

# Business Paper

## ORDINARY COUNCIL MEETING

**ALBY SCHULTZ MEETING CENTRE,  
COOTAMUNDRA**

**6:00PM, TUESDAY 25<sup>TH</sup> JUNE, 2019**

**Administration Centres: 1300 459 689**

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

#### NOTICE OF MEETING

An Ordinary Meeting of Council will be held in the Alby Schultz Meeting Centre, Cootamundra on:

**Tuesday, 25th June, 2019 at 6:00pm**

The agenda for the meeting is enclosed.

Phil McMurray  
Acting General Manager



# AGENDA

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**1 ACKNOWLEDGEMENT OF COUNTRY**

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

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

## 5 CONFIRMATION OF MINUTES

### 5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 28 MAY 2019

|                          |   |
|--------------------------|---|
| REPORTING OFFICER        | Marianne McInerney, Personal Assistant to the General Manager             |
| AUTHORISING OFFICER      | Phil McMurray, Acting General Manager                                     |
| FINANCIAL IMPLICATIONS   | There are no Financial implications associated with this report.          |
| LEGISLATIVE IMPLICATIONS | There are no Legislative implications associated with this report.        |
| POLICY IMPLICATIONS      | There are no Policy implications associated with this report.             |
| ATTACHMENTS              | 1. Minutes of the Ordinary Meeting of Council held on Tuesday 28 May 2019 |

### RECOMMENDATION

**The Minutes of the Ordinary Meeting of Council held on Tuesday 28 May 2019 be confirmed as a true and correct record of the meeting.**

# Minutes

## ORDINARY COUNCIL MEETING

**COUNCIL CHAMBERS, GUNDAGAI**

**6:00PM, TUESDAY 28th May, 2019**

**Administration Centres: 1300 459 689**

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, GUNDAGAI  
ON TUESDAY, 28 MAY 2019 AT 6:00PM**

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

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

**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.

**CLOSE MEETING**

**RESOLUTION 143/2019**

Moved: Cr Leigh Bowden

Seconded: Cr Gil Kelly

**The Open Council meeting close for Open Forum.**

**CARRIED**

**2 OPEN FORUM**

List of Speakers

1. Judith Newman – Spoke on the removal of pedestrian ‘zebra’ crossings in Sheridan Street, Gundagai.
2. Pip McAlister – Commented that street lighting in the town is very poor and that the condition of the Cemetery grounds is disappointing and requires ground maintenance work, in particular weed removal.
3. Nancy Lawton – Spoke on Cemeteries and provided some negative feedback on recent cemetery activity in Gundagai.

**OPEN MEETING**

**RESOLUTION 144/2019**

Moved: Cr Dennis Palmer

Seconded: Cr Gil Kelly

**The Open Council meeting resume.**

**CARRIED**

**3 APOLOGIES**

Nil

**4 DISCLOSURES OF INTEREST**

A significant non-pecuniary interest was received from Cr Leigh Bowden in relation to item 8.1.5 Cootamundra Tourism Action Group S.355 Committee Meeting Minutes for the reason that she is a member of the committee.

**5 CONFIRMATION OF MINUTES****5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 30 APRIL 2019****RESOLUTION 145/2019**

Moved: Cr Dennis Palmer

Seconded: Cr Charlie Sheahan

**The Minutes of the Ordinary Meeting of Council held on Tuesday, 30<sup>th</sup> April, 2019 be confirmed as a true and correct record of the meeting.**

**CARRIED**

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

Moved: Cr Penny Nicholson

Seconded: Cr David Graham

- 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.**

**6.2 MAYORAL MINUTE - EMERGENCY SERVICES LEVY INCREASE****RESOLUTION 146/2019**

Moved: Cr Dennis Palmer

Seconded: Cr Gil Kelly

**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.

**CARRIED**



**6.3 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT – LATE REPORT****RESOLUTION 147/2019**

Moved: Cr Penny Nicholson

Seconded: Cr David Graham

**The information in the Mayoral Minute be received and noted.**

**CARRIED**

**7 REPORTS FROM COMMITTEES**

Nil

**8 GENERAL MANAGER'S REPORT****8.1 BUSINESS****8.1.1 COUNCILLOR WORKSHOP RESOLUTION****RESOLUTION 148/2019**

Moved: Cr Dennis Palmer

Seconded: Cr Gil Kelly

- 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, 13<sup>th</sup> 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, 26<sup>th</sup> November, 2019.**

**CARRIED**

**8.1.2 FINANCIAL ASSISTANCE GRANTS CORRESPONDENCE****RESOLUTION 149/2019**

Moved: Cr David Graham

Seconded: Cr Leigh Bowden

**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.**

**CARRIED**

**8.1.3 DROUGHT DECLARATION FOR CGRC****RESOLUTION 150/2019**

Moved: Cr Charlie Sheahan

Seconded: Cr Craig Stewart

**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.**

**CARRIED**

**8.1.4 INFORMATION BULLETIN****RESOLUTION 151/2019**

Moved: Cr Dennis Palmer

Seconded: Cr Craig Stewart

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

**CARRIED**

**8.1.5 COOTAMUNDRA TOURISM ACTION GROUP S.355 COMMITTEE MEETING MINUTES**

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

**RESOLUTION 152/2019**

Moved: Cr Charlie Sheahan

Seconded: Cr Penny Nicholson

- 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 recommendation included in the report.**

**CARRIED**

**8.1.6 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE MEETING MINUTES****RESOLUTION 153/2019**

Moved: Cr Charlie Sheahan

Seconded: Cr Leigh Bowden

**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.**

**CARRIED**

**8.1.7 STOCKINBINGAL ELLWOOD'S HALL S.355 COMMITTEE MEETING MINUTES, MEMBERSHIP AND HIRE FEES****RESOLUTION 154/2019**

Moved: Cr Craig Stewart

Seconded: Cr Penny Nicholson

- 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.**

**CARRIED**

**8.1.8 MUTTAMA CREEK REGENERATION GROUP S.355 COMMITTEE MEETING MINUTES****RESOLUTION 155/2019**

Moved: Cr Charlie Sheahan

Seconded: Cr Doug Phillips

**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.**

**CARRIED**

**8.1.9 COOTAMUNDRA DEVELOPMENT CORPORATION - REQUEST FOR SPONSORSHIP FOR COOTAMUNDRA WATTLE TIME FAIR****RESOLUTION 156/2019**

Moved: Cr Doug Phillips

Seconded: Cr Penny Nicholson

**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.**

**CARRIED**

**8.1.10 COUNCIL MEETING ACTION REPORT****RESOLUTION 157/2019**

Moved: Cr Charlie Sheahan

Seconded: Cr Leigh Bowden

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

**CARRIED**

**8.1.11 MONTHLY MAJOR PROJECTS PROGRAM REPORT****RESOLUTION 158/2019**

Moved: Cr Doug Phillips

Seconded: Cr Dennis Palmer

- 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 FINANCE****8.2.1 MARCH QUARTERLY BUDGET REVIEW STATEMENT****RESOLUTION 159/2019**

Moved: Cr Doug Phillips

Seconded: Cr Leigh Bowden

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

**CARRIED**

**8.2.2 MONTHLY FINANCE REPORT FOR APRIL 2019****RESOLUTION 160/2019**

Moved: Cr Doug Phillips

Seconded: Cr Leigh Bowden

**The attached Monthly Finance Report for April, 2019 be received and noted.**

**CARRIED**

**8.2.3 INVESTMENT REPORT - APRIL 2019 – LATE REPORT****RESOLUTION 161/2019**

Moved: Cr Gil Kelly

Seconded: Cr Penny Nicholson

**The attached Investment Report as at 30 April, 2019 be received and noted.**

**CARRIED**

### **8.3 COMMUNITY AND CULTURE**

#### **8.3.1 COOTAMUNDRA DEVELOPMENT CORPORATION MEMORANDUM OF UNDERSTANDING**

##### **RESOLUTION 162/2019**

Moved: Cr Doug Phillips

Seconded: Cr Leigh Bowden

**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.**

**CARRIED**

### **8.4 DEVELOPMENT, BUILDING AND COMPLIANCE**

#### **8.4.1 DEVELOPMENT APPLICATIONS APPROVED APRIL 2019**

##### **RESOLUTION 163/2019**

Moved: Cr Gil Kelly

Seconded: Cr Craig Stewart

**The information on Development Applications Approved in April, 2019 be noted.**

**CARRIED**

### **8.5 REGULATORY SERVICES**

Nil

### **8.6 ASSETS**

#### **8.6.1 COUNCIL WATER RESTRICTIONS POLICY AND PROCEDURES**

##### **RESOLUTION 164/2019**

Moved: Cr Dennis Palmer

Seconded: Cr David Graham

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

**CARRIED**

**8.7 CIVIL WORKS****8.7.1 OPERATIONS REPORT - MAY 2019****RESOLUTION 165/2019**

Moved: Cr Penny Nicholson

Seconded: Cr David Graham

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

**CARRIED**

**8.7.2 COUNCIL MINI BUS****RESOLUTION 166/2019**

Moved: Cr Dennis Palmer

Seconded: Cr Doug Phillips

**The Council Hiace mini bus be retained for a period of six months and a report on the bus's usage income and costs against the bus be prepared and submitted to the November, 2019 Ordinary Meeting.**

**CARRIED**

**8.7.3 COOTAMUNDRA RUGBY UNION CLUB - REQUEST FINANCIAL ASSISTANCE TO COMPLETE THE UNION CLUB FACILITIES PROJECT****RESOLUTION 167/2019**

Moved: Cr Charlie Sheahan

Seconded: Cr David Graham

**Council approve the Acting General Manager, subsequent to advice provided from Council's Financial Auditors Crowe Howarth, to facilitate a loan of \$100,000, to be repaid over a 5 year period, to the Cootamundra Rugby Union for the Facilities Project in accordance with legislation under the Local Government Act, 1993.**

**CARRIED**

## **8.8 TECHNICAL SERVICES**

### **8.8.1 BONGOLONG CREEK BRIDGE**

#### **RESOLUTION 168/2019**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

- 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.**

**CARRIED**

## **8.9 FACILITIES**

### **8.9.1 STAN CROWE OVAL CANTEEN UPDATE**

#### **RESOLUTION 169/2019**

Moved: Cr Penny Nicholson

Seconded: Cr Craig Stewart

**The updated information on the Stan Crowe Oval Canteen project be received and noted.**

**CARRIED**

## **8.10 WASTE, PARKS AND RECREATION**

### **8.10.1 MAINTENANCE OF PUBLIC OPEN SPACES AT STOCKINBINGAL AND WALLEND BEEN**

#### **RESOLUTION 170/2019**

Moved: Cr Penny Nicholson

Seconded: Cr Leigh Bowden

**The report on the Maintenance of Public Open Spaces at of Stockinbingal and Wallendbeen be noted and methodologies contained with the report be endorsed.**

**CARRIED**



**8.10.2 STREET TREE MANAGEMENT POLICY****RESOLUTION 171/2019**

Moved: Cr Leigh Bowden

Seconded: Cr Penny Nicholson

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.

**CARRIED**

**9 MOTION OF WHICH NOTICE HAS BEEN GIVEN****9.1 NOTICE OF MOTION - EXTENSION OF COOTAMUNDRA INDOOR POOL WEEKEND HOURS****RESOLUTION 172/2019**

Moved: Cr Abb McAlister

Seconded: Cr Gil Kelly

**Council investigate the feasibility of extending the Cootamundra indoor pool weekend operating hours. Further, Council undertake a review of the facility's processes and expenditure and incorporate options regarding the use of staff or contractors in the management of both the pool and stadium facilities.**

**CARRIED**

**10 QUESTIONS WITH NOTICE****10.1 QUESTIONS WITH NOTICE****RESOLUTION 173/2019**

Moved: Cr Gil Kelly

Seconded: Cr Dennis Palmer

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

**CARRIED**

11        **CONFIDENTIAL ITEMS**

Nil

**The Meeting closed at 8:38 PM.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 25 June 2019.**

.....

**CHAIRPERSON**

.....

**GENERAL MANAGER**

## 6 MAYORAL MINUTES

### 6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT

|                     |                                       |
|---------------------|---------------------------------------|
| DOCUMENT NUMBER     | 304024                                |
| AUTHORISING OFFICER | Phil McMurray, Acting General Manager |
| REPORTING OFFICER   | Abb McAlister, Mayor                  |
| ATTACHMENTS         | Nil                                   |

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

#### RECOMMENDATION

**The information in the Mayoral Minute be received and noted.**

#### 22<sup>nd</sup> May, 2019

Cr Nicholson and I attended a Gundagai Tourism Action s355 Committee meeting

#### 23<sup>rd</sup> May, 2019

Cr Palmer (Deputy Mayor), Cr's Bowden, Graham, Nicholson and Sheahan, and I met with Mr Gary White, Chief Town Planner NSW Department Planning.

#### 24<sup>th</sup> May, 2019

Cr Graham and I attended a Softwood Working Group meeting in Tumut.

I attended a Riverina Eastern Regional Organisation of Council's meeting in Wagga Wagga.

#### 26<sup>th</sup> May, 2019

Cr's Bowden, Nicholson and Sheahan, and I attended a Reconciliation Week Film Screening and Panel discussion organised by the Cootamundra Aboriginal Working Party.

#### 27<sup>th</sup> May, 2019

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

#### 28<sup>th</sup> May, 2019

Cr Bowden attended a Cootamundra Tourism Action s.355 Committee meeting.

Phil McMurray (Acting General Manager) and I attended a Gundagai Preschool working group meeting.

#### 29<sup>th</sup> May, 2019

Cr's Bowden and Nicholson attended the Stockinbingal Pump Track official opening.

Cr Bowden attended a Wallendbeen Landscaping Plan community consultation meeting.

30<sup>th</sup> May, 2019

Cr Sheahan chaired the Access and Inclusion Committee.

Cr Bowden attended a Gundagai Cultural Group meeting.

Cr Bowden attended an Ellwood's Halls.355 Committee meeting.

31<sup>st</sup> May, 2019

Cr Palmer (Deputy Mayor), Phil McMurray (Acting General Manager) and I attended the Country Mayors Association meeting in Sydney.

3<sup>rd</sup> June, 2019

Cr Sheahan attended a NSW Local Roads Congress in Sydney hosted by Institute of Public Works Engineering Australasia.

Cr Bowden attended an Aboriginal Working Party meeting.

5<sup>th</sup> June, 2019

Cr Sheahan attended the Cootamundra Floodplain Risk Management Committee

6<sup>th</sup> June, 2019

Cr's Bowden and Nicholson attended a Cootamundra Tourism Action s.355 Committee meeting.

Cr Palmer (Deputy Mayor), Phil McMurray (Acting General Manager) and I attended a Riverina Eastern Regional Organisation of Council in Wagga Wagga.

7<sup>th</sup> June, 2019

Cr Sheahan attended a meeting Cootamundra stock agents regarding the Saleyard fees and future measures.

11<sup>th</sup> June, 2019

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

12<sup>th</sup> June, 2019

Cr's Bowden, Nicholson and Sheahan, and I attended a meeting with Member for Cootamundra, Steph Cooke, MP.

Cr Nicholson and I attended the Gundagai Tourism Action s.355 Committee meeting.

Cr Stewart attended a Cootamundra Heritage s.355 Committee meeting.

13<sup>th</sup> June, 2019

Cr Sheahan Chaired the Local Traffic Committee meeting.

Phil McMurray (Acting General Manager) and I attended a Local Land Services dinner.

15<sup>th</sup> June, 2019

Cr Palmer (Deputy Mayor), Cr's Kelly and Stewart, and I attended the Cootamundra Development Corporation Annual Business Awards Dinner where Cr Palmer and I each presented an award.

16<sup>th</sup> June, 2019

Phil McMurray (Acting General Manager) and I attended the Local Government National General Assembly in Canberra 16<sup>th</sup> – 19<sup>th</sup> June, 2019.

17<sup>th</sup> June, 2019

Cr Bowden attended a meeting at the Cootamundra Development Corporation.

19<sup>th</sup> June, 2019

Cr Palmer (Deputy Mayor), Cr's Nicholson and Sheahan, and I attended a meeting with representatives from ARTC Inland Rail Project.

Cr Kelly attended the Cootamundra Showground Users s.355 Committee meeting.

## 7 REPORTS FROM COMMITTEES

### 7.1 MINUTES OF THE COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING HELD ON THURSDAY 13 JUNE 2019

|                          |  |
|--------------------------|--|
| REPORTING OFFICER        | Mark Ellis, Manager Civil Works  |
| AUTHORISING OFFICER      | Phil McMurray, Acting General Manager  |
| FINANCIAL IMPLICATIONS   | There are no Financial implications associated with this report.                 |
| LEGISLATIVE IMPLICATIONS | There are no Legislative implications associated with this report.               |
| POLICY IMPLICATIONS      | There are no Policy implications associated with this report.                    |
| ATTACHMENTS              | 1. Cootamundra-Gundagai Local Traffic Committee - 13 June 2019 <a href="#">↓</a> |

#### RECOMMENDATION

The Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 13 June 2019 (attached) are submitted for adoption.



ABN: 46 211 642 339  
PO Box 420, Cootamundra NSW 2590  
Email: [mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au)  
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# Minutes

## COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING

**ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA**

**10AM, THURSDAY 13th June, 2019**

**Administration Centres: 1300 459 689**

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL  
COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING  
HELD AT THE ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA  
ON THURSDAY, 13 JUNE 2019 AT 10AM**

**PRESENT:** Acting General Manager Phil McMurray, Cr Charlie Sheahan (Chairperson),  
Roads Safety Officer Anthony Carrol, Manager Civil Works Mark Ellis,  
Gundagai Highway Patrol Matt Owens, RMS Fazlul Hoque

**IN ATTENDANCE:**

Manager Technical Services Matt Stubbs, and Tim Morris

**1 APOLOGIES**

Steph Cooke's Office Representative Ros White

**2 DISCLOSURES OF INTEREST**

Nil

**3 CONFIRMATION OF MINUTES**

**4.1 MINUTES OF THE COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING  
HELD ON FRIDAY 7 JUNE 2019**

**COMMITTEE RESOLUTION**

Moved: Cr Charlie Sheahan

Seconded: Mr Tim Morris

**The Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Friday 7 June 2019 be confirmed as a true and correct record of the meeting.**

**CARRIED**

**4 REPORTS**

**5.1 CATTLE RAMP - EDWARDSTOWN ROAD**

**RECOMMENDATION**

**The respondent be advised that the Local Traffic Committee has considered the request to install Stock ramp on Edwardstown Road subject to the ramp being installed to council's policy on 'installation of stock ramps'.**



**5.2 OLYMPIC HIGHWAY - LEFT TURN LANE INTO LISMORE ROAD****RECOMMENDATION**

1. Traffic counts be undertaken on the Olympic Highway, Lismore and Frampton Roads to assess the volume of turning traffic.
2. Council write to the RMS requesting consideration be given to the construction of turning lanes from the Olympic Highway into Lismore Road and Frampton Road be considered.

**5.3 OLYMPIC HIGHWAY - TEMPORARY TRAFFIC CONTROL LISMORE ROAD INTERSECTION****RECOMMENDATION**

The event organiser be advised that the Local Traffic Committee have considered the upcoming 'Oceania Orienteering event' and recommend that they consider some temporary traffic advisory measures be placed on the Olympic Highway either side of Lismore Road to warn of turning traffic during the event.

Note: For 1000 participants then possibly 500 vehicles turning off Olympic Way onto Lismore Road in the space of approximately 2 hours in the morning and approximately 90 minutes at the conclusion of the activity. This traffic is likely to cause some congestion on the Olympic way, therefore a traffic management plan should be prepared, that Cootamundra Gundagai Regional Council can contribute to do. This Traffic Plan will include Variable Message Boards that will need to be displayed before and during the event. A Road Occupancy License will need to be obtained as this event will impact upon traffic on the Olympic Way.

**5.4 YASS ROAD SERVICE CENTRE****RECOMMENDATION**

Council endorse the previous recommendation of the November 2018 Local Traffic Committee with the continuation of the painted median remaining at the Rodeo Drive intersection and inclusion of painting turning arrows into the service centre.

**5.5 OLD HUME HIGHWAY ACCESS TO SIGNATURE QUARRY****RECOMMENDATION**

1. Council investigate speeding and other safety issues to be reported back to a future Local Traffic Committee meeting.
2. Council staff and the Roads safety Officer consult with the Quarry operators in regard to road safety issues.
3. Council arrange for a pavement and drainage structure review into the suitability of the Road being capable of taking higher mass limited vehicles.

#### **5.6 BEREENA ROAD ACCESS TO TEGRA QUARRY**

##### **RECOMMENDATION**

Approval is given to the operators of Tegra Quarry to maintain Bereena Road from the Hume Highway to the quarry gate until a formal MOU is prepared.

