

Business Paper

ORDINARY COUNCIL MEETING

COUNCIL CHAMBERS, GUNDAGAI

6:00PM, TUESDAY 28th May, 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 Council Chambers, Gundagai on:

Tuesday, 28th May, 2019 at 6:00pm

The agenda for the meeting is enclosed.

Mark Ellis
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.

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

5 CONFIRMATION OF MINUTES

5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 30 APRIL 2019

REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Mark Ellis, Acting General Manager
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Minutes of the Ordinary Meeting of Council held on Tuesday 30 April 2019

RECOMMENDATION

The Minutes of the Ordinary Meeting of Council held on Tuesday 30 April 2019 be confirmed as a true and correct record of the meeting.

Minutes

ORDINARY COUNCIL MEETING

**ALBY SCHULTZ MEETING CENTRE,
COOTAMUNDRA**

6:00PM, TUESDAY 30th April, 2019

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA
ON TUESDAY, 30 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 and Cr Charlie Sheahan

IN ATTENDANCE: Phil McMurray (Acting General Manager) , Ganesh Ganeshamoorthy (Manager Assets), Susan Gheller (Manager Business), Mark Ellis (Manager Civil Works), Miriam Crane (Manager Community & Culture), Sharon Langman (Manager Development, Building & Compliance), Andrew Brock (Manager Facilities), Tim Swan (Manager Finance & Customer Service), Glen McAtear (Manager Regulatory Services) and Wayne Bennett (Manager Waste, Parks & Recreation)

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.

ADJOURN MEETING

RESOLUTION 103/2019

Moved: Cr Leigh Bowden
Seconded: Cr Dennis Palmer

The Council meeting adjourn for Open Forum.

CARRIED

2 OPEN FORUM

List of Speakers

1. Lorna Nixon – Addressed Council on concerns in relation to the toilet paper dispensers currently in Council's public toilets.
2. Lyn Smart – Spoke in support of item 8.7.2 Nangus Water Supply Scheme
3. Isabel Scott – Thanked Councillors and Council staff for attending a meeting at the Arts Centre Cootamundra
4. Elizabeth Brown – Queried the process for reporting faulty street lights in the community and asked was Council responsible for that reporting?
5. Rod Chalmers and Mark Ward– Requested to meet with Council to discuss the completion of the Rugby Union Club Stronger Country Communities project.

OPEN MEETING

RESOLUTION 104/2019

Moved: Cr Dennis Palmer

Seconded: Cr Charlie Sheahan

The Open Council meeting resume.

CARRIED

3 APOLOGIES

APOLOGY

Note: An apology was received on behalf of Cr Doug Phillips.

RESOLUTION 105/2019

Moved: Cr Dennis Palmer

Seconded: Cr Gil Kelly

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

CARRIED

4 DISCLOSURES OF INTEREST

Cr Dennis Palmer disclosed a pecuniary interest in relation to item 8.4.2 Cootamundra LEP 2013 Proposed Amendment 7 - Deferment of Item 8 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 MARCH 2019

RESOLUTION 106/2019

Moved: Cr Leigh Bowden

Seconded: Cr Penny Nicholson

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.

CARRIED

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

RESOLUTION 107/2019

Moved: Cr Charlie Sheahan

Seconded: Cr Gil Kelly

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.

CARRIED

6 MAYORAL MINUTES

6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT

Note: the following amendments to the Mayoral Minute were noted at the meeting:

2nd April, 2019

The site inspection at the Gundagai Sewage Treatment Plant was cancelled due to inclement weather.

15th April, 2019

Cr's Kelly, Sheahan and Stewart did not attend the Councillor Workshop.

18th April, 2019

There was no meeting of the Cootamundra Tourism Action s.355 Committee.

The Mayor and Cr's Bowden and Nicholson attended a meeting at the Arts Centre.

19th April, 2019

The Fees and Charges meeting scheduled did not proceed.

29th April, 2019

Cr's Kelly, Phillips and Stewart did not attend the Councillor Workshop.

RESOLUTION 108/2019

Moved: Cr Dennis Palmer

Seconded: Cr Charlie Sheahan

The information in the Mayoral Minute, as amended, be received and noted.

CARRIED

7 REPORTS FROM COMMITTEES

Nil

8 GENERAL MANAGER'S REPORT

8.1 BUSINESS

8.1.1 DESIGNATED OFFICERS

RESOLUTION 109/2019

Moved: Cr David Graham

Seconded: Cr Charlie Sheahan

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.

CARRIED

8.1.2 DRAFT CODE OF MEETING PRACTICE

RESOLUTION 110/2019

Moved: Cr Dennis Palmer

Seconded: Cr David Graham

- 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.**

CARRIED

8.1.3 WALLEND BEEN MEMORIAL HALL S.355 COMMITTEE MEMBERSHIP

RESOLUTION 111/2019

Moved: Cr David Graham

Seconded: Cr Charlie Sheahan

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

CARRIED

8.1.4 STOCKINBINGAL ELLWOOD'S HALL S.355 COMMITTEE MEETING MINUTES & MEMBERSHIP

RESOLUTION 112/2019

Moved: Cr Dennis Palmer

Seconded: Cr Gil Kelly

- 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.**

CARRIED

8.1.5 COOTAMUNDRA SHOWGROUND USERS GROUP SECTION 355 COMMITTEE MEMBERSHIP

RESOLUTION 113/2019

Moved: Cr Gil Kelly

Seconded: Cr Leigh Bowden

- 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.

CARRIED

8.1.6 COOTAMUNDRA SHOWGROUND USERS GROUP S.355 COMMITTEE MEETING MINUTES

RESOLUTION 114/2019

Moved: Cr Leigh Bowden

Seconded: Cr Penny Nicholson

- 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.**

CARRIED

8.1.7 COOTAMUNDRA TOURISM ACTION GROUP S.355 COMMITTEE MEETING MINUTES

RESOLUTION 115/2019

Moved: Cr Dennis Palmer

Seconded: Cr Leigh Bowden

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.

CARRIED

8.1.8 MUTTAMA CREEK REGENERATION GROUP S.355 COMMITTEE MEETING MINUTES

RESOLUTION 116/2019

Moved: Cr Leigh Bowden

Seconded: Cr Penny Nicholson

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.

CARRIED

8.1.9 RV FRIENDLY TOWN APPLICATION COOTAMUNDRA

RESOLUTION 117/2019

Moved: Cr Dennis Palmer

Seconded: Cr Gil Kelly

- 1. 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 with the airport site reduced to 48 hours maximum stay.**
- 2. Two additional signs at a cost to Council of \$260 be ordered so each entrance to town has Recreation Vehicle Friendly Town signage.**

CARRIED

8.1.10 ALGWA CONFERENCE 2019 REPORT

RESOLUTION 118/2019

Moved: Cr Charlie Sheahan

Seconded: Cr Dennis Palmer

- 3. The report by Councillors Bowden and Nicholson in relation to the Women in Local Government Forums be received and noted.**
- 4. Council prepares a report on the implications of implementing 10 days paid domestic violence leave for Council staff.**
- 5. 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.**

CARRIED

8.1.11 INFORMATION BULLETIN

RESOLUTION 119/2019

Moved: Cr Charlie Sheahan

Seconded: Cr Gil Kelly

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

CARRIED

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

RESOLUTION 120/2019

Moved: Cr Charlie Sheahan

Seconded: Cr David Graham

- 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.**

CARRIED

8.1.13 COUNCIL MEETING ACTION REPORT

RESOLUTION 121/2019

Moved: Cr Gil Kelly

Seconded: Cr David Graham

The updated Council Meeting Action Report, attached to the report, be received and noted.

CARRIED

8.1.14 2019 NEW SOUTH WALES LOCAL ROADS CONGRESS

RESOLUTION 122/2019

Moved: Cr Gil Kelly

Seconded: Cr Leigh Bowden

- 1. Council nominated Cr Charlie Sheahan as the Council delegate to attend the 2019 NSW Local Roads Congress to be held in Sydney 3rd June, 2019.**
- 2. The nominated staff delegate alternate between Council's Manager Civil Works and Manager Technical services to attend future annual NSW Local Roads Congress forums.**

CARRIED

8.1.15 COOTAMUNDRA NETBALL COURTS

RESOLUTION 123/2019

Moved: Cr Charlie Sheahan

Seconded: Cr Dennis Palmer

Council endorse the advertisement for public comment in relation to the upgrade of the Cootamundra Netball Facility for a twenty eight (28) day period.

CARRIED

8.2 FINANCE

8.2.1 MONTHLY MAJOR PROJECTS PROGRAM REPORT

RESOLUTION 124/2019

Moved: Cr Dennis Palmer

Seconded: Cr Penny Nicholson

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

CARRIED

8.2.2 INVESTMENT REPORT - MARCH 2019

RESOLUTION 125/2019

Moved: Cr Charlie Sheahan

Seconded: Cr Gil Kelly

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

CARRIED

8.2.3 MONTHLY FINANCE REPORT FOR MARCH 2019

RESOLUTION 126/2019

Moved: Cr Dennis Palmer

Seconded: Cr Leigh Bowden

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

CARRIED

8.3 Community and Culture

8.3.1 FINAL TOURISM AND ECONOMIC DEVELOPMENT STRATEGY

Note: Late Correspondence dated 12th April 2019 from the Cootamundra Tourism Action Group s.355 Committee was considered in conjunction with this item

RESOLUTION 127/2019

Moved: Cr Penny Nicholson

Seconded: Cr Leigh Bowden

1. **The Final Tourism and Economic Development Strategy attached to the report be adopted with the changes as noted in the late correspondence from the Cootamundra Tourism Action Group s.355 Committee and adopted in 7 days if no objections are received.**
2. **Actions arising from the Strategy be incorporated in the relevant operational plan.**
3. **Council agree to ensure that the actions listed in the late correspondence, received from Cootamundra Tourism Action Group s.355 Committee, tabled at the April, 2019 Ordinary Meeting of Council are undertaken as part of its adoption of the Tourism and Economic Development Strategy if there are no objections by Council within seven (7) days of the meeting.**

CARRIED

8.3.2 NEXTWAVE YOUTH FILM WORKSHOPS

RESOLUTION 128/2019

Moved: Cr Leigh Bowden

Seconded: Cr Penny Nicholson

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

CARRIED

8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

8.4.1 DEVELOPMENT APPLICATIONS APPROVED MARCH, 2019

RESOLUTION 129/2019

Moved: Cr Dennis Palmer

Seconded: Cr David Graham

The information on Development Applications approved in March, 2019 be noted.

CARRIED

8.4.2 COOTAMUNDRA LEP 2013 PROPOSED AMENDMENT 7 - DEFERMENT OF ITEM 8

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

RESOLUTION 130/2019

Moved: Cr Gil Kelly

Seconded: Cr Penny Nicholson

1. Cootamundra LEP 2013 Proposed Amendment 7 Items 1 – 7 be made.
2. Cootamundra LEP 2013 Proposed Amendment 7 Item 8 be deferred until Council has conducted a proper assessment of the additional permitted use.

VOTING RECORD	
FOR RESOLUTION	AGAINST RESOLUTION
Cr Abb McAlister (Mayor) Cr Leigh Bowden Cr David Graham Cr Gil Kelly Cr Penny Nicholson Cr Charlie Sheahan	Nil
ABSENT	DECLARED INTEREST
Cr Doug Phillips Cr Craig Stewart	Cr Dennis Palmer (Deputy Mayor)

CARRIED

8.5 REGULATORY SERVICES

Nil

8.6 ASSETS**8.6.1 COOTAMUNDRA FLOODPLAIN MANAGEMENT COMMITTEE****RESOLUTION 131/2019**

Moved: Cr Leigh Bowden

Seconded: Cr Penny Nicholson

The community members who submitted an expression of interest to be members of the Cootamundra Floodplain Management Committee be endorsed as members of the committee.

CARRIED

8.6.2 COOTAMUNDRA FLOOD STUDY, FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN

RESOLUTION 132/2019

Moved: Cr Dennis Palmer

Seconded: Cr Gil Kelly

Council accept the tender for Cootamundra Flood Study, Floodplain Risk Management Study and Plan (002/2019) from WMA Water in the amount of \$128,460.

CARRIED

8.6.3 GUNDAGAI WATER RESTRICTIONS

RESOLUTION 133/2019

Moved: Cr Penny Nicholson

Seconded: Cr David Graham

Council endorse the Acting General Manager's actions under the Delegation of Authority to implement Water Restrictions in accordance with Council Policy.

CARRIED

8.7 CIVIL WORKS

8.7.1 CIVIL WORKS REPORT - APRIL 2019

RESOLUTION 134/2019

Moved: Cr David Graham

Seconded: Cr Gil Kelly

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

CARRIED

8.7.2 NANGUS WATER SUPPLY SCHEME**RESOLUTION 135/2019**

Moved: Cr Gil Kelly

Seconded: Cr David Graham

1. Council resolve to proceed with the Nangus Water Supply Project up to and including the development of a business case.
2. Council advise Goldenfields 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.
3. Council not seek a submission for funding under the Safe and Secure Water program for the first phase of the project.
4. 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.

CARRIED

8.7.3 PLANT REPLACEMENT - BACKHOE**RESOLUTION 136/2019**

Moved: Cr Dennis Palmer

Seconded: Cr Gil Kelly

The tender from JCB Construction Equipment Australia be accepted for the JCB 3CX Elite in an amount of \$175,500 be accepted.

CARRIED

8.7.4 COOTAMUNDRA WATERMAINS REPLACEMENT**RESOLUTION 137/2019**

Moved: Cr Charlie Sheahan

Seconded: Cr Gil Kelly

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.

CARRIED

8.8 TECHNICAL SERVICES

Nil

8.9 FACILITIES**8.9.1 WALLEND BEEN HALL****RESOLUTION 138/2019**

Moved: Cr Gil Kelly

Seconded: Cr David Graham

- 1. Council approve the proposed use of the Wallendbeen Memorial Hall by the Wallendbeen Community Post Office.**
- 2. Council authorise the Acting General Manager to undertake the necessary arrangements for the provision of a lease with the Wallendbeen Community Post office for a minimum of twelve (12) months with an option to extend the lease for a further 12 months if required.**

CARRIED

8.10 WASTE, PARKS AND RECREATION**8.10.1 WASTE SITE ASSESSMENT REPORT****RESOLUTION 139/2019**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

- 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.**

CARRIED

8.10.2 COOTAMUNDRA CBD STREET FURNITURE COLOUR SCHEME**RESOLUTION 140/2019**

Moved: Cr Gil Kelly

Seconded: Cr Leigh Bowden

- 1. The colour scheme for Cootamundra's Central Business District street and park furniture be Gun Metal Hammer Tone with Dark Silver and Black Trimming.**
- 2. The colour for Stratton and Simpson Bridges be two differing tones of dark grey with complimenting white/black trim.**

CARRIED

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN**9.1 NOTICE OF MOTION - FINANCIAL ASSISTANCE GRANTS****RESOLUTION 141/2019**

Moved: Cr Leigh Bowden

Seconded: Cr David Graham

- 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.**
- 4. Council lobby local sitting state and federal politicians for the redistribution of Financial Assistance Grant monies going to metropolitan councils to be reallocated to rural and regional local government areas.**

CARRIED

9.2 NOTICE OF MOTION - COUNCIL DEVELOP A CIVIC EVENTS AND CEREMONIAL FUNCTIONS POLICY

RESOLUTION 142/2019

Moved: Cr Leigh Bowden

Seconded: Cr Penny Nicholson

That Cootamundra-Gundagai Regional Council develop a Civic Events and Ceremonial Functions Policy.

CARRIED

10 QUESTIONS WITH NOTICE

Nil

11 CONFIDENTIAL ITEMS

Nil

The Meeting closed at 8:21pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 28 May 2019.

.....

CHAIRPERSON

.....

GENERAL MANAGER

6 MAYORAL MINUTES

6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT

DOCUMENT NUMBER	303208
AUTHORISING OFFICER	Mark Ellis, 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.

Note: Council formally received advice from the United Services Union that Glen McAtear (Manager Regulatory Services) has been elected to the position of President and holds a position on the Front Bench of the USU Executive. As such, I extend congratulations on behalf of Council for his election to such an esteemed position.

RECOMMENDATION

1. **The information in the Mayoral Minute be received and noted.**
2. **Council offer its congratulations to Glen McAtear, Manager Regulatory Services on his election as President of the United Services Union.**

1st May, 2019

Cr Nicholson met with Tim Morris, Project Manager in relation to the Gundagai Adventure Playground.

2nd May, 2019

Cr Palmer (Deputy Mayor) and Phil McMurray (Acting General Manager) attended the campaign launch for the Hon Michael McCormack, Deputy Prime Minister.

Cr's Bowden and Nicholson attended the Cootamundra Tourism Action s355 Committee.

Cr Bowden attended the Ellwood's Hall Annual General Meeting.

3rd May, 2019

I attended a Joint Organisation meeting in Wagga Wagga.

Cr Bowden attended the Eastern Riverina Arts Annual General Meeting.

6th May, 2019

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

8th May, 2019

Cr's Bowden and Sheahan, and I attended a Local Government Summit on regional health held in Temora.

Cr Nicholson attended the Recreational Needs Study at Wallendbeen.

Cr Nicholson attended the Recreational Needs Study at Stockinbingal.

9th May, 2019

Cr Palmer (Deputy Mayor), Cr's Bowden, Graham, Kelly, Nicholson and Sheahan, Phil McMurray (Acting General Manager) and I attended a meeting with Cr Linda Scott, President of Local Government New South Wales and Tara McCarthy, Chief Executive Officer.

Cr Kelly attended the Bushfire Management Committee meeting at the Rural Fire Service headquarters in Harden

Cr Nicholson and I attended the Recreational Needs Study at Nangus.

Cr Nicholson attended the Recreational Needs Study at Tumblong.

11th May, 2019

Cr Stewart attended the Annual Cootamundra Sports Foundation Presentation Dinner.

13th May, 2019

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

Cr Nicholson and I attended the Recreational Needs Study at Gundagai.

Cr Bowden attended a Cootamundra Aboriginal Working Party meeting.

14th May, 2019

Phil McMurray (Acting General Manager) attended the 3rd Cootamundra Summit hosted by Member for Cootamundra, Steph Cooke, MP.

Cr Palmer (Deputy Mayor), and Cr Sheahan attended the Recreational Needs Study in Cootamundra

15th May, 2019

Cr Nicholson attended a Riverina Regional Library morning tea in Gundagai.

Cr Nicholson attended a meeting with Tim Morris, Project Manager for the Gundagai Adventure Playground.

Cr Palmer (Deputy Mayor), Cr Sheahan, Mark Ellis (Acting General Manager) and I met with Craig Sargent (Tegra) to discuss local traffic matters.

I attended a Showground Users Group s355 Committee in Cootamundra.

18th May, 2019

I attended the Class of 56 School Reunion in Cootamundra.

20th May, 2019

Cr's Bowden, Graham, Nicholson, Sheahan and Stewart, Mark Ellis (Acting General Manager) and I met with representatives from Cootamundra Rugby Club at the site of the new Club House development.

Cr's Bowden, Graham, Nicholson, Sheahan and Stewart, Mark Ellis (Acting General Manager) and I attended a Councillor Workshop in Cootamundra.

6.2 MAYORAL MINUTE - EMERGENCY SERVICES LEVY INCREASE

DOCUMENT NUMBER	303481
AUTHORISING OFFICER	Mark Ellis, Acting General Manager
REPORTING OFFICER	Abb McAlister, Mayor
ATTACHMENTS	Nil

RECOMMENDATION

It is resolved that Council:

A. Notes:

- a. That last December, the NSW Government enacted laws to provide better workers compensation coverage for firefighters who are diagnosed with one of twelve specific work-related cancers
- b. That in many areas of NSW, fire services are made up of elected and staff members of local government, and that local governments strongly support this expanded workers compensation scheme
- c. That as a result of these changes, the State Government has decided to implement the new scheme by charging local governments an increased Emergency Services Levy, without consultation
- d. That the expected increase in costs to local governments will be \$19m in the first year alone, and that there is little or no time to enshrine this charge in Council's 2019/2020 budgets
- e. That Local Government NSW has long advocated for the Emergency Services Levy to be significantly modified to ensure it is transparent, equitable and accountable.

B. That this Council supports Local Government NSW's calls for:

- a. the NSW Government to cover the initial additional \$19m increase to local governments for the first year and
- b. the NSW Government to work with NSW local governments to redesign the funding mechanism for the scheme to ensure fairness into the future.

C. Requests that the General Manager liaise with Local Government NSW to provide information on:

- a. The impact on council budgets and
- b. Council advocacy actions undertaken.

D. Requests that the Lord Mayor/Mayor

- a. write to the NSW Premier and NSW Interim Opposition Leader, NSW Minister for Customer Services, NSW Minister for Emergency Services, Minister for Local Government and Shadow Minister for Local Government, and local state member/s to:
 - i. call upon the NSW Government to fund the 12 months of this extra cost rather than requiring councils to find the funds at short notice when budgets have already been allocated

- ii. **explain how this sudden increase will impact council services / the local community.**
 - iii. **highlight that councils were not warned of the increased cost until May 2019, despite the new laws being passed in November 2018**
 - iv. **explain that the poor planning and implementation of the increase is inconsistent with the Government's commitment to work in partnership with the sector**
 - vi. **ask the Government to work with local governments to redesign the implementation of the scheme to ensure it is fairer for councils and communities into the future.**
- b. Copy the above letter to Local Government NSW.**

Introduction

Each year, the New South Wales (NSW) Government collects payments from councils and insurers to fund emergency services agencies in NSW, with councils required to pay 11.7 per cent of the budget required by NSW Emergency Services. These charges are embedded in council rates and insurance premiums.

Discussion

From 1st July, 2019 the NSW Government plans to collect an additional \$160 million (in 2019/20) from NSW councils, communities and those paying insurance premiums to provide better workers' compensation coverage for volunteer and career firefighters who are diagnosed with one of 12 specific work-related cancers.

Councils were sent bills with a letter from Revenue NSW in May, 2019, saying NSW council contributions will increase by \$19 million in 2019/20. The letter also foreshadowed increases in the following year, but not the amount.

Cootamundra-Gundagai Regional Council received an invoice from Revenue NSW for \$505,409.13 for its emergency services levy contribution. This is \$96,061.85 more than last year's levy (a 23%) increase. This will mean Council will need to find additional funds and/or cut planned initiatives or services.

Council supports career and volunteer firefighters in NSW, as it does all emergency services workers and volunteers. Indeed, many NSW council staff and councillors are volunteers. We also support the Bill passed in November, 2018 to address what was a workers' compensation shortfall. However, the sector was at no point advised that it would be required to cover the cost via significant increases to the emergency services levy, or what this cost would be.

Proportional to Council revenue, the extra \$96,061.85 Cootamundra-Gundagai Regional Council is being asked to pay is a large amount and the impact of this unplanned cost will certainly be felt by the community.

Local Government NSW is calling upon the NSW Government to fund the first 12 months of this extra cost and work with local governments to ensure the implementation of the funding mechanism is fairer into the future.

7 REPORTS FROM COMMITTEES

Nil

8 GENERAL MANAGER'S REPORT

8.1 BUSINESS

8.1.1 COUNCILLOR WORKSHOP RESOLUTION

DOCUMENT NUMBER	304013
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Mark Ellis, 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	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Draft Operational Plan (including the LTFP/Budget, Revenue Policy and Fees and Charges) (under separate cover) ➡

RECOMMENDATION

1. Council endorse the resolution for the Draft Operational Plan, inclusive of the Draft Revenue Policy and Draft 2019/20 Fees and Charges, the Draft Budget and Draft Long Term Financial Plan to be placed on public exhibition for 28 days as resolved at the Councillor Workshop held Monday, 13th May, 2019.
2. Council form an Internal Finance Committee comprising of Councillor Representatives and Council Staff to forensically investigate expenditure and revenue and prepare a report to be submitted for the consideration of Council at the Ordinary Meeting scheduled for Tuesday, 26th November, 2019.

Introduction

At a Budget Workshop held on Monday, 13th May, 2019 it was resolved that the attached Draft Operational Plan, Draft LTFP/Budget, Draft Revenue Policy and Draft Fees and Charges be placed on public exhibition for 28 days so as to be adopted at the Ordinary Meeting to be held Tuesday, 25th June, 2019.

Discussion

At a Budget Workshop attended by the Mayor and Councillors, the Acting General Manager and senior Council staff the following draft policies were discussed:

- Draft Revenue Policy
- Draft 2019/20 Fees and Charges
- Draft Operational Plan
- Draft Long Term Financial Plan which includes the Budget

It was resolved at the workshop to place the Draft Revenue Policy, the Draft 2019/20 Fees and Charges, the Draft Operational Plan, the Draft Long Term Financial Plan and Draft Budget on public exhibition for a period of 28 days.

Further discussions were had on the current budget status and future budgetary allocations. From those discussions it was resolved to form an Internal Finance Committee comprising of Councillors and Council Staff to forensically investigate current and future expenditure and revenue and prepare a report for the November, 2019 Ordinary Meeting of Council.

Members of the Internal Financial Committee will be nominated at the Councillor Workshop scheduled for Monday, 24th May, 2019 and provided at the ensuing Ordinary Meeting to be held Tuesday, 25th May, 2019.

8.1.2 FINANCIAL ASSISTANCE GRANTS CORRESPONDENCE

DOCUMENT NUMBER	303291
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Mark Ellis, 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. Copy of Outward Correspondence in Relation to Financial Assistance Grants. ↓ 2. Response from the Hon. Michael McCormack, MP Deputy Prime Minister ↓

RECOMMENDATION

The correspondence sent to State and Federal Ministers on the redistribution of the Financial Assistance Grants attached to the report for the information of Council be noted.

Introduction

At the Ordinary Meeting held 29th April, 2019 Cr Bowden submitted a Notice of Motion on Financial Assistance Grants for the consideration of Council. The correspondence attached to the report is the action resulting from that Notice of Motion and was sent prior to the recent Federal Election to the following State and Federal Members:

The Hon. Scott Morrison, Prime Minister
 The Hon. Michael McCormack, Deputy Prime Minister
 The Hon Josh Frydenberg, Treasurer
 The Hon. Bill Shorten, Leader of the Opposition
 The Hon. Anthony Albanese, Deputy Leader Labor Party
 The Hon. Chris Bowen, Shadow Treasurer
 Gladys Berejiklian, MP, Premier New South Wales
 John Barilaro, MP, Deputy Premier New South Wales
 The Hon. Dominic Perrottet, MP, Treasurer
 The Hon. Shelley Hancock, Minister for Local Government
 Penelope Sharpe, MLC Leader of the Opposition
 Ryan Park, MP Shadow Treasurer
 The Hon. Paul Toole, MP, Deputy Leader of the New South Wales Nationals
 Cr Linda Scott, President Local Government NSW



**COOTAMUNDRA-
GUNDAGAI REGIONAL
COUNCIL**

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

Cootamundra Office
81 Wallendoon Street,
Cootamundra NSW 2590
Ph: 02 6940 2100 Fax: 02 6940 2127

Gundagai Office:
255 Sheridan Street,
Gundagai NSW 2722
Ph: 02 6944 0200 Fax: 02 6940 2127

REC-190509-MMC-110407.docx

Cr Linda Scott
President Local Government NSW

Dear Cr Scott,

RE: Request to Support the Redistribution of Financial Assistance Grants

As you would be aware, rural and regional councils have a far greater dependence on federal and state government grant funding than their metropolitan counterparts. Cootamundra-Gundagai Regional Council wishes to highlight the critical importance of such funding to the financial sustainability of rural and regional councils, and the viability of their communities.

Accordingly, Council seeks your support in its representations to restore the value of Financial Assistance Grants (FAGs) funding to the previous national level of an amount equal to 1% of Commonwealth taxation revenue that applied in 1996. Council also requests similar support for changes to the assessment criteria for the allocation of funding provided through the Financial Assistance Grants program so as to achieve the redistribution of such grants from Local Government Areas (LGA's) with greater population and financial capacity to those with significantly less.

At present, each council in New South Wales receives a portion of the total funding available through Financial Assistance Grants. Such grants are distributed to each council based on a calculation of relative disadvantage, with councils that have the lowest level of disadvantage receiving a 'base' level grant.

In addition to increasing the pool of FAGs funding it is requested that the basis upon which these funds are distributed be reviewed with the intent of 'weighting' the distribution in much greater favour of disadvantaged councils and the communities they represent. The impact of this on highly populated/advantaged councils/communities is that they would receive significantly less or no grant revenue through this funding mechanism. The avenue is then available for such councils to offset any resulting funding deficit through revenue generating opportunities that are much more readily available in metropolitan areas which have far greater population and financial capacity.

