

# **Annual Report**

## **2011/2012**

## **Council's Vision**

A prosperous and harmonious community, which enjoys a clean and healthy lifestyle with access to all services considered necessary in a modern society.

## **Council's Mission**

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

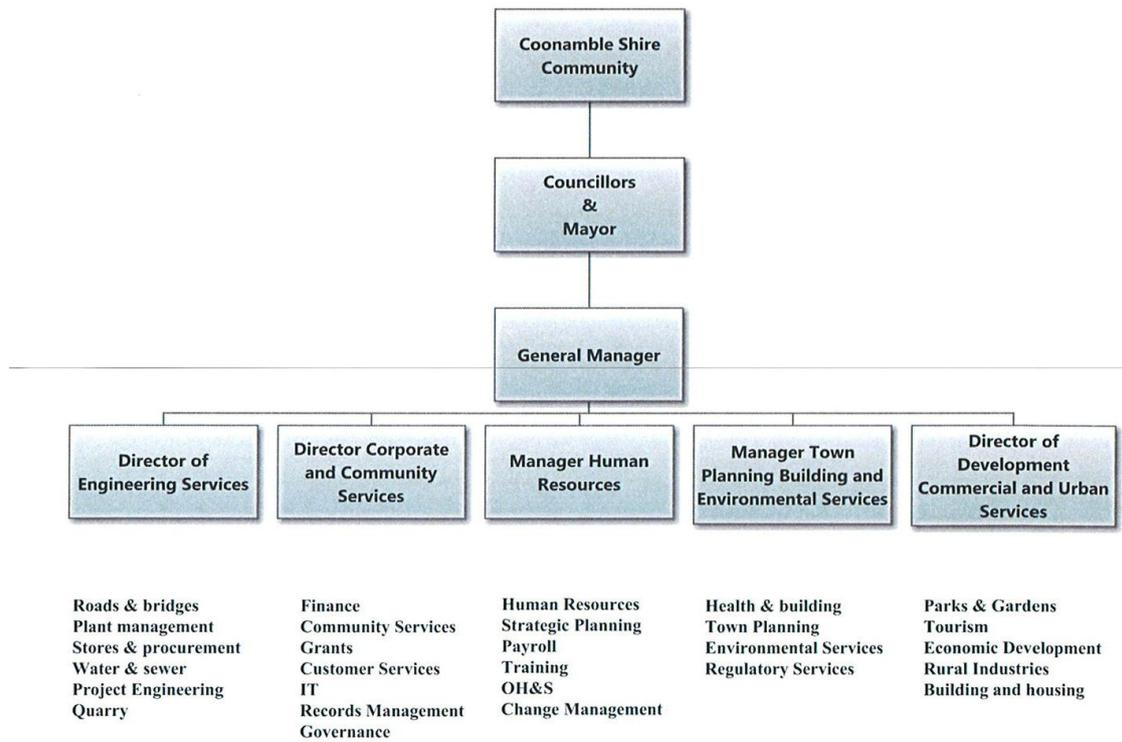
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### Appendices:

- A Audited Financial Reports
- B Performance of Principal Activities (June 2012 Review of Management Plan)
- C Policy – Payment of Expenses & Provision of Facilities for Mayor and  
Councillors

## Coonamble Shire Council Organisational chart



## COUNCIL OFFICES & FACILITIES

### ***Council Chambers***

80 Castlereagh Street, Coonamble  
Open 8.30 a.m. – 5.00 p.m. Monday – Friday  
Cashier: 9.30 a.m. to 4.00 p.m. daily  
Phone 6827 1900 Fax 6822 1626  
Email: [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au)  
Website [www.coonambleshire.nsw.gov.au](http://www.coonambleshire.nsw.gov.au)

### ***Library***

Castlereagh Street, Coonamble  
Phone 6827 1925 Fax 6822 1057

### ***Visitors Information Centre***

84 Castlereagh Street  
Castlereagh Street, Coonamble  
Phone 6827 1981

***Roads & Traffic Authority Agency*** Coonamble Rural Transaction Centre  
26 Castlereagh Street, Coonamble  
Phone 6822 1487

### ***Riverside Caravan Park***

Castlereagh Highway, Coonamble  
Phone 6822 1926

## **COUNCILLORS**

**Mayor:** Councillor Tim Horan  
**Deputy Mayor:** Councillor Michael Webb  
Cr Barbara O'Brien Cr Jack Canham Cr Tom Cullen  
Cr Allan Karanouh Cr. Don Schieb

## **COUNCIL MEETINGS**

Ordinary meetings of Council are held on the second Wednesday of the month, excluding January, commencing at 9.00 a.m. Members of the public are invited to attend. A Public Question Time has been set aside from 9.30 a.m. - 10.00 a.m. for interested persons to address Council.

Council's October meeting is held in the village of Quambone and the meeting for March is held at Gulargambone.

