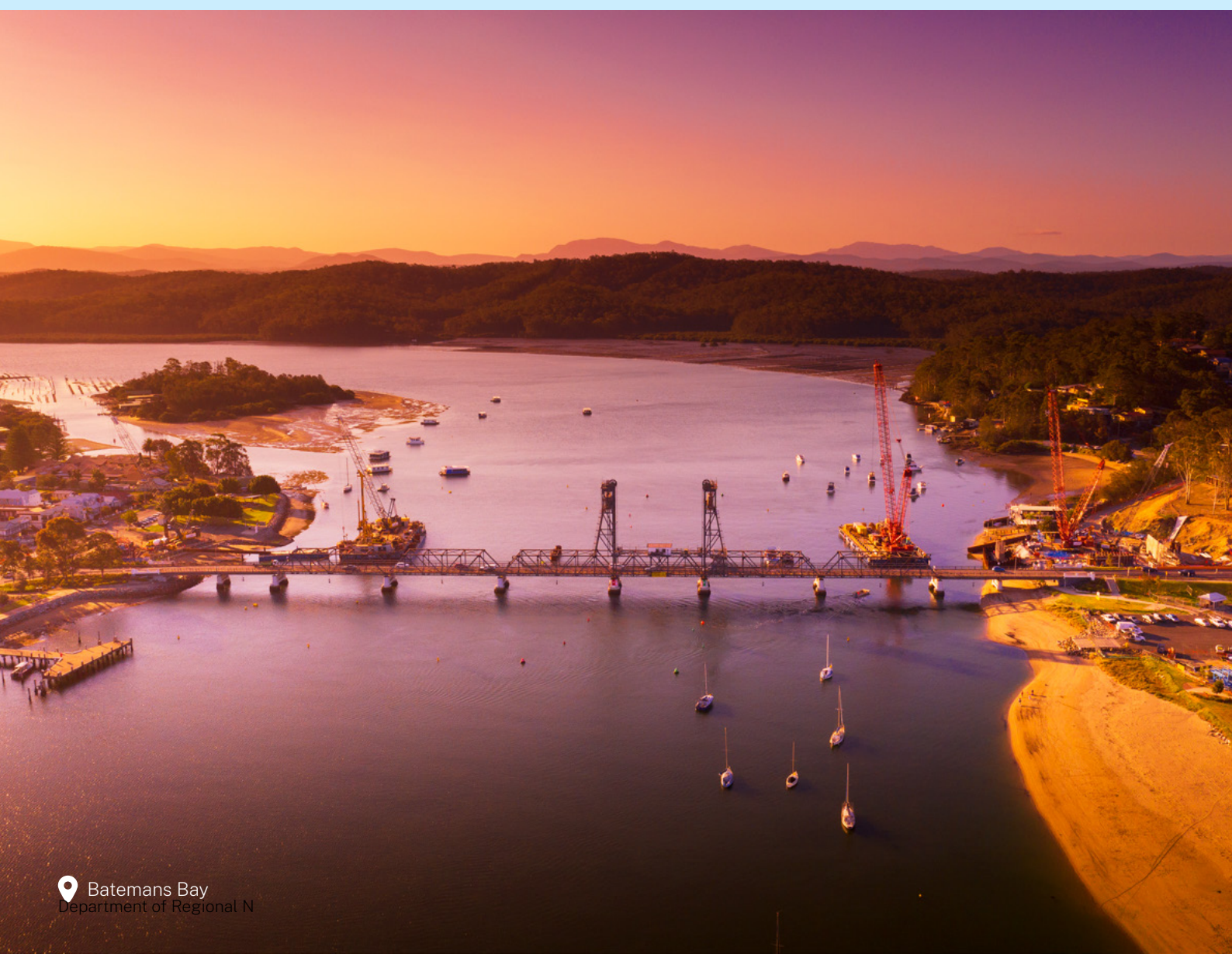
COOLAH OFFICE
59 Birnie St
Ph 02 63785000
Fax 02 63771486

www.warrumbungle.nsw.gov.au
info@warrumbungle.nsw.gov.au

Regional NSW - Business Case and Strategy Development Fund

Program Guidelines

June 2022



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Message from the Deputy Premier



Our regional NSW communities are always developing exciting and innovative ideas with the potential to change our state for the better.

To help bring these ideas to life, the NSW Government is launching the Regional NSW - Business Case and Strategy Development Fund. The first of its kind, it has been created to support local councils, not-for-profit, industry and Aboriginal community groups to develop a pipeline of investment-ready projects.

It will fund organisations to develop business cases or strategies for projects that will deliver economic and social benefits to our regions. These organisations will be better placed to plan for the future and to take up grant opportunities when they arise.

The Regional NSW - Business Case and Strategy Development Fund comes under the \$3.3 billion Regional Growth Fund. It's part of the NSW Government's ongoing commitment to supporting our regions in practical and effective ways by allowing local organisations to step up and deliver exactly what their communities need.

Regional NSW has been through a lot in recent years. We've faced many natural disasters and we are still recovering from the impacts of COVID-19. This fund will support communities prepare for initiatives offered by the NSW Government that help Regional NSW recover, both economically and socially.

I encourage all potential applicants from our regions to see if this fund could help your organisation. We want you to make the most of the incredible investment opportunities the NSW Government has on offer. Together we can plan for investment-ready projects that will benefit our vibrant and resilient local communities for many generations to come.

A handwritten signature in black ink that reads "Paul Toole". The signature is fluid and cursive, with the first name "Paul" and the last name "Toole" clearly distinguishable.

The Hon. Paul Toole, MP


Deputy Premier
Minister for Regional New South Wales
Minister for Police

Overview

The NSW Government has committed \$24 million for a new program to support local councils, joint organisations of councils, not-for-profit, industry and Aboriginal community groups develop business cases or strategies for projects delivering significant economic or social benefits to regional communities, with a focus on infrastructure.

The Regional NSW -Business Case and Strategy Development Fund under the \$3.3 billion Regional Growth Fund will help organisations build their capacity to plan for and deliver projects and regional development initiatives. The program will also help to build a pipeline of investment-ready projects for future funding opportunities.



 Tumberumba Rail Trail

The Regional NSW - Business Case and Strategy Development Fund is administered by the Department of Regional NSW through two funding streams:

Stream One: Regional Significance \$19 million

up to \$19 million available funding. Regional significance is defined as improving outcomes at a regional scale (i.e. at a minimum, in two or more local government areas).

Stream Two: Aboriginal Prosperity \$5 million

up to \$5 million available funding.

Objectives

The objectives of the program are to:

- encourage regional collaboration to identify projects and strategies with regional scale and impact
- increase alignment of regional projects and strategies with Regional Economic Development Strategies (REDS) and other relevant regional or NSW Government plans and policies
- build a pipeline of investment-ready economic and priority community projects in regional NSW.

These objectives are aligned to the 20-Year Economic Vision for Regional NSW – focussing on each region's strengths and endowments, coordinating to attract industries to targeted locations, and developing more resilient regional economies. The funding is also aligned to the Regional Development Framework by further building the evidence-base for investment in regional development and identifying and activating economic potential.



Key Dates

Applications open	Wednesday 29 June 2022
Applications close	5pm, Wednesday 24 August 2022
Assessment and approvals process	August-October 2022
Successful applications announced	From October 2022
Establishment of funding deeds	October 2022
Funded business cases and strategies completed	November 2022 - June 2023

Applications received outside of the application period may be accepted at the sole discretion of the Department of Regional NSW.

Funding available

Under both streams, applicants are required to submit a quote with their application to develop the business case or strategy from a suitably qualified third party provider. This information will be considered to determine the grant amount for successful applicants.



Photo credit: What's in a Name

Funding streams

Stream One: Regional Significance

To support the development of business cases for regionally significant economic or community infrastructure projects, or strategies for significant economic or community development initiatives in regional NSW.

Stream One aims to support planning for projects and development of strategies that reflect a collaborative approach to regional development, will benefit multiple organisations or businesses and that align with NSW Government strategies and plans.

The subject of the business case or strategy must have the potential to deliver significant economic or community benefits to residents and businesses in **two or more local government areas** in regional NSW.

The subject of the business case or strategy must align with the relevant [Regional Economic Development Strategy \(REDS\)](#) and the [20-Year Economic Vision for Regional NSW -Refresh](#), with a focus on supporting the growth of engine or emerging industries, or other relevant NSW Government strategies and plans.

Stream Two: Aboriginal Prosperity

To support Aboriginal organisations develop business cases or strategies that create opportunities for economic and community empowerment of Aboriginal people.

This stream aims to support Aboriginal people to drive initiatives and local solutions by supporting planning for projects and the development of strategies with a collaborative approach to delivering economic or social outcomes for Aboriginal communities.

The subject of the business case or strategy should benefit a community or multiple organisations or businesses and align with the [NSW Closing the Gap Priority Reform 5 on Employment, Business Growth and Economic Prosperity](#).

It should also demonstrate the potential to support more Aboriginal people, especially young people, to get fulfilling and sustainable jobs.

Eligibility criteria

Applications are required to meet the program eligibility and assessment criteria to be considered for funding.

Stream One: Regional Significance

Applicants must be an incorporated entity and hold an Australian Business Number (ABN), Australian Company Number (ACN) or be registered with NSW Fair Trading under the *Associations Incorporation Act 2009* or another Act. Unincorporated organisations are ineligible to apply.

Eligible applicants include:

- local councils
- Joint Organisations of Councils
- infrastructure providers such as telecommunication, energy, or water companies
- peak bodies such as business, industry, and community associations
- cooperatives
- tertiary educational institutions
- incorporated not-for-profit organisations

Stream Two: Aboriginal Prosperity

Eligible organisations are not-for-profit, incorporated Aboriginal community organisations (i.e. initiated by, controlled and operated by Aboriginal people and/or governed by a board or committee of Aboriginal people).

Eligible applicants include:

- Aboriginal and/or Torres Strait Islander Corporations registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth)*
- companies incorporated in Australia under the *Corporations Act 2001 (Cth)*
- Local Aboriginal Land Councils under the *Aboriginal Land Rights Act 1983 (NSW)*
- Incorporated Associations (incorporated under state legislation, and commonly have 'Association' or 'Incorporated' or 'Inc' in their legal name)
- Incorporated Cooperatives (incorporated under state legislation, and commonly have 'Cooperative' in their legal name)

Public/private partnerships are eligible where the application lead is an eligible entity and the subject of the business case or strategy has a clear public benefit, or a clear benefit for multiple users, organisations or businesses.

Ineligible applicants include:

- businesses, except where specifically noted as eligible or as part of a public/private partnership
- unincorporated organisations
- trusts
- partnerships
- pre-school, primary and secondary schools
- individuals and sole traders
- Australian or NSW Government agencies. State Owned Corporations or statutory authorities



Project location

Applications for business case or strategy development must relate to projects and activities located in or centred on one of the 93 regional NSW local government areas, the Unincorporated Far West or Lord Howe Island. Applications relating to projects and activities located in or centred on the Greater Sydney metropolitan area and the Newcastle and Wollongong local government areas are ineligible.

