



COOTAMUNDRA-
GUNDAGAI REGIONAL
COUNCIL

ABN: 46 211 642 339
PO Box 420, Cootamundra NSW 2590
Email: mail@cgrc.nsw.gov.au
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Business Paper

ORDINARY COUNCIL MEETING

**ALBY SCHULTZ MEETING CENTRE,
COOTAMUNDRA**

6:00PM, TUESDAY 30th April, 2019

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 Alby Schultz Meeting Centre, Cootamundra on:

Tuesday, 30th April, 2019 at 6:00pm

The agenda for the meeting is enclosed.

Phil McMurray
Acting General Manager

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.

ADJOURNMENT FOR OPEN FORUM (OPEN FORUM WILL BE CONDUCTED AT THIS TIME)

2 OPEN FORUM

RESUMPTION OF COUNCIL MEETING

3 APOLOGIES

4 DISCLOSURES OF INTEREST

5 CONFIRMATION OF MINUTES

5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 26 MARCH 2019

REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, 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	<ol style="list-style-type: none">Minutes of the Ordinary Meeting of Council held on Tuesday 26 March 2019

RECOMMENDATION

The Minutes of the Ordinary Meeting of Council held on Tuesday 26 March 2019 be confirmed as a true and correct record of the meeting.



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COUNCIL

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Minutes

ORDINARY COUNCIL MEETING

COUNCIL CHAMBERS, GUNDAGAI

6:00PM, TUESDAY 26th March, 2019

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, GUNDAGAI
ON TUESDAY, 26 MARCH 2019 AT 6:00PM**

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

IN ATTENDANCE: Phil McMurray (Acting General Manager), Susan Gheller (Manager Business), Andrew Brock (Manager Facilities), Glen McAtear (Manager Regulatory Services), Wayne Bennett (Manager Waste, Parks and Recreation Services), Mark Ellis (Manager Civil Works), Tim Swan (Manager Finance and Customer Service)

1 OPEN FORUM

List of Speakers

1. Pip McAlister - Conveyed thanks to Council for installation of the new bridge at Morley's Creek. She also requested that the grounds surrounding the bridge be tidied. Mrs McAlister further requested that the grounds of Gundagai South Cemetery be cleared, the hedges trimmed and the grounds mowed.

2 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.

3 APOLOGY

Note: An apology was received on behalf of Cr Craig Stewart.

RESOLUTION 069/2019

Moved: Cr Dennis Palmer

Seconded: Cr Doug Phillips

That the apology received from Cr Stewart be accepted and leave of absence granted.

CARRIED

4 DISCLOSURES OF INTEREST

A significant non-pecuniary interest was received from Cr Penny Nicholson in relation to item 8.1.12 Gundagai Australian National Busking Championships – Request for Sponsorship for the reason that she is a member of the organising committee for the event.

A pecuniary interest was received from Cr Dennis Palmer in relation to item 11.2 Lease of Road Reserve between Lot 5 DP 10928338 and Lots 60, 61 and 62 DP 753604 Cootamundra for the reason that a relative of his owns property in the vicinity of the subject land.

5 CONFIRMATION OF MINUTES**5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 26 FEBRUARY 2019**

Note: It was noted that the spelling of Lindley Park in the Minutes was incorrect (spelled as Lidley rather than Lindley)

RESOLUTION 070/2019

Moved: Cr Leigh Bowden

Seconded: Cr Penny Nicholson

The Minutes of the Ordinary Meeting of Council held on Tuesday, 26th February, 2019 be confirmed as a true and correct record of the meeting.

CARRIED

5.2 MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD ON MONDAY 25 MARCH 2019 (LATE ITEM)**RESOLUTION 071/2019**

Moved: Cr David Graham

Seconded: Cr Gil Kelly

The Minutes of the Extraordinary Meeting of Council held on Monday, 25th March, 2019 be confirmed as a true and correct record of the meeting.

CARRIED

6 MAYORAL MINUTES**6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT**

Note: It was noted that the Fees and Charges meeting with Council staff scheduled for 15th March, 2019 did not proceed.

RESOLUTION 072/2019

Moved: Cr Leigh Bowden
Seconded: Cr Penny Nicholson

The information in the Mayoral Minute be received and noted

.CARRIED

6.2 COUNTRY MAYORS ASSOCIATION MARCH,2019 MEETING REPORT**RESOLUTION 073/2019**

Moved: Cr Doug Phillips
Seconded: Cr Leigh Bowden

The Mayoral report on the Country Mayors Association (CMA) meeting held 8th March, 2019, and the Minutes of that meeting attached to the report be received and noted.

CARRIED

7 REPORTS FROM COMMITTEES

Nil

8 GENERAL MANAGER'S REPORT**8.1 CORPORATE SERVICES DIRECTORATE****8.1.1 INVESTMENT REPORT - FEBRUARY 2019****RESOLUTION 074/2019**

Moved: Cr David Graham
Seconded: Cr Doug Phillips

The Investment Report as at 28 February 2019, attached to the report, be received and noted.

CARRIED

8.1.2 MONTHLY FINANCE REPORT FOR - FEBUARY 2019**RESOLUTION 075/2019**

Moved: Cr Doug Phillips

Seconded: Cr Charlie Sheahan

The Monthly Finance Report for February 2018, attached to the report, be received and noted.

CARRIED

8.1.3 MONTHLY MAJOR PROJECTS PROGRAM REPORT**RESOLUTION 076/2019**

Moved: Cr Leigh Bowden

Seconded: Cr Dennis Palmer

- 1. The attached Grants Program Management Schedule on the projects status be received and noted.**
- 2. The recommended changes to the project budgets as listed be adopted.**

CARRIED

8.1.4 DRAFT CODE OF CONDUCT**RESOLUTION 077/2019**

Moved: Cr Dennis Palmer

Seconded: Cr Charlie Sheahan

- 1. The following three(3) bespoke draft Codes of Conduct attached to the report be adopted:**
 - (a) Code of Conduct for Councillors**
 - (b) Code of Conduct for Staff**
 - (c) Code of Conduct for Delegates and Committee Members**
- 2. The draft Code of Conduct Procedures attached to the report be adopted.**
- 3. The following members of the Regional Code of Conduct Review Panel be appointed to Council's panel of conduct reviewers:**

Andrew Hedges, Andrew Patterson, Atousa Khadem, Roger North, Rhonda Stein, Peter Bascomb, Gavin Cater, Chris Gallagher, Corey Courtemanche, Elsie Coetzee, Gabrielle Sullivan, Kath Roach, Kathy Thane, Peta Tumpey, Robert, Lorraine Lopich and Sean Lee

CARRIED

8.1.5 ALGA NATIONAL GENERAL ASSEMBLY 2019**RESOLUTION 078/2019**

Moved: Cr Doug Phillips

Seconded: Cr Leigh Bowden

The Mayor and General Manager be Council's delegates to attend the ALGA National General Assembly being held in Canberra 16th – 19th June, 2019.

CARRIED

8.1.6 INFORMATION BULLETIN**RESOLUTION 079/2019**

Moved: Cr Penny Nicholson

Seconded: Cr Leigh Bowden

The correspondence contained within the Information Bulletin be received and noted.

CARRIED

8.1.7 COOTAMUNDRA SHOWGROUND USERS GROUP SECTION 355 COMMITTEE COMPOSITION AND OPERATION**RESOLUTION 080/2019**

Moved: Cr Gil Kelly

Seconded: Cr Charlie Sheahan

1. The Cootamundra Showground Users Group Section 355 Committee comprise one member and one alternate member from each user group.
2. The seven current user groups be invited to submit their nomination for membership (and alternate membership) in accordance with 1 above.
3. 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.
4. A Master Plan for the Showground be prepared by Council Officers, in conjunction with the s.355 Committee, including the provision of a Caretaker's Cottage.
5. A report be prepared and submitted to Council within 3 months on the status of the matters detailed in the report.

CARRIED

8.1.8 THE COOTAMUNDRA HERITAGE CENTRE MANAGEMENT S.355 COMMITTEE MEETING MINUTES**RESOLUTION 081/2019**

Moved: Cr Doug Phillips

Seconded: Cr Leigh Bowden

The Minutes of the Cootamundra Heritage Centre Management s.355 Committee meeting held on 13 February 2019, attached to the report be received and noted.

CARRIED

8.1.9 THE COOTAMUNDRA SHOWGROUND USERS GROUP S.355 COMMITTEE MEETING MINUTES AND MEMBERSHIP**RESOLUTION 082/2019**

Moved: Cr Charlie Sheahan

Seconded: Cr Gil Kelly

- 1. The Minutes of the Cootamundra Showground Users Group s.355 Committee meeting held on 20 February 2019, attached to the report be received and noted.**
- 2. John Collins and Joan Collins be endorsed as the representatives of the Cootamundra Antique Motor Club on the Showground User Group s.355 Committee.**
- 3. The request for installation of the new sign for the Showground front gate be referred to the appropriate Council officer.**

CARRIED

8.1.10 STOCKINBINGAL ELLWOOD'S HALL S.355 COMMITTEE MEETING MINUTES AND MEMBERSHIP**RESOLUTION 083/2019**

Moved: Cr Charlie Sheahan

Seconded: Cr Dennis Palmer

- 1. The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee ordinary meeting held on 28 February 2019, attached to the report, be received and noted.**
- 2. Lorna Nixon be endorsed as a member of the Stockinbingal Ellwood's Hall s.355 Committee.**
- 3. Council Officers investigate:**
 - (a) The location of the boundary fence between Ellwood's Hall and the Pub and in the event that it is determined that the boundary fence is not located on the correct alignment, Council officers mediate the relocation of the fence.**
 - (b) The water leakage from the adjoining hotel property onto the Hall property.**

.CARRIED

8.1.11 WALLENDBEEN MEMORIAL HALL S.355 COMMITTEE MEMBERSHIP

RESOLUTION 084/2019

Moved: Cr Charlie Sheahan

Seconded: Cr Gil Kelly

- 1. The Wallendbeen Memorial Hall s.355 Committee be advised that membership of the committee is not to exceed 12 in accordance with the Section 355 Committees Management Manual.**
- 2. The Wallendbeen Memorial Hall s.355 Committee be requested to submit the amended proposed membership in accordance with 1 above.**

CARRIED

8.1.12 GUNDAGAI AUSTRALIAN NATIONAL BUSKING CHAMPIONSHIPS - REQUEST FOR SPONSORSHIP

Note: Having disclosed a significant non-pecuniary interest in this item, Cr Nicholson left the meeting during discussion and voting.

RESOLUTION 085/2019

Moved: Cr Doug Phillips

Seconded: Cr David Graham

RECOMMENDATION

The request for sponsorship of \$4000 for the Gundagai Australian National Busking Championship be included for consideration in the 2019/20 budget.

CARRIED

Note: Cr Nicholson returned to the meeting at this stage

8.1.13 COUNCIL MEETING ACTION REPORT

RESOLUTION 086/2019

Moved: Cr Penny Nicholson

Seconded: Cr Leigh Bowden

1. The updated Council Meeting Action Report, attached to the report, be received and noted.
2. The Council Meeting Action Report be updated prior to the next meeting to include the following:
 - Status of Turners Lane Development
 - Inclusion of Airport Land and Pioneer Park in RV Friendly Application
 - Investigation of potential land purchase in Scott Avenue

CARRIED

8.2 DEVELOPMENT AND COMMUNITY SERVICES DIRECTORATE

8.2.1 DEVELOPMENT APPLICATIONS APPROVED FEBRUARY 2019

RESOLUTION 087/2019

Moved: Cr David Graham

Seconded: Cr Dennis Palmer

The information on Development Applications Approved in February 2019 be noted.

CARRIED

8.2.2 LIBRARY QUARTERLY REPORT - MARCH, 2019

RESOLUTION 088/2019

Moved: Cr Gil Kelly

Seconded: Cr David Graham

The Library Quarterly Report to March, 2019 be received and noted.

CARRIED

8.3 OPERATIONS DIRECTORATE**8.3.1 MARCH OPERATIONS REPORT****RESOLUTION 089/2019**

Moved: Cr Doug Phillips
Seconded: Cr Leigh Bowden

The Operations Update Report and Works Program for the month of March, 2019 attached to the report be received and noted.

CARRIED

8.4 ASSET MANAGEMENT DIRECTORATE**8.4.1 STOCKINBINGAL SEWAGE SCHEME****RESOLUTION 090/2019**

Moved: Cr Doug Phillips
Seconded: Cr Leigh Bowden

- 1. Council adopt a pressure sewage collection system combined with a package IDEA type treatment plant as the preferred scheme to deliver a sewerage scheme for Stockinbingal Village.**
- 2. NSW Public Works Advisory be invited to prepare a proposal for a concept design incorporating an optional PV arrangement to offset power costs and with the provision for future chlorine treatment should Council wish to supply treated effluent for irrigation purposes within the village.**

CARRIED

8.4.2 STRONGER COMMUNITIES FUND MAJOR PROJECTS - STORMWATER IMPROVEMENTS- PROGRESS REPORT AND ESTABLISHMENT OF COOTAMUNDRA FLOODPLAIN MANAGEMENT COMMITTEE**RESOLUTION 091/2019**

Moved: Cr Dennis Palmer
Seconded: Cr Penny Nicholson

- 1. Councillor Phillips be nominated as Chairperson of the Cootamundra Floodplain Management Committee, with Councillor Sheahan nominated as the alternate Chairperson.**
- 2. Expressions of Interest be invited for three (3) community members from Cootamundra to participate on the Cootamundra Floodplain Committee.**

CARRIED

8.4.3 COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL PLANT REPLACEMENT PROGRAM

RESOLUTION 092/2019

Moved: Cr Doug Phillips

Seconded: Cr Penny Nicholson

- 1. The plant and fleet replacement program attached to the report be adopted.**
- 2. The potential sale of the 12 seater bus be deferred for further investigation into alternate uses for the bus.**

CARRIED

8.4.4 GUNDAGAI SEWAGE TREATMENT PLANT UPDATE

RESOLUTION 093/2019

Moved: Cr Doug Phillips

Seconded: Cr Gil Kelly

- 1. Council notes the matters addressed at the meeting, the current status of the project, and the proposed future directions.**
- 2. Council endorse the actions of the Acting General Manager in signing a Funding Deed for the State Government contribution of \$10M.**

CARRIED

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN

Nil

10 QUESTIONS WITH NOTICE

Nil

3 CONFIDENTIAL ITEMS**11.1 CLOSED COUNCIL REPORT (LATE ITEM)****RESOLUTION 094/2019**

Moved: Cr Gil Kelly

Seconded: Cr Leigh Bowden

1. **Item 11.2 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 Item 11.2 be withheld from the press and public.**

**11.2 LEASE OF ROAD RESERVE BETWEEN LOT 5 DP10928338 AND LOTS 60,61 & 62 DP753604
COOTAMUNDRA**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 was 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 LEASE OF ROAD RESERVE BETWEEN LOT 5 DP10928338 AND LOTS 60,61 & 62 DP753604
COOTAMUNDRA (LATE ITEM)**

Note: Having disclosed a pecuniary interest in this item Cr Palmer left the meeting during discussion and voting.

RESOLUTION 095/2019

Moved: Cr Doug Phillips

Seconded: Cr David Graham

Council enter into a five (5) year lease of unused public road 'Netherleigh Lane' (Lot 5 DP 10928338 and Lots 60, 61 & 62 DP 753604) with the owner of 'Netherleigh', 294 Netherleigh Lane Cootamundra in accordance with Section 153 of the Roads Act 1993 for an annual fee of \$145.00.

CARRIED

11.3 RESUMPTION OF OPEN COUNCIL MEETING

RESOLUTION 096/2019

Moved: Cr Gil Kelly

Seconded: Cr Charlie Sheahan

The Open Council meeting resume.

CARRIED

11.4 ANNOUNCEMENT OF CLOSED COUNCIL RESOLUTIONS

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

The Meeting closed at 8.16pm.

The Minutes of this meeting were confirmed at the Ordinary Council Meeting held on 30th April, 2019.

.....
CHAIRPERSON

.....
GENERAL MANAGER

5.2 MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY 17 APRIL 2019

REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, 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 Wednesday 17 April 2019

RECOMMENDATION

The Minutes of the Extraordinary Meeting of Council held on Wednesday 17 April 2019 be confirmed as a true and correct record of the meeting.



Minutes

EXTRAORDINARY COUNCIL MEETING

**ALBY SCHULTZ MEETING CENTRE,
COOTAMUNDRA**

6:00PM, WEDNESDAY 17th April, 2019

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA
ON WEDNESDAY, 17 APRIL 2019 AT 6:00PM**

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

IN ATTENDANCE: Mr Adrian Barwick (Williamson Barwick Lawyers), Mr Evan Hutchings (Executive Project 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 APOLOGIES

Note: An apology was received on behalf of Councillor Craig Stewart.

RESOLUTION 097/2019

Moved: Cr Gil Kelly

Seconded: Cr Leigh Bowden

The apology received from Cr Stewart be accepted and leave of absence granted.

CARRIED

3 DISCLOSURES OF INTEREST

Nil.

4 CONFIDENTIAL ITEMS

4.1 CLOSED COUNCIL REPORT

RESOLUTION 098/2019

Moved: Cr Gil Kelly

Seconded: Cr Leigh Bowden

1. **Items 4.2, 4.3 and 4.4 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 4.2, 4.3 and 4.4 be withheld from the press and public.

4.2 MAYORAL MINUTE - GENERAL MANAGERS CONTRACT OF EMPLOYMENT

Provisions for Confidentiality

Section 10A (2) (a) – The Confidential Report contains personnel matters concerning particular individuals (other than councillors).

Public Interest

N/A.

4.3 MAYORAL MINUTE - INTERIM GENERAL MANAGER ARRANGEMENTS

Provisions for Confidentiality

Section 10A (2) (a) – The Confidential Report contains personnel matters concerning particular individuals (other than councillors).

Public Interest

N/A.

4.4 MAYORAL MINUTE - RECRUITMENT OF GENERAL MANAGER

Provisions for Confidentiality

Section 10A (2) (a) – The Confidential Report contains personnel matters concerning particular individuals (other than councillors).

Public Interest

N/A.

CARRIED

4.2 MAYORAL MINUTE - GENERAL MANAGERS CONTRACT OF EMPLOYMENT

RESOLUTION 099/2019

Moved: Cr Doug Phillips

Seconded: Cr David Graham

Note: Mr Adrian Barwick of Williamson Barwick Lawyers addressed Council in relation to this matter.

RECOMMENDATION

1. Council notes the confidential legal advice regarding the employment of the General Manager;
2. Council resolves to terminate the employment of the General Manager, to take effect 18 April 2019;
3. Council authorises and empowers the Mayor to write to the General Manager to terminate his employment, to take effect 18 April 2019;

4. In furtherance of 3 above, the Mayor is authorised and empowered to seek the assistance of legal representatives of Council.

CARRIED

4.3 MAYORAL MINUTE - INTERIM GENERAL MANAGER ARRANGEMENTS

RESOLUTION 100/2019

Moved: Cr David Graham
Seconded: Cr Penny Nicholson

Council appoints, with immediate effect upon the termination of the employment of the General Manager on 18 April 2019, Mr Phil McMurray to act in the vacant position of General Manager until 31 October 2019 or some other date as is resolved by Council from time to time.

CARRIED

4.4 MAYORAL MINUTE - RECRUITMENT OF GENERAL MANAGER

RESOLUTION 101/2019

Moved: Cr Charlie Sheahan
Seconded: Cr Doug Phillips

The following recruitment companies be invited to submit proposals, including quotations, for the recruitment of the General Manager:

- Blackadder Associates
- Local Government NSW Management Solutions
- McArthur Management Services

CARRIED

4.5 RESUMPTION OF OPEN COUNCIL MEETING

RESOLUTION 102/2019

Moved: Cr Leigh Bowden
Seconded: Cr Charlie Sheahan

The Open Council meeting resume.

CARRIED

The Meeting closed at 7.33pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 30 April 2019.

.....
CHAIRPERSON

.....
GENERAL MANAGER

6 MAYORAL MINUTES

6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT

DOCUMENT NUMBER	300060
AUTHORISING OFFICER	Phil McMurray, 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 March, 2019

Cr Sheahan, Phil McMurray (Acting General Manager) and I attended an Energy and Innovation conference hosted by Riverina Eastern Regional Organisation of Councils (REROC) Meeting in Wagga Wagga.

27th March, 2019

Cr's Bowden and Nicholson attended a Riverina Regional Library meeting in Wagga Wagga.

28th March, 2019

Cr Bowden attended the Ellwood's Hall s.355 Committee meeting.

29th March, 2019

Cr Bowden attended the Rainbow on the Plains reception in Hay.

1st April, 2019

Cr Palmer (Deputy Mayor), Cr's Bowden, Graham, Kelly, Nicholson, Phillips, Sheahan and Stewart, Phil McMurray (Acting General Manager) I attended a Councillor workshop with senior Council staff.

2nd April, 2019

Cr Palmer (Deputy Mayor), Cr's Bowden, Graham, Kelly, Nicholson, Phil McMurray (Acting General Manager) and I attended a site meeting for the new Gundagai Sewage Treatment Plant with representatives from Department of Public Works.

Cr Graham and I attended a Softwoods Working Group Meeting in Tumut.

4th April, 2019

Phil McMurray (Acting General Manager) and I attended a Riverina Eastern Regional Organisation of Councils (REROC) in Wagga Wagga.

Cr Palmer (Deputy Mayor) attended the Wallendbeen Baldry Shield Small School's Sports Day.

Cr Bowden and Nicholson attended the Annual Local Government Women's Association Conference in Liverpool.

4th April, 2019 continued.

Cr Sheahan attended a Cootamundra Tourism Action Committee

5th April, 2019

Cr Sheahan and Phil McMurray attended the Access and Inclusion Committee meeting in Cootamundra.

I attended REROC interviews for a temporary Chief Executive Officer.

9th April, 2019

Phil McMurray (Acting General Manager) and I met with representatives from Paramount Concrete Constructions.

10th April, 2019

Cr Palmer (Deputy Mayor), Cr's Bowden, Graham, Nicholson, Phil McMurray (Acting General Manager) and I attend a Civic Mayoral Reception to celebrate the Bravery Award posthumously awarded to Yarri and Jacky Jacky for their efforts in saving 69 members of the Gundagai community in the great flood of 1852.

11th April, 2019

Cr's Bowden, Nicholson and I attended the opening of the Lindley Park playground in South Gundagai.

15th April, 2019

Cr Palmer (Deputy Mayor), Cr's Bowden, Graham, Kelly, Nicholson, Phillips, Sheahan and Stewart, Phil McMurray (Acting General Manager) and I attended a Councillor workshop with senior Council staff.

16th April, 2019

Cr Palmer (Deputy Mayor) and Phil McMurray (Acting General Manager) and I attended a meeting at Cootamundra Country Club with representatives from NSW Golf to discuss the inclusion of Cootamundra golf course's inclusion in the NSW golf circuit for the season 2020/21.

18th April, 2019

Phil McMurray (Acting General Manager) and I attended a REROC meeting in Wagga Wagga.

Cr's Bowden and Sheahan attended a Cootamundra Tourist Action s.355 Committee meeting.

19th April, 2019

Cr's Kelly, Sheahan and I attended a Fees and Charges meeting with Council staff.

25th April, 2019

Cr's Graham, Nicholson and I attended the dawn ANZAC Commemoration service in Gundagai where Cr Nicholson laid a wreath on behalf of Council.

Cr Kelly attended the dawn ANZAC Commemoration service in and laid a wreath on behalf of Council.

Cr Stewart attended the ANZAC Commemoration service in Wallendbeen and laid a wreath on behalf of Council.

Cr Nicholson and I attended the ANZAC Commemoration service in Gundagai where I laid a wreath on behalf of Council.

Cr Palmer (Deputy Mayor) attended the ANZAC Commemoration service in Cootamundra where he laid a wreath on behalf of Council.

Cr Bowden attended the ANZAC Commemoration service in Stockinbingal and laid a wreath on behalf of Council.

29th April, 2019

Cr Dennis Palmer (Deputy Mayor), Cr's Bowden, Graham, Kelly, Nicholson, Phillips, Sheahan and Stewart, Phil McMurray (Acting General Manager) and I attended a Workshop with Senior Council Staff.

7 REPORTS FROM COMMITTEES

Nil

8 GENERAL MANAGER'S REPORT

8.1 BUSINESS

8.1.1 DESIGNATED OFFICERS

DOCUMENT NUMBER	297487
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.1 Decision-making is based on collaborative, transparent and accountable leadership</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To comply with Section 440AAB of the Local Government Act, 1993.
POLICY IMPLICATIONS	To comply with the Code of Conduct.
ATTACHMENTS	Nil

RECOMMENDATION

The Staff holding the positions listed in table A in the report be classified as designated persons for the purposes of completion of disclosures in accordance with the Code of Conduct.

Introduction

Section 440AAB of the Local Government Act, 1993 prescribes the following:

- (1) *The general manager must keep a register of returns disclosing interests that are required to be lodged with the general manager under a code of conduct.*
- (2) *Returns required to be lodged with the general manager must be tabled at a meeting of the council, being the first meeting held after the last day specified by the code for lodgement, or if the code does not specify a day, as soon as practicable after the return is lodged.*

Returns are required to be completed by individuals who are classified as 'designated persons' (as defined in the Code of Conduct).

Discussion

At its ordinary meeting on 26th March, 2019, Council adopted its new code of conduct which is based on the model prescribed by the office of local government.

Previously the obligations for staff completing the Annual Pecuniary Interest Returns was detailed in the Local Government (General) Regulation 2005. These provisions are now contained in the Code of Conduct. The Code of Conduct specifies the types of interests that must be disclosed by Councillors or a designated person. It also highlights those interests that do not have to be disclosed.

In the case of Cootamundra-Gundagai Regional Council, designated persons include:

- The General Manager
- Deputy General Manager
- Section Managers
- Staff members who exercise functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest.

Accordingly Council is required to determine the positions within the organisation that fall within one of the four categories listed above. The staff holding those positions would therefore be determined to be designated persons. A list of those positions is detailed below:

Table A

General Manager
Deputy General Manager
Manager Civil Works
Manager Community and Culture
Manager Regulatory Services
Manager Finance and Customer Service
Manager Development, Building and Compliance
Manager Business
Manager Technical Services
Manager Assets
Manager Waste, Facilities and Recreation Services
Manager Facilities
Procurement Officer
Ranger/ Regulatory Officer
Ranger
Environmental Health and Building Surveyor
Health & Building Surveyor and Project Officer
Town Planner
Environmental Health and Compliance Officer
Assets Accountant

8.1.2 DRAFT CODE OF MEETING PRACTICE

DOCUMENT NUMBER	300972
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Susan Gheller, Manager Business
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.1 Decision-making is based on collaborative, transparent and accountable leadership</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To comply with Sections 360 and 361 of the Local Government Act, 1993.
POLICY IMPLICATIONS	The Code of Meeting Practice is to be in accordance with the Model prescribed by the Office of Local Government.
ATTACHMENTS	1. Draft code of meeting practice ↓

RECOMMENDATION

- 1. The draft Code of Meeting Practice attached to the report be placed on public exhibition for a period of not less than 28 days, with members of the community invited to comment on the draft Code for a period of not less than 42 days from the commencement of the public exhibition period.**
- 2. Following 1 above, a report, including any submissions received, be prepared and submitted to the June, 2019 Ordinary Meeting of Council.**

Introduction

Up until this time councils were required to develop their own Codes of Meeting Practice. Such Codes were required to include the provisions included in the Local Government (General) Regulation, 2005 (the Regulation). Amendments made to the Local Government Act, 1993 (LGA) in August 2016 provide for a Model Code of Meeting Practice to be prescribed by the Regulation.

Discussion

The Office of Local Government has subsequently developed and prescribed a Model Code of Meeting Practice. The Model Code incorporates mandatory provisions prescribed by the Regulation. A draft Code of Meeting Practice for CGRC has been developed and includes all of these Mandatory provisions. The Model Code also provides non-mandatory provisions. Following a workshop with Councillors, a number of these non-mandatory provisions have been included in the draft Code of Meeting Practice attached to this report.

Before adopting a new Code of Meeting Practice, under s361 of the LGA, Council is required to exhibit the draft Code of Meeting Practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft Code.

Should Council resolve to place the draft Code on public exhibition in accordance with the recommendation of this report, it is intended that a subsequent report on the outcomes of the public exhibition be submitted to the Ordinary Council Meeting in June, 2019.



COOTAMUNDRA-
GUNDAGAI REGIONAL
COUNCIL

Developed using the Model Code of Meeting Practice
for Local Councils in NSW

Draft Code of Meeting Practice

March 2019



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1 INTRODUCTION

This Office of Local Government has developed a Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) pursuant to section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2005* (the Regulation).

Council must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code. This Code satisfies those obligations.

This Code applies to all meetings of Council and committees of Council of which all the members are councillors (committees of Council).

2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

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

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

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

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

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

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

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

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

3 BEFORE THE MEETING

Timing of ordinary Council meetings

3.1 Ordinary meetings of the Council will be held at 6.00pm on the last Tuesday of each month, alternating between Cootamundra and Gundagai with the exception of the December meeting which will be held on the 2nd Tuesday of that month.

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

Extraordinary meetings

3.2 If the Mayor receives a request in writing, signed by at least two (2) councillors, the Mayor must call an extraordinary meeting of the Council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The Mayor can be one of the two (2) councillors requesting the meeting.

Note: Clause 3.2 reflects section 366 of the Act.

Notice to the public of Council meetings

3.3 The Council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the Council.

Note: Clause 3.3 reflects section 9(1) of the Act.

3.4 For the purposes of clause 3.3, notice of a meeting of the Council and of a committee of Council is to be published before the meeting takes place. The notice must be published on Council's website, and in such other manner that the Council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

3.5 For the purposes of clause 3.3, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary Council meetings

3.6 The General Manager must send to each councillor, at least three (3) days before each meeting of the Council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.6 reflects section 367(1) of the Act.

3.7 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.7 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

3.8 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the Council in cases of emergency.

Note: Clause 3.8 reflects section 367(2) of the Act.

Giving notice of business to be considered at Council meetings

3.9 A councillor may give notice of any business they wish to be considered by the Council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted by 3pm on the Wednesday immediately preceding the meeting.

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

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

3.12 A notice of motion may only propose the expenditure of funds on works and/or services already provided for in Council's current adopted operational plan. If the notice of motion does not identify such funding source, any resolution must include direction for the General Manager to prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers of a subsequent meeting.

Questions with notice

3.13 A councillor may, by way of a notice submitted under clause 3.9, ask a question for response by the General Manager about the performance or operations of the Council.

3.14 A councillor is not permitted to ask a question with notice under clause 3.13 that comprises a complaint against the General Manager or a member of staff of the Council, or a question that implies wrongdoing by the General Manager or a member of staff of the Council.

3.15 The General Manager or their nominee may respond to a question with notice submitted under clause 3.13 by way of a report included in the business papers for the relevant meeting of the Council or orally at the meeting.

Agenda and business papers for ordinary meetings

3.16 The General Manager must cause the agenda for a meeting of the Council or a committee of the Council to be prepared as soon as practicable before the meeting.

3.17 The General Manager must ensure that the agenda for an ordinary meeting of the Council states:

- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the Council, and
- (b) if the Mayor is the Chairperson – any matter or topic that the Chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
- (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
- (d) any business of which due notice has been given under clause 3.9.

3.18 Nothing in clause 3.17 limits the powers of the Mayor to put a Mayoral minute to a meeting under clause 9.6.

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

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

- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
- (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.20 reflects section 9(2A)(a) of the Act.

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

Availability of the agenda and business papers to the public

3.22 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the Council and committees of Council, are to be published on Council's website, and must be made available to the public for

inspection, or for taking away by any person free of charge at the offices of the Council, at the relevant meeting and at such other venues determined by the Council.

Note: Clause 3.22 reflects section 9(2) and (4) of the Act.

3.23 Clause 3.22 does not apply to the business papers for items of business that the General Manager has identified under clause 3.20 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.23 reflects section 9(2A)(b) of the Act.

3.24 For the purposes of clause 3.22, copies of agendas and business papers must be published on Council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.24 reflects section 9(3) of the Act.

3.25 A copy of an agenda, or of an associated business paper made available under clause 3.22, may in addition be given or made available in electronic form.

Note: Clause 3.25 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

3.26 The General Manager must ensure that the agenda for an extraordinary meeting of the Council deals only with the matters stated in the notice of the meeting.