#### **5.7 DARBARALA ROAD ACCESS TO EULONGA QUARRY**

##### **RECOMMENDATION**

The quarry owners be consulted to develop an agreement for the improved safety of Darbarlara Road.

#### **5.8 COOTAMUNDRA ROTARY CLUB CYCLING SPECIAL EVENT APPLICATION**

##### **RECOMMENDATION**

Council approves the closure of Bourke Street Cootamundra between Parker and Cooper Streets from the hours of 7.30am and 1.30pm on Saturday 14th September in support of the Rotary Cycling event and market stalls subject to the event organiser complying with all conditions set by Council.

#### **5.9 YASS ROAD / BARNES STREET INTERSECTION**

##### **RECOMMENDATION**

The Local Traffic Committee give in principal support to the revised proposal of the intersection and that further consultation be undertake between Council and the property owners.

#### **5.10 REQUEST FOR PEDESTRIAN CROSSING ON SHERIDAN STREET**

##### **RECOMMENDATION**

The requested Pedestrian (Zebra) Crossing be refused due to:

1. Insufficient pedestrian and vehicle numbers to satisfy RMS warrants.
2. Potential loss of existing parking either side of the crossing to meet Safe Sight Distance requirements.

It is also recommended that Council:

1. Investigate shared pedestrian zones from Sheridan Street.
2. Consult with Local Street Advisory Committee regarding recommendation for safe vehicle speeds in the street development area.

#### 5.11 WALLENDON TO MACKAY STREET LANEWAY

##### RECOMMENDATION

The previous Local Traffic Committee recommendation, to not approve the Egress ramp in the laneway, will still stand.

#### 5.12 PARKING AT KINGSTON PARK

##### RECOMMENDATION

Pavement markings be painted across the driveway of No 8 Gundagai Road to indicate 'no parking' with the policing and enforcement to follow.

##### GENERAL BUSINESS

1. Sheridan Street – traffic turning across the double lines. Council has received advise that motorist are crossing the double lines to park on the opposite of the street. Discussions centred around education and then enforcement. Tim Morris to consult with the Sheridan Street committee on the matter.
2. Correspondence from Mr Ross Fritzell- the RSO will communicate with Mr Fritzell on his concerns.
3. E.A Southee School - school crossing - the RSO will communicate with the E.A Southee School to further investigate their concerns.
4. Wallendoon Street pedestrian crossing- incident between car and pedestrian. Further info to be sourced.
5. Cootamundra Development Committee - late request submitted re the 2019 Wattle Time festival and street procession. Report and recommendation will be prepared and sent via email to Local Traffic Committee members for consideration.

The Meeting closed at 12:20 PM.

The minutes of this meeting were confirmed at the Cootamundra-Gundagai Local Traffic Committee Meeting held on 11 August 2019.

.....  
CHAIRPERSON

.....  
GENERAL MANAGER

**7.2 MINUTES OF THE ACCESS AND INCLUSION COMMITTEE MEETING HELD ON FRIDAY 5 APRIL 2019**

|                          |   |
|--------------------------|---|
| REPORTING OFFICER        | Miriam Crane, Manager Community and Culture                         |
| AUTHORISING OFFICER      | Phil McMurray, Acting General Manager                               |
| FINANCIAL IMPLICATIONS   | There are no Financial implications associated with this report.    |
| LEGISLATIVE IMPLICATIONS | There are no Legislative implications associated with this report.  |
| POLICY IMPLICATIONS      | There are no Policy implications associated with this report.       |
| ATTACHMENTS              | 1. Minutes - Access and Inclusion Advisory Committee - 5 April 2019 |

**RECOMMENDATION**

**The Minutes of the Access and Inclusion Committee Meeting held on Friday 5 April 2019 (attached) are submitted for adoption.**



ABN: 46 211 642 339  
PO Box 420, Cootamundra NSW 2590  
Email: [mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au)  
[www.cgrc.nsw.gov.au](http://www.cgrc.nsw.gov.au)

# Minutes

## ACCESS AND INCLUSION COMMITTEE MEETING

**ALBY SCHULTZ MEETING CENTRE,  
COOTAMUNDRA**

**9:00AM, FRIDAY 5th April, 2019**

**Administration Centres: 1300 459 689**

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

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

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

**1 APOLOGIES**

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

**2 REPORTS**

**2.1 ADVISORY COMMITTEE ADMINISTRATION**

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

**RECOMMENDATION**

**For the information of the Advisory Committee.**

**2.2 NEW ADVENTURE PLAYGROUNDS DESIGNS, PRESENTATION BY TIM MORRIS**

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

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

Rob Seymour (playground consultant) joined via phone:

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

**RECOMMENDATION**

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

Access and Inclusion Committee Meeting Minutes

5 April 2019

## 2.3 DISABILITY ACCESS EQUIPMENT FOR COOTAMUNDRA HEATED POOL

### RECOMMENDATION

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

## 2.4 MEETING TIMES/ DATES AND VENUE

### RECOMMENDATION

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

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

The Meeting closed at 10.37am.

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

.....  
CHAIRPERSON

.....  
GENERAL MANAGER

**7.3 MINUTES OF THE ACCESS AND INCLUSION COMMITTEE MEETING HELD ON THURSDAY 30 MAY 2019**

|                          |  |
|--------------------------|--|
| REPORTING OFFICER        | Miriam Crane, Manager Community and Culture  |
| AUTHORISING OFFICER      | Phil McMurray, Acting General Manager  |
| FINANCIAL IMPLICATIONS   | There are no Financial implications associated with this report.                     |
| LEGISLATIVE IMPLICATIONS | There are no Legislative implications associated with this report.                   |
| POLICY IMPLICATIONS      | There are no Policy implications associated with this report.                        |
| ATTACHMENTS              | 1. Minutes - Access and Inclusion Advisory Committee - 30 May 2019 <a href="#">↓</a> |

**RECOMMENDATION**

**The Minutes of the Access and Inclusion Committee Meeting held on Thursday 30 May 2019 (attached) are submitted for adoption.**





**COOTAMUNDRA-  
GUNDAGAI REGIONAL  
COUNCIL**

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PO Box 420, Cootamundra NSW 2590  
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# Minutes

## ACCESS AND INCLUSION COMMITTEE MEETING

**COUNCIL CHAMBERS, GUNDAGAI**

**3PM, THURSDAY 30th May, 2019**

**Administration Centres: 1300 459 689**

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL  
ACCESS AND INCLUSION COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBERS, GUNDAGAI  
ON THURSDAY, 30 MAY 2019 AT 3PM**

**PRESENT:** Cr Charlie Sheahan (Chairperson), Lin Chaplin, Narelle Nibbs, Narelle Gilholme, Marjorie Taprell and Irene Booby

**IN ATTENDANCE:** Miriam Crane (Manager of Community and Culture)

**1 APOLOGIES**

Robert Gilholme, Paula Maher and Sharon Langman

**2 CONFIRMATION OF MINUTES**

**2.1 MINUTES OF THE ACCESS AND INCLUSION COMMITTEE MEETING HELD ON FRIDAY 5 APRIL 2019**

**COMMITTEE RECOMMENDATION**

Moved: Cr Charlie Sheahan

Seconded: Lin Chaplin

Action List: Miriam to contact Allison again from the Gundagai House to invite her to attend meetings. Miriam to also resend DIAP to committee members, and send out final plans for the major playgrounds. Also NDIS Expo Information.

An introductory piece to be written for the newspaper on the committee. The piece will congratulate Council on their previous performance as an employer, and encourage them to continue to support community participation.

Narelle G to take role of public officer and assist in preparation of a quarterly report for the Council newsletter.

**RECOMMENDATION**

**The Minutes of the Access and Inclusion Committee Meeting held on Friday 5 April 2019, attached to the report, be confirmed as a true and correct record of the meeting.**

**CARRIED**

### 3 REPORTS

#### 3.1 DISABILITY INCLUSION ACTION PLAN

##### COMMITTEE RECOMMENDATION

Note: Members reviewed items that make up the plan.

##### RECOMMENDATION

**1. Council to expedite the installation of the ramp at the Gundagai pool.**

Moved: Irene Booby

Seconded: Narelle Gilholme

**2. A lift and change table be installed at the Cootamundra Pool.**

Moved: Marjorie Taprell

Seconded: Lin Chapin

**3. Council investigate the provision of a public adult change facility in Cootamundra. Lin/ Charlie**

Moved: Lin Chapin

Seconded: Cr Charlie Sheahan

**4. The Recreational Needs Study consultants be requested to consider access and inclusion in relation to programs in addition to facilities. Narelle G, Lin**

Moved: Narelle Gilholme

Seconded: Lin Chapin

**5. Council partner with Ability links to deliver a Business Disability Access Audit. Narelle N/Charlie**

Moved: Narelle Nibbs

Seconded: Cr Charlie Sheahan

**CARRIED**

#### 3.2 OPERATIONAL PLAN

##### COMMITTEE RECOMMENDATION

Moved: ?

Seconded: ?

Items from the Disability Inclusion Action Plan have now been incorporated into the Operational Plan  
19/20

**.CARRIED**

**3.3 ROSS FITZELL - SUGGESTIONS**

**COMMITTEE RECOMMENDATION**

Moved: Marjorie Taprell

Seconded: Narelle Nibbs

**Ross Fitzell's concerns be acknowledged and pursued within the appropriate Council areas.**

**CARRIED**

**Date for next meeting is Thursday 27<sup>th</sup> June at 3pm at the Alby Schulz Room, Cooper St Cootamundra.**

**The Meeting closed at 4:26PM.**

**The minutes of this meeting were confirmed at the Access and Inclusion Committee Meeting held on 27 June 2019.**

.....

**CHAIRPERSON**

.....

**GENERAL MANAGER**

## 8 GENERAL MANAGER'S REPORT

### 8.1 BUSINESS

#### 8.1.1 GUNDAGAI TOURISM ACTION S.355 COMMITTEE MEETING MINUTES

|                                       |   |
|---------------------------------------|---|
| DOCUMENT NUMBER                       | 305539  |
| REPORTING OFFICER                     | Teresa Breslin, Governance Officer  |
| AUTHORISING OFFICER                   | Phil McMurray, Acting General Manager   |
| RELEVANCE TO COMMUNITY STRATEGIC PLAN | <p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.2 Active participation and engagement in local decision-making</p>                                |
| FINANCIAL IMPLICATIONS                | There are no Financial implications associated with this report.  |
| LEGISLATIVE IMPLICATIONS              | There are no Legislative implications associated with this report.  |
| POLICY IMPLICATIONS                   | To comply with the Section 355 Committee Management Manual.   |
| ATTACHMENTS                           | <ol style="list-style-type: none"> <li>1. 14 March 2019 Minutes <a href="#">↓</a></li> <li>2. 22 May 2019 Minutes <a href="#">↓</a></li> <li>3. 12 June 2019 Minutes <a href="#">↓</a></li> </ol> |

#### RECOMMENDATION

1. The Minutes of the Gundagai Tourism Action s.355 Committee meetings held on 14 March, 22 May and 12 June 2019, attached to the report, be received and noted.
2. Council consider the Committee recommendation included in the report.

#### Introduction

The attached Minutes of the Gundagai Tourism Action s.355 Committee meeting held on 13 February 2019 are submitted for the information of Council.

#### Committee Recommendations to Council

In the minutes of the Committee dated 12 June 2019, the Committee has recommended that;

1. Council urgently address the situation with the road surface at Annie Pyers Drive.
2. Council set Gaol Entry Fees at \$5 per person, Children free. Gaol Audio Headsets to be an additional \$5 each to hire.

**COOTAMUNDRA - GUNDAGAI REGIONAL COUNCIL****GUNDAGAI TOURISM ACTION COMMITTEE****Meeting No 97****Thursday 14<sup>th</sup> March 8:45am –Gundagai Council Chamber****Minutes****MEETING COMMENCED:** 8.55am**PRESENT:** Miriam Crane, Penny Nicholson, Jessie Waite, John Morgan, Abb McAlister**APOLOGIES:** Jim Morton, Peter Batey, Renee Lindley**CONFIRMATION OF PREVIOUS MINUTES:**

Moved: Penny Nicholson

Second: John Morgan

**CORRESPONDENCE:****(a) 2019 Regional Tourism Awards – Hosting Opportunity**

Application to host the 2019 Regional Tourism Awards was received Tuesday 12 March. Deadline to apply to host the event is Friday 5 April. The awards are to be held on Saturday 27<sup>th</sup> of July 2019. It was discussed that the event would be a fantastic promotion for Gundagai and a great event to host, however 3 months is simply not enough time to organise an event of this scale. Miriam to send an email requesting earlier notification about hosting the event, and also to enquire about hosting the 2020 awards. If we are able to apply early for the 2020 awards, TAC will be able to begin preparing a framework for the event.

**(b) Michael Durrant – Dinosaur Fossil Museum**

Michael would like council assistance in starting up an Australian Fossils Museum in Gundagai that was previously going to be at the Dog on the Tuckerbox. Overall it was concluded that Dinosaurs has little to no connection with Gundagai and would best be left up to Michael to organise if he would like it to happen in town.

**KEY FOCUS AREA UPDATES****(a) Dog on the Tuckerbox Study**

No further update.

**(b) Tourism and Economic Development Strategy**

Overall it was felt that the meeting held in December was very constructive, however this was not reflected in the document produced. It was bland and underwhelming, with no images and no expansion on any ideas. Comments on the Draft Strategy should be submitted in writing to Miriam within a week, in order to be passed on and discussed at the next council workshop held on Monday 25<sup>th</sup> March.

**(c) Launch and Promotion of Main Street****i. Main Street Mural**

Miriam met with Jenny Blake the artist for the Green Dog Gallery Mural. Jenny presented some good ideas for different types of artwork. She will get back to Miriam with some designs.

**(d) River Access and Morley's Creek Plan (Old Mill)**

No further update.

**(e) Visitor Information Centre Upgrade**

Plans are currently with the access consultant. Miriam is waiting to hear back.

**(f) Truck Museum**

No further update.

**(g) Railway Bridge and Cycle Path**

Letter to be requested from Transport NSW in support of the project in order to develop on the land.

**(h) Social Media**

Overall everyone was happy with the posts that have been published of late.

**Sundy in Gundy Format**

Jessie to take over the running of Sundy in Gundy.

New time will be 9am-1pm to allow for traffic pulling of the highway for lunch. There will be 8 stall holders for the March markets. Signs will be put out on the highway on the last Saturday of the month, and will be collected after the markets on the Sunday afternoon.

Jessie will contact stall holders in the middle of the month to confirm their attendance. Also it was suggested, that markets be held 8 times a year instead of 11 times. They can be grouped as the Autumn Markets in February, March April and May, and Spring Markets in August, September, October and November. The Busking Championships Committee will attempt to secure buskers each month.

**GENERAL BUSINESS**

Nothing to note.

**NEXT MEETING:**

8:45am Wednesday 10<sup>th</sup> April 2019 at Gundagai Council Chambers.

**COOTAMUNDRA - GUNDAGAI REGIONAL COUNCIL**

**GUNDAGAI TOURISM ACTION COMMITTEE**

**Meeting No 98**

**Wednesday 22<sup>nd</sup> May 8:45am –Gundagai Council Chamber**

**Minutes**

**MEETING COMMENCED:** 8.56am

**PRESENT:** Miriam Crane, Penny Nicholson, John Morgan, Abb McAlister, Renee Lindley

**APOLOGIES:** Jim Morton, Peter Batey, Jessie Waite

**CONFIRMATION OF PREVIOUS MINUTES:**

Moved: John Morgan

Second: Penny Nicholson

**CORRESPONDENCE:**

Nil

**KEY FOCUS AREA UPDATES**

**(a) Dog on the Tuckerbox Signage**

Joe Morton gave a presentation on the amended design concept for the signage. The committee gave their full support.

**(b) Tourism and Economic Development Strategy**

The final strategy was adopted by Council with some minor changes as recommended by TAC. Actions have been included in the 2019/2020 draft operational plan and associated budget requested. Should these documents be approved as is we will be in a position to implement post July.

**(c) Launch and Promotion of Main Street**

**i. Main Street Mural**

Jenny to be given one more month to come back to us with detailed designs, costings and timeframe. Otherwise we will need to seek an alternate artist/site.

**(d) River Access and Morley's Creek Plan (Old Mill)**

Plans for the Old Mill Redevelopment were shown and given full support by the committee.

**(e) Visitor Information Centre Upgrade**

Draft concepts for the new centre were well received by the committee who enquired about what the additional features of the new centre will be.



**(f) Truck Museum**

No further update.

**(g) Railway Bridge and Cycle Path**

Letter to be requested from Transport NSW in support of the project in order to develop on the land.  
(carried forward)

**(h) Social Media/Marketing**

TV advertisements are being prepared for Cootamundra and Gundagai.

**Sundy in Gundy Format**

Jessie to put a post on Sundy in Gundy FB again/posters up to make sure the community know how sundy in gundy now works, when it is on, when it is not etc.

Jessie to talk to businesses again to clarify any specific requirements they may have with regards to stalls setting up. Try to gauge who will be open by sending out an email.

**ANBC Update**

They are a small committee. There is a meeting tonight. Working on getting sponsorship and have made an application for funding. Penny will ask the ANBC Committee re having possibly having the terrier races associated with the event.

**GENERAL BUSINESS**

Abb pointed out that the current edition of Open Road has a story on Gundagai.

Penny asked re the install of the sculpture on the corner of Homer and Sheridan St. It is due by November.

**NEXT MEETING:**

8:45am Wednesday 12<sup>th</sup> June 2019 at Gundagai Council Chambers.

**COOTAMUNDRA - GUNDAGAI REGIONAL COUNCIL**

**GUNDAGAI TOURISM ACTION COMMITTEE**

**Meeting No 99**

**Wednesday 12<sup>th</sup> June 8:45am –Gundagai Council Chamber**

**Minutes**

**MEETING COMMENCED:** 9.03am

**PRESENT:** Miriam Crane, John Morgan, Jim Morton, Peter Batey, Abb McAlister

**APOLOGIES:** Penny Nicholson, Jessie Waite, Renee Lindley

**CONFIRMATION OF PREVIOUS MINUTES:**

Moved: John Morgan

Second: Miriam Crane

**CORRESPONDENCE:**

EOI - LGNSW Tourism Conference March 2020

EOI - LGNSW Water Management Conference September 2020

**KEY FOCUS AREA UPDATES**

**(a) Dog on the Tuckerbox Signage**

Report to be given at the next meeting.

*Recommendation: That Council urgently address the situation with the road surface at Annie Pyers Drive.*

*Moved: John Morgan, Seconded: Peter Batey. Carried.*

**(b) Branding and Marketing Strategy RFQ**

Miriam to ask Renee if she would like to provide any feedback.

**(c) Launch and Promotion of Main Street**

**i. Main Street Mural**

Miriam to seek alternate artist/site.

**(d) River Access and Morley's Creek Plan (Old Mill)**

DA for the Old Mill has been submitted. Next stage will be Tender then EOI for commercial use (combined with community use).

**(e) Visitor Information Centre Upgrade**

Report to be given at the next meeting.

**(f) Truck Museum – Long weekend report**

150 were at the dinner. Jim did not attend the day activities so was unable to report.

**(g) Railway Bridge and Cycle Path**

GHBI had one span of the bridge 3D digitized and have received a quote for \$34,000 for digitization of the whole of the bridge.

**(h) Social Media/Marketing**

The advertisement has not been completed as yet and will be circulated via email for comment.

**Sundy in Gundy Format**

No markets in June/July.

**ANBC Update**

Maggie will hold markets in Carberry Park on October 26.

Andy enquired as to whether the flag system in the main street will be ready. This is unlikely.

**GENERAL BUSINESS**

*Gaol Audio Tours*

Miriam to purchase Narrowcasters content for \$4000 and also a couple of headsets for use. Peter to advertise for volunteers to open the Gaol on some occasions.

*Recommendation: That Council set Gaol Entry Fees at \$5 per person, Children free. Gaol Audio Headsets to be an additional \$5 each to hire. Moved: Peter Batey, Seconded: Jom Morton. Carried.*

*Gabriel Gallery*

Peter Batey has spoken to Jessica Butcher to offer the Gaol residence as a location for the Gabriel Gallery should it be required when their store closes.

*Pen Museum*

Miriam to enquire with Bruce Wicks as to his progress on the Pen Museum Collection.

**NEXT MEETING:**

8:45am Wednesday 24<sup>th</sup> July 2019 at Gundagai Council Chambers.