Applications relating to projects and activities located in or centred on a cross-border region of NSW can be considered, where there is a clear benefit for regional NSW.

Applications can be for the development of business cases or strategies for projects and activities involving publicly owned land, land owned or managed by a Local Aboriginal Land Council or the NSW Aboriginal Land Council, land owned or managed by a Registered Native Title Body Corporate, or private land where there is a clear public benefit, or a clear benefit for multiple users, organisations or businesses. Where an application relates to use of land, evidence of the landowner's support for the project will be required.



Eligible subject matter

Under both streams, applications for development of the following material will be accepted:

- business cases, feasibility studies and other investment analysis for economic or significant community infrastructure projects
- regional industry development plans, workforce strategies and sector specific analysis
- land use planning studies, constraints analysis, technical studies and master plans.

	Stream One: Regional Significance	Stream Two: Aboriginal Prosperity
Applications for development of a business case or strategy must be for an economic or community infrastructure project, or an economic or community development strategy that:	<ul style="list-style-type: none"> • is of regional or whole-of-state significance and likely to result in regionally significant economic or social benefits • has the potential to deliver a net economic benefit to residents and businesses located in NSW or addresses a demonstrated high-priority community need • will benefit multiple users, organisations or businesses • will enable or bring forward investment or productivity improvements for new or existing industry, or enable or bring forward investment which addresses a demonstrated high-priority community need • strongly aligns with the relevant REDS or other relevant NSW Government plans and strategies. 	<ul style="list-style-type: none"> • has the potential to deliver economic and/or social benefits and sustainable jobs for Aboriginal people in regional NSW • is aligned with the NSW Closing the Gap Priority Reform 5 on Employment, Business Growth and Economic Prosperity or other relevant NSW Government plans or strategies • will be for the benefit of a community, or multiple users, organisations or businesses • will enable or bring forward investment or productivity improvements for new or existing industry, or enable or bring forward investment which addresses a demonstrated high-priority community need • strongly aligns with NSW Government plans and strategies.
Applications that demonstrate the below will be prioritised:	<ul style="list-style-type: none"> • consultation and engagement with regional peak bodies such as Joint Organisations • collaboration between government, community and industry groups • likely delivery of local procurement, job creation and skills development. 	<ul style="list-style-type: none"> • consultation with the local community, regional peak bodies such as Aboriginal Regional Alliances and NSW Government regional networks • collaboration between government, community, and industry groups • likely delivery of local procurement, job creation and skills development.

Examples

Stream One: Regional Significance

Examples of eligible subject matter under Stream One include:

- a business case for a regionally significant project that will activate new or expanded industry investment and job creation
- a feasibility study for the establishment of cultural infrastructure to service a region
- a land use planning study to facilitate community activation or future investment
- master planning of transport and logistics infrastructure to support industry growth
- a regional industry development strategy that leverages existing economic assets and government investments (e.g. Special Activation Precincts)
- a business case for shared infrastructure supporting the visitor economy in a region.

Stream Two: Aboriginal Prosperity

Examples of eligible subject matter under Stream Two include:

- a business case for an Aboriginal cultural tourism project or other economic development project
- a feasibility study for economic activation of native title land holdings
- a business case for a community-owned enterprise where there is a common ownership structure and local job creation
- a strategy to develop the cultural tourism sector in a region.

Ineligible subject matter

Applications for the development of business cases or strategies are ineligible if they relate to projects or initiatives that:

- are located in, or centred on, ineligible locations
- are centred on private land unless there is a clear public benefit or benefit for multiple users, organisations or businesses
- have exclusive private benefits for a single business
- relate to buying or upgrading non-fixed equipment
- relate solely to marketing, advertising or product promotion
- duplicate existing business cases, strategies or programs
- are to meet the cost of reports that would usually be the accountability of local government entities as part of standard operating requirements
- require ongoing funding from the NSW Government or Commonwealth Government.

Eligible costs

Grants must be used to contract a suitably qualified service provider to produce the business case or strategy. Applicants may request up to 25 percent of the quoted cost for development of the business case or strategy as additional funding to cover contingency, project management and administration costs.

Assessment criteria

Business cases and feasibility studies

Applications for development of business cases and feasibility studies for economic or community infrastructure projects will be assessed against three criteria: strategic alignment, project rationale and project viability.

Criteria	Stream One: Regional Significance	Stream Two: Aboriginal Prosperity
Criteria One: Strategic alignment	<p>The material to be developed aligns with the eligible subject matter and objectives of the Regional NSW -Business Case and Strategy Development Fund.</p> <p>The proposed infrastructure project is clearly of regional or state significance.</p> <p>The proposed infrastructure project aligns with the relevant REDS, or with regional specialisations or endowments (<i>economic infrastructure projects</i>).</p> <p>AND/OR</p> <p>The proposed infrastructure project aligns with broader NSW Government strategies, plans or investments (<i>economic and community infrastructure projects</i>).</p>	<p>The material to be developed aligns with the eligible subject matter and objectives of the Regional NSW -Business Case and Strategy Development Fund.</p> <p>The proposed infrastructure project aligns with the skills, experience and aspirations of local Aboriginal communities.</p> <p>The proposed infrastructure project aligns with the NSW Closing the Gap Implementation Plan Priority Reform 5 on Employment, Business Growth and Economic Prosperity or other relevant regional or NSW Government plans or strategies.</p>
Criteria Two: Project rationale	<p>The proposed infrastructure project addresses an identified opportunity, barrier, gap or issue; will deliver benefits for multiple users and is likely to have a positive impact on productivity and economic growth in NSW (<i>economic development projects</i>).</p> <p>OR</p> <p>The proposed infrastructure project addresses a clearly stated and demonstrated community issue or need and will deliver benefits for multiple users.</p> <p>Evidence is provided that the proposed infrastructure project is a regional priority (<i>community development projects</i>).</p>	<p>The proposed infrastructure project addresses an identified opportunity, barrier, gap or issue; will deliver benefits for multiple users and is likely to have a positive impact on economic and/or social outcomes for Aboriginal people in regional NSW (<i>economic development projects</i>).</p> <p>OR</p> <p>The proposed infrastructure project addresses a clearly stated and demonstrated community issue or need and will deliver benefits for multiple users (<i>community development projects</i>).</p>
Criteria Three: Project viability	<p>The applicant has resources available to manage delivery of the business case or feasibility study, working with a suitably qualified service provider.</p> <p>The applicant identifies a potential viable ownership and operating model for the proposed infrastructure project.</p> <p>The applicant has appropriate expertise and resources available to deliver the proposed infrastructure project if future funding is secured, or can access experienced and qualified personnel to support the delivery of the infrastructure project.</p> <p>The applicant has identified any early stage risks associated with development of the infrastructure project and strategies to manage those risks.</p> <p>The applicant has provided evidence of support from partners of the proposed infrastructure project and local stakeholders.</p>	

Strategies and other eligible material

Applications for development of strategies and other eligible material (with the exception of business cases and feasibility studies for infrastructure projects), will be assessed against two criteria: strategic alignment and project rationale.

Criteria

Stream One: Regional Significance

Stream Two: Aboriginal Prosperity

Criteria One: Strategic alignment

The material to be developed aligns with the eligible subject matter and objectives of the Regional NSW - Business Case and Strategy Development Fund.

The subject matter is clearly of regional or state significance.

The subject matter aligns with the relevant [REDS](#), or with regional specialisations or endowments (*economic development projects*).

AND/OR

The subject matter aligns with broader NSW Government strategies, plans or investments (*economic and community development projects*).

The material to be developed aligns with the eligible subject matter and objectives of the Regional NSW - Business Case and Strategy Development Fund.

The subject matter aligns with the skills, experience and aspirations of the local Aboriginal community.

The subject matter aligns with the [NSW Closing the Gap Implementation Plan Priority Reform 5 on Employment, Business Growth and Economic Prosperity](#) or other relevant regional or NSW Government plans or strategies.

Criteria Two: Project rationale

The subject matter addresses an identified opportunity, barrier, gap or issue; will deliver benefits for multiple users and is likely to have a positive impact on productivity and economic growth in NSW (*economic development projects*).

OR

The subject matter addresses a clearly stated and demonstrated community issue or need and will deliver benefits for multiple users.

Evidence is provided that the subject matter is a regional priority (*community development projects*).

The subject matter is likely to have a positive impact on economic and/or social outcomes for Aboriginal people in regional NSW (*economic development projects*).

OR

The subject matter addresses a clearly stated and demonstrated community issue or need and will deliver benefits for multiple users (*community development projects*).



Assessment process

The Department of Regional NSW will review applications against program eligibility and facilitate assessment of applications against the assessment criteria.

Throughout the assessment process, the Department of Regional NSW may request additional information from applicants. Advice and information may also be sought from other NSW Government agencies or other third parties (such as probity advisors) to assist with the assessment of applications.

An Assessment Panel will be convened to provide advice on the suitability of applications for funding. An independent probity advisor will be present during Assessment Panel meetings.

The Assessment Panel will review project eligibility and assessment outcomes and shortlist applications that are deemed suitable/not suitable for funding.

Broader factors that may be considered in the assessment process include:

- total amount of funding available
- geographical distribution of applications across the eligible local government areas, Functional Economic Regions and Local Aboriginal Land Council regions in regional NSW
- potential importance of the project or subject matter to the regional community
- alignment of the project or subject matter with other NSW government investments through the Regional Growth Fund or other funding
- any person or activity connected with an application or project that could cause reputational or other risk to the NSW Government
- other factors deemed relevant or important in a regional or whole-of-state context.

Funding recommendations made by the Assessment Panel will be considered and approved by the Department of Regional NSW.



Application process

How to apply

Applicants are required to submit their application documents online via Smartygrants. Visit EAP.smartygrants.com.au/BCSD1

Resources for applicants

A list of service providers with expertise in the development of business cases and strategies is available as a resource for applicants, and can be viewed at nsw.gov.au/BusinessCaseFund

What needs to be included in an application?

All applications need to include:

- a clear scope for development of the business case or strategy
- for applications relating to planning for infrastructure projects, an estimated cost for development of the infrastructure
- information and evidence detailing how the application meets the program's eligibility and assessment criteria
- a timetable for development of the business case or strategy
- a quote for development of the business case or strategy
- for applications involving the use of land, a letter of support from the landowner
- letters of support from key stakeholders in the project (if applicable)
- evidence of consultation and industry or community support for the application/subject matter (if applicable).

The application form template can be viewed at EAP.smartygrants.com.au/BCSD1

Successful applicants

Notification

Successful applicants will be notified via email and/or letter. Applicants may be requested to keep the grant confidential for a period if an announcement is likely to be made by the NSW Government.

Funding deed

Successful applicants will be required to enter into a funding deed with the NSW Government. A sample funding deed can be viewed at nsw.gov.au/BusinessCaseFund

The NSW Government makes no binding funding commitment to an applicant unless and until both parties sign a funding deed.

