

Business Paper

ORDINARY COUNCIL MEETING

COUNCIL CHAMBERS, GUNDAGAI

6:00 PM, WEDNESDAY 27th January, 2021

Administration Centres: 1300 459 689

The Mayor & Councillors
Cootamundra-Gundagai Regional Council
PO Box 420
Cootamundra NSW 2590

NOTICE OF MEETING

An Ordinary Meeting of Council will be held in the Council Chambers, Gundagai on:

Wednesday, 27th January, 2021 at 6:00 PM

The agenda for the meeting is enclosed.

Matthew Stubbs
Acting General Manager

Live Streaming of Meetings

This meeting is streamed live via the internet and an audio-visual recording of the meeting will be publicly available on Council's website.

By attending this meeting, you consent to your image and, or, voice being live streamed and publicly available.

AGENDA

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1 ACKNOWLEDGEMENT OF COUNTRY

Council acknowledges the Wiradjuri people, the Traditional Custodians of the Land at which the meeting is held and pays its respects to Elders, both past and present, of the Wiradjuri Nation and extends that respect to other Aboriginal people who are present.

ADJOURN MEETING FOR OPEN FORUM**2 OPEN FORUM****RESUME OPEN MEETING****3 APOLOGIES****4 DISCLOSURES OF INTEREST**

5 CONFIRMATION OF MINUTES

5.1 MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD ON THURSDAY 3 DECEMBER 2020

REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Matt Stubbs, Acting General Manager
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Minutes of the Extraordinary Meeting of Council held on Thursday 3 December 2020

RECOMMENDATION

The Minutes of the Extraordinary Meeting of Council held on Thursday 3 December 2020 be confirmed as a true and correct record of the meeting.

Minutes

EXTRAORDINARY COUNCIL MEETING

ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA

5PM, THURSDAY 3RD DECEMBER, 2020

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA
ON THURSDAY, 3 DECEMBER 2020 AT 5PM**

PRESENT: Cr Abb McAlister (Mayor), Cr Dennis Palmer (Deputy Mayor), Cr David Graham, Cr Gil Kelly, Cr Penny Nicholson, Cr Doug Phillips, Cr Charlie Sheahan and Cr Craig Stewart

IN ATTENDANCE: Phil McMurray (General Manager) and Kay Whitehead (Interim Deputy General Manager)

1 ACKNOWLEDGEMENT OF COUNTRY

The Chairperson acknowledged the Wiradjuri people who are the Traditional Custodians of the Land at which the meeting was held and paid his respects to Elders, both past and present, of the Wiradjuri Nation and extended that respect to other Aboriginal people who were present.

2 OPEN FORUM – OPEN FORUM IS NOT HELD IN EXTRAORDINARY MEETINGS OF COUNCIL

Nil

3 APOLOGIES

Cr Leigh Bowden

4 DISCLOSURES OF INTEREST

Nil

5 GENERAL MANAGER’S REPORT

5.1 FINANCE

5.1.1 PROPOSAL TO PROCEED WITH CONSULTATION FOR A SPECIAL RATE VARIATION (SRV) UNDER SECTION 508 (A) OF THE LOCAL GOVERNMENT ACT, TO BE RETAINED PERMANENTLY IN THE RATE BASE

RESOLUTION 412/2020

Moved: Cr Charlie Sheahan

Seconded: Cr Doug Phillips

1. Council adopt the Draft Addendum to 2018-2021 Delivery Program and Draft Long Term Financial Plan for 2020/21 to 2029/30 **as amended** for public exhibition for a period of no less than 28 days.
2. Council endorse community consultation being undertaken in relation to proposed SRV under Section 508(A) to be permanently included in the rate base, of successive rate increases of 19%, 18%, 5%, 5% and 5%, commencing in 2021/22, amounting to a cumulative 62.6% increase per the tables in this report.
3. Council undertake Community Engagement Activities in relation to the proposed SRV as detailed in the report.
4. Professor Drew undertake further examination of ratepayer capacity to pay as detailed in the Draft Addendum to Delivery Program and in the report.
5. Council continue to pursue organisational efficiencies through continued implementation of regular service reviews; and
6. A further report be prepared for Council following conclusion of community consultation.
7. Mayoral Correspondence advising of the SRV be sent to the following Ministers:
 - Minister for Local Government, the Hon. Shelley Hancock, MP
 - Premier of New South Wales, The Hon. Gladys Berejiklian, MP
 - Member for Cootamundra, Steph Cooke, MP
 - Shadow Minister for Local Government, Gregory Charles Warren, MP
 - Leader of the Opposition, Ms Jodi McKay, MP

CARRIED

The Meeting closed at 5:17pm.

The minutes of this meeting were confirmed at the Extraordinary Council Meeting held on 27 January 2021.

.....
CHAIRPERSON

.....
GENERAL MANAGER

5.2 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 8 DECEMBER 2020

REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Matt Stubbs, Acting General Manager
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Minutes of the Ordinary Meeting of Council held on Tuesday 8 December 2020

RECOMMENDATION

The Minutes of the Ordinary Meeting of Council held on Tuesday 8 December 2020 be confirmed as a true and correct record of the meeting.

Minutes

ORDINARY COUNCIL MEETING

ALBY SCHULTZ CENTRE, COOTAMUNDRA

6:00 PM, TUESDAY 8TH DECEMBER, 2020

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE ALBY SCHULTZ CENTRE, COOTAMUNDRA
ON TUESDAY, 8 DECEMBER 2020 AT 6:00 PM**

PRESENT: Cr Abb McAlister (Mayor), Cr Dennis Palmer (Deputy Mayor), Cr Leigh Bowden, Cr David Graham, Cr Gil Kelly, Cr Penny Nicholson, Cr Doug Phillips, Cr Charlie Sheahan, Cr Craig Stewart (attended via Teams)

IN ATTENDANCE: Phil McMurray (General Manager), Kay Whitehead (Interim Deputy General Manager), Ganesh Ganeshamoorthy (Manager Assets), Mark Ellis (Manager Civil Works), Andrew Brock (Manager Facilities), Tim Swan (Manager Finance), Glen McAtear (Manager Regulatory Services) and Wayne Bennett (Manager Waste, Parks & Recreation Services).

1 ACKNOWLEDGEMENT OF COUNTRY

The Chairperson acknowledged the Wiradjuri people who are the Traditional Custodians of the Land at which the meeting was held and paid his respects to Elders, both past and present, of the Wiradjuri Nation and extended that respect to other Aboriginal people who were present.

2 OPEN FORUM IS NOT HELD DUE TO COVID-19 RESTRICTIONS

List of submissions received.

1. Nina Piotrowicz – Submission received in relation to
2. Mr and Mrs Doughty – Submission received in support of the proposed Cootamundra Tumblong Rail Trail.

3 APOLOGIES

Nil

4 DISCLOSURES OF INTEREST

Cr Phillips Disclosed a Non Pecuniary Interest in item 8.10.2 'Your High Street' Grant Program as he is a partner of a business situated on Parker Street Cootamundra.

5 CONFIRMATION OF MINUTES

5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 24 NOVEMBER 2020

RESOLUTION 382/2020

Moved: Cr Gil Kelly

Seconded: Cr Penny Nicholson

The Minutes of the Ordinary Meeting of Council held on Tuesday 24 November 2020 be confirmed as a true and correct record of the meeting.

CARRIED

6 MAYORAL MINUTES**6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT FOR DECEMBER, 2020****RESOLUTION 383/2020**

Moved: Cr Leigh Bowden

Seconded: Cr David Graham

The information in the Mayoral Minute be received and noted.

CARRIED

7 REPORTS FROM COMMITTEES

Nil

8 GENERAL MANAGER'S REPORT**8.1 BUSINESS****8.1.1 CGRC RATES AND CHARGES HARDSHIP AND CGRC DEBT RECOVERY POLICY REVIEW****RESOLUTION 384/2020**

Moved: Cr Leigh Bowden

Seconded: Cr Gil Kelly

- 1. Council place the CGRC Rates and Charges Hardship Policy and the CGRC Debt Recovery Policy on public exhibition for a period of 28 days as part of the Special Rate Variation community consultation.**
- 2. Council endorse the adoption of the reviewed policies without further report to Council if no submissions are received during the exhibition period.**

CARRIED

8.1.2 CODE OF CONDUCT COMPLAINT STATISTICS**RESOLUTION 385/2020**

Moved: Cr Dennis Palmer

Seconded: Cr David Graham

The report on Code of Conduct complaint statistics for the period 1st September, 2019 to 31st August 2020, be received and noted.

CARRIED

8.1.3 SECTION 355 COMMITTEES OF COUNCIL**RESOLUTION 386/2020**

Moved: Cr Leigh Bowden

Seconded: Cr Dennis Palmer

1. Council to discuss the s.355 Committee report and endorse a best practice process moving forward.
2. The Cootamundra-Gundagai Regional Council Section 355 Committees Management Manual be amended to reflect the change of Council membership on s355 committees and a further report be prepared and submitted for the consideration of Council at the Ordinary Meeting to be held 27th January, 2021.

CARRIED

8.1.4 THE COOTAMUNDRA HERITAGE CENTRE MANAGEMENT S.355 COMMITTEE MEETING MINUTES AND MEMBERSHIP**RESOLUTION 387/2020**

Moved: Cr Dennis Palmer

Seconded: Cr Gil Kelly

1. The Minutes of the Cootamundra Heritage Centre Management s.355 Committee ordinary meeting held on 2nd November, 2020, attached to the report, be received and noted.
2. The Minutes of the Cootamundra Heritage Centre Management s.355 Committee Annual General Meeting held on 2nd November, 2020, attached to the report, be received and noted.
3. The office bearers of the Cootamundra Heritage Centre Management s.355 Committee as detailed in the report, be endorsed for 2021.

CARRIED

8.1.5 STOCKINBINGAL ELLWOOD'S HALL S.355 COMMITTEE MEETING MINUTES**RESOLUTION 388/2020**

Moved: Cr Penny Nicholson

Seconded: Cr Craig Stewart

1. The Minutes of the Ellwood's Hall s.355 Committee Ordinary Meeting held on 26th November, 2020 attached to the report, be received and noted.
2. The letter from Ellwood's Hall s.355 Committee, titled 'Maintenance of the Kitchen', attached to the report, be received and noted.

CARRIED

8.1.6 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE MEETING MINUTES**RESOLUTION 389/2020**

Moved: Cr Charlie Sheahan

Seconded: Cr Doug Phillips

The Minutes of the Muttama Hall Management s.355 Committee meeting held on 17th September 2020, attached to the report, be received and noted.

CARRIED

8.1.7 THE ART CENTRE COOTAMUNDRA S.355 COMMITTEE MEETING MINUTES**RESOLUTION 390/2020**

Moved: Cr Leigh Bowden

Seconded: Cr Dennis Palmer

The Minutes of The Art Centre Cootamundra s355 Committee meeting held on 19 November 2020, attached to the report, be received and noted.

CARRIED

8.1.8 CHANGE OF DATE FOR JANUARY 2021 ORDINARY MEETING**RESOLUTION 391/2020**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

Due to the Australia Day Holiday the Ordinary Meeting of Council scheduled for Tuesday the 26th January 2021, be moved to Wednesday the 27th January, 2021.

CARRIED

8.1.9 UPDATED COUNCIL MEETING ACTION REPORT**RESOLUTION 392/2020**

Moved: Cr Charlie Sheahan

Seconded: Cr Doug Phillips

The Updated Council Meeting Action Report be noted.

CARRIED

8.1.10 INFORMATION BULLETIN**RESOLUTION 393/2020**

Moved: Cr Penny Nicholson

Seconded: Cr Charlie Sheahan

The correspondence included in the Information Bulletin, attached to the report, be received and noted.**CARRIED****8.2 FINANCE****8.2.1 UPDATED MONTHLY MAJOR PROJECTS PROGRAM AND PROJECTS SCHEDULE****RESOLUTION 394/2020**

Moved: Cr Gil Kelly

Seconded: Cr Craig Stewart

The updated Monthly Major Projects Program Report, and updated Monthly Major Projects Schedule, attached to the report, be received and noted.**CARRIED****8.2.2 INVESTMENT REPORT - NOVEMBER 2020****RESOLUTION 395/2020**

Moved: Cr Dennis Palmer

Seconded: Cr Doug Phillips

The Investment Report for November 2020 be received and noted.**CARRIED**

8.3 COMMUNITY AND CULTURE

8.3.1 OLD GUNDAGAI GAOL NSW HERITAGE LISTING AND MASTERPLAN AMMENDMENT

RESOLUTION 396/2020

Moved: Cr Doug Phillips

Seconded: Cr Penny Nicholson

1. Council amend the Old Gaol Masterplan adopted RESOLUTION 287/2019 to incorporate the attached plans MP4 & MP8.
2. Council seek funding through the Caring for State Heritage Grants for repairs to the residence and layout changes as outlined in MP4 & MP8 to allow reactivation of the residence for accommodation.
3. A matched contribution of up to \$30,000 be funded from funds held by Council in Trust on behalf of the Friends of Old Gundagai Gaol for use towards Capital Works and/or promotion of the Gaol.
4. Council receive and note correspondence in the NSW Government Gazette 297 regarding listing of the Old Gundagai Gaol under Section 57(2) of the NSW Heritage Act 1977.

CARRIED

8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

8.4.1 DEVELOPMENT APPLICATIONS APPROVED NOVEMBER 2020

RESOLUTION 397/2020

Moved: Cr Dennis Palmer

Seconded: Cr Charlie Sheahan

The information Report on Development Applications Approved in November 2020 be received and noted.

CARRIED

8.5 REGULATORY SERVICES

Nil

8.6 ASSETS

Nil

8.7 CIVIL WORKS**8.7.1 CIVIL WORKS AND TECHNICAL SERVICES REPORT - DECEMBER 2020****RESOLUTION 398/2020**

Moved: Cr David Graham

Seconded: Cr Craig Stewart

The Civil Works and Technical Services Report for the month of December 2020, be received and noted.

CARRIED

8.7.2 PROPOSED PROJECTS FOR LOCAL ROADS COMMUNITY INFRASTRUCTURE PROGRAM

Note: On page 143 the replacement of footpath along Muttama Creek between Mackay Street and Thompson Street Cootamundra for the amount, of \$120,000 was amended to \$118,700.

RESOLUTION 399/2020

Moved: Cr Leigh Bowden

Seconded: Cr Gil Kelly

The Proposed Cootamundra area Projects, as listed in the table Included in the report, be approved for inclusion in the Local Roads and Community Infrastructure (LRCI) program – Extension.

CARRIED

8.7.3 2021-21 ROADS TO RECOVERY PROGRAM AND FIXING LOCAL ROADS FUNDING PROGRAM

Note: the following corrections were made at the Meeting:

- Mackay Street costing of \$255,000 was incorrect and amended to \$275,000.
- Salt Clay Road on pages 145 and 147 should have read Salt Clay Lane.

RESOLUTION 400/2020

Moved: Cr Doug Phillips

Seconded: Cr Dennis Palmer

2020-21 Roads To Recovery Program:

Council endorse the allocation of the 2020/21 Roads To Recovery funding to the nominated projects below:

Mackay Street \$275,000

Old Gundagai Road \$155,000

Muttama Road REPAIR project \$160,000

Fixing Local Roads Funding Program:

1. Council endorse the following projects: Warralong Road, Brawlin Road, Salt Clay Lane and French Street, Cootamundra and West/Punch Streets intersection, West/Hanley Streets intersection Gundagai, as detailed in the December 2020 Council Meeting Report, for nomination in the next round of the Fixing Local Roads Funding Program;
2. Council commit a 25% contribution to the nominated projects.

CARRIED

8.8 TECHNICAL SERVICES

Nil

8.9 FACILITIES

8.10 WASTE, PARKS AND RECREATION

8.10.1 PURCHASE OF SKID STEER LOADER FOR THE COOTAMUNDRA LANDFILL FACILITY

RESOLUTION 401/2020

Moved: Cr Craig Stewart

Seconded: Cr Charlie Sheahan

1. **Report on the proposed purchase of a Skid Loader for the Cootamundra Landfill Management Facility be Received and noted.**
2. **Council approve the process to purchase a solid wheeled Skid Loader on the basis:**
 - I. **That the purchase price of up to \$150,000 (exc. GST) be funded from the Waste Reserves, noting that installation of new office and amenities will be approximately \$100,000 under budget, and there is approximately \$1 million in the Waste Reserves.**
 - II. **Once the 'Request for Quotation' process has been undertaken, a full report on quotations received, be prepared and submitted for the consideration of Council.**

CARRIED

8.10.2 'YOUR HIGH STREET' GRANT PROGRAM

Note: Cr Phillips disclosed a Non Pecuniary Interest in item 8.10.2 'Your High Street' Grant Program and remained in the meeting.

Note: Through a show of hands Council voted the Gundagai Sheridan Street redevelopment as the project to be submitted for funding through the Department of Planning, Industry and Environment "Your High Street" Grant Program. The results of the vote follow:

Cootamundra Parker Street Redevelopment – 4

Gundagai Sheridan Street Redevelopment – 5

Wallendbeen King Street Redevelopment – 0

RESOLUTION 402/2020

Moved: Cr Penny Nicholson

Seconded: Cr Doug Phillips

1. **The 'Your High Street' Grant Program be accepted and noted.**
2. **Council reviewed the three proposed projects in the report and endorsed the Gundagai Sheridan Street Redevelopment to be submitted for consideration through the Your High Street Program .**

CARRIED

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN**9.1 NOTICE OF MOTION - THE DIVIDING FENCES ACT****RESOLUTION 403/2020**

Moved: Cr Charlie Sheahan

Seconded: Cr Gil Kelly

That CGRC formally write to the Shooters Fishers and Farmers Party who are the proponents of the amendment Bill to the Dividing Fences Act, strongly requesting that any such amendment excludes Local Roads fencing.

CARRIED

9.2 NOTICE OF MOTION - TOWARDS NET ZERO**RESOLUTION 404/2020**

Moved: Cr Charlie Sheahan

Seconded: Cr Leigh Bowden

Council develop a Climate Action Plan to assess energy use and efficiency, to better plan risk management with climate change, and to save costs and reduce emissions.

CARRIED

9.3 NOTICE OF MOTION - DEVELOPMENT OF THE PROPOSED RAIL TRAIL BETWEEN COOTAMUNDRA AND TUMBLONG - LATE REPORT**RESOLUTION 405/2020**

Moved: Cr Dennis Palmer

Seconded: Cr Gil Kelly

That all activity related to the development of the proposed Rail Trail between Cootamundra and Tumblong be immediately ceased and the project be abandoned.

CARRIED

8.9.1 PROPOSED PROJECTS FOR LOCAL ROADS COMMUNITY INFRASTRUCTURE PROGRAM – LATE REPORT

RESOLUTION 406/2020

Moved: Cr Penny Nicholson

Seconded: Cr Doug Phillips

The Proposed Gundagai Area projects as listed in the table contained in the report, be approved for application in the Local Roads and Community Infrastructure (LRCI) program - Extension

CARRIED

10 QUESTIONS WITH NOTICE

Nil

11 CONFIDENTIAL ITEMS

11.1 CONFIDENTIAL ITEMS

RESOLUTION 407/2020

Moved: Cr Dennis Palmer

Seconded: Cr Gil Kelly

- 1. Items 11.2 and 11.3 be considered in closed Council at which the press and public are excluded in accordance with the applicable provisions of the Local Government Act, 1993 and related public interest reasons detailed.**
- 2. In accordance with section 11 (2) and (3) of the Local Government Act, 1993, the reports, correspondence and other documentation relating to Items 11.2 and 11.3 be withheld from the press and public.**

11.2 REPLACEMENT OF TWO (2) ROLLERS, COOTAMUNDRA

Provisions for Confidentiality

Section 10A (2) (d(i)) – The Confidential Report contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

Public Interest

It is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community.

11.3 SOUTH WEST FUELS ELECTRICITY PROVISION FINANCIAL CONSIDERATIONS

Provisions for Confidentiality

Section 10A (2) (g) – The Confidential Report contains advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

Public Interest

It is considered that discussion of this matter in Open Council would, on balance, be contrary to the public interest as it may prejudice Council's ability to secure the optimum outcome for the community.

11.4 REPLACEMENT OF GARBAGE COMPACTOR, GUNDAGAI

Provisions for Confidentiality

Section 10A (2) (d(i)) – The Confidential Report contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

Public Interest

It is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community.

CARRIED

11.2 REPLACEMENT OF TWO (2) ROLLERS, COOTAMUNDRA

RESOLUTION 408/2020

Moved: Cr Dennis Palmer

Seconded: Cr Doug Phillips

- 1. The Report for the replacement of two Rollers, Plant Nos 2306 and 2307 be received and noted.**
- 2. The quotation amount of \$271,370 (Inc. GST after trade in) received from Construction Equipment Australia for the purchase of two Dynapac Rollers be accepted.**
- 3. The trade in offer received from Construction Equipment Australia for the Bomag 2010 BW 216 D-4 Smooth Drum Roller, Plant No 2306 be accepted.**
- 4. The trade in offer received from Construction Equipment Australia for the Ammann 2012 ASC 150 D Smooth Drum Roller Plant No 2307 be accepted.**

CARRIED

11.3 SOUTH WEST FUELS ELECTRICITY PROVISION FINANCIAL CONSIDERATIONS**RESOLUTION 409/2020**

Moved: Cr Gil Kelly

Seconded: Cr David Graham

That:

- 1. Council advise SWF Coota Pty Limited that it has no power to waive payment of development contributions pursuant to DA2018/18 and those contributions must be paid in accordance with the conditions of consent for DA2018/18 and the *Environmental Planning & Assessment Act 1979*;**
- 2. Council advise SWF Coota Pty Limited that it will consider the claims made in its lawyer's letter of 20 October 2020 in respect of alleged representations made by Council officers;**
- 3. Council request SWF Coota Pty Limited to provide documentary evidence to support the claims set out in their lawyers letter of 20 October 2020 to enable it to give proper consideration to those claims.**

CARRIED**11.4 REPLACEMENT OF GARBAGE COMPACTOR, GUNDAGAI****RESOLUTION 410/2020**

Moved: Cr Penny Nicholson

Seconded: Cr Leigh Bowden

- 1. The Report for the replacement of the Gundagai Garbage Truck, Plant No 3101 be received and noted.**
- 2. The quotation amount of \$383,635.09 (Inc. GST) received from Wagga Trucks (Volvo) for the purchase of a replacement Garbage Truck be accepted.**
- 3. The trade in offer received from Wagga Trucks for \$28,000, Plant No 3101 be accepted.**

CARRIED**11.5 RESUMPTION OF OPEN COUNCIL MEETING****RESOLUTION 411/2020**

Moved: Cr Dennis Palmer

Seconded: Cr Doug Phillips

The Open Council meeting resume.**CARRIED**

11.6 ANNOUNCEMENT OF CLOSED COUNCIL RESOLUTIONS

Note: The Chairperson announced the resolutions made in Closed Council.

The Meeting closed at 8:14 PM.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 27th January, 2021.

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CHAIRPERSON

.....

GENERAL MANAGER

6 MAYORAL MINUTES

6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT

DOCUMENT NUMBER	342119
AUTHORISING OFFICER	Matt Stubbs, Acting General Manager
REPORTING OFFICER	Abb McAlister, Mayor
ATTACHMENTS	Nil

So as to keep Councillors and the community aware of my engagements on behalf of Council I intend to provide regular updates through my Mayoral Minutes. These Minutes will also include copies of relevant correspondence received by me.

RECOMMENDATION

The information in the Mayoral Minute be received and noted.

26th November, 2020

I attended a Prince Alfred Road viaduct meeting in Gundagai

26th November, 2020

I attended Session 2 of the NSW Local Government Boundaries Commission community consultation in Gundagai.

1st December, 2020

I attended Coota Co-op Meeting

3rd December, 2020

I attended a meeting with representatives from Cootamundra Hospital.

Palmer (Deputy Mayor), Cr's Graham and Nicholson and I attended a Councillor Workshop and Extraordinary Council Meeting.

8th December, 2020

Cr Palmer (Deputy Mayor), Cr's Bowden, Graham, Kelly, Nicholson and I attended a Workshop in Cootamundra.

9th December, 2020

Cr Bowden attended a Volunteer Christmas party at Bradman's Birthplace.

11th December, 2020

I attended the South Gundagai Public School Annual Awards assembly.

In my stead, Cr Nicholson attended the Gundagai High School Annual Awards assembly.

16th December, 2020

I attended a meeting with representatives from the Australian Meat Group in Cootamundra.

I attended the NSW Heritage Listing announcement of the Gundagai Gaol being added to the NSW Heritage List.

17th December, 2020

Cr Palmer (Deputy Mayor), Cr's Bowden, Graham and Nicholson, and I attended a General Managers Performance Review Committee informal briefing.

24th December, 2020

Cr Sheahan attended the BWS Cootamundra and Cootamundra Ex-Service's Club for the Draw of the PlanB Swag Promotion.

6th January, 2021

Cr Bowden attended a Coota Co-op Steering Group meeting.

13th January, 2021

Cr Bowden attended a Coota Co-op Steering Group meeting.

14th January, 2021

Cr Palmer (Deputy Mayor), Cr's Graham, Kelly, Nicholson and Sheahan, and I attended a Special Rate Variation workshop with Dr Joseph Drew.

18th January, 2021

Cr's Bowden, Graham, Nicholson and I attended a Special Rate Variation Community Consultation Forum in Gundagai.

19th January, 2021

Cr Palmer (Deputy Mayor), Cr's Bowden, Kelly, Nicholson, Sheahan and I attended a Special Rate Variation Community Consultation Forum in Cootamundra.

20th January, 2021

Cr Palmer (Deputy Mayor), Cr's Bowden, Graham, Kelly, Sheahan and I attended a Special Rate Variation Meeting with Dr Drew.

Cr's Graham, Nicholson and I participated in a Special Rate Variation community information stand in Sheridan Street, Gundagai.

21st January, 2021

Cr Bowden attended a Cootamundra Development Corporation planning workshop.

Cr Bowden attended the Cootamundra Arts & Cultural Centre s355 Committee meeting.

Cr Palmer (Deputy Mayor) participated in a Special Rate Variation community information stand in Parker Street, Cootamundra.

26th January, 2021

I attended the 2021 Australia Day celebrations and presented the Australia Day Awards to the annual award recipients in Gundagai.

Cr Palmer (Deputy Mayor) attended the 2021 Australia Day celebrations and presented the Australia Day Awards to the annual award recipients in Cootamundra.

27th January, 2021

Cr Palmer (Deputy Mayor), Cr's Bowden, Kelly, Nicholson and Sheahan, and I attended a councillor Workshop where an Asset Strategy presentation by Aaron Drenovski (General Manager) and Sammy Jung (Engineering Manager) at Goldenfields Water County Council.

7 REPORTS FROM COMMITTEES

Nil

8 GENERAL MANAGER'S REPORT**8.1 BUSINESS****8.1.1 RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS REPORT**

DOCUMENT NUMBER	341289
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Matt Stubbs, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> 1. Riverina Eastern Regional Organisation of Councils - Board Meeting 11th December 2020 - Minutes ↓ 2. Riverina Joint Organisation - Board Meeting 11th December 2020 - Minutes ↓

RECOMMENDATION

1. **The Minutes of the Riverina Eastern Regional Organisation of Councils Board Meeting and the Minutes of the Riverina Joint Organisation Board Meeting held 11th December, 2020 be noted.**
2. **The Riverina Joint Organisation Annual Performance Statement 2020, to be tabled at the January 2021 Ordinary Meeting be accepted.**

Introduction

The Minutes of the Riverina Eastern Regional Organisation of Councils Board Meeting and the Minutes of the Riverina Joint Organisation Board Meeting held 11th December, 2020 are attached for the information of Council and the community.

**RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS
MINUTES OF THE BOARD MEETING
held at The Rules Club, Fernleigh Rd Wagga Wagga
Friday 11 December 2020**

Meeting opened at 10:46am

PRESENT

Ray Smith PSM	Bland Shire Council	
Tony Donoghue PSM	Coolamon Shire Council	
Cr Abb McAlister	Cootamundra-Gundagai Regional Council	
Phil McMurray	Cootamundra-Gundagai Regional Council	
Cr Doug Meyers	Greater Hume Shire Council	Alternate Delegate
Steve Pinnuck	Greater Hume Shire Council	
Cr Rodger Schirmer	Lockhart Shire Council	
Peter Veneris	Lockhart Shire Council	
Cr Greg Verdon	Riverina Water County Council	
Andrew Crakanthorp	Riverina Water County Council	
Cr Rick Firman OAM	Independent Chairman	
Cr Ken Smith	Temora Shire Council	Alternate Delegate
Gary Lavelle PSM	Temora Shire Council	
Julie Briggs	REROC	
Kate Hardy	REROC	
Claire Garrett	REROC	

APOLOGIES

Apologies for non-attendance were received from Cr Brian Monaghan, Cr John Seymour OAM, Cr Heather Wilton, Cr Dennis Palmer, Aaron Drenovski, Cr Neil Smith, James Davis, Rachael Whiting and James Bolton.

Moved P Veneris, seconded Cr R Schirmer that the apologies be accepted.

CARRIED

CONFIRMATION OF MINUTES

Moved T Donoghue, seconded R Smith that the minutes of the meeting held on 23 October 2020 be confirmed.

CARRIED

BUSINESS ARISING

Business arising dealt with in reports.

CORRESPONDENCE

The Correspondence report was tabled. J Briggs raised the following issues with members:

Mining Rates- Letter from Hon Shelley Hancock in response to REROC's correspondence in relation to IPART's proposed changes to the Mining Rates.

Moved P McMurray, seconded Cr R Schirmer that the Correspondence be received.

CARRIED

CHIEF EXECUTIVE OFFICER'S REPORT

The report was tabled. J Briggs raised the following issues with members:

IRCC Grant Funding – still waiting on a response to our funding submission.

EPA VRWG Funding – We have been successful in gaining transitional funding for the Voluntary Regional Waste Groups (VRWGs) for the 2021/22 financial year. This will allow for the REROC Waste Forum to continue its programs for a further year.

EPA Local Govt Advisory Group – these meetings are occurring regularly and are working well. There has been considerable discussion about the NSW 20 Year Waste Strategy.

Southern Lights – We have received advice from the Deputy Prime Minister that the Local Roads and Community Infrastructure Program funding can be used for LED replacements because this is considered maintenance. The tender evaluation for the communications systems continues and we are currently in demonstration mode. We are consistently advising Essential Energy that if the numbers don't stack up councils will not be willing to meet the cost associated with the deployment of the communications systems. The tender should be finalised by March 2021.

Design and Building Practitioners Act 2020 – We are working with Engineers Australia on developing a system to assess engineers who do not have degree level qualifications, to determine whether their qualifications together with their experience is sufficient to allow them to be recognised as a Professional Engineer. We currently have two engineers who have agreed to be part of the process and are looking for a third.

Moved R Smith, seconded P Veneris that REROC continue to work with Engineering Australia on a possible pathway for skills recognition.

CARRIED

Contaminated Land Project – Jaquie Bright has accepted the role as project officer and will commence early next year. M Dudley has prepared a report for the Board detailing the progress of the project.

NSW Parliamentary Inquiry into Inland Rail Project and Regional NSW – submissions for this close on 5 February. This is an issue that both REROC and the JO should respond to jointly. The CEO will circulate an email to gather issues of importance that should be included in the submission.

Moved T Donoghue, seconded Cr D Meyer that REROC work with the JO Member Councils and the Infrastructure/Engineers Group to prepare a submission to the Inquiry.

CARRIED

CSU Community Advisory Committee – significant restructuring is currently occurring at CSU. Rachel Whiting from RDA has organised a meeting with Dr Joe McGirr about this issue. The CEO has been invited to attend the meeting. Once the meeting has been held the CEO will bring a report to the Board.

REROC Honour Board – A virtual Honour Board has been prepared for display on the REROC website. REROC will also write to all the former Chairs and Deputy Chairs advising them of the new Honour Board.

Moved G Lavelle, seconded S Pinnuck that the CEO Report be received.

CARRIED

RESOURCE SHARING REPORT

The report was tabled. J Briggs raised the following issues with members:

Southern Lights – Over 40,000 lights are now installed across the Southern Lights footprint.

REROC Technical groups – the technical groups will all continue to meet via Zoom in 2021.

Native Title Planning workshop – A Native Title workshop was run by Bartier Perry at the end of November, council members who participated found the workshop very informative.

Industrial Land Mapping – information has been sent out to all planners to update the information for this project.

Rental Housing Availability in the region – the lack of rental accommodation is becoming a significant issue in the Region. Rentals are very limited or not available at all, this is impacting on economic development and recruitment. It was agreed the issue be referred to the REROC Executive to discuss and report back to the Board.

Biodiversity Offsets workshop – this was delayed and will now be organised for early 2021.

RivSIG – We are preparing for Mapped Out 2021 which will be held at The Rules Club, Wagga Wagga on 3-4 March.

Water and Wastewater Technical Group – Chris Moosbrugger from Riverina Water attended the last meeting to provide an overview of Riverina Water's Solar Generation Project.

Staff training is a big issue, we are looking at working with Central NSW JO to see if there are opportunities to collaborate on training. We will also be contacting the ITAB for more information on opportunities.

Energy Management Group – We are currently planning the energy conference, which is being held at The Rules Club, Wagga Wagga on 10-11 March 2021. The Minister, Hon Matt Kean MP, will be attending the conference however we are still to be advised if this will be in person or via video link.

EOI for a Panel to undertake Civil works for TfNSW – information on the EOI to undertake Civil Works for TfNSW was circulated to REROC councils. This could be an opportunity for councils to nominate to undertake private works for TfNSW.

Rail Interface Agreements – the agreements with John Holland were discussed. It was agreed that REROC and the Member Councils should negotiate the agreements collectively as we did in 2012.

Moved S Pinnuck, seconded P Veneris that REROC work with Member Councils to negotiate Rail Interface Agreements on a collective basis.

CARRIED

Moved Cr R Schirmer, seconded R Smith that the Resource Sharing report be received.

CARRIED

R Firman on behalf of the REROC Board warmly congratulated Tony Donoghue on the receipt of his Public Service Medal which was presented at an awards' ceremony held in Sydney.

TREASURER'S REPORT

The report was tabled by T. Donoghue.

Moved T Donoghue, seconded G Lavelle that the Finance Report be received.

CARRIED

WASTE FORUM REPORT

The report was tabled. K Hardy raised the following issues with members:

Transitional Funding for 2021/22 financial year - transitional funding has been approved for the VRWGs for the 2021/22 financial year. The transitional funding means the REROC Waste Forum has funding support until the end of June 2022 and we expect further updates when the 20 Year Waste Strategy is released halfway through next year.

No Time to Waste Conference – we are in full preparation mode for the waste conference, which is being held at The Rules Club, Wagga Wagga 17-18 February.

School projects – King and Queen of Green performances - with all the restrictions in place over the last year not all shows could be delivered. Five shows were booked, unfortunately 2 schools cancelled at the last minute, so we were only able to deliver the program to 3 schools. We are currently looking at performances for next year.

School projects - Kindy Kits – following the survey we undertook on the usefulness of the Kits, it was decided that the Kindy Kits would be provided on a pre-order basis only. This change in how we deliver the program ensures that only schools who want the kits receive them.

CRC Small Drop off Stations – the new stations will arrive in early 2021. Councils were provided with supporting promotional materials, battery box posters and signage as well as COVID safety equipment that will be used for the small drop off units.

REROC Waste Forum Composting Campaign – this is a new campaign that we are working on with the creative team that developed Recycle Night. The new campaign will encourage people

put the right things in their green lidded bin We are focusing on the word “compost” instead of the term “FOGO” which not everyone understands.

EGEL Waste to Energy Cootamundra – a follow up meeting is to be scheduled with EGEL for an update on the progress of the project.

RENEW Meetings for 2021 – the first meeting for the RENEW group will be held in Wagga Wagga the day before the *No Time to Waste Conference*.

Moved Cr R Schirmer, seconded Cr D Meyer that the Waste Forum report be received.

CARRIED

YOUTH & COMMUNITY DEVELOPMENT NETWORK REPORT

The report was tabled. K Hardy raised the following issues with members:

Take Charge Riverina Youth Leadership Forum – the Mayoral invitation letters and a Chairman’s invitation letter for Riverina Water have all been sent to Members for them to customise and mail to each of the High Schools in their LGA. We will be following up with all schools before the end of year to make sure the date is on their schedule for 2021.

Youth and Community Development Meeting – we will be looking at preparing a regional submission for the Murrumbidgee PHN funding that is available to deliver youth mental health programs during youth week.

Moved P Veneris, seconded G Lavelle that the Youth & Community Development Network report be received.

CARRIED

PROCUREMENT REPORT

The report was tabled. K Hardy raised the following issues with members:

Waste Metal RFQ – the current waste metal collections are going well with the new contractor and it is anticipated that all collections will be completed over the next 2 weeks.

Sodium Hypochlorite RFQ – This RFQ closed on 9 December. An evaluation panel made up of one representative from each participating council will be created to evaluate the submissions.

EOI for Southern Lights - This EOI is currently open and will close on 20 January. We have had a lot of interest in this EOI both nationally and internationally.

Moved Cr R Schirmer, seconded P McMurray that the Procurement report be received.

CARRIED

REGIONAL CONTAMINATED LAND MANAGEMENT PROJECT REPORT

The report was tabled. The following issues were raised:

Historic Land Use – The Steering Committee has agreed to look at the costs associated with gathering historic data on contaminated land. The project will focus on areas where Council’s Local Strategic Planning Statement has identified that growth is likely to occur.

Training – there has been a strong focus on training for staff. All the sessions have been recorded and will be uploaded to the website which is currently in development.

Moved Cr D Meyer, seconded Cr R Schirmer that the Contaminated Land Management report be received.

CARRIED

GENERAL BUSINESS

Destination Riverina Murray – J. Briggs attended the launch of a new program called Destination Inspiration. The Program’s goals are to support the development of new product and the growth of existing product through the access to a business coach. Information sessions will run through February and March, an EOI process will open on 23 February 2021 and close in March. Applicants will be shortlisted and interviewed March/April with participants selected in April to commence the program. 15 participants will be selected to complete the course.

REROC providing Administration Support to RivJO - REROC is providing a lot of support to the Riverina Joint Organisation for the BPAP and Skills Shortage projects as well as all the administrative functions that Anneke was providing. It was recommended by the Board that this matter be referred to the Executive to discuss and report back to the Board.

Moved R Smith, seconded P Veneris that the matter of REROC providing administrative and project support to the Riverina JO be referred to the REROC Executive for discussion.

REROC visit to Parliament House – it was agreed that the CEO would look to arrange a Federal Government visit for 2021.

Invitations to address REROC Board meetings – it was agreed that invitations to address the Board during 2021 should be issued to Cr Linda Scott, and to the three State MPs that represent the Region. Where possible the addresses should be held between the JO and REROC Board meetings.

State Cover - Andrew Crakanthorp advised that he has been appointed to the Board of State Cover Mutual for a 2-year appointment. Andrew will be the conduit for GMs to State Cover.

NEXT MEETING

Friday 26 February 2021

CLOSURE

Meeting closed at 12:13p.m.



Riverina Joint Organisation

Minutes

Board Meeting held

11 December 2020

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 11 December 2020

The meeting opened at 9:05am

Present

Tony Donoghue PSM	Coolamon Shire Council	
Cr Abb McAlister	Cootamundra-Gundagai Regional Council	
Phil McMurray	Cootamundra-Gundagai Regional Council	Arrived 9:20am
Cr Doug Meyers	Greater Hume Shire Council	Alternate Delegate
Steve Pinnuck	Greater Hume Shire Council	
Cr Rodger Schirmer	Lockhart Shire Council	
Peter Veneris	Lockhart Shire Council	
Cr Greg Verdon	Riverina Water County Council	
Andrew Crakanthorp	Riverina Water County Council	
Cr Rick Firman OAM	Independent Chairman	
Cr Ken Smith	Temora Shire Council	Alternate Delegate
Gary Lavelle PSM	Temora Shire Council	
Cr Greg Conkey OAM	Wagga Wagga City Council	
Julie Briggs	Riverina Joint Organisation	
Kate Hardy	Riverina Joint Organisation	
Claire Garrett	Riverina Joint Organisation	

1. Apologies

Resolved on the motion of Cr R Schirmer, seconded Cr D Meyer that the apologies of Cr Brian Monaghan, Ray Smith, Cr John Seymour OAM, Cr Heather Wilton, Cr Dennis Palmer, Aaron Drenovski, Cr Neil Smith, James Davis, Peter Thompson, Giles Butler, James Bolton, Cameron Templeton and Paul Worsfold be received.

2. Move to Committee of the Whole

Resolved on the motion of Cr K Smith, seconded Cr A McAlister that the Board conduct its business as a Committee of the Whole.

3. Declarations of Interest

There were no declarations of interest by the Board or staff.

4. Confirmation of Minutes of the Previous Meeting

Resolved on the motion of Cr R Schirmer, seconded Cr G Conkey that the minutes of the 23 October 2020 Board meeting be confirmed as a true and accurate record.

5. Business Arising from Previous Board Meetings

Resolved on the motion of Cr D Meyer, seconded Cr R Schirmer that the Board note the progress on matters arising.

Chairman

CEO

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 11 December 2020

6. Election of the Chairperson and Deputy Chairperson

Cr R Firman vacated the Chair. J Briggs acted as Returning Officer.

Chairperson

Cr Rick Firman OAM was nominated for the position of Chairperson by Cr H Wilton and seconded Cr R Schirmer.

There being no further nominations, J Briggs declared Cr R Firman elected as Chairperson of the Riverina Joint Organisation for the ensuing term.

Deputy Chairperson

Cr Rodger Schirmer was nominated for the position of Deputy Chairperson by Cr R Firman and seconded Cr H Wilton.

There being no further nominations, J Briggs declared Cr R Schirmer was elected as Deputy Chairperson of the Riverina Joint Organisation for the ensuing term.

7. Correspondence

Resolved on the motion of Cr R Schirmer, seconded Cr A McAlister that a letter be written to Dr Jim Bentley in relation to the construction of a new and larger Burrinjuck Dam and copies sent to all relevant State Members and that the matter be referred to the Governance Working Party to determine next steps, once the response is received.

Resolved on the motion of Cr K Smith, seconded Cr A McAlister that the JO look at commonalities across the region once Member Councils have completed their Community Strategic Plans with a view to arranging meetings with State agencies to discuss the identified issues.

Resolved on the motion of Cr R Schirmer, seconded Cr G Conkey that the Board receive and note the correspondence.

8. Chief Executive Officer Report

8.1 JO Funding Arrangements

Recurrent Funding for JOs – there is no further advice on funding for JOs.

8.2 JO Core Activities - Regional Planning

JO Capacity Building Funding – All three project elements of the JO Capacity Building Funding are on time and on budget.

Skills shortages Project - List of placement opportunities at each council distributed to the Board for review. The new branding for the project was presented to the Board.

8.3 JO Working Party Meetings

No meetings were held between the October and December Board meetings.

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 11 December 2020

8.4 JO Core Activities – Advocacy and Lobbying

Dividing Fences Amendment Bill 2020 – this Bill was introduced by the Shooters and Fishers to the Legislative Council on 16 September.

Resolved on the motion of Cr A McAlister, seconded Cr R Schirmer that the JO Board write to the Attorney-General raising concerns about the impact of the Bill on councils operating in rural and regional areas and request that debate be delayed until proper consultation can be undertaken and the cost implications analysed.

2. Construction of a New and Larger Burrinjuck Dam – matter dealt with in correspondence.

3. Local Government Representation on the National Cabinet – the responses received to date from the State and Federal Government indicates that there is no support for including Local Government in the National Cabinet.

Resolved on the motion of Cr R Schirmer, seconded Cr K Smith that the JO write to the State and Federal opposition to seek their views on Local Government representation on the National Cabinet.

4. Agricultural Land Use Planning Issues Paper -noted.

5. ESL Increases – noted.

Section 7.12 Contributions for State Significant Developments – the letter from the Minister to Cr Scott, tabled in correspondence, indicates that this matter is still unresolved.

Resolved Cr D Meyer, seconded Cr R Schirmer that the JO request a meeting with the Minister to discuss the issue further. The CEO to also approach the other JOs to again to request support on this issue.

7. NSW Public Spaces Legacy Program – meetings held between affected councils and Planning have not resolved issues related to the cost of implementing e-portal. The JO will now write to the Minister about the issue as resolved at the October Board meeting.

8. Consultation on the ABS Agricultural Census – Michaela Cook, Assistant Director, Physical Environment Statistical Collections with the ABS has been invited to speak to the Board. At this stage she would be attending via Zoom.

Resolved on the motion of Cr A McAlister, seconded Cr K Smith that the Board accept Ms Cook's offer to speak at the February Board meeting. The preferred method of attendance is in person.

9. Streamlined Rate Variation Process to deal with Third Party-imposed Cost Events – noted.

10. Regional Roads Transfer Terms of Reference for the Independent Panel -noted.

Page No. 3 of the Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 11 December 2020

Chairman

CEO

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 11 December 2020

11. Certification of Council Engineers – two engineers are on board for this project and a third is to confirm. The Draft Regulation and Continuing Professional Development requirements have been released and responses are due by 11 January 2021.

Resolved on the motion of Cr D Meyer, seconded Cr A McAlister that the Riverina Joint Organisation prepare a response to the Draft Regulation and the Continuing Professional Development requirements.

COVID-19 Local Government Recovery Package – there has been no response to our advocacy on this issue.

13. Access to T-Corp Funding – The County Councils have received advice verbally that they have been granted access to funding and are currently awaiting written advice confirming the decision.

14. Mobile Phone Black Spots – The Federal Minister for Regional Communications, Hon Mark Coulton has advised that the locations the JO identified as Black Spots have been added to the national central register of locations for poor or non-existent mobile coverage. Round 5A of the Federal Government's Mobile Black Spot Funding is now open. The funding is only available to Mobile Phone Operators and Mobile Phone Infrastructure Providers. Applications for the funding close on 10 February 2021.

Resolved on the motion of Cr R Schirmer, seconded Cr A McAlister that the Telecommunications sub-committee explore the possibility of supporting an application by an eligible applicant for Black Spot funding to address identified problems in the JO's region.

15. LGNSW/JO Working Group – the Working Group has not met.

7.5 JO Core Activities – Intergovernmental Co-operation

1. Critical Events Co-ordination Sub-committee – has finalised its Terms of Reference.

Resolved on the motion of Cr R Schirmer, seconded Cr D Meyer that the Board adopt the Terms of Reference of the Critical Events Co-ordination sub-committee

2. Cross Border COVID Briefings – noted.

3. Smarter Regions CRC – noted.

4. Regional Resilience and Recovery Sub-committee – the NSW Government is establishing regional subcommittee which will be led by Resilience NSW and Regional NSW, RivJO and RAMJO have both been invited to join.

Resolved on the motion of Cr K Smith, seconded Cr A McAlister that the Board receive the CEO's Report.

Page No. 4 of the Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 11 December 2020

Chairman

CEO

Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 11 December 2020

8. JO Chairman's Report

Joint JO Chairs' Meeting - the JO Chairs last met on 5 November. The main issues discussed were financial sustainability and the JO Review.

JO Review – Funds have been allocated in the State Budget to conduct the Review.

Resolved on the motion of Cr D Meyer, seconded Cr A McAlister that the Board receive and note the Chairman's Report.

9. Finance Report

1. Audited Financial Statements 2019/20 – presented.

2. Year to Date Financial Report – presented.

Resolved on the motion of Cr R Schirmer, seconded Cr G Conkey that the Board:

1. receive the Audited Financial Statements for 2019/20 and receive and note the Auditor's Reports
2. receive the Year-to-Date Finance Report.

10. Governance

The JO is required to present an Annual Performance Statement, and is required by the *Local Government Regulation (General) 2005*, clause 397J, to report on its progress in addressing the JO's identified regional priorities.

Resolved on the motion of Cr D Meyer, seconded Cr K Smith that the Riverina JO Board receive the Annual Performance Report and forward copies to the Minister for Local Government, the Premier, Deputy Premier, local State members, key staff at the Department of Regional Development and the OLG and fellow JOs.

Cr A McAlister left meeting at 10:05am

Meeting closed at 10:09am due to required quorum not being present.

11. Urgent Business without Notice

No urgent business was dealt with.

12. Resolution to Move out of Committee of the Whole

Meeting was closed due to required quorum not being present.

13. Next Board Meeting

The Board of the Riverina JO will next meet on Friday, 26 February 2021.

Meeting closed at 10:09am

Page No. 5 of the Minutes of the Riverina Joint Organisation Board Meeting held at The Rules Club, Wagga Wagga on Friday 11 December 2020

Chairman

CEO

8.1.2 AUSTRALIAN LOCAL GOVERNMENT WOMENS ASSOCIATION WOMEN'S FORUM

DOCUMENT NUMBER	341194
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Matt Stubbs, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	1. A vibrant and supportive community: all members of our community are valued 1.1 Our Community is inclusive and connected
FINANCIAL IMPLICATIONS	Cost of guest speaker accommodation and catering for forum participants.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> 1. Advice from ALGWA To Conduct a Womens Forum in Cootamundra-Gundagai dated 23.11.2020 ↓ 2. Expression of Interest to Host a Women's Workshop to the Hon Shelley Hancock - MP - Minister for Local Government dated 21.10.2020 ↓ 3. Original Ministerial Media Release - backing Women to Stand for Their Community dated 17.09.2020 ↓

RECOMMENDATION

1. **The Report on the Australian Local Government Women's Association Women's Forum, and correspondence attached to the report, be received and noted.**
2. **Council endorse a Women's Forum conducted by Australian Local Government Women's Association and where it is to be held.**
3. **The Mayor attend the Australian Local Government Women's Association Women's Forum and perform an official Welcome.**

Introduction

At the Ordinary Meeting held 29th September, 2020 Council resolved (Min. no. 272/2020 item 8.1.12 Information Bulletin) to write to the Hon. Shelley Hancock and express an interest in having a workshop for Women to be held in the Cootamundra-Gundagai Local Government Area and is attached to the report for the information of Council.

Discussion

Consequently, Council has received advice from Australian Local Government Women's Association (ALGWA) Secretary, Cr Sera Yilmaz offering to conduct a Women's Forum (the Forum) in Cootamundra-Gundagai.

Previously a Women's Forum has been held in Cootamundra and in a response to Cr Yilmaz it was proposed for this forum to be held in Gundagai. Council will promote the Forum inviting women from across the local government area seeking those interested to register so that appropriate catering can be arranged.

Marianne McInerney

From: Clr Sera Yilmaz ALGWA NSW <algwansw@gmail.com>
Sent: Monday, 23 November 2020 10:41 PM
To: Mail
Subject: Women in Local Government
Categories: Must Attend



23 November 2020

Cootamundra-Gundagai Regional Council
PO Box 420
COOTAMUNDRA NSW 2590

Dear General Manager,

Australian Local Government Women's Association NSW is offering to conduct a female forum within your LGA.

ALGWA has had recent success in running these forums in Orange City Council, Municipality of Kiama and Gunnedah Shire Council. The forums are a way to include all women from staff, Councillors and to the local community. This event is vital in the successful growth of women in Council.

There is no presentation fee for the event, however the local Council must be a member of The Australian Local Government Women's Association. This ensures that representation of the forum has a strong organisation running the event.

In order to have this event organised the following will be required from your Council:

- Conference Room
- Promotion and advertising of the event
- Food and Drink for the participants
- Accommodation for the forum Leader

Lithgow City Councillor Cassandra Coleman NSW State President of the Australian Local Government Women's Association (ALGWA NSW) will be the forum conductor for the event.

We look forward to being in partnership with your Council.

Regards

Clr Sera Yilmaz

Secretary | Australian Local Government Women's Association NSW Board

E: algwansw@gmail.com
P: 0436 434 141



**AUSTRALIAN LOCAL
GOVERNMENT WOMEN'S
ASSOCIATION**





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REC-201021-MMC-90000

The Hon. Shelley Hancock, MP
 Minister for Local Government
 PO Box 1436
 Nowra NSW 2541

Dear Minister,

RE: Expression of Interest to hold a Women for Election Workshop in Cootamundra-Gundagai Local Government Area

At the Ordinary Meeting of Council held 29th September, 2020 a media release dated Thursday, 17th September, 2020 titled Backing Women to Stand for Their Community, was included in the Information Bulletin Report in the Council Business Paper. Council Resolved (Min. no.272/2020) to correspond with your office and express an interest in having a workshop for women held in the Cootamundra-Gundagai Local government Area.

In 2019 Council hosted an Australia Local Government Women’s Association (ALGWA) workshop where women were invited to come and discuss their interest and ambition in nominating to stand in the 2020 Local Government elections, now deferred to 4th September, 2021. Several local women attended the workshop with some giving consideration to standing at the next local government election.

It would seem appropriate for Cootamundra-Gundagai Regional Council to host a further workshop to invite women again to discuss women in politics at a local level and encouraged them to stand at the 2021 local government elections with women currently serving in Government under the banner “you don’t need any formal qualifications to stand for election- all you need is a strong will and a desire to make a difference in your local community”.

Council respectfully requests you consider favourably its expression of interest to host a workshop as part of the campaign to increase the number of female councillors in the 128 NSW Councils.



AR Bluett Award Winners:
 1953, 1992 & 2014

Should you require further information or wish to discuss the matter please do not hesitate to contact me on 0428 441 300

Yours faithfully



Cr Abb MCAlister
Mayor

21 October 2020





Shelley Hancock
Minister for Local Government

Bronnie Taylor
Minister for Mental Health, Regional Youth and Women

MEDIA RELEASE

Thursday, 17 September 2020

BACKING WOMEN TO STAND FOR THEIR COMMUNITY

Ten inspirational former and current female councillors are spearheading a new promotional campaign to encourage more women to stand for their community at the next local government elections.