Correspondence to be considered by Council must be lodged at least ten days prior to the meeting to be included on the agenda. Only matters classified as 'urgent business' by the General Manager received after that time are included. Other issues are carried over until the following month.

## **COUNCIL DELEGATES**

Castlereagh Macquarie (Weeds) County Council: Crs Don Schieb & Michael Webb  
(Alternate: Councillor Cullen )

North Western Co-operative Library Service: Councillor Barbara O'Brien  
Librarian Bev Davidson

Orana Regional Organisation of Councils (OROC): Mayor and General Manager

Orana Regional Organisation of Councils (OROC)  
Health Issues Councillor Barbara O'Brien

Outback Arts: Councillor Barbara O'Brien  
(Alternate: Councillor Al Karanouh)

## **SENIOR & EXECUTIVE STAFF**

General Manager:	Mr. Rick Warren
Director of Engineering Services:	Mr Kelvin Brodbeck
Director of Corporate Services:	Ms Lianne Tasker
Director of Development, Commercial & Urban Services	Mr Bruce Quarmby



## FROM THE MAYOR

As I write this report, I wonder where the past four years have gone - with the Local Government Elections scheduled for Saturday 8 September 2012 and this Council's term in office has nearly come to an end. I really hope that ratepayers and residents are pleased with what Council has achieved and, indeed, what it has committed to in coming years – works that are still in the pipeline!

As part of the current Council, I am extremely proud of the progress we have made as a team and I congratulate my fellow Councillors, management and staff for working together to achieve these outcomes. Throughout this report I will touch on some of the milestones achieved by Council in the last financial year. Some of the decisions made were difficult, but I think, as part of the “big picture” they were the right way to go!

### ***Community Strategic Plan***

During the year Council completed its 15 year Community Strategic Plan with considerable input and consultation from a diverse cross section of residents and ratepayers. The Plan provides an insight as to what the community would like the town and shire to be in the future. Council has taken on board suggestions and will work towards making at least some of the ideas become reality. Under the new guidelines all Councils are required to be more ‘in tune’ with their communities and become actively involved in all facets of the community – the days of rates, rubbish and roads are no longer all that councils are about.

### ***Roads & Streets***

Council's 2011/2012 REPAIR Program again provided for works to be completed on three of the Regional Roads within the Shire, namely RR129B (Baradine); RR129Q (Quambone) and RR7515 (Warren). Council also completed rehabilitation works on the Pilliga Road and Warren Road as part of the REPAIR Program, as well as restoration of causeways and areas damaged by the 2010 flood on the regional and local road networks. The cost of these works was in excess of \$2 million.

Council participated in a Regional and Strategic Roads Proposal of roads within the Barwon Electorate. It is hoped that increased funding may become available from both State and Federal Governments to improve transport links within the Electorate.

Extensive flood damage works, amounting to \$2.8 million, were completed on the Castlereagh Highway on behalf of the Roads and Maritime Service, as well as rehabilitation and routine maintenance works under the single invitation contract. The damage caused to Council's road network in December 2010 flood event was significant and a \$2.040 million grant additional to Castlereagh Highway damage, was obtained to repair damage – this work was completed by the end of June 2012. Council constructed portion of Effie Durham Drive and Hickey Street, as well as recommenced re-sealing of urban streets, rural sealed roads and the regional road network.

Works commenced on the upgrade of the intersection of Castlereagh and Aberford Streets to improve the access to the main shopping precinct as well as the overall appearance and pedestrian facilities.

### **Major Plant & Sundry Works**

Major plant purchases during the year cost in the vicinity of \$1.7 million which included a backhoe, front end loader, excavator, street sweeper, other smaller items and fleet vehicles.

Council completed the erection of safety rails and access ways to the Sewer Treatment Plant and let a contract to rehabilitate 5000 metres of gravity sewer mains within the reticulation network.

Council has received tenders for the provision of a water treatment plant to remove calcium and iron from the raw water. These works will include the provision of rising mains to the treatment plant site on the corner of Barton Street and Yarran Street adjacent to the No. 4 Bore. Total cost of the works will be in excess of \$5 million and will be funded by Council and the Federal Government.

The finalization of the design for the Coonamble levee will be completed early in the next financial year and an application was lodged to undertake flood studies in other urban areas not included in the area to be protected by the proposed levee. Application has been made for a grant to carry out the final design of the Coonamble levee.

Council has been involved in preparing asset management plans for the road network, as well as reviewing and revisiting plans for the water and sewer networks.

Reconstruction of footpaths and kerb ramps commenced in areas where pedestrian hazards were identified.

The above gives a very brief overview of what Council has achieved during last year, however they are the most significant and will provide benefit to our residents and ratepayers for many years to come.

I thank you all for your support throughout this Council's term of office and remind you that each and every one of us has a part to play in the future of Coonamble Shire to ensure the community continues to thrive and prosper into the future. I encourage everyone to be part of this evolving process.