The funding deed will require the successful applicant to provide a copy of all relevant insurances and other supporting documentation relevant to development of the business case or strategy or as requested by the Department of Regional NSW. The first grant payment will be made once all required documentation has been provided to the Department of Regional NSW and both parties have executed the funding deed.

Grants will be paid as set out in the funding deed. Timing and requirements will vary at the NSW Government's discretion.

Successful applicants may be required to submit progress reports to the NSW Government as outlined in the funding deed.

Business cases funded under the Regional NSW - Business Case and Strategy Development Fund must be delivered using the NSW Government business case template available at nsw.gov.au/BusinessCaseFund

Important terms and conditions

- An award of funding under the Regional NSW - Business Case and Strategy Development Fund does not represent formal NSW Government support for or an intent or commitment to fund any future stage of the subject project or activity.
- The NSW Government may choose to publicly announce funding for individual applications, it may also use information provided in the application to develop case studies.
- Requests for variations or changes to the material to be developed will only be considered in limited circumstances.
- Successful applicants will be required to pay back unspent funds, or any funds not spent in accordance with the funding deed.
- Successful applicants will be required to participate in a program evaluation. The evaluation will require applicants to provide evidence of how the funding has resulted in measurable benefits consistent with the fund's objectives, focusing on benefits to regional economies and communities.
- All recipients of NSW Government funding should acknowledge this financial support as per the sponsorship and funding acknowledgement website available at nsw.gov.au/branding/sponsorship-and-funding-acknowledgment-guidelines.
- All awarded grants will be GST exclusive. GST will be applied on top of the agreed grant value when payment is made. Grants are assessable income for taxation purposes, unless exempted by taxation law. It is recommended applicants seek independent professional advice about taxation obligations or seek assistance from the Australian Taxation Office. The NSW Government does not provide advice on individual taxation circumstances.
- The Department of Regional NSW reserves the right to undertake an audit of grant funding within seven years.

Unsuccessful applicants

Unsuccessful applicants will be notified in writing of the outcome of their application and will be offered a feedback session.

Available support

Information and resources including relevant application templates and how to access help to prepare an application are available from nsw.gov.au/BusinessCaseFund

A webinar providing an overview of the program and application process will be held during the application open period.

The Department of Regional NSW Regional Development network can assist applicants to develop strong applications. Please contact regionalnsw.business@regional.nsw.gov.au or call 1300 679 673 to access support.

Complaints

Any concerns about the program or individual applications should be submitted in writing to regionalnsw.business@regional.nsw.gov.au

If applicants do not agree with the way the Department of Regional NSW handled the issue, they may wish to contact the NSW Ombudsman via ombo.nsw.gov.au

Government Information (Public Access) Act

Applicants should be aware that information submitted in applications and all related correspondence, attachments and other documents, may be made publicly available under the Government Information (Public Access) Act 2009 (NSW).

Information that is deemed to be commercially sensitive will be withheld.

The Government Information (Public Access) Act 2009 (NSW) makes government information accessible to the public by:

- requiring government agencies to make certain sorts of information freely available
- encouraging government agencies to release as much other information as possible
- giving the public an enforceable right to make access applications for government information
- restricting access to information only when there is an overriding public interest against disclosure.



Photo credit: Speaking in Colour



Waginta Trail and Yindyamarra Sculpture Walk, West Albury

E regionalnsw.business@regional.nsw.gov.au
W nsw.gov.au/BusinessCaseFund

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@OurRegionalNSW
DepartmentOfRegionalNSW

Travel Expenses of Members of Council

Warrumbungle Shire Council

DATE: 16/6/2022

NAME: Councillor Dale Hogden

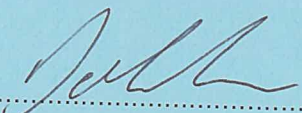
ADDRESS: 10 Digilah Street
DUNEDOO

VEHICLE: 2-8 L TOYOTA HILUX

CAPACITY: ☐ Under 2.5 litres ☐ 2.5 litres and over


Meeting: Monthly Council	19/5/2022	200	kms @	-78	\$	156
Meeting: M. COUNCIL	16/6/2022	200	kms @	-78	\$	156
Meeting: COUNCIL	/ /2022		kms @		\$	
Meeting:	/ /2022		kms @		\$	
Meeting:	/ /2022		kms @		\$	

TOTAL \$ 312.00 ✓

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

17.6.2022

Travel Expenses of Members of Council

Warrumbungle Shire Council

DATE: 16 / 6 / 2022

NAME: Councillor Carlton Kopke

ADDRESS: 1 Yalcogran Street
MENDOORAN

VEHICLE: LDV T60

CAPACITY: ☐ Under 2.5 litres ☒ 2.5 litres and over

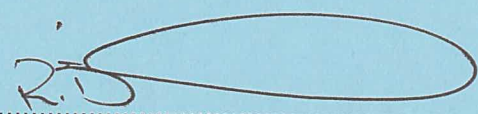
Meeting: Monthly Council	16 / 6 / 2022	144 kms @	.78\$	112.32
Meeting: EDT	24 / 5 / 2022	144 kms @	.78\$	112.32
Meeting:	/ / 2022	kms @	\$	
Meeting:	/ / 2022	kms @	\$	
Meeting:	/ / 2022	kms @	\$	

TOTAL \$ 224.64 ✓

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

17.6.2022



Travel Expenses of Members of Council

Warrumbungle Shire Council

DATE: 16/6/2022

NAME: Councillor Kathryn Rindfleish

ADDRESS: 124 Booymurra Street,
COOLAH NSW 2843

VEHICLE: SOPHIE

CAPACITY: ☐ Under 2.5 litres ☐ 2.5 litres and over


Meeting: Monthly Council	/	/2022	174	kms @	0.78	\$	135.72
Meeting:	/	/2022		kms @		\$	
Meeting:	/	/2022		kms @		\$	
Meeting:	/	/2022		kms @		\$	
Meeting:	/	/2022		kms @		\$	

TOTAL \$ 135.72

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

17.6.2022



Country Mayors Association of NEW SOUTH WALES

Chairperson: Cr Ken Keith OAM
PO Box 337 Parkes NSW 2870
02 6861 2333
ABN 92 803 490 533

MINUTES

RURAL SKILLS FORUM

THURSDAY, 4 AUGUST 2022 AUDITORIUM, CLUB YORK, SYDNEY

The Forum opened at 12.50pm.

1. ATTENDANCE:

Ballina Shire Council, Cr Sharon Cadwallader, Mayor
Bathurst Regional Council, Cr Robert Taylor, Mayor
Bathurst Regional Council, Mr Aaron Jones, Acting General Manager
Bega Valley Shire Council, Mr Anthony McMahon, CEO
Blayney Shire Council, Cr Scott Ferguson, Mayor
Cabonne Shire Council, Cr Kevin Beatty, Mayor
Cootamundra-Gundagai Regional Council, Cr Charlie Sheahan, Mayor
Cootamundra-Gundagai Regional Council, Mr Glen Atear, Deputy General Manager
Dubbo Regional Council, Cr Mathew, Mayor
Dubbo Regional Council, Mr Murray Wood, CEO
Federation Council, Cr Patrick Bourke, Mayor
Forbes Shire Council, Cr Phyllis Miller, Mayor
Forbes Shire Council, Mr Steve Loane, General Manager
Gilgandra Shire Council, Cr Doug Batten, Mayor
Glen Innes Shire Council, Cr Rod Banham, Mayor
Glen Innes Shire Council, Mr Dennis McIntyre, Acting General Manager
Goulburn Mulwaree Council, Cr Bob Peter Walker, Mayor
Goulburn Mulwaree Council, Mr Aaron Johansson, CEO
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor
Hilltops Council, Cr Margaret Roles, Mayor
Kiama Municipal Council, Cr Neil Reilly, Mayor
Kiama Municipal Council, Ms Jane Stroud, General Manager
Kyogle Council, Cr Kylie Thomas, Mayor
Lachlan Shire Council, Cr John Medcalf, Mayor
Lachlan Shire Council, Mr Greg Tory, General Manager
Leeton Shire Council, Cr Tony Reneker, Mayor
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor
Lockhart Shire Council, Cr Greg Verdon, Mayor

Lockhart Shire Council, Mr Peter Veneris, General Manager
Moree Plains Shire Council, Cr Mark Johnson, Mayor
Moree Plains Shire Council, Mr Mike Tobin, Acting General Manager
Murray River Council, Mr Terry Dodds, General Manager
Narrabri Shire Council, Cr Ron Campbell, Mayor
Narrabri Shire Council, Cr Catherine Redding, Deputy Mayor
Narrabri Shire Council, Ms Gillian Goddard, Small Business Liason Officer
Narrandera Shire Council, Cr Neville Schenka, Mayor
Narromine Shire Council, Cr Craig Davies, Mayor
Oberon Council, Cr Mark Kellam, Mayor
Oberon Council, Mr Gary Wallace, General Manager
Parkes Shire Council, Cr Ken Keith, Mayor
Snowy Monaro Regional Council, Cr Narelle Davis, Mayor
Tamworth Regional Council, Cr Russell Webb, Mayor
Tamworth Regional Council, Mr Paul Bennett, General Manager
Temora Shire Council, Cr Rick Firman, Mayor
Temora Shire Council, Mrs Elizabeth Smith, Director Administration and Finance
Uralla Shire Council, Cr Robert Crouch, Deputy Mayor
Wagga Wagga City Council, Cr Dallas Tout, Mayor
Wagga Wagga City Council, Mr Peter Thompson, General Manager
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor
Warrumbungle Shire Council, Mr Roger Bailey, General Manager
Weddin Shire Council, Cr Craig Bembrick, Mayor
Weddin Shire Council, Ms Noreen Vu, General Manager
To attract skilled labour
Wingecarribee Shire Council, Ms Lisa Miscamble, General Manager
LGNSW, Cr Darriea Turley, President
LGNSW, Mr Scott Phillips, CEO
Cr Jacob Cass Country Universities Centre

APOLOGIES:

As submitted

Welcome and Introduction of proceedings Cr Ken Keith OAM, Chairman, Country Mayors Association of NSW

Today's Forum evolved out of the Association members review of priority issues. Australia has dropped the ball on education and skills over the past 10 years and have created huge issues for rural NSW. With rate pegging councils do not have the resources and are unable to increase wages to compete for staff. Added to that in Parkes staff are being poached by government and the mining industry. Parkes Shire is working with the regional growth Development Corporation to develop a strategy to attract and retain skilled labour. There has been a dramatic reduction in the development of TAFE courses over the past five years. Course enrollments since 2016 have decreased on average by 12.7% although post COVID there has been a modest recovery. Only 29% of people enrolled in courses in 2021 completed their course. One of the main problems is the lack of apprenticeships and traineeships in rural towns.