Indeed, rural and regional local government areas experience significant and ongoing challenges in funding the many and varied programs for the renewal and upgrade of infrastructure and facilities required to be undertaken by councils with a low rate base level. Historically, major programs have been funded by Special Rate Variation applied for by councils to fund programs such as maintaining or renewing aged and dilapidated infrastructure and facilities which would otherwise be unable to be funded.



AR Bluet Award Winners:
1953, 1992 & 2014

Page 1 of 30

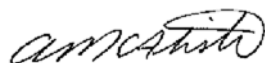
In determining and articulating its position on this matter, at its Ordinary Meeting held on Tuesday, 30th April, 2019 Cootamundra-Gundagai Regional Council resolved as follows:

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.**
4. **Council lobby local sitting state and federal politicians for the redistribution of Financial Assistance Grant monies going to metropolitan councils to be reallocated to rural and regional local government areas.**

It is my, and my Council's strong belief that the value of Financial Assistance Grants should be returned to an amount equal to 1% of Commonwealth taxation. Further, the prudent and responsible allocation of limited grant funding is a vital component in ensuring the sustainability of rural and regional Australia and this should be achieved through the reallocation of Financial Assistance Grant Funding from metropolitan councils to rural and regional local government areas.

Your support of Council's representations in this important matter would be very much appreciated and should you require any additional information or wish to discuss the matter further please do not hesitate to contact me on 0428 441 300.

Yours faithfully



Cr Abb McAlister
Mayor

9 May 2019

**Australian Government****Department of Infrastructure, Regional Development and Cities**

PDR ID: MC19-002147

Cootamundra Gundagai
Regional Council
Document Received

22 MAY 2019

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

File No.

Initials

Dear Mayor

Thank you for your letter dated 9 May 2019 to the Deputy Prime Minister and Minister for Infrastructure, Transport and Regional Development, the Hon Michael McCormack MP, about the allocation of funding provided through the Financial Assistance Grant program. The Deputy Prime Minister has asked me to reply on his behalf.

With the announcement by the Prime Minister, the Hon Scott Morrison MP, of the forthcoming election, the Australian Government has assumed a 'caretaker role' and by convention, decisions are not taken or advice given that is likely to commit an incoming Government.

Accordingly, while the matters you have raised have been noted, it is not possible to provide a more substantive response and you may wish to raise the issue with the incoming Government.

Yours sincerely

Scott Mashford
General Manager
Governance, Parliamentary and Communications
Corporate Services Division

8.1.3 DROUGHT DECLARATION FOR CGRC

DOCUMENT NUMBER	304102
REPORTING OFFICER	Catherine Smith, Procurement Officer
AUTHORISING OFFICER	Mark Ellis, 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. NSW State Drought Area Map ↓

RECOMMENDATION

Cr McAlister (Mayor) write to the Member for Riverina, the Hon. Michael McCormack MP, Deputy Prime Minister requesting consideration be given to Cootamundra-Gundagai Regional Council Local Government Area being drought declared.

Introduction

According to the New South Wales Department of Primary Industries (DPI), 100% of the Cootamundra-Gundagai Local Government Area (LGA) is drought affected. Further, more than half of our LGA is classed as being in drought. A Federal funding stream that is available has been identified through which Council could submit an application to receive funding for its drought affected communities.

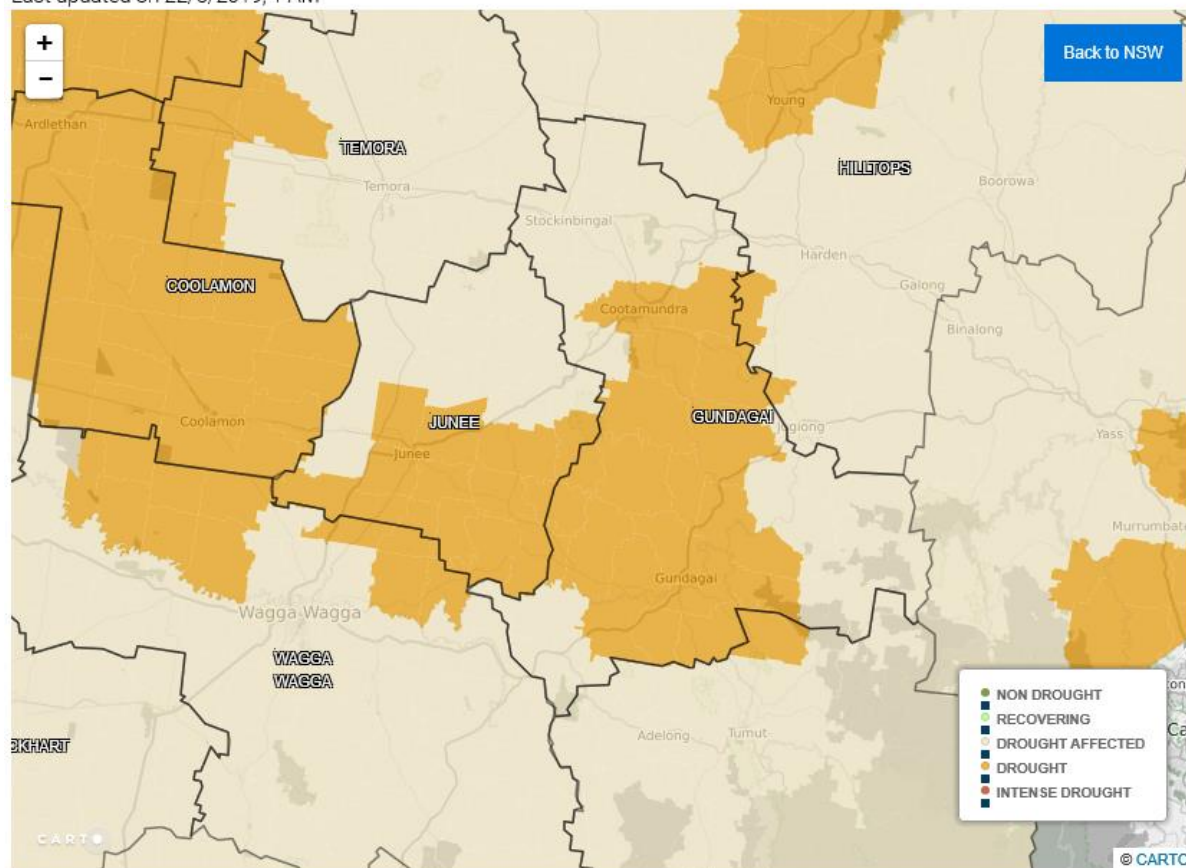
Discussion

Despite being recognised by the New South Wales Government as being in Drought, the Federal Government does not automatically recognise the same. By having this LGA drought declared, Council could be eligible for up to \$1M in funding as part of the Drought Communities Program which is designed to support local infrastructure for communities and businesses that have been impacted by drought. Funding is available to eligible councils (if drought declared) for local infrastructure projects and other drought-relief activities. Project funding is intended to provide short-term support, including the boosting of local employment and procurement, and addressing social and community needs.

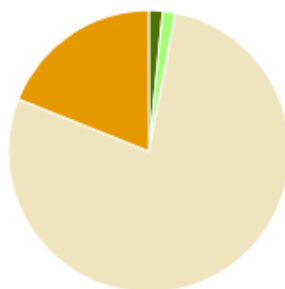
If the LGA is drought declared, benefits may become available to local farmers affected by drought through the Salvation Army, St Vincent de Paul Society and Rotary Australia World Community Service.

Source: NSW DPI – <https://edis.dpi.nsw.gov.au/>

Last updated on 22/5/2019, 1 AM



Riverina Summary



For more information please refer to the NSW DPI [State Seasonal Update](#).

- Non Drought: 1.6 %
- Recovering: 1.5 %
- Drought Affected: 78.0 %
- Drought: 19.0 %

8.1.4 INFORMATION BULLETIN

DOCUMENT NUMBER	303202
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Mark Ellis, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> 1. Mayoral Correspondence to Steph Cooke, MP - My Community Projects ↓ 2. Inland Rail Symposium Victoria ↓ 3. WaterNSW - Bulk Water and Rural Bulk Water Regulated Charges for-2019-20 ↓ 4. Renew Our Libraries Report ↓ 5. Cootamundra Sports Foundation Correspondence ↓

RECOMMENDATION

The information provided in the attachments of the Information Bulletin be noted.

Introduction

Information received by Council is provided for the information of the Mayor and Councillors.



Our Ref: SC6986/JL
(in reply please quote)

Cr Abb McAlister
Mayor
PO Box 420
COOTAMUNDRA NSW 2590
mail@cgrc.nsw.gov.au

Dear Cr McAlister

Thank you for contacting me with your concerns about the allocation of funds under the new My Community Project Fund program.

Further to your correspondence, representations have been made on your behalf to the Treasurer, the Hon Dominic Perrottet MP.

I will get back in touch when I receive a response from the Treasurer.

Yours sincerely

A handwritten signature in blue ink that reads "Steph Cooke".

Steph Cooke MP
Member for Cootamundra

14 May 2019



Steph Cooke MP, Member for Cootamundra

Young Office: 140 Boorowa Street (PO Box 350) Young NSW 2594 Phone: 6382 2399 Fax: 6382 3144
Junee Office: 25 Seignior Street (PO Box 338) Junee NSW 2663 Phone: 6924 2533 Fax: 6924 1537
f /StephCookeMP @StephCookeMP ✉ cootamundra@parliament.nsw.gov.au 🌐 www.stephcooke.com.au



M E D I A R E L E A S E

MBIRA CONGRATULATES RAIL FREIGHT ALLIANCE

The Melbourne to Brisbane Rail Alliance (MBIRA) has congratulated Rail Freight Alliance on the success of the Inland Rail Symposium in Melbourne.

Chair of MBIRA, Cr Sue Price of Moree Plains has commended their efforts in delivering the Symposium aimed at identifying opportunities and challenges associated with this transformational project.

"It is tremendous to bring together key organisations, industry leaders and all levels of government to work cooperatively to deliver this nation building project."

"We recognise that there is still much work to be done around capability, capacity, safety and economics, and we welcome close engagement with the Australian Rail Track Corporation (ARTC), industry, communities and local government through forums such as delivered by the Rail Freight Alliance, said Cr Price."

"These priorities will ensure industry, government and all those associated with this project address the challenges, but also capitalise on economic development opportunities."

"Investment in the Inland Rail has been spoken about for decades, is now a reality, Cr Price said. The MBIRA has championed this project and will continue to support the project through initiatives such as this conference. There is a clear message to all local governments that can access this infrastructure, get ready for the opportunities that come from this investment and the viability of Inland Rail as the right mode for particular commodities."

For more information about the Inland Rail project, visit www.inlandrail.com.au

End of Release

Precis or Summary: MBIRA congratulated Rail Freight Alliance on the success of the Inland Rail Symposium Victoria		
Authorised By: Cr Sue Price	Contact: John Carleton 02 6757 3222	For Immediate distribution
Distribution: National Media		



M E D I A R E L E A S E



Photograph caption: Inland Rail Symposium 2019, (left to right) Mayor Paul Antonio, Toowoomba Regional Council; Cr Sue Price OAM, Moree Plains Shire Council; Cr Glenn Milne, Mildura Rural City Council and Rail Freight Alliance Chair; Reid Mather, Chief Executive Officer Rail Freight Alliance; Andrew Scott, Inland Rail Project Director Victoria



Media release

Tuesday, 16 April 2019

WATERNSW BULK WATER RURAL BULK WATER REGULATED CHARGES FOR 2019-20

The Independent Pricing and Regulatory Tribunal (IPART) is seeking information from rural water users and other stakeholders before finalising the regulated charges for bulk water services in the nine Murray Darling Basin (MDB) Valleys and rural customers for raw and filtered water in the Fish River Water Supply Scheme (FRWSS) to apply in 2019-20.

A draft decision released today would maintain prices at current levels in real terms for the next financial year, adjusting them only for CPI increases. This is in the absence of data that demonstrates any sustained or permanent shift in water demand or consumption.

Under the Water Charge (Infrastructure) Rules 2010, IPART is required to consider whether to vary regulated charges annually to account for changes in demand and consumption while balancing the objective of price stability. This is in addition to a comprehensive review and determination of regulated charges every four years. The next comprehensive review is due to occur in 2020-21.

IPART Chair Dr Paul Paterson said that although there had been some recent changes in consumption levels, it was not possible to determine whether these were likely to be sustained based on the information available.

"The data provided by WaterNSW shows a 3.73% decline in usage volumes across eight valleys due to lower rainfall or drought, which is in line with the year-to-year volatility we observed in WaterNSW's sales volumes. Therefore, we are cautious to change prices in the short-term based on this, given the unpredictable nature of rainfall," Dr Paterson said.

"Unless there is strong evidence to support a sustained or permanent shift in water consumption, we are inclined to maintain current prices for the next year to avoid price volatility and bill pressure during the drought. As part of our next comprehensive review of WaterNSW's prices due to occur in 2020-21, we will consider how we forecast WaterNSW's sales volumes, drawing on the latest and best available information on factors affecting water consumption in rural NSW."

IPART is also seeking further information about a spike in water consumption in the FRWSS.

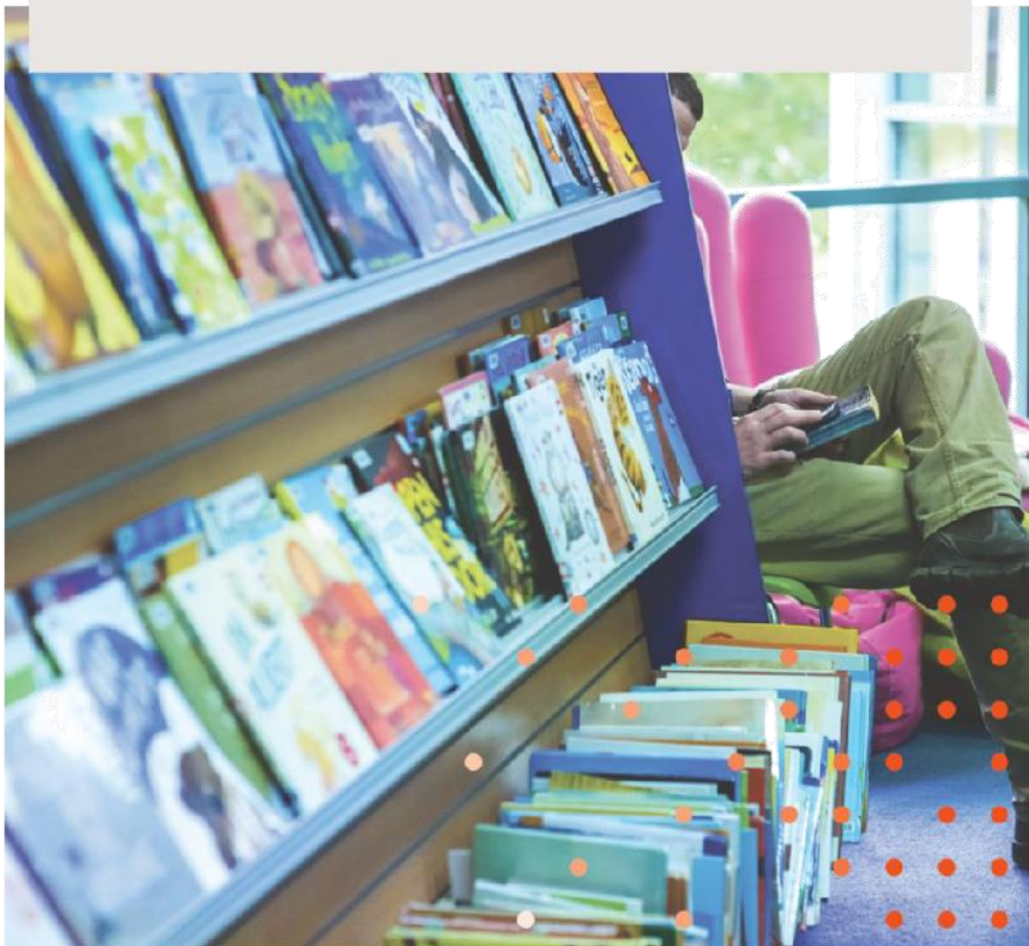
IPART is seeking comments from stakeholders on its Draft Report and Draft Approval. Submissions are due by 13 May 2019 and will be considered by IPART before final regulated charges are released in early June 2019, to apply from 1 July 2019 to 30 June 2020.

Media Contact: Julie Sheather ☎ 02 9290 8403 📠 0409 514 643

More information is available at ipart.nsw.gov.au

Renew Our Libraries

Campaign report



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Summary	4
Campaign objectives	8
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Supporter engagement	11
Advocacy outcomes	17

Campaign Report

3

Summary

From start to finish

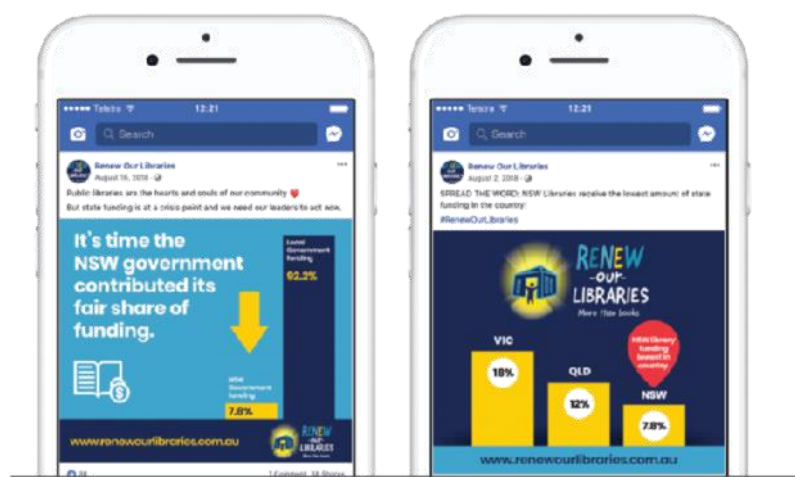
The Renew Our Libraries campaign began with a mission to address the funding crisis that NSW public libraries were facing after 40 years of successive state government funding cuts.

With demand for public libraries soaring but state funding decreasing, each year our public libraries in NSW were falling further into a crisis and struggling to meet the demands of the community.

The funding cuts became so severe that in 2018, NSW public libraries received the lowest state funding in the country.

This crisis meant that councils were having to shoulder more and more of the funding, to the point where local government was funding over 90% of the costs to keep our public libraries operating.

Local Government NSW and the NSW Public Libraries Association united to form the Renew Our Libraries campaign to fix this crisis, once and for all.



Securing funding

Just three weeks after our launch on August 1st, we had secured over 5,000 petition signatures and a commitment from the NSW Government to provide an extra \$60 million for public libraries over four years.

Eight weeks after the NSW Government's announcement, in October 2018 the NSW Labor party made an announcement that beat the Government's commitment, by promising to provide an additional \$10.5 million, lifting their total commitment to \$60.5 million for public libraries over four years. NSW Labor confirmed this funding would be indexed.

After the initial commitments from NSW Labor and the NSW Government, the Renew Our Libraries campaign dived into a campaign to pressure the major political parties to 'Fill the Shelves'. Over 1,700 supporters sent an email to Gladys Berejiklian and Luke Foley or Michael Daley asking their parties to commit to our full funding objectives.

During this time, the campaign received a commitment from the NSW Greens that they fully supported all of our campaign objectives and would seek to fulfil them if in Government.

Turning up the heat

The last chapter of the campaign focused on mobilising supporters and candidates in the marginal target seats of East Hills, Coogee, Penrith, Monaro, Tweed, Lismore and the Upper Hunter.

Over the summer we built our supporter lists in the marginal seats through targeted advertising on Facebook. This prepared us to launch our candidate action tool in March, where we asked our supporters to email their candidates using an election tool.

This tool allowed supporters to use their postcode to easily send a pre-prepared message asking their candidates to take a candidate pledge. We asked candidates to take a pledge that, if elected, they would fight to support our goals.

We had over 30 candidates take the pledge. These included candidates from NSW Labor, NSW Greens, the Shooters, Farmers and Fishers party, the Socialist Alliance, the Animal Justice Party and the Small Business party.

While supporters asked their local state election candidates to take the pledge, we drove media in the marginal target seats including in the Muswellbrook Chronicle (Upper Hunter), Tweed Daily News (Tweed) and the Wentworth Courier (Coogee).



Finishing on a high

After an incredibly successful array of candidate pledges from across the state, the Renew Our Libraries campaign distributed an Open Letter to NSW political parties to end the campaign on a positive note.

The open letter also served as a reminder to the incoming Government that they would need to fulfil their promises.

With commitments of \$60 million or more from all three key political parties, 12,000 supporters and pledges of support from candidates across NSW, the Renew Our Libraries is a campaign to be proud of.

Campaign objectives

Our strategy developed in 2018 identified our goal of attaining \$50 million in extra funding over four years. Before the campaign launch, we increased this goal to 'double the funding' by \$94 million in order to set a higher bar after Labor pledged \$50 million prior to the campaign launch.

External



Increase NSW Government funding of public libraries by \$50 million over four years.



Shift to new funding model – for NSW public libraries that is sustainable for the long term (recurrent/infrastructure).



Create a new perception of public libraries – as modern community infrastructure, vital in supporting education, growing economies and as a much-loved community space that accessible to everyone.



Establish public libraries essential to new communities – by linking their expansion to urban growth.



Establish public libraries as essential for literacy – by highlighting their importance in addressing child literacy.



Establish public libraries as essential for equity and access – by demonstrating that they bridge digital disadvantage.

Media impact

Renew Our Libraries secured metro and local media across the state throughout the length of the campaign.

While featuring across metro and local newspapers, Renew Our Libraries spokespeople also had the opportunity to speak on radio including:

- ABC Sydney Breakfast interview with Robbie Buck and Wendy Harmer
- ABC Drive interview with Chris Bath – twice
- News grabs with radio stations including ABC Sydney, 2SM & regional ABCs



Supporter engagement



Campaign Report

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Supporter growth

Month	Council sign ups	Supporter numbers	Facebook followers	Twitter followers
August	23	6,022	609	134
September	50	7,972	757	154
October	79	8,354	780	172
November	85	9,020	944	186
December	92	10,012	1,082	200
January	94	10,600	1,124	219
February	104	11,334	1,200	234
March	105	12,337	1,411	243

Email engagement

Renew Our Libraries supporters have proven to be a highly engaged audience with an average email open rate of 45%.

Open rate averages vary from industry and audiences, but an open rate of above 25% is considered to be a strong result.

Email purpose/name	Sent date	Total recipients	Open rate	Click rate
Campaign video share ask – public libraries are in crisis	9 Aug 18	3,230	50%	20%
Thanks to you, we've had a major win!	25 Aug 18	6,455	52%	12%
Fill the shelves email leaders action launch	16 Oct 18	8,670	51%	30%
Email Party leaders action chaser (follow up)	24 Nov 18	8,713	42%	17%
How your community can get involved	7 Feb 19	93	45%	41%

Happy Library Lovers' Day!	14 Feb 19	11,246	40%	10%
How your community can get involved (follow up)	25 Feb 19	52	19%	10%
Candidate action launch	8 Mar 19	11,875	33%	30%
To those who have not taken action – Just one week left to fix public libraries.	16 Mar 19	11,090	52%	24%
To those who have taken action – Just one week left to fix our public libraries	16 Mar 19	1,130	52%	10%

Advocacy outcomes



Campaign Report

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Delivering on funding goals

In the original campaign strategy, the Renew Our Libraries goal was to achieve funding commitments of an additional \$50 million over four years from the major political parties.

Shortly before the campaign launch this bar was shifted to \$94 million over four years to be able to ask parties to 'double the funding'.

With this, our campaign objectives became:

1. Double the funding by an extra \$94 million over 4 years

2. Index this funding to keep up with future demand

3. Protect this funding in legislation so that our libraries don't end up in this crisis again.

The Renew Our Libraries campaign secured this full commitment from the NSW Greens, as well as pledges from candidates in minor parties such as the Socialist Alliance, the Animal Justice Party, the Shooters, Fishers and Farmers party and the Small Business Party.

The Coalition committed to increasing public library funding by an extra \$60 million over four years.

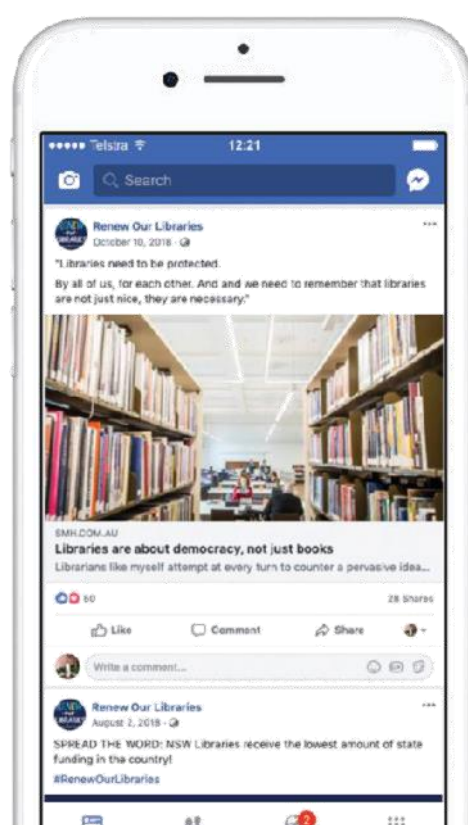
NSW Labor committed to increasing public library funding by an extra \$61 million over four years, committed to indexing part of this funding, and protecting the funding in regulation, but did not go so far as committing to legislating it.

In the last month of the campaign, polling commissioned by the NSW Public Libraries Association found that one third of NSW voters said that how a party prioritised public library funding would influence their vote.

Changing the public narrative

Through local and metro media, social media, online actions, digital advertising and internal member communications, the Renew Our Libraries campaign achieved a large amount of support for our message that libraries are more than books.

In the last month of the campaign, polling commissioned by the NSW Public Libraries Association found that:



80%

of NSW respondents said that libraries provide an essential resource to people with limited access to technology

77%

of NSW respondents said that libraries provide a key public service by running adult learning groups and children's activities

59%

of NSW respondents said that libraries are becoming even more valuable as technology increases



(Founded 1974)

Cootamundra Sports Foundation*Supporting Local Junior Sports People***Bayer****Cootamundra
Milk**

14.5.19

The Mayor,

Cootamundra Gundagai Regional Council,

Wallendoon St,

Cootamundra 2590

Dear Sir,

The committee was sorry you could not attend the Cootamundra Sports Foundation's Sportsperson of the Year Dinner held on May 11.

An apology was read out and Councillor Craig Stewart represented Council and presented a gift to our guest speaker.

Swimmer Kurt Herzog was an excellent guest speaker and was a great ambassador for swimming and sport in general and spoke very well giving people in the room an insight into his career and some key tips on becoming an elite athlete.

Over 100 people attended the Dinner and the high achievements by Cootamundra's individuals, teams and administrators from 2018 were acknowledged with trophies and medals.

In all it was a very positive night for Cootamundra sport and the community in general.

The committee was very pleased with the event and has received excellent feedback from the community.

Many thanks for Council's ongoing support of the Foundation as it provides financial assistance to junior sportspeople, schools and junior clubs in the Cootamundra district.

Regards,

Graeme Worboys

President: Christine Leahy
Secretary: Graeme Worboys
ABN: 66 327 495 499



PO Box 95
Cootamundra NSW 2590
Ph/Fax 02 6942 2538

8.1.5 COOTAMUNDRA TOURISM ACTION GROUP S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	304014
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Mark Ellis, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	1. Cootamundra Tourism Action Group s.355 Committee Minutes ↓

RECOMMENDATION

- 1. The Minutes of the Cootamundra Tourism Action Group s.355 Committee meetings held on 2 May, 2019, attached to the report, be received and noted.**
- 2. Council consider the Committee's recommendations included in the report.**

Introduction

The attached Minutes of the Cootamundra Tourism Group s.355 Committee held on 2 May 2019 are submitted for the information of Council.

Committee recommendations to Council:

The Cootamundra Tourism Action Group recommends that Council supports The Arts Centre Cootamundra (TACC) Staged Masterplan Concept so that TACC can begin the contained activity, including sourcing of appropriate funds required from current Grant programs.