**8.1.2 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE**

|                                       |   |
|---------------------------------------|---|
| DOCUMENT NUMBER                       | 305397  |
| REPORTING OFFICER                     | Teresa Breslin, Governance Officer  |
| AUTHORISING OFFICER                   | Phil McMurray, Acting General Manager   |
| RELEVANCE TO COMMUNITY STRATEGIC PLAN | <b>4. Good governance: an actively engaged community and strong leadership team</b><br><br>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                           | <ol style="list-style-type: none"> <li>1. Minutes 17 April 2019 <a href="#">↓</a></li> <li>2. Minutes 13 June 2019 <a href="#">↓</a></li> <li>3. Muttama Hall Master Plan (under separate cover) <a href="#">⇒</a></li> <li>4. Statement of Heritage Impact (under separate cover) <a href="#">⇒</a></li> </ol> |

**RECOMMENDATION**

1. The Minutes of the Muttama Hall Management s.355 Committee Ordinary meeting held on 17 April, 2019 and 13 June, 2019, attached to the report, be received and noted.
2. The Muttama Memorial Hall Masterplan and Statement of Heritage Impact for Conservation and Reconstruction Works, attached to the report, be received and noted.
3. Council consider the recommendations for building works to the Muttama Hall and allocations of funding detailed from point 1-7 in the 13 June, 2019 Minutes, attached to the report.
4. Anne Last be endorsed as a member of the Muttama Hall Management s.355 Committee.

Introduction

The attached Minutes of the Muttama Hall Management s.355 Committee Ordinary meeting held on 17 April, 2019 and 13 June, 2019, are submitted for the information of Council.

The Statement of Heritage Impact has been completed by Ray Christison, and has been accepted as complete by the committee.

Muttama Memorial Hall Masterplan has been submitted with the 13 June, 2019 minutes, and is attached for review and comment.

Recommendation to Council

The committee has put forth a recommendation to Council for building works and allocations of funding as detailed from point 1-7 in the 13 June, 2019 minutes.

## **MINUTES**

### **MUTTAMA HALL MANAGEMENT COMMITTEE MEETING WEDNESDAY 17 APRIL, 5PM MUTTAMA HALL**

5 – 6pm Site meeting with:  
Lee Hillam and Rose Davey Architects Dunn & Hillam  
Alex Dalglish of Somewhere Landscape Architects.

Discussion of proposed works to Muttama Hall.

MHMC members present : Hilary Connors, Sarah Last, Leigh Scott, Robert Flint.

### **MUTTAMA HALL MANAGEMENT COMMITTEE MEETING WEDNESDAY 17 APRIL, 6PM, MUTTAMA HALL**

#### **APOLOGIES**

Bart Groen, Anna Ingold, Sarah Ingold and Cr Charlie Sheahan

#### **PRESENT**

Hilary Connors, Sarah Last, Leigh Scott, Amanda Hoy, Bill Buckley, Robert Flint.

#### **COMMITTEE DISCUSSION WITH ASHLEY DUNN + LEE HILLAM**

- their timelines and what additional information they will need from MHMC

#### **\* CONSIDERATIONS**

- Draft plan. MHMC need to view a draft by end of May and relay comments to D&H by early June

- Plan to commence receiving revised quotes from builders by June 1<sup>st</sup>

- Lee Hillam comments & queries

FLOOR CRAWL SPACE – UNDERNEATH? Ensuring there is enough space may be an OH &S consideration.

450mm standard under joists, 300mm may be allowed under bearers

– there is an obvious need to address drainage, especially when floor is lifted and we get access, need to dig out and add as much drainage as possible around site

#### **MASTER PLAN WILL INCLUDE**

- 1. Set of criteria
- 2. site plan with list of priorities
- 3. Design criteria, for current and future works
- 4 Strategic framework, not what has to happen, how it should concept for ideas of what style of works should occur in the future for cohesive site and building.

### **PROCEED WITH STANDARD MEETING**

Lee, Rose & Alex leave meeting

### **ACCEPTANCE OF PREVIOUS MINUTES**

- 27.3.19

ACCEPTED: RT, AH, HC

### **NOMINATIONS AND ACCEPTANCE OF SECRETARY POSITION**

The role needs to be filled and can be shared, with support provided by HC and SL.

Perhaps we can co-opt someone from the community, agree that we approach Kim Rumble and Alistair Sides

### **TREASURER'S REPORT**

Not tabled. Items recently handed over to Leigh Scott who needs time to go through paperwork.

Leigh been to NAB to ascertain signatory requirements for MHMC Bank account. Bank needs copy of minutes of MHMC meeting where new office bearers we elected.

ACTION: SL to provide copies.

### **GENERAL BUSINESS**

#### **CORRESPONDANCE**

- Email from President Hilary Connors to MHMC, summary of meeting outcomes with Miriam Crane CGRC, sent 12.4.19

Confirmed as sighted by all from the committee

- Stronger Communities Grant #1

- Variation request with Master Planning quotes sent and approved by CGRC on Monday 15<sup>th</sup> April.

#### **MASTERPLAN FEES APPROVED**

Quotes received from Dunn + Hillam for Master Plan (\$9,460 GST inc) and Somewhere Landscape Architects \$2,266 (GST inc).

- Need to devise scope of works for Somewhere landscape architects. As discussed with Alex this afternoon, determination of boundary & use

- Variation request for Stronger Communities Grant #1. Balance of \$14,983 to be used for original purpose, as is No. 2 (\$21,550 GST inc);

- CGRC request to book Hall on Tuesday 7<sup>th</sup> May, 6.00 – 7.30pm

For Council wide consultation re: community sport and recreation needs.

Consultants will be Tredwell Consulting. Request was sent through to Sarah yesterday (16 April), despite Sarah communicating that we need to confirm at tonight's meeting, CGRC proceeded to publish this consultation venue and time today.

- Hall is available, need outline what facilities we do and don't have to consultants
- Power and access for RFS during works & site map for Lot 5 DP1155179 is filed in Google Drive.
- Robert not heard back from RFS yet, will continue to follow up.
- We need to look into separating the electricity supply between the Hall and the RFS, they are currently interdependent, with the Hall providing power to the RFS, this is not ideal. Will be optimal for both organisations to have supply separated.
- Revised 'scope of works' for the hall needed. Jim Hamilton will draft this for consideration.
- Cost of keys to hall for members to be paid by Leigh once new signatories have been confirmed.
- Draft 'Statement of Significance / Impact Statements' by Ray Christison, Heritage advisor, previously circulated. Any comments, feedback or photos from community?  
AH – asked Cheryl Collins, her father Robert Newman may have completed sign writing, not sure when
- Need to see if and what records previous MGHMC member Elizabeth McGregor has of Muttama Hall & its community.  
ACTION- Hilary to approach Elizabeth to see what she has on file and if she has copies.
- TWL needs to invoice for the 5% auspice fees for grants. This will be on the grant amounts received (not their interest accrued) for the NSW War Memorial Grant, and the two Stronger Communities Grants.  
ACTION: All present approved this.
- NSW Government ANZAC day grants – a draft application would have to go to Andrew Brock, CGRC, very shortly as Miriam Crane is on leave. Suggest we reapply for up to \$10K assistance with roof & gutter repairs.  
ACTION : Sarah and Hilary to draft and liaise with Andrew
- NSW Inland Rail Grants due at the end of April, up to \$4K for community projects.  
ACTION: Sarah and Hilary to look at criteria & see what we can we apply for. Best to ask for 1-2 easy identified items eg. kitchen oven, water tank, guttering etc.

Next meeting proposed to be Wednesday 15<sup>th</sup> May.

Meeting end 7.25pm

**MINUTES  
MUTTAMA HALL MANAGEMENT COMMITTEE**

**MEETING THURSDAY 13 JUNE, 6.30PM MUTTAMA HALL**  
-----

**MINUTES**

**MUTTAMA HALL MANAGEMENT COMMITTEE  
MEETING THURSDAY 13 JUNE, 6.30PM MUTTAMA HALL**

**APOLOGIES**

Bart Groen, Amanda Hoy, Sarah Ingold, Di Lonnen and Cr Charlie Sheahan

**PRESENT**

Hilary Connors, Sarah Last, Leigh Scott, Bill Buckley, Robert Flint and Anna Ingold.

Miriam Crane, Cootamundra Gundagai Regional Council  
Anne Last as an observer

**ACCEPTANCE OF PREVIOUS MINUTES**

- 17.4.19

Yes, minutes accepted by MHMC present.

**NOMINATIONS AND ACCEPTANCE OF SECRETARY POSITION**

- Anne Last has indicated to Hilary that she would be willing to fill the secretarial role.  
Committee vote requested.

- Anne's nomination unanimously accepted by those present.  
Recommendation for Anne appointment as Secretary to be approved by CGRC.  
Her nomination form will be attached to the minutes.

**TREASURER'S REPORT**

- Leigh Scott update:

Current balance of Muttama Hall Account last statement \$6,108.

Previous minutes which note the new office bearers have been forwarded to the NAB who will make note of the new signatories for the account. Once this is done Leigh will then be able to access most recent statements.

New signatories are Leigh Scott, Sarah Last and Hilary Connors.

Leigh and Sarah have been verified, Hilary doing this next week.

- Sarah Last report on balances of the grants auspiced by The Wired Lab. Current balance \$52,964.14. This amount includes the remaining NSW War Memorial funds (which have been committed) and the 2 Stronger Communities grants, plus interest.

As per previous MHMC meeting, TWLs 5% auspice fees for grants has been approved to invoiced and paid. This amount based on the grant amounts received (not their interest accrued) for the NSW War Memorial Grant, and the two Stronger Communities Grants.

TWL's book keeper will be generating the invoices next week.



**MINUTES**  
**MUTTAMA HALL MANAGEMENT COMMITTEE**

**MEETING THURSDAY 13 JUNE, 6.30PM MUTTAMA HALL**  
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**GENERAL BUSINESS****CORRESPONDANCE**

Hilary Connors

- Refer to recent emails from President Hilary Connors to MHMC, with updates of the progress of the masterplan, revised scope of works and quotes from builders.
- Revised 'scope of works' for the hall completed & been referred to by two builders for quoting, Garry Crow and Robert Everdell.

- Robert Everdell visited the Hall last weekend (Sunday 9<sup>th</sup> June), and had a thorough inspection to revise his quote for the roofing & guttering.

- Supper room and the skillion to the back-stage area are in need of more repair than previously envisaged. They both have been exposed to water via leaks in the roof. Some battens have rotted, some of the Oregon rafters in the supper/kitchen area are broken. Ideally these would be replaced with hardwood, These are straightforward additional repairs some of which are listed in the existing scope of works.

Based on this recent inspection and proposed approach to works:

1. Repair and level the main hall area, floors, and stage area. As per scope of works. (As per the \$140.7K Stronger Country communities grant CGRC has received)
2. Fix the levels of the supper room & kitchen. Once corrected prop rafters up for roof repairs to be made over the supper room. These roof repairs include re-rolling existing iron or if necessary replaced galvanised iron. Over kitchen area, we use the min-orb on the interior wall to repair the exterior area around the new door on the western wall. Then we can proceed with long term plans for the kitchen preparation for fit out.

**DISCUSSION RE: WORKS TO BE COMPLETED AS OUTLINED IN SCOPE OF WORKS DRAFT MASTER PLAN**

Miriam Crane

- suggested a DA is required for some of the works to Muttama Hall, and suggest we use the Master Plan as reference for any future DA submissions.
- its considered best practice for entire works to a building be approved & a construction certificates be issues for relevant stages
- the DA process is primarily to review compliance of proposed works, hence it being a good idea that all proposed works be considered, even if they may not be completed all at once.
- If we are just doing works to the Hall's main floor and stage areas (as per the \$140.7K Stronger Country communities grant CGRC has received), a DA not necessary. Provided we stay under \$150K threshold that CGRC has.
- advised that the contractor, not CGRC, provides the formal contract for building works.

Hilary Connors

- The quotes we have secured indicate the works to this area of the hall are estimated to be \$147K, so under the DA threshold

**MINUTES  
MUTTAMA HALL MANAGEMENT COMMITTEE**

**MEETING THURSDAY 13 JUNE, 6.30PM MUTTAMA HALL**  
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- Rob Everdell's quote (received 24<sup>th</sup> May) largely reflects the scope of works, however insulation is missing. Main hall and stage area, access door to the supper room, \$147,367.23 (GST inc)
- After the inspecting the Hall on Sunday 9.6.19 Rob Everdell has provided a second quote, dated 10<sup>th</sup> June, for the roofing and guttering repairs and replacements as required in stage 1 of the scope of works. These include the main hall and back stage areas. \$11,8800 (GST inc).  
Total for all works quoted by Everdell \$159,247.23 (GST inc). With current funds for Muttama Hall this leaves a balance of \$31,763.47, which could be allocated towards the preparation of the kitchen and supper room areas, and other necessary works such as improved water drainage (eg. ag drains), catchment and storage, and electrical and fire safety needs.
- Garry Crow's quote was \$197,849.30 (GST inc), and is in excess of available finds. He did advise that he could exclude the kitchen supper room component, and complete this at a later stage, for \$30,800 (GST inc). Regardless it is still not a competitive quote, and he resides in Newcastle area and has no known expertise with buildings like Muttama Hall. Additionally, he has not included roofing repairs to the kitchen area nor the supper room flooring, plus Garry's quote contains a 'latent defects' clause, which excludes damaged timbers.
- Can we stage all the works required & have one builder complete?  
Miriam – No we can't use one contractor for over \$150K GST inclusive.  
Could potentially use same contractor for staged works, but only if 12 months passed from the initial works.

Questions re: DA process

- under whose name is it submitted?  
Miriam - being a CGRC building DA goes in Phil McMurray's name, and includes all the supporting document such as the conservation action plan etc.
- DA's are valid for up to 5 years.
- When we prepare to submit a DA, we make request for CGRC to honour commitments from previous GM Ken Trethewey to waive DA and assist MHMC with submission.

**BUILDING WORKS TO HALL & ALLOCATIONS OF FUNDING**

**- MOTIONS FOR RECOMMENDATION TO COUNCIL**

1. Hilary Connors recommends to accept Rob Everdell's quote (Date 24<sup>th</sup> May) for the main hall floor & stage works. Also, the supper room access door. \$147.7K.  
Rob has known expertise with buildings such as the Muttama Hall, he recently did some work to historic buildings in the Murringo area. Additionally, its preferable that we work with a builder who is based in the region.
2. The first works to prioritise are the main hall floor & stage works, as per the \$140.7K (\$154,777.70 GST inc) Stronger Country communities grant CGRC has received, and the initial Stronger Communities grants received (that has been auspiced by The Wired Lab).

MINUTES  
MUTTAMA HALL MANAGEMENT COMMITTEE

MEETING THURSDAY 13 JUNE, 6.30PM MUTTAMA HALL  
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These works are noted as Stage 1 in the Master Plan, and reflect works in the scope of works and recent quotations. These works do not require a DA. We recommend to CGRC that the works commence as soon as possible.

3. With this recommendation re: stage 1 main hall floor & stage works, we ask CGRC to note that once stage 1 works completed, we will commence with submitting a DA for the other and future works to the hall that require a DA (notes as stages 2 & 3 in the master plan)
4. Allocation, commitment and request for variation of funding.

We request council vary the Stronger Communities grant #2 \$21,550 (GST inc), which needs to be committed in preparation for acquittal by the 30<sup>th</sup> June. The original purpose for SC #2 was for Supper room and kitchen preparation for fit out. We propose that these funds now be allocated the stage 1 main hall works to floor etc.

5. Remaining balance of Stronger Communities Grant #1 is now \$14,683 (GST inc). Balance after the commitment of \$7,126 (GST inc) towards the completion of the Master and Landscaping plans.

The purpose of this grant was to be used for

- re-stumping of the stage area and repairing floors
- repairing the structural aspects of the hall, including walls and corners
- repair/replacement of guttering and flashing

We propose these grant funds remaining allocated to the above purposes.

6. On acceptance of Robert Everdell's quote of \$147,367.23 (GST inc) by CGRC, funded by SCG #1 and #2 (total \$36,233 GST inc) and some of the CGRC Stronger Country Communities grant of \$154,777.70 (GST inc), a balance of \$43,643.47 would be available for the works needed to repair the rooves, install insulation where required, replace the guttering, connect the downpipes, stabilise, level and make the necessary repairs to the kitchen and supper room areas, pour the concrete slab and complete the other works required to prepare for the kitchen fit out and other necessary works (i.e. water drainage, storage and electrical needs).
7. The above recommendations be collated in an additional document and attached to minutes for consideration at the June 25<sup>th</sup> CGRC meeting. (Papers due Monday 17<sup>th</sup> June).

Hilary Connors and Sarah Last also offer to meet with Councillors during the afternoon 'workshop' session prior to the council meeting on Tuesday 25<sup>th</sup> June, where, if necessary, the details of these recommendations and the master plan can be further discussed.

**All MHMC members present unanimously agreed to the above motions.**

**MINUTES  
MUTTAMA HALL MANAGEMENT COMMITTEE**

**MEETING THURSDAY 13 JUNE, 6.30PM MUTTAMA HALL**  
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## **UPDATES**

**POWER** - Update re: Power and access for RFS during works.

- Bill Buckley, provided summary of electricity at the hall based on his liaisons with local electrician who has previously done work at the hall. As the connection to the RFS runs through the Hall's connection, these needs to be separated and isolated for future safety, and also for safe supply during the building works.

**ACTION** - Bill and Miriam will liaise with an electrical contractor to ascertain what needs to be done and how much it will cost. Funds for this can possibly come from the balance of the funding recommendations.

- 'Statement of Significance / Impact Statements' is complete. Ray Christison, Heritage advisor, has been paid in full.

We will submit this document to CGRC with our minutes from 17.4.19.

## **OTHER FUNDING OPPORTUNITIES**

Miriam Crane - Stronger Country Communities stage 3

Steph Cooke MP has told some community groups that there will be announcements soon July and closing in September

Perhaps funds from here could be applied towards stages 2 & 3 of the Master Plan.

- Early Intervention Direction DFACC state funding

Youth oriented opportunity \$10-50K for new projects, due 15<sup>th</sup> July.

Sarah Last - NSW Inland Rail Grants due at the end of June, up to \$4K for community projects. Not applied for in April, based on works we are planning for, lets determine priorities and what to apply for in coming months.

- State Heritage Near Me grants – in the past has had funds for buildings like the Hall and emergency repairs, but buildings need to be listed in the LEP. A long-term goal is for the Hall to be listed in the CGRC LEP.

## **MASTERPLAN**

**BY DUNN HILLAN ARCHITECTS & SOMEWHERE LANDSCAPE ARCHITECTS.**

**- COMMITTEE DISCUSSION & MIRIAM CRANE NOTES REGARDING CGRC REQUIREMENTS**

Draft Masterplan generally well received, some additional comments for Lee Hillam.

P 13. 'No work to be undone'. Can this content be carried through to the table on pages 14-16. Also note future needs such as heating and cooling, and what the recommended interventions may/may not be.

p. 6 reference to Cootamundra Shire Council, incorrect owned by CGRC

P. 18-19. Suggestion could we have a key of the suggested materials for the designated areas and works that will be.

**MINUTES  
MUTTAMA HALL MANAGEMENT COMMITTEE**

**MEETING THURSDAY 13 JUNE, 6.30PM MUTTAMA HALL**  
-----

There needs to be references to fire safety considerations. Appropriate exits, location of fire extinguishers. Can this be included to please.

- is the septic system adequate for the proposed amount of toilets (stages 2 & 3)? Or do we need to consider another / alternative system. This needs to be discussed with RFS

- There is still no clear determination of title(s), and if/what divisions there are between the RFS and Muttama Hall lots. This needs to be resolved. Especially for final determinations of the plans to the site. Survey pegs have been located are near the RFS toilets. Perhaps we can source need further information from CGRC, community members and the solicitor who prepared the documents.

ACTION: Sarah Last and Hilary Connors to liaise with architects to update plan with the above considerations.

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END OF MEETING  
8.30pm

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**MINUTES ACCEPTED BY MHMC MEMBERS VIA EMAIL TUESDAY 18<sup>TH</sup> JUNE,  
2019**

**MINUTES**  
**MUTTAMA HALL MANAGEMENT COMMITTEE**

MEETING THURSDAY 13 JUNE, 6.30PM MUTTAMA HALL  
-----

**ATTACHMENT TO MUTTAMA HALL MANAGAMENT COMMITTEE MINUTES**

**SUMMARY OF GRANT INCOME**

| <b>GRANT NAME</b>   | <b>AMOUNT</b>  | <b>PURPOSE</b>  | <b>VARIED PURPOSE</b>  |
|---|--|---|--|
| <b>STRONGER COMMUNITIES GRANT #1</b><br>- APPLICATION AUSPICED BY THE WIRED LAB | \$21,809<br>less \$7,126 for Master and landscape plans<br>=<br>\$14,683 (GST inc) | Original purpose: restumping, floor boards, guttering & flashing replacements, structural aspects of walls and comers | N/A  |
| <b>STRONGER COMMUNITIES GRANT #2</b><br>- APPLICATION AUSPICED BY THE WIRED LAB | \$21,550 (GST inc)   | Original purpose: Kitchen and supper room preparation for fit out   | Varied purpose: Allocation towards main hall and stage area works  |
| <b>STRONGER COUNTRY COMMUNITIES GRANT –</b><br>APPLICATION BY CGRC              | \$140,707 (GST ex)<br>i.e. \$154,777.70 GST inclusive                              | Original purpose: restorative and foundational works to main hall and stage area                                      | Possible purpose of balance of funds: Kitchen/supper room preparation for fit out, electrical and water works. |

**WORKS TO MUTTAMA HALL - SUMMARY OF SUPPORTING DOCUMENTS**

The following documents can be located at this link:

<https://drive.google.com/drive/folders/1Mqp6kYa9S4cGplhcc9YcVqMZ2iaO8ZOOb?usp=sharing>

**MINUTES**

- Minutes MHMC Meeting 13 June 2019

**MASTERPLAN AND DRAWINGS**

- Site Master plan by Dunn + Hillam Architects, includes landscape plan by Somewhere Landscape Architects, 17<sup>th</sup> June 2019.