Hon Fiona Nash, National Commissioner for Rural Education

The former government appointed her to the role of Commissioner last year and it is the first time there has been a national focus on Education and skills. As Commissioner she also looks at the workforce and how it is impacted. The role is diverse but is not involved in funding but giving advice to government on solutions to challenges. Solutions come from the ground up. There is a need to address workforce shortage on a local basis. Skills retention is a major focus and there hasn't been enough focus on how to grow workforces regionally. Access to education through schools and TAFE is very important. There needs to be better success to career advice. Access to childcare is a barrier. There is a disparity between the city and country across the board a country student is less likely to get a degree or complete higher education. There is a role for councils to connect with people leaving country communities and wanting to come back.

Hon Alister Henskens, Minister for Skills and Training

NSW has the most skilled workforce in Australia and delivered a major investment in fee free training. Delivery and opportunities are more than ever with \$3.1billion provided in the budget for skills and training. The labour shortage is causing many problems. If you don't have people to train that is a major problem. There is provision in the budget for \$80million over four years for additional fee for free places to be provided. There is a roll out of pathway programs in regional areas with programs in 144 schools throughout the state providing workplace placements as well as training at the high school level. The restriction that only one vocational subject could be a HSC subject has been removed. \$2 billion has been allocated for TAFE including a large capital investment. NSW is training 45% of all TAFE students in Australia and NSW has the largest take up in regional Australia. Councils across NSW will take time to rebuild flood affected areas and the Government is introducing flood specific courses at TAFE to increase skill needs. There is also other skills work with emergency services and with emergency management courses. Asbestos affected courses in flood areas are also being introduced.

Mr Tim Crakanthorp, Shadow Minister for Skills and TAFE, Shadow Minister for Tertiary Education

The economy is dependent on skilled migration which stopped due to COVID. TAFE enrollments have dropped. COVID had shortages but when it stopped job opportunities increased. Past cuts in skills and education budgets have caused downturn but increased budgets does not fix everything. The new Federal Government has a good skills and education policy. Now the 1 in 10 workers in construction has to be a cadet or trainee. Additional budget to skills and education has been promised. One aspect that has been overlooked is the formation of a national body that addresses skills and education needs throughout Australia. NSW Labor wants to revive the manufacturing sector which will create jobs. Completion rates at TAFE are not high. The purpose of educating is to get people into jobs but on-line education has pros and cons as connections are not good enough and many families do not have the technology. Courses have been reconstructed because of this. TAFE courses are being cancelled and rap around courses lost which is not logical. Courses have to be aligned. NSW Labor will ensure that 50% of railway

stock is produced in the State and will increase tender wages. We will establish a Job First Commission and will be taking on the recommendations of the McKell Institute. Labor wants to get students into training and have a skilled workforce. TAFE needs to be rebuilt to provide courses that students want. Labor invites Country Mayors to provide input into their future plans and policies.

Mr Edward Cavanagh, Director of Policy, McKell Institute

The McKell Institute is a research body that works with Government and Business to generate skill changes in communities. Their current project involves data input to identify what problems are being experienced in retaining and attracting skills to regional and rural communities. Generally communities identify their own problem areas but they are rarely solved. The project is about providing jobs in country areas and looking at the broad structural issues that affect the skills shortage in country areas. Migration to rural NSW has created new problems. The Institute is working with the University of Wollongong detailing community market trends and then build up a Local Government area database. The Institute wants to analyse all of the issues highlighted and they need councils to take the statistical realities to government. Its local solutions for local problems. The Institute wants councils to add to it with powerful stories and they will visit those communities as part of their field work in October and November this year. The results can be used in the State election context.

Cr Jacob Cass, Centre Manager, Parkes Country Universities Centre

The Country Universities model is a wide one and started in Cooma in 2013 to create opportunities for youth and encourage local high value jobs. The model has grown throughout the State and is a study space that provides high speed internet shared with other students and connects students with technology. It has a people centric focus. It is community owned and governed and funded by the three levels of government. The centres have several partnerships including cornerstone universities and industry support. 1462 students are registered across three states and 48% of students are first in their families to study. Students can study through any university and in fact they study through 140 different institutions. Most students are in the 20-44 years age bracket. The centres support learning and have academic and administration assistance. Pathways include tertiary education, traineeships, and apprenticeships. Parkes Young Professionals is a network of young professionals who can share experiences. Partnerships include universities, government, local business, schools, industry and community and the Parkes Business Innovation Hub is a 20 seat meeting room with video conferencing.

Cr Rick Firman Chairman and Julie Briggs CEO Riverina Joint Organisation to outline Riverina's Development Skills Shortages Project

The Riverina Workforce Development project has focus areas and works towards a regional workforce and an employer of choice. Four strands of activities cover high school students and university students. The career journey is professional placements, connectivity, a graduate program and "Start Yourself". "Start Yourself" involves start

your career here with work inspirational days, meetings between schools and council, resource materials, project officer support, work experience and a better understanding of councils. There are “Come and Try” days over a three day period. Come and try Civil Engineering, Civil Construction, Mapping/GIS, Horticulture and Town Planning and Building. There is professional placement with Charles Stuart University and Wollongong University, and credited placements and voluntary placements offered in any area of Councils operations. There is a student ambassador that showcases diversity at work. There are graduate programs aligned to specific purposes and a fast tracked pathway. That does not guarantee work. Challenges include council resourcing, finding enough placements, finding graduate placements, costs associated with “Come and Try” days, and the importance of partnerships like “Compact”

Suggestions for positive change

- Community service obligation allows for reduction in numbers in rural and remote LGA's based on the already established community service obligation that TAFE is committed to with flexibility of numbers for specific courses in communities
- That TAFE NSW specifically isolate metropolitan from regional, rural and remote in all areas like student courses, enrollments, completions, apprenticeships and traineeships and funding distribution
- TAFE NSW to deliver a more detailed and transparent annual report that highlights performance and outcomes for each LGA and when it distinguishes from metro and regionals to include industry profiles
- That the HECS debt mechanism be used as a catalyst to support and improve councils currently struggling to attract and retain skilled staff
- Identify what type of courses are undertaken in LGA's that involve face to face tuition
- More support and incentive for local business to train trainees
- Encourage the State Government to train their own trainees and apprentices
- Engage with the Minister and his advisors to promote and discuss problems facing regional and rural NSW
- Advocate for the aged workforce to return to the workforce and provide training and mentoring
- Reduce competition between the States for the skilled workforce
- The McKell Institute be supported by CMA in its endeavors to increase skills and to retain skills in country NSW

There being no further business the meeting closed at 5.05pm.

Cr Ken Keith OAM
Chairman Country Mayor's Association of NSW



Country Mayors Association of NEW SOUTH WALES

Chairperson: Cr Ken Keith OAM
PO Box 337 Parkes NSW 2870
02 6861 2333
ABN 92 803 490 533

MINUTES

GENERAL MEETING

FRIDAY, 5 AUGUST 2022 THEATRETTE, PARLIAMENT HOUSE, SYDNEY

The meeting opened at 8.31 a.m.

1. ATTENDANCE:

Armidale Regional Council, Mayor, Cr Sam Coupland, Mayor
Armidale Regional Council, Mr James Roncon, General Manager
Bathurst Regional Council, Cr Robert Taylor, Mayor
Bathurst Regional Council, Mr Aaron Jones, Acting General Manager
Bega Valley Shire Council, Cr Russell Fitzpatrick, Mayor
Bega Valley Shire Council, Mr Anthony McMahon, CEO
Bellingen Shire Council, Cr Steve Allan, Mayor
Bellingen Shire Council, Ms Liz Jeremy, General Manager
Bland Shire Council, Cr Brian Monaghan, Mayor
Bland Shire Council, Mr Grant Baker, General Manager
Blayney Shire Council, Cr Scott Ferguson, Mayor
Broken Hill City Council, Mr Jay Nankivell, General Manager
Cabonne Shire Council, Cr Kevin Beatty, Mayor
Cabonne Shire Council, Mr Brad Burns, General Manager
Cootamundra-Gundagai Regional Council, Cr Charlie Sheahan, Mayor
Cootamundra-Gundagai Regional Council, Mr Glen McAtear, Deputy General Manager
Dubbo Regional Council, Mathew Dickerson, Mayor
Dubbo Regional Council, Mr Murray Wood, CEO
Federation Council, Cr Patrick Bourke, Mayor
Forbes Shire Council, Cr Chris Royslance, Deputy Mayor
Forbes Shire Council, Mr Steve Loane, General Manager
Gilgandra Shire Council, Cr Doug Batten, Mayor
Gilgandra Shire Council, Mr David Neeves, General Manager
Glen Innes Shire Council, Cr Rod Banham, Mayor
Glen Innes Shire Council, Mr Dennis McIntyre, Acting General Manager
Goulburn Mulwaree Council, Cr Bob Peter Walker, Mayor
Goulburn Mulwaree Council, Mr Aaron Johansson, CEO
Griffith City Council, Cr John Doug Curran, Mayor
Griffith City Council, Mr Brett Stonestreet, General Manager

Gunnedah Shire Council, Cr Jamie Chaffey, Mayor
Gunnedah Shire Council, Mr Eric Growth, General Manager
Gwydir Shire Council, Cr John Coulton, Mayor
Gwydir Shire Council, Mr Max Eastcott, General Manager
Hilltops Council, Cr Margaret Roles, Mayor
Inverell Shire Council, Cr Paul Harmon, Mayor
Kempsey Shire Council, Mr Craig Milburn, General Manager
Kiama Municipal Council, Cr Neil Reilly, Mayor
Kiama Municipal Council, Ms Jane Stroud, General Manager
Kyogle Council, Cr Kylie Thomas, Mayor
Lachlan Shire Council, Cr John Medcalf, Mayor
Lachlan Shire Council, Mr Greg Tory, General Manager
Leeton Shire Council, Cr Tony Reneker, Mayor
Leeton Shire Council, Ms Jackie Kruger, General Manager
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor
Lockhart Shire Council, Cr Greg Verdon, Mayor
Lockhart Shire Council, Mr Peter Veneris, General Manager
Mid-Western/Mudgee Regional Council, Mr Brad Cam, General Manager
Moree Plains Shire Council, Mr Mick Tobin, Acting General Manager
Narrabri Shire Council, Cr Ron Campbell, Mayor
Narrandera Shire Council, Cr Neville Schenka, Mayor
Narrandera Shire Council, Mr George Cowan, General Manager
Narromine Shire Council, Cr Craig Davies, Mayor
Narromine Shire Council, Ms Jane Redden, General Manager
Oberon Council, Cr Mark Kellam, Mayor
Oberon Council, Mr Gary Wallace, General Manager
Orange City Council, Cr Jason Hamling, Mayor
Parkes Shire Council, Cr Ken Keith, Mayor
Snowy Monaro Regional Council, Cr Narelle Davis, Mayor
Snowy Valleys Council, Cr Ian Chaffey, Mayor
Snowy Valleys Council, Mr Hamish McNulty, Interim General Manager
Tamworth Regional Council, Cr Russell Webb, Mayor
Tamworth Regional Council, Mr Paul Bennett, General Manager
Temora Shire Council, Cr Rick Firman, Mayor
Temora Shire Council, Mrs Elizabeth Smith, Director of Administration and Finance
Tenterfield Shire Council, Cr Bronwyn Petrie, Mayor
Uralla Shire Council, Cr Robert Crouch, Deputy Mayor
Uralla Shire Council, Ms Kate Jessep, General Manager
Wagga Wagga City Council, Cr Dallas Tout, Mayor
Wagga Wagga City Council, Mr Peter Thompson, General Manager
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor
Warrumbungle Shire Council, Mr Roger Bailey, General Manager
Weddin Shire Council, Cr Craig Bembrick, Mayor
Weddin Shire Council, Ms Noreen Vu, General Manager
Wingecarribee Shire Council, Mr Viv May, Interim Administrator
Wingecarribee Shire Council, Ms Lisa Miscamble, General Manager
LGNSW, Cr Darriea Turley, President
LGNSW, Mr Scott Phillips, CEO
OLG Ally Dench, Executive Director
OLG Karen Purser
Mark Honey