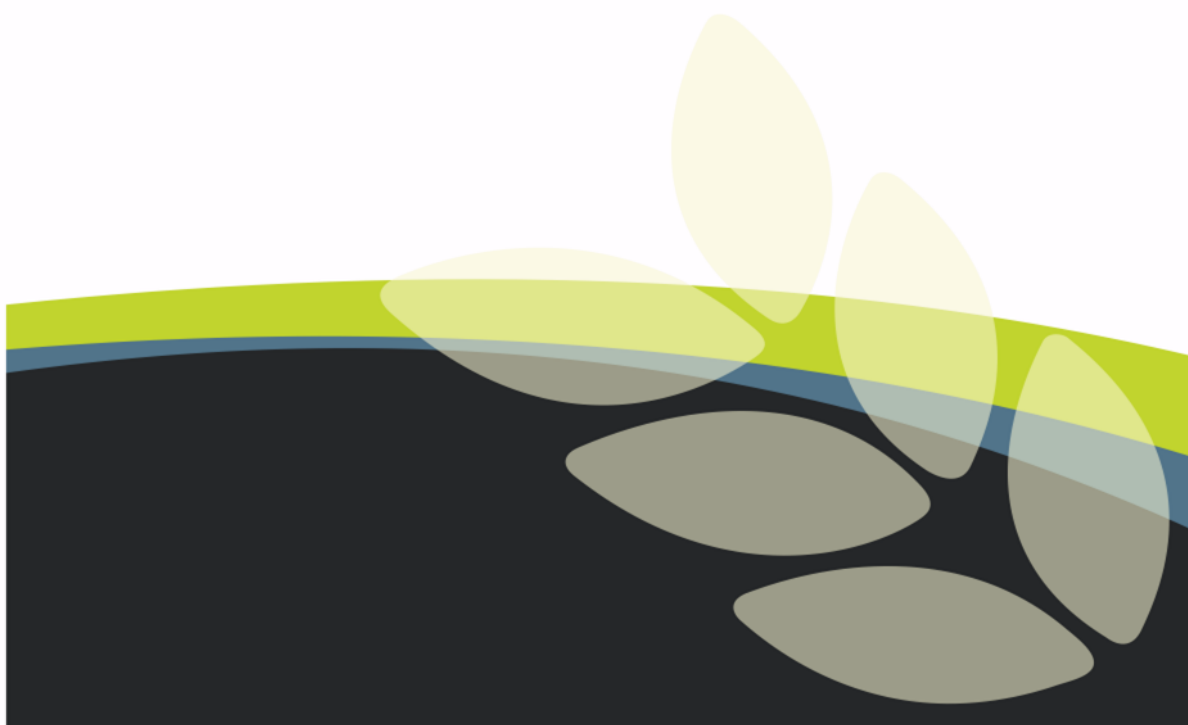
**COOTAMUNDRA-
GUNDAGAI** REGIONAL
COUNCIL

Minutes

**COOTAMUNDRA TOURISM ACTION GROUP
SECTION 355 COMMITTEE**

STEPHEN WARD ROOMS, WALLENDON STREET

4PM, THURSDAY 2ND MAY 2019



1 AGENDA

Meeting Opened at 4.00pm.

1.1 Attendance and Confirmation of Quorum

Present: President/Chairperson: Annie Jacobs, Isabel Scott (Vice-Chair)
 Secretary: Nina Piotrowicz
 Treasurer: N/A
 Councillor: Leigh Bowden, Penny Nicholson
 General Members: Alan Moston, Rosemary Fowler-Sullivan, Yvonne Forsyth, Brian Nolan
 Other: Betty Brown, Miriam Crane (Staff), Jeana Bell (Staff)

Confirmation of a Quorum: There are **11** Members appointed to this Committee.
 Quorum numbers are met **yes**

1.2 Apologies & Disclosure of Interests

Apologies were noted for Sandra Klinke, Sarah Last, Gwen Norman and Cr Charlie Sheehan. No Interests were disclosed.

1.3 CTAG Check-In

Check-In undertaken.

1.4 Confirmation of previous meeting Minutes

The minutes of the last **Cootamundra Tourism Action Group** Section 355 Committee meeting dated **4 April 2019** were confirmed as true and correct. (Moved Nina Piotrowicz. Seconded: Rosemary Fowler-Sullivan. Carried)

1.5 Business Arising from previous Minutes:

The Action table was reviewed with Status updates provided & further discussion as per below

Prev Mtg Item No	Action	Who	Status Update/Meeting Discussion
1.5	Request further information from Paul Woods regarding the Project List supplied – further detail on KPIs of each project and a breakdown by categories and LGA areas.	Annie Jacobs	Email sent. No KPIs or funding distribution provided. Miriam Crane noted there is currently no onus that Groups that received the funds provide/agree a benefit back to the Community – She is looking to have this incorporated. The Committee discussed whether our groups are equipped/have the knowledge to prepare grant applications – this is likely an area Council could facilitate training. Support is available from Council, but their resources are also limited so some prioritisation of assistance is/will be necessary.
1.9.3 & 1.5	Write to Council to request a budget allocation	Annie Jacobs	Request made. The Councillors noted that the budget for 19-20 will likely be tight and activities with no or little

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

			funding association or other funding sources should be pursued.
1.6	Letter to Council re final concerns with the Tourism and Economic Development Strategy	Nina Piotrowicz	Refer to notes under 1.6.
1.7.1	Thank you letter to Alan East re resignation from CTAG	Annie Jacobs	Email sent. Alan will still update the Committee on his activities regarding promotion of the Golf Club.
1.7.2	Seek replacement member for CTAG	Nina Piotrowicz	Ad has been published. The Committee may need to target individuals.
1.7.5	Write to Council to recommend secure storage be obtained for the Motor Cycle Collection	Nina Piotrowicz	Details included in the Letter to Council re the TED Strategy. JC provided a subsequent update that the current owner will store for the time being.
1.7.7	Congratulations letter to be sent to the Aeromodellers and Vintage Sports Car Club on their recent events	Nina Piotrowicz	Letters sent.
1.8	Consider update possibilities to correct errors prior to scheduled update of the Cootamundra Tourism brochure & compendium	Miriam Crane/Jeana Bell	Refer to notes under 1.7.1.2

1.6 Correspondence & Report from the Executive

A follow-up letter to Mayor Abb McAlister regarding the Tourism and Economic Development Strategy was sent on Friday 12th April 2019. The letter was tabled at the Council Meeting on the 30th April 2019. Councillors have been given until Friday 3rd May to advise any objections to the Recommendations contained. If none received, the Recommendations will be included in the Final Strategy.

1.7 General Business

1.7.1 Standing Items for Discussion/Report

1.7.1.1 Council Staff Tourism Activities

- Recreational Needs Study – Please attend the sessions if able.

1.7.1.2 Tourism Promotion Material

- Work on the website continues.
- A review of the Compendium will occur in August – a draft will be sent to the Committee for review.
- A refresh of the Visitor Guide is possible in late 2019.

There was discussion about content. It may be useful to have a dedicated meeting to review - what info is missing that should be included? What is currently included that should be edited or removed? What photos and how would they be sourced? Jeana Bell & Miriam Crane encouraged the Committee to “tag” them in good photos posted by the Community which they could then follow up on permissions to use. Sourcing a professional photographer was also noted as an idea. The Marketing and Branding strategy may also impact on the look and feel of future marketing material which may delay any reprint. This discussion linked to Item 1.7.3. The contact with various groups is important to ensure that they are represented/marketed in an appropriate way rather than just in the way the Committee may think is appropriate.

1.7.1.3 Visitor Information Centre

Lack of facilities at the Train Station was discussed. Yvonne Forsyth provided an update that a new lease for the Refreshment Rooms is waiting on approvals from NSW Trainlink to be able to be open.

Action: The Chair to write to Steph Cooke MP to encourage her involvement in expediting any remaining approval processes required. (Moved: Annie Jacobs. Seconded: Yvonne Forsyth. Carried)

1.7.1.4 The Arts Centre Cootamundra

The masterplan concept for TACC was outlined by Isabel Scott. This activity is in line with the recently adopted Tourism and Economic Development Strategy and aims to eventually create a "Precinct" for the benefit of TACC users, visitors, surrounding businesses and the community.

Recommendation to Council: The Cootamundra Tourism Action Group recommends that Council supports The Arts Centre Cootamundra (TACC) Staged Masterplan Concept so that TACC can begin the contained activity, including sourcing of appropriate funds required from current Grant programs. (Moved: Annie Jacobs. Seconded: Nina Piotrowicz. Carried)

1.7.1.5 Rail Trail

Alan Moston noted during the Check-in his recent trip to the Victorian Rail Trail - the number of visitors to Myrtleford was staggering. Miriam Crane also noted she had attended the "Turning of the Sod" at the start of the Rail Trail in Tumbarumba on her recent holidays.

1.7.2 Committee Charter & Committee Name (Carry-over Business)

Not discussed due to lack of time.

1.7.3 Committee Tourism Provider Survey (Annie Jacobs & Isabel Scott)

No commitment to a survey was decided, but the Committee discussed options to engage with the various groups to gather knowledge to then be able to consider activities related to tourism such as improved information for promotion, funding assistance & education that could be offered etc.

One approach is to split the list up and have Committee members make contact.

A joint meeting with the S355 Beach Volleyball Committee was also suggested as an option to explore this major tourism event further and see if they are open to any engagement with CTAG.

Action: Jeana Bell to provide the Groups list she is using for the website build to the Secretary.

The Chair noted a recent discussion with Mr Richie Robinson, the CEO of Destination Riverina Murray. The current Riverina marketing Campaign "Go with the Flow" is based around Food and Nature experiences. In sourcing feature businesses and activities for this campaign, the focus was on "unique and appealing" with KPIs based on "bookable experiences". Annie Jacobs noted that Richie is available on the 4th July and suggested that the Committee hold a forum with Richie and local businesses to see if our businesses can be inspired to lift their offerings to the Go with the Flow standard. Committee discussion highlighted that our businesses may not be ready for this type of forum and that operational focused sessions with experts in those topics may be better received. Due to time, it was decided to invite Richie to the 4th July meeting, but that further discussion either via email or at the next meeting was needed to decide on format/attendance of the session with Richie.

Action: Annie Jacobs to invite Mr Richie Robinson to the CTAG meeting on the 4th July. (Moved: Annie Jacobs. Seconded: Nina Piotrowicz. Carried)

1.7.4 Tourism Opportunities

1.7.4.1 Coota Motor Cycle Collection Update

Not discussed due to lack of time. A note regarding the Collection was included in the TED letter to Council so this activity should now be on their radar.

1.7.4.2 Coota Machinery Restoration Group

Not discussed due to lack of time. In line with Item 1.7.5, a letter of thanks will be sent to the Group for their recent event held 27-28 April 2019. (Action: Nina Piotrowicz)

1.7.4.3 Sculpture/Visual History of significant Cootamundra individuals other than Don Bradman
Not discussed due to lack of time.

1.7.5 Motion for Approval (Secretary):

That as a given, the Committee write Thankyou letters to any Event providers where a demonstrated tourism value has been shown, acknowledging their contribution to Cootamundra and the surrounding LGA's tourism offerings and encouraging continued development and scheduling of their events.
(Moved: Nina Piotrowicz. Seconded: Annie Jacobs. Carried)

1.7.6 Meeting with the Gundagai Tourism Action Committee

Not discussed due to lack of time.

1.8 Other Business

No Other Business was raised for discussion.

1.9 Date and Time of Next Meeting

Thursday 6th June @ 4pm.

1.10 Time Meeting Closed

Meeting Closed 5.45pm.



COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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8.1.6 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	302596
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Mark Ellis, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	1. MHMC Minutes 27 Feb 2019 ↓ 2. MHMC Minutes 27 March 2019 ↓

RECOMMENDATION

The Minutes of the Muttama Hall Management s.355 Committee Ordinary meeting held on 27 February and 27 March, 2019, attached to the report, be received and noted.

Introduction

The attached Minutes of the Muttama Hall Management s.355 Committee Ordinary meeting held on 27 February and 27 March, 2019, are submitted for the information of Council.

General Meeting of Muttama Hall Management Committee

Wednesday, 27 February 2019, 6.00 pm, Muttama Memorial Hall

Attendees: Hilary Connors, MHMC President, Sarah Last - MHMC Vice-President, Robert Flint, Amanda Hoy, Leigh Scott, Luke Piotrowicz, Dianne Lonnen, Jim Hamilton, CGRC Councillor Charlie Sheahan.

Apologies: Miriam Crane, Anna Ingold, Sarah Ingold, Bart Groen.

Acceptance of Previous Minutes

Acceptance of minutes for 22/09/2018 and 29/10/2018 was initially delayed due to an insufficient number for the relevant quorum to vote. One amendment was required. Minutes were accepted 4/5.

Nominations and Acceptance of Office Bearers

All 5355 members have been ratified by Council.

Luke Piotrowicz had nominated for role of Secretary and accepted.

Leigh Scott had nominated for role of Treasurer and accepted.

Treasurer's Report

Not presented. Previous Treasurer is no longer a member of the committee and not present.

GENERAL BUSINESS

Discussion was held about the meeting in February with Heritage Advisor Ray Christison, his preparation of the *Statement of Significance* and its status. Ray had sought supporting documents and/or photos from the community for inclusion in the Statement.

Action item: Committee members and Esme Hanlon to follow up with people.

Jim Hamilton - discussion of proposed works, builder quotes in relation to Scope of Works

Discussion centred on the components of the works with regard for the purposes of the grant funds received to date. Discussions were held about incorporation of fire, safety and disability accesses, toilets as well as future needs, such as kitchen upgrades. The scope of works for this stage includes repositioning of fire door, replacement of doors to fire standard, but not any upgrades to toilet facilities and the grey water. Other grants will be sought in time to fund these items. Jim recommended all to review the scope of works, in Google drive folder, for further information. The two builders who had previously quoted 18 months ago will be invited to requote for the revised scope of works that will identify any extra costs.

Update on use of War Memorial Grants & acquittal process

The \$14,000 War Memorial Grant has funded the Statement of Significance/Impact Statement, Conservation and storage of the Honour Boards with approximately \$3,000 for the plans. Those expenses are committed and the grant can now be acquitted.

The second War Memorial Grant was unsuccessful, however we received constructive feedback. Another round will be forthcoming (due Anzac Day) which presents the opportunity for an application.

The *Development Application* process relative to this building and stage of works was discussed at length. Greater detail will be contained in the revised scope of works for the initial stage and in line with the Conservation Action Plan; i.e. replacing the foundations, reflooring and reshaping the hall. More transparency is expected to be achieved in builders' quotes.

Graham Nixon was suggested as appropriately qualified and experienced in preparation plans for DA approval by CGRC. Agreed that Graham be approached about drawing up the plans.

Resolution: To coordinate with Miriam Crane, CGRC, for provision of a site survey plan, input from Planning for and on the DA and revised scope of works. Once approved, the scope of works will be auspiced by Council and advertised for tender.

Action item: Jim, Sarah and Leigh to meet with Graham Nixon at the hall on Friday, 2 March, to initiate the drawing up of the plans for the DA.

Action item: Jim to revise scope of works and follow-up with those builders who had previously quoted for new quotes.

Action item: Robert to follow up with neighboring Muttama RFS re: the area between Hall and RFS shed, and where they understand the boundary to be (if any).

Drainage around the hall

The drainage issue affecting the hall's foundations has been referred to Council previously. Councillor Sheahan advised Council should be reminded in writing about the need to address the drainage issue.

Action item: MHMC to write to Miriam Crane, CGRC.

Discuss CGRC Villages Strategy

Sarah Last and Councillor Sheahan drew attention to the document on Council's web site, as the information about the hall could be improved. Perhaps the committee needs to make a statement about this.
Action item: discuss again at next meeting.

CGRC procurement processes

Committee members were reminded of Committee's need to adhere to Council's requirements for approval of expenditure.

Muttama Community Consultation and planning - Miriam Crane, CGRC

Miriam was unable to attend tonight's meeting.

Handover of records

Action item: Hilary to liaise with former Treasurer to coordinate handover of financial records to new Treasurer and with former Secretary for upload of any outstanding documents to Google drive.

Muttama Recreation Ground

Attention was drawn to the availability of a Crown Lands Improvement Grant round. The Recreation Ground is currently leased privately by the Lonnen family and not expected to be relinquished in the near future.

Keys to the Hall

Additional keys were paid for by Sarah Last and distributed to committee members. The cost of \$24 is to be reimbursed by the MHMC bank account. More keys need to be cut so every member has one.

Next meeting

Wednesday, 20th March 6 PM

MEETING CLOSED at 7.43 PM

MUTTAMA HALL MANAGEMENT COMMITTEE HALL MINUTES

Meeting 27 March 2019

ATTENDANCE

Hilary Connors (HC), Sarah Last (SL), Sarah Ingold (SI), Bart Groen (BG), Robert Thomson (RT)

APOLOGIES

Leigh Scott (LS), Anna Ingold (AI), Di Lonnen (DL), Bill Buckley (BB)

ACCEPTANCE OF PREVIOUS MINUTES

- Minutes 27.2.19
- ACCEPTED
- SI, AH, RT, SL, HC

TREASURERS REPORT

BOOKS & MHMC BANK ACCOUNT

- * Previous Treasurer Elizabeth McGregor has handed over books to HC.
- * HC will arrange to pass paperwork to on to incoming treasurer LS
- * We need to investigate if we need to add/remove signatories to the MHMC NAB account.

SECRETARY

We still need to fill this position. Anyone willing to consider this role or sharing this role?
 - committee members present are currently over committed need more time to consider sharing the role. In the meantime SL will continue to act in role.

DRAFT – STATEMENT OF HERITAGE IMPACT

- Ray Christison's Draft 'Statement of Significance / Impact Statements' was circulated via email. Discussion.
- Some committee members need more time to review it.
- SL still seeking more images for Ray to include, also suggested circulating the draft paper & requesting comment from community members who have had a lot to do with the Hall.
- ACTION: Committee members to share & seek community comment.
- Question raised around the name of the Hall? Ray notes it as 'Muttama Public Hall' other sources note it as 'Muttama Memorial Hall'.
- ACTION: SL to ask Ray for clarification.

*** COOTAMUNDRA GUNDAGAI REGIONAL COUNCIL 'VILLAGES STRATEGY'**

It was accepted as a strategy in 2018. However, MHMC were not invited to comment and there are concerns about commentary around Hall, which is not aligned with our activities or the community support of our activities.

Can we address a change with CGRC?

Action: HC & SL Ask Miriam Crane (CGRC) if we can amend? & what is the process for MHMC to have a comment registered and noted within the strategy

* Strategy makes brief reference to the recreation grounds, and notes there is not a committee for this facility, when in fact there is. Are the Tennis Club aware of this?

* RT, notes the Muttama Gymkhana grounds, which are on/near Gerard and Kim Rumble's property 'Autun' are in some way the connected to the recreation crown lands too.

ACTION: RT will seek out further information.

MUTTAMA HALL – renovation plans & potential DA considerations

- * Preliminary plans drawn up by Graham Nixon were circulated.
- Graham met with Leigh Scott, Sarah Last and Jim Hamilton at the Hall on 1st March.

Rural Fire Service (RFS) - electrical & access considerations

* Electricity - The Hall's power is shared with the RFS shed, and the RFS have been paying the electricity bills. We will need to determine the best way to manage the electrical connection during building works and into the future. Especially if the power needs to be turned off. This could impact RFS equipment that needs to stay on.

* Access – we need to liaise with RFS to determine what their access needs may be in the area adjacent to the Hall. Would be ideal to reach an understanding during the building works and into the future and to have this documented.

ACTION: RT to liaise with RFS committee to commence discussions re: these issues and if necessary, ask the RFS committee to refer to RFS head office in Harden.

* SL liaise with Miriam Crane (CGRC) to see if there is any information about there being a boundary / delineation of the area between the RFS shed and the Hall

KITCHEN Door in draft drawing

* Could the interior door into the Supper Room be moved to be flush against the wall or be made into a sliding door? This may save space within kitchen area and reduce risk of opening/closing door injuring someone. What does the building code require for doors in the kitchen area?

* HC/SL to ask CGRC staff member if they can clarify.

POTENTIAL TENDERING & SCOPE OF WORKS

- Calling for tender will add time to our already pressing timelines, especially the 'Stronger Communities' grant funds that need acquittal by 30th June. Is calling for tender really necessary? We also need to redraft a Scope of Works to be provided for tender process. There are also questions around if a DA is necessary for the works we want to undertake, which will not alter the footprint or function of the Hall.

ACTION : HC, SL & LS arrange meeting with Miriam Crane (CGRC), to discuss best strategy around these issues.

INVOICE of \$330 from Graham Nixon to draft up the plans

- We have allocated funds from the NSW War Memorial Funds towards this expense. The Wired Lab are auspicing these funds

ACTION: SL authorised to pay Graham from the account The Wired Lab has established for Muttama Hall grant funds

NSW GOVERNMENT WAR MEMORIAL FUND

- Grant from 2016 has been acquitted and final instalment of the grant has been paid (27.2.19) to The Wired Lab's Muttama Hall Account \$4,715.70 (\$4,287 GST ex)

GRANTS

- NSW Government War Memorial Anzac Day grant, we would like to reapply for funds towards roof and guttering repairs.

ACTION: SL/HC liaise with Miriam Crane (CGRC) to discuss

KEYS- BG has SL's keys, and will get 3 more cut

BG - Is undertaking 3D PLANS of Hall with a computer program called 'Sketch up' software to make a 3d model of Hall. It will provide an additional visual reference to the Hall and any future works we propose.

- HC Away 9 -15 April

NEXT MEETING

17th April, 6.00pm

meeting end 7.12pm

8.1.7 STOCKINBINGAL ELLWOOD'S HALL S.355 COMMITTEE MEETING MINUTES, MEMBERSHIP AND HIRE FEES

DOCUMENT NUMBER	302626
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Mark Ellis, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the s.355 Committee Management Manual.
ATTACHMENTS	1. Ellwoods Hall Meeting Minutes 2 May 2019 ↓ 2. Ellwoods Hall AGM Meeting Minutes 2 May 2019 ↓ 3. Ellwoods Hall Hall Hire Fees 2019 ↓

RECOMMENDATION

- 1. The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting and Annual General Meeting held on 2 May 2019, attached to the report, be received and noted.**
- 2. Membership of the Ellwood's Hall s.355 Committee as detailed in the report, be endorsed.**
- 3. The schedule of hall hire charges for the Stockinbingal Ellwood Hall attached to the report, be endorsed.**

Discussion

The attached Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting and Annual General Meeting held on 2 May 2019, are submitted for the information of Council.

Stockinbingal Ellwood's Hall s.355 Committee conducted their Annual General Meeting (AGM) on 2 May 2019. At that meeting the following members were appointed:

Chairperson: Rosalie Dale,

Vice Chairperson: Carmel Payne,

Secretary: Lorna Nixon,

Treasurer: Alan Pether,

Other Committee members: Kim Lee & Russell Vincent.

Stockinbingal Ellwood's Hall s.355 Committee has also submitted proposed hall hire fees for Council's consideration and endorsement. A copy of the schedule is attached to this report.



**COOTAMUNDRA-
GUNDAGAI** REGIONAL
COUNCIL

Minutes

**STOCKINBINGAL ELLWOOD HALL SECTION
355 COMMITTEE**

ELLWOOD HALL, STOCKINBINGAL

7.00 PM THURSDAY 2 MAY 2019



Agenda

1	AGENDA ITEMS.....	2
1.1	Attendance and Confirmation of Quorum	2
1.2	Apologies: Nil	2
1.3	Disclosure of Interests: Nil	2
1.4	Confirmation of previous meeting Minutes	2
1.5	Business Arising from previous Minutes:	2
1.6	Correspondence in/out:.....	3
1.7	Report from the Treasurer:.....	3
1.8	General Business.....	3
1.9	Date and Time of Next Meeting	4
1.10	Time Meeting Closed 8.40 pm	4

MINUTES: STOCKINBINGAL ELLWOOD HALL SECTION 355 COMMITTEE

1 AGENDA ITEMS

1.1 Attendance and Confirmation of Quorum

Attendance:

Chairperson:	Rosalie Dale
Vice Chairperson:	Carmel Payne
Secretary:	Lorna Nixon
Treasurer:	Alan Pether
Other Members:	Stephen Neave, Kim Lee, Russell Vincent

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: Nil

1.4 Confirmation of previous meeting Minutes

The minutes of the last Stockinbingal Ellwood Hall Section 355 Committee meeting dated **28th March 2019** was confirmed as true and correct.

Moved: Kim Lee Seconded: Stephen Neave

1.5 Business Arising from previous Minutes:

- Santa Suit has been collected for safe keeping with Stephen Neave for future events.
- Electricity bills will be dealt with by Council and then forwarded to our Committee for payment GST free. Advised by Andrew Brock 1 May.
- Building work for Meeting Room to commence "in a couple of weeks" and will take approximately one month to complete.
- Clarification of the boundary with the Pub next door – Council representative Andrew Brock visited Ellwood's Hall Wednesday 1 May with Rosalie Dale & Lorna Nixon and outlined the procedure for the fence to be installed. Neighbours at the Pub to be notified by letter of intention and for them to remove vegetation outside their boundary along the Hall wall. Council to provide a fence and probably a gate onto the street beside the Hall.
- Andrew Brock also stated that Council will look into the water seepage from the Pub as well.
- Post Mistress & Community Group Grant – Kim dealing with this. Quotes for blinds have been obtained from Desis Fabrics. Uncertain when announcements will be made.
- Garage Sale was approved by Council to take place on 27th April to clear out excess items in the Supper Room to make way for Meeting Room building work. Photos of items for sale were forwarded to Teresa Breslin. A refrigerator was tagged and tested by Brendan O'Callaghan to make it saleable. A thank you letter is to be written to him. Final profit still to be determined.
- "Meet & Greet" was held at the Garage Sale with morning tea supplied with many taking advantage of this social time and also to peruse the plans for the Hall upgrades.
- Finalisation of Kitchen & Toilet Plans in preparation for the next Stronger Communities Round of Grants. These have been completed by Graham Nixon and Rod Knagge has provided a quote of approximately \$146,675 total. (Toilets: \$102,535; Kitchen: \$44,140). This may not be quite final. Andrew Brock indicated that this application may be attached to the previous grant for ease of passage through Council. It would also be advisable to submit the plans to Council ASAP so that approval can be obtained prior to the Grants Application. Committee concerned that we could lose the Application Fee if the Grant was not received. Enquiries to be made.

- Stephen Neave spoke to Grace Foulds from Council in regard to Health requirements in the Kitchen. It appears that food cannot be prepared in the Kitchen as in a commercial kitchen.
- My Community Project Funding – this is subject to voting by the electorate with a limit of \$200,000 per electorate so it was felt that we would wait until the third round of the Better Communities Grants came available.

1.6 Correspondence in/out:

- Email to Phil McMurray, acting Manager, clarifying the boundary issue and advising that the boundary had already been surveyed in late 2018. Also advising that the issue of water leakage had been overlooked at their recent meeting.
- 1 April to Teresa Breslin notifying the date of our AGM and the need to fill two vacancies on the committee and correct procedure for doing this.
- 2 April Teresa advised that council require a list of current and new members so that they can be endorsed by council at their 30 April meeting and then those members are able to vote at the AGM.
- Email from Teresa Breslin advising that Council adopted a new Code of Conduct at their meeting on 26 March. Separate documents have been made for the different categories of Council officials. We are to comply with the Code of Conduct for Delegates and Committee Members. A copy was attached and forwarded to committee members.
- 3 April Teresa advised that we were able to conduct the garage sale with certain conditions – see letter.
- 4 April – letter of resignation from Keith Turner.
- 4 April – quote from Desi's Fabrics for blinds - \$520.00
- 8 April from Teresa – from Council Meeting of 26 March – Our minutes of 28 Feb were received; that Lorna Nixon was endorsed as a member of the Hall Committee; that Council Officers would investigate the boundary fence and also the water leakage from the Pub property onto the Hall property. Andrew Brock would be investigating. He came on 1 May.
- 28 April – Lorna to committee re next meeting, agenda items and AGM.

1.7 Report from the Treasurer:

See separate report.

Opening Balance:	\$3047.78
Income:	\$820.49
Expenses:	\$647.28
Closing Balance:	\$3220.99

Alan moved that his report be accepted, seconded Russell Vincent. Carried.

1.8 General Business

- 1) Garage Sale – remaining items – about 6 wooden trestle tables are left over, table tennis table, old fridges (one working); door, small chairs.

Action: Try to sell through the Stock Newsletter, Swap Buy & Sell, etc.

- 2) Painting the toilets: Suggestions have been made to paint the toilets a lighter colour to improve their look.

Action: Leave for now as they may be demolished in the next 12 months.

- 3) Hall Fees: See separate Sheet.