Minister for Local Government Shelley Hancock and Minister for Women Bronnie Taylor today launched a campaign to increase the number of female councillors serving on the State's 128 councils.

"Currently, women represent just 31 per cent of all NSW councillors, which in 2020 is just not good enough," Mrs Hancock said.

"While we have made steps towards equality in other parts of society, the gender gap in local government is real and we can do better.

"To inspire a new generation of leaders, we've called on ten prominent women to share their passion for local government and encourage more women to make a difference to their community and run for council at the September 4 2021 elections. We've also secured \$100,000 for a series of workshops and programs for potential female candidates."

The video campaign features former and current female councillors including Lucy Turnbull, Clover Moore, Linda Scott, Marianne Saliba, Katrina Humphries and Kristy McBain speaking about their positive experiences and achievements in local government.

"Strong, effective councils are those that reflect the diverse communities they serve and represent, which is why we must do all we can to increase female representation," Mrs Taylor said.

"You don't need any formal qualifications to stand for election – all you need is a strong will and a desire to make a difference in your local community."

The NSW Government has partnered with Women for Election Australia to run a series of workshops to equip aspiring candidates to stand for election at the 2021 elections.

Women for Election Australia CEO Licia Heath said a combination of face-to-face workshops and online webinars, will help address the barriers women face when they run for office.

"In particular, we'll be focusing on running our workshops in regional NSW to encourage women, who are doing so much out in their community already, to consider doing that same work but as an elected member of their local council instead," Ms Heath said.

"Local government is a wonderful place to start your political career and is a role that provides an opportunity to do great things for your community."

More information about the Election of Women to Local Government campaign including the videos can be found on the Office of Local Government [website](#).

Workshop details can be found on Women for Election Australia's [website](#).

MEDIA: Nicholas Story | Minister Hancock | 0438 255 020
Richard Shute | Minister Taylor | 0409 394 232

8.1.3 SECTION 355 COMMITTEE MANAGEMENT MANUAL AMENDMENT

DOCUMENT NUMBER	340784
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Matt Stubbs, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	The report recommends review of CGRC Section 355 Committees Management Manual
ATTACHMENTS	1. s.355 Committee Management Manual ↓

RECOMMENDATION

- 1. Council endorse the amended Cootamundra-Gundagai Regional Council Section 355 Committee Management Manual.**
- 2. An updated copy of the Cootamundra-Gundagai Regional Council Section 355 Committee Management Manual, attached to the report, with cover letter be forwarded to all Cootamundra-Gundagai Regional Council Section 355 Committees.**

Introduction

At its Ordinary Council Meeting of 8th December 2020, Council resolved (Min. no.386/2020) that the s.355 Committee Management Manual be updated to clarify Councillors’ roles within the Committees, particularly surrounding membership.

Discussion

The following guidelines have been added to the attached s.355 Committee Management manual:

- Council will appoint a Council Representative (Councillor) to each committee established under s.355 of the Local Government Act, 1993. The appointed council representative will not hold membership to the committee nor be entitled a vote on the respective committee. The council representative will help support the operations of the Committee.
- Relevant council staff attendance (Section Managers) may be required at some committee meetings, specifically when their expertise is required. Committees are responsible for inviting relevant council staff members to committee meetings, as and when required.

- At its discretion, Council may permit Councillors to hold an Executive or general Committee Membership, recognising that; all Committee Members of s.355 committees are responsible for complying with Council's Code of Conduct. All members are required to disclose any potential conflict of interest at the commencement of each meeting.

An updated copy of the manual, and a cover letter providing an explanation for the amendment, will be forwarded to all s.355 Committees.



Section 355 Committees Management Manual



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Version Control

Ref	Date	Council Resolution	Description
1.0	13 Dec 2017	10/12/2017	Adopted at December 2017 Council Meeting.
2.0	27 January 2020	TBA	Presented to Council for consideration.

Forward

The intention of this Manual is to formalise responsibilities and procedures applicable to Section 355 Committees and Volunteers at Cootamundra-Gundagai Regional Council.

The Council cannot perform all the tasks necessary to provide a high standard of services and facilities for the community and volunteers provide invaluable resources to both supplement and complement Council's service to the community. Council has a responsibility to protect the Health and Safety of these volunteers, but also has legislative obligations to oversee the operation of volunteer Committees, especially in regard to financial recording and reporting, and complying with taxation rulings.

This Manual provides comprehensive guidelines on the management responsibilities, functions and operation of a Section 355 Committee and clarifies Council's role in this partnership. Upon formal approval of a Section 355 Committee by Council, its members are required to adopt and adhere to the conditions set out in this document. Adherence will ensure Council and Committee members are aware of the responsibilities and adequately covered by insurance.

Council is conscious of the fact that members of the community volunteer to undertake forms of service or activity for no reward or recompense, and do not expect to be burdened with procedures and paperwork. This manual has been produced in an attempt to simplify and standardise mandatory procedures and forms that have to be followed or completed in compliance with legislation.

I trust that each of us, Council employee and volunteer, will comply with the procedures and processes contained in this Section 355 Committees Management Manual, to ensure that the vital service provided by our volunteers continues to be an enjoyable experience and benefit to the community of the Cootamundra-Gundagai region.

General Manager

Introduction

Cootamundra-Gundagai Regional Council recognises the important part volunteers and community groups play in providing and managing Council facilities and services.

There are a number of Section 355 Committees that are constituted under the powers provided by the Local Government Act, and this document is provided for the guidance of these Committees.

Upon formal approval of a Section 355 Management Committee by Council, its members are required to adopt and adhere to the conditions set out in this document. Adherence will ensure Committee members are aware of their responsibilities and are adequately covered by insurance.

Cootamundra-Gundagai Regional Council provides advice and direction on matters associated with these Committees and members can seek Council's assistance in this crucial role at any time. Committees can have different responsibilities and for this reason some clauses of these Guidelines will not necessarily apply or be relevant to each Committee.

This manual has been prepared to:

- Provide a comprehensive guide on the management responsibilities, functions and operations of community facilities;
- Provide good practices and operational procedures for the Committee; and
- Clarify Council's and the Committee members' role in this partnership.
- Committee members have a right:
 - To work in a healthy and safe environment;
 - To be adequately covered by insurance.
 - To be provided with sufficient training to undertake their role.

Manual Updates and Support for Committee Processes

This manual is provided as a resource to assist section 355 committees with their operations. It includes forms and Templates that have been developed to assist with the running of successful committees. This information will continue to be updated, and additional forms and Templates added from time to time.

All forms and Templates will be provided in hardcopy and/or electronic format, in word and excel.

Committees are invited to ask questions and to provide feedback that can be used to update this manual. Council staff will arrange for each update to be redistributed to all current committees, and this will also assist with the sharing of information and ideas.

As committees review and update their processes over time, Council staff will be available to provide advice and support, and to assist with the sharing of tools and Templates.

Council Contacts

Business hours: 9am to 5pm
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 Cootamundra NSW 2590
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Functions and Delegations

What is a Section 355 Committee?

Under section 355 and 377 of the Local Government Act 1993, Council is able to delegate some of its functions to a Committee of Council. Council uses this delegation and appoints community people to manage facilities or functions through a section 355 committee.

Section 355 allows Council to exercise a function of Council by a committee of the Council; and Section 377 allows Council to delegate functions of Council.

Why Does Council Have Section 355 Committees?

The Committees provide a mechanism by which interested persons can have an active role in the provision/management of Council facilities or services. This provides a twofold benefit by giving protection to the Committee operating under the banner of Council, and by providing Council with assistance in the carrying out of its functions.

As the Committees are acting on behalf of Council, it is important they uphold the principles of equity, accessibility and inclusivity - providing for the whole community. Research shows that community involvement in managing community facilities provides better outcomes for locals whilst engaging and including local people, both new and existing residents, and providing an opportunity to participate in local community life.

How are Section 355 Committees Established?

Council has the discretion to appoint community members to section 355 committees. Each committee has a charter that describes the specific objectives that Council has delegated to it. Any amendments to the charter must be approved by a resolution of Council.

In legal terms, section 355 committees act on behalf of Council and Council is responsible for everything that section 355 committee's do whilst acting in accordance with their committee charters. If committee's act outside of their charters, then members may be liable for those actions.

What Section 355 Committees are established in the Cootamundra-Gundagai Regional Council area?

A current list of section 355 committees and their charters is listed in **Appendix 1**.

Responsibility and Conduct

Responsibility

The Section 355 Committee will be responsible for activities as determined when the Committee is established. This responsibility will be conveyed to the Committee and is listed in **Appendix 2**.

Limitation of Powers

The Committee may not make decisions concerning the following:

- i. Fixing of charges or fees (the Committee may submit recommendations for approval by Council in relation to the fixing of charges and fees for use of the facility under its control).
- ii. Borrowing of any monies without the express written consent of Council on each such occasion.
- iii. The sale, lease, sub-lease or surrender of any land and or other property vested in its care under the provisions of the Local Government Act 1993.
- iv. The acceptance of tenders which are required to be called by Council. (The Committee may invite and accept quotations for minor works, goods and services covered within the scope of its authority or as agreed with Council).
- v. The payment or making of any gift (other than a token gift), to its members. This includes the payment of allowances or travelling expenses incurred whilst attending Committee meetings. The definition of a 'token gift' is in accordance with Council's Code of Conduct.
- vi. The payment of any monies outside the scope of the Committees function.
- vii. The carrying out of any works on or to the facility including alterations, reconstructions or construction without the prior consent of Council (Does not include minor maintenance works).
- viii. Unreasonably withholding consent for the letting of the facility to any organisation which agrees to comply with and adhere to the rules adopted for use of the facility, providing an acceptable letting period is available.

- ix. Vote monies for expenditure on the works, services or operations of Council.

The exercise by the Committee of its power and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee. The Committee will observe any Rules and Regulations made by the Council, in relation to the facility/function under its management and control.

If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.

Code of Conduct

Cootamundra-Gundagai Regional Council has a Code of Conduct (based on the Office of Local Government’s Model Code), that is applicable to elected Councillors, employed staff and Committee members. This Code of Conduct sets out the principles to ensure the business of Council is carried out in an efficient, honest and impartial way.

As Section 355 Committees are operating as part of Council, it is important for Committees to be aware of, and abide by, this Code of Conduct.

Council’s Section 355 Committees have the responsibility to ensure the following:

- Access is available to the entire community and is not denied because of ethnicity, gender, disability or religion.
- Priority of use should be given to non-profit making community groups and organisations.
- That the facility not be aligned with, or advocate or advertise for or on behalf of, any political party or person/s.

When appointed as a community member on a Committee you will receive a copy of Council’s Code of Conduct and agree, when carrying out your duties as a Committee member, to comply with the Code of Conduct. Note the failure to comply with the Code of Conduct could result in your removal from the Committee.

A Volunteer Registration Form (**Attachment 1**) is required to be completed by appointed Committee Members.

Council Policies

As well as the Code of Conduct policy, Council has other policies that are applicable to elected Councillors, employed staff and Committee members. Copies of these policies are available on Councils website and are including with this manual. A list of these polices is included below.

Council Policies
Alcohol & Other Drugs Policy
Work Health and Safety Policy
Code of Conduct Policy
Internal Reporting Policy
Media Policy
Digital Media Policy and Guidelines

Accountability

The Committees need to be aware that accountability to Council, user groups and the general community is required. To facilitate this accountability, the Committees are required to:

- Hold an Annual General Meeting (AGM) to elect office bearers with the AGM to be widely advertised. Advertisements placed in Council’s newsletter meet this requirement.
- Provide reports, minutes and annual financial statements to Council.
- Ensure that all committee members are provided with copies of minutes and agendas, and given notice of meeting details.

A Template for advertising the Annual General Meeting is provided in **Appendix 3**.

Appointment and Membership

Appointment and Term of Membership

Council aims to appoint Committees that are representative of the local community or interest groups for the function and tasks which the Committee manages.

To hold office and be responsible for the management of a Council facility, all Committee members must be appointed by Council.

New Committee members must also be appointed by Council, before being able to vote and take part in meetings of the Committee.

Council may dissolve a Section 355 Committee at any time.

The term of office for Section 355 Committees will be the same term as the current Council, with the addition of an extra three months after the General Election of Councillors, unless as a sunset Committee, i.e. with a finish time specified.

All nominations for Section 355 Committees are formally submitted in writing to Council for appointment on the Application for Community Membership Form (**Attachment 2**).

Committee Membership

The membership numbers of a Section 355 Committees shall not be less than four members and not be more than twelve as appointed by Council, including office bearers, unless otherwise decided by Council.

Whilst no particular qualifications are necessary, a commitment to the activities of the Committee, and a willingness to be actively involved in Committee issues, is essential.

Council will appoint a Council Representatives (Councillor) to each committee established under s.355. The appointed council representative will not hold membership to the committee nor be entitled a vote on the respective committee. The council representative will help support the operations of the Committee.

Relevant council staff attendance (Section Managers) may be required at some committee meetings, specifically when their expertise is required. Committees are responsible for inviting relevant council staff members to committee meetings, as and when required.

At its discretion, Council may permit Councillors to hold an Executive or general Committee Membership, recognising that; all Committee Members of s.355 committees are responsible for complying with Council’s Code of Conduct. All members are required to disclose any potential conflict of interest at the commencement of each meeting.

Committees work best when the workload is shared amongst committee members and there is evident goodwill and cooperation amongst members. Some characteristics of and suggestions for what works well are below:

Characteristics	Suggestions
A good strong committee	Schedule meetings to suit all
Working well together	Share a big picture vision for the facility/event
Boundless goodwill	Develop the facility/event and extend its use/popularity
Engaged and enthusiastic	Share the load. Don’t leave it to one or two people
Large amounts of positive energy	Explore new activities and new ways to engage the community
Cooperation and teamwork	Strive to make the committee known and visible
Communication	Identify common goals, structure meetings, encourage regular attendance and produce good minutes

Dissolution of Committee

The Council by resolution can dissolve a Committee at any time:-

- To carry out the control of the facility itself.
- If the Committee is not complying with the roles and responsibilities of the Committee.

Committees are formally appointed by the Councillors in office, therefore, three months after the General Election of Councillors, all Community Committee members will cease to hold office.

In the event of membership dropping to less than 4 persons, in this respect Council may:

- Assist the Committee to re-establish its numbers;
- Dissolve the Committee and take over the responsibilities, consideration will need to be given to the long term viability of the facility or function.

Upon the Committee being dissolved, assets and funds of the Committee shall, after payment of expenses and liability, be handed over to Council.

All Committee members are eligible for re-appointment. Committees can either resubmit the nominations in writing to the newly elected Council; or may hold a meeting to select the proposed Committee and then forward the nominations to Council for approval.

(This action does not rule out Committees holding an Annual General Meeting).

Vacation of Office

The office of any member, or office bearer of the Committee will become vacant in the following circumstances.

- upon the death of the member; or
- if the member becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or make an assignment of his or her remuneration for their benefit; or
- if the member becomes a mentally incapacitated person; or
- if the member resigns membership by

- notice in writing to the Committee; or
- if the member is absent for more than three consecutive meetings without leave of the Committee; or
- if the member ceases to be a member of the organisation which he/she represents, (representatives of organisations will be given preference) unless the Committee otherwise resolves; or
- while serving a sentence (whether or not by way of periodic detention) for a felony or any other offence, except a sentence imposed for a failure to pay a fine.
- Council passes a resolution to remove the member from the Committee; or
- If the member fails to comply with Council's Code of Conduct.

Procedure for Obtaining New Membership

When a position on a Committee becomes vacant or the Committee determines it requires further members, the Committee may request Council to advertise for a further member(s), to assist the Committee in a particular position.

Unless a Committee member is urgently required it would be usual practice to advertise the vacancy.

Advertisements for Committee members can be placed at the direction of the Committee or Council.

Determination of the appointment of new members will be in accordance with the Appointment and Term of Membership clause.

Representation on Committee

Committee membership should reflect the community organisations, which use the facility, and must be open to representatives of user groups and interested community members.

Equal representation of each user group is recommended. Council will determine disputes over representation.

Committee Positions

Section 355 Committees consist of office bearers (also known as the Executive) and other Committee members. The Committee elects at its first meeting, and thereafter at each Annual General Meeting, office bearers and Committee members. Particulars of all appointments, e.g., Committee position, name, address, contact number and the user group represented (if any), must be notified in writing to Council as soon as possible after the appointment is made.

Section 355 Committee members need to have a certain degree of commitment to their role as Committee members. One of the advantages of community Committees is that the workload can be shared between the different Committee members. The roles listed below are only some of the Committee's work. Other tasks include scheduling maintenance jobs, marketing and promotion, and engaging with the local community. It is important each member understands this role and what the community expects.

Office Bearers/Executive

Office bearers do not have greater decision-making powers than other Committee members, other than the chairperson who has a casting vote in the event of a tied vote. Whilst office bearers usually have defined roles, each Committee member plays an important part in the functioning of the Committee.

It is preferred that office bearers have access to a computer, have basic computer skills and be able to use email as a major form of communication.

At a minimum the Committee must have:

Chairperson/President

The Chairperson is usually the spokesperson for the Committee and therefore needs to be certain that the Committee is running smoothly and achieving its aims and objectives. (Refer Appendix 2)

Secretary

(One person may fill the joint position of Secretary/Treasurer)

The Secretary is often the key contact point for the Committee, that is, for correspondence, phone messages, etc. and is required to record the 'minutes' for each meeting. (Refer Appendix 2).

Treasurer

The Treasurer is responsible for looking after the Committee's financial business records and is required to present a report of all receipts, payments and other transactions to each Committee meeting. (Refer appendix 2).

Election of Office Bearers and AGM

An Annual General Meeting (AGM) is to be held each year. At the AGM, Office Bearers of the Committee stand down and their positions are declared vacant. A Returning Officer, appointed at the meeting, takes the chair and calls for nominations for the positions of office bearers (also known as the Executive) and Committee members.

Procedures for Election

Nominations can be accepted in two ways:

- in writing, duly seconded, and signed by nominee, prior to the AGM; or
- verbally from the floor to the Returning Officer.

If two or more persons are nominated for a single position a vote must be taken. Persons nominated for election are entitled to vote for themselves. If a tied ballot occurs, the name of each candidate is written on a separate, identical piece of paper, and drawn 'from the hat' by the Returning Officer (or an impartial observer). The first name drawn is elected to the Office.

A list of duly elected office bearers / executive and Committee members must be recorded together with the names of nominators and seconders. Minutes of the AGM with the list of duly elected Office Bearers and Committee members must be sent to Council for approval within 5 working days.

Templates are available for the Annual General Meeting Agenda and Minutes (**Attachments 3&4**).

Conduct of Meetings

Meeting Procedures

Meetings are to be conducted to standard guidelines (based on the Council's Code of Meeting Practice), which are detailed in the following section and include:

- that a quorum be present
- that appropriate notice is given
- that business on the agenda is properly conducted
- that correspondence and minutes are recorded.

Quorum

This refers to the minimum number of members who must be in attendance to transact business.

Council regulations state:

- A quorum is reached when more than one half of the members are present. For a Committee with an even number of voting members, half that number plus one must be present. For a Committee with an odd number of voting members, a majority must be present,
- If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned to a time fixed by the Chairperson/President; or those present can hold an informal meeting to discuss matters. However, any decisions taken by the Committee are not recognised until a meeting has ratified them, where a quorum is present.

Agenda

The Agenda is an organised list of headings of all the major items, in order, that will be discussed at the meeting. A copy of the Agenda is distributed to all the Committee members at the commencement of the meeting, or before if it is possible. Late matters can be added to the Agenda at the opening of the meeting as the Chairperson calls for discussion on the Agenda.

Each item of business to be discussed at the

meeting needs to be put on the Agenda. Unfinished business and reports on actions taken since previous meetings are included in the agenda under 'Business arising from previous minutes'. If any items on the Agenda are not discussed due to limitations of time, they are carried over to the next meeting Agenda.

A Committee Meeting Agenda Template is available (**Attachment 5**).

Conduct of Business

Each item of business is discussed in the order in which it appears on the Agenda. Allow adequate time for discussion on important issues. Ensure all relevant information on the matter under discussion is available at the meeting.

Tabling of Correspondence

A list of correspondence received (Inwards) is presented at the Committee meeting by the Secretary. This action is to inform members of any new issues that may have arisen and to report on letters received in response to matters raised at previous meetings. A list of correspondence sent out (Outwards) is provided to inform the members of any action taken on their behalf. All correspondence will be suitably filed together for future reference.

Minutes of Meetings

Minutes of Meeting Minutes of the meeting must be recorded and a motion/recommendation put forward by the Committee members. The motion/recommendation after being voted on by the Committee should be recorded as "carried" or "lost".

This document is to be an accurate recording on what happened at the meeting.

The Minutes of each meeting must be sent to Council within 14 days after the meeting and confirmed at the Committee's next meeting. On receipt of the Minutes by Council they will be reviewed and the Committee may be contacted if required. Council will not act on Minutes recommendation/motions alone, a request for information/action etc. by Council must also be put in writing from the Committee.

The Committee is required to be aware of the importance of minutes because of their legal status and their liabilities to subpoena in court cases. A Copy of the minutes should be included in a Minutes Book as a permanent record of meetings. It is the Chairperson's responsibility to see the minutes are unaltered after adoption and are signed as an accurate record.

Records of Council Committees should be kept for at least 7 years.

A Committee Meeting Minutes Template is available (**Attachment 6**).

Voting

Voting allows members to express their agreement or disagreement. Voting can be conducted in one of three ways.

Vote verbally

The chairperson asks people to say 'for' or 'against' and then decides which group is the largest.

Vote by show of hands

The chairperson asks people in favour of a decision to raise their hands, firstly those in favour, counts hands and announces the total, and does the same for those against.

Vote by secret ballot

Members vote on paper and put into general pool, the secretary and a member not standing for any position, count the votes. (Requests by members for secret ballot cannot be denied.)

For all motions, the Committee needs to have an agreement concerning the way a vote will be decided, e.g. for the vote to be carried, you will need a simple majority (more than half);

Conflicts of Interest

(also refer to Code of Conduct – Section 3.3)

A conflict of interests exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty.

You must avoid or appropriately manage any conflict of interests. The onus is on you to identify a conflict of interests and take the appropriate action to manage the conflict in

favour of your public duty.

Any conflict of interests must be managed to uphold the probity of decision making.

When considering whether or not you have a conflict of interests, it is always important to think about how others would view your situation.

Private interests can be of two types: pecuniary or non-pecuniary.

Pecuniary Interests

A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person.

A person will also be taken to have a pecuniary interest in a matter if that person's spouse or de facto partner or a relative of the person or a partner or employer of the person, or a company or other body of which the person, or a nominee, partner or employer of the person is a member, has a pecuniary interest in the matter.

Committee members must disclose an interest and the nature of that interest at a meeting, leave the meeting and be out of sight of the meeting and not participate in discussions or voting on the matter.

Non-Pecuniary Interests

Non-pecuniary interests are private or personal interests that a person has that do not amount to a pecuniary interest. These commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

A person's political views do not constitute a private interest.

Managing non-pecuniary conflict of interests

Where you have a non-pecuniary interest that conflicts with your public duty, you must disclose the interest fully and in writing, even if the conflict is not significant. You must do this as soon as practicable.

If a disclosure is made at a Committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes.

How you manage a non-pecuniary conflict of interests will depend on whether or not it is significant.

As a general rule, a non-pecuniary conflict of interests will be significant where a matter does not raise a pecuniary interest but it involves:

- a) a relationship between a council official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse, current or former spouse or partner, de facto or other person living in the same household
- b) other relationships that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship
- c) an affiliation between the council official and an organisation, sporting body, club, corporation or association that is particularly strong.

If you have disclosed that a significant non-pecuniary conflict of interests exists, you must manage it in one of two ways:

- a) remove the source of the conflict, by relinquishing or divesting the interest that creates the conflict, or reallocating the conflicting duties to another council official
- b) have no involvement in the matter, by absenting yourself from and not taking part in any debate or voting on the issue (in the same manner as with a Pecuniary Interest)

If you determine that a non-pecuniary conflict of interests is less than significant and does not require further action, you must provide an explanation of why you consider that the conflict does not require further action in the circumstances.

A Committee must ensure that –

- a) Particulars of any disclosure made are recorded in the minutes of the meeting and in a book kept for the purpose; and
- b) That book is available for inspection by any person within reasonable hours.

Legal and Administrative Issues

Legal Status of Section 355 Committees

From a legal perspective it is important for Committees of Council to be aware that they are in fact acting on Council's behalf. Legally, the Committee is 'Council' and any actions which the Committee undertakes is Council's responsibility.

Committees sometimes believe they are responsible in their own right and that their actions are independent of Council. This is not the situation as Council delegated its authority to the Committee to act on Council's behalf and the Council can withdraw this delegation, if it deemed it to be necessary.

The Committee is also a legal entity and the delegated authority of Council was made to a particular Committee by name or title. The Committee cannot change this name without advising the Council of the intention to adopt a new name, nor can a Committee merge with another party without prior notice and input from Council. Unauthorised actions by Committees could lead to insurance coverage being withdrawn or cancelled.

Correspondence

Outgoing correspondence from the Committee is effectively outgoing correspondence on behalf of Council. Hence stringent conditions are required to ensure appropriate use of Council's name and logo. Committees may use the Letter template available (**Attachment 7**).

The letterhead design must indicate that the function is a Committee of Cootamundra-Gundagai Regional Council, and Council's ABN should be included on the document.

Records of Committee

Records of Council Committees should be kept for at least 7 years. Copies of all correspondence must be kept in an organised filing system.

Sub Committees

The Committee may appoint working groups to report back to the Committee. These 'sub Committees' have no legal standing and must recommend back to the Committee for ratification. The activities of the sub Committees must be related to the delegated function(s) of the parent Section 355 Committee, and details of the persons and activities involved must be included in correspondence supplied to Council.

Members of sub Committees must be duly appointed members of the Community Committee and will be covered in accordance with the Public Liability and Accident Insurance policies.

Clerical Support

It is not the normal practice of Council to provide clerical support to Community Committees. A Committee may however apply for support and Council will make a determination on whether assistance will be forthcoming.

In general terms, clerical support will only be offered if a Council employee is a member of the Committee and the assistance is an extension of the employees duties.

If support is offered, the level of assistance will be subject to negotiation between the Committee and Council and strict duties established. Council supports the principle that a Committee should be self-reliant and provide its own office bearers.

Financial Management

Financial Issues

Section 355 Committees are given authority to operate by Council and are subject to the same rules and regulations. These rules are set out in the Local Government Act, Local Government Regulations and Accounting Standards and must be adhered to.

Section 355 Committees are, as the name suggests, established to benefit the community and are made up of members of the

community. Funds raised, received or spent are subject to public scrutiny, just the same as Council. The concept of public accountability involves a responsibility to ensure that Committee funds are used in the manner for which they were intended and that a clear and full disclosure of the Committee's financial activities is available.

Control

The General Manager has the authority to direct Committees to process their financial records through the Council's financial system if he/she is of the opinion that this is a most appropriate method of recording those financial transactions.

Accounting

Council requires the following conditions to be met by all Section 355 Committees:

- a) A Bank Account must be opened at any branch of a recognised financial institution within the Cootamundra-Gundagai Region Local government area. Such account will be in the name of the Committee.
- b) All monies received by the Committee must be banked within 24 hours of receipt or as soon as practicable.
- c) The Committee is authorised to draw on its account for such sums as it may require in the performance of delegated function but under no circumstances will the account be overdrawn.
- d) Information on income and expenditure must be kept either electronically (preferable) or hard copy. An excel spreadsheet or suitable accounting software should be used. If the accounts must be kept manually, a suitable cashbook, receipt book, bank deposit book will be maintained and kept up to date. Refer to the Treasurer's role and responsibilities in **Appendix 2**.
- e) Receipting: Preferably, payments are accepted via direct deposit into the Committee's bank account. Where cash or cheque are received, receipts, in the name of the Committee, will be issued for charges and other monies received and duplicates of receipts will be retained for audit.
- f) Purchasing: Payment should be made by

EFT (electronic funds transfer) or, only when necessary, can be made by cheque. In every case evidence of the need for the payment is to be documented. A tax Invoice is required to be obtained and attached to payment records. A credit card receipt is not a Tax Invoice. Ensure receipts say 'Tax Invoice' and clearly show any GST charged.

- g) The Committee may authorise its Chairperson, treasurer and one other person to sign on its behalf on the basis that two signatures are required for each payment.
- h) All records and books will be made available for inspection whenever required by any inspector of local government accounts, Council's auditor or an authorised officer of Council.
- i) It is recommended the financial report summarising the income and expenditure and including a bank reconciliation be reported (where available), to each ordinary meeting of the Committee.
- j) An annual report of the financial affairs must be provided to Council. This report should include the Cashbook and bank reconciliations. All supporting documentation including bank statements, the deposit book and receipt books, and copies of all tax invoices that support payments made. This information should be submitted to Council by the third week of July each year.
- k) The Committee will be entitled to spend all monies raised in the management of the facilities under their control. These monies can only be expended strictly in accordance with conditions prescribed in these guidelines, by the Council, and their delegations, and only upon the facility/function of the Council for which the Committee has been constituted.

Purchasing

Under the Local Government Act, Council can assist Committees by purchasing goods to be used in association with the delegated function of the Committee. The benefit to the Committee is to utilise the purchasing power of Council to reduce costs. Where purchases are made that involve a significant amount of GST, Council can make the full payment of the Tax

Invoice and the Committee reimburses the Council the invoiced amount less the GST, as Council can claim back the GST Input Credit.

Out of Pocket Expenses

A Committee member cannot incur out of pocket expenses without prior approval by the Committee. This approval and a monetary limit is required to be recorded in the meeting minutes. Tax Invoices for these out of pocket expenses e.g. fuel, stationery, telephone, are required to be presented to the Treasurer before reimbursement is made.

Goods and Services Tax

There is no requirement for a Section 355 Committee to obtain an ABN or to register for the GST.

As previously explained Section 355 Committees are part of Cootamundra-Gundagai Regional Council. Therefore, it is Council's responsibility to ensure that GST on income derived by the Committees, and input tax credits on acquisitions made by the Committees, are properly recorded and included in the Council's Business Activity Statement.

The Committee is undertaking activities under the banner of Council, with Council having delegated the appropriate authority under Section 355 and 377 of the Local Government Act 1993.

Council as an entity is required by law to have an Australian Business Number (ABN) and be registered for GST. This requirement means that this also applies to the finances relating to the Committees as they are carrying on a function on behalf of Council. In this regard it is requested that Committees:

- a) Utilise the Australian Business Number of Cootamundra-Gundagai Regional Council being 46 211 642 339, showing this number on receipts and invoices issued.
- b) Apply GST to fees and charges for use of the facility where appropriate in accordance with Council's adopted fees and charges.
- c) Provide Council with a summary of revenue and expenditure at the end of each quarter during the financial year and the amount of GST collected on revenue

- and the amount of GST that can be claimed as input tax credits on expenditure.
- d) At the end of each quarter during the financial year if the GST amount collected on revenue exceeds GST input tax credits on expenditure then remit the difference to Council.
 - e) At the end of each quarter during the financial year, if the GST amount collected on revenue is less than GST input tax credits on expenditure then Council will reimburse the Committee the difference.
 - f) Council will then include the quarterly summary from the Committee in its Business Activity Statements lodged with the Australian Taxation Office.
 - g) Financial records that relate to the GST calculations are to be kept for at least 7 years.
 - h) Should Cootamundra-Gundagai Regional Council be audited by the Australian Taxation Office, financial records will be requested.

Risk Management and Insurance

Commitment to Risk Management

Cootamundra-Gundagai Regional Council is committed to implementing a systematic Risk Management approach in order to control all areas of risk within the organisation.

Generic sources of risk include: business risks associated with achieving legislative compliance, Work Health and Safety risks due to the nature of the varied work environments, risks arising from natural events, technology and technical issues, management activities and controls, as well as commercial and legal relationships between Cootamundra-Gundagai Regional Council and our clients, customers and service providers.

The following guidelines outline risk management methodologies for identifying, assessing and controlling risk in the workplace in order to minimise loss.

The main objectives of the risk management

policy are to:

- Maintain the highest possible integrity for services provided by Cootamundra-Gundagai Regional Council;
- Safeguard Cootamundra-Gundagai Regional Council assets including employees, financial and property;
- Create an environment where all Cootamundra-Gundagai Regional Council employees, including volunteers, will assume responsibility for managing risk;
- Achieve and maintain legislative compliance
- Ensure resources and operational capabilities are identified and responsibility allocated for managing risk
- Ensure Cootamundra-Gundagai Regional Council can appropriately deal with risk
- Demonstrate transparent and responsible risk management processes which align with accepted best practice.

Risk Management Approach

“Risk Management is as much about identifying opportunities as avoiding or mitigating losses”. (AS/NZS 4360:2004)

Cootamundra-Gundagai Regional Council has recognised that the management of risk is an essential element of good management and impacts on every facet of Council activity.

Risk Management can be defined as the culture and process of the systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying, analysing, assessing, treating, monitoring and communicating risks that will direct organisations towards the effective maximisation of potential opportunities and the minimisation of adverse effects.

Council has developed a Risk Management System which is based on Australian Standard “AS/NZS 4360:2004 Risk Management” as the main source of guidance for the development, implementation, consultation and review of the Risk Management System. The System is comprised of two separate Programs, the Risk Management Program and the Work Health & Safety Program.

Risk: the chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.

Hazard: a source of potential harm or a situation with a potential to cause loss.

Consequence: the outcome of an event expressed qualitatively (in words) or quantitatively (in numerical values), being a loss, injury, disadvantage or gain. There may be a range of possible outcomes associated with an event (incident).

Likelihood: used as a qualitative description of probability or frequency.

Risk Assessment: the overall process of risk analysis and risk evaluation.

Risk Management the systematic application of management policies,

Process: procedures and practices to the tasks of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risk.

Risk Management Elements

The main elements of the risk management process are as follows:

Establish the context. To establish the strategic, organisational and risk management context in which the rest of the process will take place. Identify the internal and external stakeholders; understand the organisations goals, objectives, powers and abilities. Identify the scope of the activity or event and the cost benefits of the extent of the risk management process to be undertaken.

Identify Risks

Identify what, why and how things can arise as the basis for further analysis.

Analyse Risks

Determine any existing controls and analyse the risks in the terms of consequence and likelihood considering these controls. Consequence and likelihood can be combined to provide an estimated level of risk.

Evaluate Risk

Compare the estimated level of risk against pre-set criteria. If risk is acceptably low it may

be acceptable it may not require treatment.

Treat Risks

Accept and monitor low level risks. Develop control measures for all other risks, including cost considerations.

Monitor & Review

Monitor the effectiveness of the implemented controls and change as required.

Communicate

Communicate and consult with internal and external stakeholders at all stages of the risk management process.

The Risk Management Process should be applied to all aspects of Event Management. It is a repetitive process that can contribute to the continued improvement of event management. Each process cycle can produce improvements that further strengthen the risk management levels, and produce higher skill levels in those involved in safe event management.

Each step of the risk management process must be documented to provide an audit trail and may also be used to assist in the provision of a defence in case of litigation.

Risk Assessment Process

Performing a risk assessment is a proactive risk management tool to try to prevent injuries, near hits, property damage and other business losses.

Committees should use the Risk Assessment Form (**Attachment 8**) to conduct a risk assessment.

The steps involved in the Risk Assessment process are detailed below:

1. Identify the hazards or risks of the work, activities or tasks involved in the event:
 - Consider the tasks or activities you are to perform and their situations.
 - Identify the hazards that are, or may be involved.
 - Identify those persons who may be exposed to the hazards, including those particularly at risk.
2. Assess the risks of potential injury or loss from the hazards.
 - Decide on the "Likelihood" that loss,

- damage or injury could occur as a result of the hazard or risk. Refer to the list beneath the 'Likelihood'.
- Look at the consequences that would result if this loss, damage or injury did occur. Refer to the list beneath the 'Consequences'.
 - Multiply the 'Likelihood' and 'Consequence' together to find out what risk level the hazard or risk poses, represented by a letter as detailed under Legend. (E.g. 'Rare' and 'Minor' result in a 'L' for low risk)
 - To find the meaning of the letter, refer to the 'Legend'. (E = Extreme, H = High, T = Tolerable, L = Low).
3. Control the risk by using measures to eliminate or reduce risk further in line with the basic principles of the hierarchy of control measures.
 - Decide what 'Control Options' can be implemented to control the hazards or risk, considering both short term (temporary) and long term (permanent) controls.
 4. Implement the risk control measures.
 5. Set a date to monitor and review the measures to see if they are adequately controlling the risk.
 6. Record the whole process.

The significant findings of the Risk Assessment and what measures are to be taken to control the risks must be recorded. The hazards identified the control measures to be implemented, the names of those responsible for implementing the control measures and reviewing the effectiveness of the measures should be included on the Risk Assessment.

Once the Risk Assessment has been recorded for each hazard or risk they are to be kept with all the other records relating to the organising and running of the particular event.

Insurance

Property Insurance

All Council facilities are covered for risks such as fire, theft and malicious damage. Committees should be aware of the excess applicable to these policies.

Public Liability

Council's Public Liability Policy covers appointed Committee members when performing activities within the scope of the Committee's delegation. This insurance does not preclude the Committee from having to exercise due diligence and all Council policies and procedures.

This Policy also covers Council and the Committee against claims made by members of the public for personal injury or injury to personal property arising from a negligent act or omission of Council and/or the Committee.

Committee members are also covered under the Councillor and Officer Liability Insurance, should a casual hirer take legal action directly against a Committee member. This is subject to appropriate conduct, ie criminal, fraudulent, dishonest or malicious act or omission committed by a Committee member will negate insurance cover.

Personal Injury

Committee members are covered if injured whilst undertaking duties relating to their role in the Committee. The Volunteer Attendance Register (**Attachment 9**) must be completed by each volunteer for every meeting and activity they are involved in. The Volunteer Tool & Protective Equipment Register (**Attachment 10**) must also be completed when activities requiring the use of tools and personal protective equipment are used.

Motor Vehicle

In the event that a Committee member uses a Council vehicle, the motor vehicle policy of Council will provide cover.

Contractors insurance

Council's insurance does not provide any cover for Contractors. Where members of the Committee have authority to appoint Contractors, the types of insurances that should be held by Contractors (available to be sighted by Council if required) include Workers Compensation, Public Liability and where a vehicle is being used on Council property, Third Party Motor insurance.

Casual and Regular Hirers' Insurance Liability

A Casual and Regular Hirers' Policy (\$20 million) exists in order to cover persons using Council facilities on a non-permanent and not-for-profit basis. E.g. Weddings, birthday celebrations or the like are covered under Council's Casual Hirer's insurance Policy.

For a Casual or Regular Hirer the claims excess is \$1,000 for each and every claim, payable by the casual or regular hirer.

A record by the Committee of the history of bookings is essential for a claim to be made.

Note: Fundraising for an individual, a charity or community organisation or group will be covered under Council's Casual Hirer's Policy if the hirer:

- a) Is not a sporting group, club, association, corporation or incorporated body;
- b) Is not a sole trader or registered business;
- c) Is not making a personal financial gain from the activity;
- d) Is not a commercial activity;
- e) Is not a large (eg the halls capacity) evening event where alcohol will be sold or BYO.
- f) Provides the Committee a signed statement from the hirer and beneficiary that identifies the hirer and the intended beneficiary will be receiving all proceeds from the activity.
- g) Acknowledges that they are responsible for the claims excess, being \$1,000, for each and every claim under the policy arising from their event within Council premises.

Other Hirers' Insurance Liability

Persons or groups, not defined in Casual and Regular Hirers above must have and provide the Committee with proof of their Public Liability insurance policy in the sum of not less than \$20 million if they fit into one of the following categories:

- a) Creates an income or profit from the activity e.g. yoga, art, Pilates classes charging a fee for service, workshops by charging door entry, participation fee, prepaid fee.
- b) Makes a personal financial gain from the activity.
- c) Is a sole trader or registered business.

- d) Corporation or Incorporated bodies.
- e) Sporting body, club or associations of any kind.

It is the Committee's responsibility to ensure that users of the facility that meet any of the above categories have adequate Public Liability insurance.

If there are situations not identified above where a hirer of the facility does not have its own Public Liability Insurance and there is uncertainty as to whether the hirer meets the "Casual or Regular Hirer" or "Other Hirer Guidelines" it may be referred to Council to check with its insurers.

Definitions – as per Statewide Mutual Liability Scheme – Casual and Regular Hirers' Liability Scheme Wording.

Casual Hirer Person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or 12 times per calendar year.

Regular Hirer Person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a Council facility for non-commercial or non-profit making purposes, more frequently than once per calendar month or 12 times per calendar year.

Personal Injury

1. Bodily injury, death, sickness, disease, disability, shock, fright, mental anguish and mental injury;
2. False arrest, false imprisonment, wrongful eviction, wrongful detention, malicious prosecution and humiliation;
3. Assault and battery not committed by or at the direction of the Casual or Regular hirer unless committed for the purpose of preventing or eliminating danger to person or property.

Work, Health and Safety

Work Health and Safety Legislation

Today's social, legal and industrial climate demands from all workers extremely high standards of Work Health and Safety. Cootamundra-Gundagai Regional Council's policy is based, to a large extent, on the obligations and duties imposed on the Council by the body of statutory law relating to Work Health and Safety, in particular the Work Health & Safety Act 2011 and the Work Health & Safety Regulation 2011.

Volunteers are the same as paid staff when they are performing any of the functions delegated to them by Council.

The aim of the Act is to protect the health, safety and welfare of people at work. It lays down the general requirements for health, safety and welfare, which must be met in all places of work in New South Wales.

Section 3 of the Work Health and Safety Act 2011 states:

"The objects of this Act are as follows:

- a) to secure and promote the health, safety and welfare of people at work,
- b) to protect people at a place of work against risks to health or safety arising out of the activities of persons at work,
- c) to promote a safe and healthy work environment for people at work that protects them from injury and illness and that is adapted to their physiological and psychological needs,
- d) to provide for consultation and co-operation between employers and employees in achieving the objects of this Act,
- e) to ensure that risks to Health and Safety at a place of work are identified, assessed and eliminated or controlled,
- f) to develop and promote community awareness of Work Health and Safety issues,
- g) to provide a legislative framework that allows for progressively higher standards

of Work Health and Safety to take account of changes in technology and work practices,

- h) to protect people (whether or not at a place of work) against risks to Health and Safety arising from the use of plant that affects public safety."

The WHS Act 2011 imposes duties on all persons who may affect the Health and Safety of others by their actions or lack of action. The Council, as the employer, must ensure the health, safety and welfare of each Council worker and others who may be affected by the way the Council conducts its' business and work activities. This includes contractors, volunteers, committee members, visitors, ratepayers, sales representatives and passing pedestrians and motorists.

The Council, as an employer has a duty under s8 to:

- ensure that any premises controlled by the Council where employees work (and the means of access and exit from the premises) are safe and without risks to health,
- ensure that any plant or substance provided for use by the employees at work is safe and without risks to health when properly used,
- ensure that systems of work and the working environment of the employees are safe and without risks to health,
- provide such information, instruction, training and supervision as may be necessary to ensure the employees' Health and Safety at work,
- provide adequate facilities for the welfare of the employees at work.
- ensure that people (other than Council employees) are not exposed to risks to their Health and Safety arising from the conduct of Council activities at Council workplaces.

The Council has a duty under s13 to consult with Council workers (including volunteer and paid employees) to enable the workers to contribute to the making of decisions affecting their health, safety and welfare at work. The establishment of the Work Health & Safety Committee, the election of Work Health and Safety Representatives and the distribution of the Minutes of the regular WHS Committee

Meetings, and other WHS information, helps the Council meet its legislative duty.

Council workers, under s20 and s21, MUST:

- a) take reasonable care for the Health and Safety of people who are at Council workplaces and who may be affected by the Council worker's acts or omissions at work.
- b) co-operate with the Council or other person so far as is necessary to enable compliance with any requirement under the Act or Regulations that is imposed in the interests of health, safety and welfare on Council or any other person.
- c) a person must not, intentionally or recklessly, interfere with or misuse anything provided in the interests of health, safety and welfare under Work health, safety legislation.

Under s25 a person must not, without a reasonable excuse, deliberately create a risk (or the appearance of a risk) to the health or safety of people at a place of work with the intention of causing a disruption of work at that place.

The WHS Regulation contains provisions relating to the following matters:

- a) the identification of hazards by the Council, and the elimination or control of risks at Council workplaces,
- b) the establishment of, and support for, WHS Committees and WHS Representatives in connection with Council's duty to consult with workers on matters affecting health, safety and welfare,
- c) the duties of a controller of premises used as workplaces to identify hazards and eliminate or control risks at those premises,
- d) particular risk control measures for hazards relating to lighting, noise, atmosphere, electricity, confined space and manual handling,
- e) the design, manufacture and registration of plant, which includes amusement devices, used by people at work,
- f) the use of plant at work,
- g) the manufacture, supply and use of hazardous substances at work,
- h) the regulation of hazardous processes at

- work, covering welding, spray painting, abrasive blasting, working with lead,
- i) the regulation of construction work, covering excavation work, demolition, or working with asbestos,
- j) work which requires a Certificate of Competency, such as Plant operation, scaffolding or rigging, explosive tool operation,
- k) regulations covering demolition work or removal of asbestos,
- l) notification of accidents and some other matters.

The WHS Regulation refers to various Australian Standards and other Standards or Codes for the purpose of prescribing provisions applicable to health, safety and welfare throughout the Regulation. Advisory Standards for Health and Safety should be followed, unless other appropriate ways of managing the risk are employed.

WHS Duty

Anyone who has a Work Health and Safety duty under the Act must fulfil that duty or be guilty of a breach of the Act and can face prosecution, and possibly face fines of up to \$50,000 for individuals (workers) or \$250,000 for a body corporate (Council).

Capacity to Perform Tasks Safely

Cootamundra-Gundagai Regional Council must satisfy itself that volunteers, either as individuals or in an organised group, actually have the capacity to perform the delegated functions in a safe manner. Council must ensure that the hazard identification and risk assessments process is performed and recorded prior to any tasks being performed. The Risk Assessment process is detailed in the Risk Management and Insurance Section.

Random Drug and Alcohol Testing

Council conducts random drug and alcohol testing on all Council employees, conducted during a working day. Council employees include; Council workers, Temporary staff, Contractors, Workers of Contractors, s.355 Committee Members and Volunteers. Please

refer to Councils Alcohol & Other Drugs Policy for detailed information that has been included with this manual.

Management Plan

For some major tasks to be undertaken by volunteers a Management Plan may be necessary. The Management Plan should include the following:

- a description of the tasks involved;
- a statement of responsibilities for safety;
- what arrangements are in place for managing safety, including contact officers at Council;
- hazard identification, risk assessment and control measures processes;
- safe work method statements required;
- details of any induction that may be required;
- details of pre-start and on-going site inspections;
- incident reporting and first aid procedures;
- environmental management procedures;
- debrief & performance review.

Failure to comply with the Management Plan or Health & Safety requirements may result in the individual volunteer or a group of volunteers being excluded from the current activity in order that the activity is conducted in as safe a manner as possible.

Independent Organised Groups

Independent organised groups of volunteers, for example Clean Up Australia, Lions etc, are not exempt from complying with WHS legislative requirements. Where Council or a group of Council volunteers undertake an activity in conjunction with an organised group, that group may be required to demonstrate their ability to undertake the task or activity safely by furnishing a WHS Management Plan or other form of WHS Management documentation.

Management of the Facility

Purpose

Hiring a facility is central to the purpose of certain Committees. Making such facilities readily accessible to the community, whilst at the same time, raising funds for its maintenance and future improvements are some of the main objectives of such Committees.

Conditions of Hire

It is essential that hirers sign a Hire Agreement which shows that they abide by the Conditions of Hire set out by the Committee and in accordance with Council policies. It is a good idea for the committee bookings officer or another committee member to ensure each hirer understands their obligations when hiring the facility, going over the conditions with the hirer if required.

Inclusion

As mentioned previously, Section 355 Committees are acting on behalf of Council, and it is important to uphold the principles of equity, accessibility and inclusivity, providing for the whole community.

Consideration of disability and inclusion is now managed by new legislation, the Disability Inclusion Act 2014. The Act requires all government departments and certain public authorities, including councils in NSW, to have a Disability Inclusion Action Plan.

The Plan will focus on four key areas:

1. Attitudes and behaviours
2. Liveable communities
3. Employment, and
4. Systems and processes

There is a greater emphasis on consultation at all stages of planning, implementation, monitoring and direction on how to conduct inclusive consultation. There is new public monitoring and reporting requirements through Local Government Annual Reports.

Council have adopted a Disability Inclusion Action Plan.

For Section 355 Management Committees, this means that inclusion needs to be considered in all areas of planning and operation of the hall or facility. Critical areas that this needs to be considered include access to the hall and facilities (including toilets and kitchen), making written and web materials available to sight and hearing impaired people and supporting access to sporting and recreation opportunities.

Below is an extract from the NSW Disability Inclusion Action Plan Guidelines that provides further background.

The Case for Inclusion

Personal choice and control is only possible when communities are inclusive for all people with disability (and their families and carers), including those with physical, intellectual, cognitive, sensory disabilities and those with mental health conditions. Real diversity cannot be realised unless people with disability are provided with the opportunities inherent in truly inclusive communities. Local Government plays a key role in both protecting the rights of people with disability and in promoting the value of diversity and inclusion across the community.

There is an underlying social responsibility for Local Government to work to remove barriers to people with disability fully participating in society. There are also sound economic reasons to increase inclusiveness such as reduced reliance by people with disability on others or on specialist services.

Fees and Charges

The schedule of fees and charges is set by Council, taking into consideration the recommendations of the Committee and the operating requirements of the facility.

Only Council has the power under the Local Government Act to set fees and charges. Committees are to review their fees annually and make recommendations to the Council. The Committee will be contacted by Council each year prior to the adoption of the Budget with regard to the fees applicable for the following financial year. The time line for

reviewing Fees and Charges and notifying Council is generally as follows:

November	Committee is contacted to review fees and charges for the following financial Year.
End January	Committee recommendations are due to Council.
February – March	Fees and Charges are considered by Council.
May	Fees and Charges are publicly exhibited for 28 days.
June	Final Fees and Charges are adopted by Council, ready for start of new financial year

Figures submitted should show the GST (Goods and Services Tax) inclusive amount. Once the Council has adopted the fees and charges, a list will be supplied to each Committee.

The Committee is not able to provide subsidies or waive hire fees. Requests concerning fee reduction must be referred to Council.

The Committee may use the facility free of charge if fundraising for the facility. Note this is not applicable to a third party hirer even if they are fundraising for the facility. The Fees and Charges may be set with a “Commercial Rate” and/or a “Community Rate”.

Bonds

As a safeguard against possible damage, the Committee can hold a bond for the facility or equipment, or to cover the need for additional cleaning, where appropriate.

Hirers should be advised that this will be refunded if conditions of hire are adhered to. Abnormal costs associated with the hire of the facility will be deducted from the bond including GST. This may include extra removal of garbage, extra cleaning etc.

Keys and Security

Committees are encouraged to manage keys and access to the facility in an efficient manner. This may include installing a key safe for key collection and returns. If a key safe is used, the combination should be changed regularly for security purposes. Committees are encouraged to include key bonds/ deposits for regular users that hold keys in their fees and charges.

A complete change of locks may be required if there are too many outstanding or lost keys distributed throughout the community. The Committee should manage keys with the utmost security in mind. Key deposits or bonds collected may help fund a change of locks from time to time.

First Aid Kit

Council is a Person Conducting a Business or Undertaking (PCBU) and as such has a duty to provide First Aid equipment, facilities and trained personnel. The level of provision should be determined after considering relevant matters listed below:

- The nature of the work being carried out at the workplace
- The nature of the hazards at the workplace
- The size and location of the workplace
- The number and composition of the workers and other persons at the workplace

Committees will be responsible for keeping the First Aid Kit stocked and doing regular checks.

Event Management

Safe & Successful

It is essential that everyone involved in the organisation of an event, no matter how big or small, understand the need to eliminate or reduce and control the foreseeable risks involved in conducting an event. Event organisers and participants have to recognise that having Public Liability insurance cover does not absolve their obligations to provide a safe and secure event, activities, services and facilities. Everyone attending your event is entitled to enjoy all the benefits of attendance without risk to their health, safety and welfare.

Cootamundra-Gundagai Regional Council commits to the provision of safe community facilities such as parks and reserves, halls and playgrounds for the use to the residents of Cootamundra-Gundagai Regional Council hire and the public in general.

The Council is also responsible for the provision

of safe and serviceable public thoroughfares, which from time to time are also used as venues for public events, such as the Christmas Carnival and Anzac Day remembrance ceremonies.

Section 355 Committees, as they are acting on behalf of Council, are also responsible for the provision of safe facilities, activities and services, even though they are acting in a voluntary capacity. Section 355 Committees are performing a function of Council when carrying out the functions delegated to them by Council, and thus are covered by the Public Liability cover obtained by Council; however that coverage also has inherent responsibilities for risk minimisation and compliance with Work Health & Safety legislative requirements.

Duty of Care

Event organisers have to be aware that they have a "Duty of Care" to patrons of the event, and others in the vicinity, to ensure that all reasonable care has been taken to avoid acts or omissions that may adversely affect their health, safety and welfare.

For event organisers, Duty of Care requires all reasonable actions to be taken to prevent any foreseeable risk of injury, loss or harm to people directly affected by or involved in the event. This includes staff, volunteers, performers, patrons and members of the public in surrounding areas.