**TIM HORAN**

Mayor



## COMMUNITY SERVICES

In response to community concern regarding crime and anti-social behaviour Council introduced a strategic approach to its community service delivery. This approach involved:

- Building capacity of local services through provision of community development support and co-ordination
- Provision of early intervention service delivery
- Strategic development in response to community identified need

Council's strategic approach to crime prevention involves working directly with community as well as building the capacity of local groups and assisting to develop co-ordinated responses. During 2011 – 2012 Council addressed the focus areas of *break & enter, domestic violence, drugs and alcohol* and *youth anti-social behaviour*. Council's community development approach to these focus areas included ground level, service delivery work with communities, as well as joint planning and whole of government approaches.

### **Community development activity during 2011-12;**

- The Burglar Beware Project is a target hardening project aimed at people residing in crime "hot spots" as well as aged and vulnerable residents. The project involves coordinating Police safety audits for residents, together with the subsidised provision of small scale infrastructure
- The re-establishment of the Domestic Violence Committee in Coonamble has been a priority for Council staff. It is considered critical to both supporting the work of the Dubbo Domestic Violence Service, as well as addressing family violence issues at a community level.
- The FARE project aims to address binge drinking and related alcohol harms in young people. The project is funded by the Foundation of Alcohol Research & Education (FARE) and involves group work with young people, along with the development of resources to be shared with the community.
- The Yarn Up project involved facilitated sessions with young people, after school, at Coonamble Library. The project aimed to provide diversional activities and develop leadership skills.
- A Youth Council has been formed and adopted by Council as a Section 355 Committee. The group has provided youth specific information to Council to assist with strategic planning and planned and facilitated Youth Week activities in April 2012.
- Council drove a full week of activities during Youth Week 2012, in partnership with Youth Council members and community stakeholders.
- The Street Walk project involved Community Development staff engaging with young people who were on the main street, during school hours. The project aimed to divert young people from anti-social behaviour through positive relationship development.

- Participation in the planning and facilitation of a number of community building events including
  - Coonamble's International Women's Day event (IWD) March, 2012
  - The Gulargambone IWD was facilitated by Council staff and included collecting social data via a community mapping exercise
  - Seniors' Week events at both Coonamble and Gulargambone
  - Facilitation of the "*Agency Forum – connecting the disconnected*" aimed at increasing effectiveness of local and visiting community services agencies
  - NAIDOC celebrations, community consultation, Coonamble Public School activities, Aged Care activities
  - Coonamble Aboriginal Health Service- Men's health pit stop in Coonamble and Gulargambone
  - Facilitation of *two eight two eight* think tank planning session.

#### **Other community services activity;**

- The Home Power Saver Project involved promotion of household power assessments, power Savings Kits and personal action plans.
- Coonamble Vacation Care Service was included as a function of Council. Vacation Care plays an important community role as it enables working parents to provide appropriate care for their children during holiday periods.
- Staff facilitated the Australia Day 2011 and Heritage Day event and assisted with progression of Moorambilla Festival.
- With assistance from a Community Heritage Grant, a significance assessment of the Neville Owen photographic collect was completed.
- The Shire libraries continued to provide services to the community.

#### **Integrated Planning & Reporting**

In 2009 a new planning and reporting framework for NSW local government was introduced. In order to comply with the new framework, extensive community consultation took place (August- December 2011) and a number of plans were developed. Over 850 people participated in a variety of consultation activities and the following documents were subsequently developed;

- Coonamble 2026 – Community Strategic Plan for Coonamble Shire
- Delivery Program 2012/13 – 2015/16
- Asset Management Strategy 2012/13- 2022/23
- Workforce Plan 212/13 – 2015/16
- Operational Plan 2012/13
- Long Term Financial Plan

## **High Achievement**

The Local Government Awards is held annually in conjunction with Local Government Week. A variety of Awards are presented to Councils who have demonstrated outstanding work in various areas. In 2012 Coonamble Shire Council was awarded *Highly Commended* in the RH Dougherty Awards for Excellence in Communication for its strategic planning process. In addition, Council was nominated as a *top 4 finalists* in the categories of “Best Small Council Youth Program” and “Most Innovative Youth Week Program”.

## ECONOMIC DEVELOPMENT

During the year Council resolved to re-focus on immediate priorities - being infrastructure and support - for business growth.

Two long term projects being facilitated by Council have made good ground. The state and federal governments both committed funding to the second stage of the *Eco Spa and Caravan Park* project to undertake detailed design and gain development approval. This stage of the project commenced in February and is expected to be completed by the end of 2012.

An unsuccessful bid for partnership funding for the *Covered Arena at Coonamble Showground* to the federal Regional Australia Development Fund by Council in late 2011, subsequently led to Council increasing the local financial commitment to a total of \$1.2million. Work has also commenced on the detailed plans for the facility, utilizing the consultation and design efforts of Engineering Students from the University of NSW, to bring the project to shovel-ready status before the close of the 2012 year.