Action: These fees will be reviewed following the completion of the Kitchen & Toilets. It was agreed to increase the PO Rental from \$25/week to \$30/week from 1 July 2019 when the next quarterly

payment is due. This may be reviewed again when we see what our new electricity charges will be when Council handle our bill to reduce GST. PO to be notified.

- 4) Work Health & Safety Induction visit by Madlin Snell : (mentioned in May 2018 minutes)

Action: Contact Teresa to see if this visit is still required.

- 5) Removal of trees at the front of the Hall: causing uplifting of footpath and possibly under the Hall.

Action: Council have indicated that these trees will be removed and replaced with smaller shrubs.

- 6) History of Hall & old meeting records:

Action: Rosalie will ask via the Newsletter for any old records or photos of past events etc.

- 7) Lockable Broom Cupboard: For our new cleaning gear.

Action: Russell will source a two door broom cupboard with some shelves and some taller space for mops, brooms, which will be lockable.

- 8) Chat area near Heritage Room door into Hall: for people entering Heritage Room and wanting to linger and chat, perhaps play chess, scrabble, read the newsletter etc

Action: Rosalie to investigate a carpet square for the area. Russell to see if there is a Chess set available.

- 9) Norwex Party: Demonstration was held in the Hall by Wendy Millynn and new mop, door mat and duster (to fit mop handle to clean the very dusty walls) were purchased. An online party was subsequently held until 5 May where people could place orders and the Hall would benefit by receiving extra cleaning products.

Action: Wendy to finalise order after 5 May and deliver the goods which will be locked in the new broom cupboard when purchased. Some of the free gifts may be used for a raffle.

- 10) Winter Event: Ideas were floated such as having a Bush Poet, or Jazz night with food involved. Russell has a Bar B Que for use.

Action: Rosalie contacting a Bush Poet and Jazz group.

- 11) Recreational Needs Meeting in the village 6.30 pm Wed 8th May
Ideas for Recreational needs – a café in a proper venue; visiting artists to small halls as fund raisers.

Action: Stephen to open the Hall and Russell & others to assist in having the chairs, table out and toilets tidy.

Kim to check out visiting Artists for the future.

1.9 Date and Time of Next Meeting

7.00pm Thursday 30 May 2019

1.10 Time Meeting Closed 8.40 pm



COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

ABN: 46 211 642 339

PO Box 420, Cootamundra NSW 2590

Phone: 1300 459 689

Email: mail@cgrc.nsw.gov.au

www.cgrc.nsw.gov.au





**COOTAMUNDRA-
GUNDAGAI** REGIONAL
COUNCIL

Minutes

**STOCKINBINGAL ELLWOOD HALL SECTION
355 COMMITTEE**

ANNUAL GENERAL MEETING

ELLWOOD HALL, STOCKINBINGAL

6.30 PM THURSDAY 2 MAY 2019



Agenda

1	AGENDA ITEMS.....	2
1.1	Attendance.....	2
1.2	Apologies: Tony Nicholls	2
1.3	Confirmation of previous AGM meeting Minutes	2
1.4	Reading of Annual reports from the Chairperson / Treasurer.	2
1.5	Acceptance of nominations from committee members for the positions of:	2

1 AGENDA ITEMS

1.1 Attendance

President/Chairperson: Lorna Nixon (acting)
Secretary: Lorna Nixon
Treasurer: Alan Pether
Other Committee Members: Rosalie Dale, Stephen Neave, Kim Lee, Councillor Leigh Bowden
Community members present: Keith Turner, Russell Vincent, Carmel Payne, Richard White

1.2 Apologies: Tony Nicholls

1.3 Confirmation of previous AGM meeting Minutes

As this was the first AGM since the reformation of the Ellwood's Hall Committee in April 2018, there were no minutes to confirm.

1.4 Reading of Annual reports from the Chairperson / Treasurer.

See separate report of acting Chairperson Lorna Nixon.

Lorna Nixon moved and Stephen Neave seconded that her report be accepted.

See separate Treasurer's report.

Alan Pether moved and Kim Lee seconded that the Treasurer's report be accepted.

Election of Office Bearers

Councillor Leigh Bowden took the Chair and declared all positions vacant and stated that only committee members were eligible to vote. She also announced that Carmel Payne and Russell Vincent were endorsed as committee members at the recent CGSC Meeting held on 30th April.

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

- **Chairperson** – Rosalie Dale was nominated by Lorna Nixon. Accepted.
- Lorna Nixon was nominated by Rosalie Dale. Declined.
Rosalie Dale was elected as the new Chairperson.

Vice Chairperson – Carmel Payne was nominated. Accepted.

- **Secretary** – Lorna Nixon was nominated. Accepted.
- **Treasurer** – Alan Pether was nominated. Accepted.
- **Bookings officer** – Stephen Neave was nominated. Accepted.
- **Other Committee members:** Kim Lee, Russell Vincent.

Rosalie Dale declared the AGM closed. Thanks to Councillor Leigh Bowden for conducting the elections.



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Annual Report for AGM at Stockinbingal Ellwood's Hall held on 2 May 2019

It has been just over a year since the first meeting of the new committee formed in April 2018:

Chairman – Glenn Richardson

Secretary – Ellie Morton

Treasurer - Alan Pether

Bookings Officer – Rosalie Dale

Other Committee Members – Kim Lee, Keith Turner, Stephen Neave

Council formalised the Committee on 21 May 2018. The committee met monthly with lots of ideas and plans to improve the Hall and its usage.

The Heritage Room was established and opened in May 2018 by Steph Cooke following refurbishment with assistance from Council. Steve Neave is the Curator offering different themes for the room throughout the year, the latest being an Anzac theme. This is proving a popular meeting point as people pop in when picking up their mail etc.

A Facebook Page was established for the Hall and later for the Heritage Room, drawing favourable comment and well used as a great publicity place for upcoming events.

The Hall initially had the ceiling/wall gaps sealed to keep out dust and weather and later gained a grant for \$60,000 in October 2018 to install air conditioning and fans which were completed in March; and a meeting room to commence work in May.

Plans have been drawn up for the Kitchen & Toilets refurbishment and quotes have been obtained and these will be submitted to council for approval and ready for the next round of Better Community grants.

Users of the Hall include monthly meetings of Stop & Mingle; weekly Tai Chi classes; Active Farmers Exercise Group twice weekly during colder months; ARTC Meetings; occasional council/community meetings. The Public School has indicated they may have an end of year production and a wedding has been booked for early 2020.

Other functions have included two successful Market Days in September and November 2018 attracting up to 25 stall holders.

Recently a Garage Sale was held to clear out unwanted items and was combined with a "Meet & Greet" morning tea.

An on-line Norwex cleaning products party was held during April with Wendy Millynn demonstrating her products at the Hall and resulting in a cleaner Hall and a new mop and gifts of other cleaning products as a result. A lockable cupboard will be purchased to house these items securely.

Regretfully some resignations were made during the year – Secretary Ellie Morton was replaced by Lorna Nixon in an acting capacity in November 2018 and later endorsed as a committee member by Council. Chairman Glenn Richardson resigned in February 2019 due to ill health. Lorna Nixon took on this position temporarily until the AGM in May. Keith Turner also resigned in April 2019. This left a committee of five so new members were advertised prior to the AGM.

We look forward to planning the rest of the year and improving our Hall even further for the use of our community.

Lorna Nixon Acting Chairperson

ANNUAL REPORT

ELLWOOD'S HALL
355 COMMITTEE

1st May → 30 April
2018 2019

INCOME

Markets	1242.10
HALL HIRE	705.00
POST OFFICE	975.00
PRE PAID HIRE	500.00
POWER REBATE	200.00
TERM DEPOSIT	2000.00
INTEREST	222.52

5844.62

BALANCE 1.5.18 451.88
6296.50

EXPENSES

A. CORBY	1696.25
POWER	1034.75
NOTICE BOARD	140.00
MOPS & BROOMS	382.95
COFFEE & BISC	19.85
SANTA SUIT	99.45
PAINT	13.95
PETTY CASH	60.00
TERM DEPOSIT	48.56

3495.71

BALANCE 30.4.19 2800.71
6296.50

CASH ON HAND 60.00

TERM DEPOSIT

4548.56

MATURES 1.5.19

INTEREST 5.55

Ellwood's Hall Hiring Fees**May 2019**

Community Interest Meeting, Council Meeting etc	No Charge
Commercial Meetings eg ARTC	\$10/hr
Activities (Tai Chi, Active Farmers)	\$10/hr
Morning Tea (no food provided)	\$15
Market Day Stalls	\$15 outside \$20 inside
Private Party – Day	\$50 – ½ day; \$50 bond (refundable)
Private Party – night	\$150 \$100 bond (refundable)
Wedding	\$200 (2 days) \$100 deposit
School Activities	Free
School Presentation Night	\$50
PO Rental	\$30/week

These fees were set down by the Ellwood's Hall Committee on 2 May 2019 and will be reviewed following completion of Kitchen & Toilets.

8.1.8 MUTTAMA CREEK REGENERATION GROUP S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	303085
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Mark Ellis, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	1. Muttama Creek Regeneration Group minutes 1 April 2019 ↓

RECOMMENDATION

The Minutes of the Muttama Creek Regeneration Group s.355 Committee meeting held on 1 April, 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 1 April, 2019 are submitted for the information of Council.

Muttama**Regeneration
Group****Muttama Creek Regeneration Group**

Minutes Monday 1 April, 2019

Present: Graeme Johnson, Win Main, Betti Punnett, Steve Mills Belinda Scott, Norma Clarke.

Apologies: Charlie Sheahan, Di Pearton

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 continued- plantings **4** Callistemon Phoenicia, 7 Lomandra longifolia
Plan to plant more Casuarinas on the left of the path as you enter from Court House end. Steve is going to clear the area for planting at next working bee.
- **Bird Walk-** plantings 13 Lomandra longifolia, 2 Gum Trees, 6 Myoporum parvifolium
- **Working bee:** Last working bee at the Bird Walk more weeding and planting some more grasses in the rock gabion.
- **Flood planning committee-** Charlie Sheahan has suggested that we need a representative on that committee. The members present at the meeting were happy for Steve to be our representative.
- **Water Quality testing-** GJ no further news
- **Muttama Landcare-** Meeting Monday 8 April at 5 30 Coolac Hall, natural resource management.
- **Photos for newspaper article-** DP to email to WM photos of working bees.
- **Minutes to Council-** DP to email to council.

GENERAL BUSINESS

- **Meetings** now to be held bi-monthly on the even months, Feb, Apr, June, August, Oct, and Dec. Working bees still to be conducted on a monthly basis
Graeme to let the library know of the change.
- **This month's working bee-** Saturday 25 May, meet at the Thompson Street end of the Bird Walk

Meeting closed at 5.50 pm

Next Meeting: 5pm, Monday 3 June, 2019 at Stephen Ward Rooms

8.1.9 COOTAMUNDRA DEVELOPMENT CORPORATION - REQUEST FOR SPONSORSHIP FOR COOTAMUNDRA WATTLE TIME FAIR

DOCUMENT NUMBER	304146
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Mark Ellis, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	2. A prosperous and resilient economy: we are innovative and 'open for business' 2.3 Tourism opportunities are actively promoted
FINANCIAL IMPLICATIONS	The requested \$350 donation form the 2019/20 Community Donations Budget.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Donation Request ↓

RECOMMENDATION

Council consider sponsorship of the annual Cootamundra Wattle Time Fair by way of the provision of traffic control in lieu of the \$350 sponsorship request subsequent to approval by the Local Area Traffic Committee at its June, 2019 meeting.

Discussion

The request for sponsorship by Council to assist the Cootamundra Development Corporation's (CDC) annual Wattle Time Fair held in August, attached to the report, outlines the benefits associated with sponsorship of the event.

Council has previously provided sponsorship with the annual event with Traffic Control and the matter is currently on the agenda for the Local Area Traffic Committee meeting scheduled for 13th June, 2019. The Committee has requested the paperwork required from the CDC be submitted in time for determination at the June, 2019 meeting.



COOTAMUNDRA DEVELOPMENT CORPORATION

A.C.N 002 003 787

16a Parker Street, Cootamundra NSW 2590

Tel: 02 69424100 Fax: 02 69424258

cdcinfo@cootamundra.com



16th May 2019

Mr P McMurray
Cootamundra- Gundagai Regional Shire Council
PO Box 420
COOTAMUNDRA NSW 2590

Cootamundra Gundagai
Regional Council
Document Received

20 MAY 2019

File No.....

Initials.....

Dear Mr McMurray,

Sponsorship of the 2019 Annual Wattle Time Fair & Street Parade

The Cootamundra Development Corporation are excited and proud to again be hosting the 2019 Wattle Time Fair & Street Parade. Celebrations are scheduled to take place on Saturday 31st August, 9am to 4pm at Fisher Park with the annual Street Parade featuring at 12 noon through the Main Street of Cootamundra.

The CDC would like to offer your business the opportunity to become a Major Sponsor of the 2019 Wattle Time Fair and Street Parade. The financial contribution we are requesting is \$350.00 (inc GST)

The benefits of a sponsor include:

- A complimentary site at the 2019 Wattle Time Fair
- Inclusion in all media campaigns including Facebook and Instagram promotions and e-newsletters
- Opportunity for your business to be prominently featured at the beginning of our Street Parade
- Your business logo/ signage displayed around Fisher Park for the duration of the Wattle Time Fair
- Promotion of your business as a Major Sponsor over the Fair PA system throughout the day.
- Opportunity to give a short address to personally promote your businesses products and services over the Fair PA system

The Wattle Time Fair is designed to celebrate Cootamundra along with its iconic "Cootamundra Wattle" and incorporate all things garden, home, leisure and will be widely promoted - locally, regionally and elsewhere.

It would be appreciated if you could confirm in writing with regards to sponsorship of this year's Wattle Time Fair by **Monday, 17th June**. Please do not hesitate to contact the CDC Office on 02 6942 1400, for any further information or questions.

Leah Sutherland on behalf of the Cootamundra Development Corporation

"All roads lead to Cootamundra this Wattle Time"



8.1.10 COUNCIL MEETING ACTION REPORT

DOCUMENT NUMBER	304167
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Mark Ellis, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.1 Decision-making is based on collaborative, transparent and accountable leadership
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. Updated Council Meeting Action Report ↓

RECOMMENDATION

The updated Council Meeting Action Report, attached to the report, be received and noted.

Introduction

Actions required as a result of resolutions of Council at previous meetings are compiled in the Council Meeting Action Report to ensure completion by the respective responsible officers.

COUNCIL MEETING ACTION REPORT

OPEN FORUM QUESTIONS	MAYOR	ACTIONS
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MEETING / ITEM	ACTION	OFFICER	STATUS
05/07/2017	Amend Gundagai LEP 2011 to correct mapping discrepancies	Planning	Ongoing.
02/08/2017	Engage with the Mid Lachlan Alliance (Weddin Shire) to investigate what can be learnt on the 'MLA Fitness Campaign'	Phil	Ongoing.
17/01/2019			Waterway Works Management Plan prepared. To be considered for action.
14/08/2017 – 7.3.2.1	Plan works program for \$2.38M flood damage grant income. Update Budget. Set up work orders.	Mark	Work currently being undertaken. On track to be completed by 30 th June, 2019.
17/01/2019			Reports being submitted in monthly report to Council. Ongoing.
20/08/2017 – 7.1	Offer Turners Lane site for sale and negotiate sale price in accordance with report.	Phil	Ongoing – Purchaser still committed. Contract for sale amended to remove council obligation to relocate overhead power lines. New contract ready for finalisation.
21.03.2019	West Street Roundabout	Mark	Minor preliminary works commenced
22.05.2019			Construction work has commenced
28.11.2017 – 7.3.2.1	Waste Collection Services	Wayne	Advertised for strategy.
22.08.2018			Expressions of Interest received and are being reviewed.
17.09.2018			Eol's out and completed. Assessment of Eol's complete
26.09.2018			Meeting to be had with Allen and Greg to discuss.
17/01/2019			

MEETING / ITEM	ACTION	OFFICER	STATUS
4.02.2019	Waste Collection Services cont.		<p>Waste Services Review and Strategy currently being conducted and completion is anticipated for March, 2019. Meeting to be held with Jonathan Beckett in early to mid-February.</p> <p>Presentation by Jonathan Beckett to Councillors and staff. Report anticipated to be submitted to March Ordinary Meeting.</p> <p>Stages one and two of the Waste Strategic Plan have been completed and reported to council in April 2019.</p> <p>Council adopted for Stage 3 to commence with a schedule of works and timeline currently being prepared for staff's consideration.</p> <p>Once the schedule and timeline have been approved works will commence with council to be informed accordingly of the adopted schedule of works and timeline.</p>
31.01.2018 – 7.1.1.3	Continue with land transfer of Inland Aircraft Fuel Depot	Phil	Remediation works to be completed by Caltex prior to finalising transfer of title.
31.01.2018 – 7.1.1.4	Prepare detailed design and cost estimates for Turners Lane industrial subdivision. Include budget allocation in 2018/2019 budget.	Phil	<p>22/03/2018 To be outsourced. An amount of \$500K has been included in budget estimate.</p> <p>Proposals being sought.</p> <p>Awarded to MJM – Designs expected Dec 18.</p>

MEETING / ITEM	ACTION	OFFICER	STATUS
27.02.2018 – 8.5	Prepare documentation for loan for water mains replacement	Phil	22/03/2018 Document preparation will be undertaken following the tender process for the \$2M contract as part of the Stronger Communities fund. In Progress.
27.03.18 – 7.1.1.3 05.08.2018 09.2018 15.11.18	The Villages Strategy be put forward for endorsement by the Hon. Anthony Roberts Minister of Planning, Housing and Special Minister of State.	Sharon	Deferred upon advice from planning to wait until all land use strategies are complete. Workshop to be held 14.09.2018 with consultant Michael Ryan and dates to be determined for community engagement. Michael Ryan held workshop with Councillors and Council staff in September, 2018. He is now undertaking the Rural Lands Strategy and will come back to Council later in the year. Meetings to be held with associated agencies 21.11.2018 Community forums to be held in Cootamundra on 31.11.2018 And in Gundagai 20.11.2018 Issues papers finalised and public meetings held as well as meetings with agencies. Comments now received from all parties. Directions papers now being finalised before presentation to council in March 2019.
24.04.18 – 7.1.1.2	Gundagai Local Environmental Plan 2011 Amendment 4 be endorsed and sent to the Department of Planning and Environment for Gateway Determination	Phil	Consultation commenced with DPE. On hold pending DA clarification.

24.04.18 – 7.1.1.2	Amendment 4 be placed on exhibition upon receipt of delegated approval from the Department of Planning and Environment	Phil	Pending formal submission to and approval from DPE. On hold pending DA clarification.
24.04.18 – 7.4.2.3 15.09.2018	The Gundagai Large Scale Adventure Park Project be progressed to detailed design and construction phase with specific considerations	Phil	Design to be changed to eastern end of Carberry park and to incorporate library extensions. Detailed design proposal accepted and progressing.
22.05.18 – 7.1.1.2 22.05.18 – 7.1.1.2 cont.	Amendment 7 be placed on exhibition upon receipt of delegated approval from the Dept of Planning and Environment	Phil/ Sharon Sharon	Feedback provided from DPE requesting further information. Ongoing. Planning proposal sent to Dept. on 24/12/18. Awaiting Gateway determination. Amendment items 1-7 to be forwarded to the Department of Planning and Environment for the making of the instrument. Item 8 to be reported back to Council
22.05.18 – 7.2.2.3 15.09.2018	Request for the funding of new signage to the July Workshop in relation to development options for the Dog on the Tuckerbox	Phil	Deferred. Deputy GM preparing options paper.
26.06.18 – OF Betty Brown	Requested additional bench seats for the cemetery be available for graveside funerals	Glen	To be considered for the next budget.
17/01/2019	Investigations to be undertaken to determine feasibility of providing a safe and accessible pedestrian pathway to link	Mark/ Anthony Carrol	Long term project. Safety audit of rail overpass completed.

	Cootamundra town centre and the cemetery on Yass Rd.		
31.07.18 – 9.2	Council, in collaboration with the Muttama Creek Regeneration Group, investigate the feasibility of creating a walking track alongside sections of Muttama Creek.	Wayne	Application prepared and submitted for grant funding for footpath/walking track.
17/01/2019			Still awaiting response on submission. Actively seeking alternative funding options or grants as they become available.
21.03.2019			
31.07.18 – 9.3	Council undertake the necessary steps to create a Recreational Vehicle (RV) parking site in Cootamundra	Linda	Investigations ongoing.
19.09.2018			Linda to submit paperwork when site determined. Signage ordered and liaising with Showground Users.
19.11.18			Ongoing. Discussions held with Rodeo Association. Application being prepared.
11/12/2018			Council resolution 272/2018 RV assessment form to be forwarded to Campervan & Motorhome Club of Australia Limited (CMCA) for assessment. Cr Nicholson asked is there any form of measuring visitors to RV sites?
30.04.2018 Item8.1.9			Report to April meeting to vary original application to include the airport (with stay time reduced to 48 hours) and Pioneer park.
22.05.2019			Further information from Council to be provided.

<p>Council Meeting 29/01/2019 – 8.3.2 Yass Road Electrical Upgrades RES: 022/2019</p>	<ol style="list-style-type: none"> 1. Council be provided with details of the contract of sale for the Yass Road development in relation to determining the provision of electricity to the site, for further consideration and discussion at the February Councillor Workshop. 2. Liability for the difference between the original budgeted costs and the revised electrical design and installation costs for the development in the Yass Road area detailed in the report, be determined 	Phil	Information currently being obtained.
<p>Council Meeting 26/03/2019</p>			
Item 8.1.7	Showground users group	Andrew	A masterplan for the Showground be prepared with staff and the Committee including the provision of a caretakers cottage
Item 8.1.9	Installation of new sign for the showground gate be referred to the appropriate Council Officer	Andrew	2.05.2019 Sign at depot and waiting to be installed by P&G's crew
Item 8.1.10	Identify the correct location of the fence between Ellwood's Hall and neighbouring property and move fence if required.	Andrew	Investigate if a survey is required and relocate fence is required.
Item 8.1.13	Investigate land purchase in Scott Avenue	Phil	Inspection undertaken with Daryl Sedgewick on 3 rd May, 2019

Item 8.4.1	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.	Phil/ Ganesh	
23.05.2019			Discussions with Public Works are continuing
Item 8.4.3	The potential sale of the 12 seater bus be deferred for further investigation into alternate uses for the bus.	Phil	Further investigation to be undertaken. Propose to induct volunteers (to drive bus) so as to be covered by Council's insurance
Ordinary Meeting 30 th April, 2019			
8.1.2 Draft Code of Meeting Practice	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.	Susan	Teresa to arrange for public exhibition. Linda to advertise Teresa to prepare report for adoption and include any submissions received under separate cover for the information of Councillors.
8.1.10 ALGWA Conference 2019 Report	2. Council prepares a report on the implications of implementing 10 days paid domestic violence leave for Council staff.	Glen/HR	To be included in Councils Leave Policy
8.1.14 2019 New South Wales Local Roads Congress	Cr Sheahan and Matt to be booked in to Local Roads Congress and accommodation	Marianne	Registered to attend Congress 03.05.2019

9.2 Notice of Motion - Council Develop a Civic Events and Ceremonial functions Policy	That Cootamundra-Gundagai Regional Council develop a Civic Events and Ceremonial Functions Policy.	Teresa /Marianne	Review Liverpool and Camden policies for draft. Yet to commence
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8.1.11 MONTHLY MAJOR PROJECTS PROGRAM REPORT

DOCUMENT NUMBER	304021
REPORTING OFFICER	Paul Woods, Executive Director - PMO
AUTHORISING OFFICER	Mark Ellis, 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. CGRC Grants Project Management Worksheet ↓

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

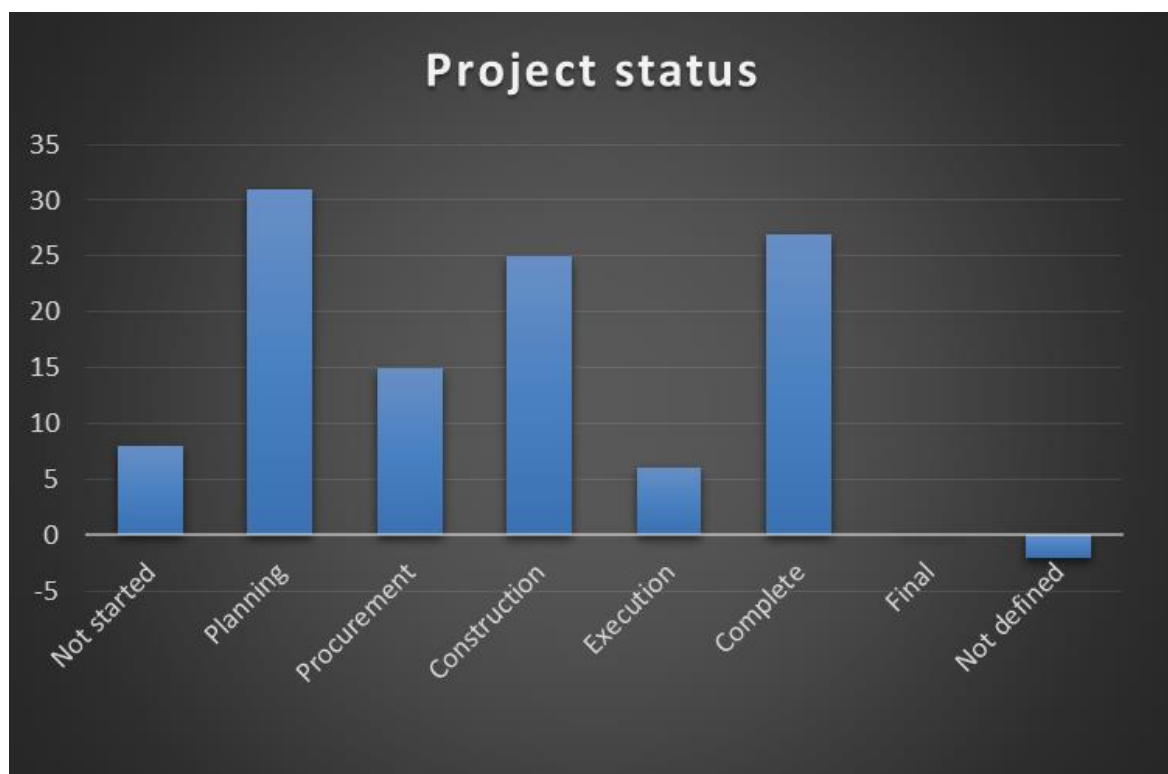
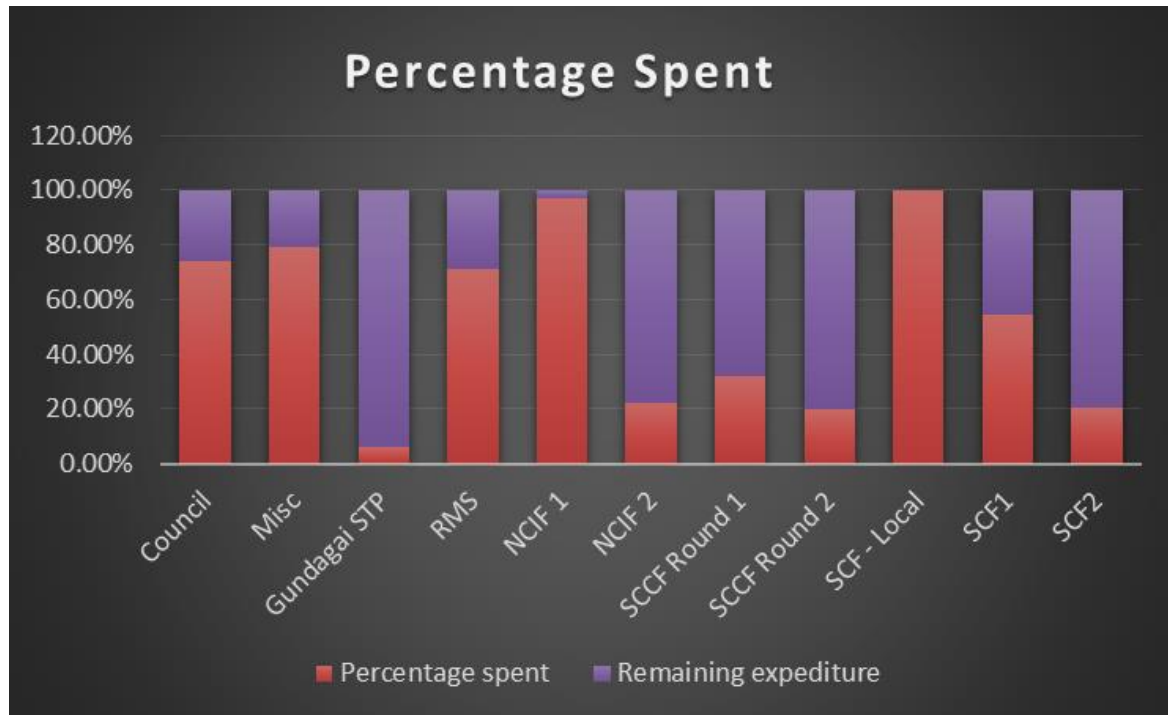
Council is currently managing 110 projects with a value of \$53,030,487. This report provides a monthly update to Councillors as to the progress of those projects. The attached schedule provides a brief update on the status of each of the projects

Discussion**Budget variances**

Project	Amount	Commentary / Recommendation
Stan Crowe Oval Gundagai canteen and change room construction	\$74,147	An individual report will be provided by the project manager.
Elwood Hall (Stockinbingal) – General repairs and installation of heating and cooling	\$5,699	The Hall Committee will be paying the additional expenditure.
Gundagai Junior Rugby League – New PA System	\$4,753	The Gundagai Junior Rugby League club will be paying the additional expenditure.
Cootamundra Water Mains – replacement	\$169,046	To be funded from the Water Reserves until the budgeted loan proceeds are drawn down. The Water Reserve balance at 30 June 2018 was \$5,872,000

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. From a budget point of view it is important to include both actual and committed expenditure to assist with management of budgets.