Some of the main areas of risk to be identified and assessed are:

Administration: the working conditions and management of staff & volunteers must minimise the risks to their health, safety & welfare and consequent possible loss of profit for the event organisers.

Marketing and PR: ensure that all advertising material portrays the content & activities of the upcoming event accurately, to avoid any patron disappointment and adverse comment or actions.

Health & Safety: ensure things such as food sanitation, responsible service of alcohol, safe access and egress to the venue, traffic management plans, risks involved in activities to be performed or undertaken.

Crowd management and security: ensure that

the venue can safely & comfortably accommodate the expected number of patrons. Access to adequate clean & tidy amenities and provision for access control of emergency vehicles if relevant.

Transport: ensure that transport arrangements to and from the event are controlled, public-parking arrangements are properly organised and if necessary, access for delivery or official vehicles is planned and controlled.

Event Risk Assessment

A Risk Assessment of all the foreseeable hazards must be performed and documented during the planning phase of any event to be conducted by a Section 355 Committee. The Risk Assessment process is detailed on page 18.

Maintenance of Facilities

Repairs and Minor Maintenance

Each Committee has the responsibility for ensuring that the facility under its control is maintained in a state of reasonable repair and does not present hazards to its users. This may entail regular maintenance (eg. cleaning, replacement of consumables – paper towelling, etc., mowing and watering) and periodic maintenance (eg repairing, replacement of worn or broken items).

Council staff will inspect the facilities from time to time but the Committee is expected to keep Council informed on any substantial repair or upgrading work required on the facility under their control.

Repair work not able to be repaired by the Committee's own finances must be referred to Council and will only be delivered depending on the availability of funds and the urgency of the works.

Works considered necessary or desirable but beyond the means or over the delegation of the Committee should be referred to Council in writing so that early consideration might be given to their inclusion in a Works Program or the annual Budget.

The Committee must ensure that suppliers of goods and services, including cleaning and minor maintenance works, are carried out by professional contractors who, as a minimum, must:

- Provide a copy of the public liability insurance and workers compensation Policy (if not a sole trader) (\$20 million cover) to the Committee;
- Show compliance with WH&S standards and regulations.
- Comply with the Building Code of Australia and relevant Australian Standards.
- Have an ABN.

Note that different maintenance tasks may require professional licences/ accreditation such as working at heights, operating machinery (including chainsaw), working in confined spaces, etc. If you are unsure, please check with Council with regards to Work, Health and Safety requirements.

Tasks which possibly do not require professional licensing or accreditation include:

- cleaning
- mowing
- gardening

Most other tasks will probably require some form of accreditation or licence. Please note that all contractors require the correct public liability insurance and an ABN, in accordance with these guidelines in the Risk Management and Insurance section. If a contractor does not hold an ABN, for example a Sole Trader, an Australian Taxation Office form "Statement by a Supplier" is to be completed and held with Council.

Appendixes

Appendix 1 - Section 355 Committees and Charters

Committee	Charter
Cootamundra Beach Volleyball Festival Section 355 Committee	Undertake the organisation and operation of the annual Cootamundra Beach Volleyball Festival and all associated events.
Cootamundra Showground Users Section 355 Committee	Undertake the care, control and management of the Cootamundra Showground.
Cootamundra Creative Arts and Cultural Centre Section 355 Committee	<p>Undertake the care, control and management of the Cootamundra Creative Arts and Cultural Centre.</p> <p>Undertake fundraising activities on behalf of Council, as Trustee of the Cootamundra Arts Trust, for the purpose of:</p> <ol style="list-style-type: none"> 1. attracting and encouraging donations, gifts (by will or otherwise) endowments, trust distributions and other forms of financial assistance to or for the benefit of the Trust; and 2. sponsoring, organising and undertaking fund raising activities and arranging for the issue of appeals to the public for donations to the Trust.
Cootamundra Heritage Centre Section 355 Committee	Undertake the care, control and management of the Cootamundra Heritage Centre.
Muttama Creek Regeneration Group Section 355 Committee	Undertake the care, control and management of the Muttama Creek regeneration works.
Muttama Hall Section 355 Committee	Undertake the care, control and management of the Muttama Hall.
Stockinbingal Hall Section 355 Committee	Undertake the care, control and management of the Stockinbingal Hall.
Wallendbeen Hall Section 355 Committee	Undertake the care, control and management of the Wallendbeen Hall.
Tourism Action Committee (Gundagai)	Work with Council to promote tourism and advise on matters relating to tourism development in the Gundagai Area.
Cootamundra Tourism Action Group	Work with Council to promote tourism and advise on matters relating to tourism development in the Cootamundra Area.

Appendix 2 – Committee Members Roles and Responsibilities

Chairperson

The Chairperson generally has the following specific duties, which make up the major part of their responsibility;

(i) Before a meeting:

- prepares the agenda (in consultation with the Secretary or members, or can delegate this role to the Secretary), setting out the items of business to be considered.
- ensures meeting is properly convened in accordance with the organisation's rules ie. proper notice of a meeting is given and a quorum is present.

(ii) During the meeting

- chairs meetings, opens meeting, welcomes and introduces members and guests, subject to the right of the Mayor at his/her discretion, to take the chair at a meeting he/she attends
- keeps individuals and the meeting focused on the topics being discussed and encourages members to participate, ensuring adequate opportunity is given to members who wish to speak
- ensures correct meeting procedures are followed and control of the meeting is maintained, keeping track of time (or delegates to someone to do this)
- makes sure members are aware of decisions being made and that the minute taker has recorded decisions of the meeting
- acts impartially and uses discretionary powers in the best interests of members and in accordance with the agreed standing orders i.e. method of conducting meetings, and ensures statutory regulations and organisation's rules are observed
- closes meeting after business at hand has been properly concluded.

The Chairperson needs to be aware of certain issues and procedures and the importance of establishing and maintaining a working relationship with Council, particularly in regards to Government funding, the facility budget, Council and community involvement and requirements.

The Chairperson is responsible for providing assistance to members of the Committee and ensuring that they fulfil their respective roles. The Chairperson is the 'spokesperson' for the organisation and is the one to communicate with government departments and other relevant bodies.

The Chairperson may vote on a motion considered by the meeting and in the event of a tied vote, the Chairperson may exercise a second or casting vote.

Vice Chairperson

If appointed the Vice Chairperson's role shadows that of the Chairperson. The Vice Chairperson should be able to stand in for the Chairperson at short notice.

Secretary

The Committee's secretary usually carries a great deal of responsibility and often has more knowledge than anyone else on what is happening.

(i) Before a meeting

- draws up the agenda, (in consultation with the Chairperson)
- makes copies of the agenda if required

(ii) During the meeting

- takes minutes
- reads minutes of previous meeting if necessary
- provides a list of correspondence in order and summarises the important points
- records the motions and/or decisions of the meeting including, mover and seconder.

(iii) After the meeting

- types the minutes and distributes to Committee members as soon as possible
- ensures that accurate minutes are kept
- writes the letters as decided (this can be a shared role with another Committee member).
- keep a record of action items and how they are progressing to report back to the Committee at each meeting. Where possible, action items from a meeting should be distributed fairly amongst Committee members.

(iv) Outside of meetings

- keep a register of correspondence that has come in and gone out, and file copies of letters written
- in between meetings inform other Committee members of correspondence requiring urgent attention.

Treasurer

Accounting Records

The Treasurer is responsible for establishing an effective financial system for the Committee to maintain the following:

- Income and expenditure recorded in an excel spreadsheet or suitable cashbook
- Expenditure documentation
- Income documentation
- Monthly bank account reconciliations and providing necessary paperwork to Council for reimbursements
- Quarterly GST Reporting and Annual Reporting to Council (only if not using Council's bank account)
- Keeping records.

Income and Expenditure recording (the Cashbook)

The Income and Expenditure Record is the organisation's record of what money is received and spent, the transactions (both incoming and outgoing) that have occurred, and how much cash is on hand at any one time.

Update the records on a regular basis so it does not become a big job. Bank fees, interest, etc should be recorded in the month they appear on the bank statement. This will ensure the reconciling of the records to the bank statement at the end of each month.

Expenditure/ Payments documentation

A Tax Invoice is required to make a payment to a supplier for goods or services. A Tax Invoice shows the supplier's ABN and whether GST is charged or not. These should be kept in payment order and noted with the internet banking receipt number (or cheque number) and date of payment for easy reference and to prevent double payment.

Where a Tax Invoice is not supplied a "Statement by a supplier" (on an approved ATO Form) must be supplied with the account for payment. Note the 'Statement by supplier' will only be required once per year for each supplier that does not have an ABN.

Payments to suppliers should be made by electronic funds transfer where possible (internet banking).

Income/ Receipts documentation

Hirers and users of the facility should be encouraged to pay by direct deposit into the Committee's bank account.

A receipt must be issued for every payment received and monies should be banked regularly. Internet receipts are acceptable, or if you receive a cheque as payment, a manual receipt will be needed. The receipt of cash is an area where strict control is required. The safest method is to have only a limited number of approved people who have the responsibility for receiving funds, issuing receipts and banking monies.

Monthly bank account reconciliations

The Treasurer should reconcile the Committee's bank account at the end of every month.

To reconcile, check off the amounts received and payments made in the income and expenditure record against the bank statement figures. From this, you can compile a list of outstanding income/ payments. If the bank statement and records don't agree, find the discrepancy.

Up-to-date financial report should be provided at each Committee meeting held.

Quarterly GST Reporting to Council and providing Council with Annual Financial Statements

If the Committee is not operating through Council's bank account, the Treasurer will need to undertake a quarterly reconciliation and submit to Council:

1. A profit and loss statement
2. A balance sheet
3. Completed Business Activity Statement (BAS)
4. At the end of the financial year, a profit and loss and balance sheet for the entire financial year will need to be submitted

Keeping records

Committees are required to keep complete and accurate records. The following guidelines and procedures have been prepared to give members of Committees a greater understanding of the tasks they have undertaken. Steps required to keep complete and accurate records:

- i. Open and maintain a bank account in the Committee's name.
- ii. Make as many payments as you can electronically (internet banking). Avoid paying cash.
- iii. Bank receipts promptly into the bank account.
- iv. Record details in the electronic income and expenditure record. Keep the record updated regularly – at least monthly.
- v. Reconcile the bank account regularly – monthly or each time a bank statement is received and at the end of the financial year.
- vi. Retain supporting documentation or evidence of payments.

The Income Tax Assessment Act requires records to be retained for seven years. It is important to retain invoices and other supporting documentation.

Manual account records

In the event that the Committee does not utilise electronic account records, the following requirements apply to manual records, books and forms in hard copy.

To keep accurate accounts records, Committees need to maintain the following books and forms:

- A. Cheque Book
- B. Expenditure documentation
- C. Receipt/ Income documentation
- D. Cash Book
- E. Bank Deposit Book
- F. Monthly Bank Account Reconciliations
- G. Reporting of financials to each meeting

A. Cheque Book

The cheque book should normally be held by the Treasurer and must only be drawn upon with the joint signatures of two of the executive. Payments on behalf of the Committee made by cheque will be crossed and marked "Not Negotiable".

Payments will have some form of supporting documentation.

Payments will be authorised by the Committee.

Payments must be entered in the Cash Book under the appropriate cost heading.

B. Expenditure/ Payments Documentation

A Tax Invoice is required to make a payment to a supplier for goods or services. These should be kept in payment order and noted with the cheque number and date of payment for easy reference and to prevent double payment.

Where a Tax Invoice is not supplied a "Statement by a supplier" (on an approved ATO Form) must be supplied with the account for payment. Note the 'Statement by supplier' will only be required once per year for each supplier that does not have an ABN.

C. Receipts/ Income Documentation

Receipt books must bear the Committee's name (a stamp will do), have a fixed duplicate copy and be numbered. A receipt book can be supplied by Council. A receipt must be issued for every payment received and monies should be banked regularly. The receipt of cash is an area where strict control is required. The safest method is to have only a limited number of approved people who have the responsibility for receiving funds, issuing receipts and banking monies.

Keep a record of receipt books detailing the number and location (ie. in use or not). Record receipt number in the Committee's Cash Book under the appropriate income heading and on the Deposit form retained by you. Never give change for a cheque payment.

Avoid altering amounts on receipts. If it is necessary to alter a receipt, cross through the incorrect entry and insert the correct amount. Always initial alterations. It is more acceptable to cancel a receipt and retain both the original and duplicate in the book than to alter a receipt. Amounts must show whether it is "GST inclusive" or not.

D. Cash Book

The Cash Book is the organisation's record of what money is received and spent, the transactions (both incoming and outgoing) that have occurred, and how much cash is on hand at any one time.

A twelve (12) or eighteen (18) column cash book gives most Committees enough room for details or an electronic accounting may be used. It is essential to have receipts and payment on separate pages or in some cases, separate section of the cash book. Across the page the columns are headed to allow the date, receipt or cheque number, cost or income allocation and totals. Have appropriate and sufficient cost or income headings for frequent transactions, try not to have too many items under sundries or miscellaneous – it makes things difficult when preparing end of year figures.

Update the Cash Book on a regular basis so it does not become a big job. The totals down the page should always equal the totals across the page – do this each time you rule off a page. Check that the totals carried forward onto the next page are correct.

Bank fees, interest, etc. wherever possible should be written in the Cash Book in the month they were raised or when bank statements are received. This assists with reconciling the cash book to the Bank statements. Show payments made either by cheque or direct credit, during the month in the cash book whether they have been presented or not. Show income received during the month whether banked or not.

E. Bank Deposit Book

Your bank supplies the bank deposit book and it is where the income is recorded for deposit into the Committee's account.

F. Monthly Bank Account Reconciliations

Check off the amounts received and cheques written out in the cash book against the bank statement figures. From this, you can compile a list of outstanding deposits or unpresented cheques and it also verifies that an incorrect figure does not appear in either record.

G. Reporting of Financials to each meeting

The Treasurer should submit to each committee meeting:

1. A list of income/receipts taken for the month
2. A list of expenses for the month

Bookings Officer

Each Committee will have a contact person who is responsible for the bookings of the facility. It is anticipated that the person's name, telephone number and the appropriate contact email address is well publicised for the benefit of the community.

To make a booking, a person or group contacts the booking officer and books the facility for a particular day and time.

The booking officer will advise the hirer of the:-

- Fees to be charged;
- Bonds and deposits required;
- Public Liability insurance requirements;
- Conditions of Hire.

Enter the relevant information immediately into the Bookings Record. This is preferably an online or electronic diary, but could be a hard copy diary which more than one person on the Committee should have access to.

The booking should clearly show:

- vii. Date when preliminary booking was taken
- viii. Name, address, telephone number and email address of the hirer
- ix. Type of function
- x. Times of Hire
- xi. Hire charge and Bond (if required)
- xii. Public Liability requirement
- xiii. Receipt details; reference or receipt number, amount paid and date of payments as they are received
- xiv. Caretaker's comments on the condition of the facility and equipment after the function
- xv. Payment details, amount and date of issue when the Bond is refunded
- xvi. Amount forfeited and reasons why, if applicable.

The Bookings Officer is to advise potential hirers that fees are subject to change and that this usually occurs from 1 July when Council adopts the Fees and Charges for the financial year. Fees charged are to be those applicable for the time the function actually takes place and not when the venue is booked (eg if a booking is made in March for an event in August – if the fees increase in July, the new increased fee is to be charged. This information should be provided on the Conditions of Hire form).

The Bookings Officer should meet hirers and brief them on the hall's use and conditions of hire, and then follow up with inspections after use regularly.

The Bookings Officer is to ensure moneys are forwarded to the Treasurer for banking if not paid by an electronic funds transfer (EFT).

The Bookings Officer would be required to liaise regularly with the Treasurer to ensure fees are paid.

Committee Members

The Committee members' role is important and ensures the democratic process is followed. Members' responsibilities are:

- a. Attend most Committee meetings.
- b. Participate in meetings – this involves:
 - being on time;
 - sticking to the agenda;
 - contributing to the discussion where appropriate;
 - being objective, listening to others' views;
 - volunteering to do some of the necessary tasks required.
- c. Support the office bearers in carrying out their roles, for example assisting with maintenance arrangements, the coordination of volunteers.
- d. Assist in organising the Annual General Meeting.
- e. Attend and participate in fundraising days that may be held.
- f. Ensure members of the Committee are accountable for their actions in relation to the activities of the Committee.

Appendix 3 – Annual General Meeting Advertisement Template

Annual General Meeting

[Name of Section 355 Committee]

You are cordially invited to attend.....

The Annual General Meeting to review the year and nominate the Executive positions to the **[Name of Committee]** Section 355 Management Committee for the term of one (1) year is to be held at the **[Location]** on **[day and date]** at **[time]**.

It is a good idea to invite all the facility users at a minimum, perhaps even some general public from the local area, to the Annual General Meeting.

[or are you having a function/ open day/ facility tour/ guest speaker at or before the meeting? Add any further details].

Please RSVP for catering purposes to the contact person below.

Enquiries: **[Contact phone/ email]**

Appendix 4 – Guidelines for Preparation of Minutes

1. Keep them short, clear and concise, and consistent.
2. Set them out – not to cramped, use headings, and underlining so the subjects, decisions and actions to be taken (and by whom) stand out and are easy to read. Use the Agenda as a basis for the format of minutes.
3. Don't try to record every statement made at the meeting. The minutes are a record of the decisions made – each decision or resolution must be accurately recorded.
4. A copy of the minutes without error or additions (unless initialled and signed by the Secretary and Chairperson, after adoption at the meeting) should be pasted into the specially supplied Minutes Book as a permanent record of meetings. It is the Chairperson's responsibility to see the minutes are unaltered after adoption and are signed as an accurate record.
5. You can record the names of the mover and seconders of each motion or amendment. Record the numbers for and against if specifically requested by those present.
6. List correspondence, business arising and items for general business by number. Organise all your papers in this order and try and see that the agenda follows this order. Shuffling reams of paper, lost items and trying to take minutes while finding the next item is a hassle. Decisions can also be noted on the business papers and then transferred to the minutes later.
7. If minute taking is a shared or revolving duty, allow each person to perfect their skills by taking minutes for at least 3-4 consecutive meetings.
8. Draft minutes can be viewed with the chairperson, or if done by the minutes secretary, with the secretary. Two heads are better than one to remember events.
9. Remember, minutes should communicate and assist evaluation. They ensure accountability and are a permanent record of the group's activities.
10. Send them out as soon as possible after the meeting, so that follow-up action is more easily taken.
11. Include a record of the place, date and time of the next meeting.



COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

ABN: 46 211 642 339
PO Box 420, Cootamundra NSW 2590
Phone: 1300 459 689
Email: mail@cgrc.nsw.gov.au
www.cgrc.nsw.gov.au



8.1.4 THE COOTAMUNDRA HERITAGE CENTRE MANAGEMENT S.355 COMMITTEE MEETING MINUTES AND MEMBERSHIP

DOCUMENT NUMBER	340779
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Matt Stubbs, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.2 Active participation and engagement in local decision-making</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the CGRC s.355 Committee Management Manual.
ATTACHMENTS	<ol style="list-style-type: none"> 1. The Minutes of the Cootamundra Heritage Centre Management s.355 Committee Monthly Meeting and Annual General Meeting held on 2 November 2020 ↓ 2. Letter of Support ↓

RECOMMENDATION

1. The Minutes of the Cootamundra Heritage Centre Management s.355 Committee meeting held on 2 November, 2020, attached to the report, be received and noted.
2. The Minutes of the Cootamundra Heritage Centre Management s.355 Committee Annual General Meeting held on 2 November, 2020, attached to the report, be received and noted.
3. The letter from the Cootamundra Heritage Centre supporting Councillor Stewart's membership, attached to the report, be received and noted.
4. The office bearers of the Cootamundra Heritage Centre Management s.355 Committee as detailed in the report, be endorsed for 2020.

Introduction

The attached ordinary meeting Minutes of the Cootamundra Heritage Centre Management s.355 Committee meeting are submitted for the information of Council.

The attached Annual General Meeting (AGM) Minutes of the Cootamundra Heritage Centre Management s.355 Committee meeting are submitted for the information of Council.

The Cootamundra Heritage Centre have forwarded the attached letter, supporting Councillor Stewart's membership on the Committee.

Membership

The Cootamundra Heritage Centre Management s.355 Committee conducted their Annual General Meeting (AGM) on 2 November, 2020. The details of office bearers is provided for Council's consideration, as follows:

Chairperson:	Geoff Larsen	Vice-Chairperson:	Craig Stewart
Secretary/ Treasurer	Betti Punnett	Roster Coordinator:	Betti Punnett
Publicity Officer:	Betty Brown	VIC Liaison:	Yvonne Forsyth

**THE REPORT AND RECOMMENDATIONS OF THE COOTAMUNDRA HERITAGE CENTRE
MANAGEMENT COMMITTEE ANNUAL GENERAL MEETING HELD AT THE COOTAMUNDRA
HERITAGE CENTRE ON MONDAY 2 NOVEMBER 2020 COMMENCING AT 4.45PM**

Present: Geoff Larsen (Chairperson), Betty Brown, Yvonne Forsyth, Betti Punnett, Craig Stewart, Sandra McGowan, Kelly Manwaring

Apologies: Abb McAlister, Michele Pigram, Arthur Ward

Minutes of the previous meeting: Read and confirmed: Moved Yvonne Forsyth, seconded Betty Brown **CARRIED**

Business Arising: Nil

Financial Report: Presented by Treasurer Betti Punnett. CHC Nos: 1619 Adults, 173 Children, 0 Buses Donations: \$2456.70; Souvenirs: \$1160.50 **TOTAL: \$3617.20** since 4 November 2019. Moved Betti Punnett, seconded Craig Stewart **CARRIED**

Annual Report: Presented by Secretary Betti Punnett

Chairperson Geoff Larsen thanked all members for their commitment and hard work over the past year. He declared all positions vacant and asked Craig Stewart to conduct the election of office bearers.

Election of Office Bearers:

CHAIRPERSON:	Geoff Larsen	Nominated:	Yvonne Forsyth
		Seconded:	Betty Brown
VICE CHAIRPERSON:	Craig Stewart	Nominated:	Betty Brown
		Seconded:	Geoff Larsen
SECRETARY/TREASURER	Betti Punnett	Nominated:	Yvonne Forsyth
		Seconded:	Craig Stewart
ROSTER CO-ORDINATOR:	Betti Punnett	Nominated:	Geoff Larsen
		Seconded:	Betty Brown
PUBLICITY OFFICER:	Betty Brown	Nominated:	Yvonne Forsyth
		Seconded:	Betti Punnett
VIC LIAISON:	Yvonne Forsyth	Nominated:	Betti Punnett
		Seconded:	Geoff Larsen

Craig Stewart congratulated all on being elected and wished them well for 2020-2021.

There being no further business, the meeting closed at 5.10pm

Betti Punnett
Secretary/Treasurer

**THE REPORT AND RECOMMENDATIONS OF THE COOTAMUNDRA HERITAGE CENTRE
MANAGEMENT COMMITTEE MONTHLY MEETING HELD AT THE COOTAMUNDRA HERITAGE
CENTRE ON MONDAY 2 NOVEMBER 2020 COMMENCING AT 4.10PM**

Present: Geoff Larsen (Chairperson), Betty Brown, Yvonne Forsyth, Betti Punnett, Craig Stewart, Sandra McGowan, Kelly Manwaring

Apologies: Mayor Abb McAlister, Michele Pigram, Arthur Ward

Minutes from the Previous Meeting: Read and confirmed on the motion of Betti Punnett, seconded Craig Stewart **CARRIED**

Business Arising:

- * Mt Hored photograph - Ian Brown thanked for giving information about service through Mt Hored and Ashley Hay
- * Framed photograph collected from Camera Art \$85.00 - to be displayed in Agriculture Gallery
- * Letter to Elfie Shelley - address received, but not yet written
- * Curtrax strings and hooks received \$125.23
- * Blinds - nothing further
- * Gantry - nothing further

Financial Report: Betti Punnett presented the Financial Report with takings of CHC \$271.85, VIC \$118.00; Nos: CHC 208; VIC 135 Children 40 since 12 October. Moved Betti Punnett, seconded Betty Brown **CARRIED**

Correspondence: IN: * Curtrax Email quote \$125.23

* Camera Art account \$85.00

OUT: * October Meeting Minutes

* Mayor Abb McAlister - invitation to AGM

* Miriam Crane - request for purchases: framed photograph, blinds, Curtrax

* Andrew Brock - replace spotlight bulb on gantry; gallery blinds

General Business: * Helen Hamilton had inquired re anything further on Hugh Hamilton's suggestion for possible statue of Arthur Butler. Nothing to report. Suggested Wayne Bennett be contacted (*Betti Punnett*) Hugh Hamilton's leaflet on Cootamundra's aviation history to be printed.

* Mark Forsyth has offered music scores from past CADAS and Musical Society performances. One copy of each to be accepted, preferably in archival box and labelled. (*Betti Punnett*) 1950s +

* Yvonne Forsyth reported that supply of tea towels needs to be replenished

* Members discussed need for more space - archival as well as for CHC items. Kelly Manwaring and Sandra McGowan spoke on preserving photographic negatives from *Cootamundra Herald* - all negatives need to be labelled, correctly stored and preferably digitalized. Cootamundra Local History Society Inc seeking grant/s to do so. There is a need to discuss with C/GRC future requirements of CHC. Members emphasized that so much - photographs, paper and physical items - is irreplaceable.

* Betti Punnett reported C/GRC had offered historic Mayoral chair and the large council logo for display. Logo accepted, but really no appropriate place to exhibit/keep the chair.

* Christmas Party - to be held at Bradman's Birthplace - possibly 6 December

* Craig Stewart was thanked for replacing national flag rope (donated)

There being no further business, the meeting closed at 4.58pm

Betti Punnett

Secretary/Treasurer

Next Meeting Monday 2 February 2021 4.00pm

COOTAMUNDRA HERITAGE CENTRE

Month		CHC		Buses	Donations	VIC	Souvenirs	Total
		Adults	Children					
Oct	1	15	3		\$20.00	7	\$3.00	\$23.00
2020	2	17			\$15.00	9	\$53.00	\$68.00
	3	27	6		\$25.00	22	\$19.00	\$44.00
	4	21	2		\$49.80	17	\$22.00	\$71.80
	5	24	1		\$36.60	4	\$44.00	\$80.60
	6	21	5		\$19.00	19	\$30.00	\$49.00
	7	24	9		\$46.00	14	\$7.00	\$53.00
	8	19	5		\$26.70	0	\$7.00	\$33.70
	9	0			0	0	0	\$0.00
	10	5			\$10.50	14	\$6.00	\$16.50
	11	3			\$2.00	5	\$7.00	\$9.00
	12	7			\$18.40	5	0	\$18.40
	13	11			\$43.65	13	\$7.00	\$50.65
	14	4			\$3.00	7	\$7.00	\$10.00
	15	29			\$35.15	25	\$6.00	\$41.15
	16	12			\$19.00	6	\$2.00	\$21.00
	17	9			\$2.00	6	\$8.00	\$10.00
	18	5	2		\$12.70	8	\$7.00	\$19.70
	19	18			\$22.00	1	\$3.00	\$25.00
	20	20			\$5.60	5	0	\$5.60
	21	9			\$10.50	6	\$10.00	\$20.50
	22	9			\$14.00	9	0	\$14.00
	23	6			\$7.00	3	0	\$7.00
	24	16			\$18.00	7	\$7.00	\$25.00
	25	6			\$22.05	8	\$58.00	\$80.05
	26	2			0	0	0	\$0.00
	27	4			\$5.00	4	0	\$5.00
	28	16			\$14.00	16	\$1.00	\$15.00
	29	10			\$14.00	3	0	\$14.00
	30	6			\$6.90	1	\$2.00	\$8.90
	31	9			\$17.30	0	0	\$17.30
	.							
	.	384	33		\$540.85	244	\$316.00	\$856.85
	.							
	.							

COOTAMUNDRA HERITAGE CENTRE

Year	Month	CHC			VIC	TOTAL		
		Adults	Children	Buses			Donations	Souvenirs
2017	Nov	131	13	0	\$216.20	123	\$34.50	\$250.70
	Dec	137	10	2	\$214.65	128	\$162.10	\$376.75
		268	23	2	\$430.85	251	\$196.60	\$627.45
2018	Jan	160	14	2	\$186.50	118	\$256.00	\$442.50
	Feb	111	3		\$216.95	146	\$134.00	\$350.95
	Mar	186			\$380.50	191	\$208.00	\$588.50
	Apr	292	32		\$450.30	202	\$178.00	\$628.30
	May	220	3	1	\$320.80	180	\$85.00	\$405.80
	June	196	36		\$345.40	165	\$100.00	\$445.40
	July	150	18		\$287.15	123	\$141.00	\$428.15
	Aug	190			\$316.55	148	\$261.00	\$577.55
	Sept	194	15		\$366.00	189	\$102.00	\$468.00
	Oct	293	33		\$531.80	227	\$188.00	\$719.80
	Nov	155	38	1	\$233.50	144	\$64.00	\$297.50
	Dec	163	6	1	\$241.65	94	\$127.00	\$368.65
		2310	198	5	\$3,877.10	1927	\$1,844.00	\$5,721.10
2019	Jan	103	21		\$191.85	115	\$99.00	\$290.85
	Feb	89	3		\$125.70	105	\$34.00	\$159.70
	Mar	241	2	1	\$369.25	179	\$163.00	\$532.25
	Apr	268	53		\$381.55	267	\$188.00	\$569.55
	May	201	27		\$361.90	225	\$121.00	\$482.90
	June	193	33		\$285.20	186	\$60.00	\$345.20
	July	162	34		\$293.90	178	\$172.00	\$465.90
	Aug	178	1	1	\$321.00	166	\$141.00	\$462.00
	Sept	241	3		\$550.65	239	\$141.00	\$691.65
	Oct	232	6		\$378.90	304	\$250.00	\$628.90
	Nov	142	9		\$251.65	144	\$175.00	\$426.65
	Dec	142	8	2	\$224.90	102	\$75.00	\$299.90
		2192	200	4	\$3,736.45	2210	\$1,619.00	\$5,355.45
2020	Jan	176	26		\$262.60	131	\$125.00	\$387.60
	Feb	110	56		\$285.40	129	\$89.00	\$374.40
	Mar	99	0		\$154.65	117	\$43.50	\$198.15
	Apr				CLOSED			
	May				CLOSED			
	June	123	0		\$173.00	118	\$68.00	\$241.00
	July	189	19		\$299.50	140	\$75.00	\$374.50
	Aug	160	12		\$187.55	79	\$85.00	\$272.55
	Sept	253	11		\$313.60	186	\$157.00	\$470.60
	Oct	384	33		\$540.85	244	\$316.00	\$856.85
	Nov							
	Dec							
		1494	157		\$2,217.15	1144	\$958.50	\$3,175.65



COOTAMUNDRA HERITAGE CENTRE

Hovell St COOTAMUNDRA 2590 Ph 69402190

Cootamundra Gundagai
Regional Council
Document Received

30 NOV 2020

File No. _____

Initials _____

The General Manager

Cootamundra/Gundagai Regional Council

PO Box 420

COOTAMUNDRA 2590

Dear Mr McMurray

The members of the Management Committee of the Cootamundra Heritage Centre have become aware of the discussion re Cr Craig Stewart's position as Vice Chairperson and of his being C/GRC's representative on the committee. It seems this may be unacceptable.

Members wish to point out that Craig Stewart has been a valued member of the committee after joining in October 2006. Since 2012 Craig has been CSC/CGRC representative. He has been a very committed volunteer and committee member in all this time. Craig is called upon to help in many ways (chair meetings, replace light bulbs, install Curtrax, repair doors, locks ...) and assists in any way he can. As the C/GRC representative he plays an important role in being our voice at Council meetings and bringing Council matters to our attention.

We ask that Craig Stewart continue to serve the Cootamundra Heritage Centre by being Council representative and an office bearer when nominated to a position.

Yours faithfully

Geoff Larsen

Chairperson

Cootamundra Heritage Centre Management Committee

28 November 2020

8.1.5 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE MEETING MINUTES AND MEMBERSHIP

DOCUMENT NUMBER	341804
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Matt Stubbs, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	1. Muttama Hall Management s.355 Committee Ordinary Meeting Minutes 9 December 2020 ↓ 2. Muttama Hall Management s.355 Committee Annual General Meeting Minutes 25 November 2020 ↓

RECOMMENDATION

- 1. The Minutes of the Muttama Hall Management s.355 Committee Ordinary Meeting held on 9 December, 2020, attached to the report, be received and noted.**
- 2. The Minutes of the Muttama Hall Management s.355 Committee Annual General Meeting held on 25 November, 2020, attached to the report, be received and noted.**
- 3. The office bearers and membership of the Muttama Hall Management s.355 Committee as detailed in the report, be endorsed.**

Introduction

The attached Minutes of the Muttama Hall Management s.355 Committee, Ordinary Meeting held on 9th December 2020, and Annual General Meeting held on 25th November 2020, are submitted for the information of Council.

Membership

The Muttama Hall Management s.355 Committee conducted their Annual General Meeting (AGM) on 25th November, 2020. The details of office bearers and membership is provided for Council’s consideration, as follows:

Chairperson:	Hilary Connors	Vice-Chairperson:	Sarah Last
Secretary:	Anne Last	Treasurer:	Leigh Scott
Other Members:	Bill Buckley, Robert Flint & Bart Groen		

Council’s endorsement of the Committee’s elected office bearers and membership is requested.



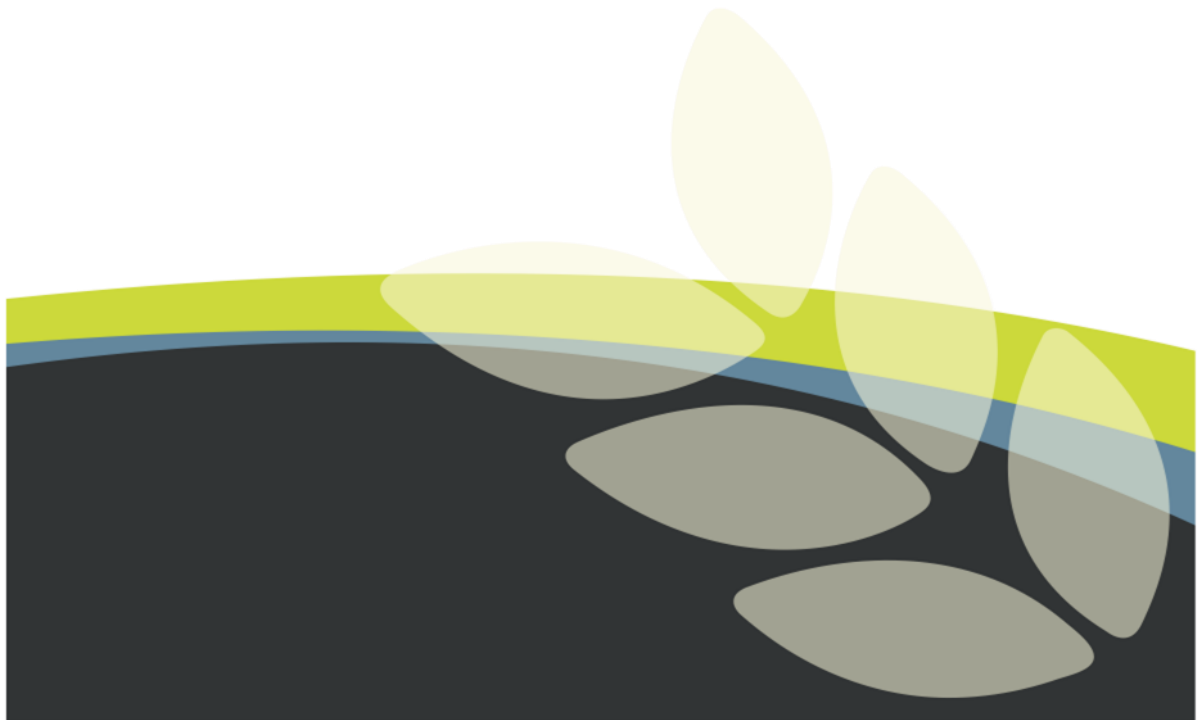
**COOTAMUNDRA-
GUNDAGAI REGIONAL
COUNCIL**

Minutes

**MUTTAMA HALL MANAGEMENT SECTION
355 COMMITTEE**

MUTTAMA HALL

6.30PM THURSDAY 9 DECEMBER 2020



Minutes

1	MINUTES.....	2
1.1	Attendance and Confirmation of Quorum.....	2
1.2	Apologies.....	2
1.3	Disclosure of Interests.....	2
1.4	Confirmation of previous meeting Minutes.....	2
1.5	Business Arising from previous Minutes:.....	2
1.6	Correspondence in/out:.....	Error! Bookmark not defined.
1.7	Report from the Treasurer/President/Secretary:.....	3
1.8	General Business (List Agenda Items).....	3
1.9	Date and Time of Next Meeting.....	Error! Bookmark not defined.
1.10	Time Meeting Closed.....	4

1 MINUTES

1.1 Attendance

Present: President/Chairperson: Hilary Connors

Vice President: Sarah Last

Secretary: Anne Last

Treasurer: Leigh Scott

General Members: Bill Buckley, Bart Groen, Robert Flint

1.2 Apologies

Andrew Brock

1.3 Disclosure of Interests

There were no disclosures of Interest.

1.4 Confirmation of previous meeting Minutes

The minutes of the **Muttama Hall Management Committee** meeting held on 17 September 2020 was confirmed as true and correct via email on 22 November 2020.

1.5 Business Arising from previous Minutes:

- Council signage plan for Muttama – the group noted that the Village Strategy requires updating.
 - Miriam Crane's email 2/12/2020 advising the committee of a \$2300 budget towards interpretive signage for Muttama was discussed. As this project would require time to consult with the Indigenous and the wider communities as well as time to verify historical information it was decided, not possible.
 - Bart suggested that a dot point timeline of Muttama's history would be an appropriate sign and the committee agreed.

Action: Hilary to email Miriam and let her know our decision.

- Interpretive sign (DVA grant) - - Precision Sign Version: 02c (12/11/2020) 580mmx580mm anodised face, 600mmx600mm overall plaque size, 3mm aluminium backing plate and Times roman text was tabled.
 - Other samples of materials were viewed and discussed but not decided upon.
 - Sarah proposed that we take more time to refine the design of the sign.
 - Sarah suggested Adele Packer, a graphic designer who has offered on a pro-bono basis to draft some sign designs for MHMC. Adele would refer to fonts on the Honour Boards in her plans. Sarah felt that Adele would have these designs to us within a month.

Action: Sarah will research other materials on the Internet and send them through to the committee. Sarah to contact Adele and ask her to proceed with drafting some sign designs for the committee to view and discuss at the next, January, meeting.

Action: Hilary to send the word document for the interpretive sign to Sarah.

- The Working Bee held on Saturday 26 September to clear and clean the back stage area was very successful. Thanks to those who were able to attend.
- Art and Archival have not completed the Honour Boards, as a particular paint, to match the listings on the board, required ordering.

1.6 Report from the Treasurer

- Leigh reported that there is \$4622.01 in the MHMC NAB account.

1.7 General Business

- The committee agreed to send a letter of thanks to Merel Wilson for her generous donation of \$200.

Action: Anne to write this letter

- The committee agreed to send a letter of thanks to JLW Services Pty Ltd, Cootamundra for taking the 2 mattresses from the back stage area, free of charge.

Action: Anne to write this letter.

- DVA grant update – Hilary reported that the money is with Council.
 - A second landscaping quote was required. Andrew Ward completed a survey of works required. However, as yet no quote has been received. Andrew suggested that the concrete from the crushed granite path onto the verandah should take a gentle slope.
 - Work on the landscaping will not begin until after Stage 2 is completed.
- Council liaising with MHMC in regard to signage and other fixtures on or adjacent to the hall. The group did not feel that this was a concern given much work has yet to be undertaken in the New Year.
- The purpose of the hall kitchen – Hilary reported that the Master Plan states a commercial kitchen but at an on-site meeting with council staff and the builder there was no mention of such. A commercial kitchen would need to comply with a number of regulations and these will not be included in Stage 2 works.

- Sarah requested that the committee work towards a plan for a commercial kitchen and so consider electrical, plumbing and ventilation before Stage 2 begins. A meeting date to discuss these and other issues, coordinated by Andrew Brock, with ZGS Building Co. is yet to be confirmed.
- In the future, a separate grant could be applied for to outfit a commercial kitchen. Noting that Andrew Brock advised that the commercial kitchen in the Coolac Hall cost \$44,000, which covers a bigger space than that of the Muttama Hall.
- Sarah mentioned that there is some money/hours left with the architect. The group agreed to ask Lee, the architect; to draft a fit out for a commercial kitchen before the skillion is replaced.

Action: Sarah to follow up with Lee, the architect.

- NSW Government War Memorial Fund - \$10,000 - Due 11 February 2021
<https://www.veteransnsw.gov.au/heritage/community-war-memorials-fund/>.
 - The group considered:
 - a) An accessibility path on the eastern side.
 - b) Painting the hall's façade including the lettering.
 - c) Renewing the wall, stairs and timber windows on the western (back stage) side.
 - on the proviso that all three meet the funds eligibility criteria the committee agreed that c) was the most important in protecting the Honour Boards.

Action: Hilary to check with the NSW Office of Veterans Affairs War Memorials Fund re: the eligibility criteria.

Hilary to contact Andrew re: two builders for quotes.

- Hall opening and fund raising functions

Action: No decisions will be made until after the building work has been completed.

- Bart asked if it would be an advantage to have the Hall registered as a memorial in its own right. The group agreed that this was worth pursuing.

Action: Hilary to contact Andrew Brock and inquire whether this is a possibility and if so, what process would we need to follow.

1.8 Time Meeting Closed: 8.20pm

Accepted by committee members: 11/1/2021



MUTTAMA HALL MANAGEMENT COMMITTEE

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**COOTAMUNDRA-
GUNDAGAI REGIONAL
COUNCIL**

[1]

Minutes

MUTTAMA HALL SECTION 355 COMMITTEE

ANNUAL GENERAL MEETING

MUTTAMA HALL

WEDNESDAY 25 NOVEMBER 2020

7.00 PM



Agenda

1.1 Attendance

1.2 Apologies

1.3 Disclosure of Interests

1.4 Confirmation of previous meeting Minutes

1.5 Annual Reports from the President and Treasurer

1.6 Nominations and Election of Office Bearers

1.8 Questions from the Floor

1.10 Time Meeting Closed

AGENDA ITEMS

Sign On in the Volunteer Attendance Register

1.1 Attendance

Present:

COMMITTEE

President/Chairperson: Hilary Connors

Vice President: Sarah Last

Secretary: Anne Last

Treasurer: Leigh Scott

Other Committee Members: Bill Buckley, Robert Flint, Bart Groen

NON-MEMBER ATTENDEES

Councillor Charlie Sheahan , Andrew Brock (CGRC), Graham Butt, Marilyn Butt, Jim Hamilton, Stuart Moorby, Rachael Moorby, Merel Wilson, Esma Sells, Cathy Last, Charles Connors, Frances Watts

1.2 Apologies

Councillors Penny Nicholson and Leigh Bowden, Ninki Wiles, Alistair Sides, Rob Bunt, Vivien Thompson

1.3 Disclosure of Interests

There was no conflict of interest disclosed.

1.4 Confirmation of previous meeting Minutes

All members concurred that the minutes had been read and accepted.

1.5 Annual Report from the President

- Hilary thanked:
 - everyone for their attendance
 - Andrew Brock, Darrell Edwards and Miriam Crane for their support in various aspects of MHMC's work this year,
 - the committee for their support and engagement
 - Leigh Scott for his fantastic job in making eight tables from MHMC's share of the floorboards salvaged from the hall.
- The hall's only booking during 2020 was by MCLG but this was cancelled due to COVID-19 and later, due to the lack of heating.

- A variation of the estimated \$27,424.81 remaining balance from SCCF-18 grant was approved and funds used to re-roof and re-gutter the main hall, replace rafters, fix new downpipes and paint fascia boards. These works were completed by Zac Smith of ZGS Building in advance of the 30 March acquittal deadline. Zac has been formally thanked.
- MHMC's application for funding of \$59,869.00 from 2019 SCCF for Stage 2 was strongly supported and successful. Prioritisation of funding for bushfire recovery and for resources needed to contain COVID-19 in NSW, have resulted in the delay of execution and commencement of works to replace the skillion.
- ZGS Building will undertake the removal and replacement of the skillion. The skillion will be replaced with a steel frame and galvanized iron guttering and roof, with 55mm anticon blanket; mini-orb sheeting and as much timber as possible retained for reuse; a polished concrete slab floor will avoid those moisture issues and be easily maintained: three new windows, new doors; plasterboard and villa board lining with R1.5 wall insulation in the kitchen. The old barn door, chimneys and oven spaces will be retained for heritage reasons outlined in the Master Plan. This will necessitate an internal frame to be placed in front of the ovens so that they're sealed off from the rest of the kitchen. It is not envisaged that the kitchen would be used for food preparation in the future, only serving. There are no funds for the actual kitchen fit out – meaning the cupboards, sink, appliances and associated plumbing and electrical works. The committee will keep hunting for funds and donations over the year ahead.
- MHMC was successful in applying for \$6,825 from the Australian Government's Department of Veteran's Affairs' Saluting Their Service Fund. This funding will cover landscaping the entrance and enhance the hall's significance as a war memorial site. Hilary welcomed those present to comment on the interpretative sign that will be installed on the outside front wall. The wording will provide visitors with general information about the hall and memorials. It will be an anodized bronze aluminum sign, 600mm x 600mm. The funds will also cover the addition of Eric Last's name on the WW11 Roll of Honour Board; two 6 metre flag poles; cypress pine ordinance fence across the front of the hall; small repairs to the concrete edge of the verandah; a red brick-edged crushed path to the verandah and to retain garden beds either side of the path which will be planted with rosemary plants. The area will be excavated and garden soil brought in. The Federal Member for Riverina, Michael McCormack, has supplied the Australian National and Australian Aboriginal flags free of charge.

- Hilary commented that the MHMC is gradually getting there and realising the efforts and aspirations of all those who've worked long and hard over so many years to preserve the hall for the Muttama community's social well being.
- Hilary added that there would be an opportunity for an opening celebration as well as fundraising functions in the future.

Treasurer's Report

Leigh reported that there is \$4,422.01 in the MHMC NAB account. The main cost for the MHMC in 2020 were the 8 tables made by Leigh for use in the hall. Total cost of these tables was \$1969.00.

- the \$1969 spent on the tables satisfied the MHMC's obligation to provide \$2000 cash contribution towards the rejuvenation of the kitchen/supper works, funded by the SCCF 19 grant.

1.6 Nominations and Election of Office Bearers:

Charlie Sheahan presides over the nomination and election of office bearers.

All office bearers and committee stood down.

- Chairperson/President: Hilary Connors – nominated by Anne seconded by Sarah. Accepted and unopposed by the committee.
- Vice Chairperson/Vice President: Sarah Last nominated by Anne seconded by Hilary. Accepted and unopposed by the committee.
- Secretary: Anne Last nominated by Hilary and seconded by Bart. Accepted and unopposed by the committee.
- Treasurer: Leigh Scott nominated by Hilary and seconded by Anne. Accepted and unopposed by the committee
- Committee members:
 - Bill Buckley - nominated by Hilary and seconded by Anne.
 - Bart Groen - nominated by Sarah and seconded by Hilary.
 - Robert Flint - nominated by Hilary and seconded by Anne.

Council will make the final determinations of membership and ratify committee members at the next monthly Council meeting.

Hilary encouraged attendees to complete the Membership forms on the table or write their name on the list if interested in being a volunteer.

1.7 Questions from the Floor - None

1.8 Time Meeting Closed: 7.30pm Accepted by members: 8/1/2021

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

MINUTES : 00

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MUTTAMA HALL

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8.1.6 COOTAMUNDRA SHOWGROUND USERS GROUP S.355 COMMITTEE MEETING MINUTES AND MEMBERSHIP

DOCUMENT NUMBER	341833
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Matt Stubbs, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.2 Active participation and engagement in local decision-making</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the s.355 Committee Management Manual.
ATTACHMENTS	<ol style="list-style-type: none"> 1. Cootamundra Showground Users Group s.355 Committee Ordinary Meeting Minutes 18 November 2020 ↓ 2. Cootamundra Showground Users Group s.355 Committee Annual General Meeting Minutes 18 November 2020 ↓

RECOMMENDATION

1. **The Minutes of the Cootamundra Showground Users Group s.355 Committee Ordinary Meeting held on 18 November 2020, attached to the report, be received and noted.**
2. **The Minutes of the Cootamundra Showground Users Group s.355 Committee Annual General Meeting held on 18 November 2020, attached to the report, be received and noted.**
3. **The office bearers of the Cootamundra Showground Users Group s.355 Committee as detailed in the report, be endorsed.**

Introduction

The attached Minutes of the Cootamundra Showground Users Group s.355 Committee Ordinary Meeting held on 18 November 2020, and Annual General Meeting also held on the 18 November 2020, are submitted for the information of Council.

Discussion

At its Ordinary Meeting of 26 March, 2019, it was resolved that:

The Acting General Manager appoint an appropriate staff member to the role of Chairperson of The Cootamundra Showground Users Group Section 355 Committee on a temporary basis.

Andrew Brock (Manager Facilities) has been appointed to undertake the acting Chairperson role.

Since that time, Andrew Brock (Manager Facilities) has also taken on the Secretary role of the Committee.

Election of Office Bearers

The Cootamundra Showground Users Group s.355 Committee conducted their Annual General Meeting (AGM) on 18 November 2020. The details of office bearers and membership is provided for Council's consideration, as follows:

Chairperson:	Andrew Brock (Manager Facilities)	Secretary:	Bec Medhurst
Treasurer:	<i>Council</i>	Booking Officer:	<i>Council</i>

Council's endorsement of the Committee's elected office bearers is requested.



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Minutes

COOTAMUNDRA SHOWGROUD USERS SECTION 355 COMMITTEE

ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA
 7.19pm, WEDNESDAY 18 November, 2020

1 AGENDA ITEMS

1.1 Attendance and Confirmation of Quorum

Attendance: **Acting Chairperson:** Andrew Brock (Manager Facilities),
Nominated Members: Roderick Jones, John Collins, and David Manwaring
Other Attendance: Joan Collins

Confirmation of a Quorum: There are [4] Members appointed to this Committee.
 Quorum numbers are met [yes/no]

1.2 Apologies

Abb McAlister, Gil Kelly and Darren Absolon

1.3 Disclosure of Interests

No disclosures of interest were declared.

1.4 Confirmation of previous meeting Minutes

The minutes of the Showground Users Group Section 355 Committee ordinary meeting dated 21 October 2020 be confirmed as true and correct.

Moved: John Collins
 Seconded: David Manwaring

1.5 Business arising from previous Minutes

Item/Discussion	Action	Status
Update on Electrical works/solar	Electrician has nearly completed works. All overhead wires and majority of poles will be removed. Solar is connected	Ongoing
Tree Removal at RDA site	Still on Council job list. Awaiting machinery to be available.	Ongoing

Item/Discussion	Action	Status
Request from RDA to have grounds sprayed	Andrew to chase crews. Still awaiting	Ongoing
Pump Shed	Spinifex have po and payment made. Awaiting time to complete due to harvest.	Approved
Sky Light Pavilion	Progressing	Waiting on Contractor
Road Patching work requested	Still awaiting	Ongoing

1.6 Correspondence in/out:

- Incoming correspondence:
NIL
- Outgoing correspondence:
NIL

1.7 Report from the Treasurer/Chairperson/Secretary:

Treasurer’s report attached.

Moved: Paul Clancy
Second: Trish Taylor

1.8 General Business:

All User Groups to send in all dates for 2021.

Water flow from gully flooding from Jump arena to housing estate. Council needs to address issue and expand gully from jump arena to housing estate and then down near dressage/sand arena. Proposal to relocate jump arena and dressage arena. Concerns moving into camping/parking area. Proposal to peg out area where the new drain/gulley will go. Pony Club, Show Society and Andrew to meet and discuss alternative locations/options

Water luncheon pavilion, currently no water. Plumber has been needs replacing. Andrew Brock to follow up with Plumber.

Show Society reports Cover over Horse yards to be completed early 2021.

Show Society Rubbish removal to take place near undercover yards.

Show Society reports Old loading ramp to be removed due to age. Planned relocation high side of wash bay in front of undercover arena. All committee in agreeance with location. Hoping to be completed 2020.

Pony Club has managed to run a few rally days, applied for a few grants. Bring on 2021.

1.9 Date and Time of Next Meeting

The next meeting is scheduled for January 2020, Alby Shultz Meeting Centre.

Time Meeting Closed 7.50pm



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Minutes

COOTAMUNDRA SHOWGROUND USERS GROUP SECTION 355 COMMITTEE

ANNUAL GENERAL MEETING

**ALBY SCHULTZ ROOM-COOTAMUNDRA
18 NOVEMBER 2020 @ 7PM – MEETING OPENED 7.07PM**

1 AGENDA ITEMS

1.1 Attendance

Acting Chairperson: Andrew Brock (Manager Facilities)

Nominated Members: Rod Jones, Trish Taylor, John Collins, Rebecca Medhurst, Paul Clancy and David Manwaring

Others attendance: John Collins, Doreen, and Alice Crawford

1.2 Apologies

Darren Absolon, Gil Kelly and Abb McAlister

1.3 Confirmation of previous AGM meeting Minutes

The minutes of the last Cootamundra Showground Users Group Section 355 Committee meeting dated 15 May 2019 be confirmed as true and correct.