APOLOGIES:

As submitted

SPECIAL GUESTS:

- (a) Darriea Turley, President, LGNSW
- (b) The Hon Anthony Roberts MP, Minister for Planning, Minister for Homes
- (c) Ms Amy Dumbrell, Acting Director, Biodiversity Offsets Scheme and Dr Louisa Mamouny, Acting Executive Director, Biodiversity Credit Supply Fund and Taskforce
- (d) Mr Justin Clancy MP, Parliamentary Secretary for Health
- (e) Mr Greg Warren MP, Shadow Minister for Local Government, Shadow Minister for Veterans and Shadow Minister for Western Sydney

2. ADOPTION OF MINUTES OF PREVIOUS MEETING:

RESOLVED that the minutes of the General Meeting held on 27 May 2022 be accepted as a true and accurate record (Temora Shire Council / Gwydir Shire Council).

3. Matters Arising from the Minutes

NIL

4. CORRESPONDENCE

Outward

- (a) The Hon Jim Chambers MP, Treasurer, stressing that funding for Local Government should remain at the levels of the previous government and preferably at a higher level
- (b) The Hon Anthony Albanese MP, Prime Minister, stressing that funding for Local Government should remain at the levels of the previous government and preferably at a higher level
- (c) Mr Chris Minns MP, Leader of the Opposition NSW, urging bi-partisan support to ensure all 44 recommendations of the Legislative Council Inquiry into Health Outcomes and Access to Health and Hospital Services in Rural, Regional and Remote NSW are adopted
- (d) The Hon Dominic Perrottet MP, Premier NSW, urging bi-partisan support to ensure all 44 recommendations of the Legislative Council Inquiry into Health Outcomes and Access to Health and Hospital Services in Rural, Regional and Remote NSW are adopted
- (e) The Hon Wendy Tuckermann MP, Minister for Local Government, seeking urgent amendment to clause 34 subsection 2 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021
- (f) The Hon Anthony Roberts MP, Minister for Planning and Minister for Homes, seeking urgent amendment to clause 34 subsection 2 of the Environmental

Planning and Assessment (Development Certification and Fire Safety)
Regulation 2021

- (g) Ms Anna Bowden, Head of Social Impact, Royal Far West, thanking her for her presentation to the 27 May 2022 meeting
- (h) The Hon Kevin Anderson MP, Minister for Lands and Water, Minister for Hospitality and Racing, thanking him for his presentation to the 27 May 2022 meeting
- (i) The Hon Wendy Tuckermann MP, Minister for Local Government, thanking her for her presentation to the 27 May 2022 meeting
- (j) The Hon Paul Toole MP, Deputy Premier, Minister for Regional New South Wales, Minister for Police, thanking him for his presentation to the 27 May 2022 meeting
- (k) Adjunct Professor, Ruth Stewart, Commissioner, National Rural Health Commission, thanking her for her presentation to the Health Forum on the 26 May 2022
- (l) Mr Richard Colbran, Chief Executive officer, NSW Rural Doctors Network, thanking him for his presentation to the Health Forum on the 26 May 2022
- (m) Mr Ryan Park MP, Shadow Minister for Health, Shadow Minister for Mental Health, Shadow Minister for the Illawarra and South Coast, thanking him for his presentation to the Health Forum on the 26 May 2022
- (n) The Hon Bronnie Taylor MLC, Minister for Women, Minister for Regional Health and Minister for Mental Health, thanking her for her presentation to the Health Forum on the 26 May 2022
- (o) The Hon Bronnie Taylor MLC, Minister for Women, Minister for Regional Health and Minister for Mental Health, forwarding to her the list of participants suggestions to move forward with Regional and Rural Health
- (p) The Hon Dominic Perrotet MP, Premier NSW, inviting him to present to next meeting to be held on the 5 August 2022
- (q) The Hon Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government, inviting her to present to next meeting to be held on the 5 August 2022
- (r) Mr Edward Cavanough, Executive Director and Director Policy, McKell Institute, thanking him for participating in the Executive Committee meeting held on the 9 June 2022 and inviting him to be a presenter at the Skills Forum on the 4 August 2022
- (s) The Hon Anthony Albanese MP, Prime Minister, regarding the deployment of overseas doctors
- (t) The Hon Mark Butler MP, Minister for Health and Aged Care regarding the deployment of overseas doctors
- (u) The Hon Catherine King MP, Minister for Infrastructure, Regional Development and Local Government regarding continuous funding for the Building Better Regions program
- (v) Cr Linda Scott, President ALGA, seeking support for the continuance of the Building Better Regions program
- (w) Cr Darriea Turley, President, LGNSW, seeking support for the continuance of the Building Better Regions program

Inward

- (a) Mr Marcus Ray, Group Deputy Secretary, Planning and Assessment regarding employment zones reform

- (b) Mr Brett Whitworth, Deputy Secretary, Planning Policy, regarding clause 34 subsection 2 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021
- (c) The Hon Dugald Sanders MP, Minister for Agriculture, Minister for Western NSW, regarding standards for breeding dogs
- (d) The Hon James Griffith MP, Minister for Environment and Heritage, regarding the NSW Biodiversity Offset Scheme
- (e) The Hon Dominic Perretot MP, Premier NSW, advising that the Government is currently considering the recommendation of the Legislative Council Inquiry into Health Outcomes and Access to Health and Hospital Services in Rural, Regional and Remote NSW
- (f) Leeton Shire Council, forwarding letter from LGNSW to the Treasurer, Minister Cooke MP, Auditor General, and Minister Tuckerman MP, regarding treatment of RFS assets
- (g) Letter from the Department of Planning and Environment to the Auditor General regarding the treatment of RFS assets
- (h) Riverina Joint Organisation regarding the proposal to introduce a Domestic Waste Charge peg

NOTED

5. President Cr Darriea Turley, LGNSW Update

Cr Turley provided a report on the work of LGNSW since the last meeting including Annual Conference 2022, Local Government Week and Awards Dinner, Emergency Services Levy and Rural Fire Service Assets, State Budget, Upper House Inquiry into floods, and advocacy into Parliamentary Inquiry into elections held under COVID 19 conditions, Domestic Waste Charges Review, addressing council staff shortages, ePlanning and NSW Planning Portal, rural and regional health and recent advocacy wins

6. Mr Tom O'Dea, Head of NBN Local NSW

There are 21 NBN professionals looking after Regional and rural shareholders. NBN is a Government Business Enterprise which sells to telecommunication providers and is accountable to the Federal Government. NBN has delivery partnerships with contractors and subcontractors. It is the provider that supplies the modems of varying quality. Householders often place the modems in their homes that are not efficient. NBN's purpose is to lift digital capability at a local level. On the ground NBN have Community Engagement Managers, business leads and community ambassadors. Part of their staff engagement is that staff have to live in the area they serve. The focus is delivering digital capability, developing regional infrastructure, supporting regional performance and integration within local communities. 12.1million homes are connected, 8.5million are connected to a plan and 76% have 50mbps wholesale speed. In regional Australia 3.4million premises are connected. \$750million is being invested in upgrading the fixed wireless network and extending the range of the fixed wireless network with benefits of extended coverage, faster speeds, improved busy home speeds, and enhanced data levels. NBN needs to get the message out and needs insights, opportunities and the voice of customers from councils.

7. The Hon Anthony Roberts, Minister for Planning, Minister for Homes

The government is committed to having diversity of housing. Regional housing pressures have been caused through migration and more people are staying in the regions and the need for housing intensifies. The 2022 budget housing package includes \$500million to unlock land and \$174million to support key workers moving to the regions. The Housing Strategy 2041 has been developed and there are lessor assessment times. A regional Housing Taskforce has been set up to examine the barriers to the provision of housing and affordability in the regions and all their recommendations have been accepted. \$34million has been set aside over 4 years to implement the Taskforce recommendations. A Regional Housing Flying Squad has been created to assist regional councils. Under the next phase of the Accelerated Housing Infrastructure Fund \$120million has been set aside for high growth regional areas. The shortage of Planners in regional areas is being addressed by allowing councils to outsource the assessment of housing DA's to consultants. The Regional Housing Flying Squad program is be considered for a twelve month extension. Agritourism is a booming industry and the government is helping farmers to diversify their businesses. Certain agritourism activities will be listed as exempt or complying development. All of the nine Regional Plans are being reviewed responding to impacts and linked to other State strategies. Tribute was paid to the leaders of the flood affected areas and an Independent Inquiry report will be released soon. \$150million will be available to build and replace social houses and \$10million allocated to replace police homes. Money is being allocated to close the GAP. There is always going to be challenges with new technology such as the planning portal.

8. Financial Report

RESOLVED That the financial reports for the last quarter were tabled and accepted (Inverell Shire Council / Lachlan Shire Council)

9. Presentation of Emeritus Mayor Award by Cr Darriea Turley, President LGNSW

Cr Darriea Tulley presented retired Mayor Mark Honey, Kiama Municipal Council, with his Emeritus Mayor certificate and pin

10. Introduction of the Country Mayors Lapel Badge

Cr Firman Executive member outlined the purpose of the lapel pins to promote the Country Mayors Association and to recognize the professionalism of its members. The lapel pins were handed out to attending Mayors. Those not attending will be given their pins at future meetings

11. Ms Amy Dumbrell, Acting Director, Biodiversity Offsets Scheme and Dr Louisa Mamouny, Acting Executive Director, Biodiversity Credit Supply Fund and Taskforce

The Biodiversity Offset Scheme has had a history since 1995 with a shift to method based in 2007 and in 2014 an offset policy for major projects became compulsory. In 2016 the Biodiversity Conservation Act was passed and in 2020 the Australian Government endorsed the scheme. In 2021 the Integrated Improvement and Assistance Program commenced and in 2022 the review of LMBC commences. The Biodiversity Scheme aims to avoid, minimize and offset the impacts of development on biodiversity consistent with the principles of ecological sustainable development. It is required under DA's. \$550million Biodiversity credits have been traded and 36,000 hectares of land protected. The scheme is being improved by refining it, and scaling up, through a strategy to increase credit supply, identifying pain points, a local government support program, additional assessors and a help desk. The Biodiversity Credits Supply Fund and Taskforce have identified that credits are too hard to attain and expensive and that buyers and sellers are hard to identify. Problems need to be resolved to make a significant difference in the coming months by fast tracking of Biodiversity credits, operate a credit supply fund and enhance conservation benefits. It can be made easier by targeting support, streamlining processes, provide upfront support, simplifying the BSA agreement, opportunities to connect, more information, addressing barriers and communication and engagement.