- Draftsman Drawings of Muttama Hall, By Graham Nixon, Coota Designs, March 2019.

**MINUTES  
MUTTAMA HALL MANAGEMENT COMMITTEE**

**MEETING THURSDAY 13 JUNE, 6.30PM MUTTAMA HALL**  
-----

**CONSERVATION ACTION PLAN, DISCUSSION PAPERS & STATEMENT  
HERITAGE IMPACT**

- Conservation Action Plan, by Tanya Cullen and Ray Christison, High Ground Consulting. 21<sup>st</sup> August 2016.
- Statement of Heritage Impact for Conservation & Reconstruction works Muttama Public Hall, by Ray Christison, High Ground Consulting. 17<sup>th</sup> March 2019.
- Discussion paper on restumping, Ray Christison by High Ground Consulting. 18<sup>th</sup> August 2016.

**BUILDING QUOTES & SCOPE OF WORKS**

- MHMC - Scope of works, April 2019
- Garry Crow Quote 000000498 20 May 2019
- Robert Everdell Quote May 24th, 2019
- Robert Everdell Quote June 10th, 2019
- Shaun Stuart Quote July 10<sup>th</sup>, 2017

**8.1.3 STOCKINBINGAL ELLWOOD'S HALL S.355 COMMITTEE MEETING MINUTES**

|                                       |   |
|---------------------------------------|---|
| DOCUMENT NUMBER                       | 305036  |
| REPORTING OFFICER                     | Teresa Breslin, Governance Officer  |
| AUTHORISING OFFICER                   | Phil McMurray, Acting General Manager   |
| RELEVANCE TO COMMUNITY STRATEGIC PLAN | <b>4. Good governance: an actively engaged community and strong leadership team</b><br><br>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. Ellwood's Hall Meeting Minutes 30 May 2019 <a href="#">↓</a>   |

**RECOMMENDATION**

**The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting held on 30 May, 2019, attached to the report, be received and noted.**

Discussion

The attached Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting held on 30 May, 2019, are submitted for the information of Council.





**COOTAMUNDRA-  
GUNDAGAI** REGIONAL  
COUNCIL

# Minutes

**STOCKINBINGAL ELLWOOD'S HALL SECTION  
355 COMMITTEE**

**ELLWOOD'S HALL, STOCKINBINGAL**

**7PM THURSDAY 30<sup>TH</sup> MAY 2019**



# Minutes

|  |          |
|--|----------|
| <b>1 MINUTES .....</b>                             | <b>2</b> |
| 1.1 Attendance and Confirmation of Quorum .....    | 2        |
| 1.2 Apologies: Alan Pether, Stephen Neave .....    | 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 Time Meeting Closed: 8pm .....                 | 3        |
| 1.10 Next Meeting: Thursday 25 July 2019 .....     | 3        |

**MINUTES:** STOCKINBINGAL ELLWOOD'S HALL SECTION 355 COMMITTEE



**1.6 Correspondence in/out:**

- 04.05.2019: To Teresa Breslin re Building Fee for our future grant application.
- 06.05.2019: From Andrew Brock re electricity account now under Council's corporate account.
- 06.05.2019: To Andrew Brock enquiring about Building Fee for Future Grant. Quoted amount forwarded to him. No reply as yet.
- 13.05.2019: To Andrew Brock enquiring re: Pub neighbours boundary situation as Building work has commenced at Ellwood's Hall and Air Conditioner may need to be repositioned on our "new" boundary.
- 14.05.2019: From Andrew Brock – letter to go to Pub owners this week.

**1.7 Report from the Treasurer:**

See separate report.

Opening Balance: \$3220.99

Income: 629.10

Expenses: 483.09

Closing Balance: \$3367.00

Kim Lee (on behalf of Allan Pether) moved that his report be accepted, seconded Russell Vincent.

**1.8 General Business**

- Spring Markets : September 21<sup>st</sup> (Saturday). Given Rosalie (surgery) and Lorna (overseas) will be unavailable for the crucial weeks leading up to this date, we need committed volunteers for:
  - Advertising – Rosalie in Newsletter, posters, flyers etc
  - Distribution/putting up of posters in town 3 – 4 weeks prior? Lorna & Carmel
  - Stall bookings officer: Rosalie then Kim (We already have three stall bookings – Rosalie will email previous stall holders looking for expressions of interest in the next week.)
  - Erecting of the 2 roadside signs at Stock 2 – 3 weeks prior? Russell & Carmel
  - Hall and toilet cleaning Thursday prior (19<sup>th</sup>) Lorna, then someone else closer to the time.
  - Hall setup and marking of stall spaces Friday 20<sup>th</sup> - Russell
  - Checking Council has mown, bins delivered, etc the week before - Stephen.
  - Attending the Hall from 7.30am on 21<sup>st</sup>, blowing up and distribution of balloons - All
  - Someone to double check stallholders have insurance/signed the appropriate form on the day : Carmel
  - Raffle table / general oversight of donations and money - Alan and Kim
  - PA system/spruiking/music - Tony Nichols to be approached by Rosalie
  - WHO do we invite for entertainment? Stock School? We need a group that will attract quite a few followers! Lorna to contact Linden Webber.
- Suggestion we email Hall fees list to Relieving Headmistress of the School (Linden Webber) to encourage them to use the building during winter! Secretary to email.
- No meeting required in June. (Rosalie will be unavailable for 10 days at the end of June)

**1.9 Time Meeting Closed: 8pm****1.10 Next Meeting: Thursday 25 July 2019**



**COOTAMUNDRA-  
GUNDAGAI** REGIONAL  
COUNCIL

**COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL**

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#### 8.1.4 COOTAMUNDRA SHOWGROUND USERS GROUP S.355 COMMITTEE ANNUAL GENERAL MEETING AND MEMBERSHIP

|                                       |  |
|---------------------------------------|--|
| DOCUMENT NUMBER                       | 305039   |
| REPORTING OFFICER                     | Teresa Breslin, Governance Officer   |
| AUTHORISING OFFICER                   | Phil McMurray, Acting General Manager  |
| RELEVANCE TO COMMUNITY STRATEGIC PLAN | <p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.2 Active participation and engagement in local decision-making</p>                                   |
| FINANCIAL IMPLICATIONS                | There are no Financial implications associated with this report.   |
| LEGISLATIVE IMPLICATIONS              | There are no Legislative implications associated with this report.   |
| POLICY IMPLICATIONS                   | To comply with the s.355 Committee Management Manual.  |
| ATTACHMENTS                           | <ol style="list-style-type: none"> <li>1. Showground User Group AGM 15 May 2019 <a href="#">↓</a></li> <li>2. Showground User Group s.355 Committee meeting 15 May 2019 <a href="#">↓</a></li> </ol> |

#### RECOMMENDATION

1. The Minutes of the Cootamundra Showground Users Group s.355 Committee Annual General Meeting held on 15 May, 2019, attached to the report be received and noted.
2. The Minutes of the Cootamundra Showground Users Group s.355 Committee Meeting held on 15 May, 2019, attached to the report be received and noted.
3. Council note the vacant Office Bearer positions and endorse the Manager of Business as the temporary Secretary/Treasurer.
4. Council endorse the new Kennel Club user group nominated member and alternate member of the Showground Users Group s.355 Committee as detailed in the report.
5. Council consider the Committee recommendations included in the report.

#### Introduction

The attached Minutes of the Cootamundra Showground Users Group s.355 Committee meeting held on 15 May, 2019, are submitted for the information of Council.

#### Election of Office Bearers

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

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

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

The remaining office bearer position listed below, have been left open with the Chairperson encouraging members of the user groups to think about who they would like to nominate amongst themselves to fill the remaining roles.

Secretary - TBA

Treasurer - TBA

Bookings officer - TBA

Caretaker - TBA

Susan Gheller (Manager Business) will be acting in the Secretary/Treasurer role on a temporary basis until these positions have been filled.

### Membership

Following the Annual General Meeting, council staff received notification that the current user group members for the Kennel Club were standing down from their positions within the committee. The new members representing the Kennel Club as advised by the user group are as follows:

**Nominated Member:** Brian Childs

**Alternate Member:** Lesley Childs

It is recommended that the nominated member and alternate member nominated by the Kennel Club be endorsed.

### Committees Recommendations to Council

1. **Rod Jones moved to restore the Committee to the way it was prior to Council replacing the Chairperson with the previous Chair, Treasurer and Secretary but with Council Representation.**
2. **Motion to engage Mauri Jackson to collect camping fees for a percentage of the income collected.**



**COOTAMUNDRA-  
GUNDAGAI** REGIONAL  
COUNCIL

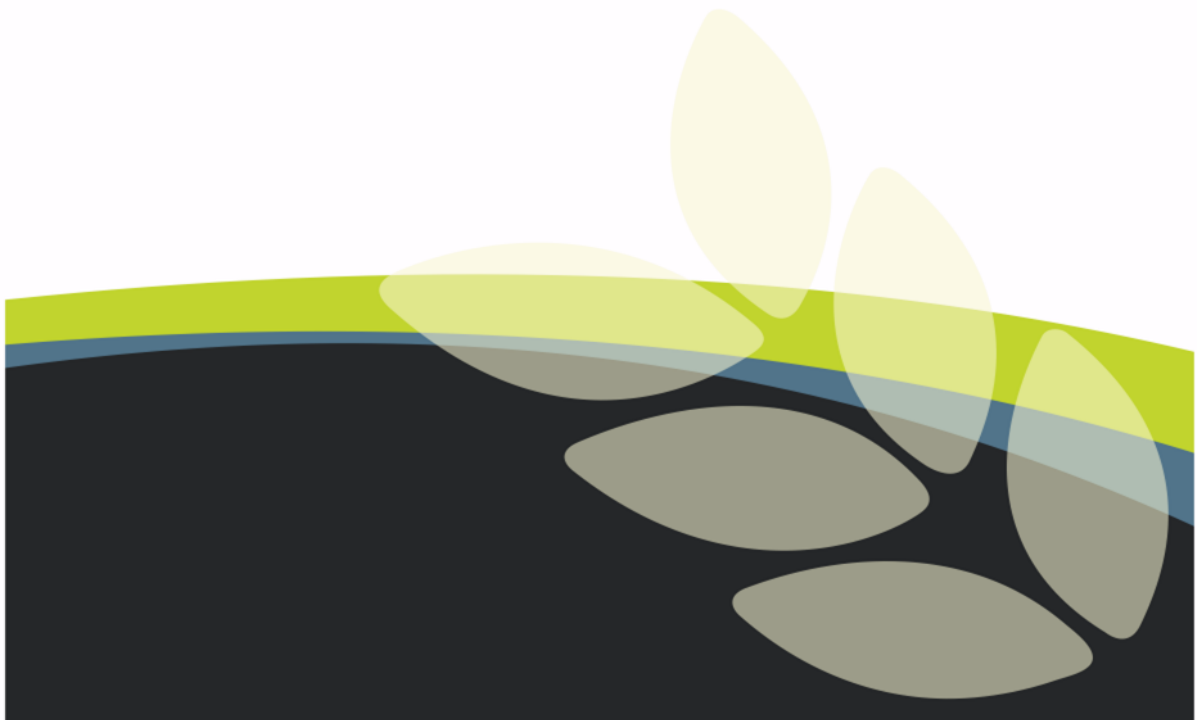
# Minutes

**THE COOTAMUNDRA SHOWGROUND USERS  
GROUP SECTION 355 COMMITTEE**

## **ANNUAL GENERAL MEETING**

**ALBY SCHULTZ MEETING CENTRE**

**7PM, WEDNESDAY 15 MAY 2019**





# Minutes

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## 1 MINUTES

### 1.1 Attendance

**Chairperson:** Mauri Jackson

**Secretary/Treasurer:** Merrilyn Jackson

**Other Members:** Rod Jones, Darren Absolon, David Manwaring, Paul Collins, Cr. Abb McAlister, Susan Gheller, Andrew Brock, Paul Clancy, Peter Collins, Joan Collins, John Collins, Trish Taylor, Doreen O'Connor, Rebecca Medhurst, Crystal Bell

### 1.2 Apologies

Alice Crawford, Cr Gil Kelly and Siobhan Collins

Motion to accept apologies.

**Moved:** David Manwaring    **Seconded:** Trish Taylor

Carried.

### 1.3 Confirmation of previous AGM meeting Minutes

The minutes of the last Cootamundra Showground Users Group Section 355 Committee meeting dated 21 February 2018 be confirmed as true and correct.

Motion to accept minutes of previous AGM.

**Moved:** Rod Jones    **Seconded:** Paul Clancy

Carried.

### 1.4 Annual reports for Office Bearers

#### 1.4.1 Annual report from Chairperson

The Chairperson Mauri Jackson thanked the Committee for their support over the years. He also thanked Merrilyn for her hard work over the years.

The Construction of the shed is coming along well.

Mauri finished by saying that he wants the Committee to be successful.

Motion to accept the Chairperson's report.

**Moved:** Doreen O'Connor    **Seconded:** Darren Absolon

#### 1.4.2 Annual report from Secretary

Unavailable.

#### 1.4.3 Annual report from Treasurer

Have not received an electricity account from Council and there are concerns that the bill will be high when it comes in. Proceeds from Camping income has tripled. The books will be audited by Council in due course.

Motion to accept Treasurers Report.

**Moved:** Trish Taylor    **Seconded:** Rob Jones

### 1.5 Appointment of Chairperson

As resolved by Council, the role of Chairperson will be filled by an officer of Council until further notice.  
**Council's Manager Facilities, Andrew Brock has been appointed by Council to undertake this role.**

*The Chairperson declares all positions vacant and conducts an election for the remaining office bearer roles.*

Andrew thanked Mauri Jackson and Merrilyn Jackson for their service to the Showground Committee and for their assistance with his understanding of the Committee and the Showgrounds.

Andrew Brock explained that council had made the decision to put a Council Representative in the Chairperson role for a minimum of 6 months while working towards having the Committee take over the role of Chair

### 1.6 Acceptance of nominations form committee members for the Officer Bearer positions

Call for nominations for Secretary

- Nil nominations received

Call for nominations for Treasurer

- Merrilyn Jackson nominated by Rod Jones, Seconded by David Manwaring
- Question as to whether a person who is not a member of the Committee can be elected.
- The Position will not be filled and this issue will be held over until next meeting.
- This matter will be discussed with Council.

Chairperson declared that the nominations will be left open. Committee members were encouraged to think about nominating and get in touch with the Chairperson if desired.

### 1.7 Election of Office Bearers

- Secretary - TBA
- Treasurer - TBA
- Bookings officer - TBA
- Caretaker - TBA

**Note:** Chairperson explained that for future meetings General Business agenda items will be provided prior to the meeting and an agenda provided in advance so Committee members are able to prepare and contribute for discussions.

Concerns were brought up by various Committee members including:

- Dissatisfaction with 355 Committee Rules as provided by CGRC
- Concerns with the lack of a full executive committee and who will collect camping monies.
- There was a recommendation to go back to running the Showgrounds as a Trust

---

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**Recommendation:** Rod Jones moved to restore the Committee to the way it was prior to Council replacing the Chairperson with the previous Chair, Treasurer and Secretary but with Council Representation.

Vote found 6 User Groups in favour, One (Harness Club) against.

Committee members were advised to make recommendations to Council regarding the future of the Committee and engage with Council regarding their concerns.

### **1.8 Time Meeting Closed**

The meeting closed at 7.28pm.

Mauri Jackson left AGM meeting. General meeting to follow.



**COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL**

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**COOTAMUNDRA-  
GUNDAGAI** REGIONAL  
COUNCIL

# Minutes

**SHOWGROUD USERS GROUP SECTION 355  
COMMITTEE**

**ALBY SCHULTZ MEETING CENTRE**

**7.30PM WEDNESDAY 15 MAY 2019**



# Minutes

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## 1 MINUTES

### 1.1 Attendance and Confirmation of Quorum

**Present:** Chairperson: Andrew Brock

Merrilyn Jackson, Rod Jones, Darren Absolon, David Manwaring, Paul Collins, Cr. Abb McAlister, Susan Gheller, Andrew Brock, Paul Clancy, Peter Collins, Joan Collins, John Collins, Trish Taylor, Doreen O'Connor, Rebecca Medhurst, Crystal Bell

**Confirmation of a Quorum:**

Quorum numbers are met ☒ [yes/no]

### 1.2 Apologies

Alice Crawford, Cr. Gil Kelly and Siobhan Collins

Apologies carried through from previous meeting.

**Moved:** David Manwaring **Seconded:** Trish Taylor

### 1.3 Disclosure of Interests

There were ☒ [no] disclosures of Interest.

### 1.4 Confirmation of previous meeting Minutes

The minutes of the last Showground Users Group Section 355 Committee meeting dated 20 March 2019 are confirmed as true and correct.

### 1.5 Business Arising:

Moving forward Chairperson stated that he would like to focus on the Masterplan for the Showgrounds so all Committee members are aware of future plans and changes.

- Peter Collins of the Kennel Club passed around a map of changes to the grounds that will assist with compliance with legal requirements for future dog shows. This will require the removal of 4 (already damaged) trees. Construction of a retaining wall but will not encroach on the manmade water course. Tree planting will take place elsewhere to compensate for tree removals.
- Chairperson requested that masterplan be developed first need to understand impact on all groups. All components important but with masterplan then everyone working to same outcome with everyone knowing what will be done and what grants need to be chased) best way forward.
- The Chairperson will scan and distribute this information and it will be considered as part of the Master planning process.



## 1.6 Correspondence in/out:

- Wedding Booking
- Army regarding camping
- Letter from Bank regarding incorrect bank details
- Email Hudsons Circus
- RFS – information regarding exercise

**Action:** In the future all incoming correspondence will be circulated to all user groups for comment and to ensure there is no disturbance of planned events.

*Merrilyn Jackson left meeting at 7:46pm.*

## 1.7 Report from the Treasurer/President/Secretary:

Treasurers Report Tabled.

Expenditure: \$215.01

Income: \$2455

Total in bank: \$7259.63

Motion to accept Treasurers Report.

**Moved:** Paul Clancy **Seconded:** Rod Jones

## 1.8 General Business

1. Forms – There is a need to improve user forms for those using the Showground facilities – particularly the stables. Examples of what information is required was discussed. The forms can be submitted to Council and Council can assist with Bookings of Showground Facilities. Chairperson requested that examples of desired forms be sent to Council and assistance in developing new forms will be given.
2. Signage – Update from Chairperson on large entrance sign: it will be installed within 2 weeks.
3. Interest was expressed in having a next event sign so user groups have an opportunity to advertise upcoming events. Showgrounds may not be the best place for the signage as it doesn't get that much traffic. Current signage doesn't allow removable event signage. Council will look at other options around town.
4. Rubbish Bins – Showgrounds have 20 bins. Request for additional rubbish bins for Dog Show and Cootamundra Show. Initial discussion around an additional 20 bins, however there is a need for an addition 30 -40 or larger skip bins. Andrew will speak with Parks and Gardens regarding request.
5. Fees and Charges – Fees have been set for the upcoming financial year, however, the Showground Fees and Charges can be reviewed and changed with a report to Council at any time. Best to devote adequate time within a future meeting to discuss and get the fees right. Fees that are too high will result in a reduction in use of the facility and this isn't the goal.
6. A letter will be sent to Mauri and Merrilyn Jackson thanking them for their service to the Showground Committee and Community.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

7. Discussion regarding collection of camping fees. One option is to contract the service out to a Community Group of individual who will then be paid a percentage of the takings. Request suggestions from user group as to how this would work. Can be trialled and then an EOI sent out to engage contractor. Whether this includes the cleaning of the toilets is to be determined.