Moved John Collins

Seconded David Manwaring

1.4 Reading of Annual reports from the Chairperson / Treasurer (if available).

Andrew Brock spoke of his role as Acting Chairperson, wishes the Group to continue in a positive light. Keep applying for grants. Hopefully in 2021 we will be able to use the grounds. 2020 has been hard with Covid and he thanks the committee for their support.

Treasurers Report – No report presented.

The Chairperson declares all positions vacant and the Returning Officer (which can be a committee member) appointed by the Committee takes the chair and presides over the following items:

David Manwaring takes the chair. David thanked Andrew Brock on behalf of the committee for his job over the previous committee.

1.5 Acceptance of nominations from committee members for the positions of:

Chairperson

Andrew Brock nominated by Bec Medhurst. Seconded Trish Taylor

Andrew accepts the nomination.

All committee unanimously in favour of Andrew continuing in the role

Secretary

Bec Medhurst nominated by Andrew Brock seconded Joan Collins. Bec Medhurst Accepted the nomination.

All committee unanimously in favour of Bec taking on this role.

Treasurer

Council

Bookings Officer

Council

Election of Office Bearers

All group delegates to remain the same as previous year.

The newly elected Chairperson declares the meeting closed.

Meeting declared closed 7.18pm

8.1.7 COOTAMUNDRA TOURSIM ACTION GROUP S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	341217
REPORTING OFFICER	Jeana Scott, Tourism and Economic Development Officer
AUTHORISING OFFICER	Matt Stubbs, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. CTAG Committee Meeting Minutes 3 December 2020 ↓

RECOMMENDATION

- 1. The Minutes of the Cootamundra Tourism Action Group s.355 Committee meeting held on 3 December 2020, attached to the report be received and noted.**
- 2. Council consider the recommendations contained within the Minutes.**

Introduction

The attached Minutes of the Cootamundra Tourism Action Group s.355 Committee held on 3 December 2020, attached to the report, are submitted for the information of Council and the community.

The recommendations contained in the Minutes for the consideration of Council are as follows:

1. That Council note the Committees formal thanks to the Councillors and the Council Staff for their attention paid and responses to our initial recommendations.
2. That Council, in line with the Community Strategic Plan Objective 1.2b, allow necessary staff resources to be made available within the Waste, Parks and Recreation Services team to develop the Landscape Master and Delivery Plan for the Wallendbeen Rest Area and Roundabout. Following the plan's creation, as soon as plausible, Council then allocate and seek appropriate funding to enact the plan. The Wallendbeen Community Association should be consulted as the plan is developed.
3. That Council, in line with letters it has sent to other local Businesses, send a letter to the owners of the old Service Station site in Wallendbeen to request a base level of maintenance of the site until development is plausible.
4. That Council request Mark Ellis, Manager Civil Works and the Local Area Traffic Committee undertake investigation of a suitable and safe pullover look-out spot on Rosehill Road.



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Minutes

COOTAMUNDRA TOURISM ACTION GROUP SECTION 355 COMMITTEE

STEPHEN WARD ROOMS, WALLEDOON STREET
 4.30PM, THURSDAY 3RD DECEMBER 2020

AGENDA ITEMS

1.1 Attendance and Confirmation of Quorum

Attendance: **President/Chairperson:** Nina Piotrowicz
 Secretary: N/A
 Treasurer: N/A
 Councillor:
General Members: Leah Sutherland, Hans Bruitzman, Yvonne Forsyth, Brian Nolan,
 Gwen Norman
Other: Jeana Scott (Staff), Miriam Crane (via phone) (Staff), Betty Brown

Confirmation of a Quorum: Due to the approved Leave of Absence of Sarah Last, there are 9
 Members appointed to this Committee.
 Quorum numbers are met **[yes]**

1.2 Apologies & Disclosure of Interests

Apologies were received from Councillor Leigh Bowden, Annie Jacobs, Dotti Le Sage & Kim Knox-Thorn

1.3 Minutes of Previous Meeting

The Committee confirmed that the minutes of Meeting 5th November 2020 were a true and accurate record of that meeting. (Moved: Leah Sutherland. Seconded: Brian Nolan. Carried)

The membership of Kim Knox-Thorn was confirmed by Council on the 24th November 2020.

1.4 Discussion items

- **Council response to Committee recommendations**

The Committee acknowledged the report/response provided to each of our recommendations by Council staff. The Committee makes the following representation back to Council:

RECOMMENDATIONS TO COUNCIL

1. That Council note the Committees formal thanks to the Councillors and the Council Staff for their attention paid and responses to our initial recommendations.
2. That Council, in line with the Community Strategic Plan Objective 1.2b, allow necessary staff resources to be made available within the Waste, Parks and Recreation Services team to develop the Landscape Master and Delivery Plan for the Wallendbeen Rest Area and Roundabout. Following the

plan's creation, as soon as plausible, Council to then allocate/seek appropriate funding to enact the plan. The Wallendbeen Community Association should be consulted as the plan is developed.

3. That Council, in line with letters it has sent to other local Businesses, send a letter to the owners of the old Service Station site in Wallendbeen to request a base level of maintenance of the site until development is plausible.

4. That Council request Mark Ellis, Manager Civil Works and the Traffic Committee undertake investigation of a suitable and safe pullover look-out spot on Rosehill Road.

Discussion re Recommendation 4 noted that the initial spot indicated by the Community member to CTAG would likely be unsuitable. It seems there may not be enough space to have an adequate graded area that would maintain enough distance for either passing motorists or those potentially exiting the car to take photos etc. The location was also close to Farm gates where trespassing may be an issue plus visibility for farm vehicles exiting etc. CTAG understands this may be a lengthy project but still think it carries worth. If Council can assist with identification of a suitable spot(s) then further considerations & funding can be looked at.

- **Pioneer Park**

The Committee noted that the Manager, Waste, Parks and Recreation Services has requested an allocation of \$175K from the Local Roads and Community Infrastructure Program to undertake remedial works on the entrance road, the car park and walking trails. This will be considered by Council at its 8th December meeting.

Jeana & Annie are preparing a separate complementary grant application for the Park, focused on trail & interpretive signage at the park. This application is for \$400K. The grant closes early 2021 and the announcement date is not yet known.

- **Your High Street Grant Program**

Unfortunately, the criteria for the program is one activity on one high street per LGA so the Council can only put forward a project for one location, not the usual shared approach. Council will consider the project to put forward at its next meeting. The options are continuation of the Cootamundra or Gundagai main street developments or the Wallendbeen main street.

- **Follow-up on other Actions/Discussion points in 2020**

- Councillor Bowden put forward a Question on Notice re Council support for the Beach Volleyball Carnival in 2022 onwards. CTAG should continue to push for strong engagement of Council to support the Organising Committee due to the importance of this event to Cootamundra.
- Destination NSW have launched their new campaign that encourages NSW Road Trips. Cootamundra and Gundagai are featured in a Riverina driving itinerary organised with Thrive Riverina. There will be opportunity to link our local trails such as our heritage walks etc into this platform.
- Marketing & Branding Strategy – Community & Culture team meeting next week to consider priorities.
- Muttama Creek - note current Flood Study Public Consultations. Council also looking at its options with this area. CTAG to continue to “watch this space”.
- Motorcycle Museum – Jeana has received little interest in response to her call-out to date. The Cootamundra Hospital was put forward as a possible location where it could be joined with the History Society who do not have enough space at the Heritage Centre. CTAG will continue to follow

this activity, but if there are not the volunteers to drive this project then there is little more that we can ask of Council at this stage.

- Agritourism Strategy – Any final feedback to be received by the 14th December. The strategy will be presented for Council review at their January 2021 meeting and then likely a period of being open for public comment.

1.5 Other Business

The Committee were advised that Casey Polson from the Gundagai Visitor Information Centre will look after the Visit Cootamundra socials 1 day per week during Jeana's upcoming maternity leave. Some support to the Cootamundra VIC volunteers is available and assistance for grant, event and strategy activities has yet to be decided.

Yvonne noted that there are likely to be more visitors in the summer holidays and yet with most events cancelled, nothing to engage them in Cootamundra. She asked whether there was opportunity to consider activities. COVID has made it hard for many groups to plan events and it is now unlikely given required lead times. Suggestions were made re "Summer in the Park" – ie Food vans at Jubilee Park to support families utilising the space. Jeana noted that Cheney Dewar, Council's Youth Officer is seeking a grant for youth events at each town's pools for Australia Day (Disco/pool party etc). Council was also approached re a Burger & Music Festival, but this was declined for Cootamundra due to funding. It may occur in Gundagai.

Gwen noted the strong attendance at the resumed movie screenings at the Tin Shed Theatre. The Chair suggested a schedule be placed at the Visitor Information Centre and maybe the Caravan Park etc so that visitors could be made aware of this evening activity opportunity.

Gwen noted that the Arts Centre had declined the offer of hosting one of the "Great Southern Nights" concerts as the grants only covered the venue hire. The venue needed to cover the cost of the artist, which due to capacity restrictions would not have been feasible for the Arts Centre. The Chair noted this was very disappointing for the community and that communication did not occur to see if other organisations could have contributed to secure this event. The Chair also noted the approach of many music venues during COVID who undertook ticketed event livestreams so that activities remained viable and suggested the Arts Centre may wish to look at this approach into the future.

A Cootamundra Song competition and Busking activities were raised. The Cootamundra Development Corporation is currently reviewing its plans for the annual Wattle Festival and these activities could be considered within those arrangements.

The Heritage Train Tour will once again stop in Cootamundra three times in 2021. The Committee were disappointed to hear that the organisers had asked Jeana for Bus Company details so that the passengers could be ferried to Jugiong for lunch. Cootamundra has many great options (The Rusty Table, Central, Family, Olympic, Planted etc) and the Committee asked Jeana if she would advise the organisers accordingly.

Directional & visitor signage at the Train station is poor. Visitors typically have 1-3 hours between their bus arriving and the train departing in either direction. We need to look at how we better engage and support this audience to have a positive experience whilst they wait. This is an activity to look at in 2021.

1.6 Next Meeting

Thursday 4th February 2021

AGM likely – Thursday 4th March 2021.

8.1.8 INFORMATION BULLETIN

DOCUMENT NUMBER	342134
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Matt Stubbs, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> 1. Correspondence - the Hon. Micahel McCormack - ALGA and National Cabinet dated 16.01.2021 ↓ 2. Release of Exposure Draft Bill on Local Rating Reform ↓ 3. Media Release - Round 5 of the Building Better Region Fund Guidelines ↓ 4. Media Release - Regional Australia Supported Through Round Five of the Building Better Regions Fund ↓ 5. Local Government Code of Accounting Practice and Financial Reporting 2020-21 ↓ 6. NSW Public Libraries Association 2019-2020 Annual Report ↓ 7. Email from Tim Coen - Rail Trails NSW - dated 13 January 2021 ↓ 8. Rail Trails For NSW - Regional Economic Opportunity - Attachment dated 10 January 2021 ↓ 9. Rail Trails for NSW - What Makes a Rail Trail Superior - Attachment ↓

RECOMMENDATION

The Information Bulletin and attached correspondence be received and noted.

Introduction

The correspondence and information attached to the Information Bulletin is provided for the interest of Council and the community.

Michael McCormack MP

Federal Member for Riverina
Deputy Prime Minister of Australia
Minister for Infrastructure, Transport and Regional Development
Leader of The Nationals

Cootamundra Gundagai
Regional Council
Document Received

20 JAN 2021

File No. _____
Initials _____

Councillor Abb McAlister
Mayor
Cootamundra-Gundagai Regional Council
PO Box 420
COOTAMUNDRA NSW 2590

Abb

Dear Mayor ~~McAlister~~

I write in relation to your correspondence concerning the Australian Local Government Association and National Cabinet which was received by my office on 11 December 2020. Thank you for taking the time to write to me on this matter.

The Australian Government has valued the ability to partner with the local government sector to manage the health, social and financial impacts of the COVID-19 pandemic and I can assure you there is nothing in the new arrangements which prevents the continuation of that relationship.

In recognition of the importance of local government to the lives of all Australians, under the new intergovernmental arrangements the National Cabinet, the Council on Federal Financial Relations, and the Australian Local Government Association (ALGA) will meet in person once per year as the National Federation Reform Council (NFRC).

As you would have seen, the President of ALGA, Councillor Linda Scott, is a member of the NFRC and attended the inaugural meeting on 11 December 2020. The NFRC is the primary intergovernmental forum for progressing national priorities beyond the National Cabinet's COVID-19 response and job creation agenda. This includes long-term reform in areas such as women's safety, Indigenous affairs and veterans' wellbeing.

While the National Cabinet remains a forum for leaders of the Commonwealth and State and Territory governments, it also convenes a number of subcommittees to focus on specific issues of national significance. Where local government has a role, ALGA expertise may be sought by the relevant subcommittee. Indeed, ALGA has already contributed to the work of the Rural and Regional National Cabinet Reform Committee.



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THE NATIONALS for Regional Australia

The health and wellbeing of all Australians, their livelihoods and their jobs remains the Government's top priority and the Minister for Local Government, the Hon Mark Coulton MP, meets regularly with state and territory local government ministers and the president of ALGA to share information and co-ordinate efforts.

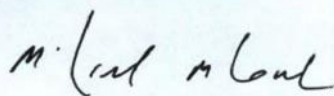
Minister Coulton and his state and territory colleagues are determined to continue to be strong advocates for local government in the new intergovernmental framework and ensure the voice of local government is represented in relevant deliberations.

Additionally, it may interest you to know the Prime Minister, the Hon Scott Morrison MP, recently appointed me as Chair of the National Cabinet Infrastructure and Transport Reform Committee.

As Chair of the Committee, I will be responsible for facilitating the development of proposals to streamline planning and approval processes at all levels of government to support faster and more efficient delivery of infrastructure projects and co-ordinating efforts to deliver infrastructure investment stimulus between jurisdictions.

I look forward to working with all levels of Government to deliver on this important task and have no doubt the good working relationship I have with local Councils in my electorate and across the nation will greatly assist me in this role.

Yours sincerely



Michael McCormack MP
Federal Member for Riverina
mm.kg.wga

16/1/2021

Circular Details	20-42 / 22 December 2020 / A749067
Previous Circular	NIL
Who should read this	Councillors / General Managers / Finance & Rating Staff / Corporate Governance & Legal Staff
Contact	Policy Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Response to OLG

Release of Exposure Draft Bill on local government rating reform

What's new or changing

- An Exposure Draft Bill has now been released for public consultation as part of the Government's commitment to implement reforms to ensure a fairer and more flexible rating system for councils and ratepayers.
- The Bill proposes to implement key elements of the Government's response to the Independent Pricing and Regulatory Tribunal's (IPART's) review of the local government rating system, which was released in June 2020.

What this will mean for your council

- Councils, ratepayers and other interested individuals and organisations are invited to provide feedback to help shape the final Bill, which is intended to be introduced into the Parliament in early 2021.
- A consultation guide, *Towards a Fairer Rating System*, has also been released to explain the proposed changes to help guide submissions. **Submissions will be received until close of business 5 February 2021.**
- This timing is needed to allow a final bill to be passed, if approved, and provisions commence for those councils created in 2016 by 1 July 2021.

Key points

- The Government is committed to a package of reforms to ensure the local government rating system is equitable and responsive to community needs.
- These reforms will ensure councils have a stable and reliable revenue base, provide greater flexibility for councils and ratepayers, enabling a fairer distribution of the rating burden.
- As most of these reforms require changes to the *Local Government Act 1993*, a Bill – the Local Government Amendment (Rating) Bill 2021 – has been prepared. If passed by the NSW Parliament, this Bill would:
 - allow those new councils created in 2016 that have not already harmonised their rating structures to do so gradually over four years
 - allow councils to levy special rates for infrastructure jointly funded with other levels of government outside the rate peg without IPART approval,
 - create a new rating category for environmental land,
 - create more flexibility for councils to create rating subcategories for residential land, business land and farmland, including vacant land,
 - amend exemptions that apply to water and sewerage special rates and to land subject to conservation agreements,
 - require councils to report the value of exemptions they grant each year,

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- narrow scope to postpone rates and let councils choose whether to write them off, and
- allow councils to sell properties for unpaid rates after 3 years rather than 5 years.
- After making any changes in response to the submissions received, the Government will introduce the Bill into the Parliament early next year. In part, this will enable new councils to take up opportunities provided by greater rating flexibility as they prepare to harmonise their rates on 1 July 2021.
- Further rating reforms that do not rely on the Bill will be implemented by making changes to regulations and releasing new guidance next year.
- In part, this includes aligning rating income growth with population growth to help councils provide for growing communities within the rate pegging system while still protecting residents from sudden, excessive rate rises.
- To give effect to this commitment, the Minister has asked IPART to recommend a new rate peg methodology that allows the general income of councils to be varied each year in a way that accounts for population growth.
- IPART has been asked to ensure that councils with lower population growth are not disadvantaged, to undertake public consultation and to provide a Final Report within nine months.

Where to go for further information

- The Exposure Draft Bill and *Towards a Fairer Rating System* Consultation Guide are available on the OLG's website at <https://www.olg.nsw.gov.au/councils/policy-and-legislation/fairer-rating-system-consultation>.
- The Government's response to IPART's review of the local government rating system is available at www.olg.nsw.gov.au/wp-content/uploads/2020/06/IPART-Rating-Review-Government-Response.pdf
- IPART's Final Report on the local government rating system is available at www.ipart.nsw.gov.au/Home/Industries/Local-Government/Reviews/Local-Government-Rating-System/Local-Government-Rating-System



Luke Walton
A/Deputy Secretary, Local Government and Planning Policy

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**The Hon Michael McCormack MP**

Deputy Prime Minister
Minister for Infrastructure, Transport and Regional Development
Leader of The Nationals
Federal Member for Riverina

MEDIA RELEASE

17 December 2020

**BUILDING BETTER REGIONS FUND TO OPEN SOON,
GUIDELINES RELEASED: McCORMACK**

The guidelines for Round Five of the Building Better Regions Fund (BBRF) have been released and Riverina and Central West communities are being urged to apply when applications open.

Deputy Prime Minister, Minister for Infrastructure, Transport and Regional Development and Member for Riverina Michael McCormack is urging eligible local community groups to start developing their applications ahead of the opening date.

“The Australian Government is supporting regional communities across the nation with a particular focus in this round on regional tourism,” Mr McCormack said.

“This funding will create jobs and drive economic growth in our rural and remote communities at a time it is needed most.

“The Building Better Regions Fund has supported several infrastructure projects across the Riverina and Central West with more than \$26 million being delivered through the first four rounds of the program, including such projects as renewal works for Wagga Wagga’s Botanic Gardens, the beautification Harden-Murumburrah’s Murrumboola Creek, upgrades to the main streets of Cowra, Forbes, Gundagai and Parkes, a new medical hub in Grenfell and upgrading the original Temora Aerodrome runway and associated main apron and taxiways.

“The Australian Government is here for our communities, we have the funding and we are ready to support them for as long as it takes through dedicated initiatives such as the BBRF.

“Throughout rural and regional Australia, we have \$100 million of targeted support for tourism-related infrastructure to get regional tourism back on its feet, while maintaining \$100 million for broader community infrastructure and investment.

The guidelines have now been released and can be found at www.business.gov.au/bbrf meaning local proponents can now start developing their applications. Applications open on 12 January 2021 and close on 5 March 2021. Successful applicants are expected to be announced in mid-2021.

Ends.

Media: Deputy Prime Minister – Jo Williamson 0418 475 668 | Dean Shachar 0418 202 860 | Shane Manning 0439 550 506

The Hon Michael McCormack MP

Parliament House Canberra | (02) 6277 7520 | minister.mccormack@infrastructure.gov.au
Suite 2, 11-15 Fitzmaurice Street, Wagga Wagga NSW 2650 | michael.mccormack.mp@aph.gov.au

**The Hon Michael McCormack MP**

Deputy Prime Minister

Minister for Infrastructure, Transport and Regional Development

Leader of The Nationals

Federal Member for Riverina

MEDIA RELEASE

16 December 2020

**REGIONAL AUSTRALIA SUPPORTED THROUGH ROUND FIVE OF
THE BUILDING BETTER REGIONS FUND**

Local communities across Australia, especially those hardest hit by the loss of regional tourism, are a step closer to sharing in \$200 million under a fifth round of the successful Building Better Regions Fund (BBRF).

Deputy Prime Minister and Minister for Infrastructure, Transport and Regional Development Michael McCormack said the launch of the program guidelines meant prospective applicants could now begin planning their project applications for assessment.

“The Australian Government is supporting regional communities across the nation with a particular focus in this round on regional tourism,” the Deputy Prime Minister said.

“Our regional communities across Australia have had a year like no other, battling bushfires, the continuing effects of the prolonged drought and COVID-19, while still doing so much to support our exports and the wider economy.

“We are backing those efforts with \$100 million of targeted support for tourism-related infrastructure, while maintaining \$100 million for broader community infrastructure and investment.

“This funding will create jobs and drive economic growth in our rural and remote communities at a time it is needed most.”

Since 2016, the Liberal and Nationals Government have funded nearly 1,000 projects through the BBRF, securing the future of so many regional communities. Round Five brings the Federal Government’s total commitment for the BBRF to more than \$1 billion over seven years.

The guidelines have now been released and can be found at www.business.gov.au/bbrf meaning local proponents can now start developing their applications.

Applications open on 12 January 2021 and close on 5 March 2021. Successful applicants are expected to be announced in mid-2021.

Ends.

Media Contact:

Deputy Prime Minister – Jo Williamson 0418 475 668 | Dean Shachar 0418 202 860

The Hon Michael McCormack MP

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Circular Details	20-40 / 11 December 2020 / A750864
Previous Circular	N/A
Who should read this	General Managers / Financial accounting business areas
Contact	Policy Team / (02) 4428 4100 / code@olg.nsw.gov.au
Action required	Council/Joint Organisations to implement

Local Government Code of Accounting Practice and Financial Reporting 2020-21

What's new or changing

- The final Code of Accounting Practice and Financial Reporting (Code) is available for preparing councils' 2020-21 financial statements.
- A Joint Organisation (JO) Supplement to the Code is available for preparing JO 2020-21 financial statements.

What this will mean for your council/JO

- The Code must be used by councils and JOs to prepare their annual financial statements in accordance with the *Local Government Act 1993* and the *Local Government (General) Regulation 2005*.

Key points

- The Code has been prepared in accordance with the *Local Government Act 1993*, the Australian Accounting Standards and other requirements.
- To enhance the readability and user friendliness of the Code, extensive restructuring and formatting has been undertaken.
- Changes highlighted in yellow are new for 2020-21.
- Councils and JOs should carefully review the key changes in this year's Code, which are also detailed within the *Summary of key changes to the Code 2020-21* document.
- A reference tool to assist with mapping from the previous Code to the new Code structure is also provided.
- The JO Supplement to the Code supports JOs preparing financial statements.
- The introduction and overview of the Code provides guidance to JOs on the application of the JO Supplement.
- The Code has been developed in consultation with key stakeholders, including the NSW Audit Office, council and JO representatives, external auditors and LGNSW.

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Where to go for further information

- OLG's website has the:
 - Code comprising of five documents:
 1. General Purpose Financial Statements (Section 1)
 2. Joint Organisations Supplement (Section 2)
 3. Special Purpose Financial Statements (Section3)
 4. Special Schedules (section 4), and
 5. Appendices (Section 5)
 - *Summary of key changes to the Code 2020-21*
 - *Mapping tool - Code 2019-20 to 2020-21*
- OLG's Accounting Practice page can be found here:
<https://www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting/>



Tim Hurst
Deputy Secretary Local Government

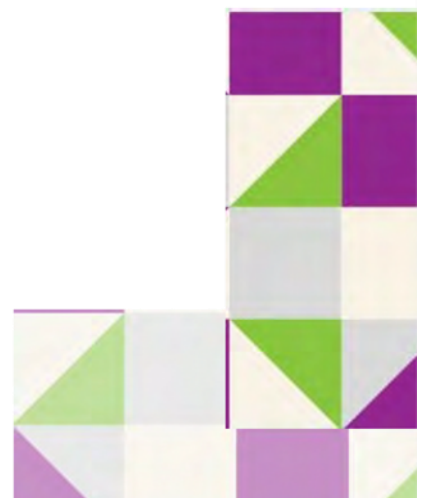
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Cover Image: Shellharbour City Libraries—Library at Home



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New South Wales Public Libraries Association

The logo for the NSW Public Libraries Association, featuring the letters 'NSW' in a large, bold, purple font, followed by the words 'Public Libraries Association' in a smaller, white font on a purple rectangular background.

ABOUT NSWPLA

New South Wales Public Libraries Association (NSWPLA) is the single voice for public libraries in New South Wales. NSWPLA was formed when Public Libraries New South Wales and the New South Wales Metropolitan Public Libraries Association amalgamated on 15 July 2014.

The public library network across NSW reflects the vibrant communities within which they operate. Public libraries are the heart and soul of these communities, providing a wide range of services which are deeply valued by everyone who uses them.

NSWPLA boasts 100% membership of all NSW local governments, continuously working to strengthen the dynamic and innovative public library network delivering services across the state.

OUR PURPOSE

NSWPLA is the peak body for public libraries in NSW. We will:

- Advocate effectively
- Initiate partnerships
- Champion the public library cause
- Build trust and support
- Provide relevant information
- Foster cooperation and collaboration
- Strengthen the public library network

OUR VALUES

- Professionalism
- Honesty and integrity
- Trust and respect
- Inclusiveness and transparency
- Consistency

OUR SUSTAINABILITY PRINCIPLES

- We understand and enact our role and purpose
- We plan, do, review and improve
- We are responsible stewards of our members' funds
- We provide good value for our members and the community
- We communicate effectively in a timely manner

NSWPLA EXECUTIVE



PRESIDENT
Cr Dallas Tout
Wagga Wagga City Council



VICE PRESIDENT
Cr Romola Hollywood
Blue Mountains City Council



VICE PRESIDENT
Cr Les Lambert
Narromine Shire Council



SECRETARY/TREASURER
Ms Sarah Taylor
Shoalhaven City Council



LIBRARY MANAGER
Mr Robert Knight
Riverina Regional Library



LIBRARY MANAGER
Mr Philip Edney
Canada Bay City Council



EXECUTIVE OFFICER
Ms Adele Casey
NSWPLA



NSWPLA NETWORK

The Network

NSWPLA is the peak body that represents the interests and development of public libraries across New South Wales. Every Council in NSW is a member of the Association, thereby providing NSWPLA with strength in numbers and the imprimatur for broad representation of its constituency. At the state level, the NSWPLA Executive represents the Association on the NSW Public Libraries Consultative Committee and has established a strategic partnership with Local Government NSW. NSWPLA is represented at the national level through its membership of the Australian Public Library Alliance, a peak representative body auspiced by the Australian Library and Information Association (ALIA).

NSW has a strong network of libraries across the state. These vibrant spaces respond to a variety of community needs by providing spaces where people can connect to:

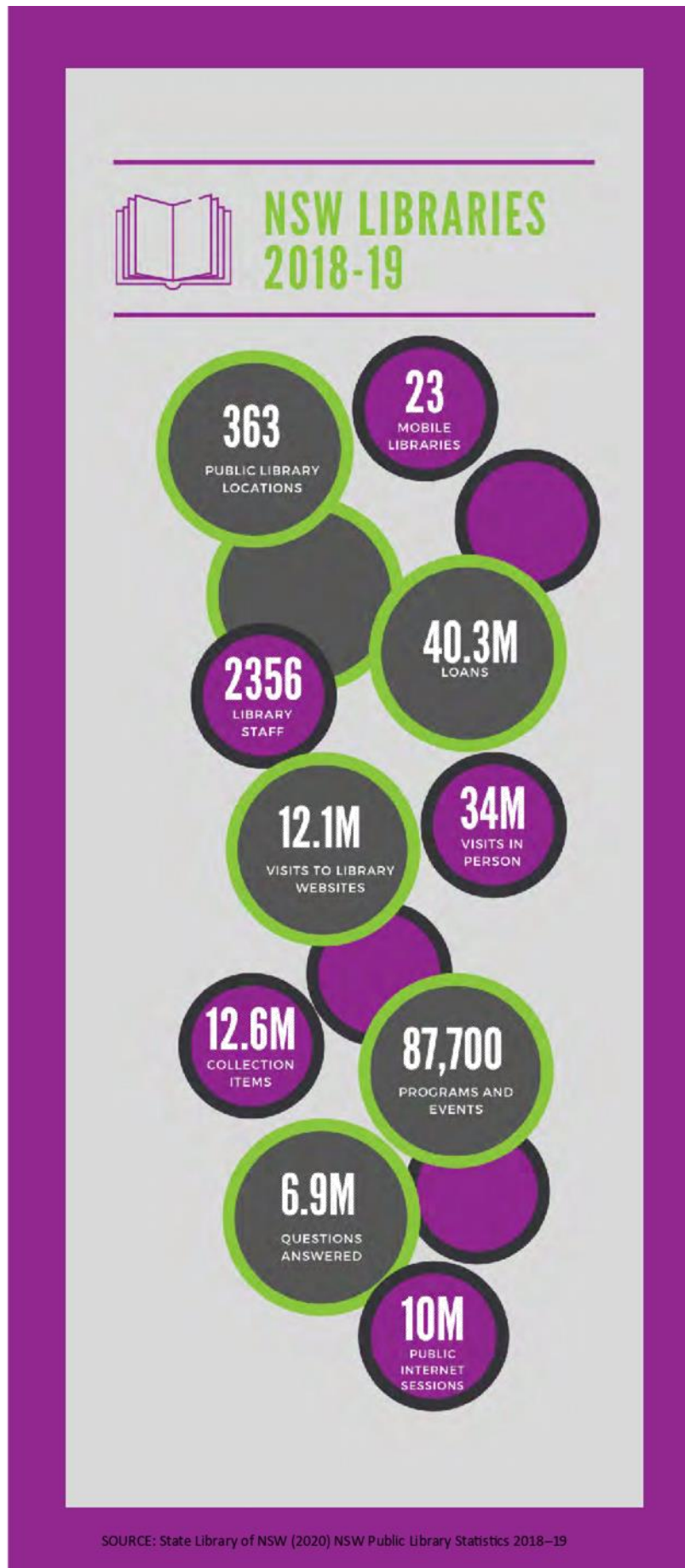
- Multi format collections that are available to inform, educate and entertain library borrowers
- Information services to keep communities informed
- Technology, online information and services to help bridge the digital divide
- Programs for all ages and demographics that inspire, connect and engage communities

Our public libraries are more and more becoming the community living rooms of town, suburbs and cities across the state.

To ensure that residents in outlying suburbs and rural towns also have access to the library, there are 23 mobile libraries traversing the state delivering collections, programs and services well beyond the traditional library walls.



Top Image: Parramatta Library—A taste of the Classics
 Left and Right Images: Hawkesbury Online Storytime



PRESIDENTS REPORT



What a year 2020 has been! Across our membership footprint, we have dealt with drought, fires, floods and a pandemic. It is safe to say we have never seen a year like it and will be happy not to again.

NSWPLA Election

The biennial election of NSWPLA Executive members due in October 2020, was not held as only one candidate nominated for each of the six positions available for election. Accordingly, the Executive membership is as follows for the next two years:

Cr Dallas Tout (President)
Cr Romola Hollywood (Vice President)
Cr Les Lambert (Vice President)
Sarah Taylor (Secretary/Treasurer)
Philip Edney (Library Manager Member)
Susan Kane (Library Manager Member).

Five of the six Executive members are continuing on from their previous term/s whilst Robert Knight, who was ineligible to recontest his position of Library Manager Member as he has reached his 6-year maximum term on the Executive, was replaced by Susan Kane.

COVID-19 NSWPLA Response

Covid-19 threw many challenges at our sector and it is safe to say we came through stronger and more resilient. Libraries across the state showed their value within the community, meeting needs and pivoting services at a moments notice. From increasing eResources to ringing members for welfare checks, libraries were cementing their place as the cornerstone of the community.

The response to COVID-19 across the sector is covered in more detail within the annual report, but it is worth mentioning the NSWPLA eResources fund that the Executive made available to all member council's to a value equal to 50% of the NSWPLA member fees. 99 of the 127 eligible Councils claimed for the funding to a value of \$64,039.

Renew Our Libraries Campaign

Following a highly successful 2019, the Renew Our Libraries campaign has been slowly ticking along in the background prior to activating phase 2 in preparation for the 2022 State Election.

A Pre-Budget submission was delivered to Treasury and several meetings were held at NSW Parliament House with MP's from various political spheres in February 2020.

The next stage of the ROL campaign is in relation to ensuring that the future sustainability of the funding is safe beyond the existing funding increase for the next four years. This will focus on having the funding indexed to CPI and ensuring the current total amount of funding and any growth increases are embedded in the library regulation. To achieve this will ensure the future sustainability of libraries across NSW and prevent the association from having to engage in another campaign down the track.

It has been rewarding to hear about the wonderful projects and services that the additional funding has afforded the NSW library network. COVID-19 has changed the plans of many; however the additional

funds are being utilised to increase programs, increase eResources, employ additional staff, refurbish existing libraries and install new technology such as RFID, mobile apps, studios and robotics.

Strategic Plan

The Association through the Executive have continued to amend and update the current strategic plan for the association to ensure that it stays as a living document. As the current Strategic Plan comes to the end of its life, the consultation process for the new document has begun with a survey and Strategic Planning Working Party consisting of members from each zone and the Executive, assisted by Essential Media. The feedback gained from the consultation will be collated and word smithed to create the new Strategic Plan covering the period 2021 – 2024.

SWITCH 2020

Due to COVID-19, the SWITCH 2020 conference due to be held in Albury was cancelled.

The NSWPLA Executive reluctantly made this decision in view of ongoing uncertainty about the impact that COVID-19 public health order restrictions may have on the viability of the event.

SWITCH 2021 will be held at the Penrith Panthers Leagues Club on 16-19 November 2021. The Executive has resolved to apply the proposed 2020 conference program, based on the theme Reaching the Hard To Reach: Libraries, Literacy, Reading, to SWITCH 2021 in view of the broad range of speakers who had been assembled to present on this topical theme relevant to public libraries in NSW and further afield. Based on the rotating nature of the SWITCH Conference and the cancellation this year, SWITCH 2022 will be held in Albury from the 8-10 November 2022.

Value Proposition to Members

This is covered in more detail in the following executive activities report but the Association has continued throughout the year to ensure that we are continuously improving the offerings to member in the areas of professional development, advocacy and strategic partnerships. This has been and will continue to be a critical factor in all discussions and decisions the Executive make. That is why we continue to maintain 100% membership of the Association by NSW Councils.

This year, the Executive have introduced a new scholarship program in partnership with Charles Sturt University available to both commencing and continuing students studying a of Bachelor of Information Studies to the value of \$5,000. This scholarship is in addition to the annual scholarships and awards currently provided.

Thanks

I would like to take this opportunity to thank the many people and organisations involved in the work that the Association has done throughout the last 12 months. This includes library managers, Councillors, individuals working in the public library system, members of the Executive, Local Government NSW, ALIA and many others. Without this assistance and support the Association would not be in the position it is at this point.

Dallas Tout
NSWPLA President



EXECUTIVE OFFICERS REPORT



2019-2020 was to be a year of change for the NSWPLA Executive Office with Lynne Makin retiring from the role of Executive Officer. Lynne commenced her association with the NSW Library network at Wollongong City Library in 1970. Following a short break while commencing her family and starting a small business venture, Lynne re-entered the library profession in the TAFE Sector in 1984. Following three successful years as Senior Librarian of the North Coast Institute of TAFE, Lynne commenced at the newly formed Great Lakes Library Service as Assistant Manager in 1987 and promoted to Manager in 1994. Lynne left Great Lakes in 1998 to take up the position of CEO and Manager of Libraries at Upper Murray Regional Library.

In 2010, Lynne took on the role of Executive Officer for the Public Libraries NSW – Country, and commenced the role of NSWPLA Executive Officer in 2014, retiring in December 2019.

The Executive wishes both Lynne and Brian well in retirement.

NSWPLA Executive Office Report

In addition to providing general support across the network, there are a number of highlights. However, it should be noted that without the support of both the Executive and the member Council's, NSWPLA would not be the supportive and relevant association that is.

SWITCH 2019

SWITCH 2019 was again a successful event. From the responses and the general comments made, it can be ascertained the conference was again a highly worthwhile professional development event and enjoyed by all. The 2019 evaluation found that 100% of respondents rated the conference as good or excellent but the conference also returned a healthy surplus that the Executive can put back into member services and support such as the Renew Our Libraries Fund, COVID eResources stimulation funds and the CSU scholarship that is commencing in 2021. Thanks must go to the Organising Committee, Riverina Regional Library, Robert Knight, Outgoing Executive Officer, Lynne Makin and all the staff at Panthers that assisted in making the event such a success.

Renew Our Libraries Campaign – Phase 2

Following on from the successful launch of Phase 2 of the *Renew Our Libraries* funding campaign at a Parliamentary Briefing at NSW Government House on 12 November 2019, meetings with a number of parliamentarians who attended the launch were held in Sydney on 26 and 27 February. Phase 2 of Renew Our Libraries will focus on a sustainable state funding model for NSW libraries. It is critical that funding is assured well beyond the current 4-year window to prevent NSW Libraries being placed in the same financial position as prior to the Renew Our Libraries campaign .

COVID-19 Response

The NSWPLA Executive resolved to support the library services of its member Councils during the COVID-19 pandemic by making funds available for the purchase of additional eResources. A total of \$85,000 was available in the NSWPLA COVID-19 eResources Fund, for distribution to NSW library services. The distribution was undertaken in the same proportion that NSWPLA membership fees are calculated (by population bands) to a maximum of 50%. The funding was made available to support the increased demand in the provision of e-services to their community.

To assist member libraries, the NSWPLA Executive Office created a one page reopening your library guide and checklist, making both available on the NSWPLA website and emailed to members.

Representing our Members

NSWPLA represents its members in various ways. NSWPLA sits on several committees including Trove Strategic Advisory Committee, Australian Libraries Copyright Council, Australian Public Libraries Alliance and the SLNSW Public Libraries Consultative Committee. The Executive Office has also responded to a number of Government Submissions including the Australian Government National Disability Strategy, NSW Public Spaces Charter and NSW Productivity Commission’s Review of Infrastructure Contributions in New South Wales.

It is an honour to be appointed as the NSWPLA Executive Officer and I look forward to working with the broader NSW Public Library network. Enjoy reading about your Association, your achievements, and the work that you all do within your communities.

Adele Casey
Executive Officer



Images Clockwise
 Bega Shire Library
 Bland Shire Library—Online Lego Club
 Inverell Shire Library—Storytime
 Goulburn Mulwaree Library—Bear Storytime Pack

NSWPLA EXECUTIVE ACTIVITIES

Over the last twelve months, the Executive has continued to work hard for the Association. 2019-20 has brought many challenges – drought, fire, flood and a pandemic. However, through this adversity, NSWPLA and its member libraries have proven they are resilient, adaptable, innovative and flexible; a snapshot of which will be highlighted in this annual report.

Unfortunately, the annual SWITCH Conference was cancelled due to COVID. A difficult decision, however, one that was made with the best interest of our members, sponsors and supporters in mind. SWITCH 2021 will be held in Penrith 16-19 November, followed by Albury in 2022.

The NSWPLA Executive have been focused on providing support to libraries during this unprecedented year in addition to ensuring our Association remains connected, relevant and remains the voice of public libraries across New South Wales. Focal areas have included:

- Maintaining the current 100% membership of the Association by NSW councils through representation of the Executive at all meetings of the 8 NSWPLA Zones.
- Strengthening the strategic alliance between NSWPLA and Local Government NSW to further political capacity of the Association.
- Strengthening the working relationship with the Australian Library and Information Association and the Australian Public Libraries Alliance.
- Activating the key strategies of the NSWPLA Strategic Plan 2017-2021, Identity and Advocacy:
 - Identity is a particularly important objective for the successful amalgamation of two previously separate associations into one effective peak body.
 - Advocacy for NSW councils and their libraries is critical to ensure that the NSW public library network is robust, collaborative and appropriately funded.
- Commencing the review of the NSWPLA Strategic Plan due for renewal in 2021.
- Improving communication outlining the Association's value proposition to its membership under the key headings of Professional Development, Advocacy and Strategic Partnerships by including opportunities for our member councils and their staff:

Professional Development

NSWPLA Executive has been working towards creating and sustaining a member benefit program that truly benefits our member Council's staff. Below is a list of the member benefit program, including the COVID-19 payments recently made to those libraries that claimed. If there is something you would like included, please let us know and if we can work towards achieving it we will

- Annual SWITCH Conference
- Reach Out Symposium
- Administration of the Australasian Mobile Library and Outreach Services Network
- Colin Mills Scholarship (biennial)
- Kath Knowles Emerging Leaders Award (biennial)
- Multicultural Excellence Awards (annual)
- Innovation and Outreach Services Awards (previously known as MAPL's) (annual)

- Charles Sturt University Scholarship (Annual)
- Life Membership awards (annual)
- Recognition of retiring Library Managers (annual)
- The Reading Hour
- Summer Reading Club
- Provision of the Inclusion Resources Program for NSWPLA members
- Provision of the Basecamp electronic communications program to support more effective and inclusive interactions within NSWPLA Zones
- Provision of Zoom licences for professional development and zone meetings
- Provision of professional development support to staff of NSWPLA member councils to attend SLNSW offsite training opportunities

Advocacy

- Increased government financial support for public libraries with the development of the 2018 Funding Campaign
- Establishment and maintenance of a strong network of 8 geographic zones
- An Executive Committee that provides scope to include both elected and library manager representatives from across the state
- An Executive Officer who is employed to undertake a range of administrative, strategic, and support activities on behalf of the Executive Committee and broader membership
- Various campaigns as required including the Renew Our Libraries funding campaign

Strategic Partnerships

- Alliance with Local Government NSW
- State Library of NSW via representation on Public Libraries Consultative Committee
- Representation on the Australian Public Library Alliance (Sub Committee of Australian Library and Information Association)
- Membership of the Australian Libraries Copyright Council
- Member Trove Strategic Advisory Committee

National Projects

Support for participation in:

- Australia Reads
- Library & Information Week
- Library Lovers Day
- National Simultaneous Storytime



Image: Blue Mountain City Council—Mayor and Cr Romola Hollywood celebrating “No More Fines”

Strategic Plan Review 2018-2021

NSWPLA Vision: “to be a strong and united voice for New South Wales Public Libraries.”

NSWPLA Values:

Mutual respect and trust

Professionalism and integrity

Transparency and inclusiveness

Creativity and imagination, and

Participation and considered action

As the life of the current strategic plan comes to an end, it is timely to review the performance against the objectives set. Below is a summary of activities undertaken for our members.

IDENTITY – We embrace a fresh and revitalized identity that projects One Voice to our members, stakeholders and communities.

Objective one: Craft an identity for New South Wales Public Libraries Association Members that will support one voice for our network

Action	Progress
Create an information package to engage, guide and support Councillor representatives, Executive Members and Zone Secretaries in understanding who we are, our history and our future as one voice	An information package was prepared and distributed to all Councils. Additional information included: Connecting Communities, a booklet showcasing libraries across the state A statistical summary of NSW Public Libraries A funding snapshot of NSW Public Libraries Renew Our Libraries – State of our Libraries Report Renew Our Libraries – Public Library Funding Renew Our Libraries – How Subsidy Adjustment funding facilitates funding equity
Commit to a series of state-wide face-to-face membership meetings to explore and understand aspects of the refreshed identity and strategic focus to gain commitment to and involvement in the Association to create One Voice	Several statewide membership meetings were undertaken and well attended. Ongoing member connections included: Executive attendance at zone meetings Executive Officer administering Sydney Combined Zone Meetings Annual SWITCH Conference Councillor sessions at SWITCH Conference Renew Our Library consultation Annual General Meetings
Update and amend the Constitution to reflect but not inhibit the new identity and One Voice of the association and be a cornerstone for the association moving forward	The Constitution was amended to reflect but not inhibit the new identity and focus on the association The association is described as proactive, responsive and transparent by our members, stakeholders and communities

Objective two: Enable news ways in which the association engages with partners and agents of social equity and inclusion as we move through times of great change.

Action	Progress
<p>Initiate a conversation with public libraries involved in the council amalgamation process to identify ways in which the association can provide practical partnership support</p>	<p>The association worked with public libraries affected by amalgamations to assist with practical integration and provided support through connections and referrals to similar situated libraries and the SLNSW</p>
<p>Identify new partnership opportunities to source future-orientated knowledge and ideas that will ensure the NSW public library network remains responsive, agile and informed about the needs and aspirations of the communities it serves</p>	<p>Continued close relationship with SLNSW</p> <p>Reignited relationship with LGNSW</p> <p>Developed strong relationships with ALIA and APLA</p> <p>Successful and far reaching Funding Campaign (ROL) supported by Essential Media</p> <p>NSWPLA is a known entity within NSW politics with the Association identified as the peak body for public libraries across NSW</p> <p>NSWPLA is a respected association within APLA and is represented on the Committee</p> <p>Meetings held with MP's representing various political parties</p> <p>Continued membership on Public Libraries Consultative Committee</p> <p>Annual meeting with Library Council of NSW</p>



Image: AlburyCity Libraries—Albury Old and New Games

Strategic Plan Review 2018-2021 Cont...

ADVOCACY – Our public libraries offer vibrant spaces in which all citizens can meet, learn and play. They provide essential community, learning and social services to every community in NSW

Objective one: Position public libraries as essential services to NSW communities; entitled to fair funding, skilled staff and contemporary and digital infrastructure

Action	Progress
Develop a clear, workable communications plan that engages, guides and supports advocacy work to be undertaken by the membership of the association	Communications plan developed and distributed to all Councils in NSW
Develop a range of key messages that encapsulate the value of our public libraries and can be used in an ongoing campaign to elevate the value of public libraries to state government, local government and our communities.	Engaged Essential Media to assist with successful funding campaign Renew Our Libraries website and social media accounts State of Our Libraries report Public library Funding information sheet Subsidy Adjustment information sheet
Identify three public policy priorities that benefit the network for the Association to campaign on from 2018 to 2021.	Public policy campaigns undertaken and ongoing Establishing NSWPLA as peak body for libraries across NSW Funding Literacy Joint LGNSW and NSWPLA Shared Vision



Images:
Oberon Library - Simultaneous Storytime - Macci the Alpaca
Bland Shire Library— Online Lego Club
Cobar Shire Library—Virtual Jigsaw Puzzle

Objective two: Build effective knowledge-sharing and campaign-ready networks and partnerships

Action	Progress
<p>Re-engage and actively build relationships and joint project possibilities with strategic partners such as LGNSW, ALIA, ALGA and SLNSW to strengthen our advocacy campaign.</p>	<p>LGNSW and NSWPLA worked collaboratively on the Renew Our Library funding campaign Reignited LGNSW and NSWPLA Working group Continued close relationship with SLNSW Developed strong relationships with ALIA and APLA NSWPLA is a known entity within NSW politics with the Association identified as the peak body for public libraries across NSW Continued membership on Public Libraries Consultative Committee Annual meeting with Library Council of NSW</p>
<p>Develop a broad stakeholder engagement plan that will advance our advocacy campaign</p>	<p>Engaged Essential Media to assist with successful funding campaign and stakeholder engagement Working party developed including NSWPLA and Essential Media representatives Regular communications with wider public library network regarding progress and success Established Renew Our libraries website and social media platforms</p>
<p>The Association’s executive members or delegates speak at conferences and other relevant forums to support the advocacy campaign.</p>	<p>Executive members or delegated have spoken at: Various SWITCH conferences ALIA events APLA events Addressed various MPs Met with State Librarian and Library Council Various media outlets</p>



Image: Australia Children’s Laureate Foundation

NSWPLA Response to Covid-19

The NSWPLA Executive would like to acknowledge the work of all library staff for adapting to the changes required in these unprecedented times. During the shutdown period over 20,000 new members joined libraries across NSW (SLNSW), A true testament to the way in which library services adapted to change, demonstrated their agility and flexibility to pivot services all while continuing to serve our communities through these extraordinary times.

NSWPLA supported its member Council’s throughout the COVID -19 pandemic. NSWPLA was involved in discussions with peak bodies across the library sector including ALIA, SLNSW and NSW libraries in addition to various media outlets. From the announcement of COVID-19 restrictions, to closure and reopening, the NSWPLA Executive Office was in regular contact with the ALIA Executive Office, sharing resources, information and working together to ensure the latest information regarding services was available in one place. This affiliation being a direct result the close working relationship NSWPLA has with APLA and ALIA and the coordinated work that occurs.

COVID-19 provided a great number of challenges for the sector and a rapidly evolving environment to negotiate. This continues as the pandemic evolves however, the library sector has adapted and continues to meet the challenges as they arise.

NSWPLA COVID-19 eResources Fund

The NSWPLA Executive resolved to support the library services of its member Councils during the COVID-19 pandemic by making funds available for the purchase of additional eResources. A total of \$85,000 was made available in the NSWPLA COVID-19 eResources Fund, for distribution to NSW library services. The distribution was undertaken in the same proportion that NSWPLA membership fees are calculated (i.e. by population bands) to a maximum of 50%. The funding was made available to support the increased demand in the provision of e-services to their community and could include products such as eBooks, eAudio, Wi-Fi hotspots, devices to loan or similar.

Reopening Your Library Guide

In conjunction with the reopening of libraries, NSWPLA Executive Office created a one page Reopening your Library guide and detailed checklist available to NSWPLA members. The guide was created based on Health NSW, Safe Work Australia advice and ALIA advice.



Images— From top
 Gundagai Library—Cindy Smith
 Temora Shire Library—Wendy Manning
 Walcha Shire Library
 Woollahra Library—Click and Collect
 Bathurst City Library—Welcome Back
 Left: Hawkesbury Library Service—True Crime Online

COVID-19 Response Newsletter

A series of newsletters were released highlighting the wonderful initiatives being undertaken within NSW public libraries. These have been positively received with many libraries utilising them as a resource for fresh ideas and to network with sector professionals.

COVID-19 highlighted what an agile and adaptive profession public library staff are. NSW public libraries responded, providing innovative service provision. Meeting the challenges presented to them, and in many cases, exceeding the expectations of community by the services provided in a timely and professional manner. Some of the services included:

Access to Books, eResources and more

With unprecedented demand for eResources including ebooks, emagazines, eaudio, streaming services and more, many library services extended existing subscriptions and entered new arrangements. The NSWPLA assisted with this through the eResources fund making available \$85,000 across the NSW Public Library network. Supporting the NSWPLA decision, media released by the State Library of NSW (25 May 2020) stated.

"Since the 23 March shutdown, the State Library has enjoyed 703,611 website visits (20% increase) and 1,500 ebooks have been downloaded (200% increase). NSW public libraries have collectively processed over 800,000 loans (300% increase) and enjoyed over one million website visits (100% increase)* "*

(Percentage increases are compared to the same reporting period in 2019 (23 March to 15 May).*

Click and collect, library 2U and home delivery services also surged with many libraries continuing these services as part of their new normal. Craft kits, Lego clubs and quiz's were provided in take home format and were delivered, posted or collected.

Keeping Communities Connected

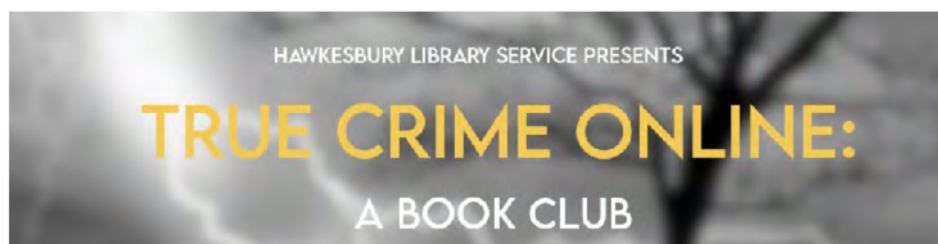
As libraries across the state closed in March, many services reimaged their programs to online offerings. Online storytelling, virtual programs, craft activities and bookclubs, and interactive family history, author talks, jigsaws and homework help. There was also a surge in webinars offering vital connections across communities while providing information on a variety of topics.

These programs were available on a variety of platforms including Facebook, Facebook live, Instagram, YouTube and Zoom, further showing the adaptability and diversity of library professionals.

Assisting our vulnerable and isolated

Many libraries called their members to check in and advise them of the services being offered. Others utilised council vehicles to deliver books, craft activities, 'learn to' kits, yoga and at home workouts. We also provided cross words, word searches and coloring in sheets.

Some libraries have provided the homeless access to PC's, even throughout the lockdown period in addition to providing books and resources.



NSWPLA Response to Covid-19 Cont...

Welcoming new members

New members have taken advantage of the offerings provided by libraries across the state. Many libraries have provided temporary membership and online membership agreements to provide quick and easy access to resources.

Keeping our members safe

Libraries followed advice from Health NSW and Safe Work Australia to keep our selves and our members safe. Closing book chutes, utilising personal protective equipment, extended loan periods, and quarantining items.

On reopening, COVID safe plans have been adopted with social distancing implemented, screens installed, sanitising stations provided, regular cleaning initiated, programs reduced and bookings with limited times for PC's introduced.

Keeping our staff safe

Some staff have worked from home, others have remained on site. All have had their members and colleagues health and safety at the forefront. During the pandemic, staff have created online programs, developed contactless book deliveries, created "click and collect" and undertaken many onsite duties such as collection management, maintenance, stocktaking, and digitization projects.