3.27 Despite clause 3.26, business may be considered at an extraordinary meeting of the Council, even though due notice of the business has not been given, if:

- (a) a motion is passed to have the business considered at the meeting, and
- (b) the business to be considered is ruled by the Chairperson to be of great urgency on the grounds that it requires a decision by the Council before the next scheduled ordinary meeting of the Council.

3.28 A motion moved under clause 3.27(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.

3.29 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.28(a) can speak to the motion before it is put.

3.30 A motion of dissent cannot be moved against a ruling of the Chairperson under clause 3.27(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

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

- 3.32 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.33 The General Manager or a member of staff nominated by the General Manager is to preside at pre-meeting briefing sessions.
- 3.34 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal Council or committee meeting at which the item of business is to be considered.
- 3.35 Councillors (including the Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a Council or committee meeting. The Council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

4 PUBLIC FORUMS

- 4.1 Public forum will be held on the day of the each ordinary meeting of Council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held on the day of extraordinary Council meetings and meetings of committees of the Council.
- 4.2 Public forums are to be chaired by the Mayor or their nominee.
- 4.3 To speak at a public forum, a person must first make an application to the Council in the approved form. Only items that relate to the business of Council may be presented in public forum. Applications to speak at the public forum must be received no later than 15 minutes prior to the scheduled commencement of the meeting. If the item on which the person wishes to speak is on the agenda of the Council meeting, the person must identify whether they wish to speak 'for' or 'against' the item.
- 4.4 A person may not speak on the same matter not on the agenda of a Council meeting more than once every three (3) months.
- 4.5 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.6 The General Manager or their delegate may refuse an application to speak at a public forum. The General Manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.7 No more than two (2) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the Council meeting. The Chairperson has the discretion to permit more speakers on any item.
- 4.8 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the General Manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the Council on the item of business. If the speakers are not able to agree on whom to nominate to address the Council, the General Manager or their delegate is to determine who will address the Council at the public forum.
- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the General Manager or their delegate may, in consultation with the Mayor or the Mayor's nominated Chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the Council to hear a fuller range of views on the relevant item of business.
- 4.10 Approved speakers at the public forum are to register with the Council any written, visual or audio material to be presented in support of their address to the Council at the public forum, and to identify any equipment needs no later than midday on the

day prior to the public forum. The General Manager or their delegate may refuse to allow such material to be presented.

- 4.11 The General Manager or their delegate is to determine the order of speakers at the public forum.
- 4.12 Each speaker will be allowed three (3) minutes to address the Council. This time is to be strictly enforced by the Chairperson.
- 4.13 Speakers at public forums must not digress from the item on the agenda of the Council meeting they have applied to address the Council on. If a speaker digresses to irrelevant matters, the Chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the Chairperson, the speaker will not be further heard.
- 4.14 A councillor (including the Chairperson) may, through the Chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.15 Speakers are under no obligation to answer a question put under clause 4.14.
- 4.16 Councillors or Council staff are under no obligation to answer a question put by a speaker in public forum.
- 4.17 The General Manager or their nominee may, with the concurrence of the Chairperson, address the Council in response to an address to the Council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.18 When addressing the Council, speakers at public forums must comply with this code and all other relevant Council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of Council's code of conduct or making other potentially defamatory statements.
- 4.19 If the Chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.18, the Chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the Chairperson's request, the Chairperson may immediately require the person to stop speaking.
- 4.20 Clause 4.19 does not limit the ability of the Chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.21 Where a speaker engages in conduct of the type referred to in clause 4.18, the General Manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the General Manager or their delegate considers appropriate.

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

5 COMING TOGETHER

Attendance by councillors at meetings

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

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

5.2 A councillor cannot participate in a meeting of the Council or of a committee of the Council unless personally present at the meeting.

5.3 Where a councillor is unable to attend one (1) or more ordinary meetings of the Council, the councillor should request that the Council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

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

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

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

Note: Clause 5.6 reflects section 234(1)(d) of the Act.

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

The quorum for a meeting

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

Note: Clause 5.8 reflects section 368(1) of the Act.

5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the Council.

Note: Clause 5.9 reflects section 368(2) of the Act.

5.10 A meeting of the Council must be adjourned if a quorum is not present:

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

5.11 In either case, the meeting must be adjourned to a time, date and place fixed:

- (a) by the Chairperson, or
- (b) in the Chairperson's absence, by the majority of the councillors present, or
- (c) failing that, by the General Manager.

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

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

5.14 Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the Council or at an extraordinary meeting called under clause 3.2.

Entitlement of the public to attend Council meetings

5.15 Everyone is entitled to attend a meeting of the Council and committees of the Council. The Council must ensure that all meetings of the Council and committees of the Council are open to the public.

Note: Clause 5.15 reflects section 10(1) of the Act.

5.16 Clause 5.15 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

5.17 A person (whether a councillor or another person) is not entitled to be present at a meeting of the Council or a committee of the Council if expelled from the meeting:

- (a) by a resolution of the meeting, or
- (b) by the person presiding at the meeting if the Council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.17 reflects section 10(2) of the Act.

Webcasting of meetings

5.18 All meetings of the Council and committees of the Council are to be webcast on Council's website. These meetings will be livestreamed (audio visual) with recordings of the meetings subsequently uploaded onto Council's website.

5.19 Clause 5.18 does not apply to parts of a meeting that have been closed to the public under section 10A of the Act.

5.20 At the start of each meeting the Chairperson is to make a statement informing those in attendance that the meeting is being webcast and that those in attendance should refrain from making any defamatory statements.

5.21 A recording of each meeting of the Council and committee of the Council is to be retained on Council's website until the close of the subsequent corresponding meeting. Recordings of meetings will be retained in accordance with the *State Records Act 1998*.

Attendance of the General Manager and other staff at meetings

5.22 The General Manager is entitled to attend, but not to vote at, a meeting of the Council or a meeting of a committee of the Council of which all of the members are councillors.

Note: Clause 5.22 reflects section 376(1) of the Act.

5.23 The General Manager is entitled to attend a meeting of any other committee of the Council and may, if a member of the committee, exercise a vote.

Note: Clause 5.23 reflects section 376(2) of the Act.

5.24 The General Manager may be excluded from a meeting of the Council or a committee while the Council or committee deals with a matter relating to the standard of performance of the General Manager or the terms of employment of the General Manager.

Note: Clause 5.24 reflects section 376(3) of the Act.

5.25 The attendance of other Council staff at a meeting, (other than as members of the public) shall be with the approval of the General Manager.

6 THE CHAIRPERSON

The Chairperson at meetings

6.1 The Mayor, or at the request of or in the absence of the Mayor, the deputy Mayor (if any) presides at meetings of the Council.

Note: Clause 6.1 reflects section 369(1) of the Act.

6.2 If the Mayor and the deputy Mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the Council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the Chairperson in the absence of the Mayor and deputy Mayor

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

6.4 The election of a Chairperson must be conducted:

- (a) by the General Manager or, in their absence, an employee of the Council designated by the General Manager to conduct the election, or
- (b) by the person who called the meeting or a person acting on their behalf if neither the General Manager nor a designated employee is present at the meeting, or if there is no General Manager or designated employee.

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

6.6 For the purposes of clause 6.5, the person conducting the election must:

- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
- (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one (1) of the slips at random.

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

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

Chairperson to have precedence

6.9 When the Chairperson rises or speaks during a meeting of the Council:

- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
- (b) every councillor present must be silent to enable the Chairperson to be heard without interruption.

7 MODES OF ADDRESS

- 7.1 If the Chairperson is the Mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the Chairperson is not the Mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A Council officer is to be addressed by their official designation or as Mr/Ms [surname].

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

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

- 01 Acknowledgement of country
- 02 Apologies and applications for leave of absence by councillors
- 03 Adjournment for public forum
- 04 Confirmation of minutes
- 05 Disclosures of interests
- 06 Mayoral minute(s)
- 07 Reports from committees
- 08 General Manager's report
- 09 Motions of which notice has been given
- 10 Questions with notice
- 11 Confidential items

8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the Council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

Note: Part 13 allows Council to deal with items of business by exception.

8.3 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.2 may speak to the motion before it is put.

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a Council meeting

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

- (a) unless a councillor has given notice of the business, as required by clause 3.9, and
- (b) unless notice of the business has been sent to the councillors in accordance with clause 3.6 in the case of an ordinary meeting or clause 3.8 in the case of an extraordinary meeting called in an emergency.

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

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

9.3 Despite clause 9.1, business may be considered at a meeting of the Council even though due notice of the business has not been given to the councillors if:

- (a) a motion is passed to have the business considered at the meeting, and
- (b) the business to be considered is ruled by the Chairperson to be of great urgency on the grounds that it requires a decision by the Council before the next scheduled ordinary meeting of the Council.

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

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

Mayoral minutes

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

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

- 9.8 A recommendation made in a Mayoral minute put by the Mayor is, so far as it is adopted by the Council, a resolution of the Council.
- 9.9 A Mayoral minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the Council before the next scheduled ordinary meeting of the Council.
- 9.10 A Mayoral minute may only propose the expenditure of funds on works and/or services already provided for in Council's current adopted operational plan. If the Mayoral minute does not identify such funding source, any resolution must include direction for the General Manager to prepare a report on the availability of funds for implementing the recommendation of the minute if adopted for inclusion in the business papers of a future meeting.

Staff reports

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

Reports of committees of Council

- 9.12 The recommendations of a committee of the Council are, so far as they are adopted by the Council, resolutions of the Council.
- 9.13 If in a report of a committee of the Council distinct recommendations are made, the Council may make separate decisions on each recommendation.

Questions

- 9.14 A question must not be asked at a meeting of the Council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.9 and 3.13.
- 9.15 A councillor may, through the Chairperson, put a question to another councillor about a matter on the agenda.
- 9.16 A councillor may, through the General Manager, put a question to a Council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the General Manager at the direction of the General Manager.
- 9.17 A councillor or Council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents. Where a councillor or Council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the Council.

- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The Chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or Council employee.

10 RULES OF DEBATE

Motions to be seconded

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

Notices of motion

10.2 A councillor who has submitted a notice of motion under clause 3.9 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.

10.3 If a councillor who has submitted a notice of motion under clause 3.9 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the Council.

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

- (a) any other councillor may, with the leave of the Chairperson, move the motion at the meeting, or
- (b) the Chairperson may defer consideration of the motion until the next meeting of the Council.

Chairperson's duties with respect to motions

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

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

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

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

Motions requiring the expenditure of funds

10.9 A motion or an amendment to a motion may only propose the expenditure of funds on works and/or services already provided for in the Council's current adopted operational plan. If the motion does not identify such funding source, the Council must defer consideration of the matter, pending a report from the General Manager on the availability of funds for implementing the motion if adopted.

Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the Council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the Chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before Council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed motions

- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the Council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the Council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the Council, moves an original motion, has the right to speak on each amendment to the motion and a right of

general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the Council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 10.22, the Chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the Council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
 - (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
 - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.26 The Chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the Chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the Chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the Chairperson must not allow further debate on the matter.

11 VOTING

Voting entitlements of councillors

11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

11.2 The person presiding at a meeting of the Council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

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

Voting at Council meetings

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

11.5 If a councillor who has voted against a motion put at a Council meeting so requests, the General Manager must ensure that the councillor's dissenting vote is recorded in Council's minutes.

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

11.7 When a division on a motion is called, the Chairperson must ensure that the division takes place immediately. The General Manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in Council's minutes for the meeting.

11.8 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.4 of this code.

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

Voting on planning decisions

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

- 11.11 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the Council or a Council committee.
- 11.12 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.13 Clauses 11.10–11.12 apply also to meetings that are closed to the public.

Note: Clauses 11.10–11.13 reflect section 375A of the Act.

Note: The requirements of clause 11.10 may be satisfied by maintaining a register of the minutes of each planning decision.

12 COMMITTEE OF THE WHOLE

12.1 The Council may resolve itself into a committee to consider any matter before the Council.

Note: Clause 12.1 reflects section 373 of the Act.

12.2 All the provisions of this code relating to meetings of the Council, so far as they are applicable, extend to and govern the proceedings of the Council when in committee of the whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 10.20–10.30 limit the number and duration of speeches.

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

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

13 DEALING WITH ITEMS BY EXCEPTION

- 13.1 The Council or a committee of Council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 Before the Council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the Chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the Chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The Council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the Council or committee must resolve to alter the order of business in accordance with clause 8.2.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of Council's code of conduct.

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC**Grounds on which meetings can be closed to the public**

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

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

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

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

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

Matters to be considered when closing meetings to the public

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

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

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

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

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

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

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
 - (i) cause embarrassment to the Council or committee concerned, or to councillors or to employees of the Council, or
 - (ii) cause a loss of confidence in the Council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

14.7 In deciding whether part of a meeting is to be closed to the public, the Council or committee concerned must consider any relevant guidelines issued by the Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

14.8 Part of a meeting of the Council, or of a committee of the Council, may be closed to the public while the Council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed, but only if:

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
- (b) the Council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

14.9 The Council, or a committee of the Council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

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

14.11 Where the matter has been identified in the agenda of the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the Council in the approved form. Applications must be received no later than five (5) minutes prior to the scheduled commencement time of the meeting at which the matter is to be considered.

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

14.13 No more than two (2) speakers are to be permitted to make representations under clause 14.9.

14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the General Manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the Council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the General Manager or their delegate is to determine who will make representations to the Council.

14.15 The General Manager (or their delegate) is to determine the order of speakers.

14.16 Where the Council or a committee of the Council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed to the public, the Chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The Chairperson is to permit no more than two (2) speakers to make representations in such order as determined by the Chairperson.

14.17 Each speaker will be allowed three (3) minutes to make representations, and this time limit is to be strictly enforced by the Chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the Chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the Chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

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

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

Information to be disclosed in resolutions closing meetings to the public

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

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

Note: Clause 14.20 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

14.21 If the Council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the Chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

14.22 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the Chairperson under clause 14.21 during a part of the meeting that is webcast.

15 KEEPING ORDER AT MEETINGS

Points of order

- 15.1 A councillor may draw the attention of the Chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The Chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The Chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.4 The Chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the Chairperson, it is necessary to do so.
- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the Chairperson to the matter.
- 15.6 The Chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the Council.
- 15.7 The Chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the Chairperson on a point of order or a question of order. If that happens, the Chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the Chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the Chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the Chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

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

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

15.12 The Chairperson may require a councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a) or (b), or
- (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for an act of disorder referred to in clauses 15.11(d) and (e).

How disorder at a meeting may be dealt with

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

Expulsion from meetings

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

15.15 Clause 15.14, does not limit the ability of the Council or a committee of the Council to resolve to expel a person, including a councillor, from a Council or committee meeting, under section 10(2)(a) of the Act.

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

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

- 15.18 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.19 If a councillor or a member of the public fails to leave the place where a meeting of the Council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.20 Councillors, Council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the Council and committees of the Council.
- 15.21 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the Council or a committee of the Council without the prior authorisation of the Council or the committee.
- 15.22 Any person who contravenes or attempts to contravene clause 15.21, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.23 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16 CONFLICTS OF INTEREST

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

17 DECISIONS OF THE COUNCIL

Council decisions

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

Note: Clause 17.1 reflects section 371 of the Act.

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

Rescinding or altering Council decisions

17.3 A resolution passed by the Council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.9.

Note: Clause 17.3 reflects section 372(1) of the Act.

17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.9.

Note: Clause 17.5 reflects section 372(3) of the Act.

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

Note: Clause 17.6 reflects section 372(4) of the Act.

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

Note: Clause 17.7 reflects section 372(5) of the Act.

17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn

under clause 3.10 with the consent of all signatories to the notice of motion.

- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the General Manager no later than 5pm on the Thursday following the meeting at which the resolution was adopted.
- 17.11 A motion to alter or rescind a resolution of the Council may be moved on the report of a committee of the Council and any such report must be recorded in the minutes of the meeting of the Council.

Note: Clause 17.11 reflects section 372(6) of the Act.

- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the Council may be moved at the same meeting at which the resolution was adopted, where:
 - (a) a notice of motion signed by three (3) councillors is submitted to the Chairperson, and
 - (b) a motion to have the motion considered at the meeting is passed, and
 - (c) the Chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the Council before the next scheduled ordinary meeting of the Council.
- 17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.
- 17.14 A motion of dissent cannot be moved against a ruling by the Chairperson under clause 17.12(c).

Recommitting resolutions to correct an error

- 17.15 Despite the provisions of this Part, a councillor may, with the leave of the Chairperson, move to recommit a resolution adopted at the same meeting:
 - (a) to correct any error, ambiguity or imprecision in the Council's resolution, or
 - (b) to confirm the voting on the resolution.
- 17.16 In seeking the leave of the Chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.
- 17.17 The Chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.

- 17.19 A motion of dissent cannot be moved against a ruling by the Chairperson under clause 17.15.
- 17.20 A motion moved under clause 17.15 with the leave of the Chairperson cannot be voted on unless or until it has been seconded.

18 TIME LIMITS ON COUNCIL MEETINGS

- 18.1 Meetings of the Council and committees of the Council are to conclude no later than 10pm.
- 18.2 If the business of the meeting is unfinished at 10pm, the Council or the committee may, by resolution, extend the time of the meeting.
- 18.3 If the business of the meeting is unfinished at 11pm, and the Council does not resolve to extend the meeting, the Chairperson must either:
 - (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the Council, or
 - (b) adjourn the meeting to a time, date and place fixed by the Chairperson.
- 18.4 Clause 18.3 does not limit the ability of the Council or a committee of the Council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the General Manager must:
 - (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
 - (b) publish the time, date and place at which the meeting will reconvene on Council's website and in such other manner that the General Manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

19 AFTER THE MEETING

Minutes of meetings

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

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

19.2 At a minimum, the General Manager must ensure that the following matters are recorded in Council's minutes:

- (a) details of each motion moved at a Council meeting and of any amendments moved to it,
- (b) the names of the mover and seconder of the motion or amendment,
- (c) whether the motion or amendment was passed or lost, and
- (d) such other matters specifically required under this code.

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

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

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

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

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

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

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

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

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

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

19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

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

Note: Clause 19.10 reflects section 11(3) of the Act.

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

Implementation of decisions of the Council

19.12 The General Manager is to implement, without undue delay, lawful decisions of the Council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20 COUNCIL COMMITTEES

Application of this Part

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

Council committees whose members are all councillors

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

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

20.4 The quorum for a meeting of a committee of the Council is to be:

- (a) such number of members as the Council decides, or
- (b) if the Council has not decided a number – a majority of the members of the committee.

Functions of committees

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

Notice of committee meetings

20.6 The General Manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

- (a) the time, date and place of the meeting, and
- (b) the business proposed to be considered at the meeting.

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

Attendance at committee meetings

20.8 A committee member (other than the Mayor) ceases to be a member of a committee if the committee member:

- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
- (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

20.9 Clause 20.8 does not apply if all of the members of the Council are members of the

committee.

Non-members entitled to attend committee meetings

20.10 A councillor who is not a member of a committee of the Council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

Chairperson and deputy Chairperson of Council committees

20.11 The Chairperson of each committee of the Council must be:

- (a) the Mayor, or
- (b) if the Mayor does not wish to be the Chairperson of a committee, a member of the committee elected by the Council, or
- (c) if the Council does not elect such a member, a member of the committee elected by the committee.

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

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

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

Procedure in committee meetings

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

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

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

Closure of committee meetings to the public

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

20.19 If a committee of the Council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the Chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the Council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the Chairperson under clause 20.19 during a part of the meeting that is webcast.

Disorder in committee meetings

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

Minutes of Council committee meetings

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

- (a) details of each motion moved at a meeting and of any amendments moved to it,
- (b) the names of the mover and seconder of the motion or amendment,
- (c) whether the motion or amendment was passed or lost, and
- (d) such other matters specifically required under this code.

20.23 The minutes of meetings of each committee of the Council must be confirmed at a subsequent meeting of the committee.

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

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

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

20.27 The confirmed minutes of a meeting of a committee of the Council must be published

on Council's website. This clause does not prevent the Council from also publishing unconfirmed minutes of meetings of committees of the Council on its website prior to their confirmation.

21 IRREGULARITES

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

- (a) a vacancy in a civic office, or
- (b) a failure to give notice of the meeting to any councillor or committee member, or
- (c) any defect in the election or appointment of a councillor or committee member, or
- (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a Council or committee meeting in accordance with Council's code of conduct, or
- (e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
Chairperson	in relation to a meeting of the Council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means Council's adopted code of meeting practice
committee of the Council	means a committee established by the Council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the Council when it has resolved itself into committee of the whole under clause 12.1
Council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two (2) councillors under clause 11.6 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a Council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2005</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

8.1.3 WALLENDBEEN MEMORIAL HALL S.355 COMMITTEE MEMBERSHIP

DOCUMENT NUMBER	301544
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, 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	Compliance with the Section 355 Committees Management Manual.
ATTACHMENTS	Nil

RECOMMENDATION

Membership of the Wallendbeen Memorial Hall s.355 Committee, comprising of 12 members as detailed in the report, be endorsed.

Introduction

At its ordinary meeting on 26th March, 2019 Council considered nominations for membership of the Wallendbeen Memorial Hall s.355 Committee and resolved as follows:

1. *The Wallendbeen Memorial Hall s.355 Committee be advised that membership of the committee is not to exceed 12 in accordance with the Section 355 Committees Management Manual.*
2. *The Wallendbeen Memorial Hall s.355 Committee be requested to submit the amended proposed membership in accordance with 1 above.*

On being advised of Council's resolution the Wallendbeen Memorial Hall s.355 Committee have notified Council of their proposed membership to comply with the s.355 Management Manual by not exceeding 12 members as follows:

Chairperson: Al Baldry

Vice Chairperson: Tom Allen & Phil McGeoch

Sec/Treasurer: Marcia Thorburn

Other Members: Greg Hines, Toby Bassingthwaite, Ken Thorburn, James Baldry, Michael Baldry, Michael Wilkinson, Ken Clark, and Natalie Wilkinson.

It is recommended that the proposed membership be endorsed.

8.1.4 STOCKINBINGAL ELLWOOD'S HALL S.355 COMMITTEE MEETING MINUTES & MEMBERSHIP
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DOCUMENT NUMBER	300966
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, 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	There are no Policy implications associated with this report.
ATTACHMENTS	1. Ellwood's Hall Meeting Minutes 28 March 2019 Download

RECOMMENDATION

- 1. The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee meeting held on 28 March 2019, attached to the report, be received and noted.**
- 2. The appointment of the members detailed in the report be endorsed.**

Introduction

The attached Minutes of the Stockinbingal Ellwood's Hall s.355 Committee meeting held on 28th March, 2019, are submitted for the information of Council.

Discussion

The Committee has gone through some recent membership changes, and as such have provided Council with the updated membership details, as follow:

Acting Chairperson/Secretary: Lorna Nixon

Treasurer: Allan Pether

Booking Officer: Rosalie Dale

Other Members: Steven Neave, Keith Turner, Kim Lee,

New Members: Carmel Payne, Russell Vincent

It is recommended that the proposed membership be endorsed.



Minutes

STOCKINBINGAL ELLWOOD'S HALL SECTION
355 COMMITTEE

ELLWOOD'S HALL, STOCKINBINGAL

7.00 PM 28 MARCH 2019



Minutes

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1 MINUTES

1.1 Attendance and Confirmation of Quorum

Present:

President/Chairperson: Lorna Nixon (Acting)
Secretary: Lorna Nixon
Treasurer: Alan Pether
Other Members: Kim Lee, Keith Turner, Steve Neave, Rosalie Dale,
Councillor: Leigh Bowden

Confirmation of a Quorum: There are 7 Members appointed to this Committee.
Quorum numbers are met - **yes**

1.2 Apologies

Nil

1.3 Disclosure of Interests

(Identify if there are any Conflict of interests that need to be disclosed in the Minutes.)

Nil

1.4 Confirmation of previous meeting Minutes

The minutes of the last Stockinbingal Ellwood's Hall Section 355 Committee meeting dated **28 Feb 2019** be confirmed as true and correct.

Moved: Keith Turner Seconded: Steve Neave Carried

1.5 Business Arising from previous Minutes:

- Santa Suit – still to be collected when convenient.
- Terms of office for committee members- to be dealt with in correspondence.
- Third signatory – Lorna Nixon is now a signatory along with Alan Pether & Steve Neave.
- Address changed at the bank for Alan Pether to receive bank statements again.
- **Electricity bills to be GST free – Kim has emailed Miriam Crane with no reply as yet.**
- Air conditioning units – work has been completed mid-March.
- DA for work to be done in Supper Room – finally approved. **This took 5 months** and the Builder is unable to commence work for several weeks but will complete the work within a month when he starts.
- Recommendation to Council re: the boundary with the Pub – has been to council meeting – there may be some misunderstanding in that the boundary has already been surveyed but a fence of some sort is required.

Action: Chair to contact Phil McMurray and clarify this matter.

- **Recommendation to Council to address water leakage on hotel property – this appears to have not been dealt with by Council at their meeting on 26 March 2019.**
- Post Mistress & community group grant – Keith has obtained the relevant forms and filled it in with a letter to accompany the application. Kim to assist in finalisation of the application.

1.6 Correspondence in/out: (to be dealt with as read)

Outward:

- From Lorna to committee members re clarification of AGM requirements
- From Lorna to Teresa Breslin – signing of minutes – yes this needs to be done.
- From Lorna to Teresa Breslin re Lorna's voting status – endorsed at last Council Meeting on 26 Mar
- From Kim to Teresa re clarification of AGM procedure
- From Lorna to committee re possible date for AGM
- From Lorna to Teresa Breslin – Changes of committee members notified

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

- From Lorna to Teresa re Garage Sale possibility to clear out old furniture etc in Supper Room

Inward:

- From Teresa to Lorna re committee members and the need for Lorna to be endorsed as taking the chair role. Also the procedure for new committee members to be added.
- Teresa to Kim – clarification of AGM procedures
- Teresa – Possibility of Garage sale to be checked with the GM
- Council meeting held on 26 March 2019 – Stockinbingal recommendation regarding boundary with the Pub.

1.7 Report from the Treasurer:

Alan Pether gave his report – see separate report.

Balance brought forward2422.58

Energy Rebate 300.00

PO Rent 325.00

Interest 0.20

Balance 3047.78

Term Deposit of \$4548.56 due 1 May. To remain for another 3 months.

Alan moved that his report be adopted, seconded Kim Lee, carried.

1.8 General Business

- 1) Removal of unwanted items from the hall – Teresa Breslin still trying to contact the GM in this regard and would like the minutes of this meeting and photos of any further items which need to be removed from the Hall.

The long stools will be kept and a wooden kids table and chairs will be kept.

Action: Lorna to send in further photos of unwanted CWA tables and chairs and previous Playgroup items and small chairs marked Public School as these organisations have all been contacted and these items are no longer required – most being very old and unused for years. There has been no CWA in Stockinbingal for about 15 years.

- 2) Possibility of a Garage Sale – to clear out unwanted items in the Supper Room prior to the Builder commencing work there in the next few weeks. To be approved by Council still but if approved, to be held on Sat 27 April at the same time as a “Meet & Greet” – see below.

Action: Awaiting Council decision

- 3) “Meet & Greet” event for new people in the village – for people who are new to the village in the past 10-15 years but open to everyone to attend. Perhaps as a morning or afternoon tea. Details to be confirmed.

Action: Awaiting Council decision on ability to hold a Garage Sale.

- 4) Finalisation of kitchen & Toilet plans – Graham Nixon has prepared drawings for future upgrade of the Kitchen and Toilets, ready for the next grant application. Discussion took place regarding some details.

Action: Builder to quote on the plans. Steve to contact Andrew Matheson at Council in regard to Health requirements in the Kitchen.

- 5) My Community Project Funding – this is a new grant coming available on 2 April and open until 15 May. It is subject to a voting system. Some of the committee have thought this could be a whole of

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

Stockinbingal Project to provide something needed for the benefit of the whole village, such as a shop (s) – possibly to place the existing Café business into a suitable building. Perhaps it is time for a village committee to be formed to back this and other projects.

Action: Further information required re: the nature of the project and the voting system etc.

- 6) Next Stronger Communities Grants – believed to be released soon and we will be ready to apply for upgrading the kitchen and toilets, especially since a wedding has been booked for early next year and the school is looking to use the Hall for end of year functions. Also Playgroup needs more space and groups such as Stop & Mingle, Tai Chi and Active Farmers will continue to use the Hall.

Action: Plans to be finalised and quotes gained.

- 7) Hiring Fees for the Hall – to be discussed at the next meeting.

Action:

- 8) Keys – Council requested a key “muster” after the new committee was formed in April 2018 and the locks were changed. Four keys have been issued by Council – Rosalie Dale as the Booking Officer has one; the Chairperson; two others held by the Booking Officer for those who hire the hall. Council require a record of key holders.

Action: Nil

- 9) Date for AGM – set for 6.30pm Thursday 2 May 2019, to be immediately followed by our next monthly meeting. Councillor Leigh Bowden will chair the AGM for the election of office bearers.

Action: Council to be notified of the AGM date so that advertising can take place in the Council Newsletter, Coota Herald etc.

1.9 Date and Time of Next Meeting

6.30pm Thursday 2 May 2019

1.10 Time Meeting Closed

8.45pm

Signed:

Lorna Nixon

Chairperson

Secretary/Committee Member



COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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8.1.5 COOTAMUNDRA SHOWGROUND USERS GROUP SECTION 355 COMMITTEE MEMBERSHIP

DOCUMENT NUMBER	301703
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, 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> <p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.1 Decision-making is based on collaborative, transparent and accountable leadership</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 Committees Management Manual.
ATTACHMENTS	Nil

RECOMMENDATION

1. The following people be endorsed as members of the Cootamundra Showground Users Group s.355 Committee:

APH&I – David Manwaring, Cootamundra & District Machinery Restoration Society – Rodrick Jones, Cootamundra Pony Club – Paul Clancy, Cootamundra Kennel Club – Siobhan Collins, Cootamundra Antique Motor Club – John Collins, Cootamundra Harness Racing Club – Rebecca Medhurst, Riding for the Disabled – Trish Taylor.

2. The following people be endorsed as alternate members of the Cootamundra Showground Users Group s.355 Committee:

APH&I – Darren Absolon, Cootamundra & District Machinery Restoration Society – TBA at a later meeting, Cootamundra Pony Club – Alice Crawford, Cootamundra Kennel Club – Peter Collins, Cootamundra Antique Motor Club – Joan Collins, Cootamundra Harness Racing Club – Crystal Bell, Riding for the Disabled – Doreen O’Connor.

Introduction

At its meeting on 26th March, 2019 Council considered a report on the operation and membership of the Cootamundra Showground Users Group s.355 Committee and resolved, in part as follows:

1. *The Cootamundra Showground Users Group Section 355 Committee comprise one member and one alternate member from each user group.*
2. *The seven current user groups be invited to submit their nomination for membership (and alternate membership) in accordance with 1 above.*

Discussion

Subsequent to that resolution the seven user groups have provided details of their proposed members and alternate members, as follows:

User Group	Nominated Member	Nominated Alternate Member
APH&I	David Manwaring	Darren Absolon
Cootamundra & District Machinery Restoration Society	Roderick Jones	TBA
Cootamundra Pony Club	Paul Clancy	Alice Crawford
Cootamundra Kennel Club	Siobhan Collins	Peter Collins
Cootamundra Antique Motor Club	John Collins	Joan Collins
Cootamundra Harness Racing Club	Rebecca Medhurst	Crystal Bell
Riding for the Disabled	Trish Taylor	Doreen O'Connor

It is recommended that the members and alternate members nominated by the respective user groups be endorsed.

Upon Council endorsing the membership of the committee, an Annual General Meeting will be arranged.

8.1.6 COOTAMUNDRA SHOWGROUND USERS GROUP S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	300969
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, 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	There are no Policy implications associated with this report.
ATTACHMENTS	<p>1. Showground Users Group Meeting Minutes 20 March 2019</p> <p></p>

RECOMMENDATION

- 1. The Minutes of the Cootamundra Showground Users Group s.355 Committee meeting held on 20th March, 2019, attached to the report be received and noted.**
- 2. Council consider the Committee recommendation included in the report.**

Introduction

The attached Minutes of the Cootamundra Showground Users Group s.355 Committee meeting held on 20th March, 2019, are submitted for the information of Council.

Committee Recommendations to Council

In the minutes of the Committee dated 20th March, 2019, the Committee has recommended that Council look into “Solar Grants” with the next Community Grant becoming available as of 2nd April, 2019”.