**Recommendation:** Motion to engage Mauri Jackson to collect camping fees for a percentage of the income collected.

**Moved:** David Manwaring    **Seconded:** Peter Collings

### 1.9 Date and Time of Next Meeting

Next Meeting will be held on 19 June 2019 at 7.00pm.

### 1.10 Time Meeting Closed

Meeting Closed at 9.02pm.



**COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL**

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**8.1.5 FEES FOR MAYOR AND COUNCILLORS**

|                                       |   |
|---------------------------------------|---|
| DOCUMENT NUMBER                       | 304054  |
| REPORTING OFFICER                     | Teresa Breslin, Governance Officer  |
| AUTHORISING OFFICER                   | Phil McMurray, Acting General Manager   |
| RELEVANCE TO COMMUNITY STRATEGIC PLAN | <b>4. Good governance: an actively engaged community and strong leadership team</b><br><br>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council  |
| FINANCIAL IMPLICATIONS                | The maximum Mayoral and Councillor fees have been allowed for in the Operational Plan.  |
| LEGISLATIVE IMPLICATIONS              | The statutory provisions contained in Division 5 of the Local Government Act, 1993 require the Council to fix the annual fee for the Councillors and for the Mayor in accordance with the determination of the Remuneration Tribunal. |
| POLICY IMPLICATIONS                   | There are no Policy implications associated with this report.   |
| ATTACHMENTS                           | 1. 2019 Annual Determination - Local Government Remuneration Tribunal <a href="#">↓</a>   |

**RECOMMENDATION****Submitted for consideration.**Introduction

At its Ordinary meeting on 26 June, 2018 Council considered the 2018 determination of the Local Government Remuneration Tribunal and resolved as follows:

*The Councillor annual fee of \$11,860 and the Mayoral (Additional) annual fee of \$25,880 for the 2018/19 financial year be adopted.*

Pursuant to section 241 of the Local Government Act, 1993, the Local Government Remuneration Tribunal has reviewed Councillor and Mayoral fees effective from 1st July, 2019 and determined an annual fee increase of 2.5%. A copy of the 2019 Determination Report is attached.

Discussion

The following table details the maximum and minimum amount of fees to be paid to mayors and councillors for the period 1<sup>st</sup> July, 2019 to 30<sup>th</sup> June, 2020, reflecting the determination of the Local Government Remuneration Tribunal for a 2.5% increase. It is highlighted that Cootamundra-Gundagai Regional Council is classified in the 'Rural' category.

**Table 4: Fees for General Purpose and County Councils**

| Category                                    |                         | Councillor/Member Annual Fee |         | Mayor/Chairperson Additional Fee* |         |
|---|-------------------------|------------------------------|---------|-----------------------------------|---------|
|   |                         | Minimum                      | Maximum | Minimum                           | Maximum |
| General Purpose Councils – Metropolitan     | Principal CBD           | 27,640                       | 40,530  | 169,100                           | 222,510 |
|   | Major CBD               | 18,430                       | 34,140  | 39,160                            | 110,310 |
|   | Metropolitan Large      | 18,430                       | 30,410  | 39,160                            | 88,600  |
|   | Metropolitan Medium     | 13,820                       | 25,790  | 29,360                            | 68,530  |
|   | Metropolitan Small      | 9,190                        | 20,280  | 19,580                            | 44,230  |
| General Purpose Councils – Non-metropolitan | Regional City           | 18,430                       | 32,040  | 39,160                            | 99,800  |
|   | Regional Strategic Area | 18,430                       | 30,410  | 39,160                            | 88,600  |
|   | Regional Rural          | 9,190                        | 20,280  | 19,580                            | 44,250  |
|   | Rural                   | 9,190                        | 12,160  | 9,780                             | 26,530  |
| County Councils                             | Water                   | 1,820                        | 10,140  | 3,920                             | 16,660  |
|   | Other                   | 1,820                        | 6,060   | 3,920                             | 11,060  |

\*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2))

The Statutory Provisions contained in Division 5 of the Local Government Act 1993 require the Council to fix the annual fee for the Mayor and Councillors in accordance with the determination of the Remuneration Tribunal. In addition, the Council may resolve a fee for the Deputy Mayor for such time as they act in the office of the Mayor. The amount of the fee so paid must be deducted from the Mayor's annual fee. The maximum Mayoral and Councillor fees have been allowed for in the Draft Operational Plan for the 2019-2020 financial year.

Adoption of the 2019 fees on the same basis as in 2018 will result in an annual increase of \$650 for the Mayor and \$300 for Councillors.

# Local Government Remuneration Tribunal

## Annual Report and Determination

*Annual report and determination under sections 239 and  
241 of the Local Government Act 1993*

**15 April  
2019**

[NSW Remuneration Tribunals website](#)

## Local Government Remuneration Tribunal

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**Local Government Remuneration Tribunal**

## Executive Summary

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The Local Government Remuneration Tribunal (the Tribunal) is required to report to the Minister for Planning and Public Spaces by 1 May each year as to its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

**Categories**

The Tribunal did not undertake a broad review of the categorisation of councils and considered only those requests where an individual submission was made. The Tribunal found that the current allocation of councils into the current categories is appropriate.

The Tribunal will next consider the model, the criteria applicable to each group and the allocation of councils in detail in 2020. The criteria applicable to each of the categories are published in Appendix 1 of the determination and are unchanged from 2018.

**Fees**

The Tribunal has determined that the minimum and maximum fees applicable to each category will be increased by 2.5 per cent which is consistent with the government's policy on wages.



## Local Government Remuneration Tribunal

### Section 1 Introduction

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1. The role of Assessor assisting the Local Government Remuneration Tribunal (the Tribunal), pursuant to section 236 (1) (b) of the *Local Government Act 1993* (the LG Act) was undertaken by Mr Ian Reynolds from 1 July 2015 until the expiration of his appointment on 27 November 2018. The Tribunal thanks Mr Reynolds for his contributions over those years.
2. On 28 November 2018, Dr Robert Lang was re-appointed as the Tribunal and Mr Brian Bell PSM was appointed to the role of Assessor assisting the Tribunal pursuant to section 236 (1) (b) of the LG Act. The role of Assessor assisting the Tribunal pursuant to 236 (1) (a) continues to be undertaken by Mr Tim Hurst, CEO, Office of Local Government, Department of Planning and Environment.

### Section 2 Background

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3. Section 239 of the LG Act provides for the Tribunal to determine the categories of councils and mayoral offices and to place each council and mayoral office into one of those categories. The categories are to be determined at least once every 3 years.
4. Section 241 of the LG Act provides for the Tribunal to determine, not later than 1 May in each year, for each of the categories determined under section 239, the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils.
5. In determining the maximum and minimum fees payable in each of the categories, the Tribunal is required, pursuant to section 242A (1) of the LG Act, to give effect to the same policies on increases in remuneration as those of the Industrial Relations Commission. The current policy on wages is that public sector wages cannot increase by more than 2.5 per cent, and this includes the maximum and minimum fees payable to councillors and mayors and chairpersons and members of county councils.
6. The Tribunal is however able to determine that a council can be placed in another existing or a new category with a higher range of fees without breaching the government's wage policy pursuant to section 242A (3) of the LG Act.

### Local Government Remuneration Tribunal

7. The Tribunal's determinations take effect from 1 July in each year.

## Section 2 2018 Determination

---

1. The Tribunal considered ten requests for re-categorisation having regard to the case put forward and the criteria for each category. A multi variable approach was adopted in assessing each council against all the criteria (not only population) for the requested category and the relativities within the categories.
2. The Tribunal noted that at the time of making the determination only the population data as of 2016 was available.
3. The Tribunal found that the current categorisation for the ten councils was appropriate and noted that some of those councils seeking to be moved are likely to meet the criteria for re-categorisation in future determinations in the medium term.
4. The Tribunal's 2018 Determination was made on 17 April 2018 and provided a general increase of 2.5 per cent which was consistent with the Government's policy on wages.

## Section 3 2019 Review

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5. The Tribunal wrote to all mayors in December 2018 advising of the commencement of the 2019 Annual Review. In doing so the Tribunal noted that it is only required to review the categories every three years and will next consider the model, the criteria applicable to each group and the allocation of councils in detail in 2020.
6. The Tribunal also stated that it does not intend to alter the groups that apply to individual councils unless there is a very strong case to do so. Any requests for a review should be supported by evidence which would indicate that the council is more appropriately allocated in another category based on the criteria.
7. The Tribunal also wrote to the President of Local Government NSW (LGNSW) in similar terms, and subsequently met with the President and Chief Executive of LGNSW. The Tribunal thanks the President and Chief Executive for making the time to meet with the Tribunal.
8. In response to this review the Tribunal received 20 submissions from individual councils and a submission from LGNSW. Those submissions addressed the allocation of councils into

### **Local Government Remuneration Tribunal**

those categories and fees. The Tribunal also received a submission from a joint organisation requesting that the Tribunal determine the fees for members of the boards of joint organisations. A summary of the matters raised, and the Tribunal's consideration of those matters is outlined below.

#### **Categorisation**

9. Ten submissions received from councils requested re-categorisation now and two submissions requested re-categorisation when the Tribunal considers the categories in detail in 2020. Each of the ten requests for re-categorisation now were considered having regard to the case put forward and the criteria for each category.
10. At the time of making the determination the Tribunal had available to it the 30 June 2018 population data released by the Australian Bureau of Statistics (ABS) on 27 March 2019. In reviewing the submissions received the Tribunal also applied a multi variable approach assessing each council against all the criteria (not only population) for the requested category and the relativities within the categories.
11. The Tribunal finds that the allocation of councils into the current categories is appropriate but again notes that some of those councils seeking to be moved are likely to meet the criteria for re-categorisation in future determinations.
12. A few submissions have suggested alternative categorisation models. The Tribunal will consider this in detail in the 2020 review. The Tribunal intends to commence the 2020 annual review earlier than usual to ensure there is time to review the existing model and to examine alternatives. The Tribunal is of the preliminary view that a case may exist to revise the number of categories, and their applicable criteria, particularly for regional and rural councils.
13. A summary of the Tribunal's findings for each of the 2019 applications for re-categorisation is outlined in the following paragraphs.

#### **Metropolitan Large**

14. Canterbury-Bankstown and Penrith have sought re-categorisation to new categories noting that no changes to the categories of councils are planned until 2020. Canterbury-Bankstown has proposed a new categorisation model for consideration in the 2020 review. The proposed model would provide different categories for metropolitan councils. Penrith

### **Local Government Remuneration Tribunal**

has again sought to be re-categorised to a new category - 'Metropolitan Large – Growth Centre'.

15. Both councils may wish to provide further details for consideration in the 2020 annual review.

#### **Metropolitan Medium Councils**

16. Inner West has again sought to be re-categorised to Metropolitan Large. The Tribunal outlined in the 2018 determination that Inner West did not demonstrate enough additional criteria to warrant re-categorisation at that time, but with population growth the council would likely be more comparable with other Metropolitan Large councils in the short to medium term.
17. The Tribunal has again considered in detail the features of Inner West having regard to the other criteria for Metropolitan Large councils. The Tribunal finds that Inner West does not provide the same degree of regional servicing or have an equivalent sphere of economic influence as other Metropolitan Large councils. This is supported by development and planning information published by the Greater Sydney Commission.
18. Inner West's June 2018 population of 198,024 is below the indicative population of other Metropolitan Large councils. Based on existing growth predictions it is likely Inner West will meet the minimum population threshold for inclusion in Metropolitan Large in 2020.

#### **Metropolitan Small Council**

19. Willoughby and Camden have sought to be re-categorised to Metropolitan Medium.
20. Willoughby's June 2018 population of 80,339 is below the indicative population of Metropolitan Medium Councils. The Tribunal outlined in the 2018 determination that Willoughby sought recognition of its scale of operations and businesses and regional significance of its centres and high percentage of non-resident visitors and workers. The Tribunal found the characteristics of the council were more appropriately aligned with those of other Metropolitan Small councils and found no case for it to be re-categorised at that time.
21. Willoughby's 2019 submission argues there is an over emphasis on resident population and no recognition of the complexity or burden on high volumes of non-resident populations.
22. As previously stated, the Tribunal considers a range of factors (not only population) in determining categories as required under section 240 of the LG Act. The Tribunal has again considered in detail the features of Willoughby having regard to the other criteria for other

### **Local Government Remuneration Tribunal**

Metropolitan Medium councils and finds that Willoughby has not demonstrated the criteria to warrant inclusion in the Metropolitan Medium group at this time.

23. Camden's 2018 population of 94,159 is below the indicative population of Metropolitan Medium councils. The Tribunal has considered the features of Camden having regard to the other criteria for Metropolitan Medium councils. The Tribunal finds that Camden does not provide the same degree of regional servicing or have an equivalent sphere of economic influence as Metropolitan Medium councils. The Tribunal notes however that the ABS identifies that Camden has the largest and fastest population growth in NSW. Based on existing growth predictions it is likely Camden will meet the minimum population threshold for inclusion in Metropolitan Medium in 2020.

#### **Regional Strategic Area Councils**

24. Central Coast has sought to be re-categorised to Regional City. The council submits that its characteristics are more like Newcastle and Wollongong (Regional City) and substantially different to Lake Macquarie (Regional Strategic Area). The Tribunal finds that Central Coast has not demonstrated the additional criteria to warrant inclusion in the Regional City group.

#### **Regional Rural Councils**

25. Shellharbour and Port Macquarie have sought re-categorisation to Regional Strategic Area.
26. Shellharbour's June 2018 population of 72,240 is significantly below the indicative population of Regional Strategic Area councils. In addition, the submission was not supported by evidence which would indicate that the council is more appropriately allocated in another category based on the criteria.
27. Port Macquarie's June 2018 population of 83,131 is significantly below the indicative population of Regional Strategic Area councils. The Tribunal finds that Port Macquarie has not demonstrated the additional criteria to warrant inclusion in the Regional Strategic Area group.
28. Port Macquarie (as an alternative) and Mid-Coast sought to be re-categorised to a new category between Regional Strategic Area and Regional Rural. Both councils may wish to provide further details for consideration in the 2020 annual review.

#### **Rural Councils**

29. Muswellbrook and Federation have sought to be re-categorised to Regional Rural.

### Local Government Remuneration Tribunal

30. Muswellbrook's June 2018 population of 16,383 and Federation's June 2018 population of 12,462 are well below the indicative population of Regional Rural councils. Both councils have not demonstrated the additional criteria to warrant inclusion in the Regional Rural group.
31. The Tribunal also undertook a review of Hilltops having regard to its 2018 submission and the Tribunal's findings that re-categorisation at that time was not warranted:

*"41. Hilltops Council has sought to be re-categorised from Rural to Regional Rural. The new Hilltops Council is an amalgamation of three former councils in the Rural category (Young, Boorowa and Harden). The submission states that the new council has increased complexity of business and should be recognised as Regional Rural.*

*42. The Tribunal notes that Hilltops has a population of 19,150 (2016) which is just below the indicative population range of Regional Rural councils. The category of Regional Rural currently includes one council – Broken Hill – which has a population similar to that of Hilltops. Broken Hill warrants categorisation as Regional Rural in recognition of the degree of regional servicing it provides to far western NSW. It is not considered that Hilltops provides the same degree of regional services and on that basis re-categorisation is not warranted at this time."*

32. Hilltops' June 2018 population of 18,782 is below the indicative population range of Regional Rural councils. The Tribunal has reviewed the additional criteria and finds no reason to alter its findings as outlined in the 2018 determination.

### Fees

33. The LGNSW submission requested that the Tribunal increase fees by the allowable maximum of 2.5 per cent. The submission also repeated its view that the current arrangement for setting fees is inadequate and does not compensate elected members for the significant workload and range of responsibilities which are expanding. Comparative information was presented in respect to board fees, fees paid to mayors and councillors of councils in Queensland, and salaries for members of Parliament. A report detailing the findings of an independent review conducted on current remuneration paid to councillors and mayors was also provided. The LGNSW submission

### **Local Government Remuneration Tribunal**

also requested that the Tribunal make a recommendation in support of the payment of superannuation.

34. Several submissions sought an increase to the allowable maximum of 2.5 per cent and raised similar issues to LGNSW in respect to the current fees not being adequate compensation for increased responsibilities and workload required to carry out mayoral and councillor duties and non-payment of superannuation. Several submissions also sought an increase significantly higher than the allowable 2.5 per cent or that fees be increased by benchmarking them to Principal CBD fees or population per councillor or using the base salary and allowances for Members of Parliament in the relevant region.
35. Two submissions also raised the matter of fees for deputy mayors. The Tribunal addressed this matter in the 2018 determination and will make no further comment.
36. The Tribunal has considered the submissions received. The Tribunal is mindful that the roles and responsibilities of councillors and mayors in NSW are outlined in the LG Act and notes that they are not necessarily comparable to the roles and responsibilities of councillors and mayors in other states, members of Parliament or members of boards and committees.
37. The Tribunal again notes that some of the other matters raised by submissions are more appropriately dealt with in the context of the current Local Government reform agenda and are outside the Tribunal's powers.
38. The Tribunal is required to have regard to the Government's wages policy when determining the increase to apply to the maximum and minimum fees that apply to councillors and mayors. The public sector wages policy currently provides for a cap on increases of 2.5 per cent.
39. The Tribunal has reviewed the key economic indicators, including the Consumer Price Index and Wage Price Index, and had regard to budgetary limitations imposed by the Government's policy of rate pegging, and finds that the full increase of 2.5 per cent is warranted. The 2.5 per cent increase will apply to the minimum and the maximum of the ranges for all existing categories.



## Local Government Remuneration Tribunal

### Other matters

40. The submission from LGNSW and several councils have again raised the matter of the non-payment of superannuation. The Tribunal addressed this matter in the 2018 determination as outline below and will make no further comment:

*“54. The matter of the non-payment of superannuation has been previously raised in submissions to the Tribunal and is not a matter for the Tribunal to determine. Section 251 of the LG Act confirms that councillors are not employees of the council and the fee paid does not constitute a salary under the Act. The Tribunal notes that the Australian Tax Office has made a definitive ruling (ATO ID 2007/205) that allows councillors to redirect their annual fees into superannuation on a pre-tax basis and is a matter for councils (Ref: Councillor Handbook, Oct 2017, Office of Local Government p.69).”*

41. The Tribunal also received a submission from the Canberra Region Joint Organisation (CRJO) although no invitation to do so was issued by the Tribunal. The CRJO has requested that the Tribunal set chair and member fees for joint organisations in the 2019 annual determination.
42. The Tribunal is constituted under Chapter 9, Part 2, Division 4 of the LG Act. The Tribunal’s determinations apply to Councils, Mayors and Councillors within the meaning of Chapter 9 of the LG Act.
43. Joint organisations, including the Board of a joint organisation, are constituted under Chapter 12, Part 7 of the LG Act. The Tribunal’s jurisdiction does not apply to joint organisations, as provided for in section 400ZH(3)(e) of the LG Act.
44. On that basis the Tribunal has no power to consider the CRJO submission and it is a matter that the CRJO may wish to raise with the Minister for Planning and Public Spaces who is the Minister responsible for the LG Act. The Tribunal has written to the CRJO in the above terms.

### Conclusion

45. The Tribunal’s determinations have been made with the assistance of the two Assessors - Mr Brian Bell and Mr Tim Hurst. The allocation of councils into each of the categories,



**Local Government Remuneration Tribunal**

pursuant to section 239 of the LG Act, is outlined in Determination No. 1. The maximum and minimum fees paid to councillors and mayors and members and chairpersons of county councils, pursuant to section 241 of the LG Act, are outlined in Determination No. 2.