RESOLVED That the Country Mayors Association make representations to the NSW Government on the gross failings of the Biodiversity Scheme, the inadequacies of the review to address the real problems of the scheme, and the ongoing economic hardship and loss of development of regional NSW (Narromine Shire Council / Gilgandra Shire Council)

12. Mr Justin Clancy MP, Parliamentary Secretary for Health

Mr Clancy thanked CMA for its insights into regional and rural health and the wellbeing of our communities. There is no quick fix for regional and rural health but the 2022 State budget has provided a significant boost to operational and capital expenditure including the allocation of additional staff with \$883million over 4 years to attract regional and rural workers. Tailored programs are to be introduced to take up positions and increased training opportunities. The elective surgery waitlist will get additional funding over the next 2 years. Hospital and health facility upgrades have been important for health outcomes and in the next 4 years there will be \$3billion spent on capital infrastructure including staff accommodation in regional NSW. \$740million over 5 years will be spent on palliative care covering an extra 600 nurses and other staff, and social care is to have a virtual connection to provide equity and care and there will be virtual care access to health specialists. A virtual intensive care unit has been announced in Broken Hill for remote NSW. Travel and accommodation support has been expanded in the budget. A new Regional Health Division was established in April this year and will look at the recommendations of Legislative Council report and other issues. The new Advisory Panel will be working on the Regional Health Plan which has had 1,200 face to face meetings held to develop it. The draft plan will be available for comment in September this year.

13. Mr Greg Warren MP, Shadow Minister for Local Government, Shadow Minister for Veterans, and Shadow Minister for Western Sydney

Mr Warren thanked Country Mayors for the opportunity to meet with members. He advised that he had written to the Emergency Services and Local Government Ministers regarding the treatment of RFS assets and advised there needs to be a legislative change. There needs to be changes made in respect to Joint Organisation funding and legislative requirements and that both issues were on labors radar.

14. Scholarship Sub Committee of the Executive Committee

RESOLVED that NSW Country Mayors Association adopt an Inprinciple position with implementing a suitable Scholarship program, to assist in addressing skills shortages in our communities and further
That the NSW CMA Executive be authorised to compile Criteria and Structure of Scholarship programme, to report back to NSW CMA for final endorsement.
(Gunnedah Shire Council / Temora Shire Council

15. Suggestions for positive change for Regional and Rural Health

- (1) Local Health Districts need to introduce measures to hold on to internees
- (2) Develop a system to get overseas doctors into are communities
- (3) Support UNE, CSU, and SCU to establish new medical schools
- (4) Investigate administration and boundaries of Health Districts
- (5) Have Primary Care nurses connected to hospitals
- (6) Indigenous Training of indigenous people for their communities
- (7) Advocacy approach and strategy to be developed by Country Mayors
- (8) Ensure the State Government reports on the progress of the Inquiry
- (9) The Commonwealth Government to explain what they are doing in respect of the Inquiry
- (10) Thank those that have worked hard under a difficult situation
- (11) Councils build health plans
- (12) The issue is workforce. Where is the workforce and where do you get it
- (13) Travel allowances to be simplified
- (14) Need bipartisan support of the 44 recommendations and continuation of Minister for Regional Health (Letters have been sent to the Premier and Leader of the Opposition)
- (15) Re-establish Hospital Boards

RESOLVED that the suggestions be left in the hands of the Executive to monitor and followup (Parkes Shire Council / Gunnedah Shire Council

16. Wakefield Park Development

Goulburn Mulwaree Council advised of Wakefield Park Raceway's appeal to NSW Land and Environment Court against consent conditions imposed. The appeal was upheld but the Court imposed stricter noise management conditions that impact on the definition of an event which could make the raceway unviable

17. Demerger Proposal of Cootamundra-Gundagai Regional Council

RESOLVED that Country Mayors write a letter to the Boundaries Commission supporting their decision which recommends the demerger of the councils should proceed (Parkes Shire Council / Gunnedah Shire Council)

18. Next Meeting

The date of the next meeting is scheduled for Friday, 18 November 2022

NOTED

There being no further business the meeting closed at 12.40pm.

Cr Ken Keith OAM
Chairman Country Mayor's Association of NSW

**MEETING OF THE HEALTH ADVISORY COMMITTEE MEETING HELD VIA ZOOM
ON MONDAY 18 JULY 2022 COMMENCING AT 6.02PM**

PRESENT: Cr Ambrose Doolan (Mayor), Cr Aniello Iannuzzi (Deputy Mayor), Cr Dale Hogden, Cr Kathryn Rindfleish, Dr Sally Plunkett (Dunedoo) and Roger Bailey (General Manager)

APOLOGIES: Cr Denis Todd

AGENDA ITEMS

Item 1 Parliamentary Inquiry into Health Outcomes & Access to Health & Hospital Services in Rural, Regional & Remote NSW

The Committee discussed the inquiry into health outcomes and access to health and hospital services in rural, regional and remote New South Wales.

The Committee was provided with Council's submission, the Final Report, the original terms of reference and the Parliament's Findings and Recommendations

The NSW Government's response is scheduled for 7 November 2022.

The Committee Resolved to note the status of the Parliamentary Inquiry into Health Outcomes & Access to Health & Hospital Services in Rural, Regional & Remote NSW.

Rindfleish/Hogden

Item 2 Warren Shire Council Briefing Note

The Committee discussed Warren Shire Council's Briefing Note from Alliance Western Councils Board Meeting held 30 March 2022.

The Committee Resolved to note the Warren Shire Council Briefing Note.

Doolan/Rindfleish

Item 3 Medical Accommodation

The Committee discussed the following Council owned buildings located across the Shire:

- i. 141 Martin Street, Coolah house currently rented to Brenshaw Medical
- ii. 2 Digilah Street, Dunedoo, the building leased to a doctor
- iii. 4 Digilah Street, Dunedoo
- iv. Health building available 57 Bandulla Street, Mendooran
- v. Medical Centre 61 Cassilis Street, Coonabarabran

The Committee Resolved to note the current Council health buildings across the Warrumbungle Shire.

Rindfleish/Hogden

Item 4 NSW Country Mayors Association – Rural Health Forum Presentation Slides

The Committee noted the slides from the Rural Health Forum of the Country Mayors Association of NSW held 26 May 2022.

The Committee Resolved to note the slide package from NSW Country Mayors Association – Rural Health Forum.

Doolan/Rindfleish

Item 5 Local Government NSW Policy

The committee discussed Local Government NSW (LGNSW) advocacy positions on health, which included:

**MEETING OF THE HEALTH ADVISORY COMMITTEE MEETING HELD VIA ZOOM
ON MONDAY 18 JULY 2022 COMMENCING AT 6.02PM**

- 4.4 New models for rural and regional infrastructure, service delivery, health and mental health care, including consideration of council coordination and/or implementation that avoids cost shifting and is built on close collaboration between local, state and federal governments and NGOs.
- 14.11 The NSW and Australian Governments to address the mental health crisis and ensure adequate access to care across NSW.
- 19.6 NSW Health to retain ownership of its aged care and disability facilities.

The Committee Resolved to note the advocacy undertaken by Local Government NSW in relation to health-related issues.

Hogden/Rindfleish

**Item 6 Local Government NSW position on the 2022 NSW State Budget –
Improve Rural and Regional Health Services**

Information was provided to the Committee in relation to the LGNSW Position Paper.

The Committee Resolved to note the information on LGNSW 2022 State Budget.

Doolan/Hogden

Item 7 Incentives for Visiting Medical Officers

Council previously sought to make representations to the NSW Minister for Health seeking a greater level of energy and resources being placed into rural health services and the Warrumbungle Shire, this is to include greater incentives for Visiting Medical Officers (VMOs).

An opportunity exists for the Committee to express views on what these incentives should be.

The Committee Resolved that a submission be made to NSW Minister Health and Federal Health Minister on incentives for Visiting Medical Officers.

Rindfleish/Hogden

Item 8 Warrumbungle Community Health Workers

The Council previously considered consideration for the development of a program to help our communities be more attractive to doctors and health workers.

In March 2021 Council held a public meeting in Dunedoo to discuss a number of health-related issues across the Warrumbungle Local Government Area in recent times, particularly at Coolah and Dunedoo. This meeting had been held following approaches by a number of residents expressing concern about some of these issues, and particularly about the availability of doctors and issues at our health service facilities (hospitals). About 110 residents were in attendance along with officials, including:

- Dr Sally Plunkett, Dunedoo Doctor
- Mark Coulton MP, Member for Parkes and Minister for Regional Health, Regional Communications and Local Government (appointed February 2020)
- Professor Ruth Stewart MBBS, National Rural Health Commissioner (appointed as the second National Rural Health Commissioner for Australia in July 2020)
- Scott McLachlan, Chief Executive of Western NSW Local Health District
- Dr Shannon Nott, Rural Health Director of Medical Services, Western NSW Local Health District

**MEETING OF THE HEALTH ADVISORY COMMITTEE MEETING HELD VIA ZOOM
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- Robert Strickland Acting Chief Executive Officer Western NSW Primary Health Network

A lot of matters were brought to the attention of the meeting during the meeting including an insufficient number of doctors being available; staff burnt out; the need for permanent staff and not a reliance on agency staff; more support is needed for smaller hospitals; more investment is required in doctors and nurses; and virtual GPs do not fill needs and people still need to travel to Dubbo.

It was widely acknowledged that the health issues are not easy to approach and similarly the problems are not unique to the Warrumbungle Shire. It was recognised that: there are not enough doctors in the system; country people will return to the bush so more country people need to be trained; an environment needs to be created for people to work here; the changes in the training of doctors will take time; and there is strong competition for the services of doctors.

Councillors in attendance were disappointed to hear some of the senior presenters suggest that the Dunedoo community was not sufficiently welcoming to clinicians.

The question that was raised was 'What do we need to do, in conjunction with the State and Federal Governments, to make the Warrumbungle Shire attractive for doctors and health professionals to work within?'

The Committee Resolved that the Committee consider options for making the Warrumbungle Shire attractive for doctors and health professionals.

Hogden/Doolan

Item 9 Dunedoo Doctor Recruitment

The Committee discussed the recruitment of a doctor for Dunedoo.

The Committee noted the situation with doctor recruitment in Dunedoo.

Iannuzzi/Hogden

Item 10 Impacts on Health Services by the Impacts of Development

The committee discussed how the Shire will soon be significantly impacted by a number of developments, the main developments here will be from the Inland Rail around Baradine in the northern part of the LGA and also from the Renewable Energy Zone (REZ) in the southern areas of the LGA, mostly on Dunedoo.

Inland Rail – approximately 42kms of the Inland Rail project will be located within the Warrumbungle Shire following a route just north of Baradine. The development is expected to include a workers camp in Baradine accommodating up to 500 people at its peak. The camp is expected to be in place for a 2-3 year period during the construction of the project.