Minutes

COOTAMUNDRA SHOWGROUND USERS
GROUP SECTION 355 COMMITTEE

COOTAMUNDRA EX SERVICES CLUB

20TH MARCH 2019 20:42



Minutes

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1 MINUTES

1.1 Attendance and Confirmation of Quorum

Meeting opened at 19:32

Present: President/Chairperson: NIL

Secretary:M.Jackson

Treasurer:M.Jackson

Councillor:A McCallister,G.Kelly

Council Staff:A.Brock,E.Hutchings

General Members: M.Jackson, R.Jones, T.Taylor, D.O'Connor, D.Coddington, , C.Bell

R.Medhurst , J.Collins, J.Collins, S.Collins, P.Collins, D.Abslon , D.Manwaring,

A.Crawford,P.Clancy.

Confirmation of a Quorum:

There are 14 Members appointed to this Committee.

Quorum numbers are met **yes**

Note: If quorum numbers are not met no actions can be made at this meeting. An informal discussion on items on the agenda can only take place. All agenda items from this meeting will be transferred to the next meeting for determination. Notes on the informal discussion can be made for reference at the next meeting.

1.2 Apologies

M.Jackson

1.3 Disclosure of Interests

There were **no** disclosures of Interest

1.4 Confirmation of previous meeting Recommendations

The minutes of the Cootamundra Showground Users Group Section 355 Committee meeting dated 20th February,2019 were read & accepted.

Moved: T.Taylor

Seconded: R.Jones

1.5 Business Arising from previous Minutes:

- The RDA toilet door has been fixed.
- The large water leak will be fixed by DNL Plumbing should be rectified next week.
- Grant Application Merrilyn received an email from Miriam re Caretakers Cottage. We cannot go ahead with it as another application has been put in. Ab has spoken to Gordon Lynley & we can't have two applications in at the same time.
- We need a master plan as spoken about last meeting.
- A drone has surveyed the area.

Moved: T.Taylor

Seconded: D.Manwaring

1.6 Correspondence in/out:

- Apology from Secretary in regards to emails, as most of them are just questions & answers between Council & the Secretary never even gave it a thought about it being Correspondence.
- Email Remittance Advice from Wattle Hire notifying of payment of rent for SEPT 18.
- Email from Coota Harness Racing regarding booking for the 14/15th September.
- Email from Coota Harness Racing regarding bookings for September.
- Email from Coota Harness Racing regards to the booking book.
- Email from Greg Ewings regarding Defence Dept using Showground.

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- Email from Pony Club with their dates for the year.
- Email from Paul Clancy regarding Dept Primary Industry email.
- Email from Joan Collins regarding Dept of Primary Industry email.
- Farm Biosecurity newsletter.
- Animal Health Express newsletter.
- Email from Council regarding John Collins membership.
- Email from Coota Striker ordering bins for the B & S.
- Email from Council in regards to Questionnaire to be filled out by groups.
- Email from Defence Dept regarding dates of their stay.
- Email from Andrew Parkinson booking for 6th July.(Paperwork sent)
- Email from Council in regards to cancelling meeting about Caretakers Cottage.
- Email from council in regards to the Agenda preparation as council were taking over the meeting Sec didn't send it out until the afternoon of the meeting.
- Email from Council regarding Harness Club missing off distribution list. Rectified it was there originally.
- Email from RDA confirming they had already received the minutes on the 5th March.
- Email from Council checking the minutes had been done. They had been sent on the 5th March.
- Email to Council regarding Paul Clancy membership,
- Email to council regarding Joan Collins membership.
- Email to Council reading John Collins membership
- Email to Council regarding Paul & Siobhan Collins membership.
- Email to Council regarding John Collins membership.
- Email to Gliding Club invoice for their stay at the showground.
- Email to Council regarding Dept of Industry regarding Caravan & Camping.
- Email to all members regarding Dept of Industry email.
- Paperwork for the hire of Showground to Andrew Parkinson.

Secretarys Report Moved: P.Clancy

Seconded: T.Taylor

1.7 Report from the Treasurer/President/Secretary:

- The previous reports have been done with exclusive GST now they balance across the page.
- February Income \$3535.00
- February Expenditure \$2102.66
- There is also still an amount of \$150 owing from Shaun Patterson for his horses being kept at the showground. Send another invoice to Shaun for the amount owing, also note his horse cannot be kept at the showground until the amount is paid.
- See separate spreadsheets

Treasurers Report Moved: J.Collins

Seconded: S.Collins

1.8 General Business

- Trish asked why the Chairman was not present. Mauri has decided that it would be more advantageous to all groups if he was not there, so the meeting could discuss his position on the committee.
- Surveys to all groups with a draft report to Council on Tuesday night. Secretary was promised a copy of the report to add to the minutes but none have been forthcoming at this stage. The notes that were taken have suggested that the Chairman can be independent but the Secretary & Treasurer have to be a member of a group. There be 1 member from each group & 1 alternate. A staff member will be appointed by the General Manager.
- Preparation of a Master Plan including the provision of a Caretakers Cottage. Booking process for casual users. That is where I was told I would be supplied with a copy for the minutes so I stopped writing.
- At this point the Secretary was asked by the Mayor if she would stay on. The answer was not a chance in hell after being treated the way I have. Looking around the room there are plenty to take on the job, which is what was noted in the survey.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

- The Mayor apologized for the lack of commitment to the group that seems to have been going on for a while.
- The Council will be running the meetings for the next 3 or 4 months until they can understand how the showground works.
- Gundagai Showground Gordon Lynley is happy to tell us how they run their showground.
- Each group should prepare for their own event not expect the committee to do it for them.
- David - Chairman being independent is the best solution. Mauri was the delegate for the APH&I * stood because no one else would. When he took the chair he stood down from the delegate position so someone else could come on board.
- Rod Jones Bombala has an honesty box for their camping but no idea if that would actually work.
- Council have a problem with staff not getting back to us. The girls at the front counter do their best but it would be great if a return phone call could happen.
- Harness Club each group should have ownership of their facilities.
- Paul noted that the groups should not have to fund the showground.
- Harness Club there has been no voting done on fees & charges. It was done at the AGM last year. Greg suggested that the fees be put up.
- Cottage & Caretaker is top of the list to get done quickly.
- Harness Club-had a priority to obtain a grant to fix their clubhouse. If the Caretakers Cottage goes ahead there will be no Harness Club in Coota.
- It was noted that there is asbestos in the kitchen area of the Harness Club. So that took precedence over the cottage at this point in time. This is where the Master Plan that Mauri spoke about last meeting will come into play. The cottage has been on the list for 2 years.
- Harness Club the Expo is trying to attract trainers to Coota, advertise on Caravan & camping site etc.
- Again it was reiterated that the Harness Club has priority over the Caretakers Cottage.
- Info on all the costings to Ab regarding the cottage. The quotes were not followed through on after the email from Miriam cancelling the meeting.
- Council would like to Mauri & Merrilyn stay as they are doing a good job. Ab will set up a meeting in the next week to see what can be achieved.
- Trish would like to know who is going to clean the toilets before the circus or any event for that matter as Mauri used to come in & clean them & make sure everything was in working order.
- Trish & Doreen also extended their thanks to Mauri for all the work he has done over his time as Chairman.
- Who is going to organise the bins? This was also left to Mauri to do as there was always confusion within council if too many people requested the bins which is why it went through the group.
- On the subject of bins Andrew asked who paid for the emptying of the bins. Answer is Council as it is their property.
- Rod also noted that most of the buildings need work & it was on the agenda to start work on the Poultry Pavilion next but with our Chairman's removal there is no one to organise it.
- Rod would also like to thank Mauri & Merrilyn for the work they have done over the past 3 years, there has been more done in that time than the previous 15 years. Rod will be fixing a door in the luncheon pavilion.
- No-One from the Machinery club will be attending meetings after their rally, volunteers need to be valued not treated the way they have been by council recently. If it comes to it Machinery Club will pull out of the committee & just book the grounds when required.
- Kennel Club cannot afford to pay their fees for membership as the previous committee were a little to generous in donations.
- Harness Club Building needs to have change facilities for drivers also toilet facilities- they are also going to be bringing the stewards up to the same area. There will be a commercial kitchen so the ability to have functions in the future.
- Alice asked if the User Group get to have a say in what the Harness Club is doing. As the footprint of the building is going to be bigger & therefore impact other groups ie APH&I & Pony Club on that side of the ground.
- Bec it is a concept plan for \$480K. This is a basic plan that has to go to tender & that is when the other groups get a say. But it is dependent on them getting the grant. No grant no Harness Club basically.

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- A long discussion took place regarding grants.
- David the roof will be going over the wash bay & yards. Gates for the RDA so they will be able to utilise the shed in all weather. APH&I are also building a kiosk.
- It was noted that if all the groups work together with the master plan in place we will have a better showground.
- Solar Grant has become available. Merrilyn suggested we put in for it as the new shed has huge amount of roof space for us to be able to use.

RECOMMENDATION to COUNCIL:

Council look into Solar Grants.

Moved: D.Manwaring

Seconded: S.Collins

- The next grant becoming available will be on the 2nd April,2019 it is a Community Grant.
- Resolution will be Tuesday night AGM will possibly be May 2019. Council will prepare the agenda.
- Ab Thanked Mauri & Merrilyn again for their input to the committee

Recommendation to Council: Council be asked when the sign will be put up.

Next Meeting 17th April 19:30 hours at the Cootamundra Ex Serviceman's Club

Meeting Closed 21:35 hrs

PLEASE NOTE THERE MAYBE MISSING SECTIONS AS I CANNOT HEAR WHEN PEOPLE TALK OVER THE TOP OF EACH OTHER.



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8.1.7 COOTAMUNDRA TOURISM ACTION GROUP S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	300961
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, 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 Minutes 7 March 2019 <u>↓</u> 2. CTAG Minutes 4 April 2019 <u>↓</u>

RECOMMENDATION

The Minutes of the Cootamundra Tourism Action Group s.355 Committee meetings held on 7th March, 2019 and 4th April, 2019, attached to the report, be received and noted.

Introduction

The attached Minutes of the Cootamundra Tourism Group s.355 Committee held on 7th March, 2019 and 4th April, 2019 are submitted for the information of Council.



Minutes

COOTAMUNDRA TOURISM ACTION GROUP
SECTION 355 COMMITTEE

STEPHEN WARD ROOMS, WALLENDOON STREET

4PM, THURSDAY 7 MARCH 2019



1 MINUTES

Note: A standard meeting of the Committee occurred between 4pm and 4.45pm, following which a dedicated workshop to review and discuss the draft CGRC Tourism and Economic Development Strategy took place until 6.35pm.

1.1 Attendance and Confirmation of Quorum

Present: **President/Chairperson:** Annie Jacobs, Isabel Scott (Vice-Chair)
Secretary: Nina Piotrowicz, Sandra Klinke (Vice-Secretary)
Treasurer: N/A
Councillor: N/A
General Members: Rosemary Fowler-Sullivan, Alan Moston, Brian Nolan, Yvonne Forsyth, Sarah Last, Gwen Norman, Julianne Collingridge (from 4.35pm)
Other: Sue Jones (until 4.45pm), Miriam Crane – Council Staff (from 4.45pm)

Confirmation of a Quorum: There are 12 Members appointed to this Committee.
Quorum numbers are met **yes**

1.2 Apologies & Disclosure of Interests

Apologies were received from Councillors, Leigh Bowden and Penny Nicholson; Council Staff Members, Phil McMurray and Jeana Bell and Committee Member Alan East. No disclosure of interests was received.

1.3 CTAG Check-In & Council Staff Activities

CTAG Check-In undertaken. A copy of the current Council Staff Activities being undertaken by Jeana Bell is at Attachment 1 for reference.

1.4 Confirmation of previous meeting Minutes

The minutes of the last **Cootamundra Tourism Action Group** Section 355 Committee meeting dated **7 February 2019** were confirmed as true and correct. (Moved: Alan Moston. Seconded: Rosemary Fowler-Sullivan. Carried)

1.5 Business Arising from previous Minutes:

The Action table was reviewed. Additional discussion is included below:

Prev Mtg Item No	Action	Who	Status Update	Additional in Meeting Discussion
1.5	Clarify Policies and Procedures with Council Staff	Nina Piotrowicz	Done. A summary will be provided at the meeting.	
1.5	Provide a copy of the draft Tourism & ED Strategy document to the Committee for Review	Nina Piotrowicz	Document is not yet available. Refer to Agenda discussion item under 1.7.	Document and links provided. Refer to Minute Item 1.7.
1.5	Invite the CGRC General Manager to the next CTAC Meeting	Annie Jacobs	Done.	

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

1.5	Review documents left by Callista Harris and provide a status update to CTAC	Jeana Bell	Council Staff will provide a standing update document starting from the April 2019 mtg onwards	
1.5	Write to Council to request copies of projects underway	Annie Jacobs	Done.	
1.5	Email Paul Woods re copy of Project document	Cr Penny Nicholson	Done.	
1.5	Invite Paul Woods to the next CTAC Meeting	Annie Jacobs	Given the focus on the Tourism & ED Strategy, an invite will be held until a later meeting.	Meeting held Tuesday 5 th March. Action: Chair to write to Paul Woods to request further detail on the breakdown of projects by the former LGA areas and categories such as Sport, Culture and Infrastructure. Also to request detail on the KPIs of each project. (Moved: Isabel Scott. Seconded: Alan Moston. Carried)
1.9.1	Draft Charter to be distributed for comment	Nina Piotrowicz	On Hold.	
1.9.2	Forward list of Cootamundra Clubs	Julianne Collingridge	Done.	
1.9.2	Prepare draft Survey Questions	Isabel Scott	On Hold.	This activity still has value – to be discussed at a future meeting.
1.9.2	Check Council contact lists available	Jeana Bell	Done	
1.9.3	Write to Council to request a budget allocation	Annie Jacobs		To be done by the Chair ASAP. Clarified amount to be requested and that for a discretionary budget for Cootamundra tourism activities managed by Council staff
1.9.4.1	Check process for change of 355 Committee Name	Nina Piotrowicz	Done. Via Motion for action by Council.	Future Meeting Agenda Item
1.9.4.2	Contact the Chair of the CDC to begin dialogue	Annie Jacobs	Meeting Scheduled.	Meeting delayed to a date TBC due to Council staff meetings with the CDC.

1.6 Correspondence & Report from the Executive

N/A

1.7 General Business

The Committee discussed the draft CGRC Tourism and Economic Development Strategy. Key discussion areas were:

- Concerns over the structure, presentation and content of the document including the reference documents used.
- Representation of Cootamundra – this will be important as will affect future funding sources either from Council or external
- Format of a Cootamundra Visitor Information Centre & distribution of visitor information – how can Cootamundra best serve its visitors? Who are those visitors and what mediums will work best for the different groups?
- Cootamundra does not have a “hero” attraction and is unlikely to in the short to medium future – what are the range of “Experiences” that Cootamundra can offer instead?
- Staffing of the Tourism & Economic Development portfolio.

The final strategy will be important in providing a useful direction for Council for the LGA. The Committee strongly wanted to contribute a response that was positive and would assist Council staff to get the outcomes they needed to then best serve the Cootamundra Community and Tourist markets. An additional meeting was set to have the Committee focus a list of projects, experiences and infrastructure ideas against the Destination Riverina Murray Strategy tourism categories of Arts & Performance, History & Heritage, Conferencing & Events, Sport & Recreation, Nature-based activities, Region & Day Trips.

1.8 Other Business

Isabel Scott highlighted an activity the Arts Centre is seeking funding for to have a series of YouTube videos on Cootamundra for a variety of purposes. She will share further detail at the next meeting.

No other business was raised.

1.9 Date and Time of Next Meeting

A special meeting to continue the draft Strategy response will be held on the 14th March from 4pm at the Arts Centre.

The next normal Committee Meeting will be on Thursday 4th April from 4pm at the Stephen Ward Rooms, Wallendoon Street.

1.10 Time Meeting Closed

Meeting closed at 6.35pm.



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Minutes

COOTAMUNDRA TOURISM ACTION GROUP
SECTION 355 COMMITTEE

STEPHEN WARD ROOMS, WALLENDOON STREET

4PM, THURSDAY 4TH APRIL 2019



1 MINUTES

1.1 Attendance and Confirmation of Quorum

Present: **President/Chairperson:** Isabel Scott (Vice-Chair)
Secretary: Nina Piotrowicz, Sandra Klinke (Vice-Secretary)
Treasurer: N/A
Councillor: Charlie Sheehan
General Members: Rosemary Fowler-Sullivan, Alan Moston, Brian Nolan, Yvonne Forsyth, Gwen Norman, Julianne Collingridge
Other: Miriam Crane (Council Staff)

Confirmation of a Quorum: There are **12** Members appointed to this Committee.
Quorum numbers are met **yes**

In the absence of Annie Jacobs, Isabel Scott chaired the meeting which opened at 4.05pm.

1.2 Apologies & Disclosure of Interests

Apologies were received from Councillors, Leigh Bowden and Penny Nicholson; Chair, Annie Jacobs and Committee Member Sarah Last. No disclosure of interests was received.

1.3 CTAG Check-In & Council Staff Activities

CTAG Check-In undertaken. Miriam Crane noted work is continuing on the Visit Cootamundra website and the Committee will soon be able to review and provide input. A new monthly "What's On" email newsletter, mirroring what is already sent for Gundagai has started and the April email newsletter targeted at businesses has also been issued. Miriam noted contact with National Parks over a potential brochure and/or improved signage at our National Park locations. Consideration needs to be given as to whether promotion is done now or waits until some improvement in facilities is undertaken – a chicken vs egg issue.

1.4 Confirmation of previous meeting Minutes

The minutes of the last **Cootamundra Tourism Action Group** Section 355 Committee meeting dated **7 March 2019** were confirmed as true and correct. (Moved: Alan Moston. Seconded: Gwen Norman. Carried)

1.5 Business Arising from previous Minutes:

As Annie Jacobs was an apology for the meeting, no status updates were able to be provided.

1.6 Correspondence & Report from the Executive

The following correspondence was noted as received by all Members:

- CTAG response to the draft CGRC Tourism and Economic Development Strategy (sent 25th March 2019)
- CGRC Code of Conduct – updated (sent 1st April 2019)
- Updated CGRC Tourism and Economic Development Strategy (sent 3rd April 2019)

In relation to the updated strategy, the Committee raised some concerns about the language and assets list. Miriam Crane noted that a letter from the Committee noting these issues (plus inclusion of the Motor Cycle Collection) can be included for the advice of Councillors when they endorse the strategy at their next meeting. *Action: Secretary/Chair to provide letter to Council.*

1.7 General Business

1.7.1 Committee Membership

The resignation of Alan East was advised to the Committee.

Action: The Chair to write to Alan to thank him for his contribution and to encourage ongoing engagement in tourism promotion (ie via his Pioneer Park and farming activities)

Action: The Secretary to follow the s355 process to seek a replacement member. (Moved: Nina Piotrowicz. Seconded: Alan Moston. Carried)

1.7.2 Committee Name & Charter (Carry-over Business)

Not discussed.

1.7.3 Contribution to Events Calendar & Promotion opportunities

The Committee are encouraged to use their networks to:

A – Provide details of major events, contacts and promotion distribution sources to Miriam and her team to help build a robust events calendar for Cootamundra & the Villages.

B – Share, indicate interest and comment on online social media events or stories relating to Cootamundra & the Villages to boost the distribution and reach.

Gwen Norman noted that we need to ensure the event information published did not rely on assumptions of prior knowledge about locations or contacts and our listings need to be consistent in presentation & information contained. The challenge at present is that many groups are unaware of seeking support from the Council for promotion of their events – Miriam and her team are working to better promote contact with Council. A & B activity above will help.

Nina Piotrowicz questioned how information is included in the main Riverina Tourism newsletter noting that the last three have contained information about Gundagai but not Cootamundra. Miriam confirmed that information has been passed on Cootamundra to Riverina Tourism on all occasions for inclusion in their newsletter, but that the inclusion into the newsletter is not in her control – she has questioned Riverina Tourism on this issue.

1.7.4 Upcoming Council Marketing & Branding Strategy/Cooee Coota

The timeframe for the Marketing & Branding strategy has not yet been decided, but it will be in the new Financial Year. A positive discussion was had around future branding. There was enthusiasm to consider joint region promotion under a banner of “The Muttama Valley” or similar. There is no legal or other requirement to use the Cootamundra-Gundagai terminology and this does more to separate and complicate marketing, than to benefit either location. Such an overall “brand” would also help our tourism promotion as there is an instant visual and ability to connect in our tourism offerings. It would also make us consistent with other areas such as Hilltops, Snowy Valley, Southern Highlands etc.

The issue of Cooee Coota was raised. The language in the final CGRC Tourism and Economic Development Strategy is quite strong on continued use of this slogan. A comment on this should be provided to Council.

1.7.5 Coota Motor Cycle Collection

Julianne Collingridge spoke to this opportunity for Cootamundra. At present she has not found a suitable grant or funding source but in the interim we need to find safe and secure storage facilities to be able to retain this collection. Councillor Charlie Sheehan encouraged the Committee to write to Council.

Action: The Committee to make the recommendation to Council that it source suitable and secure storage so that the asset can be retained for the Region. (Moved: Gwen Norman. Seconded: Rosie Fowler-Sullivan. Carried)

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

1.7.6 Arts Centre Cootamundra Video project

Isabel Scott advised the Committee on this potential project. She has received acknowledgement from Council on receipt of her proposal.

1.7.7 Letter to Cootamundra Aeromodellers

A Letter was deemed appropriate. In addition, a letter should be sent to the Vintage Sports Car Club of Australia for their event held recently. In both letters, the Committee should encourage that the organisers liaise with Miriam and her team for better future promotion and to consider grants for improved event signage etc.

Action: Secretary/Chair to draft & send.

1.8 Other Business

- The donation of the Bradman Story boards has been well received by visitors. Nina Piotrowicz suggested social media promotion of this addition on the Visit Cootamundra pages.
- A consultant has been engaged to undertake the Recreational Needs Study. This will cover opportunities that may not be specifically listed in the Tourism & Economic Development Strategy to still allow connection to funding sources.
- Yvonne Forsyth noted that a potential brochure is being put together on Bimbadeen. Despite a number of queries, this location is not open for tourism. It is included in the Tourism & Economic Development Strategy Asset list as Miriam suggested future interpretive panels could be an option.
- Issues with the recently published Compendium were raised. An update is not currently scheduled until 2020 but Miriam will review what options may be available to at least correct the business listing.
Action: Miriam Crane & Jeana Bell.
- The Committee formally recognises the significance of the formation of the Eastern Riverina Rail Trail Alliance. The largest group of its kind in Australia, this will connect the Rail Trail projects from Tumblong to Gundagai to Cootamundra. The Committee acknowledges the contribution to Tourism that the Rail Trail will offer our Region. (Moved: Alan Moston. Seconded: Gwen Norman. Carried – note Isabel Scott - accepts and supports the Rail Trail between Cootamundra and Gundagai on the following conditions only: That the sensitive issues of landholders who have current leases of sections of the old line are acknowledged, addressed and or by-passed to a satisfactory level of acceptance by land holder and homes owners affected by the proposed trail)

1.9 Date and Time of Next Meeting

The next Committee Meeting will be on Thursday 2nd May from 4pm at the Stephen Ward Rooms, Wallendoon Street.

1.10 Time Meeting Closed

Meeting closed at 5.10pm



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8.1.8 MUTTAMA CREEK REGENERATION GROUP S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	300962
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, 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. Muttama Creek Regeneration Group Minutes 4 March 2019 

RECOMMENDATION

The Minutes of the Muttama Creek Regeneration Group s.355 Committee meeting held on 4th March, 2019, attached to the report, be received and noted.

Introduction

The attached Minutes of the Muttama Creek Regeneration Group s.355 Committee meeting held on 4th March, 2019 are submitted for the information of Council.

Muttama**Regeneration Group****Muttama Creek Regeneration Group****Minutes Monday 4 March, 2019**

Present: Graeme Johnson, Di Pearton, Win Main, Betti Punnett, Lin Chaplin. Norma Clarke, Alex Johnson.

Apologies: Charlie Sheahan, Steve Mills.

Welcome: Meeting opened at 5.05 pm

GJ presented the evacuation plan for the building as required prior to every meeting. Minutes read and accepted.

Business Arising:

- **Casuarina Walk-** Watering over summer- LC offered to help if needed. We will still leave planting until we get some rain- just some replacement of lost plants- due to hot summer, and some vandalised. WM suggested some plantings of **Acacia Pycnantha**- DP has five ready to go.
- **Working bee:** Last working bee we had the Randall family helping, with Jack, Amy and George getting rubbish from the creek on the Thompson Street end of the Birdwalk. Next one scheduled for Saturday 23rd at 8.30 am- Bird Walk, Mackay street end, watering (if necessary) and weeding the rock channel- DP to put on fb and GJ to email members.
- **Water Quality testing-** GJ has discussed borrowing the testing kit from LLS and it has been returned to Wagga as the chemicals are out of date. When replenished Mitch Bowden will let us know and we can be trained in its use.
- **Urban Landcare-** no knowledge about meetings.
- **Photos for newspaper article-** DP to email to WM photos of working bees.
- **Minutes to Council-** DP to email to council.
- **Exotic growth removal-** Rampant regrowth, we need council to have a routine maintenance program- greater risk for flooding as debris can get caught behind and the trees will not lay over like the cumbungi. DP to send a letter to the council.
- **John Rees Bridge** rubbish and pollutant trap- DP to write to council.

GENERAL BUSINESS

Tom Gosling from Cootamundra Herald rang DP to discuss cumbungi, and DP gave him WM's phone number.

Should we hold meetings every second month, but working bees every month?

Meeting closed at 5.50 pm

Next Meeting: 5pm, Monday 1 April, 2019 at Stephen Ward Rooms

8.1.9 RV FRIENDLY TOWN APPLICATION COOTAMUNDRA

DOCUMENT NUMBER	301461
REPORTING OFFICER	Linda Wiles, Public Relations Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>2. A prosperous and resilient economy: we are innovative and 'open for business'</p> <p>1.2 Public spaces provide for a diversity of activity and strengthen our social connections</p> <p>2.3 Tourism opportunities are actively promoted</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	1. RV Friendly Town Application Cootamundra Download

RECOMMENDATION

The revised RV Friendly Town Assessment Form attached to the report be approved for submission and forwarded to Campervan & Motorhome Club of Australia Limited (CMCA) for assessment.

Introduction

Following discussion held at the March, 2019 Ordinary Council Meeting, Council has altered its application to the Campervan and Motorhome Club of Australia (CMCA) to have Cootamundra included in the Recreational Vehicle Friendly Town program.

Discussion

Recommendation was made to include land within the Airport on Yass Road, Cootamundra and land within Pioneer Park on Back Brawlin Road, Cootamundra as Short Term Parking options located close to the CBD.



RV Friendly Town™ Assessment Form

Outline of Proposed RV Friendly Town™

1. This document is confidential when completed. Information contained herein will be used for initial assessment by the Campervan & Motorhome Club of Australia Limited (CMCA). More in-depth details may be required to complete the process.
2. The designation as an RV Friendly Town™ (RVFT) refers to a town that is friendly toward all travellers in recreational vehicles, where large and small vehicles have equal access to town facilities such as parking, a dump point and potable water.
3. Vehicle combinations can range from 5 metres to 19.5 metres in length.
4. RV refers to all recreational vehicles. This includes motorhomes, caravans, campervans and camper trailers. This does not include tent camping.
5. Completion of this document does not commit CMCA to designating the above mentioned town as an RVFT.

RV Friendly Town™

Name of Town: Cootamundra

Name of City/Council/Shire offices: Cootamundra-Gundagai Regional Council

Address: 81 Wallendoon Street, Cootamundra

Contact's name: Linda Wiles

Position: Communications Officer

Email: linda.wiles@cgrc.nsw.gov.au

Phone: 0409846578

Fax: 0269402127

Website: www.cgrc.nsw.gov.au

Date: 03/12/2018

Address of Council depot (for delivery of signs): Hovell Street, Cootamundra

Name of depot contact: Gary Scifleet

Phone: 0429366844

Give a brief description of the town (e.g. wide tree lined streets; historic buildings; proximity to a river, lake etc.)

Cootamundra is a thriving, lively Shire set within a natural environment. Cootamundra is picturesque all year round featuring wide, trees lined streets, many parks, and surrounded by undulating countryside.

Cootamundra is located in the beautiful Riverina region on the South West Slopes of NSW, a pleasant 2 hour drive from Canberra. It is a 4 hour drive from Sydney and a 5.5 hour drive from Melbourne. It's quiet, serene and pretty.



Give a brief history of the town and its main industries (e.g. established as a mining town, primary rural industries). Indicate any new or unusual initiatives undertaken by the local government or community

1847 - Cootamundra Run, a large stock run, is the first colonist settlement in the area.

Cootamundra was incorporated as a township on 9 August 1861, and the first settlers bought their lots in early 1862. Like many other towns in the Riverina, it was originally populated by those attracted by the gold rush of the 1860s but became a quiet yet prosperous agricultural community.

Cootamundra is the birthplace of Sir Donald Bradman AC born in 1908. Cootamundra is home to The Cootamundra Art Centre. The Centre exists to provide facilities for a wide range of arts activities for the region. Activities include exhibitions, live music performances, cabaret, movies and workshops.

Recreational Vehicle Friendly Facilities

This section is essential for assessment. Please answer all questions carefully.

1. A self-contained recreational vehicle is one that has the ability to retain all waste within the confines of the vehicle, including black and grey water.
2. Parking bays for all sized recreational vehicles within a kilometre of the Post Office or Post Office Agency is highly desirable.
3. Low cost, short term overnight parking as close to the CBD as possible is considered an essential factor in the RVFT designation.
4. Longer term parking for a minimum of three days for self-contained vehicles is a desirable factor in the RVFT designation.
5. As the RVFT program may bring extra vehicles through the town, the local caravan park(s) will be encouraged to join the CMCA Friendly Caravan Park Listing. For an application form, please contact CMCA National Headquarters.
6. A dump point is essential for the safe disposal of black and grey water waste. If the town does not have a dump point, please refer to the CMCA Dump Point Subsidy program.
7. Potable water for refilling fresh water tanks is also essential - this must not be same tap as dump point rinse down.

In Town Casual Parking

Is there parking for all RV tourists within a kilometre of the Post Office or Post Office Agency?

(This parking needs to only be short term, e.g. long enough to allow for grocery shopping, and needs to be clearly signposted as being for all recreational vehicles. It should read 'RV Parking Only' as opposed to 'Caravan Parking Only' or 'Motorhome Parking Only'. See size requirements below)

Yes No Address/Location: Hovell Street adjacent to the Cootamundra Visitors Information Centre and Railway Station.

Describe access (e.g. how to get there, if it is easy to find, if it is well sign posted, road condition): The Cootamundra Visitors Information Centre is a Level 3 Accredited Centre displaying the exclusive 'i' signage. Directional Road signs clearly indicate the location of the centre from any entrance to town. Roads within the town limits of Cootamundra are bitumen sealed and in excellent condition.

What size recreational vehicles can the area accommodate?

<11 metres

>11 metres

No. of vehicle units provided for: 8

Are there parking limits? Yes No Hours: _____

Location of nearest public toilet? Toilets are situated in Hovell Street across the road from the VIC located in Albert Park.

Comments: The Albert Park Toilet block is a newly constructed building with exceptional facilities.

Short Term Parking - please supply location map

Is there provision for low cost, short term overnight stays, close to the CBD (24 hours+)? Yes No

Distance from town centre in kilometres: 1

Location/Name (as the locals know it): Cootamundra Aerodrome

Latitude (mandatory): -34.631573, Longitude (mandatory): 148.035760

Address (include nearest cross street): Jack Masling Drive, Cootamundra

What size recreational vehicles can the area accommodate? (Allow for full turning circle if necessary, up to 35 metres for big rigs.)

<11 metres >11 metres

Facilities

Self-contained only	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Cost: <input type="text"/>
Length of stay	<input checked="" type="checkbox"/> 24hrs	<input checked="" type="checkbox"/> 48hrs	<input checked="" type="checkbox"/> 72hrs <input checked="" type="checkbox"/> 96hrs <input type="checkbox"/> Other
Pets permitted	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Conditional
Mobile phone service	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Parking permit required	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Services	<input type="checkbox"/> Showers	<input type="checkbox"/> Rubbish bins	<input type="checkbox"/> Toilets <input type="checkbox"/> Covered seating
	<input type="checkbox"/> Power	<input type="checkbox"/> BBQ	<input type="checkbox"/> Water

Long Term Parking (for self-contained vehicles) - please supply location map

Is there provision for longer term overnight stays? (e.g. bush camp, minimum of three nights.) Yes No

Distance from town centre in kilometres: 3.5km

Location/Name (as the locals know it): Cootamundra Rodeo Grounds

Latitude (mandatory): 34.6251138, Longitude (mandatory): 148.05672070000003

Address (include nearest cross street): Rodeo, Drive, Cootamundra

What size recreational vehicles can the area accommodate? (Allow for full turning circle if necessary, up to 35 metres for big rigs.)