**The Local Government Remuneration Tribunal**

*(Signed)*

**Dr Robert Lang**

**Dated: 15 April 2019**

Local Government Remuneration Tribunal

## Section 4 Determinations

### Determination No. 1- Determination Pursuant to Section 239 of Categories of Councils and County Councils Effective From 1 July 2019

**Table 1: General Purpose Councils - Metropolitan**

| Principal CBD (1)       | Major CBD (1)           |
|-------------------------|-------------------------|
| Sydney                  | Parramatta              |
| Metropolitan Large (8)  | Metropolitan Medium (9) |
| Blacktown               | Bayside                 |
| Canterbury-Bankstown    | Campbelltown            |
| Cumberland              | Georges River           |
| Fairfield               | Hornsby                 |
| Liverpool               | Ku-ring-gai             |
| Northern Beaches        | Inner West              |
| Penrith                 | Randwick                |
| Sutherland              | Ryde                    |
|                         | The Hills               |
| Metropolitan Small (11) |                         |
| Burwood                 |                         |
| Camden                  |                         |
| Canada Bay              |                         |
| Hunters Hill            |                         |
| Lane Cove               |                         |
| Mosman                  |                         |
| North Sydney            |                         |
| Strathfield             |                         |
| Waverley                |                         |
| Willoughby              |                         |
| Woollahra               |                         |

## Local Government Remuneration Tribunal

**Table 2: General Purpose Councils – Non-Metropolitan**

| Regional City (2) |  | Regional Strategic Area (2) |  |
|-------------------|--|-----------------------------|--|
| Newcastle         |  | Central Coast               |  |
| Wollongong        |  | Lake Macquarie              |  |

| Regional Rural (37)     |  | Rural (57)           |                  |
|-------------------------|--|----------------------|------------------|
| Albury                  |  | Balranald            | Kyogle           |
| Armidale                |  | Bellingen            | Lachlan          |
| Ballina                 |  | Berrigan             | Leeton           |
| Bathurst                |  | Bland                | Liverpool Plains |
| Bega                    |  | Blayney              | Lockhart         |
| Blue Mountains          |  | Bogan                | Moree Plains     |
| Broken Hill             |  | Bourke               | Murray River     |
| Byron                   |  | Brewarrina           | Murrumbidgee     |
| Cessnock                |  | Cabonne              | Muswellbrook     |
| Clarence Valley         |  | Carrathool           | Nambucca         |
| Coffs Harbour           |  | Central Darling      | Narrabri         |
| Dubbo                   |  | Cobar                | Narrandera       |
| Eurobodalla             |  | Coolamon             | Narromine        |
| Goulburn Mulwaree       |  | Coonamble            | Oberon           |
| Griffith                |  | Cootamundra-Gundagai | Parkes           |
| Hawkesbury              |  | Cowra                | Snowy Valleys    |
| Kempsey                 |  | Dungog               | Temora           |
| Kiama                   |  | Edward River         | Tenterfield      |
| Lismore                 |  | Federation           | Upper Hunter     |
| Lithgow                 |  | Forbes               | Upper Lachlan    |
| Maitland                |  | Gilgandra            | Uralla           |
| Mid-Coast               |  | Glen Innes Severn    | Walcha           |
| Mid-Western             |  | Greater Hume         | Walgett          |
| Orange                  |  | Gunnedah             | Warren           |
| Port Macquarie-Hastings |  | Gwydir               | Warrumbungle     |
| Port Stephens           |  | Hay                  | Weddin           |
| Queanbeyan-Palerang     |  | Hilltops             | Wentworth        |
| Richmond Valley         |  | Inverell             | Yass             |
| Shellharbour            |  | June                 |                  |
| Shoalhaven              |  |                      |                  |
| Singleton               |  |                      |                  |
| Snowy Monaro            |  |                      |                  |
| Tamworth                |  |                      |                  |
| Tweed                   |  |                      |                  |
| Wagga Wagga             |  |                      |                  |
| Wingecarribee           |  |                      |                  |
| Wollondilly             |  |                      |                  |

**Local Government Remuneration Tribunal****Table 3: County Councils**

| <b>Water (4)</b>   |
|--------------------|
| Central Tablelands |
| Goldenfields Water |
| Riverina Water     |
| Rous               |

| <b>Other (6)</b>       |
|------------------------|
| Castlereagh-Macquarie  |
| Central Murray         |
| Hawkesbury River       |
| New England Tablelands |
| Upper Hunter           |
| Upper Macquarie        |

## Local Government Remuneration Tribunal

### Determination No. 2- Determination Pursuant to Section 241 of Fees for Councillors and Mayors

Pursuant to s.241 of the *Local Government Act 1993*, the annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2019 are determined as follows:

**Table 4: Fees for General Purpose and County Councils**

| Category                                    |                         | Councillor/Member Annual Fee |         | Mayor/Chairperson Additional Fee* |         |
|---|-------------------------|------------------------------|---------|-----------------------------------|---------|
|   |                         | Minimum                      | Maximum | Minimum                           | Maximum |
| General Purpose Councils - Metropolitan     | Principal CBD           | 27,640                       | 40,530  | 169,100                           | 222,510 |
|   | Major CBD               | 18,430                       | 34,140  | 39,160                            | 110,310 |
|   | Metropolitan Large      | 18,430                       | 30,410  | 39,160                            | 88,600  |
|   | Metropolitan Medium     | 13,820                       | 25,790  | 29,360                            | 68,530  |
|   | Metropolitan Small      | 9,190                        | 20,280  | 19,580                            | 44,230  |
| General Purpose Councils - Non-metropolitan | Regional City           | 18,430                       | 32,040  | 39,160                            | 99,800  |
|   | Regional Strategic Area | 18,430                       | 30,410  | 39,160                            | 88,600  |
|   | Regional Rural          | 9,190                        | 20,280  | 19,580                            | 44,250  |
|   | Rural                   | 9,190                        | 12,160  | 9,780                             | 26,530  |
| County Councils                             | Water                   | 1,820                        | 10,140  | 3,920                             | 16,660  |
|   | Other                   | 1,820                        | 6,060   | 3,920                             | 11,060  |

\*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

**The Local Government Remuneration Tribunal**  
**(Signed)**

**Dr Robert Lang**

**Dated: 15 April 2019**

## Local Government Remuneration Tribunal

# Appendices

## Appendix 1 Criteria that apply to categories

### Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

### Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety has been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

## Local Government Remuneration Tribunal

### Metropolitan Large

Councils categorised as Metropolitan Large will typically have a minimum population of 200,000.

Other features may include:

- total operating revenue exceeding \$200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

### Metropolitan Medium

Councils categorised as Metropolitan Medium will typically have a minimum population of 100,000.

Other features may include:

- total operating revenue exceeding \$100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

### Metropolitan Small

Councils categorised as Metropolitan Small will typically have a population less than 100,000.

Other features which distinguish them from other metropolitan councils include:

- total operating revenue less than \$150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.

## Local Government Remuneration Tribunal

### Regional City

Councils categorised as Regional City will typically have a population above 150,000. These councils are metropolitan in nature with major residential, commercial and industrial areas. These Councils typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development.

These councils provide a full range of higher order services and activities along with arts, culture, recreation and entertainment facilities to service the wider community and broader region. These councils typically also contain ventures which have a broader State and national focus which impact upon the operations of the council.

Newcastle City Council and Wollongong City Councils are categorised as Regional City.

### Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Rural category on the basis of their significant population. Councils categorised as Regional Strategic Area will typically have a population above 200,000. These councils contain a mix of urban and rural settlements. They provide a range of services and activities including business, office and retail uses, along with arts, culture, recreation and entertainment facilities to service the wider community. These councils host tertiary education campuses and health facilities.

While councils categorised as Regional Strategic Area may have populations which exceed those of Regional City, they would not typically provide the same range of regional services or have an equivalent sphere of economic influence.

Central Coast Council and Lake Macquarie Council are categorised as Regional Strategic Area.

### Regional Rural

Councils categorised as Regional Rural will typically have a minimum population of 20,000.

Other features which distinguish them from other non-metropolitan councils include:

- a major town or towns with the largest commercial component of any location in the surrounding area
- a significant urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages or may be located on or close to the coast with high levels of population and tourist facilities
- provide a full range of higher-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- regional services to the wider community through principal referral hospitals, tertiary education services and major regional airports
- these councils may also attract large visitor numbers to established tourism ventures.



### **Local Government Remuneration Tribunal**

#### **Rural**

Councils categorised as Rural will typically have a population below 20,000.

Other features which distinguish them from other non-metropolitan councils include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.

#### **County Councils - Water**

County councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

#### **County Councils - Other**

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the *Noxious Weeds Act 1993*.

**8.1.6 DRAFT CODE OF MEETING PRACTICE**

|                                       |  |
|---------------------------------------|--|
| DOCUMENT NUMBER                       | 302364   |
| REPORTING OFFICER                     | Teresa Breslin, Governance Officer   |
| AUTHORISING OFFICER                   | Phil McMurray, Acting General Manager  |
| RELEVANCE TO COMMUNITY STRATEGIC PLAN | <b>4. Good governance: an actively engaged community and strong leadership team</b><br><br>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              | To comply with Sections 362 of the Local Government Act, 1993.   |
| POLICY IMPLICATIONS                   | The Code of Meeting Practice is to be in accordance with the Model prescribed by the Office of Local Government.   |
| ATTACHMENTS                           | 1. Draft Code of Meeting Practice (under separate cover) ➡   |

**RECOMMENDATION**

**The draft Code of Meeting Practice, provided under separate cover to the report, be adopted.**

Introduction

At its Ordinary Meeting on 30 April, 2019, the draft Code of Meeting Practice was submitted. Council resolved to place the draft Code of Meeting Practice 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. It was also resolved, that subsequent to the public exhibition period, a further report be prepared and submitted to the June 2019 Council meeting, including details of any submissions received.

Discussion

Councils are required to adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code prescribed by the Regulation. The draft Code of Meeting Practice for CGRC, placed on public exhibition, includes all of these Mandatory provisions.

The draft Code was placed on public exhibition in accordance with s.361 of the Local Government act. Council received zero (0) submissions during the public exhibition period.

**8.1.7 DRAFT 2019/2020 OPERATIONAL PLAN**

|                                       |  |
|---------------------------------------|--|
| DOCUMENT NUMBER                       | 303957   |
| REPORTING OFFICER                     | Teresa Breslin, Governance Officer   |
| AUTHORISING OFFICER                   | Phil McMurray, Acting General Manager  |
| RELEVANCE TO COMMUNITY STRATEGIC PLAN | <b>4. Good governance: an actively engaged community and strong leadership team</b><br><br>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              | In accordance with section 405 of the Local Government Act, 1993.  |
| POLICY IMPLICATIONS                   | There are no Policy implications associated with this report.  |
| ATTACHMENTS                           | 1. Submissions received for Operational Plan 19/20 <a href="#">↓</a>   |

**RECOMMENDATION**

- 1. The draft 2019/20 Operational Plan, inclusive of the Revenue Policy, Fees and Charges, Long Term Financial Plan and budget, be adopted.**
- 2. Council provide funding to The Art Centre Cootamundra in recognition of its ongoing cultural and economic contribution to the community for the 2019/20 financial year.**

Introduction

At a Budget Workshop held on Monday, 13 May, 2019 it was resolved that the draft Operational Plan, Draft LTFP/Budget, Draft Revenue Policy and Draft Fees and Charges be placed on public exhibition for 28 days, from Wednesday, 22 May, 2019 to 5pm Tuesday, 18 June, 2019.

Following Council's endorsement of the draft 2019/20 Operational Plan for public exhibition, the document was made available for inspection at the Council Offices, Libraries and on Council's website.

The draft Operational Plan was placed on public exhibition in accordance with Section 405 of the Local Government Act, 1993. Notice of the exhibition and invitation for submissions were advertised in the Council Snippets and Newsletter. It was also published on Council's website.

In response to the public exhibition process eight (8) submissions were received and are attached to the report. The submission were acknowledged and reviewed. The submissions received are summarised below with respective comments provided in response:

**1. Nina Piotrowicz, Coordinator, Engineering Australia dated 28 May, 2019:**

Comment: In relation to items 1.1d (2) & 1.1d (3) of the draft Operational Plan (Actions, Projects and Activities), please include building owners in the discussions, possible funding opportunities and promotion of the heritage assets in all LGA locations.

Response: Noted. Council process would always include consultation with building owners when seeking funding opportunities or promoting heritage assets.

**2. Annabel Marley dated 31 May, 2019:**

Comment: Letter of support for continued annual funding from Cootamundra-Gundagai Regional Council to The Art Centre Cootamundra.

Response: Funding to be provided as per the recommendation in the report.

**3. Helen Jennings dated 4 June, 2019:**

Comment: Letter of support for continued annual funding from Cootamundra-Gundagai Regional Council to The Art Centre Cootamundra.

Response: Funding to be provided as per the recommendation in the report.

**4. Jane Ellwood and Stephen Hall dated 4 June, 2019:**

Comment: Letter of support for continued annual funding from Cootamundra-Gundagai Regional Council to The Art Centre Cootamundra.

Response: Funding to be provided as per the recommendation in the report.

**5. Maree Twomey dated 4 June, 2019:**

Comment: Letter of support for continued annual funding from Cootamundra-Gundagai Regional Council to The Art Centre Cootamundra.

Response: Funding to be provided as per the recommendation in the report.

**6. Leesa Daly, Principal, Cootamundra High School dated 14 June, 2019:**

Comment: Letter of support for continued annual funding from Cootamundra-Gundagai Regional Council to The Art Centre Cootamundra.

Response: Funding to be provided as per the recommendation in the report.

**7. Naomi Jones dated 15 June, 2019:**

Comment: Letter of support for continued annual funding from Cootamundra-Gundagai Regional Council to The Art Centre Cootamundra.

Response: Funding to be provided as per the recommendation in the report.

**8. Lucy Greene, Principal, Cootamundra Public School dated 17 June, 2019:**

Comment: Letter of support for continued annual funding from Cootamundra-Gundagai Regional Council to The Art Centre Cootamundra.

Response: Funding to be provided as per the recommendation in the report.

**Fees and Charges 19/20**

Council received notification from the Office of Local Government on 12 June, 2019, in relation to the price increase in companion animal registration fees for 19/20. The Fees and Charges have been updated to reflect these changes.

Copies of Occupation Certificates, Historic archive search and normal archive search have been removed from the fees and charges, as this information is considered open access information and is to be made available free of charge under the *Government Information Public Access Act, 2009*.

Minor formatting and spelling corrections and version control updates were also made.

The updated Operational Plan inclusive of the Revenue Policy, Fees and Charges, Long Term Financial Plan and budget will be available as a separate attachment on the night of the meeting.

**From:** [Nina Piotrowicz](#)  
**To:** [Mai](#)  
**Subject:** Comment on 2019/20 Draft Operational Plan  
**Date:** Tuesday, 28 May 2019 12:56:39 PM  
**Attachments:**

---

To the General Manager

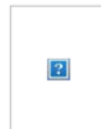
In relation to items 1.1d(2) & 1.1d(3) of the draft plan, please include building owners in the discussions, possible funding opportunities and promotion of the heritage assets in all LGA locations.

As the owner of a commercial building in Cootamundra that has heritage protections, we have already spent in excess of \$50,000 of our own funds on preservation works and a further \$20K is expected this year. We are committed to ensuring our building adds to the landscape of the CBD and I'm sure other building owners may feel the same. It is important that building owners are given the opportunity to be included.

Kind Regards

Nina Piotrowicz  
 50 Thompson Street, Cootamundra

**Nina Piotrowicz**  
 Coordinator, Credentials Development Projects,  
 Professional Standards and Practice  
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Annabel Marley

Cootamundra Gundagai  
Regional Council  
Document Received

- 3 JUN 2019

Friday, 31<sup>st</sup> May.2019

File No.  
Initials

Cootamundra Gundagai Regional Council

Dear Councillors,

I respectfully request that CGRC give financial assistance to The Arts Centre Cootamundra (TACC). TACC makes a valuable contribution to our local community and to the wider Riverina community.

TACC draws visitors to the centre through the workshops, residencies, films, performances, social and promotional events, people of all ages and demographics. I moved to Cootamundra, rather than another country town because of the arts centre, as did three of my friends. We have purchased houses and made a significant contribution to the town through our engagement and volunteering in various organisations as well as TACC. TACC relies on volunteers to offer the range of cultural and social activities that enrich Cootamundra. The figures of the financial contribution to the community through the residencies (Murmuration, etc) speak for themselves.

To continue to offer these opportunities, keep up the maintenance and improve the technology TACC relies on not just the good will of council but financial assistance.

I am requesting that consideration be given to the unique place that TACC plays in our region and for you to adequately fund TACC so it can continue to grow in its role as the cultural hub.

Annabel Marley

4 June 2019

**Cootamundra Gundagai Regional Council**

PO Box 420

COOTAMUNDRA NSW 2590

Email: [mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au)

Dear Councillors

**RE: FUNDING SUPPORT FOR THE COOTAMUNDRA ARTS CENTRE**

As a regular visitor to Cootamundra I have had the pleasure of participating in several courses run by TACC. As one of my closest friends now resides in Cootamundra it gives me the chance to visit her and also to get involved in creative activities which I would find harder to access in my current situation.

On each occasion I have thoroughly enjoyed the experience. I have found the teachers to be highly qualified and the courses to be very reasonably priced. I have observed that TACC is run by a group of very enthusiastic and dedicated individuals who have all brought their various skills together to create a unique and vibrant centre for the local community and those in surrounding regions to enjoy. Although there is an Arts Centre in the town in which I live it does not offer anywhere near the range of course that TACC does. The talented artists and craftsman that are brought into TACC to share their many varied skills ranging from traditional arts like painting and ceramics to natural silk dying and felting is staggering and thanks to the efforts of the team that run TACC. The opportunity to learn a new craft such as felting is not something that is available in many communities and I cannot emphasize just how important a role art and craft plays in helping you to unwind from the stress that most of us feel in our busy lives. On each occasion I have come away with a newly acquired skill and met a group of friendly and like minded individuals who I look forward to encountering at the next course I am able to attend. I have also attended other events run by TACC such as the *"Beer, Bacon & Band"* evening when local brewers had their wares on tap for us to sample as well as being entertained by a wonderful band all evening. Friends and family living in Goulburn and as far away as Sydney have been so impressed by the projects I have made at TACC that they have expressed an interest in attending a course themselves. Such an opportunity enriches the lives of those attending as well as brings an economic benefit to the town.

The importance of a venue like TACC to a rural community like Cootamundra cannot be underestimated. The intrinsic value of shared cultural activities and the opportunity to express

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oneself creatively cannot be underestimated today's world and the importance that it holds for the well being of the whole community.

I believe that TACC is a unique and special community hub of which Cootamundra can truly be proud. I hope that the Cootamundra Gundagai Regional Council will provide TACC with the support that it deserves to continue providing both locals and visitors to Cootamundra with the wonderful experiences they have come to expect.

Yours sincerely,

**Helen Jennings**



4 June 2019

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

Dear Cr McAlister

We would like to request that CGRC give financial assistance to The Arts Centre Cootamundra (TACC). TACC makes a valuable contribution to the local community and to the wider Riverina community.

TACC draws visitors to the centre through the workshops, residencies, films, performances, social and promotional events - people of all ages and demographics. We moved to Cootamundra, rather than another country town in large part because of the arts centre, as did a number of our friends. We have purchased houses and made a significant contribution to the town and to TACC. TACC relies on volunteers to offer the range of cultural and social activities that enrich Cootamundra. The figures of the financial contribution to the community through the residencies (Murmuration, etc) speak for themselves.

To continue to offer these opportunities, keep up the maintenance and improve the technology, TACC relies on not just the good will of council but financial assistance.

We are requesting that consideration be given to the unique place that TACC plays in our region and for you to adequately fund TACC so it can continue to grow in its role as the cultural hub.

Yours sincerely



Jane Ellwood



Stephen Hall

**From:** [Maree Twomey](#)  
**To:** [Abb McAlister](#); [Dennis Palmer](#); [Leigh Bowden](#); [David Graham](#); [Gil Kelly](#); [Penny Nicholson](#); [Doug Phillips](#); [Charlie Sheahan](#); [stewie@cgrc.gov.au](mailto:stewie@cgrc.gov.au)  
**Cc:** [Phil McMurray](#); [Mail](#)  
**Subject:** The Arts Centre Cootamundra  
**Date:** Tuesday, 4 June 2019 3:14:34 PM

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Attention The Mayor and Cootamundra-Gundagai Regional Councillors

Dear Abb, Dennis, Leigh, David, Gil, Penny, Doug, Charlie & Stewie,

I respectfully request that you reconsider providing The Arts Centre Cootamundra (TACC) financial support for the next financial year.

Thank you for \$50,000 provided last year, \$20,000 of which helped with the operation and administration of the Centre. \$30,000 was leveraged against the Regional Cultural Fund grant of \$60,000 an outcome of which will be a 3 year business strategic plan, governance training, refresh & report delivered by David Sharpe of Sharpe Advisory.

At present we employ Elise Magrath as our Cultural Development Officer, Gwen Norman - Office Manager, Lucy Main - Communications Officer and Julie Cowell - Admin. Their combined hours nearly equal a full time employee. A couple of years ago, we were able to offer Tamara Taylor her first paid job where she was mentored and supported by our team which gave her the extra skills and confidence to apply for her job now with Council.

Since we have had yearly financial support from Council, we have been able to have paid staff to support our volunteers and provide a professional bow to TACC. We have been able to source more grants and provide a diverse range of programmes that have enhanced cultural, youth & economic outcomes in our community.

Through many years of hard work, community support, government grants & council support, the Council now owns a multi-million dollar Arts Centre. The Federal and State Governments have invested over \$800,000 into TACC through grant successes, as we have proved to be a sound investment, providing a unique facility for our community and region. The Arts Centre Committee and the Council have received awards over the years for this facility.

As volunteer Treasurer of TACC, I can't see how we can operate successfully without your much needed financial support and again respectfully request ongoing financial support for the next financial year.

Many thanks for your consideration.