Images— From top
 Clarence Valley—Click and Collect
 Cobar Shire –Knit and Croc Kit
 Goulburn Mulwaree—Storytime Bear Pack
 Riverina Regional library—Recycled Book Art
 Macquarie Regional Library—Paper Planes



Image: Penrith City Library - Ollie enjoying Toy Library Outreach

RENEW OUR LIBRARIES—PHASE 2

The network of public libraries across New South Wales reflects the vibrant communities within which they operate. From July 2018 to July 2019, 1.9 million people attended 95,600 programs across the state. Public libraries are the heart and soul of these communities, providing a wide range of services which are deeply valued by everyone who uses them. Indeed, it would be tough to find a single person in NSW who does not love their library. The first phase of the Renew Our Libraries campaign successfully garnered bipartisan support within NSW resulting in an additional \$60 million in funding for the current quadrennial financing period. Phase 2 of the campaign is focused on legislating and indexation of the funding to ensure the future of libraries in NSW.

NSW Councils need long term funding certainty to ensure that their libraries, which are important community hubs, can continue providing vital spaces, collections, programs and services to their constituents. This has never been more evident since the COVID-19 pandemic. Certainty can only be achieved by indexing the entire state funding package to CPI and protecting all elements of the funding in legislation.

The Library Regulation was amended in 2019 to ensure that the per capita component of state funding will increase incrementally over the four year period 2019-20 to 2022-23, from the previous level of \$1.85 to the revised level of \$2.85 (in 2022-23). The per capita amount is proposed to remain at \$2.85 into the future. However, state funding for

NSW libraries is not indexed to cost of living increases.

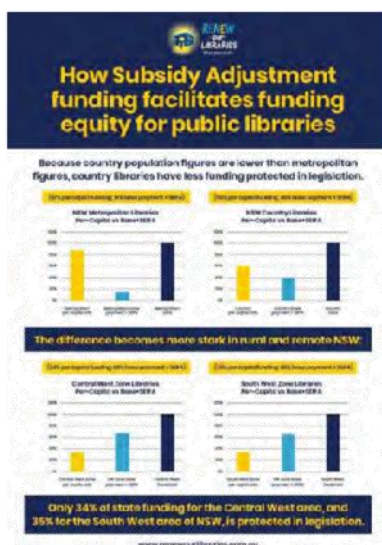
This is exactly the issue that saw state funding for our libraries gradually reduce from 23.6% of the total cost of operating public libraries in 1980 to just 7.4% by 2017-18. If the per capita funding and all other components of the state funding contribution are not indexed to cost of living increases, NSW councils will once again find themselves funding an increasingly disproportionate share of library costs, which may well lead to library service reductions or closures in the future.

The other problem is that only the per capita component of state funding is currently protected in the Library Regulation, leaving 46% of the total state



Illustrated above is the current distribution of State funding to NSW councils. 54% allocated on a per capita basis. This is **protected** in legislation, but is **NOT indexed to CPI**. 46% split between allocations to Council's through a mix of SEIFA indexed payment in addition to a \$50,000 base payment, the provision of centralised services to libraries by the SLNSW and the annual grants program. This component is **NOT protected by legislation NOR indexed to CPI**.

A Pre-Budget submission was delivered to Treasury and several meetings have been held at NSW Parliament House with MP's from various political spheres in February 2020. However, for phase 2 to be successful, we will again request the support of our members. This will be particularly evident as we edge closer to the 2022 state election.





AWARDS AND SCHOLARSHIPS

INNOVATION IN OUTREACH SERVICES

The Innovation in Outreach Services (IIOS) Awards provide recognition for the high quality programs and services provided by public libraries across New South Wales.

The awards are administered by NSWPLA with the generous support of Library AV and Large Print. Their sponsorship has ensured longevity of the awards with their continued commitment into the future.

The awards have the objectives:

- To recognise the diversity of outreach services provided by public libraries
- To encourage libraries to be innovative in the outreach services they provide
- To acknowledge, celebrate and share the diversity of outreach services provided across the library network
- To reward library services for providing a diverse range of outreach services

Categories for entries are based on the size of the library service:

- Population less than 10,000
- Population between 10,000 – 30,000
- Population between 30,000 – 100,000
- Population over 100,000

POPULATION LESS THAN 10,000

WINNER: Bland Shire Council—Real Pigeons Not So Bland



POPULATION—10,000—30,000

WINNER

Greater Hume Council—Festival of Seniors

HIGHLY COMMENDED

Gunnedah Shire Council—Panorama Booklet Project

Singleton Council—When in doubt the library delivers

POPULATION— 30,000—100,000

WINNER

Richmond Tweed Regional Library—Tweed Heads Library—DiscoveryRoom

HIGHLY COMMENDED

Orange City Council—Mystery at Emmaville: An Escape Room

Blue Mountains City Council—Pop-up Library @ Home



INNOVATION IN OUTREACH SERVICES

POPULATION—Over 100,000

WINNER

Campbelltown City Council—50th Anniversary of the Moon Landing

HIGHLY COMMENDED

Georges River Council—Salon Bibliotheque

City of Ryde—Interactive Toy Library Wall



Images Clockwise
Blacktown Library - Mobile Van
Singleton Library- When in doubt, the library delivers
Blue Mountains City Library—Pop-up library @ Home
Georges River Library—Salon Bibliotheque
Gunnedah Library—The Panorama Project

KATH KNOWLES EMERGING LEADERS AWARD

The Kath Knowles Emerging Leaders Award, valued at \$5,000, is a biennial award available to staff members that have been working in the library profession for less than ten years.

Kath Knowles, former Chairperson of Public Libraries NSW – Country (previously known as the Country Public Libraries Association of NSW) passed away on Friday 19 November 2010 at the age of 39.

Kath was acclaimed as an inspired leader who brought a fresh and practical perspective to the various leadership roles that she occupied. She was committed to equality and diversity, and had a strong commitment to people with disabilities.

The KKELA provides the opportunity for library staff to fulfil a professional development need focusing on leadership development that is outside of their library’s normal staff development training resources. The successful applicant would gain skills and knowledge to benefit both the applicant and the management of their library service.

WINNER

Prue Fogarty
Shellharbour City Council

Project—Digital programming for today & tomorrow: Preaching to the converted or a new world waiting? Exploring the qualitative & quantitative value of online programming to library services.

Award Project Outline

The onset of the global COVID-19 pandemic saw public libraries facing sudden closures and facing the question of how to stay connected to their communities. In an outstanding demonstration of the industry’s resilience, creativity and agility, many libraries quickly pivoted to digital programming. Online story times and zoom workshops quickly became the order of the day.

As communities begin re-opening doors, the value of implementing digital programming as a regular resource will be examined. How can libraries be sure online programming is effectively reaching their target audiences and new members? By reviewing current innovative models, we can begin to determine how to measure value and if there is merit in sustaining digital programming as part of our services into the future.

This project, *Digital Programming for today and tomorrow* will explore the ongoing value of online programs and seek out successful program models. The project will collate and evaluate the results to share them with the NSW public library network.



Image
 City of Ryde—Interactive Toy Library Wall

PARTNERSHIPS AND SUBMISSIONS

BOOKTOPIA ARRANGEMENT

NSWPLA have partnered with Hornsby, Riverina Regional and Sutherland Libraries to pilot a series of collaborative author talks. These talks will all be conducted as webinars with capacity for 500 attendees and will be offered free of charge.

Amy Heap, Melanie Mutch and Monique Akauola have put a great deal of work into providing this fabulous resource with the aim to spread the load across libraries, sharing the workload across the state. A huge thanks to Melanie, Amy and Monique.

CREATE NSW PARTNERSHIP

NSW Public Libraries offering paid creative experiences for children and young people may be eligible to join the Creative Kids Program – a NSW Government initiative. Under the scheme, each school-aged child in NSW is eligible for a \$100 voucher per year to put towards the cost of lessons and fees. These vouchers can then be redeemed by libraries if they are registered Creative Kids providers.

The program has expanded to better support digital programming, which will suit any library programs that may have transitioned online due to COVID-19.

Public Libraries play an important role in delivering literary and creative programming to their communities. Registering to be a Creative Kids Provider can generate income, improve your library's reach and accessibility, and offer new opportunities to young people.

FIND OUT MORE (<https://www.create.nsw.gov.au/category/funding-and-support/creative-kids/>)

SUBMISSION TO THE NSW PRODUCTIVITY COMMISSION'S REVIEW OF INFRASTRUCTURE CONTRIBUTIONS

NSWPLA provided a response to the Productivity Commission regarding Infrastructure Contributions in NSW. Basically, NSWPLA has supported a review of Infrastructure Contributions in New South Wales to recognise the limitations that current contribution caps place on the community development, particularly the negative impact on investment in library and other community buildings. The submission requested the panel to recommend that the NSW Government allow community services buildings to be funded under Section 7.11 of the Environmental Planning and Assessment Act 1979, where contributions exceed the current caps per lot or dwelling, and to amend the DPIE Essential Works list to include community services buildings.

SUBMISSION TO THE AUSTRALIAN GOVERNMENT NATIONAL DISABILITY STRATEGY DISCUSSION PAPER

NSWPLA provided a response to Government supporting the objectives of the original 2010-2020 National Disability Strategy, to achieve a unified, national approach to 'an inclusive Australian society that enables people with disability to fulfil their potential as equal citizens'.

SUBMISSION TO THE DRAFT NSW PUBLIC SPACES CHARTER

NSWPLA provided a response to supports the ten (10) draft principles outlined in the Charter, however requested the NSW Government recognise the limitations that current contribution caps place on the community development, particularly the negative impact on investment in library and other community buildings.

PRE-BUDGET SUBMISSION DELIVERED TO TREASURY



A Pre-Budget submission, including the State of Our Libraries Report, was delivered to Treasury. Several meetings were held at NSW Parliament House with MP's from various political spheres in February 2020.

Our public libraries need long term financial security, and the only way this can be delivered is by indexing the current funding so that it can keep up with inflation, and legislating all components of state funding for future years. Without this, the current level of funding for public libraries is not guaranteed beyond 2023.

Funding certainty will provide a sustainable future for the 363 public libraries across NSW, and will offer the impetus for ongoing investment in library infrastructure, collections and services by NSW councils.



Images— From top
Canterbury Bankstown Libraries—BLaCK
Waverly Libraries—Collage
Camden Libraries—Satur-play at Oran Park
Georges River Libraries—Hurstville Media Lab



LIBRARIES IN OUR COMMUNITIES

This year has been far from usual, throwing many challenges to the sector as a whole. Despite this, NSW’s innovative, adaptable and resilient public libraries have achieved an enormous amount. Below is a small selection from across the state showcasing what our libraries are achieving within their communities. Broken into four categories; Buildings and Mobile Libraries, Outreach Services, Partnerships and Collaborations and Online Activities.

BUILDINGS AND MOBILE LIBRARIES

Ku-Ring-Gai Library is progressing with their tender for a library at the Lindfield Village Hub. A new 2,400m² community building will sit at the heart of the precinct, opening to the park and providing a civic presence to the development. Inside the building will be a range of inspiring and functional community spaces. These will provide the traditional library but also cater for growing demand for co-working, collaboration and other activities. The community venues will offer bookable rooms for a range of different group sizes and hirers, for uses such as meetings, fitness activities, community clubs, and children’s functions.

Hurstville Library Media Lab will provide access to a range of technology for the skilled and amateur enthusiasts in producing music, videos and other works. Features include a cyclorama wall, green screen, 3D printer, a suite of computers, audio and video equipment. Soon a sound booth will be installed just outside the lab with a digital keyboard and the space to produce music.

A number of refurbishment have been undertaken across the state including Homebush Library boasting the addition of ironbark gallery, study stadium and library lounge, book lockers integrated with Spydus, Grenfell Library and Blayney Library both received facelifts.

Major refurbishment of Sutherland and Caringbah libraries (Pictures in image file) and partial refurbishments of Miranda, Menai and Engadine libraries, including creating new quiet study and group study areas at all three branches and a new customer service desk at Miranda. The new Granville Library opened in September as part of the multi-purpose community centre, library, arts and cultural facility in Granville.

Fairfield brand new library on Hamilton Road for the people of Fairfield. The new Fairfield Library will offer an improved customer experience and access to a greater variety of services.



Images from top:
 Georges River Libraries—Hurstville Media Lab
 Sutherland Library Refurbishment
 Parkes Library Concept Plans
 Granville Centre including Library

BUILDINGS AND MOBILE LIBRARIES Cont...

Blacktown showed off its new Mobile Library. The idea being that the mobile library will go to local community centres and maintain the book collections on site.



Parramatta library concept is available and Parkes redevelopment is well underway. Included in the new space will be an intergenerational makerspace, an adult education room, meeting and study rooms, additional space for children's programs, places to connect with technology and green areas.

Batlow new library opened in 2020 following a successful NSW Government Stronger Communities Fund Application and the Gundagai Mayor officially opened new outdoor space connected to the Gundagai library. The outdoor area flows into the neighbouring park. The covered area will include seating and landscaping while the stage/deck features the wrought iron musical note railing that once adorned the old rotunda in the park



OUTREACH SERVICES

The Northern Beaches Young Writers Competition continued to be popular and produce a high level of entries. Due to COVID, the awards ceremony was conducted online.

Penrith ran virtual NAIDOC week activities including story time via YouTube and Facebook, Flashback Friday posts on Facebook and Instagram in addition to book displays in the libraries.



Campbelltown Library launched its Discovery Collection which is a variety of non-traditional items such as a telescope, robot, puzzles, games, science kits and musical instruments for loan. Members can loan these items and is proving very successful with more items planned to be purchased.

An E-sign was installed at Bogan Library providing a central point to advertise activities, new stock and general community information.

Gilgandra Reads Everything Around Town (GREAT) Day, was held on 1 April, with author Nathan Luff speaking to 400 children from the primary schools, with each child receiving a new book to keep.



Oberon Library held a Waste to Art picture program with some brilliant structures developed, while Coolamon undertook 'Sign up September' membership drive. A successful campaign resulted in 41 new members and the advertising significantly raised the profile of the library within Coolamon Shire residents.

Cootamundra held a Digital Detox providing an opportunity for members to connect in a quiet environment full of peace, calm and creativity, and no devices!.

Images from top:
 Blacktown Mobile Library
 Batlow Library Opening
 Penrith Library Online Storytime
 Campbelltown Library FCBD

Holbrook Library, in response to the fires, created a calm, quiet space for children to visit and create with LEGO while their lives were being turned upside down by the fires.

Collaborative projects were created while enjoying the safe environment and Jundera hosted a Virtual Reality session hosted by Swinburne University.

Author Sophie Green visited Howlong Library entertaining locals with her stories and readings from her latest book.

June brought community members together with a CALD cooking and Conversation English program. This gave the opportunity to learn about Australian products and food all while practicing their English skills. While Tumut’s multicultural Mosaic Ladies, a diverse group of women, meet regularly within the library to forge community and social connections while participating in maker space activities.

Temora held a One book, One Temora program. The program was hugely successful with over seventy participants and are looking to continue with the program.

PARTNERSHIPS AND COLLABORATIONS

City of Parramatta Libraries continue to deliver digital creations with a variety of offerings available including video, live streaming, audio and digital booklet. Videos on DIY mobile technologies and English pronunciation workshops were developed. The library teamed up with partner organisations such as ATO and APMC, to present information talks online to CALD groups on topics such as health and wellbeing, JobKeeper, JobSeeker, and early access to superannuation. The Library continues its excellent partnership with Western Sydney University to develop 13 Science Week programs. With the MARCS Institute for Brain, Behaviour and Development, scientists worked with library staff to create digital content.

Lane Cove, Hornsby and Northern Beaches are collaborating on online author talks while Ryde continues to successfully manage the 1000 Books Before School Program for the Zone. The success of this program has seen other library services seek participation.

The City of Sydney, in partnership with BAD Sydney Crime Writers’ Festival had Megan Goldin talk about her book The Night Swim.

The Campbelltown Youth Literacy Initiative, in partnership with Sweatshop Literacy Movement, will deliver writing and mentoring workshops in local high schools with the aim to publish an anthology of work to be launched at the Sydney Writers’ Festival in 2021. This is grant funded by the Packer and Crown Foundations

Canterbury Bankstown Library held Christmas at the library (BLaKC).



Images from top:
 Snowy Valleys Library
 Parramatta Library
 Northern Beaches Ready for Delivery
 Port Macquarie—Library has left the building

This was the first time such an event was held at BLaKC. The Bankstown City Brass Band entertained over 40 members, plus those looking over the balustrades, with Christmas songs and festive music.



Campsie Library held an Autism Awareness information session about autism, autistic behaviours and hands-on strategies for supporting a person with autism. A very promising partnership with Autism Community Network emerged from this event resulting in an autism support group.

Bland Shire held a five day Illustrator residency Ben Wood in partnership with Evolution Mining, a local mining company. The program included visits to every school within the Shire reaching approximately 900 students.



Culcairn was successful in applying for a Government Social Isolation Grant to provide 30 iPad's for loan across the shire to seniors over 65 and Indigenous over 55 to foster social inclusion for seniors.

Henty in partnership with the Henty group *Representative of the Community Soul* and Country Arts Support program, provided training on how to create a successful portrait; Encouraging increased community participation, awareness and diversity to the library space



Wagga Wagga City Library received one of five Inspiring Australia Grants within NSW for the annual Riverina Science Festival. Partnering with Elders, Schools, Art Gallery, Museum Charles Sturt University, Swinburne University, the library coordinated a weeklong program of science based interactive activities with "Future World" a day of festival activities, to complete the week.

ONLINE ACTIVITIES

Following COVID-19, most library service operating hours are back to normal, however restrictions on activities are still prevalent across the state resulting in continued high levels of online activities. A positive result from the COVID pandemic is the adaptability and alacrity the sector established while pushing the digital boundaries of services.



Mosman conducted an Instagram live event for their Youth and Literature Awards while Ku-Ring-Gai Library developed and presented an online strategy for adults and seniors.

Canterbury Bankstown undertook baby Rhymetime and Preschool storytime, Children's craft videos, Tooning workshop, July School Holiday activities, Local History Find a word and puzzles, Online Art Classes and Chair Yoga, Book Clubs (via Zoom) and Movie Club (via Zoom).

Images from top:

- Images from top:
- Lavington Library Youth Space
- RRL—What's Next
- Ku-ring-gai Library—Home Delivery
- Coffs Harbour Library— Online Baby Rhyme Time

The City of Sydney undertook online children’s programming including Storytime and Bilingual storytime, Rhymetime and Auslan storytime in partnership with the Deaf Society.

Randwick staff have presented 70 online programs with a combined live audience of 2.2k viewers while Waverly Library has held many online activities for the community via Zoom including Multicultural Cooking classes, Library Movie Club and Book Clubs, Storytimes and Craft sessions for children, Aboriginal and Torres Strait Islander Culture Club and Aboriginal Art Workshops and a variety of others.

Woollahra Libraries successfully adapted a number of key events and programs to digital formats, to create an online experience that Library customers could access from home using Zoom. Events included author talks, virtual work hubs, a Woollahra School of Philosophy panel discussion, Tech Bites, writing workshops, HSC study sessions, and a Digital Escape Room.

Penrith Library launched a new Library App (SOLUS) in May. Online workshops included a teen book club, author talk with Robert Tickner, Magic Workshops and Dungeons and Dragons afterschool activities and a ‘Monster Mash Up’ competition where children built monsters from recycled material, took a photo and entered a competition for the best monster via Facebook.

The Hills Libraries pivoted services in many ways. From March to July servicing 300 seniors through our “stay home and read” service with the team travelling nearly 3,000kms around The Hills. As many seniors are still reluctant to venture out, the service continues.

Hawkesbury created a huge range of how to videos for use and created a new partnership with Western Sydney Community Legal Centre Limited to deliver weekly legal clinics in the Hawkesbury.

Randwick City Library launched Ask RaCheL – Your Reading Friend. Rachel is formed around the initials of Randwick City Library and is aimed at people who don’t have a lot of time to browse either the physical library shelves or our online catalogue.

Waverley Library launched a newly designed website, while Sutherland Library’s new interactive local history website and interactive touch table were launched in February. Containing thousands of items of significance to the local area, including photographs, maps and oral histories.



Images from top:
 Woollahra Library—Online Storytime
 Penrith City Library App
 Hawkesbury Library—Online Book Reviews
 Randwick City Library—Ask RaChel

NSW PUBLIC LIBRARIES ASSOCIATION ZONES

MEMBER COUNCILS

Central East Zone

Central Coast Council
 Cessnock City Council
 Dungog Shire Council
 Lake Macquarie City Council
 Maitland City Council
 Muswellbrook Shire Council
 Newcastle City Council
 Port Stephens Council
 Singleton Shire Council
 Upper Hunter Shire Council

Central West Zone

Bathurst Regional Council
 Blayney Shire Council
 Bogan Shire Council
 Bourke Shire Council
 Brewarrina Shire Council
 Broken Hill City Council
 Cabonne Shire Council
 Central Darling Shire Council
 Cobar Shire Council
 Coonamble Shire Council
 Cowra Shire Council
 Dubbo Regional Council
 Forbes Shire Council
 Gilgandra Shire Council
 Lachlan Shire Council
 City of Lithgow Council
 Mid-Western Regional Council
 Moree Plains Shire Council
 Narromine Shire Council
 Oberon Council
 Orange City Council
 Parkes Shire Council
 Walgett Shire Council
 Warren Shire Council
 Warrumbungle Shire Council
 Weddin Shire Council

North East Zone

Armidale Regional Council
 Ballina Shire Council
 Bellingen Shire Council
 Byron Shire Council
 Clarence Valley Council
 Coffs Harbour City Council
 Glen Innes Severn Council
 Gunnedah Shire Council
 Gwydir Shire Council
 Inverell Shire Council
 Kempsey Shire Council
 Kyogle Council

Lismore City Council
 Midcoast Council
 Liverpool Plains Shire Council
 Nambucca Shire Council
 Narrabri Shire Council
 Port Macquarie– Hastings Council
 Richmond Valley Council
 Tamworth Regional Council
 Tenterfield Shire Council
 Tweed Shire Council
 Uralla Shire Council
 Walcha Council

South East Zone

Bega Valley Shire Council
 Eurobodalla Shire Council
 Goulburn Mulwaree Council
 Kiama Municipal Council
 Queanbeyan-Palerang Regional Council
 Shellharbour City Council
 Shoalhaven City Council
 Snowy Monaro Regional Council
 Upper Lachlan Shire Council
 Wingecarribee Shire Council
 Wollondilly Shire Council
 Wollongong City Council
 Yass Valley Council

South West Zone

Albury City Council
 Balranald Shire Council
 Berrigan Shire Council
 Bland Shire Council
 Carrathool Shire Council
 Coolamon Shire Council
 Cootamundra-Gundagai Regional Council
 Edward River Council
 Federation Council
 Greater Hume Shire Council
 Griffith City Council
 Hay Shire Council
 Hilltops Council
 Junee Shire Council
 Leeton Shire Council
 Lockhart Shire Council
 Murray River Council
 Murrumbidgee Council
 Narrandera Shire Council
 Temora Shire Council
 Snowy Valleys Council
 Wagga Wagga City Council
 Wentworth Shire Council

Sydney Northern

- Hornsby Shire Council
- Hunters Hill Council
- Ku-ring-gai Council
- Lane Cove Municipal Council
- Mosman Municipal Council
- North Sydney Council
- Northern Beaches Council
- Council of the City of Ryde
- Willoughby City Council

Sydney Southern

- Bayside Council
- Burwood Council
- City of Canada Bay
- Canterbury-Bankstown Council
- Georges River Council
- Inner West Council
- Randwick City Council
- Strathfield Municipal Council
- Sutherland Shire Council
- Sydney City Council
- Waverley Council
- Woollahra Municipal Council

Sydney Western

- Blacktown City Council
- Blue Mountains City Council
- Camden Council
- Campbelltown City Council
- City of Parramatta Council
- Cumberland Council
- Fairfield City Council
- Hawkesbury City Council
- The Hills Shire Council
- Liverpool City Council
- Penrith City Council



Images:
Hawkesbury Library—Poppy Display



Image
Central West Libraries—One Library One Book

NSW PUBLIC LIBRARIES ASSOCIATION ANNUAL FINANCIAL STATEMENTS

**New South Wales Public Libraries Association Inc.
Financial Statements for the year ended 30th June, 2020**

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New South Wales Public Libraries Association Inc.
Income and Expenditure Statement
For the year ended 30 June 2020

	2020	2019
	\$	\$
Revenue		
Memberships NSWPLA	166,014.10	164,698.00
Libraries Australia Contributions	-	288,382.56
Membership & Sponsorship - Aust. Mobile Lib. Network	400.00	5,600.00
Conference Fees - SWITCH		
- Conference Fees & Sponsorship 2018	-	116,955.45
- Conference Fees & Sponsorship 2019	138,137.27	139,370.00
- Conference Fees & Sponsorship 2020	<u>57,420.00</u>	<u>-</u>
Total Conference fees	195,557.27	256,325.45
Interest Received	10,631.95	7,293.71
Sundry Income	874.93	-
Scholarships & Awards - Sponsorships	-	500.00
AMLOSN - Symposium	-	1,650.00
AMLOSN - Reach Out Conference	<u>9,750.00</u>	<u>13,875.00</u>
	383,228.25	738,324.72
Expenditure		
Accounting & Audit Fees	3,432.77	3,280.93
Advertising & Marketing	116.61	-
Awards & Scholarships (inc Marketing)	8,027.14	11,180.91
Australasian Mobile Libraries Network		
- Conference & Awards	1,155.08	162.27
- Website	3,738.85	2,181.03
- Meeting costs	266.26	151.25
Bank Charges	166.06	427.67
Conference Expenses - SWITCH & AMLN		
- Venue Hire & General Catering	13,080.12	25,549.08
- Event Management	-	2,536.36
- Catering - Dinners & Drinks	83,505.44	38,683.47
- Entertainment	2,983.17	3,490.00
- Equipment & Display Hire	31,438.76	29,613.87
- Printing & Design inc Website	10,561.32	13,938.00
- Speakers Fees (inc Travel & Accommodation)	42,604.08	26,445.00
- Insurance - Conference	2,692.71	2,693.86
- Administration Costs Exec Officer re Conference	9,194.38	-
- AMLN Symposium 2018	-	18,459.37
- Sundry Expenses	<u>2,724.00</u>	<u>868.40</u>
	198,783.98	162,277.41
COVID-19 Support to Members for eResources	64,039.41	-
E-Newsletter	2,550.00	2,647.50
Executive Officer Fees	119,170.73	81,120.00
Executive Officer - Travel & Accommodation	476.06	1,542.96
Filing Fees - Annual Return	196.86	223.62
Funding Campaign - Media & Meeting costs	48,963.97	56,603.93
Insurance - Public Liability & Management	2,501.62	2,448.32
Libraries Australia Contribution	-	288,801.38
Meeting costs AGM - Venue and Printing	2,500.00	2,376.36
Network Partnerships & Projects (ALIA)	7,661.25	29,519.52
Office Equipment & Supplies	126.36	212.73
Postage	53.91	467.41

The accompanying notes form part of these financial statements.

New South Wales Public Libraries Association Inc.
Income and Expenditure Statement
For the year ended 30 June 2020

	2020	2019
	\$	\$
Professional Development	1,072.72	-
Sundry Expenses	318.18	-
Telephone (inc Teleconference)	-	317.46
Travelling Expenses - Executive	5,564.96	3,360.36
Website Maintenance & Hosting Fees	<u>5,591.04</u>	<u>5,144.69</u>
	476,473.82	654,447.71
Net Deficit	<u><u>(93,245.57)</u></u>	<u><u>83,877.01</u></u>

The accompanying notes form part of these financial statements.

New South Wales Public Libraries Association Inc.
Balance Sheet
As at 30 June 2020

	2020	2019
	\$	\$
Members' Funds		
Accumulated Surplus & Initial Funds	733,295.09	826,540.66
Total Members' Funds	<u>733,295.09</u>	<u>826,540.66</u>
Represented by:		
Current Assets		
NAB Working Account	35,911.24	62,893.19
NAB Cash Management Account	242,199.00	277,479.58
NAB Term Deposit	466,244.62	455,898.09
Sundry Debtors - ATO	10,562.00	-
Accounts Receivable	9,823.00	33,231.00
Provision for GST	3,656.45	-
	<u>768,396.31</u>	<u>829,501.86</u>
Total Assets	<u>768,396.31</u>	<u>829,501.86</u>
Current Liabilities		
NAB Business Credit Card	(346.28)	(1,211.62)
Sundry Creditor - ATO	-	151.00
Trade Creditors	1,633.50	-
Accrued Expenses - Refunds re Sponsorship	33,814.00	-
Provision for GST	-	4,021.82
	<u>35,101.22</u>	<u>2,961.20</u>
Total Liabilities	<u>35,101.22</u>	<u>2,961.20</u>
Net Assets	<u>733,295.09</u>	<u>826,540.66</u>

The accompanying notes form part of these financial statements.

New South Wales Public Libraries Association Inc.

**Statement of Changes in Equity
For the Year ended 30 June 2020**

	2020	2019
	\$	\$
Members' Funds		
Balance at 1 July 2019	826,540.66	742,663.65
Surplus/(Deficit) Attributable to Members	(93,245.57)	83,877.01
Balance at 30 June 2020	<u>733,295.09</u>	<u>826,540.66</u>

The accompanying notes form part of these financial statements.

New South Wales Public Libraries Association Inc.
Notes to the Financial Statements
For the year ended 30 June 2020

The financial statements cover New South Wales Public Libraries Association Inc. as an individual entity. New South Wales Public Libraries Association Inc. is a not for profit Association incorporated in New South Wales under the Associations Incorporation Act 2009 ('the Act').

1. **Basis of Preparation**

This is a special purpose financial report that has been prepared to meet the Association's accountability requirements. Specifically they have been prepared to -

- meet the reporting requirements of the Act.
- distribute to the member Councils of the Association

The Financial Statements have been prepared in accordance with the following Australian Accounting Standards -

- AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors
- AASB 1048 Interpretation of Standards

No other Australian Accounting Standards, Urgent Issues Group Consensus View or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The Financial Statements are based on historic costs and do not take into account the changing value of money. The accrual and going concern basis of accounting have been adopted.

(a) **Contingent Liabilities**

At the date of this report the Association is unaware of any contingent liability not recorded or disclosed in the Financial Statements.

(b) **Events occurring after reporting date**

There have been no significant events since reporting date and the date of this report likely, in the opinion of the Committee, to affect significantly the operations of the Association, the results of those operations or the state of affairs of the Association in subsequent financial years.

**New South Wales Public Libraries Association Inc.
Independent Auditor's Report
to the Members**

Report on the Financial Report

We have audited the accompanying financial report being a special purpose financial report, of New South Wales Public Libraries Association Inc., which comprises the Balance Sheet as at 30 June 2020 and the Income and Expenditure Statement for the year then ended and Notes to the Financial Statements.

Committee's Responsibility for the Financial Report

The committee of New South Wales Public Libraries Association Inc. is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the Associations Incorporation Act 2009 (NSW) and for such internal control as the committee determines is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation of the financial report that gives a true and fair view, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

As auditors for the audit of New South Wales Public Libraries Association Inc for the financial year ended 30th June, 2020 we declare that, to the best of our knowledge and belief, there have been no contraventions of the code of conduct relating to independence in APES 110 Code of Ethics for Professional Accountants issued by the Accounting Professional and Ethical Standards Board.

Opinion

In our opinion, the financial report gives a true and fair view of the financial position of New South Wales Public Libraries Association Inc. as at 30 June 2020, and its financial performance for the year then ended in accordance with the accounting policies described in the Notes to the Financial Statements.

David J. Gill CA (holder of public practice certificate)
David Gill & Co
6th November, 2020

**New South Wales Public Libraries Association Inc.
Statement by Members of the Committee**

The committee has determined that the Association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the Notes and to comply with the requirements of the Associations Incorporation Act (NSW) 2009.

In the opinion of the committee :

1. the financial statements are correct and give a true and fair view of the financial position of New South Wales Public Libraries Association Inc. as at 30 June 2020 and its performance for the year ended on that date.
2. at the date of this statement, there are reasonable grounds to believe that New South Wales Public Libraries Association Inc. will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the committee and is signed for and on behalf of the committee by:

.....
President: Dallas Tout

.....
Secretary/Treasurer: Sarah Taylor

Signed this day of November, 2020

From: [Tim Coen](#)
To: [Abb McAlister](#); [Dennis Palmer](#); [Leigh Bowden](#); [David Graham](#); [Gil Kelly](#); [Penny Nicholson](#); [Doug Phillips](#); [Charlie Sheahan](#); [Stewie](#); [Mail](#)
Cc: [Owen Fitzgerald](#); [mason crane](#); [John Moore](#)
Subject: A letter to all Councillors of Cootamundra-Gundagai Regional Council
Date: Wednesday, 13 January 2021 8:56:52 AM
Attachments: [RTNSW logo.jpg](#)
[To Councillors of Coota Gundagai JAN2021.pdf](#)
[A Superior Experience.pdf](#)

Dear Mayor, Deputy Mayor and Councillors of Cootamundra-Gundagai Regional Council

Attached is an important letter (plus a supporting document) in relation to the proposed Cootamundra to Coolac rail trail.

We also request it be added as correspondence to Council for business papers in relation to the discussion about the rail trail.

Rail Trails for NSW acknowledges that local government is at times a most challenging undertaking. Important decisions must be addressed; many mundane, others very exciting and almost all vital for the welfare of your communities.

This rail trail proposal is a challenge, but one with potentially very great benefits for your community.

It will result in tourist and community infrastructure that will benefit your community in numerous ways for many years to come.

The concerns of adjoining landholders must be heard. Their needs and concerns will be addressed in the planning, design and construction of the trail, as has been done over 100 times elsewhere in Australia over the past almost 30 years. Please review the material we have referred to in the attached letter, especially 'The New Gold Rush' video.

Yours faithfully
Tim

Tim Coen

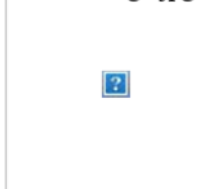
Deputy Chairman

Rail Trails for NSW

0408 691 541

tim.railtrailsnsw@gmail.com

RTNSW logo.jpg



railtrailsnsw.com.au

[facebook.com/railtrailsnsw](https://www.facebook.com/railtrailsnsw)



RAIL TRAILS FOR NSW

ABN 43 863 190 337 - A Not for Profit Charity



NSW Chairman John Moore OAM RFD ED
 NSW Deputy Chairman Tim Coen B.Commerce
Website: railtrailsnsw.com.au

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 M. 0408 691 541 Tim.railtrailsnsw@gmail.com
facebook: [Facebook.com/railtrailsnsw](https://www.facebook.com/railtrailsnsw)

10 January 2021

To:
 Mayor Cr Abb McAlister
 Deputy Mayor Cr Dennis Palmer
 Councillors Cr Leigh Bowden
 Cr David Graham
 Cr Gil Kenny
 Cr Penny Nicholson
 Cr Doug Phillips
 Cr Charlie Sheahan
 Cr Craig Stewart

Cootamundra-Gundagai Regional Council
 PO Box 420 Cootamundra NSW 2590.

CC: Dr Mason Crane, Chair Gundagai Rail Trail Committee
 Mr Owen Fitzgerald, Chair, Riverina Highlands Rail Trail Inc.

RE: Regional economic opportunities and rail trails

Dear Councillors,

There are a small minority of local governments in NSW with the opportunity to create a truly world class tourist trail network. The Cootamundra-Gundagai Regional Council is one of that select group. This beautiful and majestic region, blessed with great scenery, rivers and very impressive, valuable and historic rail artefacts, will benefit greatly from expanded tourism and community infrastructure in the form of a rail trail.

The news of a rescission motion to reverse Cootamundra-Gundagai Regional Council's previous statement of support for a rail trail has prompted this letter.

Apparently a 2017 newspaper article was referred to by some people as influential in their desire to rescind the previous motion of the council (<https://www.echo.net.au/.../victorian-rail-trail-seeks.../>). The Great Southern Rail Trail (see <https://www.gsrt.com.au/>) referred to in the article has not failed nor needed 'bailing out'. The trail in question remains very popular and is supported by the local community, local government and many visitors.

Elsewhere in Victoria and closer to NSW, another rail trail is so successful it is being extended and attracting further investments, with \$6.2 million being allocated to extend the Murray to Mountains rail trail from Beechworth to Yackandandah and beyond.

(see <https://www.indigoshire.vic.gov.au/Residents/Infrastructure/Current-projects-works/Beechworth-to-Yackandandah-Rail-Trail>)

Victorian rail trails developments include many different schemes of administration for the multiple rail trails developed in the past 25 years. There is an eclectic mix of publicly owned ex rail routes and old routes purchased and now in private hands which are used for rail trails in Victoria (but with relevant permissions, leases, etc for rail trail use). There has been some reorganisation of governance structures for a few trails. There is an appetite in Victoria to reduce the complexity of multiple governance arrangements, especially on VicTrack owned routes. (see <https://www.victrack.com.au/i-want-to-construct-a-shared-user-pathway>). That mix of private and public land ownership is not an issue for rail trail development in NSW.

SEE ONE FOR YOURSELF

We urge Councillors and interested residents to visit the nearby Tumbarumba to Rosewood rail trail very soon and others in northeast Victoria to speak to locals both for and against the rail trail, to see first-hand the possibilities for your community. We urge you to ride or walk at least part of the trails where you will also be able to see how the needs of neighbours are built into the rail trails you visit.

NEIGHBOURS

Adjacent landholders of this proposal will understandably be concerned but over 100 rail trails already exist across Australia. The potential impacts on neighbours have been addressed many times over. The planning process must take neighbours' land management, privacy and security needs into account.

The vast majority of rail trails are not controversial once built. Many landholders certainly have legitimate concerns, which must be noted and accounted for in the planning of the trail. The process of change and uncertainty causes great anxiety among some neighbours of any new infrastructure proposal.

LOCAL GOVERNMENT

The pilot model for publicly owned rail trails in NSW is to have the trail managed by the Local Government/s it passes through. Volunteer committees are valuable to get the trail started and may well continue to contribute once built, but actual governance will be with local government/s. That's the pilot model for Tumbarumba to Rosewood and the Northern Rivers Rail Trails.

BENEFITS

Your local economy will benefit from the construction work before the trail opens. Immediately it is opened, trail users will be bringing their empty bellies and big thirsts. Some will hire equipment, they will get sun burned and sore muscles, they'll want lotions, libations and comfortable beds. They will take videos and photos of their journeys, especially on the spectacular railway viaduct in Gundagai. They will need fuel and food. They will have fun and generate fond memories and they will tell their family and friends. Many will visit again.

Community events limited only by your imagination such as fun runs, wheelchair 'pushes', paper plane contests from the deck of your historic Gundagai viaduct to the flood plain below, bird watching or photography competitions along the rail trail will generate a great many additional visitors to your beautiful region. Rail trails entice visitors to stay longer.

We urge you to not abandon this excellent opportunity to develop a relatively low maintenance, low carbon, sustainable tourism asset that will bring a steady stream of families and cashed-up middle-aged white collar workers ('wallets on wheels') keen to enjoy spectacular views, pleasant exercise, good meals, wine, cold drinks and the best your region can offer.

FUNDING

Unfortunately initial studies and community consultation processes need to be funded by the local community and/or the local council. Rail Trails for NSW is lobbying the NSW Government to establish a scheme modelled on the Queensland "Rail Trail Local Government Grants Scheme", where that State Government set aside \$14 million to provide funding to local government to undertake rail trail feasibility studies. Currently there is no NSW Government support for such studies.

The NSW Government does provide full funding for the construction of the rail trail once plans, community consultation and assessment by Infrastructure NSW are in place and approved. We encourage you to include expected maintenance and promotion costs for the first 5 years operation of the trail into the financial plans, so the trail can establish visitor results approaching its full potential as soon as possible.

A GREAT OPPORTUNITY

You have an enormous opportunity for a grand trail of world class calibre. From Cootamundra with its train connections to Sydney and Melbourne, on to Coolac with cold drinks and a welcoming pub and Hume highway access, to Gundagai with many services, Hume highway access again and historic wooden viaducts near the excellent station precinct, to Tumblong for another cold drink and Hume highway access again. It is a visionary plan to create this valuable tourism driver for the region. It will attract walkers, wheelchair users, holiday makers, people in bikes and 'wallets on wheels' from around the state and the nation.

It will also be a great resource for and be very popular with local residents. It will offer a safe, scenic, serene place for families and friends, for keen runners, wheelchair users, school groups and the elderly. It will provide a great incentive for the repair of at least one of the impressive and historic viaducts, which in itself, will be a huge visitor drawcard.

The overall length of the proposed trail from Cootamundra to Tumblong makes it more attractive for visitors from afar and its multiple access points make it easily reached by the domestic family and adventure recreation market, be it for a long weekend or over a more relaxed week or two.

In 2007, Dr. Sue Beeton found day visitors to rail trails spent \$50 each per day (Beeton, S, An Economic Analysis Of Rail Trails In Victoria AU. 2003, page 22.) and overnight visitors \$250 per day each. (Beeton, S, <http://treadly.net/2007/01/05/the-economics-of-rail-trail-tourism/>) Those figures from the early 2000s are now conservative with the Victoria Government using a figure of \$567 per visitor per night (https://www.rdv.vic.gov.au/_data/assets/pdf_file/0019/1740124/Attachment-A-Cycle-Tourism-Investment-Opportunities-in-Victorias-High-Country-FINAL-19-Feb-19_web.pdf)

The 3 high country rail trails in nearby north-east Victoria (Great Victorian Rail Trail, Murray to Mountains Rail Trail, High Country Rail Trail) attract "... 103,000 cycle tourists per year, spending \$50 million when in region..." and "... Cycle tourism visitor growth is forecast to continue, with the mid-growth scenario projecting 255,000 visitors participating in cycling in Victoria's High Country by 2025." (<https://data.gov.au/dataset/ds-dga-11eb418a-840a-4fdd-bb45-2386cf620222/details>).

Australian and NSW domestic tourism is set to experience sustained growth as many people are now looking to support communities affected by fire and drought and to holiday in Australia to avoid exotic viruses.

We also urge you to view the following 2 very short videos.

How Bicycles Can Save Small Town America - PathLessPedaled.com

(equally applicable to Australia)

https://www.youtube.com/watch?v=1Zfdeo4M4yo&index=3&list=PLjlus5jXA_P1MMlZe8AzYuAT8LXM7_U3j

Kiwi Chronicles EP 6 - The New Gold Rush –

esp. “The Skeptic” at 4m 10secs into the video ALSO Daphne Hall at 8m into the video.

<https://www.youtube.com/watch?v=ob8xn0RWfwg>

Also see the enclosed ‘A Superior Experience.pdf’ for an insight into why a rail trail is so attractive and is a qualitatively superior experience to ordinary shared paths.

In conclusion, we strongly urge the Council to not let this opportunity pass by. The NSW Government will be having Infrastructure NSW assess any proposal for funding, so there will be a rigorous assessment of viability before the State government will commit funds to the building of the trail. It will be an investment for the benefit of your whole community, an investment which will start providing benefits very quickly.

Yours faithfully



John Moore
Chairman
Rail Trails for NSW



Tim Coen
Deputy Chairman
Rail Trails for NSW

What makes a rail trail a superior experience compared to other shared paths?

- No motor vehicles means it's much, much, much SAFER
- They are quiet and people friendly. Only distant or no road traffic noise. It's easy to hear what is happening around you, from breezes in the trees to chirping birds to approaching bicycle bells and the crunch of feet and tyres on the pathway.
- No steep hills and few sharp bends. Excellent vision ahead and behind makes for a safer, carefree journey.
- The heavy engineering for trains also benefits walkers, pram and wheelchair pushers and people on bicycles. Steady gradients, sweeping bends, tunnels, cuttings and embankments make locomotion easier for everyone.
- People can travel relatively easily from town to town with scenic and historic attractions along the way, enhancing the users' experience while benefitting the towns and villages too.
- Modern e-bikes and e-wheelchairs increase the travel range of people of all abilities.
- You move through countryside, passing adjoining farms while safely fenced off from livestock and separated from other farm activities.
- While they start and finish in towns or villages, you can join or leave them at various points along their length, such as road crossings or along other connecting paths.
- No road debris like shredded truck tyres, bottles and cans and no stinking road kill.
- No flying gravel or glass kicked up by speeding vehicles.
- Often shady with fresh air plus the smells of nature, with people friendly landscaping along the way.
- Helps preserve and highlight railway artefacts, old buildings and historical equipment. They also can provide a showcase for public artworks
- It is a linear park along established corridors for flora and fauna. There is usually a greater variety of plants and wildlife to be seen.
- They offer wonderful views from the embankments and bridges along the way. The deep cuttings offer shade and variety.
- The pathway preserves the route in public ownership, so should a rail service become viable in the future, the corridor will be available.
- Rail trails attract users from towns cities, interstate and overseas as well as locals.
- Users develop a thirst and appetite. Overnight visitors need accommodation. The businesses in towns and villages along the route benefit from increased patronage.
- Amenities like toilets, water and seating are often located along the pathway.
- Locals can use them for daily exercise, community events like fun runs and sometimes for commuting. Schools find them safe venues for excursions.
- They generate social and health benefits for sometimes quite isolated communities that all too often decline when the rail services ceased.
- They are relatively cheap to develop and to maintain. Any local council has the knowledge and equipment to maintain footpaths and bridges.

8.2 FINANCE

8.2.1 DRAFT LOCAL GOVERNMENT AMENDMENT (RATING) BILL 2021

DOCUMENT NUMBER	342197
REPORTING OFFICER	Phillip Chapman, Accounting Officer
AUTHORISING OFFICER	Matt Stubbs, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> 1. Message from the Minister - Draft Local Government Amendment - Rating Bill - Dated 22.12.2020 ↓ 2. Circular - Draft Bill on Local Government Rating Reform - dated 22.12.2020 ↓ 3. Consultation Guide to Local Government Rating Reform ↓

RECOMMENDATION

1. **The Report on the Draft Bill on Local Government Rating Reform and correspondence from the Office of Local Government, attached to the report be received and noted.**
2. **Council respond to each item in terms of the Consultation Guide.**
3. **These responses be conveyed to the Minister**

Introduction

Council received advice dated 22 December, 2020, from the Minister for Local Government, the Hon. Shelley Hancock advising New South Wales councils of the release of the Draft Local Government Amendment (Rating) Bill 2021 (Draft rates Bill to ensure flexibility and fairness in the State's rating system), attached to the report.

Further correspondence dated 22nd December, 2020 in the form of a Circular by the Office of Local Government, attached to the report, provides a summary of the Draft Bill on local government rating reform of the Local Government Act, 1993 (the Act).

The Minister has invited all councils' to provide feedback via responses in the consultation guide "Towards a Fairer Rating System" (the Guide), attached to the report. Submissions will be received until close of business 5th February, 2021.

The feedback requested is in the form of "Do you agree Yes, No, Neutral" responses, found on pages 12, 14, 16, 18, 19, 21, 23, 25, 27, 29, 30, 32, 34 of the Guide, to each of the proposed amendments, with a small provision for comment on pages 37-42.

Discussion

Each of the proposed amendments to the Act are itemised hereunder, with comment to enable further discussion by Council.

Note that most of the proposed amendments will be more of an issue for city, suburban and larger urban councils, rather than smaller country councils.

Allowing Gradual Rates Harmonisation

At its Ordinary Meeting held 30th June, 2020 (Min. no.168/2020) Cootamundra-Gundagai Regional Council (CGRC) adopted rates harmonisation, thus this is moot for CGRC. However, this proposal may have been a consideration for CGRC if it was in place at the time of harmonisation, to lessen the dramatic detrimental effects of harmonisation felt by many ratepayers in former rate categories and sub-categories of the two former shire councils. It is thus in principle a sensible proposal for those merged councils that elected to defer harmonisation to the 2021/2022 financial year.

Allowing Councils to Levy Special Rates for Jointly Funded Infrastructure

Superficially this appears to be a reasonable proposal, enabling a special rate to be levied for jointly funded infrastructure, and for the revenue generated from the special rate to be excluded from maximum permissible income from general rates.

It would be particularly helpful for Local Government Areas (LGA's) experiencing rapid growth, with infrastructure required that is not funded by received Developer Contributions.

However, there is the concern that it may be yet another move toward cost-shifting infrastructure funding to Local Government, for projects that may have been once entirely or mostly funded by Commonwealth or State.

Allowing councils to set different residential rates in contiguous urban areas

This is directly aimed at city and large urban councils, as the existing provision that allows different residential rates to be set by centre of population is still available for rural and regional councils to reflect the different access to, demand for, or cost of providing services and infrastructure, for example the various different sub-categories in the rating structure of the former Cootamundra Shire Council area.

Creating a New Rating Category for Environmental Land

Throughout the state, there has been a significant increase in privately owned land that is set aside for environmental purposes.

In many cases, the owners of this land enter into conservation agreements, which currently in effect make this land exempt from rates, thus shifting the rate burden to other ratepayers. The valuation for rating purposes of the subject land is reduced proportionate to the area of the conservation agreements.

There are only a few existing conservation agreements in the CGRC area, and the effect of shifting the rate burden of this land to other ratepayers is currently very minimal.

However, CGRC as in other areas may possibly experience a significant increase in these conservation agreements and other environmental land over time, and the ability to levy some rates on these areas would alleviate the shifting of the burden, and perhaps consequently encourage potentially productive land to remain so.

Enabling Different Business Rates to be set for Industrial Land and Commercial Land

The guide states:

“This recognises that land where these activities take place have different access to, demand for, or cost associated with providing council services and infrastructure”

Note that these considerations, or statements, are at odds with CGRC’s guidance in the recent setting of base and differential rates, similarly to 3 above. (ie – CGRC’s guidance that the valuation of the land solely should reflect relative advantage or disadvantage, and thus the same rate should apply within a category throughout the shire area).

In theory, this is a sensible proposal, and whilst not explicitly stated in the guide, it would enable CGRC to consider the structural changes taking place in the economy generally, where enterprises in industrial areas are perhaps more able to adapt, while the traditional “high street” retail and service enterprises are more at risk , for example, from the changes to online shopping patterns.

This proposal may enable consideration of adjusting the burden of the rate revenue generated from business to reflect economic changes and challenges, and perhaps go some way to encouraging the retention of the traditional busy main streets.

Enabling Different Rates for Residential, Business or Mining Land that is Vacant

This is not a particularly sound proposal, given that for (eg) residential land development and sub-division there are already commonly sectional allowances given to developers, whereby the valuation for rating purposes on newly created lots is effectively significantly reduced, until such time as the land is sold or built on, when the allowances are removed.

The example below is from Council’s own residential land development:

<u>Location</u>	<u>Valuation</u>	<u>Allowances</u>	<u>Rates Levied</u>	<u>Rates if no Allowances</u>
Lawson Dr	\$65,100	\$30,000	\$478.45	\$624.90

Historically in smaller rural LGA’s, vacant land has taken significant amounts of time to either sell or be built on, and there may be some justification for a lower rate to reflect this. However this is becoming less of an issue for developers and owners, with land now much more in demand in these areas than in the past.

Furthermore, setting a lower rate for vacant land may encourage land to “sit” for longer periods without being developed, and may in turn discourage developers and owners from proceeding with activity thus having detrimental economic effects.

Allowing Different Farmland Rates to also be set based on Geographic Location

This proposal may have assisted CGRC when harmonising rates, to help gradualise the effects on many landholders in the Farmland category.

However, as harmonisation has already occurred, it would be exceedingly difficult to now equitably apply.

There are no clear divisions of farmland areas within CGRC, with most of the same farming practices to some extent carried on throughout; with mainly traditional broadacres cropping in the north west areas, gradually changing to mixed farming and grazing, to then predominately traditional grazing in the south east.

The current application by CGRC of the same rate throughout the LGA is seen as perhaps the most equitable for farmland, given that the valuations for land in the less productive areas should in theory reflect that.

Removing Mandatory Rate Exemptions for Land with New Conservation Agreements

This ties in somewhat with the, previously mentioned, proposed new environmental land category and the related comments.

Removing Certain Mandatory Exemptions from Special Rates for Water and Sewerage

This does not apply to CGRC, as both of the former shire councils of CGRC have not levied special water & sewer rates since the introduction of Best Practice Pricing for Water & Sewerage Service in 2005/2006 financial year, and best practice pricing now applies throughout the LGA with no exemptions, and only some minor reductions given by Council Resolution for community assessments.

It is not known how many, if any, NSW councils still levy special water and sewerage rates, given that this Councils' interpretation of the best practice principles was that the ability to levy rates was effectively removed.

Narrow Scope to Postpone Rates and let Councils Choose Whether to Write them off

Postponed Rates is a specific provision within the Act and there are no assessments within CGRC subject thereto.

It is effectively a "payment" concession rather than a rates reduction, as the rates continue to be levied and be owed at the normal amount, however the amount required to be paid by the ratepayer is reduced, until such time that the land is sold or subdivided.

The most common circumstance of postponed rates is where there is (for a simple, common example) an old couple living in their old house on perhaps several acres, and the area has been subject to rapid development and the property is now surrounded by land zoned for extensive multi-dwelling development, subdivision, etc., and the old couple only intend to continue to just reside there until the end. The land would consequently be considerably more valuable than its actual use by the old couple, and to make them pay the actual rates levied would force them into financial distress.

The provisions to apply postponed rates are very specific, and normally would only arise in metropolitan, coastal, and large regional cities "fringe" areas, e.g. south western Sydney.

Allow Councils to sell Properties for Unpaid Rates after Three Years

This is a positive concept, as the requirement that Councils must currently wait 5 years is becoming much more widely known in the community, with many people (particularly less scrupulous property purchasers) being less financially responsible than in years past, and perhaps keeping their mortgage payments up, but letting council payments go when funds are tight. This is causing increasingly significant debt recovery and cash flow issues for some councils.