<11 metres >11 metres

Facilities

Self-contained only	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Cost: <input type="text"/>
Length of stay	<input checked="" type="checkbox"/> 24hrs	<input checked="" type="checkbox"/> 48hrs	<input checked="" type="checkbox"/> 72hrs <input checked="" type="checkbox"/> 96hrs <input type="checkbox"/> Other
Pets permitted	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Conditional
Mobile phone service	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Parking permit required	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Services	<input type="checkbox"/> Showers	<input type="checkbox"/> Rubbish bins	<input type="checkbox"/> Toilets <input type="checkbox"/> Covered seating
	<input type="checkbox"/> Power	<input type="checkbox"/> BBQ	<input type="checkbox"/> Water

Local Caravan Park

Address: Mackay Street, Cootamundra

Contact name: John & Bruna Nicholson Phone: 0269421080

Is the caravan park willing to join the CMCA Friendly Caravan Park Listing? Yes No
(For application form please contact CMCA)

Water - please supply location map

Is potable water available? Yes No Location: Corner Cowcumbia Street and Hovell Street Cootamundra
 Latitude (mandatory): 34.648325 Longitude (mandatory) 148.022377

Dump Point - please include photos of dump point and access

Is a free dump point available close to town? Yes No
 Location: Apex Park, Hurley Street, Cootamundra

Latitude (mandatory): 34.643611 Longitude (mandatory) 148.02355

Is this dump point suitable for access by big rigs? Yes No

Access Restrictions (e.g. turning restrictions, height/weight restrictions, wheelchair access)

Size Restrictions (keep in mind that a 19.5m vehicle requires a 35m turning circle)

<11 metres >11 metres

Tourist Information

1. Information about your town should be available at the Visitor Information Centre or equivalent.
2. Each RVFT is allocated a page on CMCA's website, featuring a link to the town's own website. This allows members to discover what is happening in the area.

Visitor Information Centre (VIC)

Name: Cootamundra Visitors Information Centre and Cootamundra Heritage Centre

Address: Hovell Street, Cootamundra

Postal address: PO Box 420, Cootamundra

Phone: 0269402190 Fax: 0269402127

Email: mail@cgrc.nsw.gov.au

Website: www.cgca.nsw.gov.au

Contact person: Betti Punnett Position: Volunteer Manager

Is there a document containing a town map showing the location of medical facilities, shopping areas and tourist attractions etc.? Yes No (If yes, please attach).

VIC Accessibility and Parking

What size recreational vehicles can the VIC car park accommodate? <11 metres >11 metres

Other Services

Does the VIC provide other services such as bookings, conducted tours, internet for visitors, etc.? Yes No

If yes, please detail: Tours can be arranged upon contacting the VIC. WiFi is available.

Visitor Attractions

Please list any regular/annual/occasional visitor attractions the town has to offer: Bradman Birthplace Museum, Captains Walk, Cootamundra Art Centre, Cootamundra Heritage Centre & VIC, Migurra Reserve & Bird Routes

Please list the date of any regular events: Beach Volley Ball Festival - February, Wattle Time Festival - August, Cootamundra Annual Cycle Classic - August, Fathers Day Swap Meet - September, Cootamundra Show - October

Town Traders

Is there a supermarket? Yes No Phone: 69425000

Address: Woolworths Cootamundra, 26 Bourke Street, Cootamundra

Medical Services

Is there a doctor's surgery? Yes No Phone: 69420222

Address: Cootamundra Medical Centre, Mackay Street, Cootamundra

Provide details of services available (surgery hours or special arrangements etc.) Monday-Friday 9am-5pm

Is there a hospital? Yes No Phone: 69420444

Address: Cootamundra Hospital, Mackay Street, Cootamundra

Is there a 24hr clinic? Yes No Phone: 69420222

Address: Cootamundra Medical Centre, Mackay Street, Cootamundra

If there are no 24hr medical facilities, please describe the emergency service for injured or ill patients (e.g. local ambulance vehicle based in the town):

Is there a pharmacy? Yes No Phone: 69422850

Address: Amcal Pharmacy, 218 Parker Street, Cootamundra

If no pharmacy, what procedure is in place to obtain pharmaceutical products?

Is there a dentist? Yes No Phone: 69421700

Address: 91-97 Wallendoon Street, Cootamundra

RV Friendly Town™ Agreements

- CMCA publishes a monthly Club magazine, *The Wanderer*, which is distributed to over 66,000 members.
- CMCA will publish a complimentary article based on information provided by council or an authorised tourism promotion person, to promote your RVFT. You may use the article to promote the region, any upcoming significant events, etc.
- If required, CMCA National Headquarters can provide contact details to obtain rates for regular advertising in *The Wanderer* and on the CMCA website.
- Free listing on the CMCA website and an announcement on the CMCA Facebook page will be provided.
- Each month a complimentary copy of *The Wanderer* will be sent to a designated location such as the VIC or council offices.
- CMCA can provide various promotional signs for dump points and high impact RVFT signs.
- Following this preliminary assessment, CMCA will contact the contact person listed on page one to finalise further details.

Article in *The Wanderer*

Will the council/tourism office supply editorial and photographs for one free feature article? Yes No

Would the council/tourism office want to place an advertisement in conjunction with the article? Yes No

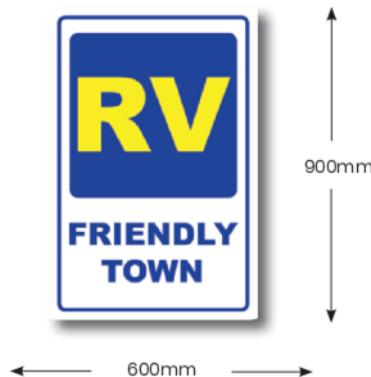
Any additional comments:

Council would also promote as an RV Friendly site land within Pioneer Park, Back Brawlin Road, Cootamundra

Short Term Parking - please supply location map	
Is there provision for low cost, short term overnight stays, close to the CBD (24 hours+)? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Distance from town centre in kilometres: 3km	
Location/Name (as the locals know it): Pioneer Park Cootamundra	
Latitude (mandatory): -34.653022 Longitude (mandatory): 148.012242	
Address (include nearest cross street): Back Brawlin Road, Cootamundra	
What size recreational vehicles can the area accommodate? (Allow for full turning circle if necessary, up to 35 metres for big rigs.)	
<input checked="" type="checkbox"/> 11 metres <input checked="" type="checkbox"/> 11 metres	
Facilities	
Self-contained only	<input checked="" type="checkbox"/> Yes
Length of stay	<input checked="" type="checkbox"/> 24hrs
Pets permitted	<input checked="" type="checkbox"/> Yes
Mobile phone service	<input checked="" type="checkbox"/> Yes
Parking permit required	<input checked="" type="checkbox"/> Yes
Services	<input type="checkbox"/> Showers <input type="checkbox"/> Power
Cost: <input type="checkbox"/> No <input checked="" type="checkbox"/> 24hrs <input checked="" type="checkbox"/> 48hrs <input checked="" type="checkbox"/> 72hrs <input checked="" type="checkbox"/> 96hrs <input type="checkbox"/> Conditional <input type="checkbox"/> Other	
Rubbish bins <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> BBQ <input type="checkbox"/> Toilets <input type="checkbox"/> Water <input type="checkbox"/> Covered seating	

RV Friendly Town™ Signage

RVFT signs can be erected or placed on an existing town welcome sign.



CMCA will supply two (2) RVFT signs free of charge. Additional signage is available for purchase at \$145.00 each, or two (2) for \$260.00.

Would the council like to order any additional signs? Yes No Quantity: _____

Payment:

Card number: _____ / _____ / _____ / _____ Expiry date: _____ / _____ CCV: _____

Card holder's name: _____ Signature: _____

Please return completed form to CMCA:

PO Box 254 HRMC, NSW 2310 | 02 4978 8788 | memberbenefits@cmcanet.au

CMCA Office Use Only

Final recommendation: Yes No

Comments: _____

July 2018

8.1.10 ALGWA CONFERENCE 2019 REPORT

DOCUMENT NUMBER	301803
REPORTING OFFICER	Leigh Bowden, Councillor
AUTHORISING OFFICER	Phil McMurray, 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	Nil

RECOMMENDATION

- 1. The report by Councillors Bowden and Nicholson in relation to the Women in Local Government Forums be received and noted.**
- 2. Council prepares a report on the implications of implementing 10 days paid domestic violence leave for Council staff.**
- 3. Council considers sending senior female staff, in addition to female Councillors, to ALGWA Conferences, with the intention of encouraging female representation and leadership in CGRC LGA.**

Introduction

Councillors and staff attend conferences, forums and meetings as part of their functions and development, and as such, a report is to be submitted to Council for the purpose of providing information on their attendance.

Discussion

All three of the events listed above were designed for female leaders in local government (elected members and senior staff) to step away and come together, enabling dialogue around women in leadership, female representation and key issues in local government.

The line-up of speakers was impressive. They included Leigh Sales, Cr Linda Scott, Ruth McGowan, Jessica Rowe, AM, Avril Henry, Chloe Esposito OAM and many more.

Many issues were discussed over the five days of the three events. We have chosen to focus on two: domestic violence and women in leadership roles in local government.

In her introduction to the Wagga forum, Cr Vanessa Keenan spoke of the continuing low numbers of women in leadership (women still make up only about 27% of elected members in NSW) and of the issues impacting women. She stressed the need to have more women in leadership roles, particularly to combat the biggest

crime issue which faces our communities – domestic violence. She suggested that domestic violence was a result of “everyday sexism” which needs to be called out.

Ruth McGowan stated that at the current rate it would take 144 years for there to be gender equity in local government. The “normal” status is often unequal. We need to ask, “Where are the women?” and “What impact will this decision have on women?” Women work for safe, happy, healthy communities. “Roads, rates and rubbish are just things”. “Roads, rates and rubbish” is the male view of local government and perpetuates the lack of representation of women.

Sandie Northern of the United Services Union (USU) spoke of the USU campaign to address domestic violence and the role local government can play in domestic violence prevention. One out of every six women experiences domestic violence. One woman is killed every week as a result of domestic violence.

On average it costs a woman \$18,250 to leave a violent relationship: this includes costs such as doctor’s visits, counselling, court appointments, moving, children changing schools. Every single local government offers domestic violence leave but to be effective there needs to be paid domestic violence leave. The minimum advocated by USU is 10 days. Australian Local Government Women’s Association (ALGWA) promotes 20 days.

RECOMMENDATION

Council prepare a report on the implications of implementing 10 days paid domestic violence leave for Council staff.

ALGWA is a national non-political organisation, founded in 1951 to encourage and support women involved in Local Government, both elected representatives and staff members. ALGWA is committed to improving gender equality in Local Government. The annual ALGWA Conference provides the opportunity for women to discuss and share how to survive and thrive in a male dominated environment. Resilience, ie “bouncing forward”, was a key theme of this year’s conference. While only 27% of elected representatives are women, women general managers make up only 14% of all general managers in NSW. Women are 50% of the population and need to be represented accordingly.

RECOMMENDATION

Council consider sending senior female staff, in addition to female Councillors, to ALGWA Conferences, with the intention of encouraging female representation and leadership in CGRC LGA.

8.1.11 INFORMATION BULLETIN

DOCUMENT NUMBER	302111
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, 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. Minutes - Access and Inclusion Advisory Committee - 5 April 2019 ↓ 2. Michael McCormack - Budget delivers Roads to Recovery for Cootamundra-Gundagai Region ↓ 3. Steph Cooke condemns planned activist attack on our farmers ↓ 4. Steph Cooke - FuelCheck app could help save money at the bowser ↓ 5. Correspondence APH&I ↓ 6. NOI Letter to Owner - Old Gundagai Gaol. ↓ 7. Old Gundagai Gaol - Proposed SHR Curtilage ↓

RECOMMENDATION

The correspondence attached to the Information Bulletin be received and noted.

Introduction

Correspondence received by Council is provided for the information of Council.



Minutes

ACCESS AND INCLUSION COMMITTEE MEETING

ALBY SCHULTZ
COOTAMUNDRA

MEETING

CENTRE,

9:00AM, FRIDAY 5th April, 2019

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
ACCESS AND INCLUSION COMMITTEE MEETING
HELD AT THE ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA , COUNCIL CHAMBERS,
GUNDAGAI
ON FRIDAY, 5 APRIL 2019 AT 9:00AM**

PRESENT: Cr Charlie Sheahan (Chairperson) Lin Chaplin and Paula Maher.

IN ATTENDANCE: Miriam Crane, Shelley Liehr, Steve Lowe, Phillip McMurray and Tim Morris.

1. 1 APOLOGIES

Irene Booby, Narelle Gilholme, Robert Gilholme, Narelle Nibbs and Marjorie Taprell.

2. 2 REPORTS

3. 2.1 ADVISORY COMMITTEE ADMINISTRATION

Note: Charlie welcome members of the Committee and explained the legislative importance of the Committee. Phil explained the current context of Council and the large number of projects on Council's books for completion in a short period of time.

RECOMMENDATION

For the information of the Advisory Committee.

4. 2.2 NEW ADVENTURE PLAYGROUNDS DESIGNS, PRESENTATION BY TIM MORRIS

Note: Tim presented a report on the major playground projects.

Ideas from the Committee was that a liberty swing could be added later. Also a more supportive seat on the cableway.

Rob Seymour (playground consultant) joined via phone:

- Rob expressed concerns that a more supportive seat may not be used by all children. Rob to investigate a middle approach which offers some support yet is widely usable/attractive.
- Friendship swing to be incorporated in 3 bay swings. The Committee prefers carousel 1 over the proposed Tipi carousel. Bigger pieces are preferred with small sound based equipment in addition.

RECOMMENDATION

Further investigation to be completed by the playground consultant as per the Committees recommendations.

5. 2.3 DISABILITY ACCESS EQUIPMENT FOR COOTAMUNDRA HEATED POOL

RECOMMENDATION

Lin will contact Andrew to ascertain quotes and pricing information ahead of an application for funding. Miriam to assist with application early May.

6. 2.4 MEETING TIMES/ DATES AND VENUE

RECOMMENDATION

Meetings are to be held on the last Thursday of the month at 4pm at alternate locations. Monthly in the first instance then bimonthly.

Date for next meeting is Thursday 30th May at 4pm at 255 Sheridan Street Gundagai.

The Meeting closed at 10.37am.

The minutes of this meeting were confirmed at the Access and Inclusion Committee Meeting held on 30 May 2019.

.....
CHAIRPERSON

.....
GENERAL MANAGER

**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

2 April 2019

**McCORMACK DELIVERS BUDGET BOOST TO
COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL ROADS**

COOTAMUNDRA-GUNDAGAI Regional Council will share in a 25 per cent Budget boost thanks to Riverina Nationals' MP and Deputy Prime Minister Michael McCormack.

"Safer roads save lives," Mr McCormack said.

"That's why I have secured a 25 per cent Budget boost in federal funding to local councils through the Roads to Recovery program to make our local roads safer."

The 25 per cent boost will see Cootamundra-Gundagai Regional Council receive an additional \$985,552.

"Only the Liberals and Nationals are boosting Roads to Recovery – which is real money given straight to local councils to make our local roads safer," Mr McCormack said.

"Whether it's roundabouts, turning lanes or traffic lights, this is real money in the Budget to fix local roads, which local councils spend on local priorities.

"And it's the benefit which country communities such as ours deserve from good economic management and a surplus Budget."

The Nationals in Government are also putting a record \$2.2 billion on the table to improve road safety and help people get home sooner and safer, especially in the regions.

"I have put an additional \$1 billion on the table for safer freight roads through the Roads of Strategic Importance initiative, which will also help our region get more product to port and plate safely and more efficiently," Mr McCormack said.

"No matter where you live, The Nationals believe you deserve a safe road to get home sooner, boost productivity and create local jobs.

"And that's exactly what this surplus Budget – the first in more than a decade – is delivering for the Cootamundra-Gundagai Regional Council and around the Riverina and Central West.

The Riverina electorate is receiving an additional \$13,800,921, which brings the total funding amount for the Roads to Recovery Program from 2019-20 to 2023-24 to \$69,004,605.

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 additional Roads to Recovery funding is just one aspect of a Budget in which residents in the Riverina and Central West have been given the opportunities and funding they need, want and deserve.

Region	R2R funding for 2019-20 to 2023-24	Additional funding	New five-year allocation
Cootamundra-Gundagai Regional Council	\$3,942,208	\$985,552	\$4,927,760
Riverina Electorate	\$55,203,684	\$13,800,921	\$69,004,605

Media Contact: For Mr McCormack – Shane Manning – 0439 550 506

NATIONALS for Regional NSW

Steph Cooke MP

MEMBER FOR COOTAMUNDRA ELECTORATE



Friday, 5 April 2019

STEPH COOKE CONDEMNS REPORTS OF ILLEGAL FARM ACTIVISM ATTACKS PLANNED ACROSS AUSTRALIA

Member for Cootamundra Steph Cooke has strongly condemned reports of animal activist demonstrations expected to be held across Australia early next week, sparked by the anniversary of a film which claimed to 'expose the dark underbelly of modern animal agriculture'.

Ms Cooke said farming communities in the Cootamundra electorate were hard-working people united in their professionalism and respect of animals.

"The people behind this film and these demonstrations will stop at nothing in their quest to destroy legitimate industries and the rural communities they support," Ms Cooke said.

"They are trying to kill off the livelihoods of families who in many instances have a connection with land and livestock stretching back many generations.

"Farming families share a love and respect for animals, and they regularly work until they are at the point of physical and emotional exhaustion to make sure their livestock are cared for and are thriving.

"That an organisation or individuals would seek to destroy this speaks to me of ignorance, bullying and vigilantism, and that is a huge concern to me."

In January this year Aussie Farms released an online interactive map detailing the locations, operations and contact details of farms around Australia.

"I cannot condemn strongly enough any activity which seeks to encourage illegal trespass on farms in the Cootamundra electorate," Ms Cooke said.

"These are people's homes, it is where they live and work and where they spend their lives building a safe and proper environment for the production of livestock.

"The NSW Government has committed to urgently reviewing trespass laws and the penalties available to the legal system, so that our farmers can work without fear of an invasion by thugs.

"We will also appoint an Agriculture Commissioner to work with the Office of the Small Business Commissioner to give support to farmers in every aspect of their work.

"I would encourage anybody who wishes to report suspicious or illegal activity to contact the police on 000 if it is urgent, or Crimestoppers on 1800 333 000".

Media Release

Steph Cooke MP

Member for Cootamundra

Wednesday, 17 April 2019

PHONE APP HELPS DRIVERS FIND BEST FUEL PRICES

Member for Cootamundra Steph Cooke today encouraged motorists to download the NSW Government's free FuelCheck app and save money at the bowser over the Easter and school holiday break.

Ms Cooke said the app enables drivers to find out where on their journey they can find the best prices for a wide range of fuels, and whether a short detour may be a worthwhile option.

"This is such a useful app which will not only show you where fuel stations along your journey are, it also shows up-to-date information on the price of fuels including E10, Premium 95 and LPG," Ms Cooke said.

"The price of fuel can be a major factor in our weekly budgets, which means small savings can add up in the long run, and on longer journeys this app could help you make some significant savings.

"This is a large electorate and travel by car is commonplace, so it's fantastic to see the NSW Government making it easy for drivers to make significant savings using any smartphone.

"Recent figures show the free app has been downloaded half a million times since its launch in 2017, and that is a lot of household and small business budgets feeling the benefit of cheaper fuel."

Minister for Customer Service Victor Dominello said the NSW Government gives drivers more control over their spending.

"Whether you are visiting friends and family, or planning a trip out of town, FuelCheck can help you find the cheapest fuel anywhere in NSW in real-time," Mr Dominello said.

"Half a million people can't be wrong. This is about making life easier for citizens by taking power away from big oil and putting it in their hands."

The app includes a Favourite Stations function, allowing users to save their favourite petrol stations. A My Trip function utilises Google Maps to enable users to find the cheapest petrol station on their journey and direct them to the station. There is also a Trends page, showing the cheapest day of the week to fill up and the day's price range.

Media Release

Steph Cooke MP

Member for Cootamundra

Data gathered from FuelCheck shows that independent service stations consistently sell cheaper fuel, there can be more than a 20 cent price difference in fuel between service stations in the same suburb, and the cheapest day to fill up is Saturday.

Minister for Better Regulation and Innovation Kevin Anderson said the app is a big win for motorists by giving them a bird's-eye view of the market.

"NSW Fair Trading officers often conduct compliance checks to ensure service stations are updating their fuel prices in real-time. If the price at the pump does not match what is shown on the app, motorists can make a complaint directly to Fair Trading," Mr Anderson said.

The app is one of a raft of measures helping to ease cost of living pressures for households. Others include cheaper Green Slips and refunds, free rego for regular toll users and Energy Switch.

MEDIA: Madeleine Clarke | Graham Springett: 6924 2533

COOTAMUNDRA APH&I ASSOCIATION INC.

FOUNDED 1882



Affiliated with the Agricultural Societies Council of NSW
and the South West Council of Show Associations
ABN: 32 438 566 310

Secretary - Phone: 0428 423 221
Email: ghb.glenholme@bigpond.com
President: Geoff Larsen
Secretary: Heather Bush
Treasurer: Anna Booth

1 March, 2019.

Cootamundra Gundagai
Regional Council
Document Received

11 APR 2019

File No.

Initials _____

The General Manager
Mr Phil McMurray
c/- Cootamundra Gundagai Regional Council
Wallendoon Street
COOTAMUNDRA NSW 2590

Dear Mr McMurray,

On behalf of the Committee and volunteers I would like to sincerely thank the Cootamundra Gundagai Regional Council for their help and support of the Cootamundra Show that was held on 20 October, 2018.

We really appreciated the help with the banners in the main street and the grounds and thank you for incorporating the Expo that was organised by Council staff in the pavilion.

If our Show Society can be of any assistance to the Council or if we can help you with hosting future events, such as last year's Expo, please do not hesitate to contact us.

Yours sincerely,

Geoff Larsen
President



Mr Allen Dwyer
General Manager
Cootamundra-Gundagai Regional Council
PO Box 420
COOTAMUNDRA NSW 2590

C/O Ms Miriam Crane
Miriam.Crane@cgrc.nsw.gov.au

Dear Mr Dwyer

**Notice of Intention to consider listing on the State Heritage Register of:
Old Gundagai Gaol, 82 First Avenue, Gundagai**

I am writing to advise that the Heritage Council of NSW resolved, at its meeting of 3 April 2019, to give notice of its intention to consider listing **Old Gundagai Gaol** on the State Heritage Register in acknowledgement of its heritage significance to the people of NSW. This advice is in accordance with section 33(1)(a) of the *Heritage Act 1977 (NSW)*.

Any members of the community, owners, managers, organisations or other interested parties are invited to make a written submission regarding the proposed listing and significance of **Old Gundagai Gaol**. Submissions should be posted or emailed to the Heritage Council of NSW at the following address during the public submission period commencing on **10 April 2019** and closing on **8 May 2019**:

Heritage Council of NSW
Locked Bag 5020
PARRAMATTA NSW 2124
heritagemailbox@environment.nsw.gov.au

Please note that the Heritage Council is unable to accept submissions received after the above closing date.

The Old Gundagai Gaol has potential state heritage significance for its historic, associative, and rarity values. This item functioned as a small rural gaol within the NSW prison system from 1859 to 1909. It is one of the few extant gaols constructed during the short-lived country goal building program conducted by Sheriff John O'Neill Brennan, the Colonial Architect Alexander Dawson, and his Clerk of Works William Coles in the late 1850s. It is of its own architectural type as it was built and expanded by three successive Colonial/Government Architects, Alexander Dawson, James Barnet, and Walter Liberty Vernon, who have collectively fashioned its unique design. Considering its unique design and association with several periods of country gaol building the Old Gundagai Gaol may be rare in the state context.

The Old Gundagai Gaol, and specifically the Cell Block, potentially has a strong historical association with the notorious criminal Captain Moonlite (Andrew George Scott) as it was where he was held and displayed following his capture after the ill-fated holdup of

Helping the community conserve our heritage

Wantabadgery Station. The Cell Block may also have a strong historical association with the Colonial Architect Alexander Dawson as one of the few extant gaol buildings he designed during his short tenure. The Gaoler's Residence may also have a strong historical association with Walter Liberty Vernon as one of the few extant gaol buildings designed by him (or his office) during his tenure as Government Architect.

A copy of the draft curtilage map for this item is enclosed for your reference, as well as a summary of the effects of listing. Further details on the nominated item, the State Heritage Register, listing criteria, making a submission and the benefits of listing can be viewed on the Heritage Division, Office of Environment & Heritage (OEH) website at:

<http://www.environment.nsw.gov.au/heritageapp/NominationsOfStateHeritageRegister.aspx>

If you have any questions, require further information, or if you do not have internet access and would like paper copies of the documents referred to above, please do not hesitate to contact Dr Damian Tybussek, Senior Heritage Operations Officer, South East at the Heritage Division, OEH on (02) 9585 6108 or Damian.Tybussek@environment.nsw.gov.au.

Yours sincerely



Barrina South
Senior Team Leader
Regional Heritage Operations, South East
Heritage Division
Office of Environment & Heritage

As delegate of the Heritage Council of NSW

encl

Effects of listing on the State Heritage Register

Heritage Valuations (not applicable to Government owned properties)

When an item is listed on the State Heritage Register (SHR), the Valuer General is automatically requested to make a *heritage valuation* for that item. In almost all cases, this will result in lower council rates and land tax.

A heritage valuation is based on the existing use of the land rather than on its zoned development potential. For example: a dwelling house would be valued as such, even if that property is located in a commercial or residential flat zone. The greater the difference between the existing and zoned use, the greater the level of benefit.

Financial Assistance and other support

Listing your property on the SHR makes you eligible for funding through the NSW Heritage Grants program and other support and advisory services.

You can obtain further information on these grants by telephoning the Heritage Division, OEH, Grants Team on (02) 9873 8500 or downloading information from the 'Funding-NSW Heritage Grants' section of the website (<http://www.environment.nsw.gov.au/Heritage/funding/index.htm>).

Sale of a Property

Listing on the State Heritage Register does not place any restriction on the sale of a property.

Alterations and Additions

Listing of a building or land on the SHR does not mean that work cannot be carried out. The listing simply seeks to ensure that any new use or work is compatible with and complements the item.

Activities listed in Section 57(1) of the *Heritage Act 1977 (NSW)* will require the approval of the Heritage Council of NSW in addition to any other approvals such as the local council. An application to change the use of, or undertake work to, a listed building or land should be submitted to your local council in the form of an *Integrated Development Application*. If the local council does not require a development application, a Section 60 Application should be submitted directly to the Heritage Council.

Exemptions for minor works

The Minister for Heritage can grant site-specific exemptions from the need to obtain the Heritage Council's approval for specified activities. In most cases, site-specific exemptions cover regular, day-to-day activities (such as property management and use) which would not require Heritage Council approval or notification.

In addition to site-specific exemptions, standard exemptions also apply to all SHR listed items. The standard exemptions can be used to apply for minor works that will have little or negligible impact on the heritage significance of the item. To ensure that the works are undertaken with appropriate consideration for the heritage item, an application under Section 57(2) of the *Heritage Act 1977 (NSW)* is required for review and endorsement by the Heritage Council before works proceed. Minor works are subject to a simpler and shorter process than a larger-scale application and no fee is required.

Applications for works in accordance with the standard exemptions can be submitted to the Heritage Division, OEH via the Section 57(2) Exemption Notification form

(<http://www.environment.nsw.gov.au/resources/heritagebranch/heritage/formexemptionnotifications57.pdf>)

Further information and the 'Standard Exemptions for works requiring Heritage Council Approval' guideline can be obtained from the Heritage Division, OEH or downloaded from the Publications section of the website.

(<http://www.environment.nsw.gov.au/resources/heritagebranch/heritage/StandardExemptions.pdf>).

Maintenance and Repair

Minimum standards of maintenance and repair for buildings, works and relics listed on the register are set out in the Heritage Regulation 2012. These have been formulated to ensure that these items are inspected regularly, secured and protected against the weather, fire and vandalism. They are based on prudent property management practices, aimed at avoiding expensive 'deferred maintenance'. An occupied building is likely to automatically comply with the standards. The standards do not require restoration.

The 'Minimum Standard of Maintenance and Repair' can be obtained from the Heritage Division or downloaded from the Publications section of the website

(<http://www.environment.nsw.gov.au/resources/heritagebranch/heritage/infominimumstandards.pdf>).

Heritage Council of New South Wales



State Heritage Register - Proposed Curtilage for Investigation:
Old Gundagai Gaol (under consideration).
82 First Avenue, Gundagai. Plan: 3228

0 5 10 20 Meters



Legend

- Proposed Curtilage
- SHR Curtilage
- LGAs
- Suburbs
- Land Parcels

8.1.12 ELECTION OF COUNCILLOR LEIGH BOWDEN AS AN EXECUTIVE MEMBER OF THE AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION NSW BRANCH

DOCUMENT NUMBER	302114
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, 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	<p>1. Correspondence - ALGWA executive member Leigh Bowden</p> 

RECOMMENDATION

- 1. Council congratulate Cr Bowden on her recent election as an ALGWA NSW Branch Executive.**
- 2. Council support Cr Bowden by assisting her to undertake her duties in this elected position not only in her attendance at conferences but also to fulfil her role at the executive and board meetings.**

Introduction

Australian Local Government Women's Association (ALGWA) is an organisation for women in local government which was established in 1951. The objectives of the association is to support, promote and advocate for women in local government.

The ALGWA holds an annual conference at which election of the ALGWA NSW Branch Executives is held. The tenure of the position of elected executive member is for a period of twelve (12) months. The members of the executive members work collaboratively toward the promotion of ALGWA objectives and are expected to attend a variety of meetings in New South Wales throughout the elected year.



**AUSTRALIAN LOCAL
GOVERNMENT WOMEN'S
ASSOCIATION
NEW SOUTH WALES BRANCH**

General Manager
Cootamundra-Gundagai Regional Council

26 April 2019

Dear Mr Dwyer

Election of Councillor Leigh Bowden as an Executive Member of the Australian Local Government Women's Association NSW Branch

I write to inform you that the elections of the ALGWA NSW Branch Executive were held at our Annual Conference in Liverpool City Council at our annual general meeting on Saturday 6 April 2019. The ALGWA executive committee endorsed and elected Councillor Bowden as an executive member of the Australian Local Government Women's Association NSW Branch. This will be for a period of 12 months.

ALGWA is an organisation for women in local government and was established in 1951. ALGWA's objectives are:

- To assist in furthering women's knowledge and understanding of the function of local government
- To protect and enhance the interests and rights of women in local government
- To take action in relation to any subject or activity of particular interest to women affecting local governing bodies and/or local government legislation
- To act in an advisory capacity to intending women candidates for local government elections
- To encourage women into professional careers in local government.

All executive members of ALGWA work towards promoting ALGWA objectives by attending various boards, forums and committees as well as the ALGWA executive meetings which are held throughout NSW. This year we will see visits to Forbes, Fairfield, Griffith and Hawkesbury Councils to promote women in local government.

This will be an exciting year for ALGWA as we have reviewed our strategic plan to strengthen our objectives to meet the increasing demands in areas of importance for women in local government.

ALGWA would appreciate your Council's support for Councillor Bowden in assisting her to undertake her duties in this elected position not only in her attendance at conferences but also to fulfill her role at the executive and board meetings.

I appreciate the support that Cootamundra-Gundagai Council has provided over the years to the executive and look forward to continuing this into the future.

Yours sincerely

Cassandra Coleman



Councillor Cassandra Coleman
President ALGWA (NSW Branch)

8.2 FINANCE

8.2.1 MONTHLY MAJOR PROJECTS PROGRAM REPORT

DOCUMENT NUMBER	301806
REPORTING OFFICER	Tim Swan, Manager Finance and Customer Service
AUTHORISING OFFICER	Phil McMurray, 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	1. Grants Program Management March, 2019 Download

Recommendation

1. The Progress Report on Project Status be received and noted.
2. The recommended changes to the project budgets as listed be adopted.

Introduction

Council is currently managing 110 projects worth \$53,030,487. This report provides a monthly update to Councillors as to the progress of the projects. The attached schedule provides a brief update on the status of each of the projects.