As at 30 April 2019

Project	Funding source	Status	Budget	Total expenditure	Percentage spent
Gundagai Library Extension	Council	Complete	195,000	195,000	100.00%
Mirrabooka Retaining Wall & Store Room	Council	Complete	-	-	0.00%
Cootamundra depot refurbishments	Council	Planning	900,000	9,216	1.02%
Turners Lane Industrial Land Development	Council	Planning	790,000	50,270	6.36%
Yass Road Service Centre - SW Fuels	Council	Complete	800,000	801,040	100.13%
Sheridan Street Gundagai Redevelopment - Main Street Upgrade	Council	Construction	5,430,490	5,271,261	97.07%
Sheridan and West Streets intersection treatments	Council	Planning	500,000	43,218	8.64%
Gundagai RSL Carpark resurfacing	Council	Complete	-	-	0.00%
Total Council funded projects			8,615,490	6,370,004	73.94%
Waste facility upgrades - Cootamundra - To be informed by waste strategy outcomes	Council Reserve	Complete	1,000,000	20,390	2.04%
Waste facility upgrade - Gundagai - To be informed by waste strategy outcomes	Council Reserve	Planning	400,000	-	0.00%
Total Council Reserve funded projects			1,400,000	20,390	1.46%
Truckwash Upgrade - Cootamundra Saleyards	Country Truck Washes	Complete	362,935	373,537	102.92%
Morley's Creek Fishing Pier Replacement	Dept of Fisheries	Complete	61,600	61,600	100.00%
Wallendbeen Strategic Heritage Study & King Street Revitalisation	Heritage Near Me	Execution	95,000	38,570	40.60%
Stan Crowe Oval Gundagai canteen and changerooms construction (CAPREN)	NRL Grants	Complete	164,500	238,647	145.07%
Gundagai Sewerage Treatment Works Plant Replacement	NSW State Govt - Sewer	Construction	13,500,000	847,719	6.28%
Old Gaol - completion of repairs and maintenance activities and redesign of drainage (PRMF Grant)	Public Reserves Management Fund	Complete	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	171,760	151,718	88.33%
Flood damage repairs	RMS	Construction	2,380,365	1,694,919	71.20%
Coolac Recreation Reserve & Public Hall Trust - Solar Panels	SCF - Local	Construction	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	87,605	63,876	72.91%
Total Misc grant funded projects			16,862,215	3,506,815	20.80%
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	Complete	300,000	212,505	70.84%
Gundagai Admin Refurbishment	NCIF 2	Planning	100,000	1,200	1.20%
Branding and marketing plan	NCIF 2	Not started	100,000	14,690	14.69%
Better Community Strategy (ABCS)	NCIF 2	Not started	100,000	-	0.00%



As at 30 April 2019

Project	Funding source	Status	Budget	Total expenditure	Percentage spent
Tourism and Economic development strategic plan	NCIF 2	Complete	150,000	71,979	47.99%
Recreational Needs Study	NCIF 2	Procurement	100,000	20,279	20.28%
Consolidation and upgrade of Authority Corporate Software System	NCIF 2	Execution	414,282	100,224	24.19%
GIS Operational Review	NCIF 2	Planning	50,000	-	0.00%
Fees and charges review	NCIF 2	Execution	30,000	-	0.00%
Internal audit committee implementation	NCIF 2	Execution	20,000	-	0.00%
Business continuity and disaster recovery plans	NCIF 2	Not started	50,000	-	0.00%
Rates structure review	NCIF 2	Execution	50,000	-	0.00%
Signage updates	NCIF 2	Planning	250,000	-	0.00%
Local environmental plan development	NCIF 2	Not started	200,000	-	0.00%
Total NCIF 2			1,914,282	420,877	21.99%
Cootamundra AFL - Demolition of old clubrooms & construction of new clubrooms	SCCF Round 1	Construction	372,800	86,692	23.25%
Gundagai Tigers - Construction of new shed & fitout of gymnasium	SCCF Round 1	Procurement	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	50,000	31,366	62.73%
Gundagai RSL - refurbishment of tennis clubrooms and squash courts - EXTERNAL	SCCF Round 1	Construction	150,000	4,716	3.14%
Coolac to Tumblong Rail Trail Development Plan	SCCF Round 1	Complete	54,600	54,600	100.00%
Nangus - Village Playground & Fitness Infrastructure (CAPREN)	SCCF Round 1	Complete	53,322	53,322	100.00%
Stockinbingal Playground and BMX track	SCCF Round 1	Complete	109,200	110,902	101.56%
Wallendbeen fitness infrastructure, playground and Rage Cage	SCCF Round 1	Complete	216,393	204,397	94.46%
Cootamundra Tennis - refurbishment of tennis court surfaces, new line marking including hot shot courts	SCCF Round 1	Complete	183,029	183,029	100.00%
Gundagai Scouts - EXTERNAL Construction & Installation of Climbing Wall	SCCF Round 1	Complete	100,000	88,875	88.88%
Large Scale Teen Playground at Jubilee Park Cootamundra	SCCF Round 1	Procurement	499,900	23,021	4.61%
Gundagai large scale adventure playground & fitness centre	SCCF Round 1	Procurement	1,000,000	57,463	5.75%
Total SCCF Round 1 projects			2,889,244	926,130	32.05%
Cootamundra Showground Completion of Multipurpose Pavilion SCCF2	SCCF Round 2	Construction	53,290	28,274	53.06%
Anzac Park South Supporters Toilets - Gundagai	SCCF Round 2	Procurement	86,061	2,668	3.10%
Mirrabooka Revivification (SCCF2)	SCCF Round 2	Construction	67,045	27,218	40.60%
Cootamundra Rifle Club Mower, top dressing, building maintenance, storage shed	SCCF Round 2	Construction	63,015	11,595	18.40%



As at 30 April 2019

Project	Funding source	Status	Budget	Total expenditure	Percentage spent
Upgrades to Christ Church hall Cootamundra	SCCF Round 2	Construction	70,273	2,013	2.86%
Cootamundra Squash Court Renovation	SCCF Round 2	Planning	97,655	-	0.00%
Gundagai Pony Club Undercover Arena	SCCF Round 2	Construction	199,151	127,510	64.03%
Gundagai Racecourse and Showground Amenities Block	SCCF Round 2	Construction	215,000	63,187	29.39%
Cootamundra Event Promotion Banners	SCCF Round 2	Procurement	53,841	680	1.26%
Gundagai Event Promotion Banners	SCCF Round 2	Procurement	53,841	-	0.00%
Gundagai Friendship Park Playground	SCCF Round 2	Planning	60,000	3,533	5.89%
Muttama Hall Re-stumping	SCCF Round 2	Planning	140,707	-	0.00%
Gundagai Community Garden	SCCF Round 2	Construction	63,552	6,335	9.97%
Stockinbingal Tennis Court resurfacing - 3 courts	SCCF Round 2	Construction	118,093	118,093	100.00%
Community Safety & Beautification of King Street Wallendbeen	SCCF Round 2	Not started	55,964	-	0.00%
Barry Grace Oval Wallendbeen	SCCF Round 2	Construction	98,397	5,757	5.85%
O'Connor Park - Home of the Cootamundra Strikers Soccer Club - Lighting	SCCF Round 2	Planning	98,397	-	0.00%
Cootamundra Arts Centre Tin Shed Theatre Projection	SCCF Round 2	Complete	61,682	61,682	100.00%
Cootamundra Arts Centre Rehearsal Space	SCCF Round 2	Planning	122,294	-	0.00%
Cootamundra Turf Club Irrigation system upgrade	SCCF Round 2	Planning	81,970	5,038	6.15%
Cootamundra Aerodrome Drag Pad and Taxiway for Water Refilling	SCCF Round 2	Planning	160,312	-	0.00%
Cootamundra Junior Rugby League Rejuvenation of football field	SCCF Round 2	Planning	60,000	-	0.00%
Upgrade to change rooms at ANZAC park Gundagai	SCCF Round 2	Not started	172,987	-	0.00%
Gundagai Tennis Club and Bowling Club toilets	SCCF Round 2	Not started	-	-	#DIV/0!
Cootamundra Community Garden	SCCF Round 2	Planning	70,242	-	0.00%
Total SCCF Round 2 projects			2,323,769	463,584	19.95%
Gundagai pool tiling and disabled ramp	SCF1	Procurement	300,000	383	0.13%
Gundagai Visitors Information Centre redevelopment - disabled ramp and disabled toilet	SCF1	Planning	300,000	1,472	0.49%
Gundagai Netball Courts Masterplan - construction of lighting, storage & shelter	SCF1	Procurement	200,000	4,958	2.48%
Stephen Ward Rooms Outdoor Area construction	SCF1	Planning	200,000	23,757	11.88%
Rathmells Lane - Bitumin seal from Temora St to end	SCF1	Complete	248,451	237,115	95.44%
Footpath renewal	SCF1	Construction	500,000	406,431	81.29%
Cootamundra pool - water park	SCF1	Planning	400,000	-	0.00%
Fisher Park Cootamundra sports ground lighting installation	SCF1	Planning	250,000	-	0.00%
Pool shade Cloth - Cootamundra	SCF1	Complete	100,000	51,020	51.02%
Extension of Gundagai Water Supply to the Dog on the Tuckerbox site	SCF1	Planning	600,000	38,230	6.37%
Nangus Water Supply Works	SCF1	Planning	647,500	-	0.00%
Stormwater mitigation	SCF1	Execution	1,000,000	135,033	13.50%
Cootamundra saleyards lighting and electrical upgrade	SCF1	Complete	270,467	224,985	83.18%
Adjungbilly Road reconstruction for B'Doubles	SCF1	Construction	2,100,000	2,049,002	97.57%



As at 30 April 2019

Project	Funding source	Status	Budget	Total expenditure	Percentage spent
Cootamundra water mains replacement project *should be a separate work order for each segment*	SCF1	Construction	2,000,000	2,169,046	108.45%
Investment into Department of Education	SCF1	Not Started	672,759	-	0.00%
Construct public toilets - Sheridan St Gundagai	SCF1	Planning	150,000	53,640	35.76%
Total SCF1 projects			9,939,177	5,395,071	54.28%
Yarri Park Youth precinct/Lions Park – Basketball courts and new amenities.	SCF2	Procurement	130,000	-	0.00%
Gundagai Preschool – Capital works projects to build additional rooms, providing more spaces.	SCF2	Planning	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	200,000	41,415	20.71%
Gundagai Public School P&C – Installation of soft fall for playground.	SCF2	Complete	75,100	75,099	100.00%
Gundagai Tourism Action Group (s355 Committee) – Gundagai Main Street History walk.	SCF2	Procurement	50,000	12,154	24.31%
Ellwood Hall (Stockinbingal) – General repairs and installation of heating and cooling.	SCF2	Construction	60,000	65,699	109.50%
Gundagai Junior Rugby League – New PA system.	SCF2	Procurement	10,000	14,753	147.53%
Battle of the Bidgee – Installation of permanent storage sheds to support to event.	SCF2	Planning	22,449	11,357	50.59%
Town & Country Inc – Disabled toilet.	SCF2	Procurement	30,000	3,600	12.00%
Gundagai South Public School – Sensory garden.	SCF2	Planning	60,000	-	0.00%
Adjungbilly Hall – Upgrade tennis courts into multipurpose facility, install community BBQ.	SCF2	Construction	130,000	104,838	80.64%
Tumblong Hall – Community facilities, multipurpose courts and BBQ area.	SCF2	Planning	137,447	-	0.00%
Mill Centre – Interactive Tourist Attraction.	SCF2	Procurement	200,000	37,255	18.63%
Owen Vincent Oval - Gundagai	SCF2	Planning	150,000	-	0.00%
Gundagai RSL – Landscaping Anzac Grove, Gundagai.	SCF2	Construction	25,000	15,488	61.95%
Cootamundra Nursing Home – Installation of solar panels	SCF2	Complete	53,227	52,507	98.65%
Cootamundra Mens Shed – Relocation of Mens Shed to Depot 2 on Hovell Street.	SCF2	Planning	100,000	-	0.00%
Cootamundra Arts Centre – Disabled access ramp.	SCF2	Planning	3,142	-	0.00%
Owen Vincent Oval Gundagai – River water pump	SCF2	Complete	40,000	-	0.00%
Cootamundra Rugby Union Club – New dressing room facilities and club room. (CAPNEW)	SCF2	Construction	430,000	392,131	91.19%
Cootamundra Harness Racing – Upgrades and maintenance to track.	SCF2	Construction	52,000	-	0.00%
Cootamundra Netball Courts – 4 new netball courts to replace non-complying courts.	SCF2	Planning	450,000	-	0.00%
Cootamundra Country Club – Upgrades to precinct including dam, machinery shed, course, upgrade to building façade.	SCF2	Procurement	1,355,000	20,646	1.52%
Total SCF2 projects			4,273,365	847,295	19.83%



As at 30 April 2019

Project	Funding source	Status	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 FINANCE

8.2.1 DECEMBER QUARTERLY BUDGET REVIEW STATEMENT

DOCUMENT NUMBER	304168
REPORTING OFFICER	Tim Swan, Manager Finance and Customer Service
AUTHORISING OFFICER	Mark Ellis, 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	As reported in the attached March, 2019 quarterly budget review, the revised net operating result for the year to 30 June, 2019 is a profit of \$9,549,000. The budget adjustments recommended to Council for approval in this report result in a net change to the operating result of \$(7,772).
LEGISLATIVE IMPLICATIONS	Clause 203(1) of the Local Government (General) Regulation requires that, not later than 2 months after the end of each quarter, excluding the June quarter, the responsible accounting officer must submit a budget review statement to Council. The format of the review must be consistent with the minimum requirements contained in the Quarterly Budget Review Statement Guidelines provided by the Office of Local Government.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. March 2019 QBR ↓

RECOMMENDATION

1. The March, 2019 Quarterly Budget Review Statement be accepted.
2. The budget variations listed in the attached report be adopted.

Introduction

The purpose of this report is to present a summary of Council's financial position at the end of the March, 2019 quarter, and to report on progress made against the original budget adopted by Council in its 2018-19 Operational Plan. A detailed list of budget variances is included in the attached Quarterly Budget Review, and these are recommended for Council approval.

Discussion

Detailed commentary on the individual variations is included in the report itself, with the net change to the projected operating result a decrease of \$7.77M to a surplus of \$9.54M. The most significant difference is the deferral of capital grant income to next financial year.

The budget for the refurbishment of the Cootamundra Town Hall has been included at \$1million, with the bulk of this having already been expended.



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 Detail cash and investments **Error! Bookmark not defined.**



Commentary

Councillors are now receiving a monthly financial report which details how council is tracking against its budget with explanations of any significant budget variances. As such the focus of the quarterly budget review shifts from an update on how council is performing to presenting Councillors with changes to the adopted budget for their endorsement.

Budgeted Operating Result

The Council's Income and Expenses, and Net Operating Result are reported on page 5 of this Review Statement.

The revised estimated net operating result for the year to 30 June 2019 is a surplus of \$9,549,000 (original budget was a surplus of \$11,786,000) and the revised estimated result before capital grants and contributions is a \$3,237,000 surplus (original \$1,811,000 deficit).

This change is driven primarily to the receipt of additional grant funding from the NSW State Government and the fact that not all of these funds will be expended this financial year.

Budget Variations to the Operating Result

The budget adjustments recommended to Council for approval in this report result in a net reduction to the operating surplus of \$7,772,000.

The material variations from the original budget for the year to date are attributed to:

Favourable variations

- Council has received a further \$5.8M in funding from the NSW State government. It is anticipated that approximately \$2M of this funding will be expended this financial year, the remainder being transferred to reserve and spent in subsequent financial years.
- Income of \$1.8m has been identified relating to RMS works performed

in the previous financial year.

Unfavourable variations

- With the changes to the Cemetery fees it is anticipated that revenue will fall by \$50K.
- Internal investigations being undertaken by Blackadder & Associates are expected to cost \$100,000.
- \$9m of income from grants relating to the sewerage treatment plant in Gundagai will be received next financial year. This income, and the related expenditure had been budgeted for the current financial year. This is a timing issue only.
- Unexpected employee costs of \$621,000 have been incurred.

Possible future changes

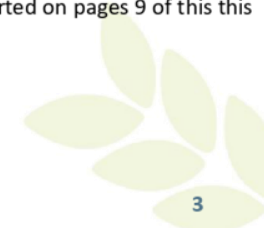
There are a few items we are currently monitoring that may require a change to the budget in a future review. At this point in time we either do not have the necessary information to quantify the change or sufficient guarantee that the change will actually be required. These are:

1. Financial Assistance Grant – the current budget assumes we will receive the full grant in the current financial year. As we have already received half the grant prior to 30 June 2018 there is a chance we will need to reduce the income by that amount. We are working on the assumption that the Federal government will again prepay half the next years grant in this financial year.

Budget Cash Flows

Council's Cashflow and Reserve Movements are reported on pages 9 of this Review Statement.

March 2019 Quarterly Budget Review



Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Cootamundra Gundagai Regional Council for the quarter ended 31/3/19 indicates that Council's projected financial position at 30/6/19 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:



Tim Swan
Responsible Accounting Officer

date: 23 May 2019

March 2019 Quarterly Budget Review



Income and Expense Budget Review

Income & Expenses - Council Consolidated

(\$'000's)

	Original Budget 2018/19	Approved Changes					Revised Budget 2018/19	Variations for this Mar Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs	Mar QBRs					
Income											
Rates and Annual Charges	12,248						12,248			12,248	11,726
User Charges and Fees	5,645			(50)	1,800		7,395	750	1	8,145	6,185
Interest and Investment Revenues	811						811	30	2	841	717
Other Revenues	523				35		558	346	3	904	1,016
Grants & Contributions - Operating	8,245			5,450			13,695	75	4	13,770	10,831
Grants & Contributions - Capital	13,597			350	91		14,038	(7,726)	5	6,312	1,225
Net gain from disposal of assets	50						50			50	-
Total Income from Continuing Operations	41,119	-	-	5,750	1,926	-	48,795	(6,525)		42,270	31,700
Expenses											
Employee Costs	11,072				590		11,662	341	6	12,003	9,409
Borrowing Costs	121						121			121	55
Materials & Contracts	6,756				1,059		7,815	855	7	8,670	11,224
Depreciation	8,031						8,031			8,031	-
Legal Costs	64						64	51	8	115	84
Consultants	458						458			458	606
Other Expenses	2,831			2,000	(1,508)		3,323			3,323	2,672
Total Expenses from Continuing Operations	29,333	-	-	2,000	141	-	31,474	1,247		32,721	24,050
Net Operating Result from Continuing Operations	11,786	-	-	3,750	1,785	-	17,321	(7,772)		9,549	7,650
Net Operating Result before Capital Items	(1,811)	-	-	3,400	1,694	-	3,283	(46)		3,237	6,425

March 2019 Quarterly Budget Review

5

Detail of budget variations

Income & Expenses Budget Review Statement Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
1	Water usage charges are expected to exceed the original budget by \$600,000, associated costs are increased by \$500,000. RMS \$150k
2	Investment income is trending above budget by \$30,000.
3	Income from the Waste Science arrangement is expected to exceed the current budget by \$260,000. Agistment income is expected to be \$35,000, and was not included in the original budget. Debt recovery costs incurred are \$51,000. The cost is passed on to debtors, and is included as income.
4	\$75,000 has been spent on emergency flood works, and will be claimed from RMS.
5	\$9 million is budgeted to be received in capital grants and expended on the Gundagai sewerage treatment plant. Both income and expenditure are now expected to occur in the next financial year. \$1.274 million has been spent on flood related capital roadworks, and will be claimed as income.
6	The alignment of the two former councils salary systems resulted in changes to pay steps and associated backpay of \$203,000. The original budget was based on information that a restructure of positions would result in savings of \$418,000. The restructure did not proceed as planned. \$280,000 is reallocated from Employee costs to Materials & Contracts
7	\$75,000 has been spent on emergency flood works, and will be claimed from RMS. \$280,000 is reallocated from Employee costs to Materials & Contracts Water usage charges are expected to exceed the original budget by \$600,000, associated costs are increased by \$500,000.
8	Debt recovery costs incurred are \$51,000. The cost is passed on to debtors, and is included as income.

Capital budget review

Capital Budget - Council Consolidated

(\$'000's)

Capital Expenditure

New Assets

- Plant & Equipment
- Land & Buildings
- Roads, Bridges, Footpaths
- Recreation
- Water
- Sewer
- Other

Renewal Assets (Replacement)

- Plant & Equipment
- Land & Buildings
- Roads, Bridges, Footpaths
- Recreation
- Water
- Sewer
- Other

Loan Repayments (Principal)

Waste facilities

Total Capital Expenditure

Capital Funding

Rates & Other Untied Funding

Capital Grants & Contributions

Reserves:

- External Restrictions/Reserves
- Internal Restrictions/Reserves

New Loans

Receipts from Sale of Assets

- Plant & Equipment
- Land & Buildings

Total Capital Funding

Net Capital Funding - Surplus/(Deficit)

Original Budget 2018/19	Approved Changes					Revised Budget 2018/19	Variations for this Mar Qtr		Projected Year End Result	Actual YTD figures
	Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs	Mar QBRs		Notes			
- Plant & Equipment						-			-	
- Land & Buildings						-	1,000	1	1,000	
- Roads, Bridges, Footpaths	815			91		906	1,397	2	2,303	
- Recreation	3,201					3,201	(3,573)	3	(372)	
- Water	1,226					1,226			1,226	
- Sewer									-	
- Other						-	80	4	80	
Renewal Assets (Replacement)										
- Plant & Equipment	1,373		1,632	300		3,305			3,305	3,214
- Land & Buildings	3,895					3,895			3,895	3,245
- Roads, Bridges, Footpaths	6,562					6,562			6,562	5,466
- Recreation	184					184			184	1,035
- Water	2,054					2,054			2,054	1,679
- Sewer	10,763		250			11,013			11,013	1,603
- Other	71					71			71	141
Loan Repayments (Principal)						-			-	
Waste facilities						-			-	
Total Capital Expenditure	30,144	-	-	1,882	391	-	32,417	(1,096)	31,321	16,383
Capital Funding										
Rates & Other Untied Funding	4,856					4,856			4,856	
Capital Grants & Contributions	13,524			91		13,615	1,274	2	14,889	7,532
Reserves:										
- External Restrictions/Reserves	9,726		250			9,976			9,976	
- Internal Restrictions/Reserves	1,400		1,532	112		3,044	(3,693)	3	(649)	
New Loans	-					-			-	
Receipts from Sale of Assets										
- Plant & Equipment	383		100	35		518			518	464
- Land & Buildings	255					255			255	654
Total Capital Funding	30,144	-	-	1,882	238	-	32,264	(2,419)	29,845	8,650
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	(153)	-	(153)	(1,323)	(1,476)	(7,733)

March 2019 Quarterly Budget Review



Detail of budget variations

Budget Variations being recommended include the following material items:

Notes	Details
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- | | |
|---|--|
| 1 | Councillors agreed at a budget workshop to allocate \$1 million to complete the Cootamundra Civic Centre. |
| 2 | The Bongolong Creek bridge was scheduled to be upgraded in the 2019/20 financial year. Expert analysis of the bridge has identified significant issues and immediate action is required. It is recommended that the budget allocation of \$123,000 be brought forward to the current year.
\$1.274 million has been spent on flood related capital roadworks, and will be claimed as income. |
| 3 | Ongoing monitoring of the major projects program has identified projects totalling \$3,693,000 that will be completed in the next financial year. These projects were initially budgeted to be completed in the current financial year.
A property in Mount St Gundagai has been purchased to enable the development of a park. The cost of \$120,000 is within the budget resolved by council at a recent meeting. |
| 4 | Servers damaged in the office upgrade were replaced at a cost of \$80,000. Attempts were made to claim the cost through insurance, but were rejected. |



Cash and investments budget review

Restricted and unrestricted cash (reserves)

Cash & Investments - Council Consolidated

(\$'000's)

	Original Budget 2018/19	Approved Changes					Revised Budget 2018/19	Variations for this Mar Qtr	Notes	Projected Year End Result
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs	Mar QBRs				
Externally Restricted ⁽¹⁾										
Developers contributions	72			(60)			12			12
Specific purpose unexpended grants & contributions	960						960			960
Water network infrastructure	4,890			1,471			6,361	100	1	6,461
Sewer network infrastructure	4,098			1,263			5,361			5,361
Gundagai town improvement district	923			253			1,176			1,176
Domestic waste management	348			1,043			1,391	260	2	1,651
Stormwater infrastructure	216			(56)			160			160
Total Externally Restricted	11,507	-	-	3,914	-	-	15,421	360		15,781
(1) Funds that must be spent for a specific purpose										
Internally Restricted ⁽²⁾										
Merger implementation fund	-			1,000			1,000	416	3	1,416
Stronger communities fund	-			2,800			2,800	3,277	3	6,077
Aerodrome bitumen resurfacing	241			5			246			246
Bradman's birthplace	43			8			51			51
Coolac bypass	53			25			78			78
Cootamundra caravan park	106			(14)			92			92
Council election reserve	-			-			-			-
Development	479			(286)			193			193
Employee leave entitlement	1,396			190			1,586			1,586
Financial assistance grant	-			-			-			-
Heritage centre	11			1			12			12
Incomplete works	276			(276)			-			-
Plant replacement	2,735			(1,878)	(112)		745			745
Quarries and pit restoration	82			(31)			51			51
Saleyards	278			(168)			110			110
Special projects	467			2			469			469
Swimming pool pump & equipment	12						12			12
Cemetery reserve	65			(37)			28			28
Total Internally Restricted	6,244	-	-	1,341	(112)	-	7,473	3,693		11,166
(2) Funds that Council has earmarked for a specific purpose										
Unrestricted (ie. available after the above Restrictions)	5,319	-	-	(23)	112	-	5,408	(1,586)	4	3,822
Total Cash & Investments	23,070			5,232			28,302	2,467		30,769

March 2019 Quarterly Budget Review



Cash & Investments Budget Review Statement

Comment on Cash & Investments Position

The cash and investments position has been adjusted to reflect the budget adjustments detailed in this report

Investments

Investments have been invested in accordance with Council's Investment Policy.

Cash

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows: \$ 000's

Cash at bank	✓	7,668
Investments on hand	✓	20,564

Reconciled cash at bank and investments **28,232**

Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
1	Water usage charges are expected to exceed the original budget by \$600,000, associated costs are
2	Income from the Waste Science arrangement is expected to exceed the current budget by \$260,000.
3	Ongoing monitoring of the major projects program has identified projects totalling \$3,693,000 that will be completed in the next financial year. These projects were initially budgeted to be completed in the current financial year.
4	Councillors agreed at a budget workshop to allocate \$1 million to complete the Cootamundra Civic Centre. The original budget was based on information that a restructure of positions would result in savings of \$418,000. The restructure did not proceed as planned. The alignment of the two former councils salary systems resulted in changes to pay steps and associated backpay of \$203,000. Agistment income is expected to be \$35,000, and was not included in the original budget.