REZ – the Central-West Orana REZ is approximately 20,000 square kilometres in the Dubbo, Gilgandra, Mid Western and Warrumbungle local government areas. With this we have already seen the growth in solar and wind energy farms across this area and it is expected that at its peak there will be an additional 3,500 workers. It is not clear at this stage where these workers will be located.

The Committee Resolved that:

1. The Committee note the large scale developments expected to impact on the Warrumbungle Shire in the near future.

**MEETING OF THE HEALTH ADVISORY COMMITTEE MEETING HELD VIA ZOOM
ON MONDAY 18 JULY 2022 COMMENCING AT 6.02PM**

2. Council write to State and Federal governments expressing concern for the impact of the large scale development and seeking assistance for local towns.
Rindfleish/Doolan

There being no further business the meeting closed at 7.41pm.

PRESENT: Cr Kodi Brady (Chair), Cr Zoe Holcombe, Mrs Aileen Bell, Mrs Margaret Bennell, Mrs Judith Clancy, Mrs Rhonda Jewiss, Ms Emma McDonald and Mrs Mary Milsom.

IN ATTENDANCE: Mr Gary Murphy (Director Technical Services) and Mrs Nicole Benson (Manager Urban Services & Facilities).

APOLOGIES: Mr Paul Bennetts, Mrs Susan Ericksson, Mrs Sandra Spackman, Mr Terence Tighe and Mr Sam Bragg.

CONFIRMATION OF MINUTES

1/2223 RECOMMENDED that minutes of the Coonabarabran Town Beautification Advisory Committee meeting held on 9 May 2022 be confirmed.

Clancy/McDonald

BUSINESS ARISING FROM THE MINUTES

Garden beds in John Street

Garden beds in John Street from the Mary Jane Cain Bridge to Clocktower were discussed and an update was provided on the planting out of the garden beds. The preferred colour of Loropetalum is now in stock at the local nursery. Beds have been prepared and planting is scheduled for Thursday, 21 July 2022.

Little Timor Street Plaza

It was noted that the grant for the Little Timor Street Plaza had been acquitted and the following other matters were discussed:

- Responsibility for maintenance of the plants and planter pots, cleaning the area specifically the table tops and surface of the plaza area.
- The trip hazard, maintenance regime for the table tops and cleaning procedure for the flooring.
- It was noted that Council does not have a budget for the cleaning or maintenance of the Plaza and that Council will need to clarify insurance requirements for members of Committees of Council wishing to volunteer their services maintaining gardens and the like before any such volunteering takes place.
 - **ACTION** – that the Manager Urban Services & Facilities would follow these matters up and provide the answers to the Chair to distribute to Committee members. The reason for this is to provide the information before the next meeting.
- The chess pieces should be accessible to the community at any time.
 - **ACTION** – that Cr Brady will collect the pieces from Council and look for a suitable storage solution. Information will come back to the Committee.
- Bin in the Plaza is not in an enclosure and chained to an electricity pole which is somewhat unsightly.
 - **ACTION** – that Council will remove the bin from the Plaza. The bin in the enclosure on John Street will be moved closer to the Plaza as soon as resources allow.

- Wayfinding signage for public toilets is deceptive due to the distance from the sign on John Street / Little Timor Street Plaza to the toilets in the carpark in Dalgarno Street.
 - **ACTION** – that as soon as resources allow Council will check the signage and make arrangements for the additional distances to be added.

It was noted that the Master Plan Workshop noted in the 9 May meeting minutes didn't happen due to a number of factors including the minutes needing to be adopted by Council beforehand; and the availability of some of the Committee members to assist with the outline/framework for the workshop. The frequency of meeting and workshops was discussed and the Manager Urban Services & Facilities clarified the issue by reading out the relevant section of the Committee Terms of Reference.

AGENDA ITEMS

a) Master Plan

The following matters were discussed:

- Minutes from a Master Plan meeting held on 6 October 2021 were tabled and discussed. The proposed workshop will set the plan for tree species, public art, culture, heritage, town entry signs as well as any other items the Committee feels are part of town beautification. It was highlighted that the development of a Master Plan should include a review of what other activities/plans/studies there are for the area that is subject to the Master Plan, and that this would occur for the Coonabarabran Town Beautification Master Plan.
- It was agreed that Cr Holcombe would submit an EOI for Committee members to participate in the Coona Connections event being coordinated by the Community Development Coordinator.
- The Master Plan Workshop will be held on Monday, 15 August 2022 commencing at 5pm and run for 1.5 hours in the Gallery Room.
 - **ACTION** – that the Manager Urban Services & Facilities will book the room and send out a Workshop framework beforehand.

GENERAL BUSINESS

The following items were discussed without resolution:

- It was discussed that some trees had recently been removed from Neate Street and a question was asked about what measures Council has in place to replace trees that have been removed. There is no tree preservation order or tree policy in the Shire to manage removal or installation of vegetation on public and private property in urban areas. It was agreed that the Manager Urban Services & Facilities would provide an update on the management of vegetation across the Shire for the next meeting.

Emma McDonald left the meeting at 6.06pm.

- Grants and expenditure of funds was talked about. It was noted that lifecycle costings should be included in all future grants/projects as Council is often left

with the ongoing maintenance costs. The Community Development Coordinator is a good source of information on grants that are coming up.

- Upgrades to the garden in front of the information centre carpark were discussed.
- Media and promotion of the Master Plan was discussed.
- The Committee was advised by the Director Technical Services that a report to Council on the Police Reserve (part of Neilson Park on the western side of John Street) seeking that Council be appointed a Crown Land Manager had been prepared for the July Council meeting.

There being no further business the meeting closed at 6.19pm.

The next meeting is to be held on 12 September 2022 at 5.00pm in the Gallery Meeting Room.

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CHAIRPERSON

PRESENT: Cr Kodi Brady (Chairperson), Cr Jason Newton, *Mr Ian Clifton (CRUFC), Mr Stuart Thomas (Alt CRUFC), Mr Stephen Walton (CRLFC) Ms Deborah Mukhar (Soccer), Ms Emmah Varty (Netball), Mr Tim Evans (CJRNC) and Mr Gary McKernan (Boxing).

** Attendance via Zoom video conference.*

IN ATTENDANCE: Mr Gary Murphy (Director Technical Services) and Mrs Nicole Benson (Manager Urban Services and Facilities).

APOLOGIES: Nil.

CONFIRMATION OF MINUTES

01/2223 RECOMMENDED that the minutes of the Coonabarabran Sporting Complex Advisory Committee meeting held on 23 May 2022 be confirmed.

Evans/Varty

BUSINESS ARISING

- Wires at boxing gym stairs have not been repaired.
- The pole to adjust the basketball/netball rings is missing.
- The floor of the basketball hall is great since the surface has been sealed. Line of white dust/powder along the edge is always present.
 - **ACTION** – that the MUS&F will coordinate repairs, location of pole and check dust in the hall.
- An update on the progress of the No. 3 Oval Amenity Upgrade was requested. MUS&F advised that the contractor had been awaiting materials to arrive and plans to return to site next week to complete painting and polishing the urinal.
- Greyhounds – It was noted that the Coonabarabran District Greyhound Racing Club had been inactive for a long time and Council was asked about the progress of contacting the Club. MUS&F advised that email and phone contact had been made 3-4 times with Greyhound Racing NSW seeking whether the Club is affiliated and/or operational and an answer was yet to be provided. Council will now write to Greyhound Racing NSW to confirm the Club's status which is thought to be inactive. It was further noted that the greyhound track and buildings was a strategically important part of the Sporting Complex.

02/2223 RECOMMENDED that Council contact the Coonabarabran District Greyhound Racing Club to advise that the Licence Agreement between the parties is intended to be terminated in accordance with the appropriate clauses in the Licence Agreement.

Newton/Mukhar

AGENDA ITEMS

a) Change Rooms and Storage Facilities

MUS&F thanked the people who attended the site meeting held on 6 June 2022 to go over the scope and noted that Cricket still had to be engaged and they were meeting in the morning at the Council Administration Office in John Street to discuss their needs, which is thought to be some storage space. Council has full survey of the site including most underground and overhead services.

It was agreed that demolition of the small kiosk building between the storage containers and female toilets would enable the construction of a building that could house a new kiosk. It was noted that Council has records of at least one concept that had been developed for the new building.

The MUS&F advised that Council would be applying to the LRCIP Program Manager for a scope and time variation as well as project name change to a more generic title such as 'No. 3 Oval New Sporting Amenities'. Furthermore, that if the \$585,000 budget could be increased significantly this would enable the construction of a facility with the capacity to service the current and future needs of all users.

Grants such as NSW Government's Stronger Country Communities were soon to be advertised and Council would be eligible to apply, potentially using the existing project budget as leverage to support an application. It was then proposed that if the scope change was approved that the siting of the new building should be more central. For example, located between the No. 3 Oval and what is presently the Greyhound track.

03/2223 RECOMMENDED that:

- a) The Coonabarabran Sporting Complex Advisory Committee supports Council seeking a variation to the name of the LRCIP Phase 3 project, the scope and timing as well as looking for other funding opportunities that will increase the project budget for the No 3 Oval Amenities.
- b) The Coonabarabran Sporting Complex Advisory Committee strongly supports the construction of a more centralised building that will service the needs of current and future users.

Evans/Thomas

GENERAL BUSINESS

The following items were discussed:

- Gymnasium/basketball air conditioning has been tripping out and there is dust in the filters. MUS&F will follow up repairs and maintenance. A question was asked about how maintenance matters such as this one could be reported to Council. MUS&F said these types of enquiries were not suited to this forum as the Advisory Committee is more of a strategic nature, as opposed to operational, and that people could call or email Council with their matter (eg phone during business hours or email at any time of the day) so it could be recorded and sent to the appropriate Officer for attention.
- It was noted that the fencing behind the No. 3 Oval amenities had been replaced out to the highway and that the installation of a locked gate between the oval and caravan park would be considered when that section of fence was upgraded.
- Clarification on the scope of the remaining grant funded works at the Pump Track was sought and MUS&F advised the group that she had contacted the funding body to confirm that the planned play equipment in the original scope would not be installed due to the cost and lead time for delivery and installation and that a barbecue, shelter, seating and trees would complete the project. It was confirmed that a car park was not part of these works.

- The MUS&F noted that the Terms of Reference for the Committee were to develop a long-term strategy for the Ovals and a Master Plan. She stated that she had been to meet with the Tennis Club on Monday, 18 July about their facility and priorities for upgrades and improvement. The Sporting Complex is a brilliant opportunity to provide the community with a state of the art, inclusive multi-use sporting complex with the ability to meet many needs in the one location.
From a recreation and community planning perspective it would be highly beneficial to include all key stakeholders in the Complex in any strategic decision making, specifically development and implementation of strategies, Master Plans and the like.