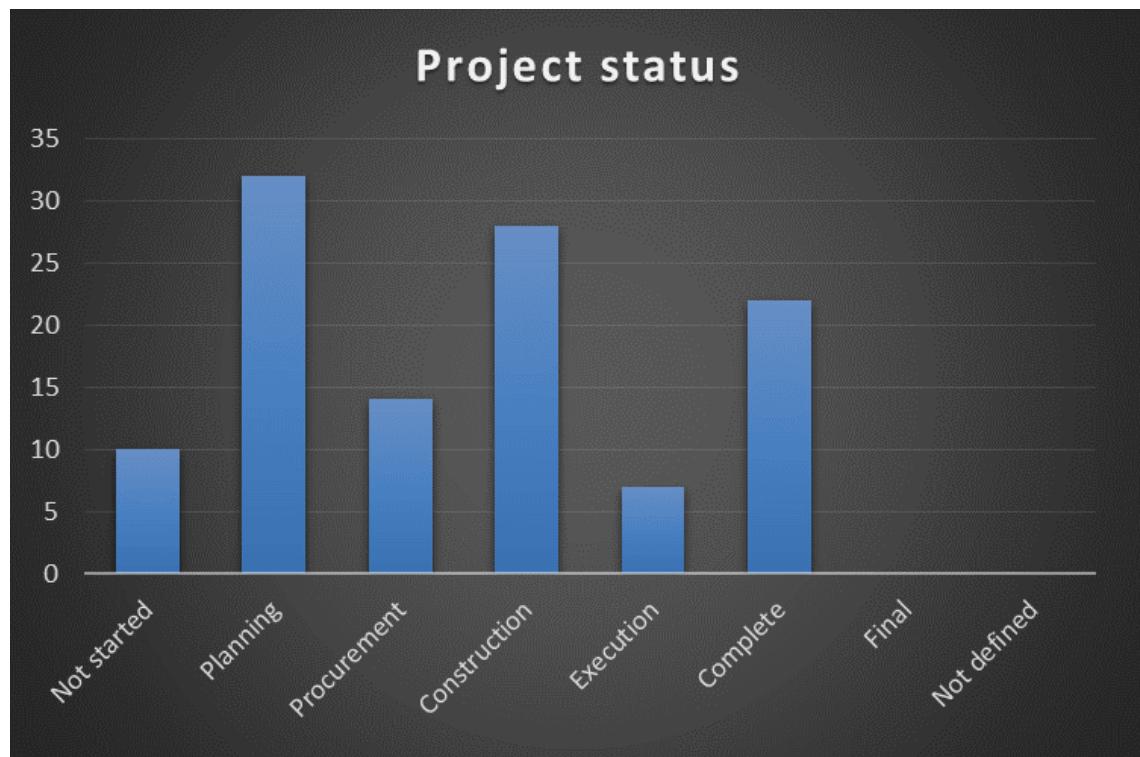
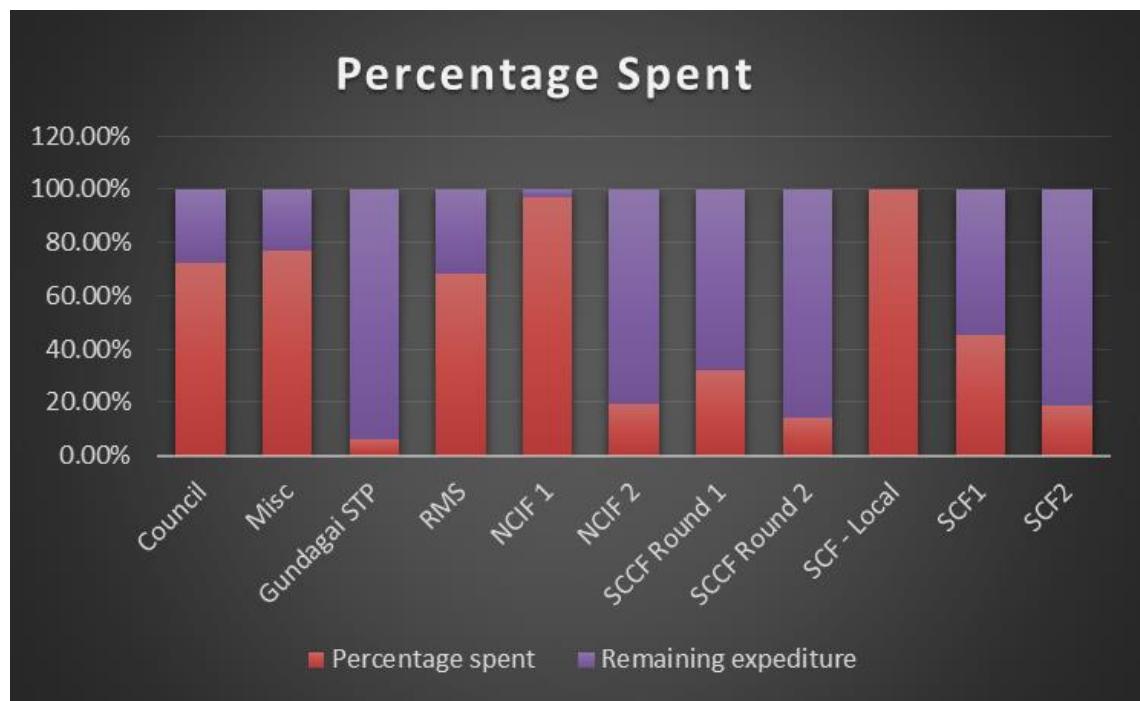
Discussion

Budget variances

Project	Amount	Commentary / Recommendation
Stan Crowe Oval Gundagai canteen and change room construction	\$74,147	<p>The review has identified \$10,700 of staff costs coded to this project that would have been included in the operational budget. As such the budget of this project should have been adjusted to reflect this.</p> <p>A review of the transaction listing has not determined why the project is over budget. Further work is underway to go back to source invoices and check coding. It is believed that the issue is wrongly coded expenditure rather than the project being significantly over budget.</p> <p>There is a \$15k contribution from Bendigo Bank that should have been included as well as a resolution of council to contribute an additional \$30k. We are following up on both these to verify.</p>

Project expenditure

The figures used for total expenditure include both actual invoices paid and orders raised in the system but not yet paid (committed expenditure). In some instances there can be a lag in time between the goods being ordered and being physically delivered on site. There can, therefore, be a disconnect between the percentage of budget spent and the percentage of the project completed. From a budget point of view it is important to include both actual and committed expenditure to assist with management of budgets.





As at 31 March 2019

Project	Funding source	Status	Percentage complete	Budget	Total expenditure	Percentage spent
Gundagai Library Extension	Council	Construction	60.00%	195,000	195,000	100.00%
Mirrabooka Retaining Wall & Store Room	Council	Complete	90.00%	-	-	0.00%
Cootamundra depot refurbishments	Council	Planning	0.00%	900,000	9,216	1.02%
Turners Lane Industrial Land Development	Council	Planning	15.00%	790,000	45,025	5.70%
Yass Road Service Centre - SW Fuels	Council	Complete	90.00%	800,000	670,949	83.87%
Sheridan Street Gundagai Redevelopment - Main Street Upgrade	Council	Construction	95.00%	5,430,490	5,264,116	96.94%
Sheridan and West Streets intersection treatments	Council	Planning	30.00%	500,000	39,745	7.95%
Gundagai RSL Carpark resurfacing	Council	Complete	95.00%	-	-	0.00%
Total Council funded projects				8,615,490	6,224,050	72.24%
Waste facility upgrades - Cootamundra - To be informed by waste strategy outcomes	Council Reserve	Not started	0.00%	1,000,000	20,390	2.04%
Waste facility upgrade - Gundagai - To be informed by waste strategy outcomes	Council Reserve	Not started	0.00%	400,000	-	0.00%
Total Council Reserve funded projects				1,400,000	20,390	1.46%
Truckwash Upgrade - Cootamundra Saleyards	Country Truck Washes	Complete	100.00%	362,935	362,934	100.00%
Morley's Creek Fishing Pier Replacement	Dept of Fisheries	Complete	100.00%	61,600	61,600	100.00%
Wallendbeen Strategic Heritage Study & King Street Revitalisation	Heritage Near Me	Execution	0.00%	95,000	38,570	40.60%
Stan Crowe Oval Gundagai canteen and changerooms construction (CAPREN)	NRL Grants	Complete	95.00%	164,500	238,647	145.07%
Gundagai Sewerage Treatment Works Plant Replacement	NSW State Govt - Sewer	Construction	10.00%	13,500,000	818,064	6.06%
Old Gaol - completion of repairs and maintenance activities and redesign of drainage (PRMF Grant)	Public Reserves Management Fund	Complete	100.00%	15,000	12,780	85.20%
Old Primary School and Mens Shed - Renewal of fencing gutters, downpipes, facias and construction of retaining wall	Public Reserves Management Fund	Complete	90.00%	171,760	150,700	87.74%
Flood damage repairs	RMS	Construction	22.00%	2,380,365	1,625,424	68.28%
Coolac Recreation Reserve & Public Hall Trust - Solar Panels	SCF - Local	Construction	100.00%	23,450	23,450	100.00%
Old Gaol masterplan, structural repairs, publicity and Captain Moonlight display (Heritage near me grant)	Heritage Near Me Heritage Activation Grant	Complete	90.00%	87,605	63,876	72.91%
Total Misc grant funded projects				16,862,215	3,396,045	20.14%
NCIF Round 1	NCIF 1	Complete		5,000,000	4,841,970	96.84%
Total NCIF Round 1				5,000,000	4,841,970	96.84%
Gundagai Depot Training Room Construction	NCIF 2	Construction	50.00%	300,000	181,812	60.60%
Gundagai Admin Refurbishment	NCIF 2	Planning	0.00%	100,000	1,200	1.20%
Branding and marketing plan	NCIF 2	Not started	0.00%	100,000	14,690	14.69%
Better Community Strategy (ABCS)	NCIF 2	Not started	0.00%	100,000	-	0.00%



As at 31 March 2019

Project	Funding source	Status	Percentage complete	Budget	Total expenditure	Percentage spent
Tourism and Economic development strategic plan	NCIF 2	Execution	50.00%	150,000	49,955	33.30%
Recreational Needs Study	NCIF 2	Procurement	10.00%	100,000	20,279	20.28%
Consolidation and upgrade of Authority Corporate Software System	NCIF 2	Execution	5.00%	414,282	100,224	24.19%
GIS Operational Review	NCIF 2	Planning	0.00%	50,000	-	0.00%
Fees and charges review	NCIF 2	Execution	20.00%	30,000	-	0.00%
Internal audit committee implementation	NCIF 2	Execution	40.00%	20,000	-	0.00%
Business continuity and disaster recovery plans	NCIF 2	Not started	0.00%	50,000	-	0.00%
Rates structure review	NCIF 2	Execution	20.00%	50,000	-	0.00%
Signage updates	NCIF 2	Planning	10.00%	250,000	-	0.00%
Local environmental plan development	NCIF 2	Not started	0.00%	200,000	-	0.00%
Total NCIF 2				1,914,282	368,159	19.23%
Cootamundra AFL - Demolition of old clubrooms & construction of new clubrooms	SCCF Round 1	Construction	10.00%	372,800	58,197	15.61%
Gundagai Tigers - Construction of new shed & fitout of gymnasium	SCCF Round 1	Procurement	10.00%	100,000	27,747	27.75%
Cootamundra Racecourse - EXTERNAL repairs to flooring, repainting inside & out, refurbishment of function room, replacement of external cladding & replacement of seating of Grandstand building	SCCF Round 1	Construction	10.00%	50,000	29,058	58.12%
Gundagai RSL - refurbishment of tennis clubrooms and squash courts - EXTERNAL	SCCF Round 1	Construction	10.00%	50,000	4,383	8.77%
Coolac to Tumblong Rail Trail Development Plan	SCCF Round 1	Complete	100.00%	54,600	54,600	100.00%
Nangus - Village Playground & Fitness Infrastructure (CAPREN)	SCCF Round 1	Complete	100.00%	53,322	53,322	100.00%
Stockinbingal Playground and BMX track	SCCF Round 1	Complete	100.00%	109,200	110,902	101.56%
Wallenbeen fitness infrastructure, playground and Rage Cage	SCCF Round 1	Complete	100.00%	216,393	204,397	94.46%
Cootamundra Tennis - refurbishment of tennis court surfaces, new line marking including hot shot courts	SCCF Round 1	Complete	100.00%	183,029	183,029	100.00%
Gundagai Scouts - EXTERNAL Construction & Installation of Climbing Wall	SCCF Round 1	Complete	100.00%	100,000	88,875	88.88%
Large Scale Teen Playground at Jubilee Park Cootamundra	SCCF Round 1	Procurement	10.00%	499,900	20,041	4.01%
Gundagai large scale adventure playground & fitness centre	SCCF Round 1	Procurement	10.00%	1,000,000	56,462	5.65%
Total SCCF Round 1 projects				2,789,244	891,011	31.94%
Cootamundra Showground Completion of Multipurpose Pavilion SCCF2	SCCF Round 2	Construction	5.00%	53,290	28,274	53.06%
Anzac Park South Supporters Toilets	SCCF Round 2	Procurement	5.00%	86,061	-	0.00%
Mirrabooka Revivification (SCCF2)	SCCF Round 2	Construction	5.00%	67,045	10,675	15.92%
Cootamundra Rifle Club Mower, top dressing, building maintenance, storage shed	SCCF Round 2	Construction	0.00%	63,015	11,595	18.40%



As at 31 March 2019

Project	Funding source	Status	Percentage complete	Budget	Total expenditure	Percentage spent
Upgrades to Christ Church hall Cootamundra	SCCF Round 2	Construction	5.00%	70,273	2,013	2.86%
Cootamundra Squash Court Renovation	SCCF Round 2	Planning	5.00%	97,655	-	0.00%
Gundagai Pony Club Undercover Arena	SCCF Round 2	Construction	5.00%	199,151	93,411	46.90%
Gundagai Racecourse and Showground Amenities Block	SCCF Round 2	Construction	0.00%	215,000	2,820	1.31%
Cootamundra Event Promotion Banners	SCCF Round 2	Procurement	25.00%	53,841	-	0.00%
Gundagai Event Promotion Banners	SCCF Round 2	Procurement	25.00%	53,841	-	0.00%
Gundagai Friendship Park Playground	SCCF Round 2	Planning	10.00%	60,000	313	0.52%
Muttama Hall Re-stumping	SCCF Round 2	Planning	10.00%	140,707	-	0.00%
Gundagai Community Garden	SCCF Round 2	Construction	15.00%	63,552	6,335	9.97%
Stockinbingal Tennis Court resurfacing - 3 courts	SCCF Round 2	Construction	25.00%	118,093	118,093	100.00%
Community Safety & Beautification of King Street Wallendbeen	SCCF Round 2	Not started	0.00%	55,964	-	0.00%
Barry Grace Oval Wallendbeen - Lighting	SCCF Round 2	Construction	25.00%	98,397	2,918	2.97%
O'Connor Park - Home of the Cootamundra Strikers Soccer Club - Lighting	SCCF Round 2	Planning	25.00%	98,397	-	0.00%
Cootamundra Arts Centre Tin Shed Theatre Projection	SCCF Round 2	Construction	50.00%	61,682	61,682	100.00%
Cootamundra Arts Centre Rehearsal Space	SCCF Round 2	Planning	15.00%	122,294	-	0.00%
Cootamundra Turf Club Irrigation system upgrade	SCCF Round 2	Planning	2.00%	81,970	5,038	6.15%
Cootamundra Aerodrome Drag Pad and Taxiway for Water Refilling	SCCF Round 2	Planning	2.00%	160,312	-	0.00%
Cootamundra Junior Rugby League Rejuvenation of football field	SCCF Round 2	Planning	10.00%	60,000	-	0.00%
Upgrade to change rooms at ANZAC park Gundagai	SCCF Round 2	Not started	0.00%	172,987	-	0.00%
Gundagai Tennis Club and Bowling Club toilets	SCCF Round 2	Not started	0.00%	100,000	-	0.00%
Cootamundra Community Garden	SCCF Round 2	Planning	10.00%	70,242	-	0.00%
Total SCCF Round 2 projects				2,423,769	343,168	14.16%
Gundagai pool tiling and disabled ramp	SCF1	Procurement	5.00%	300,000	383	0.13%
Gundagai Visitors Information Centre redevelopment - disabled ramp and disabled toilet	SCF1	Planning	5.00%	300,000	1,472	0.49%
Gundagai Netball Courts Masterplan - construction of lighting, storage & shelter	SCF1	Procurement	5.00%	200,000	4,958	2.48%
Stephen Ward Rooms Outdoor Area construction	SCF1	Planning	5.00%	200,000	23,188	11.59%
Rathmells Lane - Bitumin seal from Temora St to end	SCF1	Complete	100.00%	248,451	237,115	95.44%
Footpath renewal	SCF1	Construction	58.00%	500,000	406,530	81.31%
Cootamundra pool - water park	SCF1	Planning	25.00%	400,000	-	0.00%
Fisher Park Cootamundra sports ground lighting installation	SCF1	Planning	25.00%	250,000	-	0.00%
Pool shade Cloth - Cootamundra	SCF1	Complete	95.00%	100,000	51,020	51.02%
Extension of Gundagai Water Supply to the Dog on the Tuckerbox site	SCF1	Planning	10.00%	600,000	38,230	6.37%
Nangus Water Supply Works	SCF1	Planning	10.00%	647,500	-	0.00%
Water supply feasibility - Nangus	SCF1	Planning	0.00%	-	-	#DIV/0!
Stormwater mitigation	SCF1	Execution	5.00%	1,000,000	120,006	12.00%
Cootamundra saleyards lighting and electrical upgrade	SCF1	Complete	99.00%	270,467	224,525	83.01%



As at 31 March 2019

Project	Funding source	Status	Percentage complete	Budget	Total expenditure	Percentage spent
Adjungbilly Road reconstruction for B'Doubles	SCF1	Construction	35.00%	2,100,000	1,568,654	74.70%
Cootamundra water mains replacement project *should be a separate work order for each segment*	SCF1	Construction	60.00%	2,000,000	1,778,333	88.92%
Investment into Department of Education	SCF1	Not Started	0.00%	672,759	-	0.00%
Construct public toilets - Sheridan St Gundagai	SCF1	Planning	20.00%	150,000	29,448	19.63%
Total SCF1 projects				9,939,177	4,483,861	45.11%
Yarri Park Youth precinct/Lions Park – Basketball courts and new amenities.	SCF2	Planning	5.00%	130,000	-	0.00%
Gundagai Preschool – Capital works projects to build additional rooms, providing more spaces.	SCF2	Planning	5.00%	510,000	355	0.07%
Coolac Hall & Oval – Project includes relining hall, new kitchen, installation of cricket nets, picket fence, irrigation and seating.	SCF2	Construction	10.00%	200,000	41,415	20.71%
Gundagai Public School P&C – Installation of soft fall for playground.	SCF2	Complete	100.00%	75,100	75,099	100.00%
Gundagai Tourism Action Group (s355 Committee) – Gundagai Main Street History walk.	SCF2	Procurement	25.00%	50,000	1,699	3.40%
Ellwood Hall (Stockinbingal) – General repairs and installation of heating and cooling.	SCF2	Construction	25.00%	60,000	60,000	100.00%
Gundagai Junior Rugby League – New PA system.	SCF2	Procurement	25.00%	10,000	10,000	100.00%
Battle of the Bidgee – Installation of permanent storage sheds to support to event.	SCF2	Planning	10.00%	22,449	7,973	35.52%
Town & Country Inc – Disabled toilet.	SCF2	Procurement	15.00%	30,000	3,600	12.00%
Gundagai South Public School – Sensory garden.	SCF2	Planning	5.00%	60,000	-	0.00%
Adjungbilly Hall – Upgrade tennis courts into multipurpose facility, install community BBQ.	SCF2	Construction	25.00%	130,000	104,838	80.64%
Tumblong Hall – Community facilities, multipurpose courts and BBQ area.	SCF2	Planning	10.00%	137,447	-	0.00%
Mill Centre – Interactive Tourist Attraction.	SCF2	Procurement	20.00%	200,000	37,255	18.63%
Owen Vincent Oval Gundagai – Lighting	SCF2	Planning	25.00%	150,000	-	0.00%
Gundagai RSL – Landscaping Anzac Grove, Gundagai.	SCF2	Construction	50.00%	25,000	16,824	67.30%
Cootamundra Nursing Home – Installation of solar panels	SCF2	Complete	100.00%	53,227	52,507	98.65%
Cootamundra Mens Shed – Relocation of Mens Shed to Depot 2 on Hovell Street.	SCF2	Planning	1.00%	100,000	-	0.00%
Cootamundra Arts Centre – Disabled access ramp.	SCF2	Planning	5.00%	3,142	-	0.00%
Owen Vincent Oval Gundagai – River water pump	SCF2	Complete	90.00%	40,000	-	0.00%
Cootamundra Rugby Union Club – New dressing room facilities and club room. (CAPNEW)	SCF2	Construction	55.00%	350,000	347,545	99.30%
Cootamundra Harness Racing – Upgrades and maintenance to track.	SCF2	Construction	2.00%	52,000	-	0.00%
Cootamundra Netball Courts – 4 new netball courts to replace non-complying courts.	SCF2	Planning	2.00%	450,000	-	0.00%
Cootamundra Country Club – Upgrades to precinct including dam, machinery shed, course, upgrade to building façade.	SCF2	Procurement	5.00%	1,355,000	15,892	1.17%
Total SCF2 projects				4,193,365	775,002	18.48%



As at 31 March 2019

Project	Funding source	Status	Percentage complete	Budget	Total expenditure	Percentage spent
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Status explanation

Not started - project not yet commenced.

Planning - includes meeting with community groups, design preparation, DA lodgement if necessary, community consultation and general planning

Procurement - Obtaining the necessary goods and or services to complete the project. Includes tendering and quotes as necessary

Construction - on ground works underway.

Execution - project underway for non construction projects

Complete - Construction/Execution complete pending final project review

Final - ready for acquittal

8.2.2 INVESTMENT REPORT - MARCH 2019

DOCUMENT NUMBER	301930
REPORTING OFFICER	Tim Swan, Manager Finance and Customer Service
AUTHORISING OFFICER	Phil McMurray, 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	Council's investment income for March 2019 was \$60,199, 8% under the budgeted figure of \$65,526.
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 July 2018 and is due for review on 31 July 2021.
ATTACHMENTS	<ol style="list-style-type: none"> 1. Investment Report P1 Download 2. Investment Report P2-3 Download 3. Investment Report P4-5 Download

RECOMMENDATION

That the attached Investment Report as at 31st March, 2019 be received and noted.

Introduction

Returns on investments are 8% below budget but above benchmark for March, 2019.

Discussion

Investments for March, 2019 have produced interest of \$60,199.

Due to the excellent performance of Council's investments in the 2017/18 financial year, the budgeted income has been increased from \$52,983 per month to \$65,526.

For the current financial year the interest income is 4% ahead of budget, and the net return is significantly higher than the benchmark.

Returns are expected to decrease as funds reserved for major projects are expended, however it is anticipated that the annual budget will still be exceeded.



REPORT - CASH & INVESTMENTS

Year of Report
30-06-19
Month of report
31-Mar

Institution	Credit Rating	Investment Type	Date Lodged	Maturity Date	Interest Rate	Value
Commonwealth Bank	AA-	Bank Account				\$2,759,610.90
National Australia Bank	AA-	Bank Account				\$146,572.93
Commonwealth Bank	AA-	Business Online Saver				\$4,761,632.53
National Australia Bank	AA-	Term Deposit	10-09-18	24-04-19	2.70	\$2,500,000.00
Rural Bank Ltd	BBB+	Term Deposit	01-05-18	01-05-19	2.80	\$1,000,000.00
Members Equity Bank	BBB	Term Deposit	23-05-18	23-05-19	2.75	\$3,000,000.00
National Australia Bank	AA-	Term Deposit	12-06-18	12-06-19	2.75	\$1,000,000.00
Bendigo & Adelaide Bank Limited	BBB+	Term Deposit	26-06-18	24-06-19	2.83	\$1,000,000.00
Bendigo & Adelaide Bank Limited	BBB+	Term Deposit	26-06-18	23-07-19	2.83	\$1,000,000.00
BankWest	AA-	At Call Account	15-11-18	20-12-19	2.00	\$1,000,000.00
BankWest	AA-	At Call Account	28-11-18	02-01-20	2.00	\$1,000,000.00
National Australia Bank	AA-	Term Deposit	23-01-19	23-04-19	2.7	\$2,000,000.00
Bank of Queensland	BBB+	Term Deposit	25-01-19	24-07-19	2.8	\$2,063,810.08
AMP	A	Term Deposit	13-02-19	13-08-19	2.8	\$3,000,000.00
AMP	A	Term Deposit	21-02-19	20-08-19	2.8	\$2,000,000.00
Total Cash & Investments						\$28,231,626.44
Interest budget for month						
Total Invested						
Interest for month						
Source of Investments						
General Fund Operations						\$3,675.50
Sewer Fund						\$9,353.76
Domestic Waste Mgmt Fund						\$4,763.74
Other externally restricted						\$10,138.31
Internally restricted funds						\$22,332.56
TOTAL						\$60,199.44
						\$28,231,626.44

This report is produced in accordance with section 625 of the Local Government Act 1993 and all investments have been made in accordance with Act & the Regulations.