The work to *upgrade the Coonamble to Dubbo branch line* to Class 3 has continued on schedule. As a result, 2011/12 saw unprecedented inquiry from grain handling companies. The first visible outcome was the purchase by *Agrigrain* of a site on the Back Combara Road for a facility which will increase the market options for local producers and increase employment in the Shire.

The long-awaited sale of *Castlereagh Regional Abattoir* finally came to fruition in June 2012 with work commencing to refurbish the plant for re-opening. Council continued to field inquiry for *blocks at The Meglo*, with a pre-cast concrete manufacturer taking up the last small block available at that site. The Hooper Drive Industrial Estate was completed under-budget and marketing of the serviced blocks commenced.

Council continued to receive and respond to inquiries from both start-up and expanding businesses by providing information, advice and referral to other agencies. Businesses supported included Batterline Earthmoving with their proposal to re-establish a much-needed *Heavy Vehicle Inspection Station*. Council also provided financial support to Coonamble Aero Club to establish *on-site accommodation at the airport* for student pilots and instructors involved with a successful Pilot Licensing Program being delivered from the airport.

In order to strengthen and support local business, Council assists the Coonamble Chamber of Commerce to undertake business training and joint promotional activities. The 2011 *Keep Coonamble Kicking* campaign saw a Facebook page introduced to the marketing mix and involved 76 local businesses in spreading the 'buy local' message. Council re-printed a stand-alone Business Directory for new residents and provides free website listings to all businesses based in the Shire.

Coonamble is experiencing a serious shortage of residential rental accommodation which has implications for future growth. One initiative has been to launch the *Coonamble Rentafarmhouse Scheme* which enjoyed nation-wide television coverage in September 2011 when it featured on Channel 7's Today Tonight program. This massive exposure brought an overwhelming number of applications for the initial three farmhouses on offer. Over 450 families applied on-line to relocate to Coonamble, with two families so far housed on properties in the Shire.

As a key partner in the *Coonamble Employment Circle*, Council facilitates improved communication and service delivery by agencies supporting employers and job-seekers. Information is now available on Council's website. With other Employment Circle members, Council has been advocating for the return to local providers of Literacy Learning Numeracy Program funding, and for an effective replacement for the Community Development Employment Program (CDEP) since the announcement that it is to end in 2013.

Council assisted a successful application for funding by *Gulargambone Showground Trust* for additional facilities at the Showground. Council is also contributing to efforts by the *Quambone Community Economic Development & Job Creation Committee*, established in September 2011, to bring fuel and essential supplies back to the area. This supports Council's Primitive Campsite at the town oval and work being done to further promote Quambone as the Gateway to the Macquarie Marshes.

Council promotes the Shire as a business and lifestyle destination at every opportunity. With contributions from local businesses and community groups, '*welcome bags*' are compiled and distributed to new residents throughout the year. The town enjoyed unprecedented positive media coverage when Channel 7's Saturday Sunrise program aired a segment on Coonamble as *The Nickname Capital of Australia*. Inquiries from prospective residents through Council's web portal fluctuate throughout the year with 64 information packs distributed in 2011/12.

## TOURISM DEVELOPMENT

This year the Coonamble Shire Council opened the new Visitor Information Centre (VIC), located next to the Shire Library on the June Long Weekend to coincide with the Coonamble Rodeo and Campdraft. Council partnered with Outback Arts to encourage local artists to use the VIC as an exhibition space and as a platform to sell their works. There are currently three works on display by local artists, Jamie Hamilton and Su Healy. Council also hosted a high school traineeship for a local student in the VIC. Several members of the community have expressed interest in volunteering at the new VIC and are in the process of being inducted by Council's Workplace Health and Safety Officer. Visitor numbers have increased since opening and on average the VIC receives between 8-10 visitors per day.

Council has continued tourism industry partnerships with the Great Inland Way committee and the Warrumbungle Cluster. In 2012 the Cluster will attend the Canberra Caravan and Camping Show to promote the Warrumbungle region.

Council was represented at the 2012 Inland Tourism Awards by Café 2828 and the Gulargambone Caravan Park. Café 2828 won the Specialised Tourism Services category and the Gulargambone Caravan Park were one of the finalists in the Tourist and Caravan Park category.

Council continued to provide promotion and marketing support to a number of local events. Council helped facilitate a 3 year sponsorship agreement between Lion (XXXX Gold) and the Coonamble Rodeo Association (CRA). Council also conducted an attendee satisfaction and postcode survey at the Coonamble Rodeo and Campdraft and have applied for Regional Flagship Event funding through Destination NSW on behalf of the CRA. Council also produced a spring events flier which was mailed to all shire residents and helped the local jockey clubs produce a joint flier which was distributed locally and regionally. Council also sponsored the 'Promoting Coonamble Shire' photography section in the Annual Coonamble Show.