March 2019 Quarterly Budget Review



COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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8.2.2 MONTHLY FINANCE REPORT FOR APRIL 2019

DOCUMENT NUMBER	304169
REPORTING OFFICER	Tim Swan, Manager Finance and Customer Service
AUTHORISING OFFICER	Mark Ellis, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.1 Decision-making is based on collaborative, transparent and accountable leadership
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. Monthly Finance Report - April, 2019 ↓

RECOMMENDATION

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.

Consolidated
To 30 April 2019



	YTD	Budget	Variance	83.29% %	Comments
Income from continuing operations					
Rates and annual charges	11,726,302	12,247,408	(521,106)	95.75%	😊 Ok
User charges and fees	6,937,413	7,394,432	(457,019)	93.82%	😊 Ok
Interest and investment revenue	787,077	811,173	(24,096)	97.03%	😊 Ok
Other revenues	921,158	558,288	362,870	165.00%	😊 Income budget to be increased
Operating grants and contributions	11,578,268	13,695,238	(2,116,970)	84.54%	😊 Ok
Capital grants and contributions	1,225,704	14,038,223	(12,812,519)	8.73%	😞 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%	😞
Total Income	33,175,922	48,794,762	(15,618,840)	67.99%	
Expenses from continuing operations					
Employee benefits and on-costs	10,241,934	11,661,905	(1,419,971)	87.82%	😊 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. A request is included in the March QBR to increase the budget, details of which are included in the QBR.
Borrowing costs	54,883	120,659	(65,776)	45.49%	😊 On track
Materials and contracts	13,127,810	11,918,389	1,209,421	110.15%	😞 While timing of some expenditure contributes to this a review has identified a number of items that are now over budget. An explanation is included in the covering report.
Other expenses	2,974,492	3,323,407	(348,915)	89.50%	😊 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	(2,478,522)	(3,582,534)	1,104,012	69.18%	😞 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	23,920,597	23,441,826	478,771	102.04%	
Net Operating Result	9,255,325	25,352,936			
Net operating result before grants and contributions provided for capital purposes	8,029,621	11,314,713			

Business Unit Summary - Operating

To 30 April 2019

83.29%



	Income					Expenditure				Comments
	Actual	Budget	Variance	%		Actual	Budget	Variance	%	
Operations										
Asset management planning	-	-	-	0.00%	😊	794,453	853,434	58,981	93.09%	😊
Buildings and property management	607,021	298,285	(308,736)	203.50%	😊	970,185	1,801,893	831,708	53.84%	😊
Emergency services	314,507	267,373	(47,134)	117.63%	😊	594,736	700,141	105,405	84.95%	😊
Infrastructure	7,725,874	8,105,002	379,128	95.32%	😊	6,487,294	8,595,614	2,108,320	75.47%	😊
Land development	6,390	50,000	43,610	0.00%	😞	56,279	50,483	(5,796)	111.48%	😞
Parks and gardens	59,988	1,530,914	1,470,926	3.92%	😞	578,340	1,118,372	540,032	51.71%	😊
Plant management	237,539	394,024	156,485	60.29%	😞	(541,252)	1,498,397	2,039,649	-36.12%	😊
Recreation facilities	163,531	159,187	(4,344)	102.73%	😊	987,686	1,128,181	140,495	87.55%	😊
Sewerage Management	2,042,102	12,829,434	10,787,332	15.92%	😞	967,708	2,627,105	1,659,397	36.84%	😊
Waste Collection services	2,272,147	2,197,066	(75,081)	103.42%	😊	1,257,665	2,233,116	975,451	56.32%	😊
Water Management	3,261,726	3,690,902	429,176	88.37%	😊	2,556,648	3,485,259	928,611	73.36%	😊
Development and Community Services										
Community services	-	-	-	0.00%	😊	10,906	10,560	(346)	103.27%	😞
Development and building	266,055	313,642	47,587	84.83%	😊	1,132,942	1,244,692	111,750	91.02%	😊
Economic development	134,353	174,988	40,635	76.78%	😊	683,951	694,121	10,170	98.53%	😞
Library	80,714	92,348	11,634	87.40%	😊	630,627	689,096	58,469	91.52%	😊
Noxious weeds	66,163	72,906	6,743	0.00%	😞	215,013	256,166	41,153	83.93%	😊
Regulatory services	197,162	323,985	126,823	60.86%	😞	638,878	829,521	190,643	77.02%	😊
Executive										
Civic leadership	5,813,628	5,800,584	(13,044)	100.22%	😊	1,064,464	1,949,147	884,683	54.61%	😊
Communications and engagement	-	-	-	0.00%	😊	153,647	152,778	(869)	100.57%	😞
Customer Service	3,176	12,094	8,918	26.26%	😞	319,433	346,997	27,564	92.06%	😊
Executive office	-	-	-	0.00%	😊	1,169,710	390,678	(779,032)	299.41%	😞
Financial management	9,637,009	12,404,599	2,767,590	77.69%	😊	1,066,614	(1,424,705)	(2,491,319)	-74.87%	😊
Governance and business systems	107,250	2,250	(105,000)	4766.65%	😊	543,578	656,813	113,235	82.76%	😊
Human resource management	179,586	75,179	(104,407)	0%	😊	822,123	732,281	(89,842)	112.27%	😞
Information technology	-	-	-	0.00%	😊	758,971	852,553	93,583	89.02%	😊
Total										
	33,175,922	48,794,762	15,618,840	67.99%		23,920,597	31,472,693	7,552,096	76.00%	

Capital expenditure

To 30 April 2019



	YTD	Budget	Variance	%	Comments
Capital income					
Proceeds from sale of plant	498,560	518,250	(19,690)	96.20%	On track to meet budget based on actuals to date and projected receipts. Sale of properties in Yass Road and Bartely Street.
Proceeds from sale of property	775,408	-	775,408	0.00%	
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	1,273,967	518,250	755,717	245.82%	
Capital expenditure					
Plant and equipment	3,486,552	3,269,500	217,052	106.64%	
					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.
Office equipment	135,438	35,350	100,088	383.13%	Main projects include Cootamundra Town Hall refurbishment works, Rugby Union clubhouse upgrade, Gundagai Depot training room, Cootamundra AFL clubrooms and Sheridan Street public toilets
Buildings	1,914,873	1,680,229	234,644	113.96%	Main projects include Yass Road works, Old Mill Building Gundagai and Turners Lane.
Land improvements	1,049,119	815,000	234,119	128.73%	\$200k budget for Old Mill to be added to this line.
Other structures	550,005	1,400,000	(849,995)	39.29%	Cootamundra Saleyards truckwash and lighting and electrical upgrade.
					Significant projects include Adjungbilly Road reconstruction, Footpath renewal program, Shoulder reconstruction Yeo Yeo Hamstead, Rathmells Lane and Old Hume Hwy. An adjustment has been made in the March QBR increasing the expenditure for the roads capital expenditure in relation to the 2016 Flood repair program
Roads, bridges and footpaths	6,464,306	6,286,196	178,110	102.83%	This project will be undertaken predominantly in the 2019/20 financial year
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	1,069,463	3,384,904	(2,315,441)	31.60%	Main projects include Cootamundra water mains replacement and extension of Gundagai water supply to Dog on the Tuckerbox
Water supply network	2,084,459	3,280,395	(1,195,936)	63.54%	Main projects include Gundagai Sewerage Treatment Plant upgrade and Cootamundra Sewer Mains relining
Sewerage network	1,644,305	11,013,175	(9,368,870)	14.93%	
Other assets	-	70,542	(70,542)	0.00%	
Total Expenses	18,429,043	32,416,537	(13,987,494)	56.85%	
Net capital expenditure	17,155,076	31,898,287	(14,743,211)		

Rates Outstanding

	As at rate levy	20-02-19	18/03/2019	31-03-19	30-04-19	RATES								
	Jul-18	(First Report)				Arrears / Overdue	20-02-19		18-03-19		31-03-19		30-04-19	
							No.	\$	No.	\$	No.	\$	No.	\$
Prior Years' Arrears	\$598,865.27	\$406,129.00	\$408,317.00	\$394,531.49	\$351,066.26									
Interest, & Legal Fees						Overdue > \$30,000	1	\$33,173	1	\$35,425	1	\$35,541	0	\$0
Current at Levy July 2019	\$9,232,414.35					Overdue \$20,000 - \$30,000	0	\$0.00	0	\$0	0	\$0	1	\$25,725
Instalment 1 due 30/8/18		\$81,930.00	\$71,203.00	\$66,893.07	\$49,062.74	Overdue \$15,000 - \$20,000	1	\$17,516	1	\$18,794	1	\$18,853	1	\$17,956
Instalment 2 due 30/11/18		\$115,011.00	\$92,314.00	\$85,729.35	\$59,489.59	Overdue \$10,000 - \$15,000	2	\$24,205	3	\$36,329	3	\$36,432	2	\$22,408
Instalment 3 due 28/2/19		\$1,373,282.00	\$215,497.00	\$164,582.27	\$103,769.49	Overdue \$5,000 - \$10,000	12	\$84,063	16	\$105,884	16	\$106,159	12	\$83,211
Instalment 4 due 31/5/19		\$1,781,989.00	\$1,739,918.00	\$1,723,583.10	\$1,587,777.77	Overdue \$1,000 - \$5,000	143	\$329,889	170	\$391,251	160	\$363,122	128	\$317,743
Rates Outstanding	\$9,831,279.62	\$3,758,341.00	\$2,527,250.00	\$2,435,319.28	\$2,151,165.85	Overdue \$100 - \$1,000	256	\$111,507	538	\$193,891	400	\$147,259	250	\$93,250
Total Arrears & Overdue	\$598,865.27	\$603,070.00	\$787,331.00	\$711,736.18	\$563,388.08									
Total Not Yet Due	\$9,232,414.35	\$3,155,271.00	\$1,739,918.00	\$1,723,583.10	\$1,587,777.77									

Water & Sewer Outstanding						Water/Sewer								
	As at July 2018	20-02-19	18-03-19	31-03-19	30-04-19	Arrears / Overdue	20-02-19		18-03-19		31-03-19		30-04-19	
		(1st Report)					No.	\$	No.	\$	No.	\$	No.	\$
Prior Periods' Arrears & Interest	\$598,865.27	\$672,017.00	\$585,034.00	\$448,741.37	\$394,396.83	Overdue > \$100,000	1	\$104,381	1	\$104,829	0	\$0	0	\$0
Overdue from Qtr 3 due 18-4-19					\$362,687.42									
Total					\$757,084.25	Overdue \$15,000 - \$100,000	0	\$0	0	\$0	0	\$0	1	\$55,626
						Overdue \$10,000 - \$15,000	2	\$24,533	2	\$23,631	2	\$23,714	2	\$25,308
						Overdue \$5,000 - \$10,000	17	\$108,727	16	\$102,751	15	\$97,256	25	\$169,432
						Overdue \$1,000 - \$5,000	145	\$318,390	118	\$273,993	110	\$252,490	135	\$296,831
						Overdue \$100 - \$1,000	291	\$114,924	208	\$82,412	179	\$73,216	522	\$206,196

8.3 COMMUNITY AND CULTURE

8.3.1 COOTAMUNDRA DEVELOPMENT CORPORATION MEMORANDUM OF UNDERSTANDING

DOCUMENT NUMBER	304166
REPORTING OFFICER	Miriam Crane, Manager Community and Culture
AUTHORISING OFFICER	Mark Ellis, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	2. A prosperous and resilient economy: we are innovative and 'open for business' 2.1 The local economy is strong and diverse
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. Cootamundra Development Corporation Vision Statement 2019 ↓ 2. Cootamundra Development Corporation Lapsed Memorandum of Understanding ↓

RECOMMENDATION

Council negotiate a Memorandum of Understanding with the Cootamundra Development Corporation covering the 2019/2020 period. The Memorandum of Understanding is to include:

- Agreed activities/outcomes,
- A program for monitoring performance,
- Communication requirements, and
- Representation requirements at relevant Council committee meetings.

Introduction

The Cootamundra Development Corporation (CDC) is a not-for-profit corporation that assists local business, organisations, community groups and individuals in the Cootamundra area by providing promotion, support, information and resources. In existence since the early 1980's, the CDC's activities have been subsidised by Council under a Memorandum of Understanding for a period of more than ten years.

Discussion

The most recent Memorandum of Understanding with the Cootamundra Development Corporation (CDC) ceased on 30 June, 2018 (attached). The role of the CDC has changed somewhat as a result of the amalgamation, and other factors. Certain activities that were carried out by the CDC when Cootamundra was a standalone Council are now carried out within Council as it is more efficient for Council to undertake them in a uniform way across the whole Local Government Area. However, this should not preclude the CDC from providing support to Council where practicable.

The ongoing role of the CDC has been the subject of a lot of debate over recent months (possibly years). Council is requested to allow the CDC time to determine a future in partnership with Council and to give clear direction in order to facilitate a shift in their activities to where they can provide greatest value for the community. The CDC has been receptive to change and looks forward to working with Council to determine how they best serve the broader community across the entire Local Government Area.

A document outlining their intended activities as a basis from which to negotiate a new Memorandum of Understanding is attached.

**COOTAMUNDRA DEVELOPMENT CORPORATION**

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Tel: 02 69424100 Fax: 02 69424258
cdcinfo@cootamundra.com

**COOTAMUNDRA DEVELOPMENT CORPORATION**

The Cootamundra Development Corporation (CDC) is a not-for-profit corporation that assists local businesses, organisations, community groups and individuals in the Cootamundra-Gundagai Regional Council area by providing promotion, support, information and resources to all.

In existence since the early 1980's, the CDC's profile and activities have changed over time but following its founding principles, the Corporation has always been dedicated to the development of a thriving local business and community environment. We are continually looking to improve the way we engage our members and community.

Our Members are positive, optimistic, enthusiastic, proactive people who believe that we live in a wonderful community and that our local region has a huge amount to offer to businesses.

The CDC also hosts the Cootamundra Centrelink Agency which provides an invaluable resource for Cootamundra residents to access to Department of Human Services agencies such as Centrelink. Medicare, Job Search and Veteran Affairs services. Services include the provisions to access and lodge forms; assistance in completing forms; referrals to specialist services and general advice and assistance. This agency is extremely beneficial to our aged pensioners without access to computers and the internet.

The CDC also offers secretarial services to all current members, all community groups and Cootamundra residents needing resources. These services include but are not limited to: development of promotional material, access to faxing and photocopying.

CDC Vision

To be a strong and vibrant body that promotes and develops positive business and community relationships, knowledge and opportunities within the Cootamundra area.

CDC Mission

To develop and promote business and community groups and events throughout the Cootamundra Gundagai Regional Council area and throughout the wider New South Wales and Australia.

To create a business resource centre capable of providing all local businesses with the best information, advice and resources available.

Priorities

- To promote businesses and organisations across the Cootamundra Gundagai regional area
- To provide networking opportunities for businesses and individuals; providing connections and promoting a sense of togetherness
- To encourage and support professional development, both of local business professionals and CDC staff
- To provide training opportunities and improved knowledge for business owners and organisations
- To build pride and unity of our local community members through events and celebrations
- To keep the Cootamundra-Gundagai community informed of local events happening in the area
- Maintaining up to date business and community group lists and contacts
- Provide access to Centrelink Services for our residents
- Re- establishing a strong working relationship with the appropriate council staff with the aim of working together to build a vibrant business community and stronger community sector

Our Action Plan

- Continued promotion of Cootamundra businesses and community groups
- Regular meetings and social events to provide networking opportunities (including guest speakers)
- Support of local business and their specific initiatives, and promotion of their successes
- Training events, such as Seminars and Workshops
- Monthly Electronic Newsletters to all Cootamundra businesses
- Industry specific newsletter and information distribution when appropriate
- The distribution of business resources information
- Recognition of dedication of services in the form of presenting the Cootamundra Annual Business Awards
- Establishment of a 'member to member' reward promotion (a new promotion being established)
- Referral and connection to relevant advice services when requested
- Organisation and promotion of The Wattle Time Parade and Fair community event
- Christmas Street Carnival and Shop Local Christmas promotion and
- "It's Simple - Put Coota First" promotion, promoting the benefits of shopping local (a new promotion being established)
- Support and promotion of community group events and achievements
- Informing the community of local events and happenings within the Cootamundra area through the popular Community Calendar.
- Access to NSW Business Chamber Events and Information
- Access to advice, tools, products and services and professionals from the NSW Business Chamber
- Support of and representation on committees working towards positive outcomes for Cootamundra

Supported By



**MEMORANDUM OF UNDERSTANDING BETWEEN THE COOTAMUNDRA SHIRE COUNCIL AND
COOTAMUNDRA DEVELOPMENT CORPORATION
1 July 2015 ~ 30 June 2018**

The following memorandum represents agreement between the Cootamundra Development Corporation Limited (CDC) and Cootamundra Shire Council (Council) on the services expected of the CDC in return for financial support of the Council.

Role of the Cootamundra Development Corporation

The CDC is a not-for-profit company that assists local business and community organisations in the Cootamundra Shire. The CDC:-

- Utilises its wide range of business contacts on a referral basis to assist with all confidential business enquiries from clients seeking information about business relocation, starting a new business to current business owners and employees wanting to build their knowledge to assist in the growing of their business
- Provides business assistance tools such as:
 - o regular training and information workshops and seminars;
 - o regular ~~"Taking Care of Business"~~ column in the Cootamundra Herald promoting the CDC and its mission within the local community together with articles promoting ways to improve customer service skills, upcoming events and workshops etc; -
 - o regular "Taking Care of Business" email newsletter to local businesses providing information regarding upcoming workshops, updates information and newsletters received by the CDC from other organisations;-
 - o Business Awards which is an opportunity to recognise local businesses for standout service, innovation and going above and beyond for their customers, individuals and businesses as a whole are recognised;
 - o "Business after Hours" which provides the business community with an additional networking tool that gives them the opportunity to discuss issues affecting them or the business community in general. *(CDC Board and Staff are able gauge attendee's feeling for business in Cootamundra as well as seeking feedback and ideas);*
- Assists Council in promoting Cootamundra through:
 - o maintenance of the local Community Calendar of Events, liaising with the local community, media, Cootamundra Shire Council, Visitor Information Centre and local businesses;
 - o weekly radio segments "Through the Streets of Cootamundra" promoting upcoming events and general happenings within the local community and fortnightly business segments promoting CDC events and business happenings both segments are recorded with Radio 2LF.

The strength of the CDC is that it brings together government, business and the community, through its membership and through its coordination of business and community networks.

Financial support to the Cootamundra Development Corporation from Cootamundra Shire Council

Council provides an annual financial contribution to the CDC. In the 2015/16 financial year this amount will be \$29,787 plus GST. If sufficient progress is made on the targets identified below,

Cootamundra Shire Council / Cootamundra Development Corporation Memorandum of Understanding 2015-2018

Council's financial assistance will increase by the rate pegging amount each year for the ensuing two years. Council will advise the CDC of the suitability of these annual increments. Payments will be made monthly on receipt of a tax invoice.

Services to be provided by the Cootamundra Development Corporation

Council expects the CDC to develop and implement strategies for continuous enhancement in the following target areas:

- customer service relations within all business houses within the Shire aimed at encouraging local people to buy locally,
- Encourage an improvement in the general presentation of shop fronts, business premises and building facades in both the CBD and other business areas of the Shire, and
- Assisting Council's Public Relations Officer as required with meeting Key Responsibilities such as:
 - Aspects of event co-ordination and community liaison;
 - updating the "What's On" Calendar on the Cootamundra Shire Council website on a weekly basis ensuring all upcoming events are listed;

Council's financial assistance can be used at the discretion of the CDC Board to meet the targets listed above.

Council expects that the CDC will meet the following objectives:-

1. Assist Council to consult with business and community and relevant government bodies to determine and implement the proposed targets.
2. Endeavour to seek additional resources from both government and private sector sources to assist in the implementation of the proposed targets.
3. Endeavour to promote Cootamundra within the Region and State.
4. Endeavour to maintain relevant and up-to-date information on Council and the CDC's websites.

Reporting Requirements

The CDC will provide quarterly written reports to Council. These reports will include progress in achieving the agreed targets, initiatives being considered for future development and a financial report of Council's grant expenditure.

CDC staff will meet monthly with Council's Public Relations Officer to provide updates of current and future initiatives and to seek assistance from Council when and if necessary.

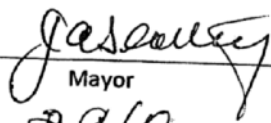
Council's Mayor and General Manager will meet quarterly with the CDC Chair and Board Members to ensure ongoing co-operation between the two organisations.

Signed on behalf of

Cootamundra Development Corporation


Chair
20/10/15.
Date

Cootamundra Shire Council


Mayor
29/10
Date

Cootamundra Shire Council / Cootamundra Development Corporation Memorandum of Understanding 2015-2018

8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

8.4.1 DEVELOPMENT APPLICATIONS APPROVED APRIL 2019

DOCUMENT NUMBER	302634
REPORTING OFFICER	Brooke Douglas, Executive Assistant
AUTHORISING OFFICER	Mark Ellis, 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	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 April, 2019 be noted.

The following development applications were approved by Cootamundra-Gundagai Regional Council in April, 2019:

APP. NO.	PROPOSED BUILDING	STREET NAME
DA2019/013	New Carport	Luke Street
DA2019/018	New Garage	Temora Street
DA2019/020	New Garage	Temora Street
DA2019/031	New Carport	Ursula Street
DA2019/033	New Dwelling	Tom Street
DA2019/034	New Garage	Bapaume Street
DA2019/035	Enclosed Riding Arena	Oibell Drive
DA2019/037	New Carport and Deck	Sutton Street
DA2019/040	Earthworks	Camphor Street
DA2019/043	Subdivision	Rathmells Lane
DA2019/044	New Garage	Hovell Street
DA2019/045	Commercial Shed Additions	Conkey Drive
DA2019/046	New Toilet Block	Landon Street

DA2019/047	Change of Use	Wallendoon Street
DA2019/048	New Shed	Matthews Street
DA2019/051	Change of Use	Parker Street
CDC2019/012	Dwelling Additions	Burra Road
CDC2019/013	New Swimming Pool	Adelong Road

VALUE OF WORK REPORTED TO THIS MEETING: \$667,467.00

VALUE OF WORK REPORTED YEAR TO DATE : \$28,383,725.00

THIS TIME LAST YEAR:

VALUE OF WORK –APRIL 2018 - \$ 638,300.00

VALUE OF WORK – YTD 2018 - \$ 12,681,277.00

8.5 REGULATORY SERVICES

Nil

8.6 ASSETS

8.6.1 COUNCIL WATER RESTRICTIONS POLICY AND PROCEDURES

DOCUMENT NUMBER	303984
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Mark Ellis, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.1 The natural environment is valued and protected
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. CGRC Draft Water Restrictions Policy ↓ 2. CGRC Draft Water Restrictions Procedure ↓

RECOMMENDATION

The Draft Gundagai Water Restrictions Policy and Draft Gundagai Water Restrictions Procedures attached to the report be adopted.

Introduction

The former Gundagai Shire Council's Gundagai Water Restrictions Policy and Gundagai Water Restrictions Procedures have been revised and updated to reflect Cootamundra-Gundagai Regional Council's branding. Water restrictions are a necessary management tool for a well managed water supply.

Discussion

The purpose of the Gundagai Water Restrictions Policy and Draft Gundagai Water Restrictions Procedure is strictly adherent to the requirements for the introduction, maintenance and removal of water restriction for the Gundagai Local Water Utility (Gundagai LWU).

Water restrictions are considered when the demand for water usage outweighs the water supply or if conditions lead the Mayor or General Manager consider it necessary.

The Cootamundra area is serviced by Goldenfields Water County Council and, as such, is not included in the Draft Gundagai Water Restrictions Policy and Draft Gundagai Water Restrictions Procedures.

Draft Gundagai Water Restrictions Policy

Policy Approval and Distribution

5. Approved by	6. Council resolution
7. Responsible Officer	8. Ganesh Ganeshamoorthy, Manager Assets
9. Council Service Unit	10. Assets
11. Next Review Date	12. 28 May 2022

Version Control

13. Ref	14. Date	15. Description	16. Resolution Number
17. 01	18. 28-05-2019	19. Presented to Council for Adoption.	20. TBA
21.	22.	23.	24.
25.	26.	27.	28.

Purpose

This policy outlines Cootamundra-Gundagai Regional Council's requirements for the introduction maintenance and removal of water restrictions on the Gundagai Local Water Utility (Gundagai LWU).

Legislative Framework

Water Management Act 2000

Local Government Act 1993

Local Government (General) Regulation 2005

Water Licence allocation

Review Period

This document is to be reviewed every five (5) years to ensure that it remains relevant and meets legislative requirements.

Policy Statement

Restrictions are a necessary management tool for a well managed water supply. The Gundagai Water Supply shall be designed to minimise the need for water restrictions due to operational constraints. In times of prolonged drought, water restrictions may be necessary due to the limited supply of water available in the Murrumbidgee River.

To make sure that the residents of Gundagai do not use more than our fair share of the available water, the Gundagai LWU will encourage water conservation and demand management. One of the methods will be the selective imposition of water restrictions. Through the efficient use of water and provision of adequate infrastructure the impact of restrictions will be minimised.

Cootamundra-Gundagai Regional Council delegates authority to the Mayor and the General Manager to jointly introduce, upgrade or revoke water restrictions as required. Changes to water restrictions will be reported to the following Council meeting.

Gundagai LWU will carefully consider the needs of all consumers before imposing or upgrading water restrictions, especially the needs of those who rely on water for commercial operations and for matters of health and safety.

Gundagai LWU will continue to work with other regional Water Utilities to take advantage of any marketing and promotions on water restrictions. Gundagai LWU will also work towards standardising water restriction levels throughout the Region.

A variety of communication strategies will be implemented to ensure that all consumers of water are made aware of any restrictions imposed from time to time and to implement water efficiency strategies.

Consumers who breach water restrictions, either on a regular or a gross or flagrant basis will have penalties imposed that may include a fine and/or the restriction of water flow to their property. (Sect 637 Local Government Act 1993, Reg.144 Local Government (General) Regulation).

Actions required because of the introduction, or variation to water restrictions will be appropriately resourced by the General Manager to ensure that the appropriate level of restriction can be implemented.

Draft Gundagai Water Restrictions Procedures

Procedure Approval and Distribution

Approved by	Council Resolution
Responsible Officer	Manager Assets
Council Service Unit	Assets
Next Review Date	28 May 2022

Version Control

Ref	Date	Description
0.1	28-05-2019	Presented to Council for adoption.

29. Introduction

This Procedure 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 the Council's Policy.

30. 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.

31. 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.

32. 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.

33. 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.

34. 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.

35. 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.

36. 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.

38. Restriction Levels

Details of Restriction Levels are shown in APPENDIX 1

The Mayor and General Manager may vary Restriction Level descriptions if considered necessary.

39. 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

40. 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 | <p>Voluntary</p> <ul style="list-style-type: none"> • 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 | <p>Mandatory</p> <ul style="list-style-type: none"> • 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 | <p>Mandatory</p> <ul style="list-style-type: none"> • 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 | <p>Mandatory</p> <ul style="list-style-type: none"> • 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 | <p>Mandatory</p> <ul style="list-style-type: none"> • Outside use of hoses banned • Bucket watering only • Washing vehicles banned • Limitations placed on commercial and industrial usage |
| Level 6 | <p>Mandatory</p> <ul style="list-style-type: none"> • 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 1 October to 31 March 9am to 6pm
1 April to 30 September 9am to 4pm**

APPENDIX 2

WATER RESTRICTION EXEMPTION PERMIT

Name of Applicant_____

Address _____

Address that the exemption applies to_____

Commercial/Industrial _____ Residential _____

Signature of Applicant_____

Details of Exemption_____

Limitations _____

Approved _____General Manager

Date exemption in force from:_____to:_____

8.7 CIVIL WORKS

8.7.1 OPERATIONS REPORT - MAY 2019

DOCUMENT NUMBER	303956
REPORTING OFFICER	Shelley Liehr, Executive Assistant - Operations
AUTHORISING OFFICER	Mark Ellis, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Operations Report - May 2019. ↓

RECOMMENDATION

The Operations Update Report and the attached Works Program for the month of May, 2019 be received.

Introduction

This report provides a detailed update of the Operations Department's works for the month of May, 2018.

Discussion

Maintenance grading has been completed on roads around the Stockinbingal and Yannawah areas, as well as Bouloora and Rawilla Roads. Gravel road resheeting has been completed on Parsons Creek Road.

The pavement reconstruction works along Gobarralong Road have now been completed. This work involved the widening and sealing of a two kilometre section of roadway which was funded from the Roads to Recovery program. Work on the Adjungbilly project is progressing, with the top 1.2 km section now sealed. In the last few weeks a section of hard rock had to be drilled and blasted to enable earthworks to continue.