04/2223 RECOMMENDED that

- a) Clause 5 – ‘Membership’ in the Terms of Reference for the Coonabarabran Sporting Complex Advisory Committee be amended to include the Coonabarabran Tennis Club.
- b) Council contact the Coonabarabran Tennis Club to seek a representative to participate on the Committee.

Walton/Varty

- It was noted that the scale and quality of the work completed at No. 3 Oval did not seem to be value for money. Council acknowledged this and advised that a procurement process where suitably qualified contractors were invited to submit a quotation had been followed.
- The RFS were acknowledged for allowing the Committee to access and use the contemporary meeting facility.

There being no further business the meeting closed at 5.46pm.

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Wednesday, 14 September 2022 commencing at 5.00pm.

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CHAIRPERSON

PRESENT: Cr Dale Hogden (Chairperson), Mr Matthew Guan and Mr Chris Sullivan.

IN ATTENDANCE: Mrs Nicole Benson (Manager Urban Services & Facilities) and Ms Kylie Rose (DCDC).

APOLOGIES: Cr Kathryn Rindfleish, Ms Monica Foran, Mr Gary Murphy (Director Technical Services) and Mr Ian Bailey (Project Manager).

CONFIRMATION OF MINUTES

01/2223 RECOMMENDED that the minutes of the Robertson Oval Advisory Committee meeting held on 25 May 2022 be confirmed.

Sullivan/Guan

BUSINESS ARISING FROM THE MINUTES

- Some changes were made to the master plan priorities with the barbecue area shifting to a high priority and the shade shelters/sails moved up to a medium priority.
- MUS&F advised that the oval name sign that had been graffitied was in the process of being replaced and it would be like for like. It was also reported that the project signage with the Building Better Regions logo had arrived at the works depot and would be installed by Council teams in the coming week.
- The action item on the cost of the tiered seating would be followed up by Council and the information provided via email to the Committee members.

AGENDA ITEMS

a) Carpark Works

Request for quotation closes on 28 July 2022.

b) Drainage Works

Request for quotation closes on 28 July 2022.

c) Official Opening

- It was confirmed that on 6 July 2022 an email was sent to Building Better Regions and the dates applied for with the funding body were Fridays at 11.30am on 14, 21 or 28 October. A response has not yet been received by the Government on their preference.
- Media and requirements with the funding body were discussed in that any promotion of the project had to be approved by the Federal Government before being released and that they would also play a role in promotion of the official opening when the date was confirmed. Council has a media and communication process it follows and the opening will definitely be promoted to all media outlets.
- Discussion around what the official opening would look like took place and it was agreed that schools, amongst other groups, should be invited and that a barbecue lunch or the like would be a great way to celebrate. A walk through of the building was also discussed to provide non-sporting participants with an idea of what the size and layout of the rooms are.

GENERAL BUSINESS

The following items were discussed without resolution:

- The feedback so far from users and spectators was that the facility works well. There are a few defects including water from the showers running into the toilets and other minor matters.

The MUS&F noted that the Project Manager had a list of defects he was working through with the contractor and that this would be followed up to ensure all matters had been identified.

- Signs on toilet doors and handles on the outside of the change room doors will assist people with access to the facility. An additional power point in the kitchen is also required.
- It was suggested that the land to the south of the oval between the railway land and oval be tidied up before the official opening.
 - **ACTIONS** for all items is that the MUS&F will follow up and advise the Committee of the outcomes via an email.
- The Committee recommended that costings on the high priorities in the master plan, new floodlight poles and an electronic scoreboard be sought to enable some planning to occur. The scoreboard to be simple to operate with a count-down clock and home/away scores at a minimum.

02/2223 RECOMMENDED that Council seek costings for an electronic scoreboard as well as an upgrade to the current floodlighting system incorporating removal of the existing floodlights and poles and replacement with suitable poles and lights outside the oval boundary fence.

Sullivan/Guan

- The Committee was happy to receive updates on progress with car park and drainage works as well as defects via an email.

There being no further business the meeting closed at 5.39pm.

The next meeting will be held at the Old Bank Building (Westpac), Dunedoo on Tuesday, 23 August 2022 commencing at 5.00pm.

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CHAIRPERSON

PRESENT: Cr Carlton Kopke (Chairperson), Mr Richard Drooger (TfNSW) and Senior Constable Kelvin Kilsby (NSW Police).

IN ATTENDANCE: Mr Jason Nicholson (TfNSW), Mr Gary Murphy (Director Technical Services), Mr Sugun Selvarajah (Acting Manager Projects) and Mrs Tracy Cain (Minutes).

APOLOGIES: Mr Mal Unicomb (Local State Member Representative).

CONFIRMATION OF MINUTES

01/2223 RECOMMENDED that the minutes of the Traffic Advisory Committee meeting held on 23 June 2022 be confirmed.

Unanimous

BUSINESS ARISING FROM THE MINUTES

The following matters were noted as outstanding:

- Black Stump Way – Council request to NHVR that any road in the Warrumbungle Shire that is a 25 metre B Double Route be converted to a 26 metre B Double Route. *Matter to be followed up with Council's Director Technical Services.*
- Audit of 'No Parking' Signs in Coonabarabran CBD – 'No Parking' signs to be replaced and installed as per audit.
- Installation of Disabled Car Parking Space in Bolaro Street, Dunedoo - further investigations required in relation to a suitable design and location.
- ARTC level crossing on Golden Highway at Dunedoo – installation of yellow box markings and signage – *Council to schedule works under the RMCC.*
- Replacement of rail line at Mary Jane Cain Bridge, Coonabarabran – *TfNSW to undertake works.*
- Rail Line at Entrance to Dunedoo Rest Area – stacking issues across the rail line. Clear zone to be marked on pavement at entry to Rest Area.
- Speed Zone Review on River Road – TfNSW considering solutions.

AGENDA ITEMS

a) Installation of Grantham Gap Signs on Warkton Road, Coonabarabran

02/2223 RECOMMENDED that approval be granted to install Grantham Gap place name signs on Warkton Road, Coonabarabran subject to:

- Geographical Names Board approval
- Council ordering and installing the signs to standard.

Unanimous

b) Installation of Wildlife Warning Signs on Local and Regional Roads

03/2223 RECOMMENDED that request by Coonabarabran Landcare for Council to install various wildlife warning signs on Timor Road, Baradine Road, Mendooran Road and Mollyan Road be referred to TfNSW for approval and the ordering of signage.

Unanimous

- c) Coonabarabran Aero Club – Change of Date for Warrumbungle Wings and Things Event at Coonabarabran Aerodrome – 10 September 2022

04/2223 RECOMMENDED that approval be granted to Coonabarabran Aero Club to conduct the Warrumbungle Wings and Things event at Coonabarabran Aerodrome on Saturday, 10 September 2022 between 9.30am and 4.00pm subject to compliance with:

- Traffic Management Plan
- Traffic Guidance Scheme
- Vehicle Management Plan
- Risk Assessment
- TfNSW Special Events Guide

Unanimous

- d) Kidney Kar Charity Rally Event – 10-20 August 2022 from Cairns to Dubbo via Gold Coast

05/2223 RECOMMENDED that information as presented on the Kidney Kar Charity Rally event to travel along various roads within Warrumbungle Shire on 19-20 August 2022 be noted and that Council support the cause during this period.

Unanimous

- e) Installation of Remote Control 'Stock Ahead' Signage on Tongy Lane, Uarbry

06/2223 RECOMMENDED that request to install remote control 'Stock Ahead' signage on Tongy Lane, Uarbry be approved subject to the signs and works being undertaken in accordance with Council's standards and qualified Contractors.

Unanimous

- f) Installation of 'No Parking' Signs on Laneway off Little Timor Street, Coonabarabran

07/2223 RECOMMENDED that the installation of 'No Parking' signs on the laneway off Little Timor Street, Coonabarabran be approved and that businesses / residents be advised of the changes prior to installation.

Unanimous

- g) Hartwood Campfires & Country Music Festival – 301 Saltwater Road, Bomera – 3-10 April 2023

08/2223 RECOMMENDED that approval be granted to Hartwood Festival to conduct the Hartwood Campfires and Country Music Festival at 301 Saltwater Road, Bomera on 3-10 April 2023 subject to compliance with and receipt of:

- Traffic Management Plan
- Traffic Guidance Scheme
- Risk Assessment
- TfNSW Special Events Guide
- TfNSW Western Region concurrence
- Current public liability insurance.

Unanimous

LATE AGENDA ITEM

- h) Mendooran and District History Group – Request for Closure of Bandulla Street, Mendooran for 170th Birthday Celebration – 8 October 2022

09/2223 RECOMMENDED that request by Mendooran and District History Group to close part Bandulla Street, Mendooran between Yalcogran Street and Napier Street on Saturday, 8 October 2022 from 9.00am to 4.00pm be approved subject to compliance with and receipt of:

- Traffic Management Plan
- Traffic Guidance Scheme
- Risk Assessment
- Council's Road Closure Guidelines
- Road Occupancy Licence
- TfNSW Special Events Guide
- TfNSW Regional Special Events concurrence
- Current public liability insurance.

Unanimous

GENERAL BUSINESS

The following matters were discussed without resolution:

- Warrumbungles Way – due to pavement failure caused by the November 2021 flood damage incident and recent wet weather, Council has received a request to reduce the speed limit on Warrumbungles Way to 80kph. It was noted that the speed limit can only be reduced during roadwork activities. In the interim, until receipt of Flood Damage and Block Grant monies, hazard signs have been installed and minor roadworks will commence at Flash Jacks Creek to improve the road surface in this area. During the roadworks, the road will be under traffic control including a lower speed limit.
- Driveway Warning Sign – TfNSW advised that a driveway warning sign would be installed near property Lot 9182 Newell Highway, Coonabarabran on the southern approach for northbound traffic.
- Implementation of 80kph Speed Zones at Rail Level Crossings – TfNSW to arrange installation of 80kph speed zone signage at rail level crossings on Castlereagh Highway, Black Stump Way and Warrumbungles Way.
- Replacement of Rail Line at Mary Jane Cain Bridge, Coonabarabran – matter currently with TfNSW. Council to follow up.
- Inland Rail Accommodation at Baradine – contract agreements to be finalised prior to implementation of proposed accommodation for Inland Rail employees at Baradine.
- School Bus Stop – concerns were raised regarding the safety of a school bus stop area located 5km from Mendooran on the Mendooran to Coonabarabran Road (near Beni Crossing Road). It was noted that the bus operator was responsible for liaising with parents and undertaking a risk assessment of the area. Cr Kopke suggested that the bus operator may consider reversing the route.

- Mendooran Rail Level Crossing – ARTC to undertake works on approaches to rail level crossing at Mendooran. Council to follow up.
- Yarrow Road – a meeting was held with Crown Lands on 15 July 2022 to discuss the water issue at Merrygoen Creek. It was noted that Council had removed the sand however there was still a large quantity of water over the road. Council is currently awaiting a report from Crown Lands on this issue. Council to follow up.

There being no further business the meeting closed at 11.20am.

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Thursday, 25 August 2022 commencing at 10.00am.

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CHAIRPERSON