Allowing Councils' General Income to rise in line with Population Growth

A particularly good idea for metropolitan councils, where rate pegging has consistently not brought a sufficient increase in revenue to cope with rapidly increasing growth, density and concentration in population.

Encouraging Councils to Levy Rates on Mining Land to Reflect Additional Costs

Not currently an issue for CGRC, but may be in the future. In theory, (though this is not currently clearly specified as to amount or %), the mining rate should not be too much different to business rates, and currently it may not reflect the additional cost to councils in mining areas; e.g. increased infrastructure costs relative to heavy and other vehicle traffic.

Retaining the Rating Category for Business as the “Residual” Rating Category

This makes categorisation decisions easier (and defensible based upon legislation).

However, there are occasionally cases where flexibility might be good. CGRC has some examples of small parcels of “landlocked” land, that have no road, easement or right-of-way access and thus have no building “entitlement” as such, and thus can’t be categorised as Residential, and don’t meet the requirements to be categorised as Farmland, and must therefore be categorised as Business. It would perhaps be fairer and more equitable to be able to categorise this land in line with the surrounding land.

Requiring Councils to Report the Value of Exemptions they grant each year

Note that the consultation question requiring a response is “Do you agree with the proposal that councils report on the value of exemptions they *choose* to grant?”

CGRC does not *choose* to grant any rate exemptions. The only “exemptions” from ordinary rates in CGRC are for those assessments where the land is statutorily non-rateable or exempt (e.g. Churches and ARTC).

The practice of a council *choosing* to grant exemptions from rates for land that would otherwise be rateable is fraught with risk and invariably leads to issues and accusations, both legal and ethical, and the practice is at odds with the principles of rating and almost impossible to defend as not being a corrupt act.

With that said, it is considered a good requirement that Councils report the value of exemptions they choose to grant each year. It would go further to say that any of these exemptions also be detailed with the basis for the exemption given.



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Office of Local Government



Message from Minister Hancock

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22 December 2020



Draft rates Bill to ensure flexibility and fairness in the State's rating system

As foreshadowed at the LGNSW Annual Conference, I have released an Exposure Draft of the Bill to implement the NSW Government's response to IPART's review of the local government rating system.

The release of the draft Bill for consultation with the local government sector represents a milestone in the Government's reform agenda to ensure a fairer and more flexible rating system for councils and ratepayers.

Most significantly, the proposed reforms

would see rating income growth aligned with population growth to help councils provide for growing communities while still protecting residents from unfair rate rises through the rate pegging system.

Some councils, particularly in Sydney's growth corridors, have faced a substantial increase in population while their rating bases have come under significant pressure with higher demand for new or upgraded local infrastructure and services.

We have commissioned IPART to develop a methodology to allow for population growth to be taken into account when it sets the annual rate peg which caps council rating revenue increases each year.

If passed by Parliament, the *Local Government Amendment (Rating) Bill 2021* would:

- Allow 17 councils created in 2016 to gradually harmonise rates over four years to protect ratepayers from excessive and sudden rate rises
- Allow councils to levy special rates above the rate peg for infrastructure jointly funded with other levels of government, without the need for IPART approval
- Create a new rating category for environmental land to allow councils to levy fairer rates for properties that cannot be developed
- Allow councils to create more flexible residential, business and farmland rating subcategories to enable them to set fairer rates that better reflect access to services and infrastructure
- Allow councils to create separate rating subcategories for vacant residential, business and mining land which would provide additional flexibility for councils to tailor their rates to the needs of local communities
- Remove the rating exemption for land subject to new conservation agreements and provide for it to be rated under the new environmental land category
- Allow councils to choose whether to exempt certain properties from special rates for water and sewerage
- Require councils to publicly report the value of any rating exemptions they choose to grant each year to improve transparency
- Narrow the scope for rezoned property owners to postpone rates and let councils choose whether to write them off, and
- Allow councils to sell properties for unpaid rates after three years rather than five years.

These sensible adjustments to the rating system will help ensure councils have a stable and reliable revenue base to deliver services for their communities and that ratepayers pay a fairer contribution.

In relation to mining rates, the Government supported IPART's recommendation that any difference between mining and business rates should reflect the cost of providing services.

However, we have heard the concerns of some affected councils that this should be a matter for individual communities and governing bodies to determine. That's why at this stage it is proposed to address this recommendation through future guidance to the sector rather than legislative

I am now seeking feedback on the draft rating Bill from councils, communities and other interested individuals and organisations to help us understand whether we have struck the right balance.

Your responses will be carefully reviewed as the final Bill is prepared for introduction to Parliament early next year.

A comprehensive consultation guide Towards a Fairer Rating System has been released to explain the proposed changes and assist councils to provide feedback by the February 5 deadline.

More information can be found on the [Office of Local Government's website](#)

Shelley Hancock
Minister for Local Government

Circular Details	20-42 / 22 December 2020 / A749067
Previous Circular	NIL
Who should read this	Councillors / General Managers / Finance & Rating Staff / Corporate Governance & Legal Staff
Contact	Policy Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Response to OLG

Release of Exposure Draft Bill on local government rating reform

What's new or changing

- An Exposure Draft Bill has now been released for public consultation as part of the Government's commitment to implement reforms to ensure a fairer and more flexible rating system for councils and ratepayers.
- The Bill proposes to implement key elements of the Government's response to the Independent Pricing and Regulatory Tribunal's (IPART's) review of the local government rating system, which was released in June 2020.

What this will mean for your council

- Councils, ratepayers and other interested individuals and organisations are invited to provide feedback to help shape the final Bill, which is intended to be introduced into the Parliament in early 2021.
- A consultation guide, *Towards a Fairer Rating System*, has also been released to explain the proposed changes to help guide submissions. **Submissions will be received until close of business 5 February 2021.**
- This timing is needed to allow a final bill to be passed, if approved, and provisions commence for those councils created in 2016 by 1 July 2021.

Key points

- The Government is committed to a package of reforms to ensure the local government rating system is equitable and responsive to community needs.
- These reforms will ensure councils have a stable and reliable revenue base, provide greater flexibility for councils and ratepayers, enabling a fairer distribution of the rating burden.
- As most of these reforms require changes to the *Local Government Act 1993*, a Bill – the Local Government Amendment (Rating) Bill 2021 – has been prepared. If passed by the NSW Parliament, this Bill would:
 - allow those new councils created in 2016 that have not already harmonised their rating structures to do so gradually over four years
 - allow councils to levy special rates for infrastructure jointly funded with other levels of government outside the rate peg without IPART approval,
 - create a new rating category for environmental land,
 - create more flexibility for councils to create rating subcategories for residential land, business land and farmland, including vacant land,
 - amend exemptions that apply to water and sewerage special rates and to land subject to conservation agreements,
 - require councils to report the value of exemptions they grant each year,

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- narrow scope to postpone rates and let councils choose whether to write them off, and
- allow councils to sell properties for unpaid rates after 3 years rather than 5 years.
- After making any changes in response to the submissions received, the Government will introduce the Bill into the Parliament early next year. In part, this will enable new councils to take up opportunities provided by greater rating flexibility as they prepare to harmonise their rates on 1 July 2021.
- Further rating reforms that do not rely on the Bill will be implemented by making changes to regulations and releasing new guidance next year.
- In part, this includes aligning rating income growth with population growth to help councils provide for growing communities within the rate pegging system while still protecting residents from sudden, excessive rate rises.
- To give effect to this commitment, the Minister has asked IPART to recommend a new rate peg methodology that allows the general income of councils to be varied each year in a way that accounts for population growth.
- IPART has been asked to ensure that councils with lower population growth are not disadvantaged, to undertake public consultation and to provide a Final Report within nine months.

Where to go for further information

- The Exposure Draft Bill and *Towards a Fairer Rating System* Consultation Guide are available on the OLG's website at <https://www.olg.nsw.gov.au/councils/policy-and-legislation/fairer-rating-system-consultation>.
- The Government's response to IPART's review of the local government rating system is available at www.olg.nsw.gov.au/wp-content/uploads/2020/06/IPART-Rating-Review-Government-Response.pdf
- IPART's Final Report on the local government rating system is available at www.ipart.nsw.gov.au/Home/Industries/Local-Government/Reviews/Local-Government-Rating-System/Local-Government-Rating-System



Luke Walton
A/Deputy Secretary, Local Government and Planning Policy

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Towards a fairer rating system

December
2020

A consultation guide
to local government
rating reform



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MESSAGE FROM THE MINISTER FOR LOCAL GOVERNMENT

As foreshadowed at the Local Government NSW Annual Conference, I am delighted to release an Exposure Draft of the *Local Government Amendment (Rating) Bill 2020* to implement the NSW Government's response to IPART's review of the local government rating system.

The release of this Bill for consultation represents a milestone in the Government's reform agenda to ensure a fairer and more flexible rating system for councils and ratepayers across NSW.

This consultation guide, *Towards a Fairer Rating System*, has been released to explain the proposed changes and assist councils and others to provide feedback by the February 5 deadline.

The Government is committed to providing greater flexibility in the current rating system to improve distribution of the rating burden in local communities. This will to make rates fairer and help councils cater for population growth and infrastructure costs.

Whilst some will want us to go further, these sensible adjustments to the rating system are the first step to help ensure councils have a stable and reliable revenue base to deliver services for their communities and that ratepayers pay a fairer contribution.

I am now seeking feedback on this Bill from councils, communities and other interested individuals and organisations to help us understand whether we have struck the right balance. Your responses will be carefully reviewed as the final Bill is prepared for introduction to Parliament early next year.

I encourage you to have your say by reading this Consultation Guide, together with the Exposure Draft Bill, and answering the targeted questions, as well as providing any further, general feedback.

Your responses will be carefully reviewed as a final Bill is prepared for introduction. It is important that we hear from councils, communities and as many other interested individuals and organisations as possible.

I look forward to hearing your views.

The Hon. Shelley Hancock MP
Minister for Local Government

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Introduction

At the request of the former NSW Premier, the Independent Pricing and Regulatory Tribunal (IPART) undertook a significant review of the local government rating system in NSW. The purpose of this review was to identify how to improve the equity and efficiency of the rating system, in order to enhance councils' ability to implement sustainable fiscal policies over the long term.

On 18 June 2020, the Government released its [Final Response](#) to IPART's [Final Report](#). This response acknowledged that local government and the communities they serve need to have a more flexible rating system, whilst ensuring rates are applied fairly and more equitably to local communities. It also committed to reforming the rating system to address issues identified during the review.

To deliver on the Government's commitments, a Bill has been prepared to seek to amend the *Local Government Act 1993* (the Act). Through this Bill, the Government proposes to implement the key reforms from its response in a way that is fair and reasonable for both councils and ratepayers.

To make sure we get the details right, an Exposure Draft of the Bill, together with this consultation guide, *Towards a Fairer Rating System*, have been released for public consultation. This provides a further opportunity to obtain essential feedback from councils, communities and other interested individuals and organisations until **COB 5 February 2021**.

The Government will introduce the Bill into Parliament in early 2021. In part, this will enable councils formed in 2016 to take up options provided by greater rating flexibility as they prepare for 1 July 2021.

How to read this paper

The consultation guide has been divided into three sections, beginning with a short section explaining the local government rating system. The following two sections provide an explanation of how the Government is implementing its response to the IPART report through the Exposure Draft Bill and other key rating reforms. The three sections are:

- **Section One** - Understanding local government rating
- **Section Two** - the Exposure Draft Bill, and
- **Section Three** - other key rating reforms.

Sections two and three set out each of the Government's commitments, including background information, and a summary of how it is proposed to implement that commitment.

How to have your say

First, read the [Privacy Notice](#) online or at [Appendix A](#), which explains the personal information being collected through this consultation. To provide feedback, you will need to provide some information about yourself and whether you are responding as an individual or on behalf of an organisation.

Importantly, specific consultation questions are also posed to obtain your feedback on key issues, and you are able to provide general comments if you have other feedback to provide. Feedback can be provided via an online submission form, located on Office of Local Government (OLG) website, www.olg.nsw.gov.au. You do not need to answer every question and can skip to sections of interest.

Alternatively, an identical feedback form is provided at **Appendix A** to this Consultation Guide. This form allows you to respond to the targeted consultation questions and make any further general comments. You are able to post or email the completed form **by COB 5 February 2021** to:

Office of Local Government, NSW Department
of Planning, Industry and the Environment
Towards a Fairer Rating System
Locked Bag 3015
Nowra NSW 2541

olg@olg.nsw.gov.au

Executive Summary

The NSW Government is committed to implementing a package of reforms to ensure the rating system is equitable and responsive to changing community needs. This package comprises those recommendations made by IPART in the [Final Report](#) on its local government rating system review of that were accepted by the Government in its [Final Response](#).

Most of these reforms require amendments to the *Local Government Act 1993*, which sets out how councils may levy rates from property owners. Other reforms will be implemented by change to regulations and by issuing new guidance.

Local Government Amendment (Rating) Bill 2020

A Bill to make these amendments has been prepared – the *Local Government Amendment (Rating) Bill 2020* (the Bill). If passed by the NSW Parliament, this Bill would:

- allow seventeen councils created in 2016 to gradually harmonise rates over four years, to protect ratepayers from excessive and sudden rate rises
- allow councils to levy special rates above the rate peg for infrastructure jointly funded with other levels of government without IPART approval
- create a new rating category for environmental land for properties that cannot be developed

- allow councils to create more flexible residential, business and farmland rating subcategories to enable them to set fairer rates
- allow councils to create separate rating subcategories for vacant residential, business and mining land to provide additional flexibility for councils to tailor rates for local communities
- remove the rating exemption for land subject to new conservation agreements and allow it to be rated under the new environmental land category
- allow councils to choose whether to exempt certain land from special rates for water and sewerage
- require councils to publicly report the value of any rating exemptions they choose to grant
- limit postponement of rates on rezoned land and let councils decide whether to write off any debts, and
- allow councils to sell properties for unpaid rates after three years rather than five years.

Through the Bill, the Government proposes to implement the key reforms in a way that is fair and reasonable for both councils and ratepayers. An Exposure Draft of this Bill has been released, together with this consultation guide to explain the proposed changes and to seek public feedback.

Other key rating reforms

The rates reform package also includes measures that do not rely on legislative amendments. As part of the Final Response to the IPART rating review, the Government committed to aligning rating income growth with population growth within the rate pegging system. This will help councils provide for growing communities while still protecting residents from sudden, excessive rate rises.

To kick-start this reform, the Minister for Local Government, with the approval of the Premier, has asked IPART to recommend a new rate peg methodology that allows the general income of councils to be varied annually in a way that accounts for population growth. This is consistent with the Productivity Commission's recommendations on its review of the infrastructure contributions system. The Government will not consider any further changes to the rate peg or allowable income at this time.

In addition, the Government supported IPART's recommendation that any difference between mining and business rates should primarily reflect differences in the councils' costs of providing services. This will be implemented through future guidance to the local government sector rather than legislation.

Finally, it is proposed to not progress any change to the residual rating category arrangements, and to limit the requirement for councils to report the value of exemptions to only those they choose to grant each year.

Next steps

The Office of Local Government will receive feedback from councils, local communities and other interested individuals and organisations until **COB 5 February 2021**.

After making any changes in response to this feedback, the Government will introduce the Bill into the Parliament in early 2021. In part, this will enable councils formed in 2016 to take up opportunities provided by greater rating flexibility as they prepare to harmonise rating structures from 1 July 2021.

Proposed Rating Reforms

Section One – Understanding local government rating

Ordinary and special rates help to fund council services

Local councils provide important services and facilities to communities across NSW. These are as varied as community services, local road construction and maintenance, sporting and recreational facilities, planning, environmental protection and waste recovery and disposal.

The *Local Government Act 1993* (the Act) and Local Government (General) Regulation 2005 set out how councils levy rates from property owners (ratepayers).

To pay for services, councils must levy property owners in their area for ordinary rates and may also apply additional special rates in certain circumstances. Some types of properties are wholly or partly exempt from paying rates under the Act. Councils also raise revenue by charging user fees, receiving grants, borrowing or other revenue e.g. from fines, developer contributions and interest.

The rate pegging system restricts councils from increasing their income from rates

Under the Act, the total income that a council can raise from rates each year cannot increase by more than a specific percentage – this is called the 'rate peg'. The rate peg does not apply to charges for services like waste management, water, sewerage and stormwater.

The Independent Pricing and Regulatory Tribunal (IPART) determines the rate peg that applies to councils' general income each year. For the 2020/21 financial year IPART set the rate peg at 2.0%.

Councils can apply to IPART for a 'special variation' to increase their general income above the rate peg, e.g. to provide further services, replace ageing assets or improve financial sustainability.

Councils can determine which rates apply to different property types in consultation with local communities

The Act enables councils to determine different ordinary rates for residential, business, mining and farmland properties (the four rating categories). Councils can choose how they calculate and distribute rates among the properties in these categories.

Council decides which category each property should be in based on its characteristics and dominant use. Councils can also choose to create certain subcategories within each of these four categories, and to apply different rates to properties in each subcategory.

Councils must undertake rate setting as part of their Integrated Planning and Reporting (IP&R)

Councils must set a Revenue Policy each year as part of their Operational Plan. This sets out the combination of rates, charges, fees and pricing policies that will be applied to fund the services it provides to the community. It also contains a rating structure that determines rates and charges each type of ratepayer will pay, and how they will be calculated. Councils must consult on this structure as part of setting their annual Operational Plan and budget before it is finalised.

Councils can choose to apply rates to unimproved land values in different ways

Rates are calculated on the value of the land only, and do not factor in any improvements, such as buildings. For each rating category or sub-category, rates can be calculated based on:

- the (unimproved) land value of the property times the **ad valorem** (a rate in the dollar)
- a combination of the land value and a fixed rate per property (**base amounts**), or
- on the land value, but with each property paying at least a set amount (**minimum rates**).

The Act applies some restrictions however, for example - councils must calculate residential rates for all properties with a single 'centre of population' in the same way.

Land values are determined by the Land and Property Information Division of the Department of Finance and Services on behalf of the NSW Valuer General.

Section Two – the Local Government Amendment (Rating) Bill 2020

1 ALLOWING GRADUAL RATES HARMONISATION

IPART recommendation	Key sections of the Act	To come into effect
Recommendation 13	s.506, s.508	On assent

The Government’s commitment

In 2017, the *Local Government Act 1993* (the Act) was amended to ‘freeze’ the rates path of new councils created in 2016 for a period of four years. This was to ensure that their ratepayers would pay the same rates as they would have if the council had not merged for this initial period only.

In 2019, the Act was amended so that the Minister could allow councils formed in 2016 a further year to harmonise their rates, until 1 July 2021, to allow an additional year for this process. Ultimately, seventeen of the twenty relevant councils took up this option, so that the rates path freeze will now end for their communities on 30 June 2021.

At the end of the rates path ‘freeze’, each council will need to harmonise to a single rating structure – in practice, this means that all residential ratepayers will pay the same rate in the dollar on their properties unless councils choose to charge different rates for different ‘centres of population’. At present, the Act only permits councils to harmonise rates across their area in a single financial year, being 2021/22

As part of its response to IPART’s review, the Government agreed to IPART’s recommendation to allow new councils to gradually harmonise rates across their former council areas over time. IPART suggested that rates increases be limited to 10% a year.

The proposal in the Bill

It is proposed that each council formed in 2016 have the option to gradually harmonise new rates for residential and farmland rates from 2021-2022 over four years. Those councils and communities that do not wish to gradually harmonise over the four-year period would still be able to harmonise their rates all at once in 2021-22.

Councils that take up the gradual harmonisation option will need to apply no more than 50% of the total increase in rates at the rating category level over the period, in any one of the four financial years. Importantly, councils that choose to harmonise gradually will be required to set out their intended approach over the full four years in their IP&R documents.

The proposed four-year period is designed to allow for gradual change, while setting a reasonable period to limit how long some ratepayers are subsidising others. It also takes into account both an unusual three-year council term, with elections in 2021 and 2024, as well as the fact that all land is to be revalued before rates are levied for 2023-24.

Rather than setting a maximum percentage increase each year, it is proposed to allow affected councils to set rates each year according to community needs and prevailing economic conditions. This allows councils with different legacy rating structures to harmonise in consultation with their communities according to local circumstances and conditions, under the IP&R framework.

The proposed '50% in any one year' cap will ensure that councils that choose this option take a gradual approach that protects ratepayers against sudden and excessive rate rises in any specific year. This will not,

however, preclude rates from increasing due to changes in land valuation, special rates or any special variation.

Consultation question/s

1. Are you from a local government area newly formed in 2016 that has not yet harmonised rates?

Yes

No

2. Do you agree with the proposal to enable relevant councils to gradually harmonise rates across their former council areas over four years?

Yes

No

Neutral

Comment:

2 ALLOWING COUNCILS TO LEVY SPECIAL RATES FOR JOINTLY FUNDED INFRASTRUCTURE

IPART recommendation	Key sections of the Act	To come into effect
Recommendation 8	s.495	By proclamation

The Government’s commitment

Under the Act, councils can levy special rates, in addition to ordinary rates, on any subset of rateable land in its area to meet the costs of delivering additional works, services, facilities or activities to ratepayers. This is limited, however, to funding local government functions.

Councils are increasingly entering into arrangements to jointly fund infrastructure projects with the NSW Government and the Australian Government. To generate additional revenue to contribute to these projects, which may be a condition of the project going ahead, councils are applying to IPART for a special variation. This imposes a high regulatory burden that extends timeframes and can deter councils from helping to deliver projects that benefit their local communities.

The Government is committed to establishing an equitable and effective funding framework for infrastructure associated with development, and, ensuring that growing communities have adequate and effective infrastructure needed to support that growth.

The Government therefore supported IPART’s recommendation that councils be able to levy a new type of special rate for new infrastructure, where it is of clear benefit to the community, jointly funded with other levels of government.

The proposal in the Bill

It is proposed to clarify that special rates may be levied to pay for goods, services and infrastructure that are not covered by chapters 5-6 of the Act if the specific purpose of the special rate is to co-fund or contribute to infrastructure or services being jointly provided with another level of government.

Income from this special rate will not form part of a council’s general income under the rate peg and councils will not need to seek IPART’s approval before levying the special rate.

Importantly, councils will be prevented from levying a special rate for costs that are being met by a developer under the infrastructure contributions framework or by another funding arrangement. Special rates must only be used for the purpose for which they are levied.

Before applying this special rate, a council will need to consult its community through IP&R about anticipated benefits of the project and special rate, anticipated total project costs, council’s contribution to those costs, the contributions to be made by others, the total special rate that would be levied, and how, and for what time period, the rates are to be levied.

Councils will also need to provide information in their annual reports on project outcomes, actual costs to council of this project, costs reported by other parties (where available) and the total revenue generated by the special rate. Where this differs from a council’s initial estimates, an explanation is to be provided. The intention is to create a monitoring and reporting framework that maximises transparency, public accountability and community benefit from these special rates.

Consultation question/s

3. Do you agree with the proposal to allow councils to levy special rates for jointly funded infrastructure?

- Yes
- No
- Neutral

Comment:

3 INCREASING FLEXIBILITY THROUGH NEW RATING CATEGORIES AND SUBCATEGORIES

3.1 Allowing councils to set different residential rates in contiguous urban areas

IPART recommendation	Key sections of the Act	To come into effect
Recommendations 10-12	ss.529-530	On assent

The Government’s commitment

Currently, the Act prevents councils from applying different residential rates on properties within a single ‘centre of population.’ This is difficult to apply in practice and has effectively prevented councils in urban areas, like Greater Sydney, from setting different rates in different locations across their local government area, as occurs in regional and rural NSW.

Given this, IPART recommended councils be able to set different residential rates in contiguous urban areas, but only where there is on average, different access to, demand for, or cost of, providing services and infrastructure. It proposed that councils use geographic markers to define these areas, including postcodes, suburbs, geographic features (e.g. waterways, bushland) and/or major infrastructure (e.g. arterial roads, railway lines).

Importantly, IPART also recommended that a limit apply so the highest rate structure is no more than 1.5 times the average rate structure across all residential subcategories (i.e. so the maximum difference between the highest and average rates, including *ad valorem* rates and base amounts, is 50%) except any new vacant land subcategory (see 3.4 below). To exceed this limit, councils would need to seek IPART approval.

The Government believes that councils should be able to explore different options to distribute the rating burden more equitably, in consultation with their communities, and supports enabling greater use of differential rating in urban areas. It supported these recommendations ‘in principle’.

The proposal in the Bill

It is proposed to allow councils to create different rating subcategories for residential land in contiguous urban areas, while also continuing existing provisions that allow different residential rates to be set by ‘centre of population’, as used by regional and rural councils.

Under the proposal, a council may only set different residential rates in a contiguous urban area if there is on average, different access to, demand for, or cost of, providing services and infrastructure.

For this purpose, ‘contiguous urban area’ will capture a portion of an area that is urban in nature and comprises residential land where the properties within that area, taken together, are not entirely separated by land that falls within other rating categories.

Further, in these cases, councils will be required to use geographic names published by the Geographical Names Board to objectively define different residential areas to which to apply different residential rates, rather than being enabled to simply draw ‘lines on a map’.

A limit will also apply so the highest rate structure is no more than 1.5 times the average rate structure across all residential subcategories, with the capacity to change this ratio in future by regulation. “Average rate structure” includes *ad valorem* amounts, minimum rates and/or base amounts, as relevant. To exceed this limit, councils would need to seek the Minister’s approval.

Councils will be required to undertake community consultation under IP&R, in determining residential rating subcategories, setting rates for each subcategory and making any future amendments to these arrangements. Councils will also be required to publish the different rates and their rationale for charging different rates in their Revenue Policy.

The Minister will be able to issue guidelines that must be followed by councils in setting these rates, including how the provisions may be used appropriately by councils.

Consultation question/s

4. Do you agree with the proposal to allow for different residential rates in contiguous urban areas?

- Yes
- No
- Neutral

Comment:

5. Do you agree with the proposal to limit the highest rate structure across all residential subcategories to no more than 1.5 times the average rate structure?

- Yes
- No
- Neutral

Comment:

3.2 Creating a new rating category for environmental land

IPART recommendation	Key sections of the Act	To come into effect
Recommendation 29	s.493, s.514, s.518, s.529	By proclamation

The Government’s commitment

Under the Act, before making an ordinary rate, a council must have declared each parcel of rateable land in its area to be within one of four rating categories – farmland, residential, mining or business. If a parcel of land does not fall within the residential, farmland or mining rating categories, it is treated as business land (the residual category).

There are concerns that these four rating categories are not sufficient to ensure that specific types of land are being rated at an appropriate level. In particular, IPART heard that this has resulted in land that cannot be developed, and therefore not falling with the residential, farmland or mining land categories, being rated as business land. As a result, a higher rate is often levied.

IPART recommended that a new, fifth rating category be created for environmental land to provide for appropriate rating of land that cannot be developed due to geographic or regulatory restrictions. The Government accepted this recommendation ‘in principle’, noting that it closely relates to IPART’s further recommendation (No. 18) in relation to conservation agreements (see further below at 4.1).

The proposal in the Bill

It is proposed to create a new rating category for environmental land, and to define *environmental land* as that:

1. for which current and future use of the land is constrained as it:
 - a) has limited economic value relative to its size and location, or
 - b) cannot be developed, or
 - c) has low development potential for a business, residential or farming activity, and
2. is subject to *geographic restrictions* or *regulatory restrictions*.

It is proposed that, in determining whether land cannot be developed or has low development potential, councils must have regard to factors including the zoning of the land under the EP&A Act and regulations and relevant instruments, and any other matter prescribed by regulation.

It is also proposed that *geographic restrictions* include, but not be limited to, the presence of significant water areas, mud flats, swamps, marshlands, steep slopes and other terrain on which residential or commercial development is virtually impossible due to physical limitations.

Further, it is proposed that *regulatory restrictions* be defined as laws or other permanent constraints imposed or agreed to in relation to the land that prevent development. This would include, but not be limited to, restrictions due to the land being subject to an *environmental agreement or instrument* prescribed by regulation, and being not otherwise exempt from rates.

Where a parcel of land is determined to be mixed use land, like rating of business land, councils will be able to apportion rates based on the portion of the land that falls within each rating category, as currently set out under the *Valuation of Land Act 1916*. This is currently not provided for under that law. Comment is sought on the manner of determining the apportionment of rates where a parcel of land could properly be categorised as environmental and the remainder could be categorised under one or more other rating category.

It is also proposed that, as for land in other rating categories, councils may create subcategories for environmental land to allow different environmental land rates to be set.

For this purpose, it is proposed that councils be enabled to create different rating subcategories based on whether or not there is a conservation agreement or similar instrument in place, and/or, based on geographic location.

Where a council chooses to rely on geographic location to create subcategories, it will need to define the different residential areas by reference to geographic names published by the Geographical Names Board, rather than by drawing 'lines on a map'.

Consultation question/s

6. Do you agree with the proposal about how to create a new rating category for environmental land, including how environmental land is proposed to be defined?

- Yes
- No
- Neutral

Comment:

7. Do you agree that a portion of land that is subject to a conservation agreement or other similar instrument should be categorised by councils according to the proposed definition of environmental land?

- Yes
- No
- Neutral

Comment:

3.3 Enabling different business rates to be set for industrial land and commercial land

IPART recommendation	Key sections of the Act	To come into effect
Recommendation 30	s.529	By proclamation

The Government’s commitment

Currently, the Act only allows councils to create different categories of business rates according to whether business land falls within a ‘centre of activity’. This is essentially, therefore, limited to location, rather than the activities taking place on each property. It also means that, where businesses are not clustered together, they are most often only charged a general business rate.

IPART recommended, and the Government supported, changing this so that different rating subcategories can also be created for land where industrial and commercial activities are occurring.

This recognises that land where these activities take place typically have different access to, demand for or cost associated with providing council services and infrastructure. It also recognises that these parcels of land may, or may not, be clustered together within a local government area.

The proposal in the Bill

It is proposed that councils be given the option of setting different rates for business land based on whether it is industrial or commercial land. This would apply in addition to maintaining the current option of setting different rates based on whether there is a ‘centre of activity’.

It is proposed that councils that choose to take up this option determine whether business land is industrial or commercial, as necessary, based on whether industrial activities are predominantly taking place. This approach means that property zoning is relevant but not determinative for rating purposes, as intended by IPART, and creates a clear approach for councils and ratepayers that can be updated as necessary over time.

It is further proposed that, if the ‘dominant’ activity conducted on a parcel of land does not fall within a list of *industrial activities* prescribed in regulations, they may be categorised as commercial. Activities which may be prescribed as industrial include, for example, manufacturing, warehousing, abattoirs and works depots.

Consultation question/s

8. Do you agree with the proposal about how to enable different business rates for industrial and commercial land?

- Yes
- No
- Neutral

Comment:

3.4 Enabling different rates for residential, business or mining land that is vacant

IPART recommendation	Key sections of the Act	To come into effect
Recommendation 31	s.519, s.529	By proclamation

The Government’s commitment

Under the Act, before making an ordinary rate, a council must have declared each parcel of rateable land in its area to be within one of four rating categories – farmland, residential, mining or business. As above, it is now proposed to create a fifth rating category for environmental land (see 3.2).

At present, councils must rate a parcel of land as residential, farming or mining land if it determines the land falls within one of those categories whether or not it is vacant. If the land does not clearly fall into one of these categories, council must rate it according to its designated use under an environmental planning instrument or, in the absence of such an instrument, based on the predominant surrounding land.

In either case, councils are not permitted to rate land differently because it is vacant. For example, an empty block of land in a residential estate is charged the same rate as the houses in the estate.

IPART recommended that, after completing the current rating categorisation process for vacant land, councils be able to set a different rate for vacant land to that set for other land in the same rating category for residential, business and mining land.

The Government has accepted this recommendation, which would provide additional flexibility for councils to tailor their rates to the needs of local communities.

The proposal in the Bill

It is proposed to give effect to this reform by allowing councils to create rating subcategories for vacant land within the residential, business or mining land categories. This type of rating subcategory will not be able to be created for environmental or farming land.

In determining whether a parcel of land is vacant, a council will need to have regard to factors including whether the land has a *substantial and permanent* structure. For this purpose, a building or other structure may be considered substantial and permanent if it is:

- significant in size or value
- not incidental to the purpose of another structure or proposed structure
- not related to, reliant on, or existing to support use or function of a structure, and
- fixed and enduring, rather than built for a temporary purpose.

These proposed factors build on relevant aspects of the approach taken by the Australian Tax Office definition of vacant land for income tax purposes.

It is also proposed to provide guidance to councils about:

- how councils may determine whether a specific parcel of land is to be treated as vacant land and, where relevant, to which rating category it belongs
- factors councils should take into account in setting the rate to be paid for vacant land, and
- how high or low the rate for vacant land should be relative to the principal rating category.

Consultation question/s

9. Do you agree with the proposal to allow subcategories for vacant land to be created for residential, business and/or mining land, including the proposed factors set out above?

- Yes
- No
- Neutral

Comment:

3.5 Allowing different farmland rates to also be set based on geographic location

IPART recommendation	Key sections of the Act	To come into effect
Recommendation 32	s.529	By proclamation

The Government’s commitment

Currently, councils can only sub-categorise farmland according to intensity of land use, ‘irrigability’ of the land or economic factors affecting the land.

Concern has been raised that, while some regional and rural councils are able to rely on these factors, it is inflexible, subjective and difficult to apply in many local government areas in an equitable way. IPART found that the majority of councils with farmland properties do not create subcategories and are applying a single rate even if there are substantial differences in the intensity of farming.

IPART therefore recommended that councils should be able to set different farmland rates based on geographic location. This reflects the view that location-based rating for farmland, like residential and business land, can better reflect access to council infrastructure and services as well as the productivity of land. It suggested that areas may be defined by locality or geographical markers (such as a riverbank or escarpment) or major infrastructure (such as a highway).

The Government supported this recommendation. This will allow councils flexibility to more fairly distribute the rating burden by creating rating subcategories that better reflect productivity, are easier to assess and may be more likely to reflect access to council services by landholders.

The proposal in the Bill

It is proposed that councils be given the option of setting different rates for farmland based on geographic location. If this option is chosen, councils will need to:

- create subcategories by reference to the geographic names published by the Geographical Names Board rather than drawing ‘lines on a map’, and
- have regard to certain matters prescribed by regulation in creating subcategories for farmland and determining rates to be levied for each geographic location.

This new option would apply in addition to maintaining the current option of setting different rates based on intensity of land use, 'irrigability' or economic factors affecting the land. This approach is intended to minimise disruption for councils in regional and rural NSW with rating structures that rely on the current provisions.

Relevantly, the new approach to creating rating subcategories for farmland may also be utilised by relevant councils to assist with harmonisation, or, to maintain current farmland rating structures across their former council areas, should they choose to do so, in consultation with their communities.

Consultation question/s

10. Do you agree with the proposal to enable councils to also set farmland rates based on geographic location?

- Yes
- No
- Neutral

Comment:

4 CHANGING SPECIFIC EXEMPTIONS FROM ORDINARY AND SPECIAL RATES

4.1 Removing mandatory rates exemptions for land with new conservation agreements

IPART recommendation	Key sections of the Act	To come into effect
Recommendation 18	s.529, s.555, s.558	By proclamation

The Government’s commitment

Under the Act, land subject to certain conservation agreements is exempt from all rates. This exemption was introduced to provide a financial incentive for land holders to enter into agreements for future conservation which impose costs and reduce the development potential of their land.

Over a period of time, different types of conservation agreements and similar instruments have been created and used to manage potential impacts of proposed developments on native species, cultural heritage or to address other environmental, community or development-based concerns. Some of these arrangements are exempt from rates while others are not.

IPART recommended removing rating exemptions for private land with conservation agreements and that councils rate the land under the new environmental land rating category (see above at 3.2). This reflected the finding that these parcels of land should not always be exempt from rates as owners have exclusive possession, derive private benefits, use services and impose other costs on the council and broader community.

The Government accepted IPART’s recommendation in part, subject to further consultation on issues with respect to the range of agreements in force and the preservation of environmental, historical and Aboriginal cultural heritage outcomes.

The proposal in the Bill

It is proposed that there no longer be a mandatory rating exemption for private land for which a new conservation agreement is entered into after this reform comes into effect.

Instead, these properties will be categorised for rating purposes by the relevant council and may be rated under the new environmental land rating category. Further, as set out above at 3.2, councils will be permitted to create rating subcategories, and therefore to set different rates for environmental land based on whether or not there is conservation agreement or other instrument prescribed by regulation.

Importantly, to ensure fairness for parties to existing conservation agreements, it is proposed that those lands that currently benefit from this exemption continue to do so. This maintains a significant financial incentive that was taken into account by land holders when deciding whether to enter into an agreement which, in the vast majority of cases, is now binding on themselves and future owners.

Consultation question/s

11. Do you agree with the proposal to remove the requirement for councils to apply a rating exemption for land subject to new conservation agreements?

- Yes
- No
- Neutral

Comment:

4.2 Removing certain mandatory exemptions from special rates for water and sewerage

IPART recommendation	Key sections of the Act	To come into effect
Recommendation 24	ss.555-558	By proclamation

The Government’s commitment

Some councils are responsible for providing water and sewerage services, particularly in regional and rural NSW. To fund these services, in addition to regular service charges, councils may levy special rates as a fee for service, in addition to ordinary rates. These special rates appear on rates notices.

Under the Act, councils are prevented from levying special rates for water and sewerage on the whole, or part, of a range of specific types of property, including:

- Crown land not leased for a private purpose
- land within a National Park, historic site, nature reserve, state game reserve or karst conservation reserve, whether or not the land is affected by a lease, licence, occupancy or use,
- land that is subject to a conservation agreement
- land that is vested in, owned by, held on trust by or leased by the (now) Biodiversity Conservation Trust
- land that is within a special area or controlled area for Sydney Water that is either Crown land or land vested in Sydney Water
- land that is within a special area for Hunter Water that is Crown land or vested in Hunter Water
- land that is vested in or owned by Water NSW that is in, on or over which water supply works are installed
- land that is within a special area for a water supply authority that is Crown land or vested in that authority

- land that belongs to a religious body and is occupied and used in connection with:
 - a church or other building used or occupied for public worship, or
 - a building used or occupied solely as the residence of a minister of religion in connection with any such church or building, or
 - a building used or occupied for the purpose of religious teaching or training, or
 - a building used or occupied solely as the residence of the official head and/or the assistant official head of any religious body in NSW or any diocese in NSW,
- land that belongs to and is occupied and used in connection with a government school, non-government school or certain schools with exemptions under s.78 of the *Education Act 1990*
- a playground that belongs to and is used in connection with the school, and
- a building occupied as a residence by a teacher, employee or caretaker of the school that belongs to and is used in connection with the school,
- land that is vested in the NSW Aboriginal Land Council (ALC) or a local ALC if it is declared under the *Aboriginal Land Rights Act 1983* to be exempt from rates,
- land vested in or owned by Residual Transport Corporation NSW or a public transport agency and in, on or over which rail infrastructure facilities are installed,

- land vested in or owned by Transport Asset Holding Entity of New South Wales and in, on or over which rail infrastructure facilities are installed,
- land that is vested in or owned by Sydney Metro and in, on or over which rail infrastructure facilities are installed, and
- land below the high-water mark used for aquaculture relating to the cultivation of oysters.

Under the Act, councils are also able, but not required, to choose to exempt other types of land from these types of special rates - this includes, for example, public reserves, hospitals and charities.

IPART found that it may not be appropriate for some parcels of land that fall within the above list to be exempt from paying special rates for water and sewerage as they would receive these services for free with significant private benefit. Instead, IPART recommended that the Government allow councils discretion to choose whether to exempt these properties from special rates. The Government accepted this recommendation.

It is understood, however, that in practice very few councils in regional and rural NSW levy special rates for water and sewerage, as compared to annual or service charges.

The proposal in the Bill

It is proposed that councils be able to choose whether to exempt those properties listed above from special rates, noting that these special rates are unlikely to be applied.

Importantly, it is intended that the Government provide guidance to any councils levying special rates about how best to exercise their discretion in relation to whether to continue to exempt specific types of land that were previously required to be exempt from these special rates. This guidance may specify relevant factors to consider, for example, the type of land, the land's permitted use, the land's actual use/s and access to relevant council infrastructure and services.

Consultation question/s

12. Do you agree with the proposal to remove certain mandatory exemptions from special rates for water and sewerage?

- Yes
- No
- Neutral

Comment:

5 IMPROVING PUBLIC CONFIDENCE IN THE RATING SYSTEM

5.1 Narrow scope to postpone rates and let councils choose whether to write them off

IPART recommendation	Key sections of the Act	To come into effect
Recommendation 40	s.585, s.595	By proclamation

The Government's commitment

Under the Act, a ratepayer is able to postpone paying higher rates if their land is rezoned, the rates payable increase after rezoning and the ratepayer does not intend to redevelop the land according to the new land uses that are permitted under the new zoning. Further, councils are required to write-off any rates and accrued interest postponed under this process after five years.

This postponement option allows people to retain properties with higher permitted uses without paying higher council rates. It is available to land consisting of a single dwelling house or rural land zoned to allow subdivision and applies to both ordinary and special rates.

IPART found that the cost to councils of administering postponement arrangements is high and is inconsistent with the taxation principles of simplicity, efficiency and equity. In particular, the postponement option:

- does not acknowledge the wealth gained in land value from rezoning
- does not recognise that the increased rates are a small proportion of the increased value of the land asset, and
- acts as a disincentive to develop land and does not promote growth and urban renewal.

IPART therefore recommended that the option to postpone rates in these circumstances should be removed, and that councils no longer be required to write-off postponed rates after five years. This would not affect the continuing ability for ratepayers to apply for rates relief on hardship grounds. The Government accepted this recommendation.

The proposal in the Bill

It is proposed to provide appropriate limits on the postponement of rates. These include:

- limiting who can postpone rates to those ratepayers that would face substantial hardship as a result of paying the higher rates attributable to rezoning
- restricting the amount of rates that can be postponed under the postponement of rates provisions to the difference between the rate applied under the former zoning, and the amount that will apply under the new zoning, and
- removing the requirement for councils to write off postponed rates after five years, while still giving them flexibility to do so in appropriate circumstances.

The Government understands that, if the provisions in relation to the postponement of rates were simply removed, ratepayers may face significant rate increases and, if unable to pay, may need to sell their properties.

These proposals are designed to limit the potential significant financial impact for some owners of properties when they face a zoning change in relation to their land. The proposals also acknowledge potential hardship for some of these ratepayers, particularly owner occupiers of residential or rural residential land already facing financial stress.

Importantly, to ensure fairness, it is proposed that those ratepayers that currently benefit from such an arrangement, or have applied to do so, continue to do so under the current provision after the reform comes into effect.

The Government believes that these proposals will create a fairer rates postponement framework that enables ratepayers needing to postpone rates for legitimate reasons to do so,

while enabling councils to collect much needed rates to meet the cost of services provided to that land, and to lessen the burden on other ratepayers.

Consultation question/s

13. Do you agree with the proposal to restrict who can seek postponement of rates?

- Yes
- No
- Neutral

Comment:

14. Do you agree with the proposal to remove the requirement to write off rates debts?

- Yes
- No
- Neutral

Comment:

5.2 Allow councils to sell properties for unpaid rates after three years

IPART recommendation	Key sections of the Act	To come into effect
Recommendation 36	s.713	On assent

The Government’s commitment

Under the Act, a council may seek to sell a property that is not vacant to recover the cost of rates and charges, including interest, that remain unpaid after five years in certain circumstances. Specific provisions set out when properties may be sold and the process that must be followed by councils.

IPART recommended that the period of time after which these properties may be sold should be reduced from five years to three years. The Government accepted this recommendation, which is designed to improve the simplicity of the rating system, bring NSW in line with other States, and is likely to reduce costs and delays currently experienced by councils in recovering outstanding rates.

The proposal in the Bill

It is proposed that councils be permitted to seek to sell properties that are not vacant for unpaid rates and charges after 3 years rather than 5 years.

This would apply from the date of commencement of the provision and would not apply in respect of properties for which a ratepayer already owes unpaid rates and/or charges to council at that time.

Importantly, the *COVID-19 Legislative Amendment (Emergency Measures-Miscellaneous) Act No.2 2020* currently operates to prevent councils from commencing legal action to recover rates and charges for six months unless certain specific matters have been considered.

This temporary measure was put in place to help households that are under significant pressure to remain sustainable during the COVID19 pandemic and as steps towards economic recovery begin. It is therefore not intended to commence these new provisions while this temporary measure remains in place.

Consultation question/s

15. Do you agree with the proposal to enable councils to sell properties for unpaid rates after 3 years?

- Yes
- No
- Neutral

Comment:

Section Three – Other rating reforms

1 ALLOWING COUNCILS' GENERAL INCOME TO RISE IN LINE WITH POPULATION GROWTH

The Government's commitment

The Minister, under the Act, may specify the percentage by which councils' general income may be varied for a specific year – the 'rate peg'. IPART performs this function under delegation.

IPART has traditionally calculated the Rate Peg by reference to the Local Government Cost Index (LGCI) and improvements in productivity (a productivity factor). The LGCI measures price changes for operational inputs—including labour—used by an average council over the previous year. This overall approach to calculating the rate peg has been in place since 2010.

IPART does not take into account, directly or indirectly, the differing impacts of population growth between councils in setting the rate peg. Instead, the current methodology implicitly assumes that the cost of serving each ratepayer will be, on average, the same, or that a special rate may be levied in areas where serving groups of ratepayers involve higher and special costs. Alternatively, councils may apply to IPART for a Special Rate Variation to levy rates above the rate peg.

While this rate peg model means that council areas with higher populations can levy a greater number of ratepayers and, therefore, will have higher revenue, it is not able to take into account that certain types of residents associated with population growth (such as young families) increase demand for services more than the same number of residents in an established area, and that councils often face these costs before the future ratepayers can begin to pay for them.

The Government has committed to allowing councils to align their income with population growth. This will be achieved by adjusting how the rate peg is calculated. This will help to

ensure that adequate local infrastructure and services are provided in local government areas with growing populations.

How this reform will be delivered

The Minister for Local Government, with the approval of the Premier, has asked IPART to deliver a report recommending a rate peg methodology that allows the general income of councils to be varied annually in a way that accounts for population growth. Terms of Reference have already been provided to IPART for this review, which is expected to be completed within nine months.

The Terms of Reference for IPART's review clarify that the methodology proposed by IPART should not negatively impact the income growth that councils with stable or declining populations would have achieved under a rate peg calculated using the LGCI and productivity factor. They also state that the Government will not consider further change to the rate peg or maximum allowable income at this time.

In undertaking the review, IPART has been asked to have regard to matters including:

- the Government's commitment to protecting ratepayers from sudden or excessive rate rises, while improving the financial sustainability of local government
- ensuring the rate peg model can be understood by councils and the communities they serve
- the differing needs and circumstances of councils and communities in metropolitan, regional, and rural areas of the State, and
- any other matter it considers relevant.

To ensure that this reform may be given effect as simply and clearly as possible, the Bill puts beyond doubt that more than one rate peg can be applied to the local government sector, if required.

2 ENCOURAGING COUNCILS TO LEVY RATES ON MINING LAND TO REFLECT ADDITIONAL COSTS

The Government’s commitment

Under the Act, before levying an ordinary rate, a council must have declared each parcel of rateable land in its area to be within one of four rating categories – farmland, residential, mining or business. The council then determines what rate to levy for land that falls in each of these categories.

IPART analysed the rates applied by councils to mining land and found that they varied widely. Further, IPART found that the different rates that applied to land within this category was unlikely to reflect differences in costs of providing council services to these types of properties. Rather, it appeared that some councils may be setting rates based primarily on ‘capacity to pay’ principles.

In principle, IPART recommended that mining rates should be set, relative to rates for business land, primarily to reflect differences in the cost of providing council infrastructure and services to these properties. The Government accepted this recommendation.

How this reform will be delivered

This reform will be implemented through guidance rather than seeking to amend the Act through the Bill. This will provide maximum flexibility to make adjustments in future and to cater to the different circumstances of local councils and communities across NSW.

Guidance will be issued to specify that councils should set mining rates, relative to rates for business land, primarily to reflect differences in the cost of providing council infrastructure and services. Further, if a council does apply a higher rate to mining land than business land in a specific financial year, that council should explain, as part of its Revenue Policy:

- how the rate has been set and why, and
- any additional costs in providing services to mining properties.

Consultation question/s

16. Do you agree with the proposal to implement this reform through guidance?

- Yes
- No
- Neutral

Comment:

3 RETAINING THE RATING CATEGORY FOR BUSINESS AS THE 'RESIDUAL' RATING CATEGORY

The Government's commitment

Under the Act, before making an ordinary rate, a council must have declared each parcel of rateable land in its area to be within one of four rating categories – farmland, residential, mining or business. If a parcel of land does not fall within the residential, farmland or mining rating categories, it is treated as business land (the residual category).

IPART noted that using the rating category for business as the residual category may, in some areas, lead to certain properties being more highly rated than is equitable. It therefore recommended that councils should have flexibility to choose a different 'residual' category based on the profile of local properties. The Government supported this recommendation.

How this reform will be delivered

Following further consultation and consideration of how each reform of rating categories and subcategories may be implemented by councils, this reform will not be progressed at this time. There is a real risk that allowing alternative residual categories could result in perverse outcomes, inconsistency and uncertainty for councils and ratepayers, particularly given the complexities of categorising and subcategorising land for rating purposes.

Consultation question/s

17. Do you agree with the proposal to retain the business land rating category as the residual category?

- Yes
- No
- Neutral

Comment:

4 REQUIRING COUNCILS TO REPORT THE VALUE OF EXEMPTIONS THEY GRANT EACH YEAR

The Government’s commitment

IPART has identified that councils, generally, do not have a strong indication of the ‘cost’ of exemptions because they do not affect council’s total general income, which is limited by the rate peg. As such, the cost of the exemption is effectively made up for by other ratepayers.

As rates are a tax, this should be as transparent a process as possible so that all parties involved can understand the costs and benefits of providing for exemptions.

With that in mind, IPART recommended that councils publish the estimated value of rating exemptions within their local government area in their annual reports or other information made available to the public. The Government accepted this recommendation, which is designed to improve consistency between councils as well as improving transparency of the rating system for ratepayers.

How this reform will be delivered

It is understood that most councils do not have ready access to information on the value of all exemptions and that obtaining this information would impose a significant additional burden, particularly where that would require additional land valuations at council expense.

Given this, it is proposed that councils include in their annual report an estimate of the value of those exemptions granted as a result of a decision of that council. This estimate need only be made by applying a simple, prescribed methodology based on information on each parcel of land that is available to council at the time of its decision to grant the rating exemption.

As those matters that must be included in a council’s annual report may be prescribed by regulation, this reform does not feature in a provision of the Bill.

Consultation question/s

Do you agree with the proposal that councils report on the value of exemptions they choose to grant through their annual reports?

- Yes
- No
- Neutral

Comment:

Glossary & Abbreviations

The Act	<i>Local Government Act 1993</i>
OLG	Office of Local Government
Regulation	Local Government (General) Regulation 2005
DPIE	NSW Department of Planning, Industry and Environment
IPART	Independent Pricing and Regulatory Tribunal

Appendix A

Template feedback form – *Towards a Fairer Rating System* consultation

Privacy Notice

When you give us your feedback, the Office of Local Government (OLG) in the NSW Department of Planning, Industry and Environment (DPIE) will collect some personal information about you, including:

- your name
- your email address
- the name of your organisation (if provided), and
- any personal information you decide to put in additional 'general comments' fields.

All feedback received through this consultation process may be made **publicly available**. Please do not include any personal information in your feedback that you do not want published.

This information is being collected by OLG as part of the [Towards a Fairer Rating System consultation](#) to help the Government develop a final Bill to amend the *Local Government Act 1993* and supporting regulations, as necessary. As part of that process, we may need to share your information with people

outside OLG, including other public authorities and government agencies. We may also use your email address to notify you about further feedback opportunities or the outcome of consultation.

You should also be aware there may be circumstances when OLG is required by law to release information (for example, in accordance with the requirements of the *Government Information (Public Access) Act 2009*). There is also a Privacy Policy located on OLG's website that explains how some data is automatically collected (such as your internet protocol (IP) address) whenever you visit OLG's website. The link to that policy is <https://www.olg.nsw.gov.au/about-us/privacy-policy/>

Submitting this completed feedback form

Please print your completed form and mail or email by **COB 5 February 2021** to:

Office of Local Government, NSW Department of Planning, Industry and the Environment
 Towards a Fairer Rating System
 Locked Bag 3015
 Nowra NSW 2541

olg@olg.nsw.gov.au

About you

TYPE	PLEASE SELECT ALL APPLICABLE
Council - Metropolitan	<input type="checkbox"/>
Council - Metropolitan Fringe	<input type="checkbox"/>
Council - Regional	<input type="checkbox"/>
Council - Rural	<input type="checkbox"/>
Council - Large Rural	<input type="checkbox"/>
Private sector organisation	<input type="checkbox"/>
Ratepayer	<input type="checkbox"/>
NSW State agency	<input type="checkbox"/>
Other	<input type="checkbox"/>

FEEDBACK FORM - Towards a Fairer Rating System

Section Two - Local Government Amendment (Rating) Bill 2020	
1. Allowing gradual rates harmonisation	
Q.1.	Are you from a local government area newly formed in 2016 that has not yet harmonised rates?
A.1.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Q.2.	Do you agree with the proposal to enable new councils to gradually harmonise rates across former council areas over four years?
A.2.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral Comment:

2. Allowing councils to levy special rates for jointly funded infrastructure

Q.3. Do you agree with the proposal in relation to levying special rates for jointly funded infrastructure?