Work has commenced on the Muttama Road Repair project near Wambidgee Road. Initial works have involved culvert extensions and replacements as well as headwall construction. Other preliminary works include general stripping of topsoil, batter earthworks and drainage improvements.

Work has commenced at the Sheridan and West Street intersection in order to undertake the intersection upgrade.

Drainage repairs have been completed on Old Wallendbeen, Dirnaseer, and Milvale Roads and Laloki Lane. These works were part of the 2016 storm damage repairs and involved replacement of

erosion protection and addressing any structural repairs. Gundagai crews have also been undertaking culvert replacements at various locations.

Council is currently undertaking works in Stockinbingal to construct a new cul-de-sac in West Street where it used to intersect with the Burley Griffin Way. This work is being funded by the Roads and Maritime Services and is being done to eliminate the intersection of West Street and Burley Griffin Way. This was identified in the safety audit undertaken after the recent rehabilitation works.

Council's line marking contractor has now completed all the required line marking on the recently resealed works around the Council area.

Footpath repairs have been undertaken in Sutton Street to repair a section of raised and cracked footpath. Other small concrete projects in the Cootamundra have also been completed over the last month.

Emergency work on the Bongolong Creek Bridge has been completed, this involved installation of steel plates and various signage required for load and speed restrictions.

Works over the next few weeks leading up to the end of the financial year include: Turners Lane causeway, Old Gundagai Road pavement construction near Ryan's Lane as well as those projects indicated above which are progressing.

2018-19 WORKS PROGRAM							April					May				June				
		PROJECT	Budget	Survey	Design	Progress	Expenditure	2nd	9th	16th	23th	30th	7th	14th	21st	28th	4th	11th	18th	25th
		Parker Street -Fuel Depot entrance		complete	complete															
FCTW	C	Coota Saleyards Truckwash	\$ 333,000.00	complete	complete		\$ 360,000.00													
SCF	c	Saleyards lighting			complete		\$ 222,255.00													
R2R	C	Turners lane causeway and reconstruction	\$ 184,447.00	complete	complete	underway	\$ 12,000.00													
R2R	C	Yeo Yeo Hampstead shoulder -stage 2	\$ 120,000.00			Complete	\$ 126,000.00													
SCF	C	Rathmells Lane- Construction	\$ 200,000.00	complete	complete		\$ 243,000.00													
		Rathmells Lane- Drainage				complete														
RC/SC	C	Adjunbilly Road Construction	\$ 2,100,000.00	complete	Progressing		\$ 2,226,855.00													
SCF	C	Coota Footpath renewal Program	\$ 250,000.00			Total	\$ 167,000.00													
		Parker St at Sacred Heart				75%														
		Bourke St				complete	\$ 17,000.00													
		Boundary Road- shared footpath				complete	\$ 110,000.00													
		Cooper St Bourke to Adams				complete	\$ 40,000.00													
		Temora Street																		
SCF	G	Gundagai Footpath renewal Program	\$ 250,000.00			Total	\$ 160,000.00													
		Punch Street				complete	\$ 32,000.00													
		Byron Stret-First to Sheridan				complete	\$ 105,000.00													
		Virgil Street				complete	\$ 16,000.00													
		First Ave					\$ 7,000.00													
RMS	C	Burley Griffin Way Heavy Patching				complete														
RMS	C	Burley Griffin Way shoulder grading				complete														
RMS	C	Olympic Highway Heavy Patching				complete														
RMS	C	Olympic Highway shoulder grading				complete														
		Regional Roads REPAIR Wambidgee Rd area	\$301,600			10%	\$ 29,500.00													
		Heavy Patching																		
		C Shoulder Grading for resealing- Cootamundra				complete														
		G Shoulder Grading for resealing- Gundagai				complete														
		C Pinkerton Road Drainage- Railway line to c	\$ 65,000.00	complete	complete	complete	\$ 38,000.00													
		C O'Donnell/Murray St culverts	\$ 25,000.00																	
		G Gundagai Kerb & Gutter	\$ 125,160.00																	
		Byron St																		
		First Ave																		
		Kitchener St																		
		Cootamundra Kerb & Gutter	\$ 124,200.00																	
		Justin Street				about to start														
		Cooper St				complete	\$ 79,000.00													
		Morleys Creek Bridge				Complete														
		Edwards Town road Bridge			complete	Complete	\$ 107,400.00													
		Morleys Creek Fishing Jetty				Complete	\$ 5,300.00													
		Sheridan St/West St Intersection treatment		complete	progressing															
		Rural Sealed Roads																		
		Resealing	\$ 2,021,714.00			complete	\$ 2,000,000.00													
		Pavement reconstruction- Gundagai	\$ 663,309.00																	
		Soldiers Settlement Road	\$ 68,191.00			progressing	\$ 12,000.00													
		Byron st- Sheridan Ln to Sheridan St	\$ 35,552.00				\$ 19,000.00													
		Tumut St- Mount St to end seal	\$ 15,930.00																	
R2R	G	Old Hume Highway	\$ 279,300.00			complete	\$ 258,000.00													
		Sommerset Rd- start seal to cattle grid	\$ 59,535.00																	
		Hopewood Rd- Gobarralong Rd to Seal cha	\$ 80,595.00			complete	\$ 141,000.00													
		Burra Rd- Yammartree Rd to Wambidgee R	\$ 190,314.00																	
R2R	G	Gobarralong Road	\$ 295,826.00			complete	\$ 284,500.00													
		Pavement reconstruction- Cootamundra	\$ 665,000.00																	
R2R	C	Old Gundagai Rd	\$ 261,118.00			about to start														
		Justin St	\$ 140,000.00			about to start														
		Thompson/Centenary Laneway	\$ 80,000.00			design complete														
R2R	C	Berthong Rd	\$ 150,000.00			complete	\$ 163,000.00													
R2R	C	Parker/Wallendoon R-bout pavement	\$ 150,000.00																	

8.8 TECHNICAL SERVICES

8.8.1 BONGOLONG CREEK BRIDGE

DOCUMENT NUMBER	303767
REPORTING OFFICER	Matt Stubbs, Manager Technical Services
AUTHORISING OFFICER	Mark Ellis, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	The amount of \$123,100 (ex GST) for the Bongolong Creek Bridge replacement to be funded through the 2018/19 roads budget. Additional costs for road approaches and the side track work have not been provided 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	<ol style="list-style-type: none"> 1. Xeros Piccolo Consulting Engineers Burra Road Bridge Load Capacity Assessment ↓ 2. Murray Valley Piling Ltd - Quote - Confidential 3. Bongolong Creek Bridge Image ↓

RECOMMENDATION

1. Council approve the amount of \$123,100 (ex GST) for the Bongolong Creek Bridge construction to be brought forward and funded through the 2018/19 roads budget.
2. Council approve Murray Valley Piling Ltd to undertake the construction of the new Bongolong Creek Bridge.

Introduction

The Bongolong Creek Bridge is located on Burra Road approximately 18kms from Gundagai. The bridge was identified as in need of replacement in the Moloney Asset Management Systems report, previously provided to Council, by a survey of Council's road assets in 2017. As a result of that report the Bongolong Creek Bridge, has been scheduled for replacement in Councils 2019/20 works program. The bridge condition was observed as exhibiting significant deterioration with the timber decking exhibiting major structural defects that presents a risk to road users.

Council engaged the services of Xeros Piccolo Consulting Engineers to undertake an assessment of the bridge's structure and the Burra Road Bridge Load Capacity Assessment report, attached, was prepared and within the report it outlined the need for the immediate implementation of restrictions to vehicle loads (3t) and speed (20km/h) to minimise further deterioration of the structure whilst keeping the road open for light vehicles.

Discussion

Following the implementation of the above restrictions the bridge replacement has been determined by Council to be a significant priority to restore the full and unrestricted use of Burra Road whilst also minimising the risk of the use of the bridge by road users in its current state.

The immediate action in preparing for the bridge repair works include undertaking a detailed environmental assessment and the selection of a suitable bridge construction contractor with experience to prepare a detailed design and submit a quote for the bridge works to be undertaken in conjunction with Council staff.

Given the significant priority for the bridge replacement, and time being a critical factor, the current procurement process proved obstructive to Council as it would require Council to go out to tender for bridge construction contractors. Tenderers would be required to inspect the bridge, undertake preliminary geotechnical and structural assessment and prepare and submit detailed quotes. Further, the tender process requires a tender panel to evaluate the quotes received to determine the preferred contractor and negotiate a date for the bridge construction to commence.

The attached Xeros Piccolo Consulting Engineers Burra Road Bridge Load Capacity Assessment demonstrates Council's immediate action for the bridge's replacement. As Murray Valley Piling Ltd has already investigated the site and able to undertake the bridge works accommodating the schedule set by Council, the General Manager used his delegated authority to accept the quote from Murray Valley Piling.

The quote from Murray Valley Piling Ltd for the amount of \$123,100 (Ex GST), is below Councils tender threshold and was based on a geotechnical site investigation. Murray Valley Piling has previously been contracted for multiple bridge projects undertaken by Council. The rates included in the attached quote are comparable to similar previous installations and the design will be prepared to the appropriate Australian standard. Additional costs associated with the bridge construction such as road approaches and the side track need to be taken into account.

The construction date can now be confirmed and preliminary side track works can be undertaken as soon as environmental approvals have been obtained by Council. The required environmental approvals are expected to be received by the end of June, 2019 with the bridge replacement scheduled for late August, 2019.

XEROS PICCOLO
CONSULTING ENGINEERS



**LOAD CAPACITY ASSESSMENT
TIMBER CONCRETE BRIDGE
BURRA ROAD BRIDGE**

Burra Road
Gundagai NSW 2722


Client:
Xeros Piccolo Project No:
Date of Inspection:
Inspected By:
Office:

Cootamundra-Gundagai Regional Council
190293
3rd May 2019
Philip Xeros
Wagga Wagga NSW 2650

Load Capacity Assessment – Timber Concrete Bridge

XP Project No: 190293
Address: Burra Road, Gundagai NSW 2722
For: Cootamundra-Gundagai Regional Council

Inspected By: Philip Xeros
Date of Inspection: 3rd May 2019
Date of Issue: 8th May 2019
Office: Wagga Wagga NSW 2650

Report	Date	Description	Author	Checked By	Approved By	Signed
A	08/05/19	Final	P. Xeros	P. Xeros	P. Xeros	

XEROS PICCOLO
CONSULTING ENGINEERS

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XP Project No: 190293
 Burra Road Bridge – Burra Road – Gundagai NSW 2722
 Cootamundra-Gundagai Regional Council

XEROS PICCOLO CONSULTING ENGINEERS

1



SCOPE OF REPORT



1 SCOPE OF REPORT

1.1 SCOPE

Xeros Piccolo Consulting Engineers undertake to carry out the following services within this report:

- a) Undertake a visual inspection of the bridge to determine its load capacity with respect to continued use until imminent replacement.
- b) To prepare a report and draw conclusions.
- c) To make recommendations.
- d) This report is not an NCC (previously BCA) compliance check and architectural imperfections are not within the scope of this report.
- e) Calculation and testing are beyond the scope of the report.

1.2 EXCLUSIONS

No other aspect of this building was inspected and is therefore not reported on. Xeros Piccolo Consulting Engineers takes no responsibility therefore for the existence or otherwise of any other fault that may exist in this dwelling.



SITE CONDITIONS AND PHOTOS



2 SITE CONDITIONS AND PHOTOS

2.1 BRIDGE

- The bridge is an approximate 12 span bridge over the Bongolong Creek.
- The bridge is a combination of steel girders with original timber deck over, a concrete topping slab, a partial steel plate and bitumen seal.
- The abutments are concrete.
- The bridge is a 5-girder bridge with original timber deck in between, see photos 1 & 2.



Photo 1



Photo 2



SITE CONDITIONS AND PHOTOS



- The deck is degraded to a significant degree, see photos 3 & 4.



Photo 3



Photo 4

- There is a steel plate to the top-side of the deck and seemed to be covering a degradation in the deck, see photo 5.



Photo 5



SITE CONDITIONS AND PHOTOS



- There is an area adjacent to the steel plate, north-east corner, which has been patched heavily indicating impossible continued degradation.
- The underside indicates significant degradation of the timber and the concrete topping slab is partially exposed and the reinforcement can also be seen, indicating that the concrete topping slab has failed, see photo 6.



Photo 6



3 COMMENTS AND ANALYSIS

3.1 GENERAL BACKGROUND

The purpose of the report is to assess the load capacity of the bridge to allow limited continued usage until the replacement of the bridge is complete.

I have been advised the bridge replacement is several months away.

3.2 EXISTING STRUCTURAL CONDITION

The bridge abutments and the main steel girders are in good condition and do not show any particular signs of degradation, damage or failure.

The problem is with the deck, as it is severely degraded and this has been a long-term problem. I have been advised, and I have observed that a concrete topping slab was installed over the timber deck and it can be seen that this has also failed, at least in the northern end of the bridge where reinforcement can be seen.

Moreover, a large steel plate, approximately 6 metres x 2 metres has been placed over the northern end of the bridge, approximately the middle of the bridge, and it assumed to have been installed to cover further deck degradation and provide a trafficable surface.

During the inspection, two light vehicles passed and the steel plate moved under light traffic, at least 30 to 40mm. This is considered to be structurally unsound for a public access bridge. In addition, the area to the north and north-east corner of the plate has had recent bitumen cold mix installed to pack-up, and it is assumed this is due to further degradation, which can be observed from the underside.

3.3 CONTINUED USE AND LOAD RESTRICTION

The bridge is considered unsafe for unrestricted, public use. It is therefore recommended that a load limit and a speed limit be imposed on the bridge, in conjunction with some traffic calming barriers and signs.

This would consist of the following:

- The speed limit on the bridge would be restricted to 20km per hour.
- The load limit on the bridge would be 3-tonne maximum (light vehicles only).
- No heavy vehicles would be allowed on the bridge. Heavy vehicle turn around is to be considered.
- The traffic calming would be the narrowing of the bridge lane and the directing of the traffic to the west-side of the bridge with appropriate lane direction tapers and signage. See **attached** sketch.



COMMENTS AND ANALYSIS



- Additional steel plates, approximately 2 metres square is to be installed to the north and the north-west corner of the existing plate, as per the **attached** sketch. Note plate needs to be large enough and fixed to ensure they do not tip under traffic load. A bitumen coating is to be installed of the plates with fillets to all edges. The plates are to overlap at least two girders below.
- Council is to handle the general installation and monitoring of the traffic restrictions.
- Council is to handle the public notifications through various outlets, including the media.



CONCLUSION



4 CONCLUSION

It is concluded that:

- The bridge is structurally unsound and not safe for unrestricted, public use.
- The speed and load restrictions are to be applied immediately to the bridge until the imminent replacement. This is to be monitored and enforced to ensure compliance. All local residences are to be contacted and advised.
- Access is to be modified using various traffic direction and calming devices to aid with the speed and load restrictions.
- The bridge is to be monitored by Council staff on a weekly basis until the bridge is replaced. The district is moving into the winter period, and the increased moisture on the bridge is likely to increase the sub-deck deterioration. Further restrictions may be required depending on the weekly inspections.
- Please find **attached**, sketch, indicating the modification of the access.



TERMS AND CONDITIONS



5 TERMS AND CONDITIONS

This report is based on a visual inspection of the bridge; calculations and testing are beyond the scope of this report.

This report was prepared for Cootamundra-Gundagai Regional Council.

Yours faithfully

XEROS PICCOLO CONSULTING ENGINEERS

PHILIP XEROS - Director

B.E. (HONS) L.G.E. MIEAust CPEng NER APEC Engineer IntPE (Aus)

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8.9 FACILITIES

Nil

8.10 WASTE, PARKS AND RECREATION

8.10.1 MAINTENANCE OF PUBLIC OPEN SPACES AT STOCKINBINGAL AND WALLEND BEEN

DOCUMENT NUMBER	303043
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Mark Ellis, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>1. A vibrant and supportive community: all members of our community are valued</p> <p>1.2 Public spaces provide for a diversity of activity and strengthen our social connections</p>
FINANCIAL IMPLICATIONS	All costs will be associated with the annual recurrent maintenance expenditure.
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 report on the Maintenance of Public Open Spaces at of Stockinbingal and Wallendbeen be noted and methodologies contained with the report be endorsed.**

Introduction

This report is to highlight the importance of our local villages and their communities. The report specifically focuses on the visual amenity and presentation of our villages and the need to ensure that Council and the community work together with a view to presenting the villages to their full potential through sustainable means.

Discussion

In accordance with Council's Strategic Plan stated above Council has a focus to work towards.

Council's public open spaces impact on the social well-being and sense of connectedness of the wider community. In valuing these open spaces, Council can build a place in which the community and tourists want to live, work and play. Fundamental open space and recreational services such as parks and gardens, sporting fields and streetscapes are facilities of Council which need to plan and deliver with a view to long-term sustainability.

The community has strongly voiced its desire for Council to be engaging and collaborative, professional, transparent and accountable. Accordingly, Council must facilitate opportunities for the community to participate consultation processes to be informed of decision making processes.

On inspection of the public open spaces and streetscapes within the villages of Stockinbingal and Wallendbeen the visual presentation and amenity is below standard to the Cootamundra and Gundagai townships.

It is proposed that Council staff inspect the village areas and determine a schedule of work required and prioritise such work as a result of the inspections undertaken.

Works identified as being in need of urgent attention would then be undertaken, resulting in immediate improvement to the villages' appearance including the following;

- Removal of dead and unwanted trees;
- Pruning and shaping existing trees;
- Repairing or replacement of damaged infrastructure such as street furniture, bins, and bollards;
- Scheduling of routine grass cutting throughout the open spaces and streetscapes to be scheduled;
- Replacement or reparation of damaged or aged signage;
- Repairing and replacing damaged and missing fencing;
- Ensuring lighting, irrigation and power to facilities are operational; and
- Ensuring all facilities, in particular public toilets, are maintained regularly and in a clean and tidy state.

These works will be undertaken in the future as part of Council's routine maintenance program and within budget on an ongoing basis.

It is proposed that local involvement be sought for appropriate nominated maintenance activities and in the future expressions of interest may be invited from by members of the community who may be interested in undertaking a maintenance role in their village in conjunction with Council.

Discussions with representatives from the Roads and Maritime Services (RMS) will be undertaken with the intention of securing funding for the maintenance of items under the authority of the RMS.

8.10.2 STREET TREE MANAGEMENT POLICY

DOCUMENT NUMBER	303606
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Mark Ellis, 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> <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> <p>1. A vibrant and supportive community: all members of our community are valued</p> <p>3.1 The natural environment is valued and protected</p>
FINANCIAL IMPLICATIONS	Minimal funding would be required for media and communications to be funded via the existing street tree audit budget with a current available funds of approximately \$30,000.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Draft Street Tree Management Policy ↓

RECOMMENDATION

- 1. The Draft Street Tree Management Policy be placed out on public exhibition for a period of 28 days seeking community comment.**
- 2. Council advertise and communicate through its usual media channels advising the community on how they may gain access to the Draft Street Tree Management Policy and how to contribute to the policies development.**
- 3. That all costs associated with the Draft Street Tree Management Policy's development be funded from the Street Tree Audit budget.**

Introduction

The natural and urban environment is a much loved aspect of the Cootamundra-Gundagai region. It was clear from the consultation collated from the Community Strategic Plan that the community want green, open spaces to be prioritised in association and harmony with all development and operations and they look to Council to be an environmental leader.

Council's Community Strategic Plan identifies "a protected environment and green open spaces" as one of the major pillars to shape our planning processes and underpin our work.

Council's vision is for a region where trees and bushland are valued for the ecological, aesthetic, social and economic contribution they make by creating a healthy, attractive living environment and providing a sense of place for our community.

The Draft Street Tree Management Policy provides a practical and balanced approach to tree management that seeks to maximise the abundance and health of trees on Council land while ensuring public safety and allowing controlled development. Council acknowledges that there are times where trees may come into conflict with other elements of the streetscape and adjoining infrastructure, particularly hard structures and services, but recognises that all are essential components of a pleasant and functional landscape

Council is committed to providing a quality living environment for its residents, ratepayers and visitors and recognises the importance of trees to the quality of the Public Open Space Environment.

Discussion

Trees provide a range of benefits in the urban and rural environments and these are grouped under the broad headings of:

1. Environmental and Ecological;
2. Social and Health;
3. Community Identity
4. Aesthetic and Architectural;
5. Economic.

1. Environmental and Ecological Benefits

The environmental and ecological benefits of trees include:

- Trees improve the quality of air by trapping airborne particles on the surface of their leaves and filtering large quantities of gaseous pollutants such as carbon monoxide, sulphur dioxide and nitrogen oxides from the air. They counteract the global 'greenhouse effect' by absorbing carbon dioxide. Through the process of photosynthesis they convert carbon dioxide into oxygen.
- Trees also improve the quality of water. Trees and vegetation act as a natural filter by intercepting fertilizers and other pollutants flowing into watercourses through ground and surface runoff. Soil erosion and siltation of urban watercourses is reduced by the placement of trees.
- Trees can significantly reduce stormwater runoff. Their roots absorb the water while their leaves slow the impact of the rainfall thereby reducing the load on stormwater systems.
- Trees help reduce the negative effects of noise pollution. Planting can be used to diminish the psychological effects of noise pollution by obscuring the source from view.
- Trees reduce wind and protect against ultra- violet rays. The strategic placement of trees can moderate wind speed at ground level.
- Trees reduce temperature and heating costs. Tree canopies can help to diffuse this effect which is known as 'heat islands' by providing shade and evapo-transpiration.
- Trees, shrubs and ground covers provide ecological diversity and are an important habitat for a variety of organisms from insects to reptiles, amphibians, mammals and birds. The air,

water and nutrient exchange undertaken by trees are fundamental to human existence and the continuity of the food web which supports all life on earth.

2. Social and Health Benefits

Many studies have shown that a green environment has wide-ranging benefits both for communities and individuals. An attractive and treed environment is likely to contribute to a safer and stronger community with reduced crime, violence and aggression. Research also suggests that a green environment may have a positive effect on individual health and learning by reducing stress, assisting concentration and reducing fatigue

Trees help moderate the stress of urban life. In the harsh environment of urban centres, the urban forest allows us to experience the natural world in a tangible form that seems to moderate the stress of everyday urban life.

Trees provide privacy and a sense of peace and have a restorative effect that can improve physical well-being.

3. Trees promote community identity.

Trees offer beauty and create a sense of place in the community. A healthy urban forest can be a great source of civic pride. Tree planting programs allow residents to participate in creating a Region they can be proud of. Trees create more pleasant walking environments, bringing about increased walking and socialising within the community. Research has also found that the presence of trees is related to residents being actively involved in the caretaking and surveillance of homes, businesses and other public spaces

4. Aesthetic and Architectural Benefits

Trees have a wide range of intrinsic visual qualities including textures, colours, movement, fragrances, patterns and sounds. Trees can form walls and canopies of varying heights and densities which can soften, screen, enhance and provide a natural, living contrast to the built environment.

Trees have the ability to reinforce the local identity and character of a place. In addition, the natural and cultural heritage values of certain trees represent an important depth of meaning and history of the landscape. Due to their longevity, trees provide recognisable landmarks that link generations.

Trees impart a distinctive character to the Region. The beauty that trees add to any landscape is especially appreciated in urban settings. Trees can soften harsh urban environments; they enrich the aesthetic experience of the area and establish a visual harmony and continuity along streets.

5. Economic

A properly maintained urban forest is an investment that appreciates in value. While there are various opinions as to the economic value of a tree, all estimates support the basic contention that a tree's value far exceeds the costs of planting and maintaining it.

Direct savings can be achieved through lower energy costs associated with summer shade.

Indirect economic benefits accrue from health and productivity benefits and reduced expenditure on stormwater management. A well maintained urban forest is a significant factor in promoting community prosperity and in attracting tourism and investment.

Trees can enhance property values with trees enhancing the marketability of a home.

Community Consultation and Education

It's important to introduce public awareness to highlight the responsibilities of residents and the region on the questions of planting and maintenance of public street trees and protection of natural environments needs to be undertaken.

This will commence with placing this Draft Street Tree Management Policy out on public exhibition seeking community comment and input into its development. Community consultation will also include future articles placed from time to time (quarterly) in the regions community notices in the local newspaper and Council's newsletter. The articles should include all aspects of street tree planting and maintenance programs and activities, including community responsibility and relevant Council regulations and policies.



DRAFT Street Tree Management Policy

Policy Approval and Distribution

Approved by	Council resolution
Responsible Officer	Manager Waste Parks & Recreation
Council Service Unit	Parks & Gardens
Next Review Date	28 May 2020

Version Control

Ref	Date	Description	Resolution Number
0.1	28 May 2019	Presented to Council to facilitate public exhibition process.	TBA

Purpose

To preserve and enhance the Region's attractive streetscapes and ecological sensitive systems whilst at the same time recognising the responsibility to minimise risk to the public, property, native vegetation and habitat.

To ensure that all actions relating to related street trees and vegetated areas as outlined in this policy, are professionally assessed and determined in association with Section Manager/s, delegated staff will be suitably qualified in the areas of the Plant and or Environmental Sciences. All assessments will be carried as determined and in accordance with the relevant Policies and or Regulations/Act.

To provide clear guidelines on the removal and pruning of trees located in/on streets, roads and open space/road reserves that are in the care and control of Council.

Scope

1. Section 124 of the Local Government Act 1993, Sections 88 and 107 of the Roads Act 1993, the Environmental Planning and Assessment Act 1979, the Native Vegetation Act 2003, the Threatened Species Conservation Act 1995, Biodiversity Conservation Act 2016 No.63 and Section 45 and 48 of the Electricity Supply Act 1995 are relevant to this policy.
2. The General Manager and or Manager Waste Parks & Recreation in association with the relevant Section Manager/s have the authority to determine applications and other matters under this policy;

3. All measures should be taken to retain trees in public places within the townships. Council recognises that this may require a higher level of maintenance or replacement of infrastructure but it is considered that the conservation of trees should take precedence. Measures that may be adopted to ensure the retention of trees include the replacement of footpaths and road pavement on a more frequent basis where the tree is causing root damage or redesign of the project around existing trees.
4. Trees may only be removed or pruned for one or more of the following purposes where all alternate methods have been examined that would allow the retention of the tree:
 - The tree is dangerous (as determined by a risk assessment including consideration of the 'clear zone' as defined by RTA guidelines);
 - An emergency situation as declared by state of emergency under section 33 of the State Emergency and Rescue Management Act;
 - Minor pruning shaping for street sweeper, garbage truck
 - As part of bushfire control or prevention in native vegetation areas both rural and urban areas;
 - The tree is limiting the field of vision of a motor vehicle, is obstructing traffic or is causing a traffic hazard;
 - For the purposes of constructing or maintaining roads, drains, buildings or any other asset that is owned and or maintained by Council as there are no considered appropriate alternatives;
 - For the purposes of preventing damage to any roads, drains, buildings or any other asset that is owned and or maintained by Council;
 - The removal or pruning of the tree is identified in an approved management strategy, environmental approval or decision of Council relating to the subject land.
 - Where the tree may be required to be removed to enable construction of a fence on a private property boundary in the rural area, providing that disturbance is kept to a minimum and an appropriate assessment by qualified Council Staff is undertaken. (Note that if a tree is located on the fence line it shall be taken to be within private land and not be subjected to this policy when clearing for fences).

The investigation of the alternate measures will need to be demonstrated as part of assessment of the tree removal application and approved by the Manager Waste Parks & Recreation and relevant Section Manager/s.

5. Trees shall not be removed or pruned solely for the purpose of obtaining or retaining scenic views from residential, commercial or industrial properties. Nor shall trees be removed solely for routine road maintenance works or for the purpose of gaining access to a site.
6. Trees shall not be removed or pruned on Council owned or controlled land (including street trees) without permission under this policy and approval of the Manager Waste Parks & Recreation in association with the relevant Section Manager/s.

Trees located in any heritage & or nature conservation zones within the LGA are to be managed in accordance with the Biodiversity Conservation Act 2016.

For those trees located on public land not requiring a DA, Council is bound to undertake an assessment under Part V of the EP&A Act 1979 which requires the preparation of a Review of Environmental Factors (REF). The REF will be completed in conjunction with the tree assessment for all tree removals.