Council will launch its own tourism smartphone app this year and as an Inland NSW Tourism member will be promoted on the Inland NSW Tourism app. Council have maintained a strong presence on social media, distribute a monthly tourism eNewsletter and continue to update the 'What's On' section of the council website. Council are currently working on establishing the Primitive Campsite in Quambone, assisting the Coonamble Common Culture and Environment Heritage Group in erecting interpretative signage at the Tin Town site and installing new signage for the Coonamble Museum Under the Bridge.

Council also lobbied for the return of the Macquarie Marshes Open Day Weekend which has now been confirmed for 2012.

## COONAMBLE SHIRE LIBRARY

The Shire Library has continued to expand its options as a community space. This year we facilitated a writer's workshop which has led to a writers group being formed and meetings are held at the library. The Family History Group continues to conduct monthly meetings at the library to compliment the library housing its research collection.

Staff has continued fortnightly visits to the housebound and to Koonambil Hostel. This gives extra contact to the housebound as well as library services.

The Annual Quilt Show was held at the library and was again very well received by locals and those visiting for the Rodeo.

### **Main Activities for 2011/2012:**

- Book deliveries to housebound, Koonambil Hostel and Hospital (if required)
- High level of service maintained to the public
- Book exchanges with the Gulargambone and Quambone branches carried out and ongoing weeding of old stock.
- Librarian represented Council at relevant Library meetings and attended in-house training at Warren Library as part of the co-operative library.
- Promotion of special events such as Book Week, National Simultaneous Story Time and attended community functions such as Harmony Day.
- Coonamble Family History Group continued to support the library by carrying out research for genealogy enquiries. The Group also keeps its resources at the library and continues to hold monthly meetings.
- Hosted the Waste to Art Exhibition for the first time in conjunction with Outback Arts.
- Distance Education exams were conducted in June and November in the library interview room.
- Facilitating "Yarning Up" group and Music Makers during youth week.
- Provided computers with internet access to members of the public, including travellers, along with photocopying and faxing services.

### **Recorded Statistics for 2011/2012**

	Coonamble	Gulargambone	Quambone
Items borrowed	15,609	1,383	824
New members	63	4	0

# STATUTORY DISCLOSURES

The following matters are required to be reported by Council under Section 428(2) of the Local Government Act 1993 and Local Government (General) Regulation 2005 and are listed with the corresponding clause number. Figures given are for 2011/2012:

## LOCAL GOVERNMENT ACT 1993

**Section 428(2) – Council’s Audited Financial Reports**  
See **APPENDIX A**

**Section 428(2) (b) - Performance of Principal Activities to 30 June 2012.**  
See **APPENDIX B**

**Section 428(2) (c) - Report on the State of the Environment**  
This report is available on Council’s website: [www.coonambleshire.nsw.gov.au](http://www.coonambleshire.nsw.gov.au)

**Section 428(2) (d) - Condition of Public Works**  
Financial Statements for the year ended 30 June 2012 provides the condition of public works under the control of Council.

**Section 428(2) (e) - Summary of Legal Proceedings**  
Council costs in regard to legal proceedings for 2011/2012 amounted to \$8,794.31

**Section 428(2) (f) - Payments to Councillors**  
**Fees:** Fees for Councillors of the Coonamble Shire have been determined by Council within the limits approved by the Local Government Remuneration Tribunal as:

Councillor	\$ 8,760/annum
Mayor	\$14,895/annum (additional)

The total expenditure during the year was:

Councillors’ Fees	\$61,320.00	
Mayoral Fees	\$14,895.00	
Delegates Expenses	\$ 3,381.66	
Travel/Sustenance	\$ 8,545.99	
Insurance – Members Accident	\$ 1,889.00	
Training	\$ NIL	\$90,031.65

A review of Council’s payment of expenses and the provision of facilities to the Mayor and Councillors Policy was adopted on 13 July 2011. A copy of this Policy is provided at **APPENDIX C**.

**Section 428(2) (g) - Senior Staff**

Council's only designated "Senior Staff" position is that of the General Manager. Payments for the year included:

<i>Component</i>	<i>Amount (\$)</i>
Salary	152,700
Superannuation	14,811
Vehicle R/C	3,000
Vehicle FBT	4,975
Housing	6,240
<b>TOTAL</b>	<b>\$181,726</b>

**Section 428(2) (h) - Contracts Awarded by Council**

Council awarded the following contracts in excess of \$150,000 during the 2011/2012 financial year:

<b>Contract</b>	<b>Contractor</b>	<b>Value (\$) (ex. GST)</b>
Batterline Earthmoving Pty Ltd`	Coonamble Waste Depot & Gulargambone Transfer Station – Operation and Management	186,732.00
Gardenscape	Stage One – Main Street Beautification Program	155,650.00

**Section 428(2) (i) Bush Fire Hazard Reduction Activities**

There are 23 Rural Fire Brigades in the Shire under the control of the NSW Rural Fire Service.