A.3. Yes
 No
 Neutral
Comment:

3. Increasing flexibility through new rating categories and subcategories

3.1 Allowing councils to set different residential rates in contiguous urban areas

Q.4. Do you agree with the proposal to allow for different residential rates in contiguous urban areas?

A.4. Yes
 No
 Neutral
Comment:

Q.5. Do you agree with the proposal to limit the highest rate structure across all residential subcategories to no more than 1.5 times the average rate structure?

A.5. Yes
 No
 Neutral
Comment:

3.2 Creating a new rating category for environmental land

Q.6. Do you agree with the proposal about how to create a new rating category for environmental land, including how environmental land is proposed to be defined?

A.6. Yes
 No
 Neutral
Comment:

Q.7.	Do you agree that a portion of land that is subject to a conservation agreement or other similar instrument should be categorised by councils according to the proposed definition of <i>environmental land</i> ?
A.7.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral Comment:
3.3 Enabling different business rates to be set for industrial land and commercial land	
Q.8.	Do you agree with the proposal about how to enable different rates for industrial and commercial land?
A.8.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral Comment:
3.4 Enabling different rates for residential, business or mining land that is vacant	
Q.9.	Do you agree with the proposal to allow subcategories for vacant land to be created for residential, business and/or mining land, including the proposed factors set out above?
A.9.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral Comment:

3.5 Enabling different rates for residential, business or mining land that is vacant

Q.10.	Do you agree with the proposal to enable councils to also set farmland rates based on geographical location?
A.10.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral Comment:

4 Changing specific exemptions from ordinary and special rates

4.1 Removing mandatory rates exemptions for land with new conservation agreements

Q.11.	Do you agree with the proposal to remove the requirement for councils to apply a rating exemption for land subject to new conservation agreements?
A.11.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral Comment:

4.2 Removing certain mandatory exemptions from special rates for water and sewerage

Q.12.	Do you agree with the proposal to remove certain mandatory exemptions from special rates for water and sewerage?
A.12.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral Comment:

5 Improving public confidence in the rating system

5.1 Narrow scope to postpone rates and let councils choose whether to write them off

Q.13. Do you agree with the proposal to restrict who can seek postponement of rates?

- A.13.** Yes
 No
 Neutral

Comment:

Q.14. Do you agree with the proposal to remove the requirement to write off rates debts?

- A.14.** Yes
 No
 Neutral

Comment:

5.2 Allow councils to sell properties for unpaid rates after three years

Q.15. Do you agree with the proposal to enable councils to sell properties for unpaid rates after 3 years?

- A.15.** Yes
 No
 Neutral

Comment:

Section Three – Other rating reforms

2 Encouraging councils to levy rates on mining land to reflect additional costs

Q.16. Do you agree with the proposal to implement this reform through guidance?

- A.16.** Yes
 No
 Neutral

Comment:

3 Retaining the rating category for business as the ‘residual’ rating category

Q.17. Do you agree with the proposal to retain the business land rating category as the residual category?

- A.17.** Yes
 No
 Neutral

Comment:

4 Requiring councils to report the value of exemptions they grant each year

Q.18. Do you agree with the proposal that councils report on the value of exemptions they choose to grant through their annual reports?

- A.18.** Yes
 No
 Neutral

Comment:

General Comments





8.2.2 INVESTMENT REPORT - DECEMBER 2020

DOCUMENT NUMBER	342225
REPORTING OFFICER	Tim Swan, Manager Finance and Customer Service
AUTHORISING OFFICER	Matt Stubbs, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	Council's investment income for December 2020 was \$2,850.89, 72% under the budgeted figure of \$10,250.00.
LEGISLATIVE IMPLICATIONS	Council investments comply fully with Section 625 of the Local Government Act (NSW), 1993, Local Government (General) Regulation, 2005 paragraph 212 and Council's Investment Policy.
POLICY IMPLICATIONS	The Investment Policy was adopted on 31 st July 2018 and is due for review on 31 st July 2021.
ATTACHMENTS	1. Investment Report - December 2020 ↓

RECOMMENDATION

The Investment Report for December 2020 be received and noted.

Introduction

The monthly investment report provides an overview of Council's investments, and their performance for the month.

Discussion

As a result of record low interest rates, investments for the month have produced interest of \$2,850.89, 72% below the budget.

Large receipts late in December have resulted in larger than usual balances in operating accounts.

INVESTMENT REPORT

As at: 31-12-20



Date Invested	Interest Rate	Term Days	Investment Amount	Held With	Interest	Maturity Date
11 Aug 2020	0.80%	182	\$2,000,000.00	AMP	\$ 1,358.90	9 Feb 2021
18 Aug 2020	0.80%	182	\$1,000,000.00	AMP	\$ 679.45	16 Feb 2021
22 Dec 2020	0.40%	181	\$2,000,000.00	National Australia Bank	\$ 679.45	21 Jun 2021
		AC	\$6,606,140.92	Commonwealth Bank	\$ -	At Call
		BOS	\$8,900,472.42	Commonwealth Bank	\$ 125.51	At Call
		AC	\$23,181.65	National Australia Bank	\$ 7.57	At Call
Total			\$20,529,794.99			
Matured in Report Month						
Totals					\$ 2,850.89	

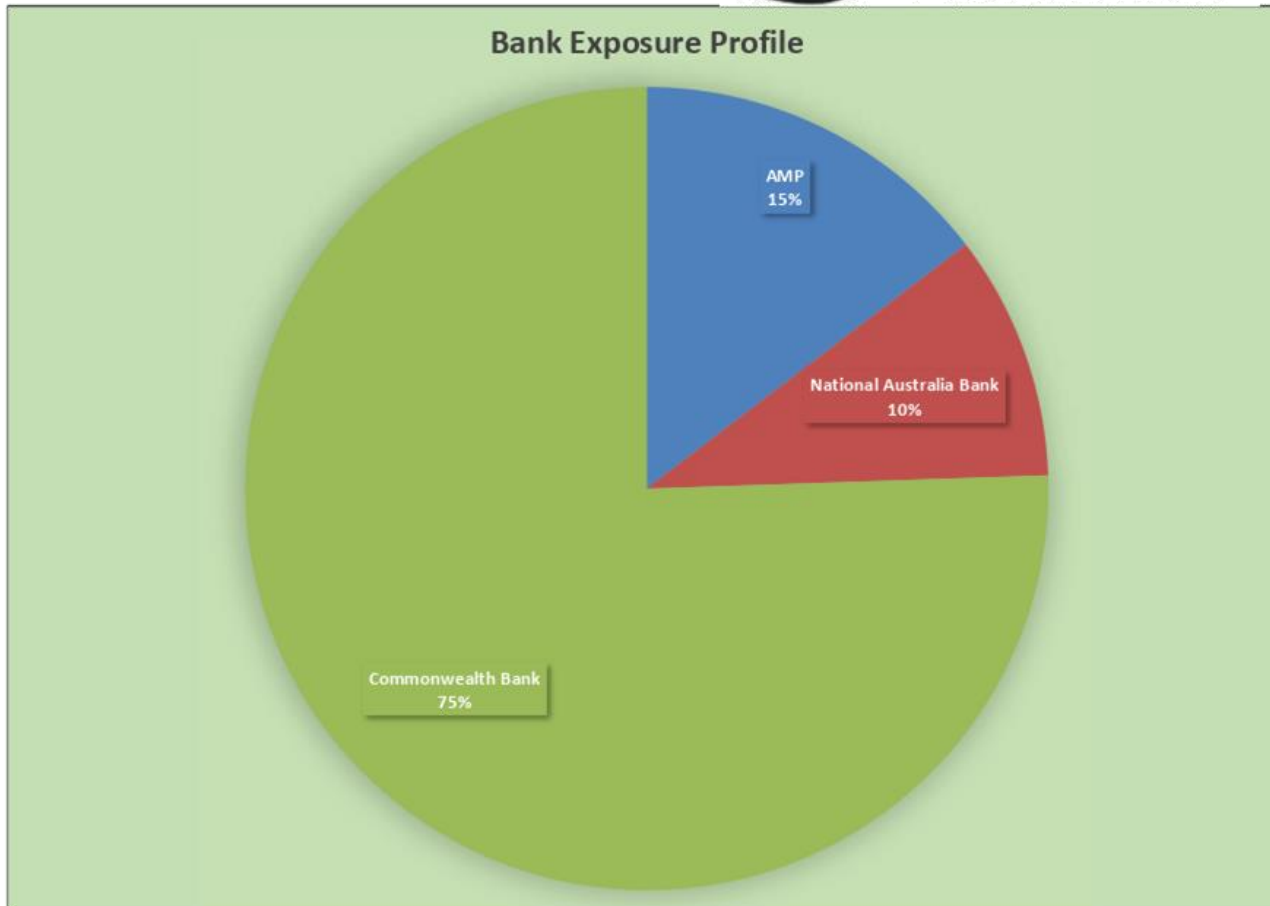
Budgeted Interest for Month	\$ 10,250.00
Combined Interest Rate	0.17%
BBSW Benchmark Rate	0.0159%

This report is produced in accordance with section 625 of the local Government Act 1993 and all Investments have been made in accordance with the Act, the Regulations and council's investment policy.

Signed

 Tim Swan
 Responsible Accounting Officer

Investment Report
November 2020



8.3 COMMUNITY AND CULTURE

Nil

8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

8.4.1 DEVELOPMENT APPLICATION 2020/176 - 8 CHAMEN STREET, COOTAMUNDRA - VARIATION TO DEVELOPMENT CONTROL PLAN

DOCUMENT NUMBER	342070
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
AUTHORISING OFFICER	Matt Stubbs, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Council needs to assess each application on its individual merits in accordance with legislative requirements and timeframes.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Development Assessment Report for DA 2020-176 Lot 5 DP10285 8 Chamen Street Cootamundra ↓

RECOMMENDATION

1. That Council refuse DA2020/176 for the construction of an addition to the shed at Lot 5 DP10285, 8 Chamen Street Cootamundra for the following reasons:
 - I. The proposal is deemed to have detrimental impact on the area by setting a precedent for other large sheds in residential zones.
 - II. The proposal is not consistent with the requirements of section 2.2 site coverage and floor area limitations, outlined within the Cootamundra Development Control Plan 2013.

Introduction

Council has received an application for the erection of an additional to an existing garage structure. The applicant seeks a variation to the controls within Council’s adopted Development Control Plan. In accordance with the delegations issued to staff where variation to the Development Control Plan is greater than 10% the matter is referred to Council for determination.

Discussion

Council has in place an adopted a Development Control Plan (DCP) that provides guidance on the development standards that Council believes will lead to desired outcomes in building design, streetscape, traffic, heritage and environment. The DCP contains performance criteria and associated acceptable solutions to assist applicants in achieving the desired outcomes. However it is recognised that there are other means of achieving the desired outcomes outside of the acceptable solutions and where a similar or better result is able to be achieved such alternatives should be considered.

In considering variations to the standards contained within the DCP applicants are required to justify why the standards should be varied and how this will lead to an outcome that is equivalent, if not better, than the articulated performance criteria. In this instance the justification for varying the requirements of the DCP are summarised below with a full assessment of the proposed development contained within the assessment report attached herewith.

Summary of areas of noncompliance identified in the assessment report:

- the proposal, as an addition to the existing garage structure on site, exceeds the maximum floor area contained within the DCP by over 300%;
- footings encroach into adjoining property;
- represents an overdevelopment of the site

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)



COUNCIL OFFICER COMPLETING DEVELOPMENT ASSESSMENT:

Luke Izzard

DEVELOPMENT REFERENCE:

DA 2020/176

DEVELOPMENT ADDRESS:

Lot 5 DP10285
8 Chamen Street COOTAMUNDRA

APPLICANT:

Mark David Neil Mauro

PROPOSAL:

Additions to residential garage

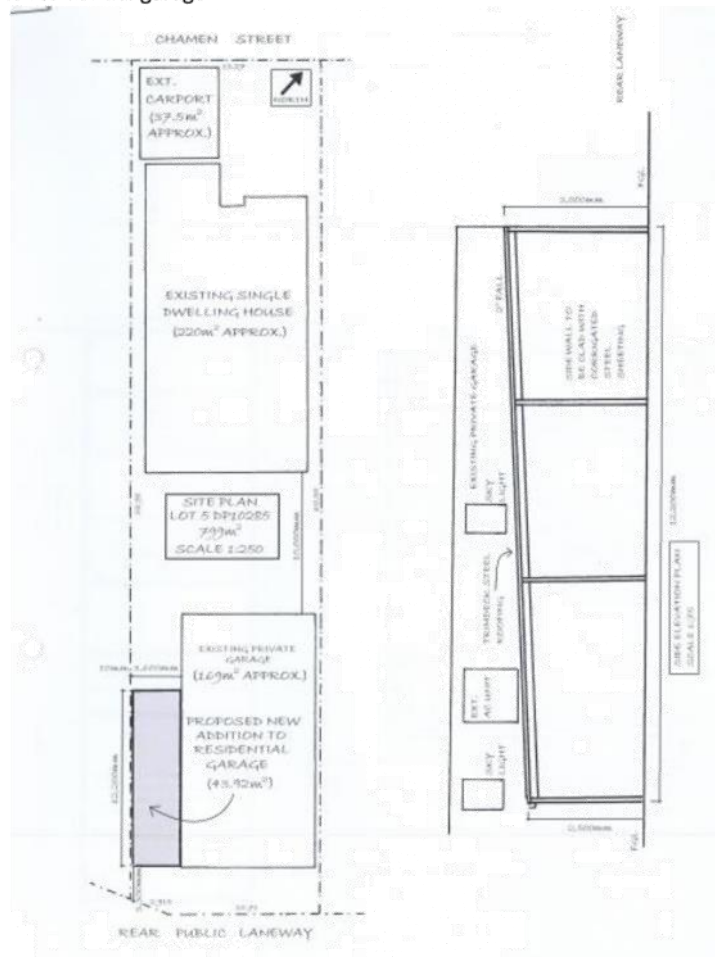


Figure 1 – Site plan and proposed structure

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)



BACKGROUND:

Current site is an existing 797m² standard residential lot within Cootamundra with street frontage and rear laneway access. Currently existing onsite is a brick dwelling with a detached garage in the rear yard, both constructed in 2004. There is also a carport in front of the dwelling, the subject of which was reported to Council for determination in 2020.

The applicant is seeking consent to construct an addition with skillion roof attached to the existing 170m² garage building at the rear of the property. The proposed addition is 12.2m x 3.6m enclosed structure built 10mm from the adjoining boundary. The floor area of the addition is 43.92m², resulting in the overall size of the building 213.9m². The new building will be 3m high and 12.2m constructed along the southern boundary of the property with a 3.3m setback to the rear laneway.



Figure 2 - Aerial view of site and surrounds (development site shaded red)

PREVIOUS DEVELOPMENT PROPOSALS AND DECISIONS:

Existing dwelling and attached garage DA04/0220
Continued use of un-approved Carport DA2019/139

INTEGRATED / DESIGNATED / ADVERTISED / NEIGHBOUR NOTIFICATION / CROWN DEVELOPMENTS:

The proposal is not integrated, designated, crown or advertised development.

GENERAL REQUIREMENTS OF THE ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979:

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1.7 Application of Part 7 of Biodiversity Conservation Act 2016 and Part 7A of Fisheries Management Act 1994

The sections of these Acts require Council to consider whether the development or activity is likely to significantly impact on threatened species, their populations or ecological communities. It is unlikely that this proposal will significantly affect threatened species, populations or ecological communities, for the following reasons:

Biodiversity Conservation Act 2016

The site has not been declared as an area of outstanding biodiversity value and the development does not exceed the biodiversity offset scheme thresholds. Furthermore, there are no trees to be removed, there will however be some ground disturbance as a result of this proposal. The site is within the urban environment, within an existing residential area, it is not known to provide habitat for threatened species, nor is it part of a corridor.

Fisheries Management Act 1994

The development does not involve any waterways, watercourses or drains, nor is there any evidence of declared critical habitat in the vicinity of the site.

2.22 Mandatory community participation requirements

Part 1 of Schedule 1 sets the requirements for community participation by planning authorities in the discharge of their planning functions and includes the notification of development applications. Relevantly:

7 Application for development consent (other than for a complying development certificate, for designated development, for nominated integrated development, for threatened species development or for State significant development)

(1) *Minimum public exhibition period for an application for development consent (other than for a complying development certificate, for designated development, for nominated integrated development, for threatened species development or for State significant development)—*

- (a) *if the relevant community participation plan specifies a period of public exhibition for the application—the period so specified, or*
- (b) *if the relevant community participation plan specifies that no public exhibition is required for the application—no public exhibition, or*
- (c) *otherwise—14 days.*

Council’s Community Participation Plan (CPP) identifies certain development applications that will be notified (generally buildings of certain size and setback), and those that may detrimentally impact adjoining neighbours. The CPP outlines the following developments that must be advertised:

Control	Applicable	Comment
Buildings with a floor area greater than 100m ² closer than 3m to the boundary line;	No	The addition is 43.92m ² .
Any building or works closer than 0.9m to the	Yes	The addition is located

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boundary line;		10mm from the adjoining property boundary.
Buildings which are greater than one storey less than 6m to the boundary line;	No	Addition is single storey.
Buildings less than or equal to 100m from a boundary in a rural (excluding RU5) or environmental zone;	No	Contained within R1 general residential zone.
Applications which may detrimentally impact adjoining neighbours including matters of overshadowing, views, privacy, noise, smoke, dust, odour, reflection of light, storm water and so on	Yes	The shed is positioned in the rear of the yard adjacent another outbuilding larger in size. There are currently no details within planning controls outlining building heights, however floor area limitations of the DCP are exceeded.

Notification was required due to the variation to the Development Consent Plan (DCP) guidelines, this is assessed within this assessment report.

One submission was received in response to the notification. The issues raised in the submission involve stormwater disposal, overall site coverage, distance from boundary and possible encroachment of building elements and exceedance of DCP size limits for outbuilding.

4.5 Designation of consent authority

This proposal is not state or regionally significant, Council is therefore the consent authority.

4.10 Designated Development

The proposal is not designated development in accordance with the provisions of Schedule 3 of the Environmental Planning and Assessment Regulation.

4.13 Consultation and concurrence

If required by an EPI, Council is required to consult or obtain concurrence of the agency. No consultation is required by an EPI.

4.14 Consultation and development consent—certain bush fire prone land

The site is not mapped as being bush fire prone land. Accordingly, no referral or consultation was undertaken with the NSW RFS.

4.22 Concept development application

The proposal does not involve concept development as defined by the Act.

4.33 Determination of Crown development applications

The proposal is not a Crown development.

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4.36 Development that is State Significant Development

The proposal is not State Significant development as defined by the Act.

4.46 Integrated Development

This refers to development that cannot be undertaken unless a licence or permit is issued by another authority. No other permits or licences are required therefore the proposal is not integrated development.

4.55 Modifications of consents – generally

The application is not a modification of a previous consent.

SECTION 4.15 CONSIDERATIONS:

4.15(1)(a)(i) - Provisions of any Environmental Planning Instrument:

State Environmental Planning Policies (SEPPs) and deemed SEPPs

The following SEPPs are relevant to the development:

SEPP No. 55 – Remediation of Land

Clause 7(1) prescribes that a consent authority must not consent to the carrying out of any development on land, unless it has considered whether the land is contaminated. Council is aware that the site being a licenced landfill site has a high probability of being contaminated, and no further investigation is warranted. The proposed addition can be permitted without remediation.

SEPP No. 64 – Advertising and Signage

Alteration to onsite signage is not proposed as part of this application.

SEPP (BASIX) 2004

The proposal is not a BASIX affected building as it is a non habitable structure.

Local Environmental Plan (LEP)

The applicable LEP is the Cootamundra LEP 2013 (CLEP), and the relevant provisions of the LEP are discussed below.

1.2 Aims of Plan

Whilst not actively working towards each of the following aims of the LEP, it does not compromise them, or prevent them from being achieved.

- (a) to ensure that local amenity is maintained and enhanced,
- (b) to protect viable agricultural areas from conflicting land uses,
- (c) to identify, protect, conserve and enhance areas of environmental and aesthetic significance,
- (d) to encourage the ecologically sustainable use and management of natural resources,
- (e) to identify and protect areas used for community and recreational activities,
- (f) to identify and manage the heritage resources of Cootamundra.

1.4 Definitions

The proposal is considered to be ancillary to the dwelling existing on site.

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Dwelling means a room or suite of rooms occupied or used or so constructed or adapted as to be capable of being occupied or used as a separate domicile.

1.6 Consent authority

The consent authority for the purposes of this Plan is (subject to the Act) the Council.

1.9A Suspension of covenants, agreements and instruments

The application does not identify any covenants on the land.

2.1 Land use zones

The site is zoned R1 General Residential and the proposal is permissible in the zone with development consent as this use is not specified in item 2 or 4.

2.3 Zone objectives

Under this clause Council must have regard to the objectives of the zone when determining the development. The development is consistent with the following objectives in that it enables the land to be used for residential purposes and the activities that commonly associated and compatible with that purpose.

- *To provide for the housing needs of the community.*
- *To provide for a variety of housing types and densities.*
- *To enable other land uses that provide facilities or services to meet the day to day needs of residents.*

2.7 Demolition requires development consent

The proposal does not involve any demolition.

5.10 Heritage conservation

The site is not in a heritage conservation area, does not contain an item of environmental heritage, nor is it in the vicinity of an item of environmental heritage.

6.1 Earthworks

No earthworks are proposed or required other than the construction of an accessible car parking space.

6.2 Flood planning

The site is not mapped as being within an area impacted by the 1% AEP flood event on the **Flood Map**.

6.3 Biodiversity protection

The site is not mapped as land that is identified as biodiversity land on the **Terrestrial Biodiversity Map**, accordingly this clause does not apply.

6.4 Groundwater vulnerability

This clause applies to land that is identified as groundwater vulnerable on the **Groundwater Vulnerability Map**, and the whole of the site has been identified as being affected. The

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objective of this clause is to maintain the hydrological functions of key groundwater systems and protect them from depletion and contamination.

Before determining a development application for development on land to which this clause applies, the consent authority must consider the likelihood of groundwater contamination from the development, adverse impacts the development may have on groundwater dependent ecosystems, cumulative impact the development may have on groundwater, and any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development.

Council has considered this issue and given that the proposal is for the construction of an addition to a shed with minimal intrusion into the ground apart from footings, it is considered unlikely that there will be any impact on groundwater as a result of this proposal.

6.5 Riparian land and watercourses

This clause applies to land that is identified as a watercourse on the **Watercourses Map**, the site is not mapped as being affected; accordingly, this clause is not applicable.

6.6 Salinity

This clause applies to land identified as dryland salinity on the **Natural Resources Land Map**, the site is not mapped as being affected; accordingly, this clause is not applicable.

6.7 Highly erodible soils

This clause applies to land identified as high soil erodibility on the **Natural Resources Land Map**, the site is not mapped as being affected; accordingly, this clause is not applicable.

6.8 Airspace operations

This clause applies to developments that penetrate the Limitation or Operations Surface of the Cootamundra Airport. This proposal is for a 3m high addition to a shed and will not penetrate the Limitation or Operations Surface of the Cootamundra Airport; accordingly, this clause is not applicable.

6.9 Essential Services

This clause is only applicable to land that is zoned Zone RU4 Primary Production Small Lots, and Zone R5 Large Lot Residential. This site is zoned R1 General Residential, accordingly, this clause is not applicable.

4.15(1)(a)(ii) The provisions of any draft environmental planning instrument:

State Environmental Planning Policies (SEPPs)

There are no draft SEPP's which relate to this development.

Local Environmental Plan (LEP)

There are no draft LEP's which apply to this land.

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4.15(1)(a)(iii) The provisions of any development control plan:

The Cootamundra Development Control Plan (DCP) applies to the land, and the provisions are discussed as follows:

Chapter 1 – General information

Section 1.7 - Notification of Development Applications: The provisions of the Community Participation Plan takes precedence over this section of the DCP (see comments above in Section 2.22)

Chapter 2 - Residential Development – This clause applies to the proposal and the variations sought are listed and discussed below:

2.1 Building Line Setbacks.

The proposed addition to the shed is positioned behind the building line within the rear yard and complies with the requirements.

2.2 Site Coverage and Floor area Limitations

The proposed addition is 43.92m², the existing dwelling is 215m² (approximately), the existing garage in the rear yard is 170m² and the existing carport in the front yard is 37.5m². Accordingly, the total area of buildings on site (including the proposal, the subject of this application) is 466.42m². The site has an area of 797m². Therefore, the site coverage of all buildings on site (including the proposal) is 58.58%, which is under the 60% maximum site coverage permitted under the provisions of the DCP.

Nonetheless, the DCP also contains provisions for the maximum floor area for outbuildings. The performance criteria associated with this control are as follows:

Maximum Floor Area for Outbuildings									
Performance Criteria	Acceptable Solutions								
Ensure adequate area to provide separation between buildings, landscaping and private open space.	The floor area of a single outbuilding on an allotment must not be more than the following table (floor area is calculated on building footprint measured from external walls or posts).								
To maintain development patterns that are compatible with the established character of established residential areas.	<table border="1"> <thead> <tr> <th>Lot size</th> <th>Area</th> </tr> </thead> <tbody> <tr> <td>Less than 600 m2</td> <td>50m²</td> </tr> <tr> <td>601 to 900 m2</td> <td>70m²</td> </tr> <tr> <td>Greater than 900 m2</td> <td>110m²</td> </tr> </tbody> </table>	Lot size	Area	Less than 600 m2	50m ²	601 to 900 m2	70m ²	Greater than 900 m2	110m ²
	Lot size	Area							
	Less than 600 m2	50m ²							
601 to 900 m2	70m ²								
Greater than 900 m2	110m ²								
To ensure that large single outbuildings more suited to industrial, commercial or agricultural localities are not erected in residential areas.									
Provision for additional open structures is provided, such as verandas and carports to be added to any outbuilding so long as the open structure does not exceed 50% of the total allowable floor area of the sites maximum outbuilding size. The open structure can be constructed as part of the same building, under the same roofline and/or on the same concrete slab, so long as the open structure has a minimum of three open sides.									

The acceptable solution for this control is to limit the size of the outbuildings as indicated above. In this instance the maximum size of an outbuilding is 70m². The existing shed is already above the size by 100m². The proposed addition results in a shed of 213.92m² which represents a variance of over 300%. It should be noted that the acceptable solutions indicated in the DCP are one way in which the performance criteria can be met, and

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applicants can propose other ways in which the same outcome may be achieved. In this instance the justification for the variation is “to help tidy up what is now a little used open space next to the garage where weeds and debris often accumulate” does not address the performance criteria. It is considered that the existing garage at the rear of the site already exists on or close to the northern boundary and to extend the garage to the boundary to the south as proposed does not ensure adequate separation between boundary’s and impacts neighbouring property’s ability to develop outbuildings at the rear of their property. Furthermore, it is considered the existing shed is out of character with existing outbuildings surrounding the development. It is accepted that the existing garage is 15 years old and a non-conforming structure in terms of the provisions of the DCP. However, enlarging this is considered to be incompatible with the character of the area, considering other large private garages of this size currently are limited in the area. There is another large existing shed in Renehan Street, however, once again it is an existing non-conforming structure use due to its previous industrial use. No new private garages exist over 150m² in the area as shown in figure 3 below. Rather, sheds in the area are under 90m² as shown in figure 4.



Figure 3 - other large outbuildings in the area

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Figure 4 - sizes and locations of other sheds in the locale

1. 72m²
2. 60m² with 20m² open awning
3. New shed 80m²
4. 60m² with garden shed behind 10m²
5. 70m² approx.
6. 70m² new shed
7. 70m² approx. with neighbour 60m²
8. 72m² approx.
9. 60m² approx.
10. 42m²
11. 56m² with 20m² awning to house
12. New 81m²
13. 60m²

Minimum Principal Private Open Space Requirements

The DCP provides that for a site of this size, there must be a minimum of 10% open space which is at least 3m wide and does not have a gradient of more than 1:50. It is considered that there is an area of open space approximately 131m² (representing approximately 16% of the site) between the rear of the dwelling and the existing garage at the rear of the property. This open space area is a flat area which is the width of the allotment, approximately 13m, and approximately 11m in length.

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The applicant has provided a written proposal to vary the DCP and details the below in the include justifications as to why the variation should be granted.

Given the older nature of residential development in the immediate locality a distinct character in terms of outbuilding development has been established. There is an existing older style garage onsite that was built prior to floor area limitations being imposed. The proposed additions only represent a small increase in the overall floor area (43.9m²) of this existing building and could be considered as a separate outbuilding in its own right.

As noted above there are 2 other large structures in the area, an existing non-conforming shed in Renehan Street and an existing industrial shed to the east. It is considered that even though the new structure is technically freestanding in that it is structurally separate to the existing garage, the lack of physical separation and direct access into the existing shed result in the new structure acting in form, function and visibility as an addition to the existing structure on site. Although the proposed additional structure is small and meets the maximum outbuilding size of 70m² in its own right, it is proposed to be constructed immediately adjacent the existing shed and gives the impression of the existing large shed being extended. It is difficult to envisage that the intent of the DCP controls would permit a property to have 3 x 70m² (compliant sheds) abutting as this would result in the same visual impacts as 1 x large 210m² shed.

If considered as a total building, the development, although inconsistent with Acceptable Solution floor area limitations, still maintains this same character of the existing building and general development in the area.

There are no other residential associated buildings of this size in the area. To permit this enlargement would set a precedent for outbuildings to exceed the DCP controls by over 300%. An examination of requests for variations to the DCP presented to Council in the past, has shown that the majority of these have been on large lots of over 1,500m², resulting in the structures having minimal impact due to the larger block sizes and separation from adjoining buildings and boundaries. It is considered that the proposed shed extension is out of character with the area.

The owners need to complete the addition stems from a desire to utilise what is now a wasted space next to the existing garage to facilitate new secure domestic storage for household items and the owner's classic car collection.

It is considered that the space, as free space beside an existing non-conforming structure, doesn't give automatic consideration to enclose the space to make the large non-conforming structure even larger. It is also considered that without the space beside the existing garage the rear yard would not have vehicular access.

As demonstrated in this written request for a variation – The proposed additions to the existing garage to be erected at No.8 Chamen Street satisfies the performance criteria in the DCP as they relate to the maximum floor area of outbuildings, is very much consistent with other similar type buildings in the immediate vicinity and is well suited for this type of residential locality.

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As identified above there are a number of performance criteria listed in 2.2 of the DCP that the proposal does not meet. It is considered that the proposal overall is inconsistent and out of character to other existing residential buildings in the area and, overall, inconsistent with the objectives within the DCP.

The conclusion of the justification report provided by the application is reproduced below:

CONCLUSION

This SEE report has been prepared to support a Development Application for the small addition to an existing private garage located at the rear of the property. The application also seeks a site-specific variation to the Cootamundra Development Control Plan 2013 in relation to the maximum permitted floor area of outbuildings on the land known as Lot 5 DPI0285, No.8 Chamen Street, Cootamundra.

The proposal has been described and discussed in previous sections of this report, and has been considered in respect of the relevant planning provisions applicable to the proposed development. The proposal is considered to be permissible for the following reasons:

- The proposal is permissible under the provisions of the Cootamundra Local Environmental Plan 2013 and meets the objectives of the R1 Zone.
- The proposal, although not satisfying the 'acceptable solutions' of the Cootamundra Development Control Plan 2013 in terms of Maximum Permitted Floor Area of Outbuildings, is in fact not in conflict with the Objectives or Performance Criteria of the same controls.
- The proposal is not in conflict with any other relevant controls of the Cootamundra Development Control Plan 2013.
- The Proposal is not likely to have an adverse effect on surrounding residents.

As demonstrated throughout this report, the development is permissible with consent, subject to a merit assessment and variation to the Development Control requirements of Clause 2.2 as contained in the DCP.

In considering the request for variation it is acknowledged that the proposed development is permissible with consent and is not inconsistent with the objectives of the R1 General Residential Zone.

When considering performance criteria, it is not enough to be "not in conflict" with the criteria, rather the onus is on the applicant to demonstrate how the solution proposed (other than the identified acceptable solution) achieves the nominated performance criteria. It is usually expected that in varying from the acceptable solution a proposal will achieve a better, or, at the very least, an equivalent outcome than that achieved by the identified acceptable solution. If the proposed structure were to be considered as a separate, stand alone structure, it would meet the acceptable solution in relation to size and site coverage, however, as proposed it presents as a single structure covering the entire rear boundary of the site. Taking account of the proposed development, the existing development on site and the cumulative impact, it is considered that the proposal will have a negative impact on the locality and not meet the aims of the performance criteria of the DCP. It is considered that the proposal is out of character with the residential nature and existing development in the

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area. It is also considered that the proposal would, if approved and constructed, set an undesirable precedent.

Chapter 3 - Business & Industrial Development - Does not apply to this type of development.

Chapter 4 – Subdivision – The development is not a subdivision.

Chapter 5 – Car parking and vehicle access – The DCP requires that dwelling houses have 1-2 spaces per dwelling for new developments. The DCP is silent on the requirement for carparking spaces for existing dwellings.

Chapter 6 – Environmental Management – The not site is identified as being potentially contaminated nor is it flood affected or within a bushfire prone area.

Chapter 7 – Heritage – The site does not contain an item of environmental heritage, is not in the vicinity of a site of environmental heritage and is not within a heritage conservation area. Accordingly, this chapter is not applicable.

4.15(1)(a)(iia) Any planning agreement or draft planning agreement:

The developer has not entered into a planning agreement, nor has it offered to enter into a draft planning agreement.

4.15(1)(a)(iv) Matters prescribed by the Regulations:

Council has considered the following matters as prescribed by Regulations:

Clause 92 (Additional matters for consideration):

- the development application does involve the demolition of a building and appropriate conditions are recommended to be included in any consent to ensure compliance with the Australian Standard and not pose a risk to life and property.
- the development is not for the carrying out of development on land that is subject to a subdivision order made under Schedule 7 to the Act,
- the development is not located within the local government area of Coonamble, City of Dubbo, Gilgandra or Warrumbungle (to which the Dark Sky Planning Guideline applies),
- the development does not pertain to a manor house or multi dwelling housing (terraces).

Clause 93 (Fire safety and other considerations)

- this clause is not applicable as there this is not a building to which this clause applies.

Clause 94 (Consent authority may require buildings to be upgraded)

- as the development does not involves a type of building that requires upgrading this clause is not applicable.

Clause 94A (Fire safety and other considerations - temporary structures)

- the development is not for a temporary structure.

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Clause 288 (Special provision relating to Sydney Opera House)

- the proposed development does not relate to the Sydney Opera House.

4.15(1)(b) The likely impacts of that development:

Context and Setting

It is considered the proposal as lodged will impact on the neighbouring property to the south. As the posts are located 10mm from the boundary, the proposed footings are shown to encroach the boundary which is not permitted. If the application is approved, amended plans would be required that show all concrete and steelwork not encroaching the boundary and the boundary to be surveyed to ensure no encroachments.

Overall, the size of the new extension being at a maximum height of 3m is not uncommon and does not have any direct impact to neighbouring open space. Nonetheless, the extension is considered an overdevelopment of the site.

It is considered the existing shed is already much larger than others in the area and that enlarging the existing shed would set a precedent for other variations of this size.

It is considered overall inconsistent and out of context to existing features of outbuildings in the area.

Access, Transport and Traffic

Access is from the street and lane; it is considered that these points will be unaffected by the proposal.

Public Domain

The structure itself, not being higher than 3m is considered a standard structure, however when taking into consideration the public in general, to enlarge an already much larger shed than the DCP allows has a significant negative effect. It is considered to set a precedent that just because a structure is larger and existed before planning controls that the structure can be extended.

Utilities

Sewer lines run under the proposal and would need to be replaced with UPVC pipes. The proposal will not generate any need for additional water or electricity.

In terms of stormwater, the written submission states that the existing shed is connected to the street stormwater system in Chamen Street via the house stormwater system. The submission states that in heavy rain events the stormwater system for the existing shed overflows. Any addition of stormwater into the existing system would exacerbate this issue.

Heritage

The site does not contain, nor is it in the vicinity of, an item of environmental heritage nor is the site located within a heritage conservation area.

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Other Land Resources

The development will not have any adverse effect on conserving and using valuable land resources such as productive agricultural land, mineral extractive resources or water supply catchments.

Water

Reticulated water is available to the premises and this will not alter as a result of this proposal.

Soil

The development will have no impact on soil conservation in terms of soil qualities or instability, management of soils, soil erosion and degradation, sedimentation and pollution of water bodies contamination, or acid sulphate soils.

Air and Microclimate

The development will have no effect on air quality and microclimatic conditions in terms of existing air quality or pollution.

Flora and Fauna

The development does not result in the removal of any trees or groundcover, and therefore, the development will not have any impact on critical habitats, threatened species or populations, ecological communities or any other protected species, or on native fauna or vegetation.

Waste

The development will not result in any additional waste generation from the premises, nor will it impact upon waste collection or disposal.

Energy

There will be little or no impact in this regard.

Noise and Vibration

The development will not create any noise or vibration upon completion. It is acknowledged that the development and premises may be subject to noise and vibration during construction.

Natural Hazards

There are no known risks to people, property or the biophysical environment from – geologic or soil instability, flooding or bushfire.

Technological hazards

There are no known risks to people, property or the biophysical environment from industrial and technological hazards, land contamination and remediation or building fire risk.

Safety, security and crime prevention

It is not considered that the development will impact on the security and safety of adjoining properties.

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Social Impacts in the Locality

It is not considered that the development will have a negative social impact in terms of the health and safety of the community, social cohesion, community structure, character, values or beliefs, social equity, socio-economic groups or the disadvantaged, and social displacement.

Economic Impact in the Locality

It is not considered that there will be any negative impact in economic terms.

Site Design and Internal Design

The design of the structure is considered to enclose the entire remaining side portion of the block into an existing non-conforming structure. The original location of the shed has been considered and it is determined that the space between the southern boundary and the shed was for vehicular and sewer line access. Enclosing this area would restrict these site features and be considered an over development of the site.

Construction Matters

Construction is considered not compliant due to the location of the post being 10mm from the boundary. The entire footing is required to be located wholly within the boundary. The footing in proposed drawings is shown to extend further than 10mm from the post and therefore encroaching on the neighbouring property.

The boundary line would be required to be surveyed if approval is granted to ensure no encroachments of the footings or the structure occur.

Cumulative impacts

The cumulative impacts associated with this proposal are that of additional stormwater and an increase in impervious area as well the increase of oversized, nonconforming structures on site. The environmental impacts likely to occur are loss of visual amenity and increasing pressure on the existing stormwater system that would appear to be inadequate for the current development.

4.15(1)(c) - The suitability of the site for the development:

Does the proposal fit in the locality?

The development will result in a development that does not fit in the locality. It is considered that the proposal represents an overdevelopment of the site, is not compatible with residential amenity and overall character of the area.

Are the site attributes conducive to development?

The site is not subject to natural hazards including bushfire, flood, subsidence, slip or mass movement. The soil characteristics are appropriate for the development, and there are no critical habitats, or threatened species, populations, ecological communities or habitats on the site. The development will not prejudice future agricultural production and there are no known mineral or extractive resources on the site.

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4.15(1)(d) - Any submissions made:

One submission was received. The issues raised in the submission relate to the size and location of the shed as well as stormwater from both the existing and proposed new buildings. The location of the proposal, 10mm from the side boundary impinges on the amenity of the adjoining property and the location of the footings encroaches on the adjacent land. The development exceeds the criteria on the DCP in a number of areas and it is considered that the request for the variation does not adequately justify the variation or address the performance criteria when moving away from the identified acceptable solutions.

4.15(1)(e) - The public interest:

In considering this application, a review of other requests for variations to the DCP was undertaken and the following is submitted for Council consideration on how the public interest was taken into account in those instances.

Council approved a 96m² shed and 76.5m² carport at 199 Sutton Street. The maximum size for an outbuilding in this instance was 70m², however the allotment was only 34m² undersized to allow for the maximum size for an outbuilding of 110m². This proposal also had low site coverage of 32%.

Another DCP variation approved was for the construction of for 2 x sheds, of 192m² and 181m² (with a 70m² awning), at 21 Bradman Street. The proposal was on a very large site (in excess of 7,000m²) and the total of all structures onsite was 13%, well below the 40% for allotments of this size. The extract below shows the sheds in context of the locality and site boundaries.



Figure 5 – approved variation to DCP in site and locality context

The above variations demonstrate site suitability when assessed on the merits of the case. Although not all the criteria within the DCP were met, the overall aims of site coverage and

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)



building size, when taken in context, were deemed to be acceptable instances to vary the requirements of the DCP. Furthermore, it is considered that neither of the above examples were likely to set a precedent due to the uniqueness of the situations.

Conversely, this proposal is deemed detrimental to the public interest by setting a precedent that DCP variations can be exceeded by over 3 times the size. It opens the way for future applications to vary the DCP standards on similar grounds.

The Riverina Murray Regional Plan 2036 has been developed to plan for future population needs for housing, jobs, infrastructure and a healthy environment in the Region. The development is not inconsistent to any of the Directions in the Plan.

Staff are not aware of any other policy statements from either Federal or State Government that are relevant to this proposal, nor any planning studies or strategies. There is no management plan that is applicable to a development of this nature, and no codes or guidelines.

OTHER MATTERS:

Section 7.11 and 7.12 Contributions Policies:

Section 7.12(2) of the EPA Act, states that *"a consent authority cannot impose as a condition of the same development consent a condition under this section as well as a condition under section 7.11"*. Accordingly, Council can only require payment of either a 7.11 or 7.12 contribution.

Section 7.11 Contributions Plans

The only Section 7.11 plan in force is the "Development Generating Heavy Vehicle Usage of Local Road", which only applies in Gundagai, and therefore does not apply to this development.

Section 7.12 Contributions Plans

The Cootamundra-Gundagai Regional Council Section 7.12 Fixed Development Consent Levy Contributions Plan 2018 requires a levy be paid as a percentage of the cost of construction. This proposal is less than the minimum threshold for the payment of a contribution under this plan, accordingly a levy is not payable.

Disclosure of political donations and gifts:

The application and notification process did not result in any disclosure of Political Donations and Gifts.

CONCLUSION:

Council has considered the matters under the relevant legislation, and it considers that the proposed development is not appropriate having regard to those matters.

RECOMMENDATION:

That Council refuse DA2020/176 for an addition to a garage on Lot 5 DP DP10285, 8 Chamen Street Cootamundra for the following reasons:

- The proposal is deemed to have detrimental impact on the area by setting a precedent for other large sheds in residential zones.

DEVELOPMENT ASSESSMENT REPORT

*Pursuant to the Environmental Planning & Assessment Act 1979
Section 4.15 (as amended)*



COOTAMUNDRA -
GUNDAGAI REGIONAL COUNCIL

- The proposal is not consistent with the requirements of section 2.2 site coverage and floor area limitations, outlined within the Cootamundra DCP 2013.

DEVELOPMENT ASSESSMENT SIGNING OFFICER:

Luke Izzard
Building Surveyor

_____ Date

8.4.2 DEVELOPMENT APPLICATIONS APPROVED DECEMBER 2020

DOCUMENT NUMBER	341634
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
AUTHORISING OFFICER	Matt Stubbs, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Compliance with the provisions of the Environmental Planning and Assessment Act, 1979 and related legislation. .
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

The information on Development Applications Approved in December, 2020 be noted.

Introduction

The Development Applications Approved in December, 2020 Report is submitted for information of the Council and community regarding development applications processed.

Discussion

The following development applications were approved by Cootamundra Gundagai Regional Council in December, 2020.

APP. NO.	PROPOSED DEVELOPMENT	PROPERTY DESCRIPTION
010.2020.216	New Subdivision - Strata	Lot 12 Sec A DP2203 Queen St Cootamundra
010.2020.200	New Awning	Lot 20 Sec B DP9530 Renehan St Cootamundra
010.2020.198	New Carport	Lot 1 DP304551 Hovell St Cootamundra
010.2020.196	Demolition of Existing Dwelling	Lot 2 Sec 4 DP758915 Eagle St Gundagai
010.2020.194	Continued Use of unapproved Dog Shelter & Driveway	Lot 2 Sec 4 DP758915 Eagle St Gundagai
010.2020.190	New Shed	Lot 19 DP834737 Harold Conkey Ave Cootamundra
010.2020.189	New Shed	Lot 1 DP1099416 Burra Rd Gundagai

010.2020.188	New Pergola	Lot 9 DP20405 Poole St Cootamundra
010.2020.187	New Carport	Lot 121 DP1151887 Ross Friend Pl Gundagai
010.2020.186	Demolition of Existing Dwelling	Lot 3 DP666117 Ursula St Cootamundra
010.2020.185	Change Of Use	Lot 3 DP663147 Parker St Cootamundra
010.2020.184	New Dwelling House	Lot A DP401421 Centenary Ave Cootamundra
010.2020.183	New Transportable Dwelling	Lot 314 DP751420 Nangus Rd Nangus
010.2020.180	Dwelling Alterations and Additions - New Awning	Lot 23 DP1085310 Cricket Ground Dr Gundagai
010.2020.179	New Fence	Lot 3 DP209034 Williams Ave Cootamundra
010.2020.174	New Transportable Dwelling	Lot 2 DP253638 Punch St Gundagai
010.2020.172	New Transportable Dwelling	Lot 7 Sec 25 DP759041 Bland St Wallendbeen
010.2020.161	New Carport	Lot 43 DP1092957 Mary Angrove Cres Cootamundra
010.2020.144	New Commercial Building	Lot 102 DP1059742 Mount St Gundagai
010.2020.116	New Transportable Dwelling	Lot 222 DP750619 Wood St Stockinbingal
DA2020.13.002	New Modification	Lot 12 Sec A DP2203 Queen St Cootamundra

VALUE OF WORK REPORTED TO THIS MEETING:

\$1,763,038.00

VALUE OF WORK REPORTED YEAR TO DATE:

\$10,659,371.00

THIS TIME LAST YEAR:

VALUE OF WORK –December 2019:

\$815,377.00

VALUE OF WORK – YTD 2019:

\$6,898,915.00

8.5 REGULATORY SERVICES

Nil

8.6 ASSETS**8.6.1 CONSTRUCTION OF GUNDAGAI SEWAGE TREATMENT PLANT AND ASSOCIATED WORKS PROGRESS REPORT**

DOCUMENT NUMBER	342129
REPORTING OFFICER	Ganesh Ganeshamoorthy, Manager Assets
AUTHORISING OFFICER	Matt Stubbs, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.1 The natural environment is valued and protected
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Gundagai Sewerage Augmentation Construction of 3000EP Wastewater Treatment Plant and Associated Works Progress Report dated 15th January 2021 ↓

RECOMMENDATION

The Construction of the Gundagai Sewage Treatment Plant and Associated Works Progress Report and the Gundagai Sewerage Augmentation Construction of 3000EP Wastewater Treatment Plant and Associated Works Progress Report dated 15th January 2021, attached to the report, be received and noted.

Introduction

Construction of a 3000 Equivalent Population (EP) capacity sewage treatment plant (STP) to replace the existing trickling filter sewage treatment facilities in Gundagai is in progress and this report provides an update on the status and percentage completion of various milestones. The attached report provide status on the construction of the Sewage Treatment Plant (STP) and associated works.

Discussion

At the Ordinary Meeting held 26th May, 2020 Council resolved (Min. no. 151/2020) to award the contract for the construction of Gundagai Sewage Treatment Plant (STP) and associated works to Precision Civil Infrastructure. The progress of work to date is on target with completion of major milestones including:

- Pile foundation to the intermittently decanted extended aeration (IDEA) tank has been completed including construction of the base and 80% of the wall sections.
- Decanter on the IDEA tank has been installed.
- Construction of the amenities building has commenced.
- New rising main from SPS-G01 (Royal Pump Station) is complete from the STP up to the Morleys Creek crossing.
- Construction of the effluent pipe line is in progress and is 50% completed.

Beside time lost due to wet weather, by the end of January, 2021, overall completion target of 60% will be achieved with an anticipated date for testing and commissioning of the STP during June, 2021.



Gundagai Sewerage Augmentation Construction of 3000EP Wastewater Treatment Plant and Associated Works



Progress Report 15th January 2021



Matthew Lai
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1. Project Data

Project data	Description
Project name	Gundagai Sewerage Augmentation
TRIM Project File Directory	DIR20/1279, File20/45376
Client name	Cootamundra-Gundagai Regional Council
Client's representatives	Phil McMurray Ganesh Ganeshamoorthy Tim Morris
PWA Project Manager	Matthew Lai
PWA Design Lead / Manager	Brett Douglas
PWA Project Team	Manickam Sivachandran Kandiah Tharumalingam Majeed Hameed Darek Hackiewicz Geoffrey Dong Rasha Haymour Jessica Spence
Contractor	Precision Civil Infrastructure Pty Ltd Michael Lee Dipu Kuriakose
Project start date	June 2020 (Award of contract for STP construction)
Project end date	June 2021



2. Project Background

The township of Gundagai is located in the Riverina region of NSW, with a current urban population of about 1,500. Sewage generated within the township is collected via the gravity reticulation network and pump stations transporting raw sewage to the Gundagai Sewage Treatment Plant (STP), which is located to the south-west of the town within the Bidgee Banks golf course site.

The existing STP consists of a 1923's era plant which provides secondary treatment of sewage via a trickling filter plant, with subsequent effluent disinfection and polishing within tertiary effluent ponds before it is released into the adjacent golf course storage pond. Treated effluent from the STP is also reused via irrigation of the Bidgee Banks golf course.

The STP has deteriorated in recent years, primarily due to age, flood damage, and in need of urgent replacement to avoid failure due to its current physical condition. The new treatment plant will be positioned above the 1:100 year flood level. In addition, to accommodate population growth in Gundagai, an augmented STP with a capacity of 3,000 EP is proposed to ensure that the new STP is adequate for projected load increases expected over the next 30 years to 2048, as well as to meet NSW EPA requirements for effluent reuse and environmental discharge into sensitive waters.

Since 2018, NSW Public Works Advisory has assisted Cootamundra-Gundagai Regional Council with the investigation, design and development of Gundagai Sewerage Augmentation project. Procurement for a suitable construction contractor commenced in January 2020 and successfully awarded the construction contract in June 2020. This allows the construction phase for the new treatment plant to commence and complete in mid-2021.

3. Project Scope

The proposed work is to construct a new 3000 EP capacity treatment plant, meeting projected load increases over the next 30 years. The new biological treatment is based on the Intermittently Decanted Extended Aeration (IDEA) treatment process, to which micro-organisms contained within the sewage treatment process aid to break down organic matters. Management of treated effluent continues via the existing effluent reuse system with remaining excess (if any) to discharge into the Murrumbidgee River.

Essentially the proposed augmentation works will replace the existing 1923 Trickling Filter Plant, to be constructed above the 1:100 year flood level. The contract awarded to Precision Civil Infrastructure Pty Ltd on 10th June 2020 consist of Milestones 1, 2, 3 and 6 as detailed below.

Milestone 1 – Gundagai STP

- New inlet work
- New IDEA reactor
- Two sludge tanks
- Balance tank
- Chemical dosing
- UV disinfection
- Sludge dewatering system
- Steel effluent storage reservoir
- Onsite effluent reuse system
- Wastewater pump station
- New amenities building
- Testing and commissioning
- O&M Manuals and training

Hunter New England | North Coast | Riverina Western | South Coast | Sydney

Asset Advisory | Heritage | Project + Program Management | Assurance | Procurement | Engineering | Planning | Sustainability
Developments | Buildings | Water Infrastructure | Roads + Bridges | Coastal | Waste | Emergency Management | Surveying

PMF 4109 v3.1 | Last approved date 25/03/2020 | Owner: Manager, Project Assurance & Capability

3



Progress Report

Gundagai Sewerage Augmentation – January 2021

Milestone 2 - Royal Pump Station

Milestone 3 - Royal Rising Main

Milestone 6 - Effluent Reuse to Golf Course/Sporting Fields

Pending securing additional funding, Council will also consider awarding remaining Milestone of works below:

Milestone 4 - Boys Club Pump Station

Milestone 5 - Boys Club Rising Main

Milestone 7 - Demolition of existing treatment plant

4. Project Status

The project is in construction phase following the award of construction contact to Precision Civil Infrastructure. An overview of the project status is provided by the RAG indicator below. The criteria assessed under each RAG indicator is provided in Appendix A.

Topic	Current Period	Previous Period	Comments
Overall	G	G	The Contractor is still aiming to construct the new STP by end June 2021 but progress over December has slowed due to the holiday break and resource availability.
Schedule/Program	G	G	Site activities has been impacted by inclement weather, the Contractor has submitted time extension accordingly.
Financial	A	A	No change to project financial status. The STP construction contract is within original budget but completion of overall project scope will require additional funds.
Resources	G	G	Sufficient resource assigned to deliver the works as planned
Deliverables	A	A	Deliverables under the STP contract is in accordance with the contract scope. The project will require additional funding to deliver remaining scopes.
Variations	G	G	
Risk and Issues	G	G	Refer Section 6 of this progress report for details
Contractor/suppliers	G	G	Cooperative contracting maintained by the project team.