7. Applications for removal or pruning of trees by other Government Authorities, the general public, businesses or ratepayers shall be made via the application form and works request attached either by lodging a works request or including with a letter to Council. Any approvals will be subject to conditions as indicated on the form and as determined by the General Manager or Manager Waste Parks & Recreation in association with the relevant Section Manager/s. Tree removal for emergency purposes in streets and parks will not require a formal tree removal application. However, verbal permission from the Council (delegated staff member) or SES is required.
8. When working/clearing of larger areas of native vegetation is required for the purposes of infrastructure construction, Council may require approval under the Biodiversity Conservation Act, 2016. In these instances, Council needs to consult with the branch of the local Land Services.
9. Vegetation removed should be replaced in a suitable location with appropriate numbers and species of vegetation as determined by Council's qualified staff (delegated staff member).
10. New and existing trees planted or maintained as of the adoption date of this policy on roadways, footpaths etc. are to have a clear zone around the tree base of no less than 1.5M from the Centre of the tree base. No sealing or hard surfaces are to join a tree trunk.
11. Significant tree/s as determined by the Manager Waste Parks and Recreation in association with the relevant Section Manager that are causing structural damage to property/infrastructure as a result of root invasion are not to be touched until inspected by the Manager Waste, Parks & Recreation in association with the relevant Section Manager/s. The Manager Waste Parks & Recreation is to inspect and prepare a report on what measures can be undertaken to minimise the need to remove the tree/s. If there is no remedial action that can save the tree the Manager Waste Parks and Recreation in association with the relevant Section Manager/s is to authorise the trees removal in accordance with this policy.
12. If immature tree/s are to be removed they should be conserved if appropriate and practical and offered to the community for use if they are not to be transplanted by council
13. An assessment shall be completed by appropriately qualified persons (Arborist/Horticulturist) for all proposed tree removals or major pruning according to the procedures in Tree Rating Procedure for Trees on Council Owned or Controlled Land (TRP).
14. The following **notifications** shall apply to all tree removal or major pruning in:
 - a) **Urban Areas:**
 - Affected owners shall be notified in writing at least 7 days prior to work commencing (where practicable)
 - Where the works are classed as **Moderate impact removal**, the General Manager or Manager Waste Parks & Recreation in association with the relevant Section Manager/s will circulate a memo within 2 days of notice to all

Councillors outlining details on the proposed works, providing a minimum of 7 days for feedback/comment. A Councillor may request to the General Manager for a hold on the works and seek submission of a report to Council.

- If the tree/s is located in a heritage and or conservation zone compliance with the Biodiversity Conservation Act, 2016 must be observed.
- Street tree pruning or removal by Essential Energy or Integral Energy shall be advertised in the local media by the relevant electricity supplier. Council is to be informed at least 4 weeks prior to the works commencing.
- In accordance with Sections 45 & 48 of the Electricity Supply Act 1995.

b) Rural Areas

- Notifications managed by the Parks and Gardens Section in association with the relevant Section Manager/s of council will be undertaken when the works are classed as having a **Moderate impact removal** or **High impact removal** unless the removal is required for road construction purposes in which case the General Manager or Manager Waste Parks & Recreation in association with the relevant Section Manager/s will circulate a memo to all Councillors & adjoining landowners outlining details on the proposed works, providing a minimum of 7 days for comment. A Councillor may request to the General Manager for a hold on the works and seek submission of a report to Council.
- Street tree pruning or removal by Essential Energy or Integral Energy must seek council approval prior to any works commencing and shall be advertised in the **local** media by the relevant electricity supplier. Council is to be informed by the service provider at least 4 weeks prior to works commencing and provided with a copy of the programmed work schedule and utilities environmental impact assessment for consideration as a joint determining authority.

15. The General Manager or Waste Parks & Recreation in association with the relevant Section Manager/s will prepare a report for Urban **High impact removals** for submission to Council for consideration.
16. The General Manager or Waste Parks & Recreation in association with the relevant Section Manager/s shall take into account any comments deciding whether or not to proceed with the work. If an agreement between all interested parties cannot be reached, the matter will be reported to Council for determination.
17. In rural areas where trees do not pose any possible threat to dwellings and it is ascertained that a tree is dead, has a precarious lean or is burnt out, it may be removed only if there is a real possibility of it causing damage to persons or property (this does not include rural fencing).
18. Any council controlled tree that is considered may have cultural value/significance e.g. Scare Trees etc. must be inspected by a qualified Arborist/Archeologist prior to removal.
19. Council does not undertake routine inspections of trees in rural areas for the purpose of identifying trees that may require removal. If a resident has concerns about a specific tree, on land under council control, are to provide council with specific location details (road

name, distance from nearest cross road, side of road, species, etc.). Council staff will then undertake an assessment and if removal is required will program removal when time and resources permit. Council will not be held accountable for compensation and or repairs for rural trees located along road reserves that fall and or drop limbs onto adjoining landowners fencing for whatever reason.

20. Notification and assessment requirements will not apply to: -
 - Minor Pruning;
 - Emergency works;
 - Works authorised by the Fire Control Officer in accordance with the Bush Fires Act 1949, dependent on scale and location;
 - Pruning and regrowth removal in regularly maintained gardens or regularly cleared easements and road reserves
 - A tree that must urgently be removed or pruned that is obstructing traffic, is causing a traffic hazard or is creating a dangerous situation where persons or property are likely to be damaged or at risk.
21. During tree removal or pruning, WH & S requirements shall be observed and reasonable care taken to avoid any damage to persons, property or any adjacent infrastructure e.g. water mains, sewerage lines, power lines Telstra cables gas services etc.
22. Only those trees which are under Essential Energy or Integral Energy power lines, which constitute a traffic / pedestrian hazard, or for the health of the tree require pruning, are to be pruned. A list of proposed trees and/or streets to be pruned by external parties is to be provided to Council at least 2 months prior to pruning. The Contractor performing the pruning shall comply with this policy.
23. To minimise council risk of litigation, the requirements of AS 4373 – 2007” Pruning of Amenity Trees” shall be observed for all pruning activities. Trees shall only be pruned and or supervised by persons (Arborist/Horticulturist) with recognised skills and qualifications that ensure they are capable of complying with this standard.
24. The costs associated with removal or pruning shall be determined as follows:
 - If a tree is dangerous or dead or leaning badly it is to be removed at Council cost;
 - If a tree is causing asset damage it is to be removed at Council cost (exempt rural fence lines);
 - If a tree is on an approved street program in future years but a resident wishes to have the tree removed earlier, then the resident pays 50% of the cost associated with advancing it on the program;
 - If a property owner requests the removal of an apparently healthy tree which, in the opinion of the property owner, represents a threat to a dwelling, and where Council concurs with the removal of the tree, the removal of the tree will be at the expense of the property owner, unless Council, upon the advice of the General or Manager Waste Parks & Recreation in association with the relevant Section Manager/s determines otherwise.
25. This Policy does not include trees located on private lands or any other lands not under the trusteeship or maintained by Council.

26. The Policy applies to all Council activities, all Council's staff & contractors and consultants, the general public and ratepayers.
27. This policy excludes weeds declared as Priority Weed under the Noxious Weeds under the Biosecurity Act 2016.
28. Should the requester disagree with the tree assessment by the council nominated qualified person, the requester may obtain a secondary opinion from a qualified arborist (at the requester's expense). This assessment will be reviewed and considered before a final decision is made. The General Manager or Manager Waste Parks & Recreation in association with the relevant Section Manager/s reserves the right to make the final decision.
29. Council may direct property owners, who have planted trees within the road reserve or council property, and where these trees represent an obstruction or risk as defined in this policy, to remove or prune the tree at their cost. If said works are not completed within one month of notification, Council will remove or prune the tree and recover costs from the owner. This includes overhanging branches that obstruct/obscure footpaths, signs etc.
30. Trees that are removed or poisoned on Council controlled lands (including street trees) may incur a fine from Council. Under the Local Government Act 1993 (Section 629) it is an offence to remove Plant / Animal / Rock / or Soil from a public place without lawful excuse. This offence attracts a minimum fine of \$220.00
31. Private trees that have roots that have invaded council's underground services will be responsible for the full cost, associated with the servicing/repairing of said services e.g. water and sewerage mains.

**TREE RATING PROCEDURE FOR TREES ON COUNCIL OWNED OR CONTROLLED LAND
INSPECTION REQUESTS**

"Requests for Service" (inspections) will be processed as follows:

1. All requests originating from the public or internal sources will be received and processed by the Waste, Parks & Recreation Section of council.
2. The qualified person will carry out an initial inspection and will complete a "Tree Inspection" form substantially in the form of the attachment to this policy.
3. Trees will be assessed and rated as per the procedures below.

Definitions

Affected Owners	Means the owners of properties abutting the location of the tree(s), and includes all other owners the qualified person or appropriate staff deems to be affected.
Appropriate Staff	Means the General Manager, Manager Waste Parks & Recreation, Section Manager/s or delegated staff member, Parks Supervisor, Parks & Gardens Arborist/Horticulturist or any other staff that is a qualified Arborist/Horticulturist or equivalent and any staff as assigned by the General Manager or Manager Waste Parks & Recreation. Councils qualified staff members are: Manager Waste Parks & Recreation (Degree in the Plants & Environmental Sciences) Steve Lowe (Horticulture) & Stuart Moorby (Arborist)
Scar Trees	Are trees which have had bark removed by indigenous Australians for the creation of bark canoes, shelters, shields and containers, such as coolamons. They are among the easiest-to-find archaeological sites in Australia.
Qualified Person	A person working for or contracted by Cootamundra Gundagai Regional Council that provides advice on tree removal, tree diagnosis or pruning and has appropriate qualifications and or experience in performing an assessment (Minimum Trade "Level 4" Certificate in Arboriculture) from a recognised institution. For sensitive or legislative issues the assessor must have at minimum a degree in one of the Plant Sciences and or Environmental sciences. Councils qualified staff members are: Manager Waste Parks & Recreation (Degree in the Plants & Environmental Sciences) Steve Lowe (Horticulture) & Stuart Moorby (Arborist)
Dbh	Means the diameter of the tree taken at 1M height from the ground.
Habitat	A tree which is occupied, periodically or intermittently occupied by a species population or ecological community including biotic or abiotic components. (i.e. biotic – living, abiotic – non-living)
Habitat Tree	Refers to any tree providing a niche supporting the life of a plant or animal.
Impacts:	
Low Impact Removal:	Means the removal of small trees and shrubs up to ten (10) meters in height (refer to small tree) that only affects the adjacent neighbours and will have little or no detrimental impact on the appearance and/or ecology of the area.
Moderate Impact Removal:	Means the removal of a single or multiple trees greater than eleven (11) meters in height (refer to medium tree) and recognises that the proposed work may affect the appearance and/or ecology of the area.

High Impact Removal	Means the removal of a single or multiple trees that would impact the general neighbourhood and includes park and trail users and recognises that the proposed work may affect the appearance and ecology of the wooded area. This could include removals along major travel routes, removals in recreation areas, removals of large numbers of trees, and removals of large trees or specimen trees.
General Manager/ Manager Waste Parks & Recreation Or Delegated Staff Members	Means the Cootamundra Gundagai Regional Council General Manager / Manager Waste Parks & Recreation in association with the relevant Section Manager/s can authorise an appropriate member of staff to authorise the removal of trees.
Large Tree	Refers to a tree greater than 20 m in height or crown spread greater than 20m at maturity.
Leaning Trees	A tree where the trunk grows or moves away from upright position. A lean may occur anywhere along the trunk influenced by a number of contributing factors, e.g.: genetically predetermined characteristics, competition for space or light, prevailing winds, aspect, slope or other factors. (Refer to Dictionary for managing trees in urban environments for degrees of leaning graph).
Medium Tree	Refers to a tree with a height of 10-20m or crown spread of 10-20m at maturity.
Topping	Branches specifically pruned to reduce crown height or spread by pruning to reduce the length of a branch.
Small Tree	Refers to a tree with a height less than 10m or a crown spread less than 10m at maturity.
Specimen Tree	Refers to a tree planted, retained or occurring usually as an isolated feature and not part of a stand, promoting its characteristics an individual.
Timber	Includes trees of any age or description, whether growing or dead.
Tree	A woody perennial plant which is long lived. Height greater than 3 metres with one or more trunks. For the purpose of this policy, it excludes Priority Weeds.
Priority/Noxious Weed	A weed is declared as Priority Weed under the Biodiversity Act 2015. Treatment and control of priority weeds are prescribed by the legislation.
Potential Habitat Tree	Refers to any tree that develops a niche suitable to provide support for the life process of a plant or animal.
Protected Lands	Generally defined as any land within 20m of a river, creek or watercourse.
Minor Pruning	Removal of dead or dangerous limbs and / or removal of less than 20% of the growing canopy.
Major Pruning	Removal of between 20 to 40% of the growing canopy. Note removal of more than 40% of the canopy is considered as removal of the tree and as such is subject to the relevant provision of this policy.

Dangerous Tree	A tree or tree part that presents a danger or has previously caused damage to persons or property.
Reduction Pruning	Refers to the removal of the ends of branches to lower internal branches or stems in order to reduce the height and/or spread of the tree
Remedial (restorative) pruning	Removal of damaged, diseased or lopped branches back to undamaged tissue in order to induce the production of shoots from latent or adventitious buds, from which a new crown will be established.
Requester	The person or persons seeking removal of a tree on council owned or controlled land
Topping	Branches specifically pruned to reduce crown height or spread by pruning to reduce the length of a branch.
Review of Environmental Factors (REF)	<p>A Review of Environmental Factors (REF) is an environmental assessment under Part 5 of the Environmental Planning and Assessment Act 1979 (EP&A Act), which is required as part of the assessment of activities needing approval under NSW legislation. A REF is a document that examines the significance of likely environmental impacts of a proposal, and the measures required to mitigate any adverse impacts to the environment.</p> <p>A REF serves two purposes:</p> <ol style="list-style-type: none"> 1. it assists and documents the determining authority's determination of whether an activity should be approved, taking into account to the fullest extent possible all matters affecting or likely to affect the environment (s.111 EP&A Act); it further assists in the development of appropriate conditions should approval be given and, 2. it assists the determining authority's determination of whether the activity is likely to have a significant effect on the environment or significantly affect threatened species, populations or ecological communities or their habitats, in which case an environmental impact statement (EIS) and/or species impact statement (SIS) will need to be prepared and considered before approval may be granted (s.112 EP&A Act).

Legislative Framework

- Environmental Planning and Assessment Act 1979
- Biodiversity Conservation Act 2016 No.63.

LOCAL GOVERNMENT ACT 1993

124 Orders (Section 629)

A council may order a person to do or to refrain from doing a thing specified in Column 1 of the following Table if the circumstances specified opposite it in Column 2 of the Table exist and the person comes within the description opposite it in Column 3 of the Table.

Note: This section does not affect the power of a council to give an order (or a notice or direction) under the authority of another Act. For example, some of those Acts and the orders (or notices or directions) that may be given include:

- A person who fails to comply with an order is guilty of an offence—see sec 628.

Orders requiring the protection or repair of public places

Column 1	Column 2	Column 3
To do what?	In what circumstances?	To whom?
To remove an object or matter from a public place or prevent any object or matter being deposited there	<p>The object or matter:</p> <p>(a) is causing or is likely to cause an obstruction or encroachment of or on the public place and the obstruction or encroachment is not authorised by or under any Act, or</p> <p>(b) is causing or is likely to cause danger, annoyance or inconvenience to the public</p>	Person causing obstruction or encroachment or owner or occupier of land from which the object or matter emanates or is likely to emanate

ROADS ACT 1993

88 Tree felling

A roads authority may, despite any other Act or law to the contrary, remove or lop any tree or other vegetation that is on or overhanging a public road if, in its opinion, it is necessary to do so for the purpose of carrying out road work or removing a traffic hazard.

107 Obstructions and encroachments

- (1) A roads authority may direct:
 - (a) any person who causes an obstruction or encroachment on a public road, or
 - (b) the owner of any land that is used, or is able to be used, in connection with an obstruction or encroachment on a public road, to remove the obstruction or encroachment.
 - (c) A direction under this section may specify the period within which the direction must be complied with.
- (2) In the case of an obstruction or encroachment that was created before the alignment of the road, or that is situated on a road that has not been aligned, the period specified in the direction must be at least 60 days.
- (3) This section does not apply to an obstruction or encroachment on a public road if its presence on the road is authorised by or under this or any other Act.
- (4) However, this section does apply to an obstruction or encroachment on a public road if its presence ceases to be authorised by or under this or any other Act.

ELECTRICITY SUPPLY ACT 1995 - SECT 45**Erection and placement of electricity works****45 Erection and placement of electricity works**

- (1) This section applies to work connected with the erection, installation, extension, alteration, maintenance and removal of electricity works.
- (2) For the purpose of exercising its functions under this or any other Act or law, a network operator:
- (a) may carry out work to which this section applies, and
 - (b) in particular, may carry out any such work on a public road or public reserve.
- (3) Work to which this section applies is exempt from the requirement for an approval under the Local Government Act 1993 except in relation to buildings.
- (4) However, no such work (other than routine repairs or maintenance work) may be carried out unless:
- (a) notice of the proposal to carry out the work has been given to the local council, and
 - (b) the local council has been given a reasonable opportunity (being not less than 40 days from the date on which the notice was given) to make submissions to the network operator in relation to the proposal, and
 - (c) the network operator has given due consideration to any submissions so made.
- (5) Subsection (4) does not apply to the carrying out of work to cope with emergencies.

ELECTRICITY SUPPLY ACT 1995 - SECT 48**Interference with electricity works by trees****48 Interference with electricity works by trees**

- (1) This section applies if a network operator has reasonable cause to believe that a tree situated on any premises:
- (a) could destroy, damage or interfere with its electricity works, or
 - (b) could make its electricity works become a potential cause of bush fire or a potential risk to public safety.
- (2) In those circumstances, a network operator:
- (a) may serve a written notice on the owner or occupier of the premises requiring the owner to trim or remove the tree, or
 - (b) in an emergency, may, at its own expense, trim or remove the tree itself.
- (3) A notice under subsection (2) (a):
- (a) must specify the work to be carried out, and
 - (b) must specify a reasonable time within which the work is to be carried out, and
 - (c) must include an undertaking by the network operator to pay the reasonable cost of carrying out the work.
- (4) Subsection (3) (c) does not apply in either of the following circumstances:
- (a) if, after the electricity works were first laid or installed, an owner or occupier of the premises

planted the tree, or caused or permitted the tree to be planted, in circumstances in which the owner or occupier ought reasonably to have known that destruction of, damage to or interference with the works would result,

(b) the land in or on which the tree is located, and on or over which the works are located, was the subject of an easement in favour of the network operator (or a predecessor of the network operator) when the tree was planted.

(5) If the work is not carried out as required by the notice, the network operator may carry out the work itself.

(6) The cost of carrying out the work may be recovered by the network operator in a court of competent jurisdiction as a debt owed to it by the owner of the premises on which the tree is situated, but only in the circumstances referred to in subsection (4).

(7) This section applies despite the existence of a tree preservation order or environmental planning instrument (other than a State environmental planning policy), but does not apply to any tree within a protected area or to any tree that is the subject of or is within an area that is the subject of:

(a) an interim heritage order, or a listing on the State Heritage Register, under the Heritage Act 1977, or

(b) an order in force under section 136 of the Heritage Act 1977, or

(c) an interim protection order under the National Parks and Wildlife Act 1974, or

(d) a protection conferred by any similar law.

(8) Nothing done for the purpose of carrying out the work required by a notice under this section constitutes an offence against any law under which a tree preservation order or environmental planning instrument (other than a State environmental planning policy) relating to the land is made.

(9) In this section:

"protected area" means an area that is within:

(a) a national park or nature reserve within the meaning of the National Parks and Wildlife Act 1974, or

(b) land that is reserved or zoned for environmental protection purposes under the Environmental Planning and Assessment Act 1979, or

(c) a public reserve within the meaning of the Local Government Act 1993. "tree" includes shrub and plant.

References:

Dictionary for managing trees in urban environment – Author: DB Draper & P A

Richards Australian Standards (AS 4373-2007) Pruning of Amenity Trees

Local Government Act

1993 Roads Act

Tree Removal Assessment & Approval Form

Location & Details	
<input type="checkbox"/> Cootamundra <input type="checkbox"/> Gundagai <input type="checkbox"/> Stockinbingal <input type="checkbox"/> Coolac <input type="checkbox"/> Nangus <input type="checkbox"/> Tumalong <input type="checkbox"/> Frampton <input type="checkbox"/> Muttama <input type="checkbox"/> Wallendbeen <input type="checkbox"/> Brawlin	
Location:	
Reason for request / assessment:	
Botanical name (attach photos):	
Common Name:	
Number of Trees:	
Height/s:	
Surrounding Trees and the assessed tree(s) place in the landscape:	
Assessment (Visual)	
Trunk diameter 1 metre above ground:	
Signs of ground movement or heaving	<input type="checkbox"/> Yes <input type="checkbox"/> No
Visible Defects	
Broken limbs	<input type="checkbox"/> Yes <input type="checkbox"/> No
Unusual lean	<input type="checkbox"/> Yes <input type="checkbox"/> No
General health	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor / Fair
Existing / Potential to Damage Infrastructure	
Safety Risks to pedestrians / traffic	
Removal Impact:	<input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High
Assessment (Other)	
Details of any other measures taken to determine health / risk of tree	
Recommendations	
Priority Ranking	
Action Recommended (including replacement trees):	
Date:	Inspector:
Approvals	
Approved Course of Action	<input type="checkbox"/> Remove <input type="checkbox"/> Retain <input type="checkbox"/> Monitor
Notifications Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notes:	
Date:	General Manager / Manager Waste Parks & Recreation

Related CGRC Policies

- CGRC WH & S Policy
- The General Manager or Manager Waste, Parks & Recreation have the authority to determine applications and other matters under this policy;

PROCEDURES**Inspection procedure**

The tree assessment will consider the following aspects:

- The aesthetic, botanical and historic/archeological importance of tree/s
- Safety hazards posed by tree/s
- Substantial property damage caused or in Council's opinion likely to be caused by the growth of the tree/s
- Obstruction of footpaths, roads, utilities, drainage lines, sewer lines and other public infrastructure
- Whether pruning or other botanical treatment of a tree branches or roots would provide satisfactory relief from any nuisance being caused by the tree/s
- Whether replacement tree/s could be planted
- If any permits are required; and
- Where, in Council's opinion, the retention of the tree is causing unjustifiable hardship to the owner. Criteria for assessment in these circumstances are at the discretion of the Section Manager and may include age and disability, medical practitioner certification and Council's administration costs. These criteria will only be taken into account in extreme circumstances.

During the assessment of trees located on public land for which Council is responsible, Council is bound to undertake an assessment under Part V of the EP&A Act 1979. This is completed by Council suitably qualified staff when undertaking the assessment.

Visual Inspection

- If the ownership of the tree is in doubt, a survey may be conducted to determine ownership
- 360 degree, walk around, visual inspection of the tree from ground level. This inspection does not include any practice that is intrusive to the tree.

Physical Inspection

If, after the visual inspection, there is a question about the structural integrity of the tree, then the following options are available for further inspection.

- The inspector may have the tree climbed to inspect potential areas of concern.
- The tree may be bored to determine soundness of the bole
- The root crown may be excavated to inspect the roots

After inspection, the tree will be rated according to the criteria outlined below.

TREE RATING PROCEDURE

The following table summarises the Tree Ratings and corresponding Work Schedule.

Tree Rating	Work Schedule
Priority 1	Sent immediately to contractor for mitigation
Priority 2	To be mitigated through the next monthly tree work contract.
Priority 3	To be mitigated through the next or subsequent monthly tree work contract as the workload allows.
Priority 4	Work may be deferred due to workload and /or budget considerations.
Priority 5	Work may be deferred due to workload and /or budget considerations.

Priority 1

This is a tree that has one or more of the following visible characteristics:

- Signs of ground movement or heaving
- Recent cracking on the bole of the tree,
- Hung-up tree
- Broken limbs hanging over a moderate to high frequency target
- Failed tree lying on property or road
- Dead tree with extensive decay visible to the inspector and a high frequency target.

Trees with this rating have the first priority for removal or pruning. The inspector will immediately send the required work to a contractor for mitigation. These trees shall be dealt with as soon as practical within work schedule limits. "Priority 1" trees will not invoke the requirement for Public Notification as prescribed in this policy.

Priority 2

This is a tree that has one or more of the following characteristics:

- Visible fruiting bodies of known heart-rots
- Unusual lean
- Visible defect that could result in catastrophic failure of tree
- The tree is determined to be unsound after physical inspection
- Structural integrity of root system determined to be compromised after physical inspection
- Dead with minor decay visible to the inspector and a high frequency target.
- Obstruction of traffic signs *
- Interference with distribution or transmission lines **

Trees with this rating have second priority for removal or pruning.

Priority 3

Trees in this category have one or more of the following characteristics:

- Dead tree with a target of moderate to low frequency and minimal visible decay.
- Encroachment of branches onto house and/or roots incurring some form of damage to boulevards or private property.
- Limbs obstructing driver visibility
- Limbs interfering with residential utility feed
- Visible defect that could result in partial failure of tree with a moderate to low frequency target.
- Excessive wind loading on trees with a high frequency target.

Trees with this rating have third priority for removal or pruning, but may be dealt with as the workload allows. Trees assessed as "Priority 3" will be documented for mitigation.

Priority 4

Trees in this category have one or more of the following characteristics:

- Minor Limb and or root encroachment to private property or structures
- Excessive wind-loading on trees with a moderate to low frequency target.
- Trees that are growing near or beginning to encroach into private property causing no visible damage

Trees with this rating have fourth priority for removal or pruning. Trees in this category may eventually develop into a "Priority 3" in the future. The annual budget allotted by Council for tree and the work load will be the limiting factors in the determining when this work is completed. If deferred, these trees will be documented and filed for review near the financial year-end and completed as budget and priorities allow.

Priority 5

Trees in this category have the lowest priority and can be attended to as the annual budget allotted by Council for tree and as the work load allows.

Examples of Priority 5 are:

- Thinning of immature trees for stand management
- Inappropriate volunteer trees on boulevards, in road ends or right of ways
- Trees with none of the characteristics in the assessments for "Priority 1, 2, 3 or 4"

The annual budget allotted by Council for tree work and the work load will be the limiting factors in the determining when this work is completed. If deferred, these trees shall be documented and filed for review near the fiscal year-end and completed as the budget and priorities allow.

Review Period

This Policy will be reviewed annually. The Manager Waste, Parks & Recreation will report to Council on the outcome of the review and make recommendations for amendment, alteration or substitution of a new Policy if considered necessary.

Policy Statement

This Policy will be available for inspection at Council's principal office during ordinary business hours and at Council's website, mail@cgrc.nsw.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

References

- Development Act 1993
- Electricity Act 1996
- Local Government Act 1999
- Road Traffic Act 1961
- Sewerage Act 1929

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN**9.1 NOTICE OF MOTION - EXTENSION OF COOTAMUNDRA INDOOR POOL WEEKEND HOURS**

DOCUMENT NUMBER	303766
REPORTING OFFICER	Abb McAlister, Mayor
AUTHORISING OFFICER	Mark Ellis, Acting General Manager

The following Notice of Motion signed by Councillor Abb McAlister (Mayor) was submitted on 17 May, 2019.

I hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 28 May, 2019:

MOTION

Council investigate the feasibility of extending the Cootamundra indoor pool weekend operating hours.

Note from Councillor

I have had representations from members of the Cootamundra community in relation to the current Cootamundra indoor swimming pool weekend operational hours. The current hours of 9:00am to 12:00pm prove difficult to accommodate fulltime workers as potential pool users as Saturday mornings are traditionally spent attending to domestic tasks and undertaking sporting commitments.

To substantiate an adjustment to the pool's the current budget by extending weekend operating hours, pool staff will be asked provide statistics for the number of pool users attending the facility during a nominated trial period against previous attendance statistics. This report will be provided under separate cover.

10 QUESTIONS WITH NOTICE**10.1 QUESTIONS WITH NOTICE**

DOCUMENT NUMBER	304130
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Mark Ellis, Acting General Manager

RECOMMENDATION

The Questions with Notice from Councillors and related responses from Council officers be noted.

Questions with Notice

The following questions with notice from Councillors have been received with the responses from Council officers provided respectively:

Leigh Bowden – Please describe Council’s Recovery/Resilience Plan.

Response from Council Officer – Information on Council’s Recovery/Resilience Plan will take some time to collate. With the approval of Cr McAlister (Mayor) the information can be provided and discussed at a nominated future Councillor Workshop.

Leigh Bowden – What components are covered in Council’s Disaster Plan?

Response from Council Officer – Information on Council’s Recovery/Resilience Plan will take some time to collate. With the approval of Cr McAlister (Mayor) the information can be provided and discussed at a nominated future Councillor Workshop.

11 CONFIDENTIAL ITEMS

Nil