The township of Coonamble is covered by the Headquarters Brigade and there are village brigades in Quambone and Gulargambone.

Council conducted hazard reduction activities in and around the town and villages and along the transport network corridors. Hazard reduction activities amounted to \$26,000 for the 2011/2012 year.

**Section 428(2) (j) Programs and Multicultural Services**

Coonamble Shire has a relatively low population of ethnic residents and there is no known population which does not speak English. Consequently there was no demand throughout the year for additional services from people with diverse cultural and linguistic backgrounds. Brochures in various languages containing information on such matters as social security, etc. are available for members of the public but are rarely, if ever, used.

**Section 428(2) (k) Subsidised Private Works**

Council did not undertake any subsidised private works during the year.

**Section 428(2) (l) Donations and Contributions under Section 356**

A total of \$15,723.56 was donated or contributed by Council during the year.

**Section 428(2) (m) - Human Resource Activities**

Council places importance on the training and development of staff - training programs for all departments were implemented throughout the year for both indoor and outdoor staff.

The safety of employees, contractors and sub-contractors, as well as members of the public, is considered of the utmost importance to Council. All new staff undertake a general induction and an occupational health and safety induction.

Continuing development and refinement of position descriptions is undertaken consistently with Council's workplace requirements and to permit employee progress within salary ranges. Training courses attended by Council staff are listed below.

Council conducts annual staff appraisals, from these skill gaps are identified. Individual training plans are developed and aggregated into Council's overall training program for the year.

Training expenses for 2011/2012, including wages, were \$122,787.86.

<b>Name of Training Course</b>	<b>Staff attending</b>
Apply First Aid	5
Asset Management	2
Certificate III in Road Construction & Maintenance	3
Certificate IV in Civil Construction (Supervision)	4
Certificate IV in Training & Assessment	3
Code of Conduct Training	88
Customer Service	28
Dangerous Dog Legislation Course – SOA	2
Diploma of Accounting	4
Diploma of Community Services	2
Diploma of Local Government (Operational Works)	1
Diploma of Management	1
Heavy Vehicle Driver Training – upgrade to HC Licence	1
Heavy Vehicle Driver Training – Upgrade to HR Licence	2
Induction to Motor Registry Business Training	2
Local Government Procurement	1
Project Management	3
Reflect Introductory Course	2
RMS Biodiversity Guidelines	4
Safe Graves Techniques	2
Safe Work Near Overhead Power Lines	12
Unsealed Local Roads Course	1

Name of Training Course	Staff attending
Wastewater Treatment Operations (Part 1)	2
WHS General Construction Induction Training (White Card)	7
Workplace Induction	25
<b>Total</b>	<b>207</b>

**Section 428(2) (n) - Equal Employment Opportunity**

Council adopted a revised EEO Policy on 9 November 2011 to enable EEO matters to be addressed. The purpose of Council's policy is to eliminate discrimination in employment and to promote opportunities for identified under-represented groups.

**Section 428(2) (o) - Delegations to External Bodies**

Council has delegated the following functions to the organisations listed below:

- (i) **Castlereagh-Macquarie County Council** undertakes noxious weed control across the Shire
- (ii) **Coonamble Streets Ahead Committee** promotes events and fosters economic activity in Coonamble township
- (iii) **Coonamble Vacation Care** co-ordinates vacation care activities for children.
- (iv) **Quambone Resources Committee** promotes usage and manages facilities of Quambone community facilities, including Quambone Hall, Swimming Pool and Racecourse/ Showground.
- (v) **Coonamble Senior Citizens Association** promotes usage and manages the Senior Citizens Hall
- (vi) **Gulargambone Memorial Hall Committee** promotes usage and ensures care, control and management of the Gulargambone Memorial Hall.
- (vii) **Coonamble Heritage & Museum under the Bridge Committee** preserves the cultural identity of the Shire, promotes active retention of the Coonamble CBD precinct and usage and exposure of the Coonamble Museum
- (viii) **Conn Family Trust** administers funds held on behalf of the Mayor's Appeal in 2005 to ensure all necessary support is made available to the Conn children.
- (ix) **Combara Hall Committee** promotes usage of the Combara hall and manages the facility.

**Section 428(2) (p) Companies in which Council held a Controlling Interest**

Council held no controlling interest in any Company.

**Section 428(2) (q) Partnerships, Cooperatives, Joint Ventures to which Council was a party:**

- Coonamble Shire Council is a member of the *North Western Library Service*, a cooperative providing library services to the Shires of Bogan, Coonamble, Gilgandra and Warren. The quality of service is significantly enhanced by participation in the Joint Library Service.