Yours sincerely,  
Maree Twomey

**COOTAMUNDRA HIGH SCHOOL**  
Poole Street  
COOTAMUNDRA NSW 2590



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**Principal: MRS LEESA DALY**

**Respect, Responsibility, Excellence**

14<sup>th</sup> June 2019

ATT: The General Manager and Councillors  
Cootamundra - Gundagai Regional Council  
RE: CGRC Draft Operational Plan on display until 18<sup>th</sup> June 2019  
TACC annual contribution of \$50 000

Dear Mr McMurray and Mr McAlister

I write to express my disappointment and concern regarding CGRC's decision to cease its annual \$50 000 grant to The Arts Centre Cootamundra (TACC).

As a long standing community member and educator in Cootamundra, I have had the pleasure of seeing this amazing precinct develop and grow over the years into a hub for community and cultural events.

Alongside Council support, a dedicated and hardworking group of volunteers have ensured that Cootamundra has secured an outstanding multipurpose venue. This has enabled a vast number of people from all age groups in our local and regional community to access activities and opportunities that are otherwise out of reach.

As a co-contributor to the original grant application for a high quality performance floor in the theatre, it has been wonderful to see the outcome of this and other 'in kind' contributions to the Arts Centre. It is used by visiting and local theatre and dance companies, CADAS, the Chris Wishart and Chris Edwards School of Dance to name a few. These organisations involve and showcase an enormous amount of local and visiting performers, made possible by a high quality venue that is safe and well maintained. Highly acclaimed local dancers including Thomas Bradley (Sydney Dance Company and now working in Brussels) have returned to Cootamundra to conduct workshops and performances at TACC. For this young man and other elite performers including Liam Berg, the Centre has provided an exceptional venue from which our local and regional students have gained enormous benefit.

There is only so much a dedicated group of volunteers can do to keep the venue at a high quality standard, and hence the need for ongoing financial support from Council is vital.

Initiatives such as the Wired Lab have created countless opportunities for our local students in recent years. The securing of renowned photographer Tamara Dean to run a photography workshop is one example worth noting. Our local kids were not only equipped with an excellent skillset but featured in a collection of their work at the Wagga Art Gallery ('The Edge'). Several students also featured in one of Tamara's works at the National Portrait Gallery, with another going on to pursue Media Arts at UNSW. This is a great example of what just one workshop can do for rural kids who simply don't get this kind of exposure otherwise.

Other opportunities have included art, drama and dance workshops for students in the holidays. Our own children have benefited immensely from these, as have countless other students from Kindergarten to Year 12, locally and across the region. Adult workshops have and continue to be equally as popular.

The amount of funding that has been leveraged for these workshops by TACC's energetic and innovative committee is enormous. It is vital that Council assist them to maintain this community service.

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Respect, Responsibility, Excellence

Recently, there has been a concerted effort by TACC to secure expertise in and raise the profile of Creative Arts so that high quality educational workshops can be delivered to our local students. Years 9 to 12 have recently met with representatives from the Creative Pathways Panel to discuss their needs in view of career opportunities and experiences these workshops may provide. Initiatives such as this are gaining momentum, with Cootamundra and surrounding schools set to benefit greatly from increased engagement with this valuable community resource. Cootamundra High School Staff will also be supporting Eamon Flack, Artistic Director of the Belvoir Theatre at the TACC as they look to raise the profile of and seek opportunities for their students to pursue the creative and performing arts.

Complementary to Cootamundra High School's Strategic Directions, Quality Teaching and Learning experiences will be a focus for our staff, as we draw from Eamon's ideas and aspire to improve the learning outcomes of our students.

TACC is also utilised by local and regional schools due to its well-appointed and affordable facilities. 250 Educators and Allied Health staff across the Riverina received training via Genevieve Jereb's highly acclaimed "The Traffic Jam in my Brain" seminar. The Theatre was also used for the launch of Cootamundra High School's highly successful "School and Community Partnerships Mentoring Program". In July this year, Educators will be taking part in Dr Matt Capp's Universal Design for Learning Seminar; "Strategies for Success in the Inclusive Classroom".

The School will also be using TACC this year for its HSC Music students' performances. The venue has outstanding acoustics and a grand piano that our students cannot otherwise access. The opportunity to perform in this environment is a huge step forward in addressing our ongoing issues of equity and access for rural student.

The Country Education Foundation Cootamundra of which I am a member also uses this space to raise much needed funds for local students to pursue further study and/or training beyond their schooling years.

Our family have been great supporters of TACC and recognise it as an extremely valuable community resource. From movie nights, private functions and fundraisers through to attending our children's singing and piano recitals it is a versatile and quality space.

TACC volunteers that maintain, promote and seek grants and funding for community projects are very deserving of Council's ongoing financial support. It would be such a pity to withdraw funding from a first class precinct that provides so much for so many.

On behalf of our schools and community I urge you to reconsider your Draft Operational Plan. Your financial commitment to this valuable resource is an excellent investment for the people of Cootamundra and the vast region that it serves.

Yours sincerely

Mrs Catherine Alderman  
Careers Adviser  
Acting HT Teaching and Learning

Mr Chris Payne  
Acting Deputy Principal

Mrs Leesa Daly  
Principal



**From:** [Naomi Jones](#)  
**To:** [Mail](#)  
**Subject:** Operational Plan/budget considerations.  
**Date:** Saturday, 15 June 2019 4:24:09 PM

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Attention Councillors,

I am writing because of an upsetting part of your draft operational plan. Your decision to remove the funding currently provided to the arts centre is concerning to say the least. This money is used to keep the door to the Arts Centre open and to assist in a small part toward wages for some of the staff.

The Arts Centre provides many groups and clubs with space to express themselves artistically. Just as the sporting fields and courts the council so willingly support, provide funding for, and look after provide space for those groups and clubs to do their thing.

I feel that the small amount of money that the Arts Centre receives from the council is a non-negotiable contribution that should be continued.

As a parent, teacher and performer myself, The Arts Centre is an essential part of our community. Artists, Drama groups, Musicians, Dancers, Movie enthusiasts, students, and teachers all use this facility on a weekly, monthly, yearly basis.

The Arts Centre provides space for our local dance schools to have their concerts, for our local drama school to rehearse and perform, for our beginning string group to rehearse and perform, for visiting artists, musicians and performers to entertain the community, for professional learning to happen, for students from our schools to attend a variety of shows, movies and events, as well as a space for them to exhibit their learning and develop an appreciation of all things arts related.

In addition to this space being essential for our children to develop artistic skills and appreciation it also brings money into our local community. Families travel from Young, Temora and Jugiong weekly to attend activities at the arts centre. Often while their children are there, parents are spending money in local stores, coffee shops and making connections to local people.

I urge you all to take the time to think about the importance of continuing to support the Arts Centre into the future..... not only does this support ensure the continued operation of the facility but it allows the many children in our community who may not enjoy sport or who love all things artistic a place to be creative. After all shouldn't all children be allowed the opportunity to equitable after school activities- be it sport related or not.

Thank you for taking the time to read and consider my thoughts. I look forward to hearing about the continuing support of an essential community facility.

Regards  
Naomi Jones.



A PROUD PUBLIC SCHOOL

## COOTAMUNDRA PUBLIC SCHOOL

**Address:** Cooper Street  
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ATTN: The General Manager and Councillors, Cootamundra-Gundagai Regional council

Dear Councillors,

I am writing this letter in support of The Arts Centre Cootamundra, as they seek support from council for funding in 2020. Access to quality arts and cultural programs is an ongoing consideration for our school, as we build a focus on enriching the learning experiences and opportunities for students that open up their world view. Our partnership with The Arts Centre Cootamundra (TACC) has allowed for student, staff and community involvement in a variety of ways for a number of years now.

Our school has been lucky to directly benefit from programs and initiatives run through TACC. The 'Secret World', with its focus on technology, storytelling and installed art, provided groups of our Stage 3 students with an opportunity to engage with peers from schools in our district. This ongoing collaboration enabled our students to work closely with experts from Coder Academy and Matriark Theatre, while also building creativity and skill in STEAM (Science, Technology, Engineering, Arts and Maths). This project has led to further opportunities for our school, with Coder Academy due to run skills development workshops on site with students and staff later in the year.

Murmuration's inclusive arts performance called 'Ripple effect' was also well received by our community as a way of extending student creativity and engagement. In my opinion, the Ripple Effect performance and learning model was nothing short of inspiring as it deeply engaged students through all aspects of the learning. TACC has also facilitated drama incursions for lead cast and drama groups involved in our school production of The Lion King Kids. The team from Monkey Baa who ran these workshops were in town for performances of Josephine Likes to Dance. This show was held during the school holiday period and many of our students enjoyed attending, without needing to travel distances to Wagga or Canberra – as may typically be expected.

TACC have also been open and proactive in providing professional development opportunities for teaching and support staff. From educators screenings of films like 'Gurramul' (supporting our school priorities in Aboriginal and Torres Strait Islander Education) to conferences and workshops focused on inclusive arts programs and drama. Recently, the small staff team connected to The Secret World experience was able to return to school and build the capacity of colleagues by delivering workshops around coding and the integration of technology across the curriculum. This no doubt will have long term positive effects on the learning of students in our school.

The richness of arts programs able to be offered by The Arts Centre is, in my opinion, an invaluable asset to our school and community. Our school is just one organisation benefiting from the expertise, programs and space offered by TACC. I thank you for your time in reading this letter of support and would be happy to discuss further if required.

Kind regards,  
Lucy Greene  
Principal, Cootamundra Public School

RESPECTFUL RESPONSIBLE LEARNERS  
YINDYAMARRA

**8.1.8 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2019**

|                                       |  |
|---------------------------------------|--|
| DOCUMENT NUMBER                       | 305139   |
| REPORTING OFFICER                     | Marianne McInerney, Personal Assistant to the General Manager  |
| AUTHORISING OFFICER                   | Phil McMurray, Acting General Manager  |
| RELEVANCE TO COMMUNITY STRATEGIC PLAN | <b>4. Good governance: an actively engaged community and strong leadership team</b><br><br>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council |
| FINANCIAL IMPLICATIONS                | The cost of registration and accommodation per attendee  |
| LEGISLATIVE IMPLICATIONS              | There are no Legislative implications associated with this report.   |
| POLICY IMPLICATIONS                   | There are no Policy implications associated with this report.  |
| ATTACHMENTS                           | Nil  |

**RECOMMENDATION**

- 1. Council determine attendees for the Local Government NSW Annual Conference**
- 2. The Mayor and Deputy Mayor be nominated as Council's voting delegates for the Local Government NSW Annual Conference**

Introduction

This Conference is the annual policy making event for NSW general purpose councils and its associate members. It is the pre-eminent event of the local government year where local councillors come together to share ideas and debate issues that shape the way we are governed.

Discussion

The Local Government NSW Annual Conference will be co-hosted by the Liverpool City Council and will be held Monday 14<sup>th</sup> to Wednesday 21<sup>st</sup> October, 2018. Conference registration opens Monday, 15<sup>th</sup> July, 2019.

This year's registration fees have not been released, however, last year's Registration per attendee was \$940.00. As Council registered the attending delegates within the Early Bird registration period the registration fee was \$840.00 and it is anticipated that this year's Registration costs will be similar. Accommodation of four rooms has already been booked at a cost of \$169 per room.

Two voting delegates must be registered for the voting on motions during the formal business sessions. The details of the voting delegates must be determined and submitted by no later than Midnight (AEST), Friday, 20<sup>th</sup> September, 2019. At the 2018 Conference the voting delegates were the Mayor and Deputy Mayor.

Members are invited to submit motions for discussion at the Conference. Motions must be submitted by 12 midnight (AEST), Monday 19<sup>th</sup> August, 2019 to allow for printing and distribution of the Business Paper before the Conference. In line with the LGNSW rules, 12 midnight AEST, Monday 16<sup>th</sup> September, 2019 is the latest date motions will be accepted for inclusion in the Conference Business Paper.

When submitting motions for Conference, members are encouraged to be familiar with the LGNSW Policy Platform. When submitting a motion, members will be asked to identify if the proposed motion conflicts or likely conflicts with the existing Fundamental Principles and this will be noted for delegates in the Business Paper.

The purpose of this Policy Platform is to consolidate the numerous policies and positions of LGNSW – as determined by members – into a single document for ease of reference for members and stakeholders.

Proposed motions should be strategic, affect members state-wide and introduce new or emerging policy issues and actions. Members are encouraged to review the Action Reports from previous Conferences before submitting motions for the 2019 Conference to gauge current advocacy and observe the content and language of carried resolutions.



**8.1.9 INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA LOCAL ROAD CONGRESS 2019**

|                                       |  |
|---------------------------------------|--|
| DOCUMENT NUMBER                       | 305315   |
| REPORTING OFFICER                     | Charlie Sheahan, Councillor  |
| AUTHORISING OFFICER                   | Phil McMurray, Acting General Manager  |
| RELEVANCE TO COMMUNITY STRATEGIC PLAN | <b>4. Good governance: an actively engaged community and strong leadership team</b><br><br>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. IPWEA 2019 Local Roads Congress - Agenda <a href="#">↓</a><br>2. IPWEA 2019 Local Roads Congress Communique <a href="#">↓</a>   |

**RECOMMENDATION**

**Cr Sheahan's report on the annual Institute of Public Works Engineering Australasia Local Road Congress, 2019 and attachments be received and noted.**

Introduction

Cr Sheahan and Matt Stubbs (Manager Technical Services) attended the annual Institute of Public Works Engineering Australasia (IPWEA) Local Road Congress, 2019 in Sydney held on 4th and 5<sup>th</sup> June, 2019.

Discussion

Warren Sharpe OAM, President IPWEA (NSW) welcomed the delegates to the congress.

One of his key points was the shortage of engineers and the importance for councils to offer cadetships to encourage future engineers. This is a significant problem facing councils across the country.

Cr Linda Scott, President Local Government New South Wales (LGNSW) addressed the congress. She stated that LGNSW continues to lobby for funding for Councils, achieving an extra \$1billion for NSW roads and bridges with key local roads identified to be state funded. LGNSW is also seeking an increase of the Financial Assistance Grants (FAGs) and a review into the redistribution of those funds, and an increase to the Roads to Recovery funding.

State Member for Bathurst, the Hon. Paul Toole, MP Minister for Regional Transport and Roads conveyed focal points for Cootamundra-Gundagai Regional Council and identified that the State Government is prepared to work with councils to improve regional roads and freight movement and provide funding for the renewal of timber bridges, as mentioned above by Cr Linda Scott. He also announced that the state will take back 15,000 kilometres of local roads. Limited detail on which roads was provided, however, he did clarify the government would not be taking back "goat tracks".

Further, the Minister did confirm that more comprehensive details would be announced later in the year. This could deliver great benefit to Council provided it is successful in contracting the maintenance work, for example developing a freight link road as a source of revenue instead of a cost burden to Council. In saying that, Council could start to consider any possible options. With 241 lives lost on local roads last year the Minister emphasised the Government's commitment to road safety and offered that Councils need to investigate and develop a Road Safety Plan and seek available funding for the improvement of its infrastructure for the safety of local traffic and pedestrian safety.

Council's Matt Stubbs indicated that there are Council staff undertaking road safety audit training. Asset management is an essential part of Council's road safety plan by providing a current audit of the condition of its infrastructure. Councils need to focus on identifying accident black spots, school zones and heavy pedestrian areas. There is assistance and funding available for councils to develop a formal Road Safety Plan. Once a council has a plan, funding for safety infrastructure can be pursued for such programs as the widening of centre lines, widening of road shoulders, removal of roadside hazards such as overgrown vegetation, improved and renewed line markings and tactile strips.

Panellist Tim Hansen, National Heavy Vehicle Regulator, discussed heavy vehicle safety and the chain of responsibility now being applied to heavy vehicle drivers/operators, speed, fatigue and the roadworthiness of vehicles. Performance Based Standards (PBS) vehicles (a national heavy vehicle scheme designed to offer the heavy vehicle industry the potential to achieve higher productivity and safety through innovative and optimised vehicle design) were discussed and the need to use a business risk approach to heavy vehicle access. It was noted that PBS vehicles are safer with 46% less crashes, provide greater efficiency in freight movement and impose less damage to road infrastructure and are tending to set the industry standard as roads improve.

Freight movement and safety was a focal point as 70% of state fatalities occur on country roads calling for more emphasis on Roads Safety Strategy.

In summary, Councils are the primary providers and maintainers of its local and regional transport infrastructure and to improve that infrastructure and the desired safety of road users requires cooperation and collaboration at all levels of government, through increased funding and ongoing financial assistance.

The attached final Congress Communique was emailed to Councillors and Managers.

# 2019 Local Roads Congress

## Monday 3 June

|         |  |
|---------|--|
| 9:00am  | Welcome to Country<br>Uncle Allan Murray   |
| 9:05am  | Welcome<br>Warren Sharpe OAM, President IPWEA (NSW)<br>Opening<br>Cr Linda Scott, President of Local Government NSW  |
| 9:45am  | Keynote Address The Hon. Paul Toole, MP – Minister for Regional Transport and Roads  |
| 10:15am | <b>Morning Tea</b>   |
| 10:45am | Network Resourcing<br>Warren Sharpe OAM - President IPWEA (NSW)<br><u>Panelists</u><br>Cr Linda Scott - President of Local Government NSW<br>Ramon Stahell - Director Economics, NTC - Future Road Funding Options<br>Grant Gleeson - Deputy Chair, NSW Local Government Grants Commission<br>Wal Setkiewicz - Senior Policy Adviser – Economics, NRMA |
| 12:45pm | <b>Lunch</b>   |
| 1:45pm  | Roads – Risk and Regulation<br><u>Panelists</u><br>Clr Ben Shields – LGNSW<br>Chief Inspector Phillip Brooks – NSW Police Highway Patrol Command<br>Roger Weeks – Director Compliance RMS<br>Tim Hansen – National Heavy Vehicle Regulator<br>Bernard Carlton – Centre for Road Safety, Transport for NSW<br>Discussion of Congress Communiqué         |
| 3:30pm  | <b>Afternoon Tea</b>   |
| 3:45pm  | Roads & Transport<br>John Wall – Austroads Connected & Automated Vehicles<br>The Hon. Peter Primrose – Shadow Minister for Local Government and Communities,<br>and Shadow Minister for Regional Roads<br>Mick Savage – Manager, Roads & Transport Directorate<br>Adoption of Congress Communiqué  |
| 5:00pm  | <b>Congress Close</b><br>Pre-Dinner drinks – Strangers Dining Room Foyer   |
| 6:00pm  | <b>Congress Dinner – Strangers Dining Room</b><br>Dinner Keynote William Peters – Public Affairs Manager, Lime APAC  |
| 9:30pm  | <b>Close</b>   |



**NSW Local Roads Congress  
3 June 2019  
Congress Communiqué**

The NSW Roads & Transport Directorate, a partnership between Local Government NSW (LGNSW) and the NSW Institute of Public Works Engineering Australasia (IPWEA NSW), in holding the 2019 Local Roads Congress, resolved to announce the following communiqué.

The Congress recognises the critical role of Local Government as a provider of local and regional transport infrastructure in partnership with the state and Federal Governments. The Congress calls for immediate and on-going action from all levels of government to address the unacceptable level of fatalities, serious injuries and road related trauma on our road network, with specific attention to the local road network.

**Road Funding**

The Congress recognises the contribution of other levels of government in providing ongoing financial assistance for the management of local roads and infrastructure, particularly in regional areas through:

**NSW Government**

- Rebuilding NSW
- Fixing Country Roads
- Fixing Country Rail
- Fixing Country Truck Washes
- Funding for Road Safety Auditor training

**Australian Government**

- Bridges Renewal Program
- Heavy Vehicle Safety and Productivity Program
- The Current \$744.5m Black Spot Program with a commitment to providing \$60m per year after 2021-22
- Roads to Recovery Program

While the funding allocation for the Federal Government's Roads to Recovery program has become permanent and the base funding for the next five years has been increased, the total Federal Government funding program is \$700 million less than it was for the previous five-year program. This shortfall must be addressed by increasing the annual Roads to Recovery funding from \$500 million per annum to \$800 million.

The Congress fully supports the announcement by the NSW Government of a \$500 million Fixing Country Bridges Program based on the data contained in the Roads & Transport Directorate's 2017 *Timber Bridge Management Report* and awaits release of the Program details. The Congress also welcomes the additional \$500m to address the declining condition in local roads across NSW.