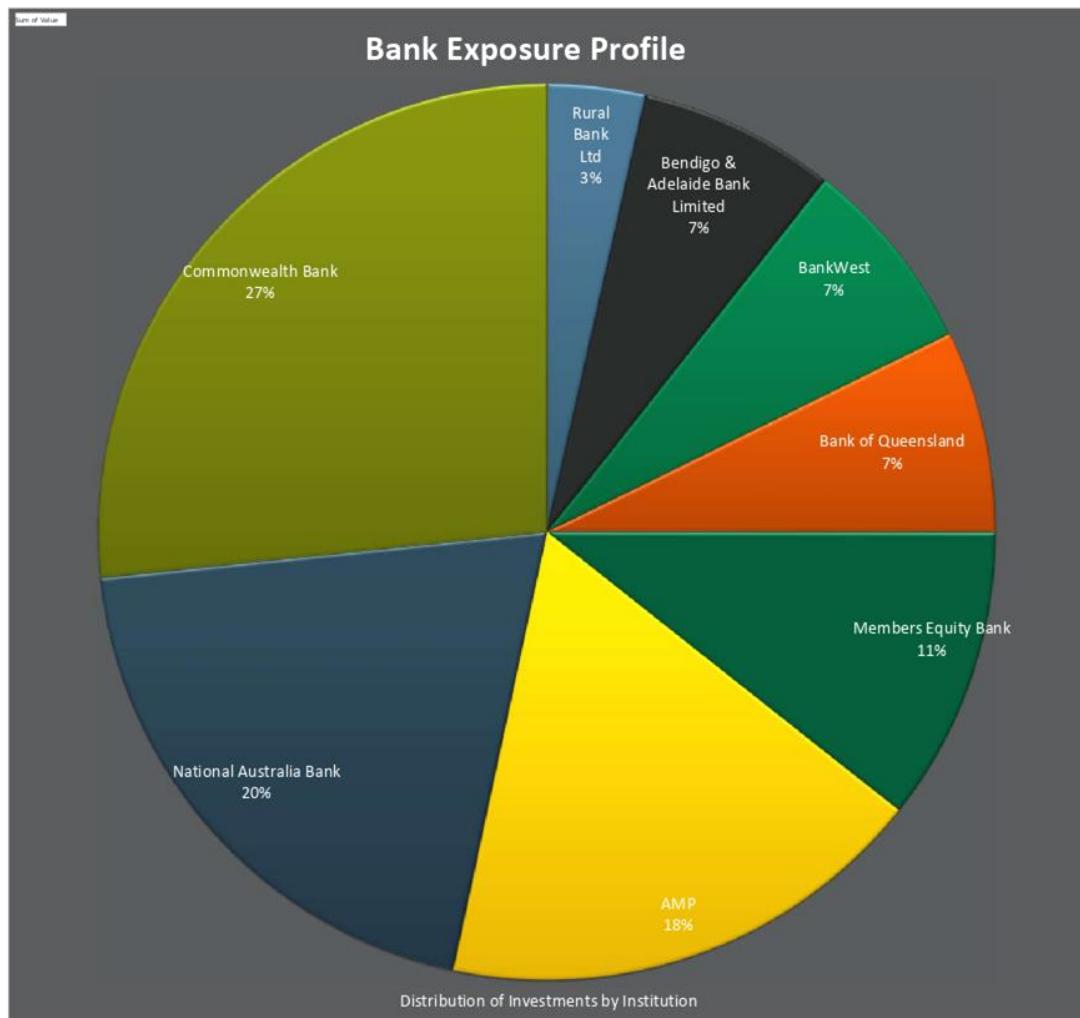
Responsible Accounting Officer


Tim Swan
Signature

Finance Manager

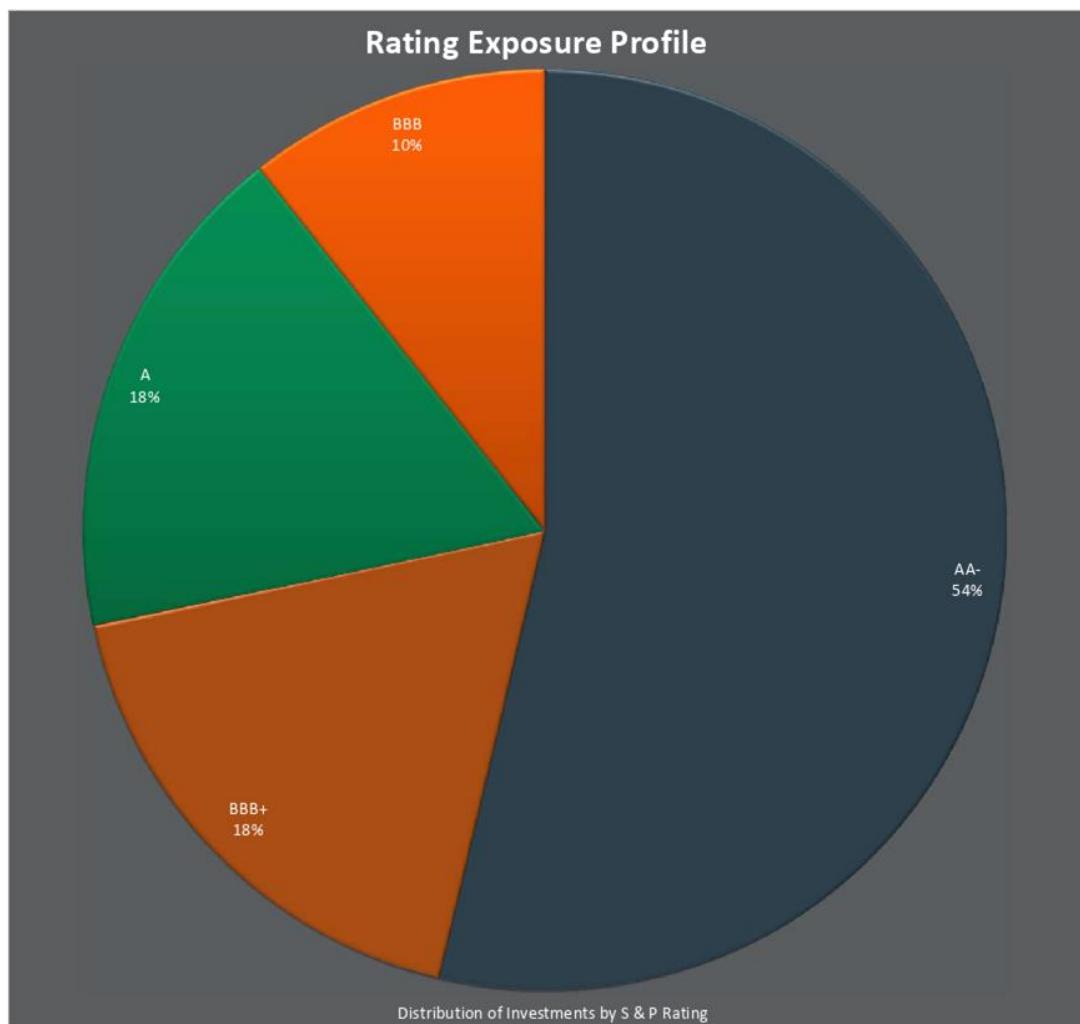


ANALYSIS - CASH & INVESTMENTS



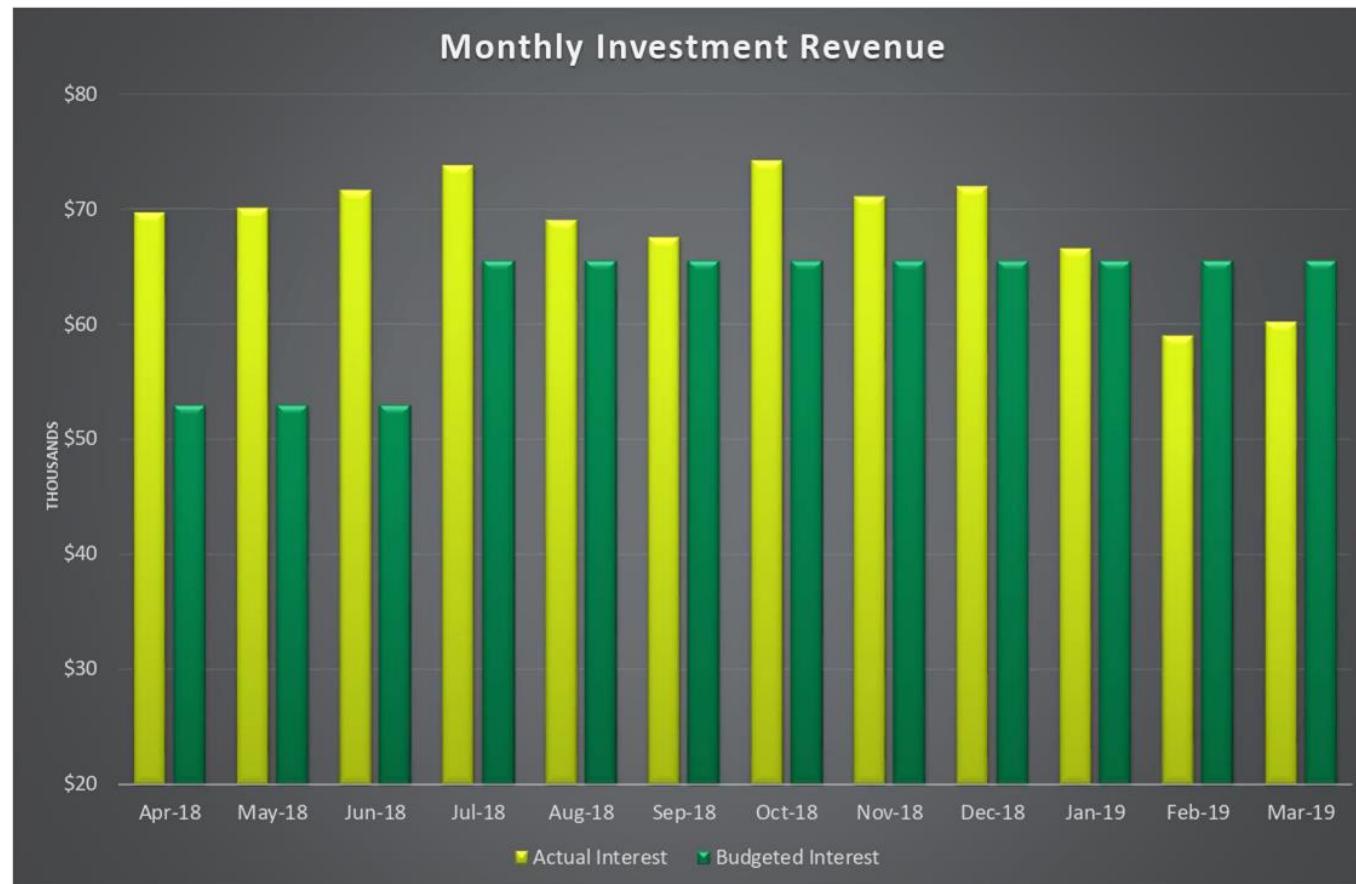


ANALYSIS - CASH & INVESTMENTS



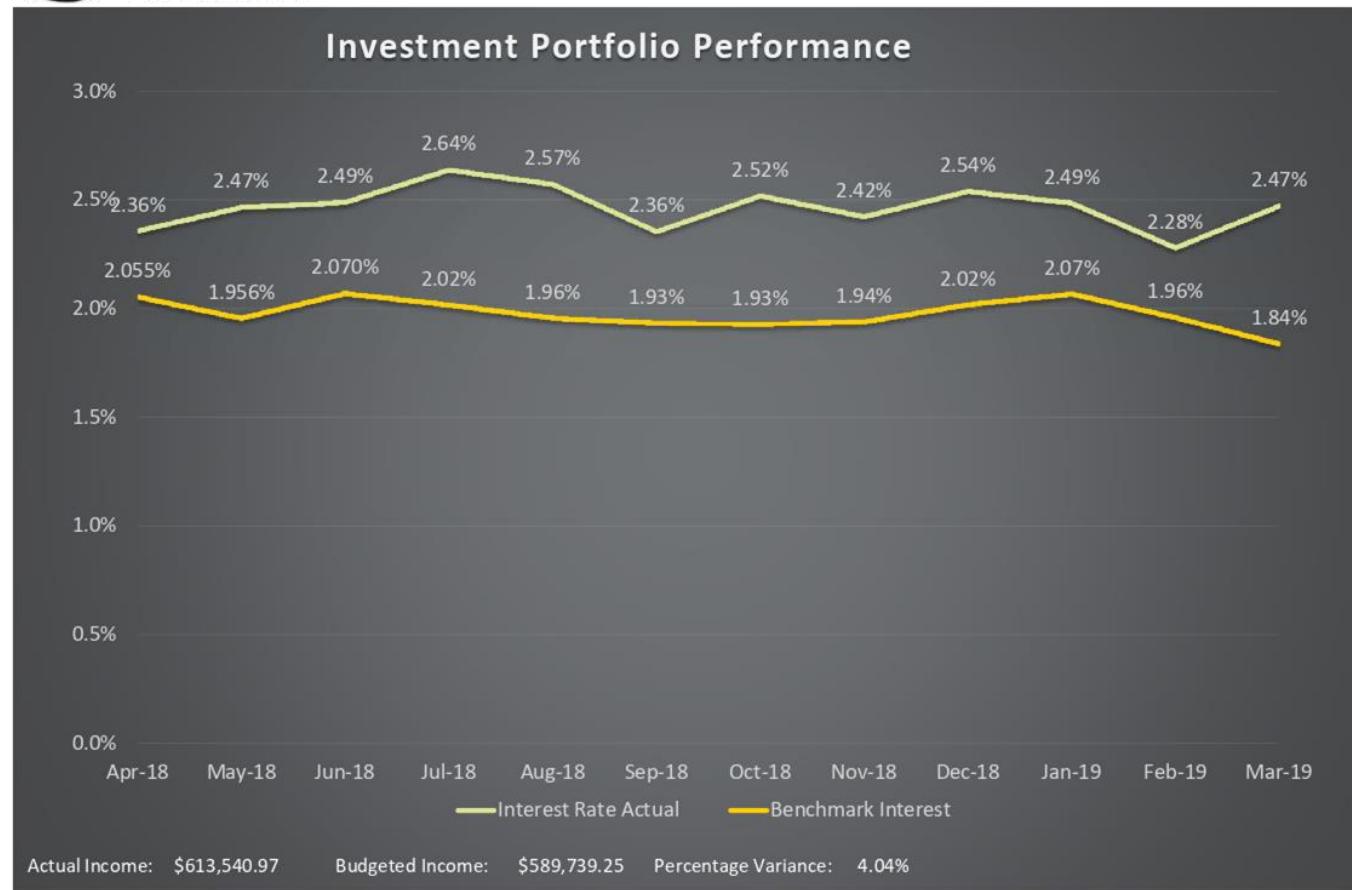


ANALYSIS - CASH & INVESTMENTS





ANALYSIS - CASH & INVESTMENTS



8.2.3 MONTHLY FINANCE REPORT FOR MARCH 2019

DOCUMENT NUMBER	301931
REPORTING OFFICER	Tim Swan, Manager Finance and Customer Service
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.1 Decision-making is based on collaborative, transparent and accountable leadership</p>
FINANCIAL IMPLICATIONS	Regular monitoring of Council's finances will ensure that any issues are identified in a timely manner.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. March 2019 Financial Reporting Package <u>↓</u>

RECOMMENDATION

That the attached Monthly Finance Report for March, 2019 be received and noted.

Introduction

This monthly reporting package provides Councillors with an update on the financial position of Council.

Discussion

There are no major concerns identified, with most variances attributable to timing.

Reporting on overdue balances is a recent addition to the package, and is included for the first time in this month's report.



March 2019

Financial reporting pack

Monthly operational analysis



Consolidated
To 31 March 2019



	YTD	Budget	Variance	%	Comments
Income from continuing operations				75.07%	
Rates and annual charges	11,725,770	12,247,408	(521,638)	95.74%	Ok
User charges and fees	6,184,864	7,394,432	(1,209,568)	83.64%	Ok
Interest and investment revenue	716,500	811,173	(94,673)	88.33%	Ok
Other revenues	1,015,853	558,288	457,565	181.96%	Ok
Operating grants and contributions	10,830,520	13,695,238	(2,864,718)	79.08%	Ok
Capital grants and contributions	1,224,709	14,038,223	(12,813,514)	8.72%	The main budgeted item in this category is the \$13.5M grant for the Gundagai Sewerage Treatment works. This will not be received this year given delays in the project.
Net gain from the disposal of assets	-	50,000	(50,000)	0.00%	Ok
Total Income	31,698,216	48,794,762	(17,096,546)	64.96%	
Expenses from continuing operations					
Employee benefits and on-costs	9,408,826	11,661,905	(2,253,079)	80.68%	Expenditure impacted by termination payments (\$375k) which are not budgeted. Unused annual and long service leave is provided for in the ELE reserves and adjusted out at year end.
Borrowing costs	54,883	120,659	(65,776)	45.49%	On track
Materials and contracts	11,914,380	11,918,389	(4,009)	99.97%	Timing of expenditure appears to be the main driver for the variance in this category. The full year's budget has been expended on items such as rates and registration fees. Expenditure is also advanced for projects such as the floodplain risk management study and rural lands strategy. Fuel costs are tracking above budget with the increase in pump price. 80% of the Roads operational budget is already spent.
Other expenses	2,671,713	3,323,407	(651,694)	80.39%	A number of items in this category are paid annually in a single lump sum. These include insurance (\$669k) and regional library membership (\$192k). 50% of the Emergency Service Levy (\$199k) is included. Electricity expenditure is trending higher than budget. This is currently being reviewed.
Plant income	(2,233,869)	(3,582,534)	1,348,665	62.35%	The plant income is currently running below trend. A new monthly utilisation report is being circulated to operational staff and measures are being investigated to correct this trend.
Total Expenses	21,815,933	23,441,826	(1,625,893)	93.06%	
Net Operating Result	9,882,283	25,352,936			
Net operating result before grants and contributions provided for capital purposes	8,657,574	11,314,713			

Business Unit Summary - Operating

To 31 March 2019

75.07%



	Income				Expenditure				Comments
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	
Operations									
Asset management planning	-	-	-	0.00%	716,993	853,434	136,441	84.01%	😊
Buildings and property management	581,452	298,285	(283,167)	194.93%	797,409	1,801,893	1,004,484	44.25%	😊
Emergency services	281,855	267,373	(14,482)	105.42%	487,924	700,141	212,217	69.69%	😊
Infrastructure	6,549,254	8,105,002	1,555,748	80.81%	6,032,969	8,595,614	2,562,645	70.19%	😊
Land development	4,773	50,000	45,227	0.00%	54,319	50,483	(3,836)	107.60%	😊 Annual rates and charges allocated to properties. Timing issue only.
Parks and gardens	59,988	1,530,914	1,470,926	3.92%	504,634	1,118,372	613,738	45.12%	😊 Income relates to Stronger Country Communities Income to be received
Plant management	215,464	394,024	178,560	54.68%	(464,867)	1,498,397	1,963,264	-31.02%	😊 Plant income currently under review
Recreation facilities	152,972	159,187	6,215	96.10%	846,317	1,128,181	281,864	75.02%	😊 Swimming pool revenue will increase over the summer open period.
Sewerage Management	2,039,924	12,829,434	10,789,510	15.90%	905,286	2,627,105	1,721,819	34.46%	😊 Income variance relates primarily to receipt of grant funding for the sewerage treatment works in Gundagai. This will be received as works are undertaken and claims are lodged.
Waste Collection services	2,214,850	2,197,066	(17,784)	100.81%	1,236,672	2,233,116	996,444	55.38%	😊
Water Management	3,253,801	3,690,902	437,101	88.16%	2,138,061	3,485,259	1,347,198	61.35%	😊
Development and Community Services									
Community services	-	-	-	0.00%	9,991	10,560	569	94.61%	😊
Development and building	253,075	313,642	60,567	80.69%	1,013,153	1,244,692	231,539	81.40%	😊
Economic development	119,542	174,988	55,446	68.31%	725,069	694,121	(30,948)	104.46%	😊 Actual expenditure includes allocation for property insurance which has been budgeted in the Buildings and property management business unit. Reallocation of actuals or budget to correct.
Library	77,986	92,348	14,362	84.45%	573,951	689,096	115,145	83.29%	😊 Annual payment to the Riverina Regional Library made.
Noxious weeds	66,163	72,906	6,743	0.00%	197,825	256,166	58,341	77.23%	😊 Actual expenditure includes termination payment for staff member which will be offset against reserves reducing impact on current budget.
Regulatory services	191,338	323,985	132,647	59.06%	580,950	829,521	248,571	70.03%	😊
Executive									
Civic leadership	5,813,453	5,800,584	(12,869)	100.22%	966,249	1,949,147	982,898	49.57%	😊 Receipt of State Government funding for additional merger projects and Stronger Country Communities Round 2.
Communications and engagement	-	-	-	0.00%	138,480	152,778	14,298	90.64%	😊
Customer Service	2,823	12,094	9,271	23.34%	280,456	346,997	66,541	80.82%	😊
Executive office	-	-	-	0.00%	1,098,297	390,678	(707,619)	281.13%	😊 Wages budget to be corrected.
Financial management	9,539,693	12,404,599	2,864,906	76.90%	825,188	(1,424,705)	(2,249,893)	-57.92%	😊
Governance and business systems	273,310	77,429	(195,881)	352.98%	494,794	656,813	162,019	75.33%	😊 Cost of workers compensation insurance needs to be allocated out to other business units to match expenditure and budget.
Human resource management	6,500	-	(6,500)	0%	976,198	732,281	(243,917)	133.31%	😊 Hardware purchases expensed and not capitalised, timing of software licence renewals, purchase order raised for annual printer rental and pre purchase of Civica helpdesk services.
Total	31,698,216	48,794,762	17,096,546	64.96%	21,815,933	31,472,693	9,656,760	69.32%	

Capital expenditure

To 31 March 2019



	YTD	Budget	Variance	%	Comments
Capital income					
Proceeds from sale of plant	463,807	518,250	(54,443)	89.49%	On track to meet budget based on actuals to date and projected receipts
Proceeds from sale of property	653,545	-	653,545	0.00%	Sale of properties in Yass Road and Bartley Street.
Sports facilities capital income	-	-	-	0.00%	
Stormwater capital income	-	-	-	0.00%	
Roads capital income	-	-	-	0.00%	
Water capital income	-	-	-	0.00%	
Sewer capital income	-	-	-	0.00%	
Waste capital income	-	-	-	0.00%	
Other capital income	-	-	-	0.00%	
Total Income	1,117,352	518,250	599,102	215.60%	
Capital expenditure					
Plant and equipment	3,213,536	3,269,500	(55,964)	98.29%	
Office equipment	111,071	35,350	75,721	314.20%	New servers and switches replacing damaged equipment. Investigations were undertaken to determine if a claim under Council's insurance policy was possible which has proved unsuccessful. An adjustment to budget will be required in March QBR.
Buildings	1,804,469	1,680,229	124,240	107.39%	Main projects include Cootamundra Town Hall refurbishment works, Rugby Union clubhouse upgrade, Gundagai Depot training room, Cootamundra AFL clubrooms and Sheridan Street public toilets
Land improvements	901,783	815,000	86,783	110.65%	Main projects include Yass Road works, Old Mill Building Gundagai and Turners Lane.
Other structures	538,942	1,400,000	(861,058)	38.50%	\$200k budget for Old Mill to be added to this line. Cootamundra Saleyards truckwash and lighting and electrical upgrade.
Roads, bridges and footpaths	5,466,166	6,286,196	(820,030)	86.96%	Significant projects include Adjungbilly Road reconstruction, Footpath renewal program, Shoulder reconstruction Yeo Yeo Hamstead, Rathmells Lane and Old Hume Hwy
Stormwater drainage	30,525	1,181,246	(1,150,721)	2.58%	Main projects include Cootamundra Tennis Club court resurface, Morely's Creek Fishing Pier, Wallendbeen Fitness infrastructure and South Gundagai Inclusive Community Playground
Recreation assets	1,034,719	3,384,904	(2,350,185)	30.57%	Main projects include Cootamundra water mains replacement and extension of Gundagai water supply to Dog on the Tuckerbox
Water supply network	1,679,086	3,280,395	(1,601,309)	51.19%	Main projects include Gundagai Sewerage Treatment Plant upgrade and Cootamundra Sewer Mains relining
Sewerage network	1,602,934	11,013,175	(9,410,241)	14.55%	
Other assets	-	70,542	(70,542)	0.00%	
Total Expenses	16,383,231	32,416,537	(16,033,306)	50.54%	
Net capital expenditure	15,265,878	31,898,287	(16,632,409)		

Rates Outstanding

	As at rate levy	2/20/2019	3/6/2019	18/03/2019	3/31/2019	RATES							
						Arrears / Overdue		2/20/2019		3/6/2019		3/18/2019	
	Jul-18	(First Report)				No.	\$	No.	\$	No.	\$	No.	\$
Prior Years' Arrears	\$598,865.27	\$406,129.00	\$404,154.00	\$408,317.00	\$394,531.49								
Interest, & Legal Fees						Overdue > \$30,000		1	\$33,173	1	\$35,342	1	\$35,425
Current at Levy July 2019	\$9,232,414.35					Overdue \$20,000 - \$30,000	0	\$0.00	0	\$0	0	\$0	0
Instalment 1 due 30/8/18		\$81,930.00	\$73,633.00	\$71,203.00	\$66,893.07	Overdue \$15,000 - \$20,000	1	\$17,516	1	\$18,764	1	\$18,794	1
Instalment 2 due 30/11/18		\$115,011.00	\$97,506.00	\$92,314.00	\$85,729.35	Overdue \$10,000 - \$15,000	2	\$24,205	3	\$36,254	3	\$36,329	3
Instalment 3 due 28/2/19		\$1,373,282.00	\$261,557.00	\$215,497.00	\$164,582.27	Overdue \$5,000 - \$10,000	12	\$84,063	15	\$100,519	16	\$105,884	16
Instalment 4 due 31/5/19		\$1,781,989.00	\$1,751,643.00	\$1,739,918.00	\$1,723,583.10	Overdue \$1,000 - \$5,000	143	\$329,889	173	\$401,191	170	\$391,251	160
Rates Outstanding	\$9,831,279.62	\$3,758,341.00	\$2,588,493.00	\$2,527,250.00	\$2,435,319.28	Overdue \$100 - \$1,000	256	\$111,507	672	\$237,436	538	\$193,891	400
Total Arrears & Overdue	\$598,865.27	\$603,070.00	\$836,850.00	\$787,331.00	\$711,736.18								
Total Not Yet Due	\$9,232,414.35	\$3,155,271.00	\$1,751,643.00	\$1,739,918.00	\$1,723,583.10								

Water & Sewer Outstanding

	As at July 2018	2/20/2019	3/6/2019	3/18/2019	3/31/2019	Arrears / Overdue	Water/Sewer					
							No.	\$	No.	\$	No.	\$
Prior Periods' Arrears & Interest	\$598,865.27	\$672,017.00	\$614,285.00	\$585,034.00	\$448,741.37	Overdue > \$100,000	1	\$104,381	1	\$104,522	1	\$104,829
											0	\$0
						Overdue \$15,000 - \$100,000	0	\$0	0	\$0	0	\$0
						Overdue \$10,000 - \$15,000	2	\$24,533	2	\$23,571	2	\$23,631
						Overdue \$5,000 - \$10,000	17	\$108,727	16	\$102,849	16	\$102,751
						Overdue \$1,000 - \$5,000	145	\$318,390	126	\$282,174	118	\$273,993
						Overdue \$100 - \$1,000	291	\$114,924	246	\$98,981	208	\$82,412
											179	\$73,216

8.3 COMMUNITY AND CULTURE

8.3.1 FINAL TOURISM AND ECONOMIC DEVELOPMENT STRATEGY

DOCUMENT NUMBER	301040
REPORTING OFFICER	Miriam Crane, Manager Community and Culture
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>2. A prosperous and resilient economy: we are innovative and 'open for business'</p> <p>2.1 The local economy is strong and diverse</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. Final Tourism and Economic Development Strategy (under separate cover) ↗</p> <p>2. Appendices Final (under separate cover) ↗</p>

RECOMMENDATION

- The attached Final Tourism and Economic Development Strategy be adopted.**
- Actions arising from the Strategy be incorporated in the relevant operational plan.**

Introduction

Council engaged Western Research Institute to prepare a Tourism and Economic Development Strategy for the Local Government Area. The Strategy was placed on public exhibition following the February, 2019 Ordinary Meeting of Council where it was resolved to be placed on public exhibition for a period of 28 days.

Discussion

Council received six submissions on the Tourism and Economic Development Strategy during the period of public exhibition. Some of these submissions were long and detailed. These submissions were forwarded to the Consultant for consideration and also discussed at a Councillor workshop on the Strategy on 25th March, 2019. Major structural changes to the document were made to allow the actions being proposed by the Strategy to be clearer to determine. In addition, some strategic changes were drafted in response to feedback received from the respective town Tourism Action Committees. Following this the document was circulated back to representatives of each committee to ensure the relevant changes reflected the sentiment of submissions.

8.3.2 NEXTWAVE YOUTH FILM WORKSHOPS

DOCUMENT NUMBER	301048
REPORTING OFFICER	Miriam Crane, Manager Community and Culture
AUTHORISING OFFICER	Phil McMurray, 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	<ol style="list-style-type: none"> 1. Nextwave Film Workshop Program ↓ 2. Youth Film Festival 2018 ↓

RECOMMENDATION

Funding of \$3000 be made available from 2019/20 budget to run one Screenwave workshop for high school students in both Gundagai and Cootamundra.

Introduction

Nextwave is the major youth program of the Coffs Coast's Screenwave International Film Festival (www.swiff.com.au). They find and develop the next wave of young regional filmmakers across NSW.

In 2018, Nextwave's program expanded to cover 11 Regional NSW LGAs and delivered 54 workshops. Now, they would like to bring it to our area in 2019.

Screenwave delivers a 100-minute (double period) filmmaking and mental health education workshop at schools (accompanied by Headspace in relevant regions).

Students then make short films (max 6 minutes) to enter into the competition over the next few months. The short film competition is open to young regional Australians aged 10 to 25 and includes over \$40,000 in film gear prizes for schools and students.

Discussion

Nextwave have received a grant from Regional Arts NSW to train up local filmmakers from Wagga Wagga and are able to expand their program into our region. Workshops cost \$1,000 plus GST to deliver, plus travel/accommodation costs and will be delivered in June/July, 2019.

Participants in the 2018 workshops provided excellent feedback on the opportunity. The workshops are based on a skillset that can be applied broadly in modern life, not just to arts type projects.



Nextwave: Developing Young Filmmakers In Your Region

Nextwave is the major youth program of the Coffs Coast's Screenwave International Film Festival (www.swiff.com.au). We find and develop the next wave of young regional filmmakers across NSW.

In 2018, Nextwave's program expanded again, covering 11 Regional NSW LGAs. Now, we would like to bring it to your community's primary schools, high schools, and youth centres in 2019.

How do I bring Nextwave to my community?

Our program model includes Councils like yours funding workshop at schools within their regions. On the next page you will find information about the workshops, what they teach, costings, and other important information on how to bring Nextwave to your community.

Participating Councils are recognised as Festival Partners on the Nextwave website, at workshops and in the printed SWIFF program.

2019/2020 Program Timeline

- **May-Aug:** In-school filmmaking workshop program across Regional NSW
- **Sep:** Short film competition entries due, with \$40k+ in prizes for students and schools
- **Jan:** The Nextwave Youth Film Awards premiere screening event at SWIFF
- **Apr:** Distribution of Nextwave's short film finalists and winners for Regional Australian communities to host the Nextwave Youth Film Festival as a Youth Week event.

Previously called REC Ya Shorts Youth Film Festival (www.recyashorts.com.au), the new Nextwave program aims to build filmmaking and visual storytelling skills in students and teachers throughout Regional NSW.

CONTACT US:

Stephanie Sims: 0421 346 713
stephanie@filmoutreach.com.au

How it Works

Finding and Developing the Next Wave of Regional Filmmakers

How Nextwave Workshops Work

Screenwave delivers a 100-minute (double period) filmmaking and mental health education workshop at schools in your region (accompanied by Headspace in relevant regions).

Students then make short films (max 6 minutes) to enter into the competition over the next few months. The short film competition is open to young regional Australians aged 10 to 25 and includes over \$40,000 in film gear prizes for schools and students.

Teaching the Nextwave of Regional Filmmakers

Nextwave is tailored to empower and activate student filmmakers and to build capacity for schools to support student filmmakers by winning quality film equipment.

The workshops teach Filmmaking 101 (writing, shooting, editing – 90 mins) with no assumed knowledge. Complexity is tailored to year level. Includes film theory and practical exercises, along with film career pathway information. Basic mental health education provided (10 mins).

Development Pathways

Nextwave partners with Create NSW, the Australian Film, Television and Radio School (AFTRS), the National Institute of Dramatic Arts (NIDA), and Southern Cross University to foster development pathways for young filmmakers demonstrating talent, passion, and dedication.

When?

All workshops are scheduled between May and August each year. Workshops will be scheduled subject to availability within that period.

Costs

Cost: \$1100 (incl. GST) per workshop + travel & accommodation (see below)

Travel & Accommodation

Please allow for \$0.90/km round trip from Coffs Harbour plus \$250/night for accommodation for two workshop facilitators.

Maximum 25 workshop attendees.

Bookings

Contact Stephanie Sims: 0421 346 713 or stephanie@filmoutreach.com.au





2018 PROGRAM REPORT

SW
IFF



Thanks & Acknowledgements

It's been another record-breaking year for Regional Australia's largest youth film development program. More partners. More workshops. More entries. More new regional filmmakers.

Kate and I would like to thank you for contributing to the development of the next wave of Regional Australian filmmakers from within your local region. Each partner plays a clear role, whether you have been a council funding workshops, a RADO training facilitators, or our incredible film gear partners equipping regional students and schools for the future. We would like to particularly thank our major sponsors – Southern Cross University and Regional Arts NSW, through the Regional Arts Fund, for their significant partnerships.

REC Ya Shorts 2018 short film competition will award **over \$40,000 in prizes this year** for young filmmakers and regional schools – largely thanks to Black Magic Design, Rode Microphones, and Samyang lenses.

Our team have worked tirelessly to bring this program to the regions, so we would like to acknowledge their contribution for the program running smoothly and effectively.

With much work still needing to be done for Australia to recognize the contribution – economically and socially – of the Creative Industries, our goal has always been to set up regional towns with skills for the future. The change in skill needs is coming, and we're preparing for it. Filmmaking and storytelling skills are adaptable outside of the arts in today's workforce – whether it be science, health, agriculture or sport – and in our workshops, students are taught how to tell their message through film.

Regional Australia continues to have an unacceptable level of youth suicide. Teaching positive mental health practices to young regional students continues to be one of the most critical pieces of this puzzle. There are many personal stories that don't make it to the statistics page of this report (p5) about young people seeking the guidance they need or supporting their friends to get help after attending a workshop. We would like to acknowledge the contribution of our co-presenting partner, headspace Coffs Harbour, for their ongoing support of the program.

Finally, we would like to acknowledge that REC Ya Shorts Youth Film Festival has been created in Coffs Harbour, on the land of the Gumbaynggirr nation, and we continue to pay our respects to their Elders past, present, and emerging.

Thank you for your contribution,

Dave Horsley
SWIFF Festival Director



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15	What's Happening in 2019?

Word Cloud

"Three words to describe REC Ya Shorts"



Festival Partners



Major Partner



Equipment Partners



Distribution



Industry Partners



Event Partner



Workshop Partners



Statistics By Region

[•REC]
YA SHORTS
YOUTH FILM FESTIVAL



Region	Workshops	Attendees	Film Entries	Finalists
<u>Mid North Coast</u>	<u>30</u>	<u>615</u>	<u>54</u>	<u>17</u>
Bellingen Shire Council (est. 2015)	2	33	8	6
Coffs Harbour City Council (est. 2015)	6	170	21	8
Kempsey Shire Council (est. 2016)	4	68	1	-
Mid Coast Council (est. 2018)	7	138	8	2
Nambucca Shire Council (est. 2015)	3	60	11	-
Port Macquarie Hastings Council (est. 2018)	8	146	4	1
<u>New England</u>	<u>19</u>	<u>338</u>	<u>11</u>	<u>2</u>
Armidale Regional Council (est. 2017)	12	164	1	1
Gunnedah Shire Council (est. 2018)	2	64	-	-
Tamworth Regional Council* (est. 2017)	4	99	9	1
Uralla Shire Council (est. 2017)	1	11	1	-
<u>Northern Rivers</u>	<u>5</u>	<u>58</u>	<u>5</u>	<u>1</u>
Lismore Regional Council (est. 2017)	5	58	5	1
<u>TOTALS</u>	<u>54</u>	<u>1011</u>	<u>71</u>	<u>20</u>

*Each Council funded workshops within their region, with the exception of Tamworth, proudly supported by Tamworth Family Support Services

Goodbye [REC] Ya Shorts, Hello SWIFF's Nextwave



Nextwave Youth Film Awards Launches

REC Ya Shorts Youth Film Festival will be re-branded heading into 2019, becoming "Nextwave", the official youth program of the Screenwave International Film Festival (SWIFF).

The new name, *Nextwave*, better shows our aim: finding and developing the next wave of young regional filmmakers – and is a great fit with Screenwave.