- Council is a member of the *Orana Regional Organisation of Councils (OROC)* looking at various resource sharing activities. OROC during the year investigated joint purchasing arrangements and has now joined Hunter Councils Joint Purchasing Group to effect savings on specific tendered materials and services.

## LOCAL GOVERNMENT (GENERAL) REGULATION 2005

### Clause 132 Rates and charges written off

Rates and charges totalling \$118,116 were written off during the 2011/2012 financial year.

Pensioner Rebates	\$118,116
Write off Interest under Hardship Policy	\$ NIL

Council received a Government subsidy of 55% of Pensioner Write-offs during the year. The 2011/2012 subsidy amounted to \$64,964.

### Clause 217(1) (a) Overseas Visits

No overseas trips were undertaken by Council representatives during the 2011/2012 year.

### Clause 217(1) (a) - Councillor Expenses

- (i) There is no dedicated office equipment made available to the Mayor or any individual councillor. Council does provide office facilities and access to Council communications equipment that may be used by councillors in carrying out their civic functions.
- (ii) No facilities were provided to Councillors of either a mobile telephone or land lines installed at Councillor homes.
- (iii) During the year councillors attended several conferences and workshops, these included:
  - Shires Association Conference
  - "C" Division Conference and meetings
  - Orana Regional Organisation of Councils (OROC)

Being a rural Council some councillors are entitled to travelling expenses to attend meetings. During the 2011/2012 year travel and sustenance expenses amounted to \$8,545.99

- (iv) No training was undertaken by Councillors during 2011/2012.
- (v) No interstate visit was undertaken by Councillors during the 2011/2012 year.
- (vi) No overseas trips were undertaken by Council representatives during the 2011/2012 year.
- (vii) There was no expense paid to any person who accompanied any councillor in the performance of their civic function.
- (viii) No expenses were paid to any person to allow any councillor to perform their civic function.

**Clause 217(1) (b) – Senior Staff**

Complete information relating to the General Manager, the only senior staff member employed by Council, is contained in this report in the Local Government Act 1993, Section 428(2) (g) disclosures.

**Clause 217(1) (c) – Children’s Services and Programs**

Council assists an external organisation in the provision of youth services at Coonamble and Gulargambone.

The library conducts activities to promote reading among children on a regular basis.

Council maintains and provides playground equipment at parks and ovals throughout the Shire.

Council auspices Vacation Care activities for school aged children and provides assistance if required to pre school and day care services.

**Clause 217(1) (d) - Access & Equity Services**

(i) Council has developed and adopted a Community and Social Plan. This document profiles the Shire.

(ii), (iv), (vi) and (viii) – Category 1 Business Activities

Council does not operate any Category 1 Business Activity.

(iii) Category 2 Business Activities

Council recognises the following as Category 2 business activities:

- Coonamble Shire Council Combined Water Supply
- Coonamble Shire Council Combined Sewer Services
- Magometon Quarry

Financial reports relating to these activities are contained within the Special Purpose Financial Statements of Council’s Audited Financial Statements. (APPENDIX A)

(v) Principles of Competitive Neutrality

The Department of Local Government’s guidelines “Pricing and Costing for Council Business: A guide to competitive neutrality” outlines the process for identifying and allocating costs to activities and provide disclosure standards. These disclosures are reflected in council’s financial reports and include taxation equivalents, council subsidies, rate of return on investments in 2011/2012.

(vii) & (ix) Competitive Neutrality Complaints

Council has a Complaint Handling Policy that relates to any issue of the operation of Council. The policy is available and was advertised through the adoption phase of the policy. The policy is advertised as available for inspection at Council’s place of business.

It is not Council policy to undertake activity that is in direct competition with private enterprise within the Council Local Government Area or to subsidise any competitive operation.

Council has received no complaints in respect of competitive neutrality during the 2011/2012 year.

**Clause 217(1) (e) Stormwater Management Services**

Council did not levy any charge for stormwater management services during 2011/2012.

**Clause 217(1) (f) - Companion Animals Act and Regulation**

- (i) Council has lodged pound data with the Department of Local Government as required at the end of the financial year.
- (ii) Council has lodged data with the Department of Local Government relating to the three dog attacks during the year.
- (iii) Over the 2011/2012 year Council has incurred \$97,715.39 in companion animal management activities.
- (iv) Council endeavours to rehouse animals where possible as an alternative to destroying the animal. The incidence of rehousing is dependent upon suitable animals being available and the demand at the time.
- (v) Council has adopted a companion animal management plan. A dedicated "off leash" area is contained within the plan and is located off Macdonald Park in Aberford Street, Coonamble.
- (vi) Council has implemented a policy for the keeping of domestic animals.
- (vii) Council received \$11,875.78 from registration and sundry fees for companion animals during the 2011/2012 year.

Council's net cost relating to the management of companion animals was \$85,839.61

**Clause 217(2) State of the Environment Report**

Please refer to Council's website: [www.coonambleshire.nsw.gov.au](http://www.coonambleshire.nsw.gov.au)

**Clause 217(3) Competitive Neutrality Pricing Requirements**

Information relating to this is contained within Council's Audited Special Purpose Financial Reports.