Hunter New England | North Coast | Riverina Western | South Coast | Sydney

Asset Advisory | Heritage | Project + Program Management | Assurance | Procurement | Engineering | Planning | Sustainability Developments | Buildings | Water Infrastructure | Roads + Bridges | Coastal | Waste | Emergency Management | Surveying

PSMP 4105 v3.1 | Last approved date 25/03/2020 | Owner: Manager, Project Assurance & Capability

4.1 CONSTRUCTION PROGRESS

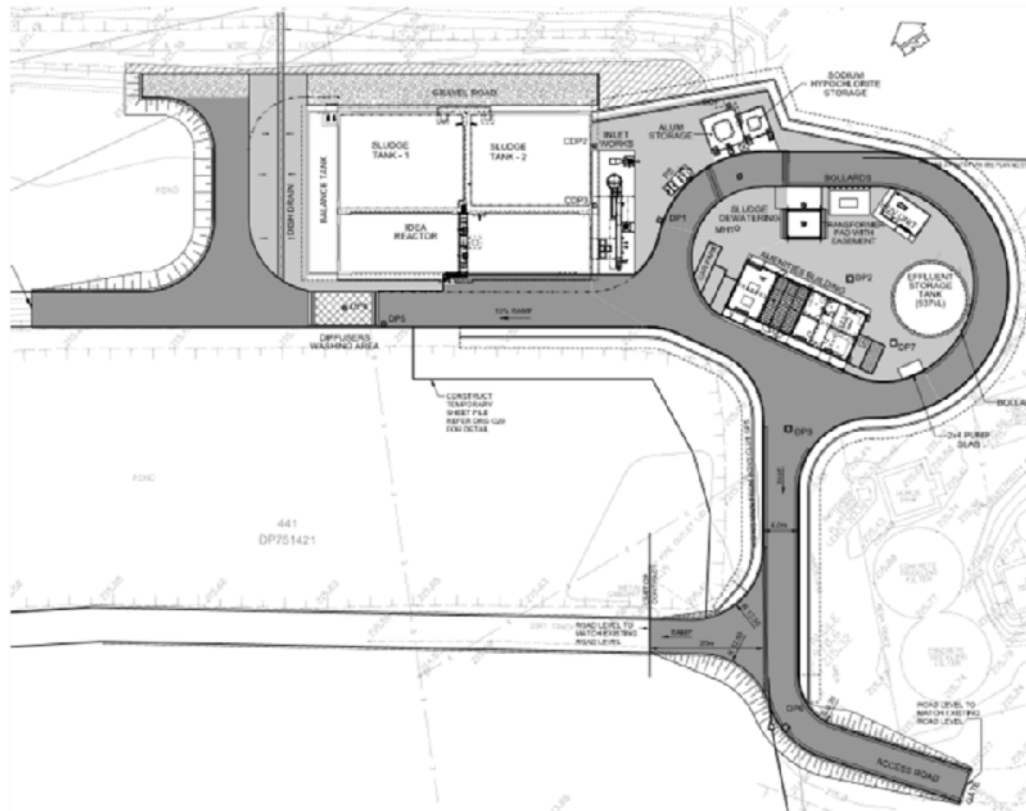
Construction progress to-date is summarised below. A layout plan for the new Gundagai Sewage Treatment Plant is provided in Figure 4.1A below.

- Bulk earthworks (early works contract) is complete.
- Retaining walls 99% complete. Construction of the final two meter abutting the new process tank is near complete.
- All screw piles installed for the new process tank (IDEA, Sludge and Balance Tank).
- Process tank floor slab is complete, and concrete poured for 80% of walls sections. Formwork and reinforcement steel for the last wall section is in process.
- Foundation filling for the new inlet works.
- Fabrication of decanter is complete, the unit is scheduled for delivery to Gundagai in January 2021.
- Construction of the new amenities building has commenced.
- New rising main for Royal Pump Station is complete from the STP to Morleys Creek.
- Construction of effluent outfall pipeline in progress and is about 50% complete.
- Contractor's design continues with technical review by PWA design engineers.
- The Review of Environmental Factors has been determined by Council.
- Application to amend the existing EPA licence has been submitted for the current sewerage augmentation.
- A successful site meeting was held with EPA in December 2020 to review the effluent outfall pipeline alignment and outfall position. Subsequent application to EPA to relocate the effluent outfall headwall to a higher position on the Murrumbidgee River has been submitted.
- Application for Morleys Creek crossing under FM Act has been submitted to NSW Fisheries.
- Application for Murrumbidgee River under boring has been submitted to Crown Lands for Boys Club rising main.
- Section 60 Approval was granted by DPIE-Water on the 11th November 2020 with conditions.

4.2 ANTICIPATED WORKS NEXT MONTH

- Completion of all walls for the new process tank.
- Complete the last two-meter section of retaining wall.
- Construction of new amenities building base slab and brickwork.
- Screw piles for the new inlet works
- Screw piles for effluent storage tank.
- Commencement of new inlet works.
- Construction of remaining effluent outfall pipeline, pending concurrence from EPA to relocate outfall headwall position.
- Continue with remaining Contractor's design and reviews.
- Procurement of equipment and construction materials

Figure 4.1A: Gundagai Sewage Treatment Plant layout plan



4.3 EXISTING SEWAGE TREATMENT PLANT

The proposed construction works is located externally to the existing Gundagai Sewage Treatment Plant footprint. Site access and coordination of construction activities has been well communicated with Council and it’s operators, with no impact to daily sewage treatment operations.

The existing trickling filter treatment process will remain in operation by Council until the new IDEA treatment plant is constructed. Tertiary effluent treatment continues via the maturation pond prior to discharge to effluent reuse system at the golf course. An inline chlorination unit has also been installed and commissioned as recommended by the Effluent Reuse Risk Management report. Council has been undertaking effluent monitoring and testing to validate compliance.

5. Work Health Safety and Environmental

5.1 WHS Summary

WHS management plan implementation continues site. The Contractor has undertaken own system audit on site and implemented additional improvement measures. WHS control is managed at site level, including practicing Covid-19 safety precautions.

NSW PWA site inspections has identified several WHS improvements and breaches, which are being addressed by the Contactor. Current high risk activities includes working at height, scaffolding/access and electrical safety.

There is nil incident to report in this reporting period. The WHS metrics summary for works under the Precision Civil Infrastructure contract is provided below.

Table 5-1: WHS Metrics Summary

Description	This month	Total cumulative
Number of lost time injuries	0	0
Number of hours worked	2037	10330
Number of hours lost due to injury	0	0
Lost Time Injury Frequency Rate LTIFR	0	0
Number of WHS Management Audits	0	2
Number of WHS Inspections	4	25

5.2 Environmental Summary

The environmental management plans are on site and implemented by the Contractor. Environmental control measures have been erected on site and monitored against site conditions and construction activities. Surface runoffs are controlled and monitored. Silk fencing erected and maintained around the maturation pump. Progressive site restoration has been maintained with the construction of rising main to Royal Pump Station.

There is no environmental breach associated with the construction works in this reporting period.

Operation of the existing Gundagai Sewage Treatment plant has been maintained by Cootamundra-Gundagai Regional Council. The resultant effluent is recycled via golf course irrigation, with chlorination system commissioned and in operation. The latest effluent water test results are provided in Appendix D.

Council has been working closely with the Golf Club to manage effluent reuse/irrigation and associated potential risks to the general public, including controlled irrigation timing and management of the effluent storage ponds around the golf course. Additional signage has also been procured and erected on site to notify golfers and the general public regarding effluent water reuse around the golf course.



Progress Report

Gundagai Sewerage Augmentation – January 2021

6. Timeline

The current construction program is provided in Appendix B. An overview of Project timeline and key milestones is presented below.

Description	Original Planned date	Current Target date	Actual date	Comp
Options Study			2018	✓
Investigation & Concept Design			2018	✓
Design and documentation			2019	✓
Review of Environmental Factors			Dec 2019	✓
Tender Documentation Finalised			Jan 2020	✓
Tender invitation			Jan 2020	✓
Close tender			Feb 2020	✓
Letter of Acceptance			June 2020	✓
Construction commencement			July 2020	✓
Testing and Commissioning	May 2021	May/June 2021		
Construction completion	June 2021	July 2021		
Contract Finalisation	June 2022	July 2022		

OVERALL PROGRESS PERCENTAGE

	Percentage
Construction Period Expanded (STP Contract)	56%
Construction Completion by Expenditure (STP Contract)	35%
Overall Project Completion by Expenditure	57%



Progress Report

Gundagai Sewerage Augmentation – January 2021

6.1 CONSTRUCTION PERIOD

The contract period commenced at the Letter of Award date of 10th June 2020 for a contract period of 50 weeks for Milestone 1, 3 and 6 and 51 weeks for Milestone 2.

The Contractor has formally submitted extensions of time No 1 for 21 days due to screw pile design, inclement weather and additional time to prepare the foundation for process tank, this EOT has been approved and the current contract period summary is presented below. Overall construction of the new sewage treatment plant is forecast for completion by end of June 2021.

Extension of time No 2 due to inclement weather has been received from the Contractor and is currently under review.

Activities	Contract Period	Original Completion Date	Adjusted Completion Date	Comments/Notes
Contract Milestone				
Milestone 1 – Gundagai STP	50 Weeks	25/5/2021	23/6/2021	Construction in progress
Milestone 2 – Royal PS	51 Weeks	1/6/2021	30/6/2021	
Milestone 3 – Royal RM	50 Weeks	25/5/2021	23/6/2021	Construction in progress
Milestone 6 – Effluent Reuse	50 Weeks	25/5/2021	23/6/2021	

EXTENSION OF TIME SUMMARY

1	Screw piles design, wet weather and process tank foundation preparation	21 days
2	Under review: Inclement weather of 7 days in October and November 2020	
Extensions of Time Approved		21 Days
Original Completion Date		1/6/2021
Adjusted Completion Date		30/6/2021

7. Project Finances

Funding for Gundagai sewerage augmentation consist of \$3.5M subsidy from the Federal Government, \$10M from the NSW Government plus \$3.5M contribution from Cootamundra-Gundagai Regional Council.

The current projected project cost is \$17.945M. This amount excludes works under Milestones 4, 5 and 7. Project contingency allowance has been set as 5% of the sewage treatment plant contract value.

PROJECTED PROJECT COST

	Total (\$M)	18/19 (\$M)	19/20 (\$M)	20/21 (\$M)	21/22 (\$M)
Pre-STP Construction	6.131	0.769	4.784	0.578	
STP Construction	11.814		0.044	10.665	1.105
Project Total	17.945	0.769	4.828	11.243	1.105

CUMULATIVE CASHFLOW AND EXPENDITURE 2020/2021

	2020						2021					
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Other Works	0.200	0.350	0.400	0.448	0.513	0.578						
STP Contract	0.016	0.052	0.071	3.125	3.824	4.567	5.201	5.772	7.804	8.624	9.961	10.665
Total Projected	0.216	0.402	0.471	3.573	4.337	5.145	5.779	6.350	8.382	9.202	10.539	11.243
Actual Expenditure	0.369	1.363	2.538	3.553	4.058	4.387						

7.1 Project Expenditures

The project financial summary is provided below, all amounts are exclusive of GST. A detailed project expenditure report is provided in Appendix C.

Description	Approved Expenditure	Expenditure To-Date
Project Management	\$174,579	\$174,579
Investigation and Design	\$921,273	\$921,273
Tender Procurement	\$44,545	\$44,545
Construction Management	179,880	179,880
Contract Administration – STP	\$229,200	\$87,298
Technical Services	\$186,500	
Technical Review/Advice*	\$45,000	\$16,674
Programming allowance	\$60,000	
Construction <ul style="list-style-type: none"> • Retaining wall • Earthworks • Power Upgrade • Effluent management and others 	\$4,855,552	\$4,726,086
Construction STP Contract <ul style="list-style-type: none"> • MS 1 - Gundagai STP • MS 2 - Royal PS • MS 3 - Royal RM • MS 6 - Effluent Reuse 	\$10,894,009	\$3,799,306
STP Construction Variations	\$34,476	\$34,476
Project Contingency	\$320,758	
TOTAL	\$17,945,772	\$9,984,116



Progress Report

Gundagai Sewerage Augmentation – January 2021

7.2 Construction Variation

Current construction variation register is provided below. All amounts are exclusive of GST.

No	Description	V/C	Amount Anticipated	Amount Approved	Status
1	Screw pile design change to increase helix plate from 28mm to 32mm	CO		\$27,324.00	A
2	Balance tank floor slab design change	M		\$7,152.00	A
3	Concrete blinding slab	SC	10,000.00		E
4	Potential savings to change switchroom floor details	M	-10,000.00		E
5	Additional screw pile for inlet works	M	2,500.00		
	Total		\$2,500.00	\$34,476.20	

LEGEND:

Variation Status

- A – Approved
- E – Estimate
- PE - Pending
- R - Rejected
- NEG – Under Negotiation
- CA - Cancelled

Variation Code

- D – Document Deficiency
- SC - Site Condition
- C – Client Request
- S – Statutory Requirement
- M – Design Improvement
- O – Operation Improvement
- CO – Contractor initiated

8. Risk and Issues

Current construction and project risk and issues are recorded below for consideration, management and resolution.

8.1 STP Construction Contract

Date	Description	Status	Action/Recommendation
15/9/2020	Option review currently underway to change the switchroom floor as a solid concrete slab in lieu of the designed inground service trench with suspended floorboards. This change has multiple advantages including a simplified construction approach, reduces future maintenance and water infiltration risk during a flood event. The Contractor is currently reviewing costings to determine cost advantages to the Principal.	Open	Awaiting Contractor's negotiation with building sub-contractor for amount of cost saving to the Principal.
15/9/2020	Construction of the Royal Pump Station rising main has to be via open excavation across Morleys Creek. This activity is classified as dredging and reclamation under the Fisheries Management Act, requiring Fisheries approval. The draft application for this approval is being prepared and awaiting the Contractor's input on construction methodology. This application will need to be submitted by Council to DPI Fisheries as the project proponent.	Open	21/12/2020 Council submitted formal application to DPI Fisheries for Morleys Creek crossing.
17/8/2020	Due to discrepancies of the finish foundation level for the process tank, placement of the concrete blinding slab has resulted with a thicker slab than the designed 50mm thickness. It is likely that the Contractor will be submitting a claim for the additional concrete.	Open	Awaiting confirmation from Contractor.
12/11/2020	Local civil subcontractor has raised concerns over subcontract arrangements.	Closed	PWA clarified contractual conditions to support local content.

8.2 Project Delivery

Date	Description	Status	Action/Recommendation
16/10/2020	Update project finance and report in compliance with DPIE-Water requirements to facilitate progress reporting and invoicing.	Closed	December project report includes full project expenditures.
15/9/2020	Consultation with Crown Lands also identified the need for Crown Lands approval for the proposed Boys Club rising main under boring the Murrumbidgee River.	Open	11/1/2021 Council submitted formal application Crown Lands for Murrumbidgee River crossing.
29/10/2020	Council to submit formal application for Section 60 Approval.	Closed	Section 60 Approval granted by DPIE-Water on 11/11/2020 with conditions.
29/10/2020	Clarification of current effluent management system and update effluent quality test results	Open	Council has adopted recommendations of the Effluent Reuse Risk Assessment report in the management of effluent reuse. Latest effluent quality test result to 20/10/2020 has been provided to EPA and DIPE-Water. Council to publish effluent data within 14 days of each test result.
12/11/2020	EPA requires Council to submit formal application to vary the current EPA licence due to operational changes to date and the proposed works currently in construction.	Closed	Application lodged to EPA on 9/12/2020.
12/11/2020	DPIE-Water noted potential residual infrastructure risk if the Boys Club pump station and rising will not be replaced. This is against the Safe and Secure program. If not replaced, Council may need to undertake risk assessment of the existing infrastructure.	Open	Council to review further if need be. Additional funding is being sought to construct the new pump station and rising main.
10/12/2020	Amendment of effluent outfall location to better suit current riverbank condition.	Open	Site investigation held with EPA on 9/12/2020. The project has provided formally notice to EPA requesting concurrence to relocate the effluent outfall headwall to a higher position on the Murrumbidgee riverbank.
10/12/2020	Project to prepare Section 60 application for effluent reuse for the new STP.	Open	Council has requested quotation from PWA to prepare this submission.

9. Photo Gallery

Photo 1: Gundagai STP site, aerial view looking North.



Photo 2: Concrete pour for balance tank.



Photo 3: IDEA tank.



Photo 4: Foundation preparation for amenities building.



Photo 5: Construction of effluent outfall pipeline in progress.



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PSMF 4105 v3.1 | Last approved date 25/03/2020 | Owner: Manager, Project Assurance & Capability

Appendix A RAG or Traffic Light Indicator Criteria

The RAG criteria to determine the status of the project is provided below.

Summary section	Red	Amber	Green
Schedule/Program	Project is behind or is projected to be behind schedule at completion.	Project is behind or is projected to be behind schedule, but steps are being made to bring back on schedule e.g. agreed de-scope, additional resources etc	Project is on schedule and is expected to remain on schedule at completion
Resources	There is a currently a lack of skilled resources available to fulfil key roles in the project which is likely to impact on ability to deliver to scope, time or cost.	There is an emerging lack of skilled resources available now and in the immediate future to fulfil key roles in the project which may impact on ability to deliver to scope, time or cost.	Resources are available as required to complete the project.
Financial	Project costs are over or projected to be over the agreed baseline costs by >=10%	Project costs are over or projected to be over the agreed baseline costs by 0% to 10%	Project costs or projected costs are under or on baseline budget
Variations	Variations addressed after the fact, costs exceeding expectations, variations holding up works	Delays in notification and approval of variations, details not clear, costs unexpected	Variations being communicated and approved in a timely manner, costs for variations reasonable
Deliverables	Deliverables not in accordance with project scope. Quality issues not being resolved in a timely manner. Significant re-work required	Minor occurrences of deliverables not in accordance with project scope. Minimal need for re-work	Quality issues managed proactively and resolved in a timely manner. Deliverables in accordance with project scope and no issues identified
Risk and Issues	Project risk profile increasing, which may include potential delays, deliverables not ready or accepted, or significant issues not being resolved	Potential emerging problems with risks, or issues or deliverables which require immediate management attention to resolve	Risks, issues and deliverables being attended to as per plan with not foreseeable problems
Suppliers/Contractors	Project has major issues with supplier / contractor in terms of delivery dates, visibility of status, or quality of deliverables and cannot obtain an agreed and timely resolution	Project has issues with suppliers but there is a plan in place for timely resolution	No known supplier / contractor problems at this time



Progress Report

Gundagai Sewerage Augmentation – January 2021

- Appendix B Construction Program**
- Appendix C Project Financial Summary**
- Appendix D Effluent Reuse Testing Results**

8.6.2 ADOPTION OF COOTAMUNDRA FLOOD STUDY

DOCUMENT NUMBER	342147
REPORTING OFFICER	Ganesh Ganeshamoorthy, Manager Assets
AUTHORISING OFFICER	Matt Stubbs, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Cootamundra Flood Study - Final (under separate cover)

RECOMMENDATION

- 1. The Report on the Cootamundra Flood Study be received and noted.**
- 2. The Cootamundra Flood Study, attached to the report, be adopted with the minor amendments as detailed in the report.**

Introduction

At the Ordinary meeting held 24th November, 2020, Council resolved (Min. no.349/2020) that the draft Cootamundra Flood Study be placed on public exhibition for 28 days. This report considers the submissions received during the public exhibition period, and recommends that Council adopt the amended Cootamundra Flood Study after considering the amendments detailed below.

The most significant amendment was made to Section 5.3 Public Exhibition on page 36 in both the Draft and Final Reports. The amendment was made due to the inclusion of the result of the Public Exhibition period.

Other minor amendments included:

- A creative commons copyright statement was added at the start of the report on page 3.
- The date and the report status on the Report cover were updated and the 'Draft' water mark has been removed from the report.
- A reference to Appendix B was added to the footnote of table 25 on page 44 of the Final Study (page 43 in the Draft).
- Figures 52 – 54 had been incorrectly numbered and have been amended to reflect the headings of 51 – 53.

Discussion

No formal submissions were received as a part of the formal exhibition period.

However, the exhibition period included a “drop-in” session in the Alby-Shultz Meeting Room on the afternoon of 1 December, 2020. The consultant who prepared the flood study was present to discuss any issues with attendees. During this session, six residents attended. A precis of comments received during the “drop-in” session is below:

Topic	Precis	Comment
Understanding Flood Behaviour at Individual Properties	<ul style="list-style-type: none"> This resident was seeking information on flood prone land and the flood planning area. 	<ul style="list-style-type: none"> New mapping will provide greater definition of the 1% AEP Flood Event.
Flood Protection Measures	<ul style="list-style-type: none"> This resident was seeking information on flood protection measures that could be implemented on properties that are classified as Flood Prone. 	<ul style="list-style-type: none"> The upcoming Floodplain Risk Management Study and Plan will assess flood protection options. Additionally SES can assist residents.
Understanding the broader flood behaviour including the model representation of historical events	<ul style="list-style-type: none"> The resident agreed that the flood model aligns with a general recollection of the 2016 and 1974 events. 	<ul style="list-style-type: none"> Calibration of the flood model reflects historical flood events.
Recent changes to flood behaviour	<ul style="list-style-type: none"> Impacts of urbanisation can change flow paths and can result in significant run-off. 	<ul style="list-style-type: none"> The flood study reflects the impacts of current level of urbanisation.
Flooding in the Southee Circle area	<ul style="list-style-type: none"> The Southee Circle area is low lying and information is provided in the flood study. 	<ul style="list-style-type: none"> Flood mapping includes the Southee Circle area.
Constraints presented by causeway and bridge crossings	<ul style="list-style-type: none"> One resident stating they had seen hand calculations of the cross sectional area at each crossing with Poole Street being the smallest. 	<ul style="list-style-type: none"> Flood study includes surveyed information for each creek crossing.
Impact of vegetation in Muttama Creek	<ul style="list-style-type: none"> Many residents have raised vegetation management of Muttama Creek as a significant issue. 	<ul style="list-style-type: none"> The upcoming Floodplain Risk Management Study and Plan will assess vegetation management options.
Changes to catchment conditions	<ul style="list-style-type: none"> Prior channel diversion, loss of creek capacity due to illegal fill or erosion and sewer line obstructions were raised as an issue. 	<ul style="list-style-type: none"> The flood study models the current catchment conditions. The upcoming Floodplain Risk Management Study and Plan will assess how future changes to the floodplain can be managed.
Detention Basins	<ul style="list-style-type: none"> One resident wanted to understand detention basins and how they can improve flood behaviour. 	<ul style="list-style-type: none"> The upcoming Floodplain Risk Management Study and Plan will assess the viability of detention basins in the catchment.
Council’s actions in regards to flood mitigation	<ul style="list-style-type: none"> A resident living 1 lot from the creek has been flooded a number of times, with 2016 being the worst. Suggested that vegetation be managed. Agreed that flood risk in this particular area cannot completely be removed. 	<ul style="list-style-type: none"> The NSW Government Floodplain Development Manual sets out the process for managing flood liable land implementing flood mitigation options. The upcoming Floodplain Risk Management Study and Plan will assess floodplain management and flood mitigation options.

8.7 CIVIL WORKS

8.7.1 AERODROME ADVISORY COMMITTEE

DOCUMENT NUMBER	342039
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Matt Stubbs, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

- 1. The Report on the Proposed Aerodrome Advisory Committee be received and noted.**
- 2. Council appoint a Representative to sit on the Proposed Aerodrome Advisory Committee.**

Introduction

An Aerodrome User Group Meeting was held on Tuesday, 13th October, 2020 between Council and users of the Cootamundra Aerodrome to discuss the best way forward for the user groups to continue to utilise the aerodrome whilst considering the financial burden for the maintenance of the aerodrome to Council.

As part of those discussion it was suggested that an Aerodrome Advisory Committee be established to facilitate improved communication between aerodrome users and Council. Furthermore, the group would work together, as a partnership, to determine the way forward to avoid establishing fees for users whilst lessening the financial burden to Council to maintain the facility.

The purpose of this report is for Council to consider the appointment of a member of Council to the Proposed Aerodrome Advisory Committee.

8.7.2 CIVIL WORKS AND TECHNICAL SERVICES REPORT - JANUARY 2021

DOCUMENT NUMBER	342085
REPORTING OFFICER	Julie Buckley, Operations Support Officer
AUTHORISING OFFICER	Matt Stubbs, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

The Civil Works and Technical Services Report for the month of January 2021 be received.

Introduction

This report provides a detailed update of the Civil Works and Technical Services Department's works undertaken for the month of January 2021.

Discussion

Council's grading crews have graded Barana Road, and undertaken gravel resheeting of Schultz Road following recent storm damage.

Bitumen road patching works across all bitumen roads is being undertaken as conditions permit.

Repairs have been completed on the major Rosehill Road culvert which were damaged in the February 2019 storm damage event. A new headwall has been installed as well as backfilling and compaction of the road embankment. These works were funded from the Natural Disaster funding.

Roadside spraying has also been undertaken to spray the vegetation on the road shoulders. Grass slashing will continue as conditions permit with several slasher/mowers working across the Local Government Area, including Stockinbingal and Wallendbeen villages and the aerodrome.

General sign maintenance and other roadside maintenance has also been completed as required. Edge repairs have been completed along Gobarralong Road. Some minor patching works have been undertaken on Muttama Road and Rosehill Roads to dig out small pavement defected areas. Council had engaged local concreting contractors to replace the old sealed footpath in King Street, alongside the Hotel. This work used coloured concrete and stencilling to match the amenity of the area.

Work is currently underway on Nanangroe Road with widening and stabilising of the pavement as well as works on Red Hill Road to widen shoulders and gravel resheeting.

The Boundary Road subdivision has now been sealed and works on reinstatement of the nature strip areas level to their final grades completed.

Resealing works on Council roads has been ongoing over the last month with works on both the Burly Griffin Way and Olympic Highway being completed prior to Christmas. Other council rural roads and town streets are being resealed as per the prioritised 2000/21 Works Program.

Future works over the next month include final section of the Gap Bridge Project, which will see the reconstruction of the road pavement from Campbell Street to the Cootamundry Creek Bridge.

Other upcoming works include implementation of 'One Way' Street signage in First Avenue, various bridge maintenance work and construction of a subsoil drain at the intersection of Sheridan and Homer Streets.

8.8 TECHNICAL SERVICES

Nil

8.9 FACILITIES

8.9.1 GUNDAGAI PRESCHOOL KINDERGARTEN INC. AND COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL - MEMORANDUM OF UNDERSTANDING

DOCUMENT NUMBER	342152
REPORTING OFFICER	Andrew Brock, Manager Facilities
AUTHORISING OFFICER	Matt Stubbs, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>1. A vibrant and supportive community: all members of our community are valued</p> <p>1.1 Our Community is inclusive and connected</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<p>1. Gundagai Preschool Kindergarten Inc. and Cootamundra-Gundagai Regional Council - Memorandum of Understanding 2020 ↓</p>

RECOMMENDATION

Council endorse the Gundagai Preschool Kindergarten and Cootamundra-Gundagai Regional Council Memorandum of Understanding 2020.

Introduction

Cootamundra-Gundagai Regional Council is currently working with Gundagai Preschool Kindergarten Inc. to facilitate construction of a new facility through approved grant funding. The land on which the current and new facility will be constructed on, is owned by Council.

The purpose of the report is to formalise the working agreement between both parties, which will help clarify each party's role in the partnership.

Discussion

Council and the Preschool have been in partnership since the early 1970's, when likeminded parents came together to develop the 1-unit pre-school. Gundagai Preschool Kindergarten Inc. is a non-profit charitable community organisation and has been successfully operating at the site since 1969 in conjunction with some irregular minor Council assistance.

The Memorandum of Understanding gives each party clarity as to their roles and potential financial implications. The Gundagai Preschool Kindergarten will be able to continue to grow and develop the site to match the needs of the community, with the knowledge they have a formal long-term agreement in place with Council.

Memorandum of understanding 2020



Gundagai Preschool

Gundagai Preschool Kindergarten Inc



Cootamundra Gundagai Regional Council

Kindergarten



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Parties to the Memorandum of Understanding

Cootamundra Gundagai Regional Council (CGRC)

Gundagai Preschool Kindergarten Inc. (Preschool)

(For the purpose of this document, word 'Committees of Governance' will be used to describe the incorporated governance body.)

Preamble

In recognition of the benefits to be gained through a cooperative working relationship between Cootamundra Gundagai Regional Council (Council) and Gundagai Preschool Kindergarten (Preschool) that promotes quality early childhood programs and services to the community of Gundagai and surrounds. The agreement is intended to stimulate and facilitate the scope of the activities of both parties.

Our population across the Local Government Area is 11,141. The former Gundagai Shire Council has a population of approx. 3,700

As a snapshot, if we were represented as a community of 100 people, this is how we would be made up:

Demographics

- 50 are female, 50 are male
- 5 are Aboriginal and/or Torres Strait Islander people
- 18 are children, aged up to 14 years old
- 6 are aged 15-19
- 29 are aged in their 20s, 30s or 40s
- 29 are aged in their 50s or 60s
- 18 are aged 70 or over

Education

- 28 students are attending an educational institution, being either a preschool, primary or secondary school, or tertiary or technical institution

Health and Disability

- 23 people are living with a disability*

Cultural diversity

- 86 people were born in Australia
- 80 people had both parents born in Australia
- 91 people only speak English at home
- 35 are in a couple family with children
- 49 are in a couple family without children
- 15 are one-parent families

Dwellings

- 93 people live in a separate house
- 3 people live in a semi-detached, row or terrace house, or townhouse
- 2 people live in a flat or apartment

Tenure

- 45 people own their house outright
- 27 people own their house with a mortgage
- 24 people rent their house

Source: 2016 Census QuickStats, ABS, 27 June 2017
http://www.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/LGA13510
*Source: Australian Bureau of Statistics; modelled data for 2012
http://stat.abs.gov.au/itt/r.jsp?RegionSummary®ion=13510&dataset=ABS_REGIONAL_LGA2016&geoco ncept=LGA_2016&maplayerid=LGA2016&measure=MEASURE&datasetASGS=ABS_REGIONAL_ASGS2016& atasetLGA=ABS_REGIONAL_LGA2016®ionLGA=LGA_2016®ionASGS=ASGS_2016

It is vital to ensure early childhood educational programs, services, and new early childhood initiatives are relevant and responsive to the needs of our local and wider community.

The Preschool and Council have a mutual primary goal to engage with the community in determining the provision of quality preschool education and early childhood opportunities.

In order to work in a truly collaborative manner and ensure roles, visions, and goals of each participating organisation are respected – Gundagai Preschool Kindergarten and Cootamundra Gundagai Regional Council committed to signing a Memorandum of Understanding (MOU).

The original MOU was developed after consultation between both parties when grants were received to build a new 2-unit preschool in excess of \$2million. Stronger Communities Grant to Council of \$510,000 and \$1.5Million Start Strong Capital Works grant from the NSW Department of Education to Gundagai Preschool Kindergarten Inc.

A working group of representatives from Gundagai Preschool Kindergarten Inc. and Cootamundra Gundagai Regional Council steered the process. The MOU will be reviewed at completion of the new build and every 5 years after.

Purpose of the Memorandum of Understanding:

- To formally acknowledge the partnership between Gundagai Preschool Kindergarten Inc and Cootamundra Gundagai Regional Council
- To foster and support a respectful and trusting working relationship between Gundagai Preschool Kindergarten Inc and Cootamundra Gundagai Regional Council; and
- To provide a framework of understanding on which all other documents, agreements and partnerships between the parties can be formulated.

Definition of Partnership

For the purpose of this document, the term 'partnership' is deemed to be the process by which local government and Not for Profit organisations – Gundagai Preschool Kindergarten Inc. combine their capacities and resources to achieve a commonly agreed goal that would be difficult to achieve by either organisation acting on their own behalf.

Term & Scope of the document

- The MOU is an ongoing agreement, subject to review and evaluation at the completion of the 2-unit preschool build and every 5 years thereafter or as required by either party.
- The MOU does not preclude the rights of either party to engage in other partnerships and alliances.
- The MOU is deemed a public document.

Legal Status of the Document

- This MOU is not legally binding on either or both parties.

Benefits of the Memorandum of Understanding

- Greater levels of trust, respect and understanding between the parties.
- Enhanced planning processes for community development and the delivery of quality preschool early childhood educational programs, services, and new early childhood initiatives.
- A vibrant, diverse and welcoming Preschool for all families and community members in Gundagai and surrounds
- Achievement of mutually desired outcomes

History of the relationship between Gundagai Preschool Kindergarten Inc. and Council.

Gundagai Preschool Kindergarten association was formed by a group of forward-thinking parents who understood the importance of early childhood education and the need for a dedicated Preschool Program in the community. Preschool commenced operation in 1969 at St John's Hall Gundagai for children 3-under6years.

In the early 1970's the association was successful in receiving a capital grant to build a dedicated 1-unit preschool. 89-90 First Ave, Gundagai was then gazetted 'Crown Land for Educational Purposes' and the association officially opened the new preschool building at 89-90 First Av. in 1975.

The association operated a successful preschool program in this purpose-built building between 1975-Current (2021). The reputation of the service within the community is of high standard and the program has provided vital preschool education to an estimated 2, 250 children. During this time the preschool association and the former Gundagai Shire Council, and later the Cootamundra Gundagai Regional Council, abided by a 'handshake' agreement. Working together to implement and support the delivery of a quality preschool educational program to the children and families in the Gundagai community.

The Preschool association has always;

- Bourne financial responsibility for all repairs and maintenance
- Bourne the cost of all improvements including major capital improvements. Over the 45 years this included;
 - new kitchen
 - new flooring
 - all painting
 - alterations to the building in 1999/2000 (council provided an interest free loan to the association and was to be paid back at \$1/year. This loan was paid in full in the early 2000s)
 - all improvements to the playground and garden
 - fit out of the office
 - rubber soft fall (with the assistance of 2 grants)
 - bathroom upgrade
 - 3 bay storage shed

- Bourne responsibility for the upkeep of the building, playground/garden, all fixed structures, fencing, carpark and all outhouses/sheds.
- Bourne responsibility for the annual payment of property and contents insurance under Council's blanket/collective asset insurance policy. Council invoices the Preschool their portion of Councils' total insurance premium, as per their asset register. Last invoice was \$2,400.00 (2019). To date, and as far as known, Preschool has made 1 claim under this insurance policy for the replacement of a storm damaged shade sail netting.

Both the former and current Council assisted the Preschool by:

- upon written request, waiving general rates
- no formal exchange of rent
- no formal lease was entered into or requested by council.
- on request, was happy and willing to assist with the removal of dead trees in the playground, sealing of the carpark, investigation of leaking roof and the addition of plastic to assist with flooding of the storeroom and office
- Supportive of the Preschool program and offered assistance when/where possible

The preschool is a non-profit charitable community organisation which provides quality preschool education and early childhood services for children three years to less than six years. The Preschool relies on parent, community, and council support in delivering services and educational programs that are accessible and affordable to all children in the community. making children's lives outside the family home a happy and rewarding one.

Gundagai Preschool Kindergarten is a member of Connections Solutions Australia (CCSA). A not-for-profit, non-government, membership-based organisation that supports the management of high-quality early childhood services and other community organisations.

Key Understandings

1. RECOGNITION AND RESPECT

Gundagai Preschool Kindergarten Inc. recognise and respect: -

- 1.1 The common vision, principles and values between Council and Preschool (Appendix 1 – Community Principals)
- 1.2 The Council imperative to meet the social, environmental, physical and financial objectives outlined in Council's planning documents, policies, strategic plans, and the Local Government Act.
- 1.3 The diversity and competing interests of services, activities and programs which Council is required to provide, and its support and advocacy on behalf of the wider community.
- 1.4 The decision-making processes and formal practices to which Councillors and Council staff are bound.
- 1.5 The political and legislative context in which Council operates.
- 1.6 Council's commitment to be consultative about areas of its operations where the community can influence its decisions.
- 1.7 The level of accountability which applies to Council activities.

Cootamundra Gundagai Regional Council recognises and respects: -

- 1.8 The common vision and principles between Council and Preschool.
- 1.9 The diversity, autonomy and self-determination of Preschool.
- 1.10 The strong commitment to community development principles and practices (Appendix 2 – Community Principals) resulting in an inclusive, flexible ‘whole of community’ response to community’s preschool education and early childhood needs and interests.
- 1.11 That the Preschool has a long history of grass roots engagement and are uniquely placed to respond to the evolving needs of the communities of Gundagai and surrounds.
- 1.12 The community ownership of Gundagai Preschool Kindergarten Inc., through members and Committee of Governance, who represent the wider community, families and children.
- 1.13 The integral nature of community participation and volunteering in all levels of preschool operations.
- 1.14 The responsiveness to local and emerging needs, families with children 0-5yrs through early childhood programs and services delivered by the preschool.
- 1.15 That Preschools operate under funding arrangements with the Department of Education.
- 1.16 The limited resources and facilities, and competitive and uncertainty of the funding environment by which preschools are constrained.
- 1.17 Preschool needs to constantly balance competing priorities within individual strategic plans, while ensuring the cost to families is limited and affordable.
- 1.18 The relationship to a broader preschool/early childhood sector, both State and Federal.
- 1.19 The commitment by Gundagai Preschool Kindergarten Inc. to a collaborative approach in the planning and delivery of programs and services.

2. RESPONSIBILITY**Gundagai Preschool Kindergarten Inc. accept responsibility for:**

- 2.1 The delivery of quality preschool and early childhood programs, referrals, activities and services according to community principles that are responsive to local and emerging needs where the preschool is able and where viable (appendix 1).
- 2.2 Remaining inclusive and encouraging of community participation at all levels of Preschool operations, including Committee of Governance.
- 2.3 Ensuring that good governance processes and practices are in place, including financial management, risk management and strategic planning.
- 2.4 Providing a safe, welcoming and inclusive environment and compliance with relevant Council, State and Federal regulations and legislative obligations.
- 2.5 Addressing disadvantage, wherever possible, and advocating with and on behalf of members of local communities to ensure all children have access to quality early childhood programs delivered by preschool.
- 2.6 Keeping Council informed about social trends, issues and opportunities which affect local families.
- 2.7 Participating in Council planning and policy development opportunities where possible.
- 2.8 Partnering with Council in a positive, constructive and respectful manner
- 2.9 Act in the spirit of this MOU.
- 2.10 Maintaining a lease agreement between the Council and Preschool for 87, 89 & 90 First Avenue for a total of \$1 per annum as per 30-year lease (3 x 10years).

Cootamundra Gundagai Regional Council recognises and respects: -

- 2.11 Supporting and enabling Preschool participation in all relevant planning, policy development and consultation processes.
- 2.12 Ongoing provision of in-kind support through waiving rates, on written request from the Preschool, maintaining a lease agreement between the Council and Preschool for 87, 89 & 90 First Avenue for a total of \$1 per annum as per 30-year lease (3 x 10years).
- 2.13 Creating opportunities to promote to all Council staff on the importance of preschool education.
- 2.14 Advocating with and on behalf of Preschool at State and Federal Government levels when necessary.
- 2.15 Maintaining Council owned buildings and grounds, signs as per agreed (Appendix 3 - Maintenance and Grounds Responsibility)
- 2.16 Advising Preschool to enable compliance with required standards and legislative obligations
- 2.17 Partnering with Preschool in a positive, constructive and respectful manner.
- 2.18 Collaborating and engaging with the Gundagai Preschool Kindergarten Inc. Committee of Governance
- 2.19 Act in the spirit of this MOU.

3. MUTUAL ACCOUNTABILITY**Gundagai Preschool Kindergarten Inc. and Council will be accountable via:**

- 3.1 Timeliness and quality of agreed reports and information.
- 3.2 Participation in and implementation of all planning and objectives as mutually agreed
- 3.3 Both parties agree to abide by the dispute resolution procedure (Appendix 2).
- 3.4 Provision of strategic planning documents.
- 3.6 Compliance with relevant leasing agreements
- 3.7 If Council decide to sell 87-90 First Ave, as per the lease agreement, Gundagai Preschool Kindergarten Inc. would be afforded the opportunity to purchase the land and all improvements at land value only, as determined by the register general.

SIGNATORIES TO THIS MEMORANDUM OF UNDERSTANDING:

**Signed by the Chairperson / President on behalf of:
Gundagai Preschool Kindergarten Inc.:**

Print Name: _____

Signature: _____

Date: _____

Signed on behalf of Cootamundra Gundagai Regional Council:

Print Name: _____

Signature: _____

Position/Role: _____

Date: _____

APPENDIX 1 – COMMUNITY PRINCIPALS**Community Principles**

The following principles are deemed to apply when reference is made to Community Principles in the MOU between Gundagai Preschool Kindergarten Inc and Cootamundra Gundagai Regional Council.

Community Participation

Everyone has a valuable contribution to make and community members can join in at any level. Volunteers and community members are integral to the decision-making, evaluation, provision, participation and direction setting at Gundagai Preschool Kindergarten Inc.

Community Ownership

Members are actively involved in decision-making and have ownership of the Preschool's programs and activities. A voluntary management committee comprising of elected members who live, work or participate in the local community governs the Preschool. The governance model is developmental, working co-operatively and collaboratively with staff, volunteers, service/organisational participants and the wider community, thus generating a range early childhood and community benefits.

Empowerment

A process that respects, values and enhances children and family's ability to have control over their early childhood education and care. This process encourages people to meet the individual needs and aspirations in a self-aware and informed way which enhances lifelong learning outcomes for children 0-5years in the community. Change and growth occurs through informing and empowering individuals and families and communities. Preschool seeks to empower families in the early childhood education space.

Lifelong Learning

Lifelong learning is integrated into all aspects of Preschool's activities, thus building and supporting the personal skills, knowledge, abilities and resilience of children, families and the wider community. The health, wellbeing and connection of children and their families occur through formal and informal pathways, early childhood services and educational programs

Inclusion

The diverse contributions that people make are valued, no matter what their background or varying abilities. Individual and local children/ family needs are acknowledged and addressed, often through informal interaction. Identifying these needs and issues through a range of methods is instrumental to informing the planning and development of early childhood educational programs and services.

Access and Equity

Gundagai Preschool is accessible and welcoming. The Preschool promotes the improvement of quality preschool and early childhood education and services to improve the educational, social, emotional, environmental, economic, and cultural early childhood infrastructures within the community.

Social Action

Internal and external factors that impact on the local early childhood community are analysed and relationships between children, families, individuals, groups and organisations and within the community are taken into consideration when applying early childhood education and services for the community.

Advocacy

In meeting individual children and family needs, Preschool will act with, or on behalf of, families, children and community members.

Networking

Linking, forming alliances, collaborating and working with individuals, groups, other agencies, government and business are crucial, with interaction between formal and informal methods to achieve connections with local families and children in the community to ensure quality early childhood education and care.

APPENDIX 2 – DISPUTE RESOLUTION**Dispute Resolution Procedures**

Should a dispute arise over any aspect of the MOU, the parties involved will adopt the following procedures to negotiate a satisfactory resolution.

Points of references for determining whether the MOU has been breached will be:

- the understandings and the responsibilities contained in the MOU.
- the obligations and conditions contained in the funding agreement.

In the event of a dispute between Preschool and Council:

- Either party may request a meeting within 7 days of the disagreement to discuss the matter in dispute and negotiate a mutually acceptable resolution.

If the dispute cannot be resolved between the parties through direct communication within 28 days of the initial meeting, the parties will appoint a mediator. If no agreement can be reached about a suitable mediator, the matter will be referred to alternative dispute resolution in NSW to appoint a mediator. The parties must agree to equally share any fees and costs associated with the mediation process. Both parties must agree to follow the terms of the agreement made at mediation.

Appendix 3 - Maintenance and Grounds Responsibility**Maintenance and Grounds Responsibility**

Preschool will be responsible for day to day repairs and maintenance as per the lease including;

Insurance

- Preschool will take out insurance such as, but not limited to; public liability, directors' insurance, workers compensation, and other policies as required by the association

Maintenance and repairs

- Keeping the property clean and disposing of waste
- General gardening and yard maintenance:
 - Mowing, weeding, spraying, edging, pruning, garden mulching, sand to sandpit, sandpit covers,
 - Incidental and small plumbing issues such as tap washers, replacement hoses and fittings
- Everyday repairs and maintenance to building and fixtures.
- Payment of water and sewerage charges and usage as invoiced

Council will be responsible for:

Insurance

- As per the lease agreement. Council will ensure all buildings, fixtures and improvements on the premises are insured at a sum of full replacement or repair. Council to invoice the preschool annually to cover the reasonable portion of building and contents insurance under council asset register.

Major maintenance

- As per lease agreement;
 - Maintain the property in a structurally sound condition and state of good repair to ensure the preschool can conduct a preschool program under the NSW Children's Services Regulations
 - Serviceable repairs to the roof, the ceiling, the external walls and doors and associated door jambs, the floors, and any internal/external fixed structures including air-conditioning. Repair structural defects as they arise.
 - On request from the preschool, assist with large outdoor repairs and maintenance. This may include, but is not limited to; removal of trees, trimming large branches etc.
 - Ensure essential services are provided and available to the preschool association.

Security

- Council is responsible for the fitting, all maintenance and ongoing costs of an electronic security system if they deem that it is necessary to have one installed. If an electronic system is fitted, council will provide Preschool with induction on use and supply all security codes / keys etc. to the preschool association.

Appendix 4 – Reviewing the MOU**Review Process**

The MOU is an ongoing agreement between the Preschool and Council to ensure the community of Gundagai have a quality community based preschool program available to all children and families. It ensures the two parties are working together to achieve a common goal.

The MOU is subject to review and evaluation. It is an evolving document/ongoing document.

The first review will be conducted at the completion of the 2-unit preschool build 2021/2022.

Hereafter; the preschool and council, together will review as required, or no less than every 5 years. Alterations/amendments will/can be made during the review process, and the updated MOU will be signed by representatives from each organisation.

8.9.2	BRADMAN	BIRTHPLACE	REJUVENATION
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DOCUMENT NUMBER	342193
REPORTING OFFICER	Andrew Brock, Manager Facilities
AUTHORISING OFFICER	Matt Stubbs, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>1. A vibrant and supportive community: all members of our community are valued</p> <p>1.1 Our Community is inclusive and connected</p>
FINANCIAL IMPLICATIONS	Funds to be drawn from Bradman Reserve
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

Council endorse the allocation of funds for Rejuvenation works and additional souvenirs at the Bradman Cottage site

Introduction

Sir Donald Bradman, the greatest batsman the world has ever known was delivered in a small private hospital in the front room of the building at 89 Adams Street, Cootamundra. Now known as Bradman’s Birthplace Museum, it is a major tourist attraction in Cootamundra. Local volunteers have assisted Council in the operation and maintenance of the Museum and Memorabilia Cottage for decades.

Recently, Council staff met with the current volunteers and discussed concerns at the site and what works could be undertaken to improve visitor’s first impressions. The buildings are aging and the grounds are tired and neither have seen much in the way of maintenance work, development or major upgrades for many years.

Discussion

Late in October 2020, a meeting with Council staff was requested by volunteers to discuss the state of the buildings and what works could be planned for, what processes were required, how to purchase souvenirs and other issues with the site.

The meeting was well attended with positive and robust discussions had. The main areas of concern are the painting of both Bradman’s Birthplace and the Memorabilia Cottage, replacement of a glass sliding door and timber windows in the cottage, repairs and replacement of the cottage roof and guttering, internal plaster works and the purchasing of new souvenirs such as caps and shirts.

The creation of shaded seating areas and, in the long term, development of a barbeque area for tourists, particularly bus tours, is a project which has been highlighted for consideration.

At the close of the meeting, it was agreed that the painting and some repair work to both the buildings would be prioritised and other works would be scheduled as more funding became available.

It is proposed to utilise \$30,000 for the building works and \$10,000 for souvenirs, from the \$53,000 currently in the Bradman Reserve. This would allow for the major repairs to be undertaken prior to the painting and souvenir stocks to be replaced.

Council staff are continuing to look for grant funding opportunities to undertake additional works that were identified and regular meetings are to be arranged with volunteers to discuss ongoing development of the site.

8.10 WASTE, PARKS AND RECREATION

Nil

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN

9.1 NOTICE OF MOTION - TO ARRANGE A MEETING BETWEEN COUNCIL, THE NSW PREMIER, THE MINISTER FOR LOCAL GOVERNMENT AND THE MEMBER FOR COOTMAUNDRA TO DISCUSS THE PROPOSED SPECIAL RATE VARIATION APPLICATION BEING PREPARED TO BE SUBMITTED TO IPART FOR CONSIDERATION

DOCUMENT NUMBER	342122
REPORTING OFFICER	Leigh Bowden, Councillor
AUTHORISING OFFICER	Matt Stubbs, Acting General Manager

The following Notice of Motion signed by Councillor Leigh Bowden was submitted on 18 January, 2021.

I hereby give notice of my intention to move the following motion at the Council meeting of Wednesday, 27 January, 2021:

MOTION

1. **That Council, as a matter of urgency, seek an appointment with the Minister for Local Government, the Hon Shelley Hancock, NSW Premier, the Hon. Gladys Berejiklian and Member for Cootamundra, Ms Steph Cooke, MP to advise them that:**
 - I. **Cootamundra-Gundagai Regional Council is preparing an application for a Special Rate Variation for consideration by the Independent Pricing and Regulatory Tribunal (IPART) to address the serious financial situation Council finds itself in as a result of the 2016 amalgamation; and**
 - II. **To request the NSW State Government give financial support to Cootamundra-Gundagai Regional Council to prevent the adverse impact that the rate increases are likely to have on many members of its community.**
2. **That Representatives of Council travel to Sydney to attend the meetings should an audience be granted.**

Note from Councillor

1. The NSW Government, particularly immediate representatives, need to understand the detrimental financial impact that the communities are facing as a result of the forced amalgamation of the former Cootamundra and Gundagai Shire Councils.
2. Many in the Cootamundra and Gundagai communities have already experienced rate shock due to the Rate Harmonisation that was legislated by the State Government and are not in a position to pay another increase - an "amalgamation tax".

3. The seriousness of the financial situation that the Council and community find themselves in necessitates further urgent action on the part of Council to produce some real understanding at State Government level of its dilemma and to produce a positive response, which hitherto has not been forthcoming.
4. A united show of commitment to the communities by the elected members of a small rural Council by travelling to Sydney demonstrates a determination to exercise political leverage when previous consultation has proved fruitless. The Parliament is sitting on Tuesday, 9 February, 2021 which would be the appropriate time to visit.

9.2 NOTICE OF MOTION - TO MAKE REPRESENTATION TO AUSTRALIAN COMMUNITY MEDIA TO RECOMMENCE THE PRINTING OF THE COOTAMUNDRA HERALD AS SOON AS PRACTICALLY POSSIBLE.
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DOCUMENT NUMBER	342153
REPORTING OFFICER	Abb McAlister, Mayor
AUTHORISING OFFICER	Matt Stubbs, Acting General Manager

The following Notice of Motion signed by Councillor Abb McAlister, Mayor was submitted on 19 January, 2021.

I hereby give notice of my intention to move the following motion at the Council meeting of Wednesday, 27 January, 2021:

MOTION

That Representation be made to Australian Community Media for the resumption of the printing of a hard copy of the Cootamundra Herald occur as soon as practicably possible.

Note from Councillor

Cootamundra and surrounding villages are made up of many age ranges of people. A significant demographic of these communities do not own or have access to a computer or a mobile phone which gives them access to a digital copy of the Cootamundra Herald. As such, the hiatus of the production of a hard copy of the paper is being complained about by members of the community.

It is important that the news and activities of Cootamundra and surrounding areas are reported on and made available to the broader community and as many people as possible. As such, Australian Community Media, if it be true to its name of a community media platform, should be planning to resume printing a hard copy of its rural newspapers in all its communities as soon as possible.

Furthermore, directly related to the insecurity of the future of the Cootamundra Herald I wish to acknowledge the retirement of Tom Gosling. Tom has been affiliated with the Cootamundra Herald and reported on many events of the local government area and items of interest in the Cootamundra Herald for some time, in particular the monthly Council Meetings held in both Cootamundra and Gundagai.

I would like to take this opportunity to thank Tom for all his work in keeping the local communities informed of important local issues and the many community events he has reported in the Cootamundra Herald. Tom will be missed and on behalf of Council and the Cootamundra-Gundagai communities, I wish Tom the very best in his retirement and compliment his decision to spend that retirement as part of the Wallendbeen community. I have no doubt that he will continue to be part of the local communities.

10 QUESTIONS WITH NOTICE**10.1 QUESTIONS WITH NOTICE - JANUARY 2021**

DOCUMENT NUMBER	342226
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Matt Stubbs, Acting General Manager

RECOMMENDATION

The Questions with Notice from Councillors and related responses from Council officers be noted.

Questions with Notice

The following questions with notice from Councillors have been received with the responses from Council officers provided respectively:

Abb McAlister – I would like to discuss the matter of noxious weeds and blue thistle.

Response from Council Officer – Council officer to respond at the Ordinary Meeting

11 CONFIDENTIAL ITEMS**11.1 CLOSED COUNCIL REPORTS**

DOCUMENT NUMBER	342279
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Matt Stubbs, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To facilitate compliance with sections 10 and 11 of the Local Government Act 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

Note

Council's Code of Meeting Practice allows members of the public present to indicate whether they wish to make representations to the meeting, before it is closed to the public, as to whether that part of the meeting dealing with any or all of the matters listed should be closed.

RECOMMENDATION

- Items 11.2 and 11.3 be considered in closed Council at which the press and public are excluded in accordance with the applicable provisions of the Local Government Act, 1993 and related public interest reasons detailed.**
- In accordance with section 11 (2) and (3) of the Local Government Act, 1993, the reports, correspondence and other documentation relating to Items 11.2 and 11.3 be withheld from the press and public.**

11.2 SKID STEER LOADER REQUEST FOR QUOTATIONProvisions for Confidentiality

Section 10A (2) (d(i)) – The Confidential Report contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

Public Interest

It is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure optimum outcome for the community.

11.3 REPLACEMENT OF TRACTOR FOR STABILISER - PLANT 4001Provisions for Confidentiality

Section 10A (2) (d(i)) – The Confidential Report contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

Public Interest

It is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure optimum outcome for the community.