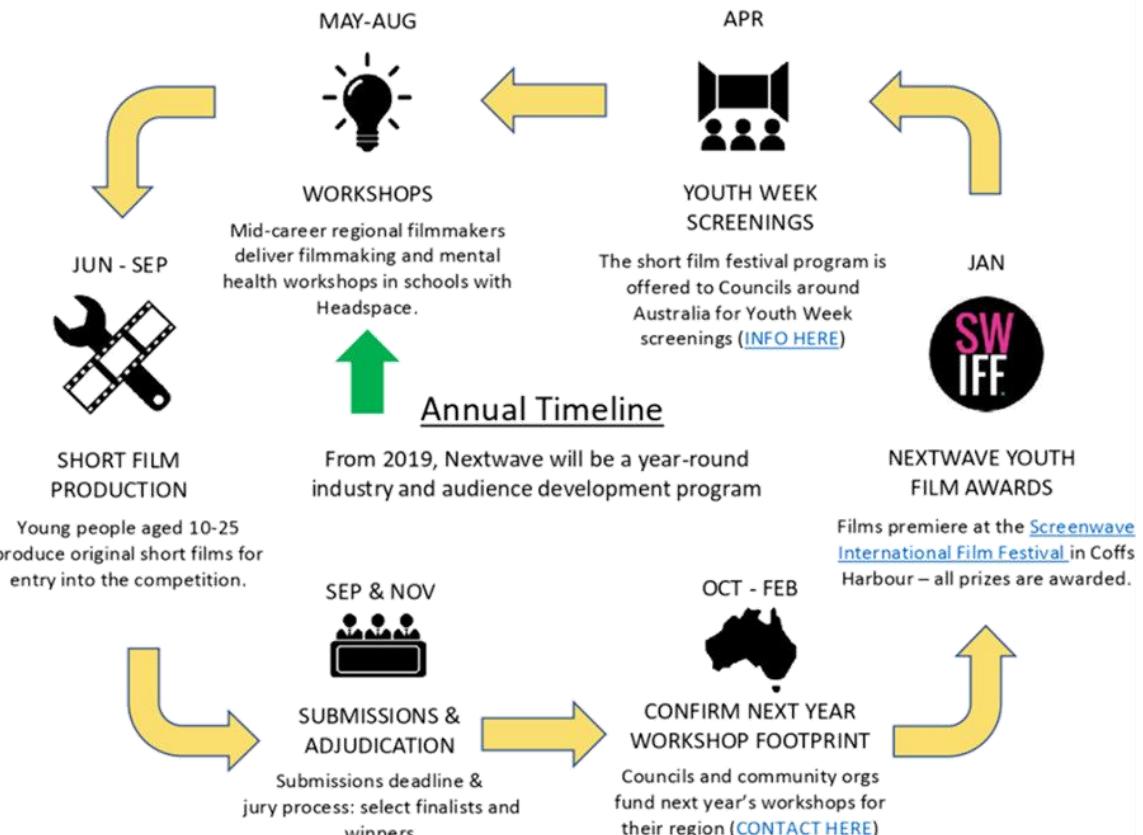
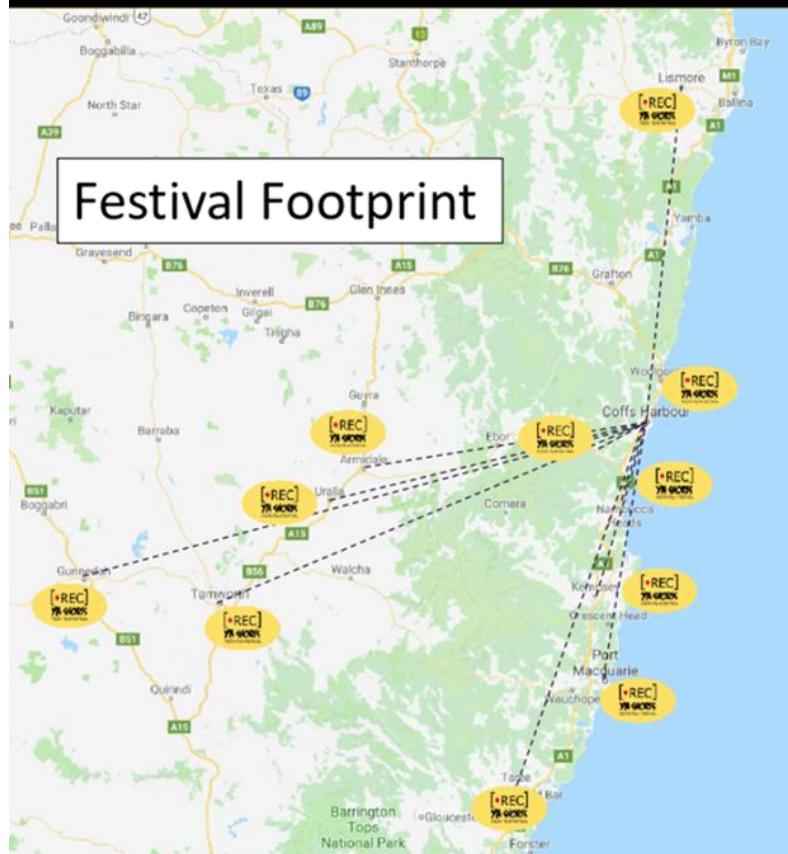
As both REC Ya Shorts and SWIFF programs have grown quickly, we want to create more development and networking opportunities for our young filmmakers, whose films will now premiere at the Nextwave Youth Film Awards, held during SWIFF each year.

The Nextwave Youth Film Awards vision is to become the premium awards gala for young Regional Australian filmmakers.

What does this mean for you, our festival sponsors? All Nextwave sponsors will dually become SWIFF sponsors, creating more opportunities to link your organisation with Screenwave programs and reach new audiences.



Footprint, Program + Timeline

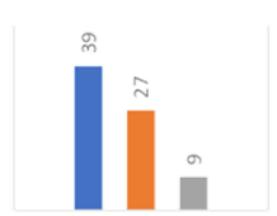


Student Survey Results

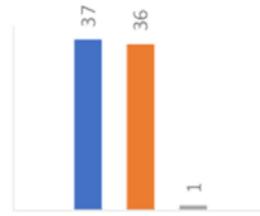


Demographics:

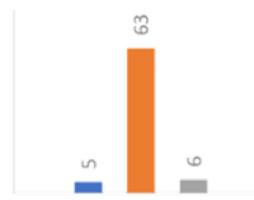
Statistics below gathered from **75 workshop attendees**



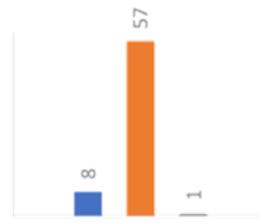
■ 13-15 ■ 16-18 ■ 19-25



■ Female ■ Male ■ Other



■ Yes ■ No ■ Withheld



■ Yes ■ No ■ Withheld

My experience with filmmaking is...

ANSWER CHOICES	RESPONSES
None - I've never tried to make a short film before	13.33% 10
Limited - I've shot a few videos on my smartphone, but never to tell a story	14.67% 11
Getting there - I've made a short film before and can see how it all works	49.33% 37
Good - I've made multiple short films before and entered some into competitions	17.33% 13
Experienced - I've made multiple short films and been awarded in competitions	5.33% 4
TOTAL	75

The main reason I'd like to make a short film is...

ANSWER CHOICES	RESPONSES
To tell my story	37.10% 23
To work with my friends or make new friends	50.00% 31
To learn a new skill	46.77% 29
I want to pursue a career in film after high school	40.32% 25
I want other people to see my film up on the big screen	25.81% 16
I like to express myself and be creative	53.23% 33
Because there are important social issues I want to talk about	22.58% 14
To win all of the prizes!	19.35% 12
Other (please specify)	4.84% 3
Total Respondents: 62	



Regional NSW Film Development Outcomes

1011

Young Regional Australians taught how to write, shoot, and edit a short film across 54 workshops

Value \$80,880

11

Regional NSW councils actively funding youth film and screen culture development

Value: \$59,400

3

Emerging and mid-career filmmakers trained to deliver youth filmmaking workshops

Value \$6400

5

Film kits awarded to regional schools to further support their student filmmakers

Value \$21,000

3

Film kits awarded to young regional filmmakers that each won the Best Film category for their age group

Value \$12,000

72

Original short films were created for this year's competition – many by first time filmmakers

Estimated production & skills value \$79,720

29

Short films were short listed for adjudication by REC Ya Shorts' 2018 competition jury

Estimated value \$1450

20

Finalists' films selected to be screened at SWIFF's Nextwave Youth Film Awards

Estimated value \$20,000

15

2019 Youth Week screening kits sold nationally by Film Outreach Australia, screening short films finalists

Value \$29,850

2

Development prizes: 2x AFTRS Short Courses, 2x NIDA Short Courses, 12-month ADG membership, 12-month SPA Membership, admission to Screenworks' Producers conference

Value \$2300

Total 2018 Regional NSW Film Development Value: \$313,000

Total 2018 REC Ya Shorts Operating Budget: \$105,000

Major Prize Film Kits

[•REC]
YA SHORTS
YOUTH FILM FESTIVAL



Blackmagicdesign

Introducing Blackmagic
Pocket Cinema Camera 4K

Next generation 4K camera with 4/3 HDR sensor, dual
gain ISO 25,600 and direct recording to USB-C disks.

Only \$1,975



Building Capacity

The festival will award **eight prize packs** (three for individuals, five for regional schools) to build the capacity for schools to support student filmmaking. The prize pack is an easy-to-use, professional setup. Each prize pack is valued at RRP \$3638.

Prize Kit Inclusions

- Black Magic Design Pocket Cinema Camera 4K
- Rode Filmmaker Kit + Rode VideoMic Pro Plus
- Samyang 24mm lens

Mental Health Outcomes



Gary Maher
Community &
Engagement Officer
headspace Coffs Harbour

headspace & REC Ya Shorts

headspace Coffs Harbour has been part of the REC Ya Shorts program since 2014. Since then, headspace centres in Port Macquarie, Lismore, and Tamworth have been involved in the program.

The headspace Coffs Harbour program provided services to 1,035 Young People in 2016/17 encompassing 5,868 face-to-face occasions of service. 72% of the Young People who engaged with the service in 2016/17 did so for mental health services.

Through the workshop program, REC Ya Shorts provides information on depression, anxiety, and youth suicide prevention. Our aim is to get more young people seeking the support they need to live a fulfilling life.



My personal experience has been:

ANSWER CHOICES	RESPONSES
I had already visited Headspace before the [REC] Ya Shorts Workshop	20.29% 14
I had already visited eHeadspace (online) before the [REC] Ya Shorts Workshop	11.59% 8
I had already visited another organisation or school counselor about my mental health before the [REC] Ya Shorts Workshop	10.14% 7
I've visited Headspace since the [REC] Ya Shorts Workshop, or I intend to	14.49% 10
I've visited eHeadspace (online) since the [REC] Ya Shorts Workshop, or I intend to	7.25% 5
I've visited another organisation or school counselor about my mental health since the [REC] Ya Shorts Workshop	5.80% 4
I had encouraged a friend, family member or loved one to visit Headspace, eHeadspace, a counselor or another organisation before the [REC] Ya Shorts Workshop	17.39% 12
I've encouraged a friend, family member or loved one to visit Headspace, eHeadspace, a counselor or another organisation since the [REC] Ya Shorts Workshop, or I intend to	14.49% 10
I've taken other steps towards more positive mental health (exercise, diet, journaling, building strategies, working on a short film) since the [REC] Ya Shorts workshop	55.07% 38

For me, the most important mental health actions are:

ANSWER CHOICES	RESPONSES
Get informed	25.71% 18
Exercise	38.57% 27
Sleep well	58.57% 41
Be self reflective	34.29% 24
Seek help	37.14% 26
Eat well	42.86% 30
Build strategies	24.29% 17
Positive self talk	44.29% 31
Set goals	38.57% 27

Media, Publicity, & Resources



Festival Blog

For all of the stories that have come out for this year's festival, [click here to view the festival blog](#)

Festival Video Trailer

Each year we promote the previous year's winners in the festival's promotional reel. [Click here to see the 2018 festival trailer](#)

Workshop images

To view this year's workshop photos and publicity shots, [click here](#) to view the Dropbox folder.

Arts Industry News

- [Regional Arts NSW](#)
- [Arts Mid North Coast](#)
- [Arts Northern Rivers](#)
- [Arts Out West](#)
- [Create NSW](#)
- [Screen West](#)

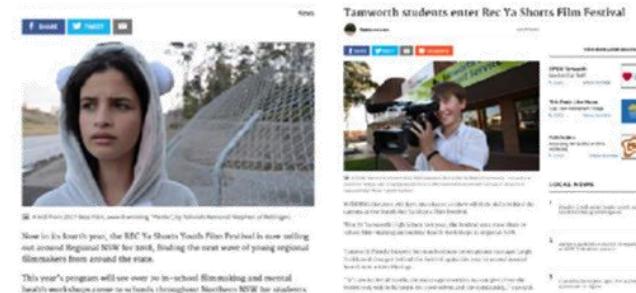
News Media

- Northern Daily Leader
- Port Macquarie News
- Gloucester Advocate
- Coffs Coast Advocate
- Coffs Coast Advocate #2
- Newcastle Star

Television News



News Media





Festival Team & Jury

Festival Team



David Horsley
Director, Screenwave



Kate Howat
Director, Screenwave



Gary Maher
Headspace Liaison



Saige Browne
Program Coordinator
& Workshop
Facilitator



Simon Portus
Workshop Facilitator



Elliot Daniel
Workshop Facilitator



Stephanie Sims
Marketing and
Partnerships



Julie Toussaint
Brand Design



Ben Toussaint
Web Design

Employment

- 4 FTE regional screen jobs supported
- 4 part-time contract screen jobs supported

Nextwave Youth Film Awards MC



Each year, emerging and mid-career filmmakers adjudicate submissions and decide finalists and winners.

For full biographies of our 2018 Jury, [please click here](#).

REC Ya Shorts 2018 Jury



**Daniel
Monks**



**Tysan
Towney**



**Greg
Erdstein**



**Alice
Foulcher**



**Stevie
Cruz-Martin**

Testimonials & Feedback



St Mary's College

by the Sisters of Mercy 1879



Ph: (02) 6742 2124
Fax: (02) 6742 0188

27th June, 2018

Dear Saige,

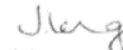
I would like to pass on my thanks to both yourself and the Gunnedah Shire Council for including us in the Screenwave REC Ya Shorts Youth Film Workshop. The students who attended ranged from Year 7 up to Year 11 and they were all inspired by the presentation from Saige and Simon.

Three groups of students, two from Year 10 and one from Year 9, are intending on submitting short films because of your workshop and the others enjoyed the experience.

I have included behind this letter some of the individual comments that the students wrote themselves. Year 10 are currently away so unfortunately their comments are not included but I know both groups of Year 10 students really enjoyed it and were very enthusiastic about submitting a short film themselves.

Thank you again for this great opportunity and we would be very interested if you come back to our region again.

Yours sincerely


Jan Long
Teacher - English/Art
Librarian

From: GRIMWOOD Catherine <cgrimwood@tareeccs.nsw.edu.au>

Date: Wednesday, 16 May 2018 at 6:04 pm

To: "saige.browne@screenwave.com.au" <saige.browne@screenwave.com.au>

Cc: GRIMWOOD Catherine <cgrimwood@tareeccs.nsw.edu.au>, "James Grimwood" <jgrimwood@gmail.com> <cgrimwood@gmail.com>

Subject: Thank you for the film making workshop at TCC today

Hi Saige.

I'm writing to let you know that I am more than happy with how the Rec Ya Shorts film making workshop went today. David and Kate were very well received by the 24 Year 7-10 students that attended. The content regarding how to make a film and technical demonstration was exactly what we all needed to hear and the students appear to be very energised by the session. They left the room sprouting off ideas they intended to use for their films. I am sure I will be a very busy art teacher during lunch times teaching and guiding students thought film making processes and Premiere Pro software after today.

Please consider us as a school that would like to be involved with another Rec Ya Shorts workshop in the future should the opportunity arise.

I am sending you some photos of Kate and David facilitating the workshop as they requested. Please use them to advertise or promote what you do.

I will send video files of David and Kate presenting today at a later date.

Kindest regards
Catherine Grimwood
Visual Arts Teacher



423 Kolodong Rd
Taree NSW 2430
Phone: 6539 0100 Fax: 6551 3234
E: cgrimwood@tareeccs.nsw.edu.au W: www.tareeccs.nsw.edu.au

"Virtue is the way of life"

The film workshop was very inspiring and insightful and it has inspired me and my friends to create our very own short film for the competition. Thank you for this opportunity. - Chloe Wilcock

The workshop that was offered was great. It inspired and engaged us all. My friends and I will definitely enjoy making our short film. I thank you very much for this wonderful opportunity - Sienna Miller

The workshop was amazing, it was inspiring and has driven me to be more creative and has made me want to ~~discovering~~ create a short film. I am thankful for this amazing opportunity - Claudia Hamblin

The film workshop was amazing & makes me want to try filming however, I believe there should have been more film time. It was awesome though. I learnt so much. - Katrina Hupp

Coming in 2019



1. REC Ya Shorts becomes Nextwave

The REC Ya Shorts Youth Film Festival is changing its name permanently to Nextwave, and will become the official youth program of the Screenwave International Film Festival (SWIFF), held across the Coffs Coast in January each year.

2. We're growing again

Due to demand from regional councils, we will again be expanding our workshop footprint in 2019, to teach more young regional Australians about filmmaking, visual storytelling, and positive mental health.

3. We're employing regional filmmakers

From 2019 onwards, we will start training up mid-career regional filmmakers in how to deliver our youth workshops, so they can go back into their communities and teach young people within a three-hour driving radius of their hometown. This creates a new source of revenue for these filmmakers, and it allows the Nextwave program to proliferate to new areas and reach even more young Regional Australians.

4. Professional Development workshops for teachers begin

Nextwave is currently being accredited by NESA so that teachers can undertake training through the program on how to best support their student filmmakers. NESA accreditation will mean the Nextwave workshops will formally count towards teachers' mandatory professional development learning hours, making filmmaking a higher priority in schools.

5. Nextwave screenings available for Youth Week 2019

Council and community organisations around Australia will have an opportunity to purchase a Youth Week Film Festival screening kit for \$1980. The kit includes the 20 finalist short films from the previous year, plus all marketing tools, licensing, and event ideas – a complete screening kit – to run the Youth Week Film Festival in their town.

6. Discounted Youth Week event kit for participating councils

We recognise that young filmmakers want their films seen in front of their hometown audiences, so we are subsidising the cost of the \$1980 Nextwave Youth Week Film Festival screening kit for all participating councils that fund two or more workshops within their council area. The reduced cost is \$440 (incl. GST) – a 75%+ saving of \$1540 – so that your young filmmakers can see their films on the big screen locally. [More details on the kit here](#).

8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

8.4.1 DEVELOPMENT APPLICATIONS APPROVED MARCH, 2019

DOCUMENT NUMBER	300949
REPORTING OFFICER	Brooke Douglas, Executive Assistant
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>3. Sustainable natural and built environments: we connect with the places and spaces around us</p> <p>3.1 The natural environment is valued and protected</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	Nil

RECOMMENDATION

The information on Development Applications approved in March, 2019 be noted.

The following development applications were approved by Cootamundra-Gundagai Regional Council in March, 2019:

APP. NO.	PROPOSED BUILDING	STREET NAME
DA2018/148	New Retail Shop	Parker Street
DA2018/155	New Dwelling	Bartley Street
DA2018/160	New Dwelling and Shed	Bartley Street
DA2019/006	New Deck	Pinkerton Road
DA2019/007	New Carport	Temora Street
DA2019/010	Balcony with Stairs	Sheridan Street
DA2019/015	New Carport	Britannia Street
DA2019/016	New Carport	Wall Avenue
DA2019/019	Alterations to village hall	Martin Street
DA2019/021	Change of use	Punch Street
DA2019/023	New Subdivision	Turners Lane
DA2019/024	Change of Use	Sheridan Street

DA2019/025	RFS Fire Station	Old Cootamundra Road
DA2019/026	New Carport	Carrigg Place
DA2019/027	New Garage	First Avenue
DA2019/029	New Shed	Pinkerton Road
DA2019/030	New Shed	Donaldson Street
DA2019/032	New Dwelling	Mantons Road
DA2019/036	New Shed	Warren Street
DA2019/039	Internal Staircase	Sheridan Street
DA2019/041	New Dwelling	Bartley Street
CDC2019/007	New Garage	Murray Street
CDC2019/008	New Swimming Pool	Poole Street
CDC2019/009	Dwelling Additions	Hurley Street
CDC2019/010	New Swimming Pool	West Jindalee Road
CDC2019/011	Conversion Office to Ensuite	Hurley Street

VALUE OF WORK REPORTED TO THIS MEETING: **\$3,705,837.00**

VALUE OF WORK REPORTED YEAR TO DATE : **\$27,716,258.00**

THIS TIME LAST YEAR:

VALUE OF WORK – March 2018 - \$ 693,515.00

VALUE OF WORK – YTD 2018 - \$ 13,042,977.00

8.4.2 COOTAMUNDRA LEP 2013 PROPOSED AMENDMENT 7 - DEFERMENT OF ITEM 8

DOCUMENT NUMBER	301318
REPORTING OFFICER	Grace Foulds, Acting Manager Development, Building and Compliance
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 2.2 Strategic land-use planning is co-ordinated and needs-based
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Proposed Amendment 7 will result in changes to the Cootamundra LEP 2013.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

- Cootamundra LEP 2013 Proposed Amendment 7 Items 1 – 7 be made.**
- Cootamundra LEP 2013 Proposed Amendment 7 Item 8 be deferred until Council has conducted a proper assessment of the additional permitted use.**

Introduction

Cootamundra LEP 2013 Proposed Amendment 7 was exhibited 15th February, 2019 to 15th March, 2019. Council received 12 submissions specifically related to Item 8 – Additional Permitted Use of a Feedlot at 358 Jugiong Road, highlighting that insufficient assessment had been conducted prior to the inclusion of Item 8 in Proposed Amendment 7.

Staff are recommending that Proposed Amendment 7 Items 1-7 be made, with Item 8 deferred until proper assessment has occurred.

Discussion

Cootamundra LEP 2013 Proposed Amendment 7 items 1 – 7 was presented at the Ordinary Council Meeting of 22nd May, 2018. Amendment to the Planning Proposal with the addition of Item 8 – Additional Permitted Use of a Feedlot at 358 Jugiong Road was presented and approved at the Extraordinary Council Meeting of 18th December, 2019.

Council received Gateway Determination to exhibit Proposed Amendment 7 on 6th February, 2019.

Public exhibition of Proposed Amendment 7 occurred 15th February, 2019 to 15th March, 2019. 12 submissions were received specifically relating to Item 8 – Additional Permitted Use of a Feedlot at 358 Jugiong Road. Notwithstanding the fact that Item 8 is controversial, it is the opinion of staff that it is not appropriate to proceed with this Item until such time as a proper assessment of the additional permitted use has been undertaken. Endorsing such a use without a full assessment would severely mitigate Council's ability to assess and determine the application based on merit at

the Development Application stage as the endorsement and making of the additional permitted use would give “in principle” approval to such a development.

8.5 REGULATORY SERVICES

Nil

8.6 ASSETS

8.6.1 GUNDAGAI WATER RESTRICTIONS

DOCUMENT NUMBER	302081
REPORTING OFFICER	Phil McMurray, Acting General Manager
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>3. Sustainable natural and built environments: we connect with the places and spaces around us</p> <p>3.1 The natural environment is valued and protected</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 act in accordance with Council's Water Restrictions Policy
ATTACHMENTS	Nil

RECOMMENDATION

Council endorse the Acting General Manager's actions under the Delegation of Authority to implement Water Restrictions in accordance with Council Policy.

Introduction

Council policy and procedures details how the Gundagai Local Water Utility (Gundagai LWU) implements Water Restrictions for the purpose of water conservation, demand management and drought management. The Mayor and General Manager have been delegated authority to implement and vary water restriction levels in accordance with Council's Policy.

Discussion

URGENT MANDATORY LEVEL 5 WATER RESTRICTION FOR GUNDAGAI ON WEDNESDAY 17 APRIL 2019

Major maintenance work was undertaken at the Gundagai Water Filtration Plant on Tuesday, 16th April, 2019 to place an extension on the foot valve into the Murrumbidgee River to secure water supply during drought conditions. A problem occurred following this maintenance which resulted in the pumps not able to hold their prime. The plant was not able to operate, and a limited water supply was available for the town only in its reservoirs.

In this circumstance, there was an urgent need to reduce water consumption, and an interim mandatory Level 5 Water Restriction was determined necessary for Wednesday, 17th April, 2019. Advertisement of the water restrictions occurred.

Work completed that day had the town's water supply restored in the evening which resulted in the imposed restrictions being lifted.

MANDATORY LEVEL 2 WATER RESTRICTION FOR GUNDAGAI IN PLACE FROM 18 APRIL 2019

In accordance with Council procedures, the trigger level for Level 2 Restrictions occur when storage in Blowering or Burrinjuck Dams falls below 30%. Both dams in this case have now fallen below 30%.

Provided below is an extract from the Council Procedure for the information of Councillors:

1. Introducing a Level of Water Restriction:

The following table indicates when a level of water restriction may be introduced

Trigger	Restriction Level introduced
The storage in Blowering Dam or Burrinjuck Dam falls below 50%	1
The storage in Blowering Dam or Burrinjuck Dam falls below 30%	2
The storage in Blowering and Burrinjuck Dams fall below 20% or Water allocation reduced to 50%	3
The storage in Blowering and Burrinjuck Dams fall below 10% or Water allocation reduced to 30%	4
The Murrumbidgee River flow falls below 200 Mgl/day for a period 7 days or more or Water Allocation reduced to 25%	5
The Murrumbidgee River Flow falls below 100 Mg/day for 7 days or more or Water allocation reduced to <20%	6

The Mayor and General Manager have delegated authority to impose a Restriction Level different to the above Trigger levels if it is considered necessary.

2. Revoking a Level of Water Restriction:

Revoking the water restriction levels shall be the reverse of the above provided the dam levels or flows are likely to be sustained in the immediate future.

3. Variation of Water Restriction Level:

The Mayor and General Manager shall determine which water restriction level will be implemented. This will be reported to the next Council meeting.

4. Communication Strategies:

Whenever a level of water restriction is introduced or varied, the General Manager will arrange for appropriate advertising to be placed. During the period of the restrictions the advertising will be repeated monthly.

The current level of water restrictions will be displayed on Council's website and on signs displayed at the approaches to town.

For level 3 and above radio and television ads will be placed as determined by the General Manager. For level 4 and above a letter box drop of every house and business in the Gundagai LWU area will be undertaken. The General Manager may elect to undertake a letterbox drop for lower level restrictions if he considers that it would be desirable and could enhance compliance.

Whenever water restrictions are revoked or downgraded, similar advertising will be undertaken as deemed appropriate by the General Manager.

5. Dealing with Breaches of Water Restrictions

Consumers who are detected breaching water restrictions which are in place at that time will be dealt with as follows:

- a) For the first observed breach, a warning notice from the General Manager
- b) For a second observed breach, a Penalty Infringement Notice will be issued under S.637 of the Local Government Act 1993.
- c) For breaches in excess of two – both the appropriate fine as in b) above and a restriction of water flow to the property, in accordance with Regulation 144(f) of the Local Government (General) Regulation 2005, will be the penalty.

Gundagai LWU will utilise the services of the Infringement Processing Bureau for the purpose of processing all fines issued.

6. Resourcing Activities associated with Water Restrictions

The General Manager will allocate sufficient skilled personnel and other resources to ensure that all procedures are carried out in a timely and professional manner.

7. Restriction Philosophy

The current restriction triggers are based on minimising our impact on the Murrumbidgee River system during times of drought and ensuring that in the event that the river drops to minimal flow, supply for essential use will be available and last as long as possible.

8. Restriction Levels

Details of Restriction Levels are shown in Appendix 1

The Mayor and General Manager may vary Restriction Level descriptions if considered necessary.

9. Exemptions

Exemptions may be available for the various domestic, commercial or industrial purposes. The General Manager will determine if the application has merit and if adequate supply is available prior to issuing an exemption. Consumers must have a valid exemption or they shall be liable to a penalty. An Exemption Permit form is attached in APPENDIX 2

10. Public Parks, Sporting Grounds, Public Swimming Pool and School Grounds

Irrigation water shall be limited as shown below. Sprinklers shall be controlled to ensure that water is not wasted on paved areas or roads.

Level	Permissible use
Level 1	No restriction on fixed irrigation sprinklers provided that they are on a timer and controlled so that there is no pooling or runoff
Level 2	Fixed irrigation sprinklers, night time use on a timer, controlled so that there is no pooling or runoff
Level 3	Fixed irrigation sprinklers, night time use on a timer, controlled so that there is no pooling or runoff, no more than 3 times per week.
Level 4	Fixed irrigation sprinklers, night time use on a timer, controlled so that there is no pooling or runoff, no more than once per week.
Level 5	No irrigation permitted
Level 6	No irrigation permitted. No topping up of Public Swimming Pool.(May need to close for operational or health reasons.)

APPENDIX 1**WATER RESTRICTION LEVELS**

The following restrictions are for all domestic, commercial and industrial consumers in the Gundagai LWU.

Level 1 Voluntary

- no watering with fixed hoses or sprinklers between restriction times
- Washing of vehicles on lawns with a hose provided the use of a hose with a trigger cut off nozzle
- Water runoff onto roads or gutters banned
- Council Ranger will advise and warn anyone not co-operating.

Level 2 Mandatory

- Fixed hoses and sprinklers banned between restriction times*
- Fixed hoses and sprinklers to be on a timer
- Washing of vehicles on lawns with a hose permitted provided the use a trigger cut off nozzle
- Hosing of paths and driveways banned
- Water runoff onto roads or gutters banned

Level 3 Mandatory

- Fixed Hoses and sprinklers banned
- Odds and evens relating to street number and date. No watering on 31st.
- One hand held hose per property before or after restriction times*
- Fixed micro sprays and dripping systems maximum of 15 minutes before or after restriction times*
- Washing of vehicles on lawns with a hose permitted provided the use a trigger cut off nozzle before or after restriction times*. Washing with bucket at other times.
- Hosing of paths and driveways banned
- Water runoff onto roads or gutters banned
- Filling or topping up of Swimming Pools only permitted if cover is fitted

Level 4 Mandatory

- Fixed Hoses and sprinklers banned
- Odds and evens relating to street number and date. No watering on 31st.
- One hand held hose per property before or after restriction times* for a maximum of ½ hour
- Fixed micro sprays and dripping systems maximum of 15 minutes before or after restriction times*
- Washing of vehicles on lawns with buckets.
- Hosing of paths and driveways banned
- Water runoff onto roads or gutters banned
- Filling or topping up of Swimming Pools banned.

Level 5 Mandatory

- Outside use of hoses banned
- Bucket watering only
- Washing vehicles banned
- Limitations placed on commercial and industrial usage

Level 6 Mandatory

- No outside use of town water
- Use of recycled grey water, rainwater tank water or bore water only for outside use
- Limitations placed on internal domestic use
- Limitations placed on commercial and industrial use.

***Restriction Times Daylight Savings Hours from 9:00am to 6:00pm**

Non Daylight Savings Hours from 9:00am to 4:00pm

8.7 CIVIL WORKS

8.7.1 CIVIL WORKS REPORT - APRIL 2019

DOCUMENT NUMBER	301802
REPORTING OFFICER	Shelley Liehr, Executive Assistant - Operations
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>3. Sustainable natural and built environments: we connect with the places and spaces around us</p> <p>3.2 Our built environments support and enhance liveability</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	1. Works Report - April 2018 ↓

RECOMMENDATION

The Operations Update Report and Works Program for the month of April, 2019 attached to the report be received and noted.

Introduction

This report provides a detailed update of the Operations Department's works for the month of April, 2019.

Discussion

Maintenance grading has been completed on roads around the Jindalee and Stockinbingal areas. Currently the crews are working in the Yannawah areas. Gravel road resheeting has been completed on Hillbank and Ryan's Lanes as well as various street in the Stockinbingal area. Resheeting on the various roads/streets was determined from the priorities identified in Council's gravel road asset management plan.

Drainage repairs have been completed on Old Cootamundra Road where recent heavy rainfall had washed away materials from both the upstream and downstream sides of the bridge.

Over the last month, Council's sealing contractor Boral has completed all of the scheduled reseals for 2018/19. Line marking of these roads was expected to be completed by Easter.

Footpath repairs have been undertaken in Yass Road and Harold Conkey Drive to repair sections of raised and broken footpaths. A section of pavers has been re-laid at the corner Parker and Wallendoon Streets where the pavers had shifted over time.

Interflow are once again working in the Cootamundra township. These current works involve finishing off the 2019 sewer lining program as well as cutting property junctions into these relined sewers.

Work crews have completed pavement stabilisation on stage 1 of the Adjungbilly Road project with the first 1.2kms now sealed. Work has commenced at Gobarralong Road with culvert installation and shoulder widening in progress. Remaining works include minor shape correction, realignment, pavement widening and stabilisation. Work has commenced on the Muttama Road with culvert replacement and pavement geotechnical investigation in progress.

Gravel resheeting has been completed on Riverview and Hopewood Roads, and as such, work is planned to occur on Parsons Creek Road in the coming weeks pending surplus material from the Adjungbilly Road project.

Maintenance grading has commenced with work being undertaken in the Old Hume Highway/Mundarlo area.

The main street amenities block is underway with excavation and service adjustment complete. Work is continuing with the placement of concrete footings and blockwork.

Preparation for the installation of the Gundagai Pony Club undercover arena has seen the site levelled at the Gundagai Showground.

Work was completed for the Lindley Park playground with the earthworks and soft fall completed by Council operations staff.

8.7.2 NANGUS WATER SUPPLY SCHEME

DOCUMENT NUMBER	301805
REPORTING OFFICER	Bill Moore, Consultant Engineer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>3. Sustainable natural and built environments: we connect with the places and spaces around us</p> <p>3.2 Our built environments support and enhance liveability</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"> Correspondence from Goldfields Water County Council 🔗 Nangus Project Initiation Plan (under separate cover) 🔗

RECOMMENDATION

- Council resolve to proceed with the Nangus Water Supply Project project up to and including the development of a business case.**
- Council advise Goldfields Water County Council that all costs associated with providing property connections to Nangus and surrounding properties are to be covered in the capital works cost of any scheme developed.**
- Council not seek a submission for funding under the Safe and Secure Water program for the first phase of the project.**
- Council commit \$350,000 toward the cost of completing the investigations and concept designs and in preparing a business case for the Nangus water project.**

Introduction

A letter has been received from Goldfields Water County Council (GWCC) regarding investigations into the feasibility of the construction of a water supply scheme to serve the Village of Nangus. The letter accompanied a draft Project Implementation Plan (PIP). Copies of both the letter and the draft plan are attached to this report.