(Refer APPENDIX A)

## GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009

Annual reporting requirements under section 125 of the GIPA Act require agencies to prepare and submit an annual report within 4 months of the end of the annual reporting period.

Under paragraph 7 of the Government Information (Public Access) Regulation 2009 the annual report must include the following:

- (a) *details of the review carried out by the agency under section 7 (3) of the Act during the reporting year and the details of any information made publicly available by the agency as a result of the review:*

A review was undertaken by the Principle Officer during 2011/12, no additional information was made available as a result of this review.

- (b) *the total number of access applications received by the agency during the reporting year (including withdrawn applications but not including invalid applications):*

**The total number of access applications received by Coonamble Shire Council during 2011/12 amounted to 0`**

- (c) *the total number of access applications received by the agency during the reporting year that the agency refused, either wholly or partly, because the application was, for the disclosure of information referred to in Schedule 1 to the Act (Information for which there is conclusive presumption of overriding public interest against disclosure):*

No applications received by Coonamble Shire Council during 2011/12 were refused wholly or partly.

- (d) *information, as set out in the form required by the tables in Schedule 2, relating to the acres' applications (if any) made to the agency during the reporting year:*

**RICK WARREN**  
General Manager

## STATISTICAL INFORMATION ABOUT ACCESS APPLICATIONS (SCHEDULE 2)

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	0	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	0	0	0	0	0	0	0	0
Members of the public (other)	0	0	0	0	0	0	0	0

\* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	0	0	0	0	0	0	0	0
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

\* **A personal information application** is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

<b>Table C: Invalid applications</b>	
<b>Reason for invalidity</b>	<b>No of applications</b>
Application does not comply with formal requirements (section 41 of the Act)	<b>0</b>
Application is for excluded information of the agency (section 43 of the Act)	<b>0</b>
Application contravenes restraint order (section 110 of the Act)	<b>0</b>
Total number of invalid applications received	<b>0</b>
Invalid applications that subsequently became valid applications	<b>0</b>

<b>Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 to Act</b>	
	<b>Number of times consideration used*</b>
Overriding secrecy laws	<b>0</b>
Cabinet information	<b>0</b>
Executive Council information	<b>0</b>
Contempt	<b>0</b>
Legal professional privilege	<b>0</b>
Excluded information	<b>0</b>
Documents affecting law enforcement and public safety	<b>0</b>
Transport safety	<b>0</b>
Adoption	<b>0</b>
Care and protection of children	<b>0</b>
Ministerial code of conduct	<b>0</b>
Aboriginal and environmental heritage	<b>0</b>

\* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

<b>Table E: Other public interest considerations against disclosure: matters listed in table to Section 14 of Act</b>	
	<b>Number of occasions when application not successful</b>
Responsible and effective government	<b>0</b>
Law enforcement and security	<b>0</b>
Individual rights, judicial processes and natural justice	<b>0</b>
Business interests of agencies and other persons	<b>0</b>
Environment, culture, economy and general matters	<b>0</b>
Secrecy provisions	<b>0</b>
Exempt documents under interstate Freedom of Information Legislation	<b>0</b>

<b>Table F: Timeliness</b>	
	<b>Number of applications</b>
Decided within the statutory timeframe (20 days plus any extensions)	<b>0</b>
Decided after 35 days (by agreement with applicant)	<b>0</b>
Not decided within time (deemed refusal)	<b>0</b>
<b>Total</b>	<b>0</b>

<b>Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)</b>			
	<b>Decision varied</b>	<b>Decision upheld</b>	<b>Total</b>
Internal review	<b>0</b>	<b>0</b>	<b>0</b>
Review by Information Commissioner*	<b>0</b>	<b>0</b>	<b>0</b>
Internal review following recommendation under section 93 of Act	<b>0</b>	<b>0</b>	<b>0</b>
Review by ADT	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

<b>Table H: Applications for review under Part 5 of the Act (by type of applicant)</b>	
	<b>Number of applications for review</b>
Applications by access applicants	<b>0</b>
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	<b>0</b>

## **PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998**

### **Part 5** Review of Conduct

Council staff are governed by the principles of this Act and guidance notes developed by Council relating to issues of privacy.

No review was conducted or considered necessary under Part 5 of the Act during the 2011/2012 year.

## **ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979**

### **Section 939(5)** Planning Agreements.

Council has not entered into any planning agreements.

## **APPENDIX A**

# **AUDITED FINANCIAL REPORTS**

## **APPENDIX B**

# **PERFORMANCE OF PRINCIPAL ACTIVITIES**

## **APPENDIX C**

# **POLICY FOR PAYMENT OF EXPENSES & PROVISION OF FACILITIES FOR MAYOR & COUNCILLORS**