The letter requests Council respond to the following points:

- Review and provide feedback where appropriate to the attached PIP;
- Provide a Council resolution on behalf of Cootamundra-Gundagai Regional Council (CGRC) confirming the desire for the project to proceed;
- Confirm if a submission under the Safe and Secure funding program is desired, noting the delay this may cause; and

4. Confirm that funding for the project is available by CGRC, noting GWCC's co-contribution limit.

Discussion

1. Review and provide feedback where appropriate to the attached PIP:

This plan is a fairly detailed document setting out the issues that both CGRC and GWCC need to address in the initial stage of the project.

The plan identifies six (6) potential sources of supply for the project that need further investigation:

- Extension from Gundagai's existing scheme;
- Extraction from the river;
- Ground water extraction; and
- Three possible supply points and routes from GWCC's existing Tenandra scheme.

The plan details probable membership of a Project Reference Group involving both elected members and senior staff of both councils, stakeholders and government personnel. Reporting to that body would be a Project Team consisting of staff from both councils, consultants and contractors.

Both the plan and the accompanying letter make several references to the Nangus community's "willingness to pay". Given the commitments of a previous General Manager and Administrator that there would be no construction nor connection costs charged to residents, the project needs to include all such costs as part of the capital works. The PIP requires amendment to reflect this.

3. Confirm if a submission under the Safe and Secure funding program is desired, noting the delay this may cause:

The Safe and Secure Water program is currently under review and it is likely that the cost/benefit requirement might be relaxed in recognition of the difficulty of reaching this criteria in small and remote locations where health and safety issues outweigh conventional economic considerations.

Council has already committed approximately \$650,000 from the Stronger Communities Fund for this project, which is more than sufficient to cover the first phase of this project (ie: feasibility and scoping studies) which is currently estimated to cost about \$216,000.

4. Confirm that funding for the project is available by CGRC, noting GWCC's co-contribution limit:

As mentioned above, Council has committed almost \$650,000 to the project and GW are seeking, at this stage, a commitment to match their contribution of \$350,000 towards the cost of completing the investigations and concept designs and in preparing a business case for submission for State Government funding under the Safe and Secure Water Program to proceed with construction.



8 April 2019

Mr Phillip McMurray
Acting General Manager
Cootamundra Gundagai Regional Council
PO Box 420
COOTAMUNDRA NSW 2590

Dear Phillip

NANGUS WATER SUPPLY SCHEME

I write to you in regards to the proposed Nangus water supply project. It is Goldenfields Water's (GW) understanding that Cootamundra Gundagai Regional Council (CGRC) have expressed a desire to proceed with the investigation of potential supply to the village of Nangus, with the aid of GW to facilitate the project management of works up to the delivery of a business case.

GW can confirm that an allocation of \$175,000 has been established within the current financial year to cover its estimated 50% of costs required to complete an investigation, concept design and business case. This funding was to be used as a co-contribution with CGRC and additional funds were to be sought from the State Governments Safe & Secure funding scheme.

GW can advise that if additional grant funding is required, then under the new guidelines for the Safe & Secure funding program, it could delay the project by up to 6 months to undertake the new review and approvals process.

A draft Project Initiation Plan (PIP) has been developed and is attached for your review and feedback. Specifically, please note that part of the investigation (feasibility) phase of the project, GW feel that it is necessary to investigate all sources of water supply for potential options to consider for the village reticulation system. This could mean that a suitable ground water supply could be available in lieu of a direct connection to GW's existing water supply infrastructure. These alternative options might provide CGRC with a more viable water supply scheme.

A critical component for the feasibility of the project will require CGRC to undertake community consultation to confirm that there is a "willingness to pay" for the scheme and that customers have an understanding of the future financial imposts this project could represent. This consultation process has not been considered as part of the scope of works GW will seek to engage a consultant for, as we feel the process is generally a normal Council function undertaken as part of the development of a Customer Service Plan (CSP), Integrated Water Cycle Management Plan (IWCM) or an annual customer survey.



In order for the project to move forward GW are respectfully requesting that CGRC provide the following points in response to this letter:

1. Review and provide feedback where appropriate to the attached PIP;
2. Provide a Council resolution on behalf of CGRC confirming the desire for the project to proceed;
3. Confirm if a submission under the Safe & Secure funding program is desired, noting the delay this may cause, and
4. Confirm that funding for the project is available by CGRC, noting GW's co-contribution limit.

Please do not hesitate to contact myself or the Manager Production & Services (Geoffrey Veneris) to discuss any of the information within this letter or the attached documentation.

Yours faithfully

A handwritten signature in black ink, appearing to read "Aaron Drenovski".

Aaron Drenovski
General Manager

CC: Bill Moore

8.7.3 PLANT REPLACEMENT - BACKHOE

DOCUMENT NUMBER	301897
REPORTING OFFICER	Mark Ellis, Manager Civil Works
AUTHORISING OFFICER	Phil McMurray, 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	The cost of the backhoe as outlined in the report.
LEGISLATIVE IMPLICATIONS	To comply with s55 of the Local Government Act, 1993.
POLICY IMPLICATIONS	To comply with Council's Procurement Policy and Procedures.
ATTACHMENTS	1. Backhoe Quote Summary - Confidential (under separate cover)

RECOMMENDATION

The tender from JCB Construction Equipment Australia be accepted for the JCB 3CX Elite in an amount of \$175,500 be accepted.

Introduction

Council recently undertook a Request for Quotation (RFQ) through Local Government Procurement for the replacement of the Cootamundra works backhoe which was damaged in a work related incident in December, 2018. This RFQ closed on the 12th February, 2019.

An assessment panel comprising Council's Cootamundra Plant Foreman, Work Supervisor and plant operators have assessed these machines with the following report being prepared.

Discussion

At the close of the RFQ, five companies had supplied quotes for the specified backhoe. These being JCB Construction Equipment, WesTrac (Caterpillar), Komatsu, Capital Construction Equipment (New Holland) and Hartwigs Wagga (Case). A confidential summary of these machines is provided under separate cover.

The spreadsheet is confidential as, 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.

Further, it is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as publication of all tendered amounts would discourage potential tenderers from submitting commercial information in the future and therefore prejudice Council's ability to secure the optimum outcome for the community.

From these, six machines were quoted. The JCB 3CX Classic machine was not considered as its engine power output was the lowest rated of the six and was concluded to be below Council's requirements.

The other five machines quoted on have similar engine sizes. Engine torque and power on the Caterpillar, Komatsu and Case are all less than the JCB Elite and New Holland. The higher outputs are considered advantageous when digging and excavating in solid ground as they have less engine strain and superior long term performance.

Of those five machines, the JCB, Caterpillar and Komatsu machines come with standard GPS tracking and plant monitoring capabilities. The panel considered this to be advantageous for any new item of plant being purchased by Council, with benefits including being able to monitor all the critical aspects of the machine by the workshop staff and having records of the plants operational history easily accessible. Having the ability to monitor performance and make a diagnosis by workshop staff is considered advantageous as the machine maintenance can be undertaken with greater efficiency and prevent future down time of the machine. Such maintenance provides significant improvement in the fleet program for Council as the machine can be running at its optimal performance during its operational life.

Council currently has this monitoring as a standard feature on the Caterpillar and John Deere graders, Hyundai excavator and loader, and mini Komatsu excavator. Workshop staff are now monitoring and receiving warnings when these items of plant have operation faults. Such monitoring allows a remote diagnose to be undertaken by the workshop staff indicating what maintenance or repair is required to resolve any issue prior to leaving for a site inspection for the vehicle. This will save time of the mechanics, works staff and down time of the machine.

Having this monitoring capability also increases the security advantages of the machine as its operational position can be tracked 24/7 with options to establish working boundaries for the machine to send off a security alert if movements occur outside these boundaries.

The New Holland and Case units don't offer these as standard features. Simple aftermarket tracking units are available but don't offer the same degree of technology as the factory fitted units.

GPS tracking capabilities, in addition to performance abilities, will be a feature that Council specifies for future quotes when new plant is sought. Such features will contribute to ensuring that Council has a modern fleet with optimal performance capabilities to assist in undertaking works programs in the most efficient and economical manner. Furthermore, performance management of the fleet aligns with the objectives of recent reports to improve Council's plant usage and the income from all plant.

When testing these machines it was evident that the JCB Elite cabin and operator controls were superior. The operator can sit in the seat and rotate from front to rear or in the direction of the work, with all controls rotating in the seat with the operator. This feature is not offered in the other machines which have fixed controls at the front and rear. The feature is considered to provide safer work space for the operator in addition to people working near the machine as by providing a 360deg view, the operator will be facing the work zone directly.

In consideration of the Caterpillar, JCB and Komatsu machines, it is noted that only the JCB has its own manufactured buckets and side shift. This is considered advantageous as any issues with aftermarket additions to machines have to be rectified by a third party and in the past some problems have been encountered in this regard, which has resulted in down time of the machine. Furthermore the JCB buckets include certified lifting lugs to enable the lifting of pipes and other gear with the bucket. No other manufacturer is willing to provide a certified bucket. Obtaining certification on aftermarket products is an extremely difficult process to go through and as such no other manufacturers will provide buckets with this option.

The advantage of having a machine on site to be able to lift pipes into place means a crew does not have to rely on having a crane truck on site, thus less plant and resources tied up in one place.

In regard to resale value, typically Caterpillar and JCB machines will attract a better resale at the time of trade in at the end of their useful life. This has to be taken into account when purchasing any new item of plant as the better the resale value the better the change-over price.

In terms of delivery times, the JCB and New Holland can be supplied within 2 to 3 weeks, whereas others are up to 8 weeks. As Council is currently hiring a replacement backhoe, the quicker a replacement is delivered the less hire costs will be incurred. JCB has also noted that their machine is likely to be a 2019 built machine.

Based on the above information and in particular the advantages of the certified buckets and lifting capacity, it is recommended that the JCB 3CX Elite Backhoe be purchased.

Council has allocated \$150,000 in the current plant replacement program for this new backhoe. While acknowledging the JCB will exceed this amount, several items of surplus plant and fleet vehicles have been traded which has resulted in additional funds being in the plant fund. These excess funds are sufficient to cover the cost of this recommended backhoe.

Further Council also received \$58,590 as a result of the insurance claim on the old backhoe.

8.7.4 COOTAMUNDRA WATERMAINS REPLACEMENT

DOCUMENT NUMBER	301732
REPORTING OFFICER	Bill Moore, Consultant Engineer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>3. Sustainable natural and built environments: we connect with the places and spaces around us</p> <p>3.2 Our built environments support and enhance liveability</p>
FINANCIAL IMPLICATIONS	The costs associated with the recommended tender party as stated in the 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. Water Mains Tender Attachment - Confidential (under separate cover)

RECOMMENDATION

The Tender for Water Mains Replacement in Cootamundra (003/2019) to replace existing aged asbestos water mains infrastructure from Killard Infrastructure Pty Ltd in the amount of \$450,850 be accepted.

Introduction

Tenders were recently invited for the replacement of aged asbestos cement water mains in Cootamundra in the vicinity of Cameron Square. The water mains in this area have become notorious for regular water mains breakages requiring emergency repairs by staff. The increasing cost involved in ongoing business and after hours emergency water mains repairs impacts Councils annual Water Fund budget. This water mains replacement work will eliminate that impact on Council's Water Fund budget.

Discussion

Note that a confidential tender assessment report is provided under separate cover as, 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.

Further, it is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as publication of all tendered amounts would discourage potential tenderers from submitting commercial information in the future and therefore prejudice Council's ability to secure the optimum outcome for the community.

The tender called for the replacement of a total of about 1.2kilometers of 100millimeters diameter mains in the following areas:

- McKenna Street;
- Williams Street;

- Oban Street (both sections);
- Cameron Square (North East side);
- Harley Avenue; and
- Bapaume Street between Hay and Murray Streets.

The four tenders received by Council are provided in the table below:

1. Utilstra Pty Ltd
2. Killard Infrastructure Pty Ltd
3. Aqua Options Pty Ltd
4. Beno Excavations Pty Ltd

There is available funds in the Water Supply budget to be used for water infrastructure maintenance and are sufficient to fund this work.

The tenders were assessed by a panel consisting of Catherine Smith (Procurement Officer), Ganesh Ganeshamoorthy (Manager Assets) and Bill Moore (Consultant Engineer).

A summary of the tenders found that:

Killard Infrastructure Pty Ltd

Already contracted to Council, and replacing approximately 18kilometers of water main pipes in Cootamundra, the work undertaken by Killard Infrastructure Pty Ltd for Council to date has been of a sound standard.

The panel noted cost variations in their tender amount for the new contract being significantly higher than those charged under the existing contract. For example, their rate for the supply and lay the new water main, a major component of the contract, is the highest of all four tenders, yet their other rates are generally much more competitive making their total tendered price the 2nd lowest.

The total tendered price is a little above the pre-tender estimate however it is still considered competitive against the alternate tenders. They provided a comprehensive list of previous works and supportive referees.

The panel believe Killard Infrastructure Pty Ltd to be the most suitable of all four tenders.

8.8 TECHNICAL SERVICES

Nil

8.9 FACILITIES

Nil

8.10 WASTE, PARKS AND RECREATION

8.10.1 WASTE SITE ASSESSMENT REPORT

DOCUMENT NUMBER	301053
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>3. Sustainable natural and built environments: we connect with the places and spaces around us</p> <p>3.1 The natural environment is valued and protected</p>
FINANCIAL IMPLICATIONS	Adoption of the recommendation will result in expenditure of \$16,500(Inc. GST)
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report at this stage.
POLICY IMPLICATIONS	There are no Policy implications associated with this report at this stage.
ATTACHMENTS	<ol style="list-style-type: none"> 1. Waste Strategy Issues and Actions Report (under separate cover) » 2. Waste Strategy Site Assessment Report (under separate cover) »

RECOMMENDATION

1. The Cootamundra-Gundagai Regional Council Waste Site Assessment Report Stage (1) prepared by Wright Corporate Strategy Pty Ltd attached to the report be received and noted.
2. The Cootamundra-Gundagai Regional Council Waste Issues and Actions Report Stage (2) attached to the report be received and noted.
3. Council endorse the engagement of Wright Corporate Strategy Pty Ltd to prepare a technical Waste Management and Resource Recovery (WRMM) Strategy, Stage (3), at a cost of \$16,500 (Inc. GST) to be funded from the Waste Reserve.
4. Council approve a further \$16,500 (Inc GST) in the event staff consider a Community Facing Version feasible, to be funded from the Waste Reserve.

Introduction

Cootamundra-Gundagai Regional Council previously resolved to undertake the development of a five year Waste Strategy to improve its waste management. Council sought an experienced external consultant to investigate Council's existing waste services and submit a proposal for a new waste strategy. The new Strategy is to focus on delivery of effective and efficient waste services based on assessment of current services and delivery mechanisms and options available, underpinned by

suitable financial analysis and some investigation of regulatory compliance of Council owned or managed waste assets.

The project required and has included workshop consultation with Council and its principal service providers in developing improved options for assessment, as well as public consultation with the community. The project also involves assistance with delivery of the new Strategy across the LGA.

Wright Corporate Strategy (WCS) has workshopped the possible depth and range of the new Strategy as part of their service delivery.

The final Waste Strategy would be prepared along the EPA-endorsed structure, including at least:

- Overview and Introduction
- Where are we today? (Review of current strategies, services, community expectation, recycling and landfill diversion rates, kerbside performance, waste infrastructure, population forecasts, waste education, regional issues and challenges)
- Where do we want to get to? (Development of new Vision, Themes, Strategic Objectives and Targets for the new Strategy)
- How will we get there? (Development and assessment of Options/delivery mechanisms to meet the strategic Objectives and Targets, before finalising and developing those selected as Strategic Actions to be implemented during the Strategy's term)
- How will the Strategy be implemented? (Development of an Action Plan document to deliver the new Strategy)
- How to measure success? (Requirements to review progress in delivering the Strategy and update the Action Plan over time. Consideration during this process should also be given to ensuring continuous improvement of the Strategy and its Action Plan within an assessment feedback loop)

As part of the Cootamundra-Gundagai Regional Council waste review initiative, Wright Corporate Strategy Pty Ltd were engaged to prepare a Waste Strategy Review aligned with the above based on three document development Stages.

- Stage (1) Site Assessment Report (completed)
- Stage (2) Issues and Actions Report (completed) &
- Stage (3) Waste Management and Resource Recovery Strategy Report.

Discussion

Stage (1) Site Assessment Report

As part of a project to revise the waste strategy for Cootamundra-Gundagai Regional Council (CGRC), and on behalf of Wright Strategy Pty Ltd, Environment Improvement Projects (EIP) has inspected the operating landfills and transfer stations in the local government area. The work completed by EIP aims to inform Council about the current sites, highlight risks, and suggest a priority for remedial works and actions. The information in this report provides Council with information about the status of the current sites, identifies potential liabilities, highlights deficiencies, and provides evidence to assist Council in its decisions about the future management of the sites and its decisions to revise its waste strategy.

This report provides the data gathered before, during and after the inspections and provides selective site photographs, location data, responses to questionnaires and risk assessment

checklists. The assessment focused on determining compliance with current guidelines and regulations relevant to rural landfill and transfer stations.

EIP has assessed the environmental conditions at the sites, assessed compliance against minimum operating standards, determined the likelihood and consequence of environmental harm, estimated the risks, identified works and actions to reduce the risks, and estimated the cost of those works and actions.

Stage (2) Issues and Actions Report

This document “Issues and Actions Report” follows on from the Stage 1 “Situation Review and Waste Sites Assessments” taking up issues identified and developing strategic actions for positive change. From both Stage 1 and 2, Wright Corporate Strategy will develop Council’s new Waste Strategy and its Action Plan, whilst a financial assessment of the Strategy’s impact will be prepared within the project’s final stage. Summary content from Stages 1 and 2 will be presented within the Waste Strategy document.

Stage 2 commences with development of the new Strategy’s Mission Statement and Objectives using “guiding principles” discussed and developed within the Councillor Workshop. During this workshop, separate Councillor Information material relating to Issues identified and draft actions was provided to inform and guide discussion. A two week period following the workshop was also provided for further distillation of thoughts and feed-back, with all input and feedback incorporated into this Report.

Strategic Actions to be delivered by the new Waste Strategy have been prepared and assessed herein within strategic Key Focus Areas. These areas were developed by Wright Corporate Strategy in consideration of Stages 1 and 2, prevailing waste policy and experience gained, describing principal components for change for Council. Assessment of actions produced a relative ranking, suggested by Wright Corporate Strategy to provide priority for delivery within the Strategy’s Action Plan.

Council and staff recognises the disparity in the operating standards of its waste sites, service provision and fees charged between the former Cootamundra and Gundagai Shire Councils, and encourages the new Waste Strategy to consider this also.

Stage (3) Waste Management and Resource Recovery Strategy Report.

Within Stage 3, Wright Corporate Strategy will prepare a technical Waste Management and Resource Recovery Strategy document. Technical information and prior reports will be included within Technical Appendices as appropriate. It is proposed that the final Waste Strategy be structured in line with the WARR and Regional Waste Strategies.

It is proposed the document includes:

- Table of Contents
- Acronyms used
- Executive Summary
- Introduction and Purpose of the Strategy

Part One: Current Situation

- Description of strategy development process and Guiding Principles
- Current performance in managing waste (LG requirements, Services, Sites, Waste and Recycling Performance)

- Drivers for Change (Current performance, Sustainability, Waste Policy, Regulatory Compliance, Equitable Services, Business Development)

Part Two: Development of new Strategy

- Council's strategic direction
- Council's strategic planning
- Guiding Principles
- Strategy term
- Mission Statement
- Strategic Objectives
- Key Focus Areas (including a full description)
- Strategic Actions (including a full description, consideration of expected operating outcomes, merits and potential issues)

Part Three: Strategy Implementation/Delivery

- Action & Financial Plans
- Measurement of success
- Technical Appendices

8.10.2 COOTAMUNDRA CBD STREET FURNITURE COLOUR SCHEME

DOCUMENT NUMBER	301086
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>3. Sustainable natural and built environments: we connect with the places and spaces around us</p> <p>3.2 Our built environments support and enhance liveability</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report. All costs are associated with the CBD annual maintenance costs.
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 colour scheme for Cootamundra's Central Business District street and park furniture be Gun Metal Hammer Tone with Dark Silver and Black Trimming.**
- The colour for Stratton and Simpson Bridges be two differing tones of dark grey with complimenting white/black trim.**

Summary

The purpose of this report is to indicate the importance of maintaining and presenting Councils existing assets to an adopted standard through good management practices and principals.

A review of Cootamundra's urban landscape, and the colours associated with street and park furniture including Stratton Bridge, have indicated that the existing condition and colours are not presenting the furniture or the town to their optimum.

Working towards standardising Cootamundra's visual amenity, Council approval of the recommendations provided above, the recommended colour scheme would be implemented throughout the streetscapes and public open space areas.

The proposed colours are thoughtful of the furniture's period styling and emphasises the materials used (steel & Timber) highlighting the furniture's features. It's important that the colours also fit well with the surrounding architecture. The Cootamundra wattle theme would be better emphasised by the use of significant sculptures throughout the CBA area in the future.

It may be opportune for Council to seek community opinion with proposed colour schemes, however, as we can all appreciate, colour stimulates a very personal view.

Introduction

As part of Council's Community Strategic Plan, the community responded indicating their expectation for Council to address the following:

- pride in local community and assets,

- promote the region from a tourism and residential perspective,
- investigate opportunities to take advantage of the unique geographic location,
- promote a strong and supportive community, and
- called for good leadership, decision making and communication from Council

In association with delivering the points listed above, our local Urban and CBD design and maintenance can significantly influence:

- economic success and socio-economic composition of a locality – whether it encourages local businesses and entrepreneurship; whether it attracts people to stop and or live here; and whether facilities and services are equitable;
- the physical scale, space and ambience of a place. As such, it affects the balance between natural ecosystems and built environments, and their sustainability and effectiveness;
- the social and cultural nature of a locality: how people interact with each other, how they move around, and how they use a place.
- public opinion and how locals, tourists, businesses etc. look at an area for opportunity and can reflect on a councils professionalism and attitudes regarding a town/village visual presentation and amenity.

Although a new or redevelopment of an urban and or town design is often delivered as a specific 'project', it is in fact a long-term process that continues to evolve over time with the application of good management practices, adaptability and well developed ongoing maintenance programs . It is this layering of building and infrastructure types, natural ecosystems, changing community's, their needs and cultures that gives places their unique characteristics and identities.

Discussion

The value of presentation of our towns and villages amenity, has a significant impact on the quality of our daily lives. Quality urban landscape design makes a valuable contribution to our economy, our natural and built environments, and the liveability of our towns and villages.

A quality well-presented vibrant CBD helps local businesses and communities thrive. It attracts travellers to stop, visitors to want to live and work in such a well-planned and maintained location. It has an important influence on our physical and mental health and wellbeing. It provides and encourages for healthy lifestyles and community interaction. Creating beautiful, colourful and tranquil places for our community is an important and valued responsibility of our Council. Quality open space management and design principles must take into account the unique characteristics of a location and its community, and encourages excellence in the design and where possible custodianship of urban places is to be encouraged.

A recent visit to Harden, Tumbarumba and Gundagai's CBD areas, clearly demonstrates how an extremely well designed streetscapes can enhance a towns unique character and improve liveability and visual amenity. It's clear, that all these towns have benefited significantly with increased tourism, visitation and community satisfaction.

It is the first impressions that have the biggest impact. We all acknowledge that a well-designed and maintained urban landscape leaves a memorable impression on visitors and can in part be the reason behind a town's success. It is recognised by councils throughout Australia that the importance of their town's urban landscapes, if developed and maintained well, will encourage tourism and, therefore, contribute to the prosperity of their region.



Figure 1 –Stratton Bridge (proposed colour two tone of grey with white trim)

Stratton Bridge is a beautiful bridge and a focal point for traffic entering and or leaving the Parker Street business area typically from the south and west of Cootamundra. Improved maintenance, in particular it's repainting, will beautify the bridge and portray it as an important historical piece of the Cootamundra streetscape.



Figure 2 CBD Main Street Harden

Cootamundra is in a good position with a CBD area that has good Civil infrastructure (roads, footpaths and stormwater drainage) and complimenting beautiful heritage buildings, lighting and healthy mature street trees that give a great framework to work with reflecting Cootamundra's unique character.

Until a major review of the town's CBD landscape and amenity is undertaken, basic maintenance is all that is needed to bring existing assets back to life and to give the towns CBD area a revitalised vibrant and well maintained appearance.

It would be prudent for Cootamundra-Gundagai Regional Council be competitive with its neighbouring councils to maximise tourism and regional growth opportunities. In addition to this, it's important to maintain a liveable and visually pleasing amenity for the local community to enjoy.



Figure 3 Cootamundra's Main Street



Figure 4 CBD Main Street Harden



Figure 5 Cooma NSW

The pictured monument located in the vicinity of Cooma CBD area depicts how sculptures and structures may give a 3rd dimension to a landscape, however, most importantly, the level of care and presentation shown by the council.

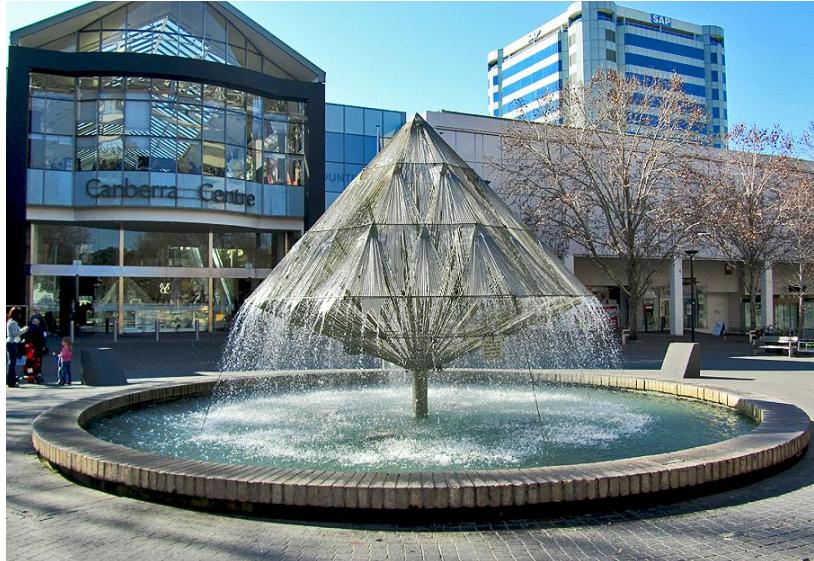


Figure 6 and 7 Water feature adds a focal point, a form of street sculpture and tranquillity in a Streetscape.



Figure 7



Figure 8 Aged Street Furniture Cootamundra CBD



Figure 9 showing the results with an existing CBD seat refurbished



Figure 10 Bare Garden and Sick Tree Cootamundra CBD



Figure 11 Harden CBD



Figure 11 and 1 Pictures show the differences between Cootamundra's and Harden's CBD Landscapes

A recent review of all council's furniture and associated assets has indicated that the majority of Cootamundra's Towns Street and Park furniture is in poor condition and in need of urgent maintenance and repairs.

As a start of revitalising Cootamundra's CBD areas, Parks and Gardens staff will commence with the painting and refurbishment of all existing and relevant street furniture and associated infrastructure. This will include removing all damaged equipment, repairing, treating and painting all existing furniture in selected colours considered modern but in tune with the town's historic values and character.

The colours recommended for the majority of street furniture (Dark Metal Hammer Tone, Silver and Black) give a modern refreshed look while not being too visually demanding. The Hammer Tone texture enhances the metal finish of the furniture as a street sculpture while complemented with subtle trim colours and timber finishes.



Attached photos show the extent of works required but also highlight the opportunity to revitalise the CBD areas and its magnificent heritage assets with minimal costs and as part of the council's normal routine maintenance program.

Figure 13 and 14 shows some colour variations of the prosed colour scheme



Figure 14



Figure 15 colour selection and visual presentation



Figure 16



Figures 16 and 17 shows opportunity to add colour



Figure 16 shows how simple planting of annuals and complementing fresh paint will improve the visual amenity of a beautiful asset.



Figure 18 properly the busiest point in the CBD area entry into Woolworths



Figure 17 Discussion and approval from Woolworths gives further opportunity to improve the streets amenity at prime focal points.



Figure 19 Blister in urgent need of upgrading



Figure 20 Urban Street Furniture in need of repair

In addition to the painting of street furniture, the CBD areas gardens that are currently showing stress and in poor state will also be refurbished introducing vibrant colours. All sick, dead plants and trees will be removed and replaced with suitably selected varieties. All associated assets that are currently not working or damaged will be repaired.

Cootamundra-Gundagai Regional Council is very fortunate to have a team of quality, enthusiastic and talented Parks and Garden staff that have all the appropriate skills to carry out these works. Staff have embraced the opportunity to work towards the upgrade and the improvement the towns and villages visual amenity. It is anticipated that staff will commence works as part of their autumn, winter and spring Works program. Works following the same principals as outlined in this report will extend to surrounding villages over time.

Within the near future a strategic review will be undertaken of all the towns and villages open space areas, with the intent of developing an Open Space Strategy complemented with specific Landscape Master Plans. The plans will give Council a review of what currently exists and how to deliver present these areas to their full potential. These plans will also include detailed implementation and financial plans for the consideration of Council and its communities.

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN**9.1 NOTICE OF MOTION - FINANCIAL ASSISTANCE GRANTS**

DOCUMENT NUMBER	301933
REPORTING OFFICER	Leigh Bowden, Councillor
AUTHORISING OFFICER	Phil McMurray, Acting General Manager

The following Notice of Motion signed by Councillor Leigh Bowden was submitted on 18 April, 2019.

I hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 30 April, 2019:

MOTION

- 1. Council acknowledges the importance of federal funding through the Financial Assistance Grants (FAGs) program for the continued delivery of Council services and infrastructure;**
- 2. Council expresses its concern about the decline in the value of Financial Assistance Grants funding at the national level from an amount equal to around 1% of Commonwealth taxation revenue in 1996 to a current figure of approximately 0.55%; and**
- 3. Council calls on all political parties contesting the 2019 Federal Election and their local candidates to support the Australian Local Government Association's call to restore the national value of Financial Assistance Grants funding to an amount equal to at least 1% of Commonwealth taxation revenue and therefore to provide a Fairer Share of Federal funding for our local communities.**

Note from Councillor

FAGs are a vital part of the revenue base of all councils, and this year councils will receive \$2.4 billion from the Australian Government under this important program.

The value of the FAGs has been declining for more than 20 years. In 1996 the level of funding for the FAGs was equal to around 1% of Commonwealth taxation revenue but this has steadily fallen since 1996, under successive Federal Governments, until it has reached a level now less than 0.55% of Commonwealth Taxation revenue. This decline was exacerbated by a three-year freeze on the indexation of FAGs from 2014-15 to 2016-17 which has cost local government an estimated \$925m in foregone FAGs funding.

FAGs are essential for many councils, particularly those in regional and remote areas of Australia which have very limited access to alternative revenue sources such as rates. Cootamundra-Gundagai Regional Council is one of these regional councils

We are dependent on the FAGs for the provision of infrastructure and services for our communities.

At the national level there has been an increasing level of demand from the community for local services and a growing expectation for a higher standard of services. This comes at the same time as cost shifting by state and territory governments onto local government continues to be a problem

and state and territory governments in several states impose revenue restrictions on councils through rate capping.

The Australian Local Government Association (ALGA) has made the restoration of the FAGs and the provision of a Fairer Share for local communities a key election initiative and ALGA and the state and territory local government associations are seeking the support of Council for the campaign and asking Council to engage directly with local candidates in the Federal Election to seek their support for a Fairer share of Federal funding for our community.

9.2 NOTICE OF MOTION - COUNCIL DEVELOP A CIVIC EVENTS AND CEREMONIAL FUNCTIONS POLICY

DOCUMENT NUMBER	302034
REPORTING OFFICER	Leigh Bowden, Councillor
AUTHORISING OFFICER	Phil McMurray, Acting General Manager

The following Notice of Motion signed by Councillor Leigh Bowden was submitted on 10 April, 2019.

I hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 30 April, 2019:

MOTION

That Cootamundra-Gundagai Regional Council develop a Civic Events and Ceremonial Functions Policy.

Note from Councillor

The purpose of the Policy will be to provide guidance on the types and processes involved in delivering Council events, civic events and ceremonial functions.

It will set out the roles of the Mayor and Councillors at these events and functions as well as external events held within the CGRC LGA where representation from Council is required.

It will also include protocols to be followed in any formal situations.

Specifically the Policy will provide guidance about when it is appropriate to hold events to acknowledge and commemorate citizens, for example on receipt of Bravery Decorations

10 QUESTIONS WITH NOTICE

Nil

11 CONFIDENTIAL ITEMS

Nil