The Congress requests further information and clarification on the announcement by the State Government to transfer up to 15,000 km of Regional Roads back to the State in response to LGNSW's report on cost shifting. IPWEA NSW in conjunction with LGNSW asks for the opportunity to be involved in future consultation to ensure that the intent to benefit councils remains the top priority in the proposal. We also want to ensure that:

- roads that might be taken back will be improved and maintained with an appropriate increase in funding level
- any change in arrangements do not adversely impact other grants provided to Councils (eg FAGS grants) or the delivery of existing works for Transport for NSW (ie RMCCs) on the existing state network
- Council retains the function of being able to undertake works on any roads that are moved from an existing regional road to a state responsibility
- Individual proposals are the subject of consultation with each council involved prior to any changes being made

The Congress also seeks assurances that any roads not transferred to the State, will remain funded through the Regional Road Block Grant program.

The Congress fully supports the Australian Local Government Association's (ALGA) call for the Australian Government to commit to:

1. Secure annual Commonwealth funding for local government equal to at least 1% of Commonwealth Taxation Revenue.
2. Oppose revenue constraints such as rate capping and cost shifting.
3. Encourage councils to acknowledge Financial Assistance Grants as a Commonwealth untied grant to Local Government.
4. Strengthen Local Government's credentials as a trusted partner for tied Commonwealth grants.

### **Road Safety**

Local Government plays a significant role in supporting road safety at the community level, with responsibility for almost 90% of the NSW road network. We recognise that within their existing means and current funding arrangements, Councils already make a significant contribution to road safety. Information collected by IPWEA NSW through the 2017 Road Asset Benchmarking report indicates that there are very few Councils that have adopted a Road Safety Strategic Plan as part of their suite of strategic planning tools. Road Safety Strategic Plans will allow Councils to give greater focus on improving road safety using a safe systems approach. IPWEA NSW has collaborated with Transport for NSW to offer training to all Councils in NSW to improve skills and capacity in road safety audit, and will deliver subsidised training in the preparation of road safety plans during 2019-20.

The Congress encourages all Councils to develop formal Road Safety Strategic Plans aligned to the National Road Safety Strategy 2011-20 and the NSW Road Safety Plan 2021 to ensure that Councils are considering the road safety implications in all activities they undertake.

The Congress notes the assurance given by Transport for NSW that the NSW Local Government Road Safety Program (LGRSP) is currently a three-year rolling program with funding confirmed until 2021.

The Congress calls on the Federal Government to fully fund a \$3 billion annual Road Safety Fund recommended by the Inquiry in the National Road Safety Strategy. A fund of this size could help resource councils to contribute to other aspects of the Safe Systems approach beyond the Safer Roads component. The issue of restricting the use of mobile devices in motor vehicles through technology should also be researched.

#### **Heavy Vehicles and Freight Task**

Local Government is a major player in the supply chain as custodians of approximately 90% of the State road network. Road transport will continue to play a dominant role in freight transport, with the impact of the increasing freight further contributing to wear and tear on local roads.

The Congress calls for additional targeted investment to unlock local and regional productivity by improving access for freight vehicles and connectivity between local roads and preferred state and national freight routes. The Congress also calls for identification funding to determine key first and last mile pinch points as well as support for councils to undertake more extensive network road quality assessments. Rail freight investments must also continue to be made to help shift as much freight from the road network as possible.

The Congress calls on the NSW Government to accelerate the development of new Regional Transport Plans to inform strategy and decision making.

#### **Roads Maintenance Council Contracts**

The Congress notes the invaluable two-way partnership between Councils and the TfNSW in delivering Road Maintenance Council Contracts (RMCC) on State Highways across regional NSW.

The Congress supports the ongoing direct delivery of the RMCC by Councils for the TfNSW, noting Councils should not be compelled to deliver the RMCC via Joint Organisations. The Congress encourages the TfNSW to work with Councils and the Roads & Transport Directorate to develop and imbed the new TfNSW system requirements for the effective delivery on RMCC and to further build capacity across the Local Government sector.

LGNSW has also successfully lobbied the NSW Government for an increase from 12 months to 24 months for future RMCCs, which will help councils to better plan and manage the maintenance activities.

**Disruptive Transport Technology**

The Congress identifies that the introduction of hydrogen, electric and connected autonomous vehicles will impact Local Government and will require ongoing monitoring and review to maximise opportunities for safety improvements, productivity improvements, reduction in maintenance costs and the public good. This will include working together with the State Government on:

- the deployment of the technology on current infrastructure provision and maintenance arrangements, including funding arrangements and data sharing agreements;
- the additional challenges associated with the introduction of semi-autonomous vehicle technology in rural and regional areas;
- the unknown economic and social impacts of semi-autonomous and autonomous vehicles;
- the safety benefits of connected and autonomous vehicles must be closely monitored to ensure that improved outcomes are achieved across the entire vehicle fleet; and
- the inherent problems arising from the existence of a non-homogeneous vehicle fleet on the transport network are identified and minimised.

To further the outcomes of this Congress, the Congress calls on governments to take the following measures:

**NSW Local Government**

The Congress calls on Councils in NSW to:

1. Progress the Congress Communiqué by writing to the relevant Ministers and their local NSW and Australian Government MPs seeking their support for the Congress outcomes.
2. Continue to improve asset management performance by:
  - a. continuing to work with the Office of Local Government and the NSW Auditor General to improve the transparency and consistency of infrastructure measures within the Integrated Planning & Reporting framework
  - b. incorporation of a Road Safety Strategic Plan (aligned with the NSW Road Safety Plan 2021 and in accord with the IPWEA NSW Guidelines for Road Safety Plans 2019) within each Council's Resource Plan
  - c. building capacity within the Local Government industry by supporting ongoing training and knowledge sharing
3. Support the employment of better techniques and the importation of proven technology to better meet our community's needs through improved engineering and construction methods
4. Develop robust workforce strategies to ensure the skills and capacity exist to plan, deliver and maintain local roads now and in the future, including cadet and apprenticeship programs at a professional and operational level
5. Advocate for place-based regional transport strategies that encourage public transport and active travel solutions in metropolitan and regional centres across NSW.

**NSW Government**

The Congress calls on the NSW Government to:

1. Develop a sustainable funding model for Local Government in NSW

2. Implement a system to:
  - a. Recognise the importance of qualified engineers and call on the government, in consultation with key industry groups, to implement on a transitional phase-in basis, a requirement for all local government authorities to have a suitably qualified engineer.
  - b. Recognise engineers as a profession, through a State and National registration scheme, similar to Queensland and Victoria, and as raised at the Council of Australian Governments in 2011-12
  - c. Support cadetships for civil engineering across all government projects, in order to ensure the long-term workforce capabilities
3. Accelerate the delivery of regional transport plans across NSW working in conjunction with Councils
4. Redistribute Federal Assistance Grants to regional NSW to address social equity and reduce the infrastructure funding gap, with a more meaningful rate charged on urban land so large urban Councils are not financially disadvantaged
5. Increase the existing Regional Road Block Grant and Repair Program allocations to reflect increases in the construction cost index which is well above CPI.
6. Implement IPART Review of the Local Government Rating System where LGNSW and stakeholders support the recommendations.
7. Initiate consultation with Local Government to establish a Freight Strategy to increase productivity and safety through targeted investment
8. Work through the TfNSW to support Councils needing assistance to achieve R2 prequalification to ensure Councils are strengthened in contracting to TfNSW to deliver Road Maintenance Council Contracts (RMCC).
9. Ensure that the implementation of future RMCC Contracts be direct with Councils and any other arrangements be made only at the request of the individual Councils, avoiding the pitfalls of a one size fits all approach.
10. Provide support for Councils to work with local businesses and communities to implement local and regional Climate Change Plans - particularly in relation to infrastructure.
11. Support Councils in developing and implementing strategic Road Safety Plans as part of the implementation of the NSW Road Safety Plan 2021.
12. Provide planning and funding for initiatives that contribute to the reduction of private car journeys across the state such as additional commuter and satellite parking facilities and car share services. This is a broad benefit initiative that will have a positive impact on road safety outcomes, reducing congestion, improving community health and optimizing asset useful lifecycle.
13. Improve systems for open reporting and sharing of data with Local Government including during emergency situations (e.g. road closures).
14. Continue to work with Local Government to develop a more equitable financial arrangement for the implementation of the use of day labor to repair road infrastructure when responding to undertake repairs resulting from natural disasters.
15. Strategically target first and last mile hotspots for enhancement as part of the freight strategy



**NSW and Australian Governments**

The Congress calls on the NSW and Australian Governments to:

1. Continue the funding to Local Government under grant programmes such as *Fixing Country Roads* and the *Bridges Renewal Program*
2. Build upon the *Fixing Country Rail Program* to target the reduction of freight loads on local and regional roads, including resolving institutional impediments for access to existing rail
3. Encourage ALGA to use its position on COAG, informed by State Local Government peak bodies and IPWEA NSW, to develop a new National Infrastructure Partnership for the three tiers of Government for smarter long-term investment planning in transport and community infrastructure.
4. Develop a coordinated policy framework that maximises the public good of transport technology (hydrogen, electric and autonomous vehicles) taking into consideration the current transport infrastructure capacities and constraints

**Australian Government**

The Congress calls on the Australian Government to:

1. Restore FAGs to 1 percent of the total Federal Government budget.
2. Find equitable and sustainable ways to fund infrastructure investment.
3. Review the formula for the distribution of identified roads grants, and end cost shifting by state governments
4. Increase funding for the replacement or restoration of damaged assets to a more resilient standard following a natural event
5. Repair the shortfall in Roads to Recovery funding announced in this year's budget. While the base funding for the next five years was increased, the total program funding is \$700 million less than it was for the previous five-year program.
6. Address the potential revenue loss from the shift from petrol to electric vehicles by establishing a new user-pays system to replace the \$18.7 billion a year in road taxes

**Australian Local Government Association**

The NSW Congress seeks the support of ALGA to deliver the NSW Roads Congress outcomes.

**Further enquiries:**

Warren Sharpe OAM, President IPWEA (NSW) - 0409 398 358

Cr Linda Scott, President, Local Government NSW – (02) 9242 4000

Garry Hemsworth, Director IPWEA (NSW) – 0427 432 216

Mick Savage, Manager Roads & Transport Directorate - 0418 808 085

Kylie Yates, Director Advocacy, Local Government NSW – 0418 607 575

**8.1.10 SMALL BUSINESS FRIENDLY COUNCILS INAUGURAL CONFERENCE REPORT**

|                                       |  |
|---------------------------------------|--|
| DOCUMENT NUMBER                       | 305454   |
| REPORTING OFFICER                     | Leigh Bowden, Councillor   |
| AUTHORISING OFFICER                   | Phil McMurray, Acting General Manager  |
| RELEVANCE TO COMMUNITY STRATEGIC PLAN | <b>4. Good governance: an actively engaged community and strong leadership team</b><br><br>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                           | Nil  |

**RECOMMENDATION**

- 1. The attendance Report for the Small Business Friendly Councils Inaugural Conference by Cr Bowden be received and noted.**
- 2. Council refer to recommendations contained in the report.**

Introduction

Developed by the NSW Small Business Commissioner, the Small Business Friendly Councils (SBFC) initiative provides NSW councils with information, workshops, networking opportunities and resources that help councils to support their local businesses to start and grow.

All councils in NSW have access to Small Business Friendly Councils resources and initiatives.

Discussion

108 Councils, out of the 128 Councils in NSW, are involved in the Small Business Friendly Councils and the Easy to do Business Programs. Cootamundra-Gundagai Regional Council (CGRC) was one of the first councils to sign up. 69 of those 108 Councils were represented at the conference.

37 individual speakers provided input at the conference. As such, it is impossible to report on all the information that was imparted. I have collated information that I thought is interesting and worth consideration by Council under eight headings:

**1. How to Plan for the Future**

The future will be characterised by technological change, connectivity and digital connection. The jobs in which people will be working in 10 years' time do not exist yet. Three years is now becoming the average tenure in a job.

The emerging generations (Gen Y and Gen Z i.e. born after 1980) think globally and are looking at innovation as a way of stimulating the local economies and creating jobs for the future. The future will be characterised by the digital world; mobilisation; globalisation; social channels, the visual rather than text (TL;DR = Too Long; Didn't read) and You Tube which now outruns Google.

Gen Y and Gen Z are those most likely to start a small business (Small Business is between 5 – 19 employees; Micro Business is between 1-4 employees). These generations are creating a culture of “collaborative innovation”.

*The lesson: Listen to young people*

**2. The Regions (“Small Business and Economic Development”, Dr Kim Houghton, CEO Regional Australia Institute)**

It is a myth that there is a population decline in regional Australia. There is a growth of 1.6% in heartland regions and a vibrant regional economy.

New South Wales has 31 regional cities (i.e. over 50,000 people). A town of 5,000 population is a mid-size town.

The challenge for regional towns is attraction and retention. There is an industry shift away from primary industry and manufacturing towards service industries with a high social value. Only 3.5% of regional populations are now employed in agriculture and the processing of agricultural products is drifting to the ports away from production. Regional no longer means only rural jobs. In the Riverina Murray Region there are currently 1,211 vacancies for professionals in the health sector. There is intense competition between the regions for the same people.

To attract and keep workers, especially professionals, cultural and social perceptions are important. Wages are not the primary factor in attracting people. Social factors are paramount: housing affordability, schools, jobs for partners, health care, recreational activities, and opportunities for socialising. Local Government Area attractiveness matters. Regional no longer equals rural. Councils need to bring the business community with them in agriculture, manufacturing and main street retail.

Employment mobility is transforming the landscape. Regional population changes are driven by quality of life, especially for returners and downsizers. Local consumers are more demanding.

**3. Small Businesses**

Local Government is the bedrock of what happens to small business. There needs to be a partnership between the community, the Council and the Chamber of Commerce. (Robyn Hobbs)

Councils are the government of the regions. Economic development is at the core of what we do. (Cr Linda Scott)

Small Businesses are rate payers and key stakeholders. *Listen to them.* There is a need to make communication between Council and the Small Business community simple.

For small businesses to succeed, business owners need to work “on” their business not just ‘in’ their business. Business owners face the challenge of getting their heads around a rapidly changing environment. Repurpose data and make it available to Small Businesses to make them more competitive. New businesses need to be able to make informed decisions.

With the move to on-line shopping there is a decline in retail stores. For those that remain, customer service is paramount. For retailers to succeed shoppers need to have an “experience of human connectivity”

*The regulatory environment is one of the main factors in small businesses closing. Red tape is one of the biggest challenges. In NSW at the moment the cost of compliance is \$58,000 p/a (the cost of 2 Hilux utes!)*

Make life simple for small businesses. Have a one-stop shop. What steps can Council take to reduce regulations? Council needs to provide techniques for feedback to better engage with the business community.

Council needs to encourage new businesses. New businesses = new jobs

#### 4. Chambers of Commerce

The importance of Chambers of Commerce was stressed. A Chamber of Commerce enables the whole business community to have a voice about the key issues that effect it.

There is increasing collaboration between councils and chambers of commerce. The Small Business Commissioner can facilitate relationships between small business and local government.

The Chambers of Commerce enable small businesses to share information. They assist retailers and businesses with education and training. They are in a position, along with councils, to lobby government.

#### 5. The Main Street

For a town's success and well-being it is important to have a vibrant main street. This involves finding the "identity" of the main street area. It needs to be authentic and a place that will create an experience. It also involves working with landlords to "activate" the location; to revitalise it. This is place making for economic outcome.

The streetscape, creating ambience is also important – seating, trees, winter-lighting, and the like.

In terms of economic development, "wallets pass windows". Place activation needs to be in council planning. Landlords have the responsibility to do something to maintain the attractive appearance of the main street e.g. brighten up their shops. There needs to be meetings between retailers and council representatives

Re: empty shop fronts and landlords. It was suggested that councils put in place legislation that would reduce the time that a landlord can leave a shop empty e.g. Legislate to impose a tax on landlords who leave a property vacant for longer than 'x amount of time'.

**RECOMMENDATION: That Council investigate the possibilities of implementing legislation, or the equivalent, to encourage landlords to have their shops activated – leased, pop ups, co-ops etc. and present a report to Council.**

#### 6. Tourism and Place Making

Case Studies: Putting Your Council Area on the Map

##### I. I "Bring Flavour to Bland" Ray Smith, GM Bland Shire Council.

Ray stressed that the staff work with him not for him.

The story behind the story: In 2013 Bland partnered with the towns of Dull in Scotland and Boring in Oregon, USA. "The League of Extraordinary Communities" was formed. The tag line for Bland was, "Far from Dull and Boring".

The painted silos at Weethalle, 55 km west of West Wyalong, and the biggest football (800 kg) in the world at Ungarie to honour the Daniher brothers, AFL Legends, are two of the attractions in the Bland Shire. 30% of traffic movement now stop. (As a sign of success staff reported they had to increase toilet paper at public toilets).

The "Bring Flavour to Bland" campaign was created and launched with Goose Island Brewery, an American beer company, and Jimmy Grant Souvlaki. These companies were attracted by the name Bland. 300 people came to the first Bland Flavour Festival on 17<sup>th</sup> November, 2018.

Bland Shire Council made two videos in the hope of attracting new visitors and businesses to the Shire. They received 44 million hits; a media value of \$10 million. It didn't cost the council anything. The objective was to promote the Bland Shire. Every town has something unique about it. Said Ray, "Just do it".

Bland has received a \$55,000 grant from Foundation for Rural and Regional Renewal (FRRR) for the Bland Flavour Festival in 2019. A number of international companies have approached Council to sponsor the event.

## II. Parkes Elvis Festival Cathy Treasure, Festival Organiser, Parkes Shire Council

Cr Ken Keith (Mayor) of Parkes, dressed as Elvis, introduced Cathie.

The Festival has been going for 27 years. It took 10 years to become successful; a 10 year overnight success!

The Elvis Festival is held in January each year because that is the time that politicians are on holidays and it's easy to get media coverage.

It was started by a community group, which became an incorporated body, and now is run by Council, which employs a full-time director. (Volunteers approached Council) It is funded by grants and sponsorship. There is a diversity of funding and there is no cost to council. It is cost neutral.

The Elvis Festival Committee is a s.355 Committee of Council.

It's the only festival recognised by Elvis Presley Enterprises (USA) in the Southern Hemisphere.

Each year it attracts 27,000 people and brings \$13 million to the regional economy. It has a 400 million person media reach.

"Elvis" changed Parkes (Outgrown the dish) – has social benefits, tourism benefits, economic benefits and environmental benefits.

Parkes has invested in infrastructure to make it good. Top quality free entertainment attracts sponsorship.

***"You need to spend money to make money"*** (Cathy Treasure)

Success has its challenges.

Accommodation – people are bused in from nearby towns. 20 minutes; Transport – perceptions of distance; the cost of goods and resourcing.

Place Making – also see Main Street.

*Place making enhances public and economic vitality.* Councils know their areas best and know which areas to activate and why.

Place making is about driving change. We need to look at who influences a place: that is complex and integrated. The place making strategy includes the purpose, the people and the parameters; the nature of the place e.g. street, public space, a precinct, a retail space or a natural asset. Town planners need to plan for activation. Byron Bay has a 20 year plan.

One of the examples of activating a space was given was by the City of Sydney. The month of May was the month in the City of Sydney that had least attractions and was also the most violent month. To address these two issues the Council at the City of Sydney created Vivid: it both lit the city to reduce the incidence of violence and created an event that drew people to the city!

Local Government NSW is undertaking an Agri-Tourism trial. It will be an inclusive training package, communicating with councils about the facilities we have.

### 7. All things "E"

- Easy to do Business Council Digital dashboard.
- E-planning NSW Govt – On line development applications: a single portal through which Development Applications are processed. Councils are the customers.
- A digital mapping tool digitally certifies mapping controls.

**8. Disaster Preparedness (NSW Office of Emergency Management)**

Every Council should have a “disaster plan” and a “recovery plan”. A recovery/resilience plan is essential for small business. Proactive and leadership approach by councils is paramount for recovery.

**Conclusion**

At the Conference I received the plaque, “Easy to do Business” Partner on behalf of the Mayor.

The Conference was also a great networking opportunity to meet Mayors from our region such as Cr Greg Conkey (Wagga Wagga) and Cr Neil Smith (Junee) as well as others from further afield. To hear what other councils are doing was inspiring. Thank you to CGRC for the opportunity to attend.

There were 37 individual speakers presenting at the SBFC Inaugural Conference. Needless to say it was a packed program.

**8.1.11 COUNCIL MEETING ACTION REPORT**

|                                       |  |
|---------------------------------------|--|
| DOCUMENT NUMBER                       | 305461   |
| REPORTING OFFICER                     | Marianne McInerney, Personal Assistant to the General Manager  |
| AUTHORISING OFFICER                   | Phil McMurray, Acting General Manager  |
| RELEVANCE TO COMMUNITY STRATEGIC PLAN | <b>4. Good governance: an actively engaged community and strong leadership team</b><br><br>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. Council Meeting Action Report <a href="#">↓</a>   |

**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**

| MEETING / ITEM  | ACTION   | OFFICER | STATUS  |
|---|--|---------|---|
| 05/07/2017<br><br>18.06.2019  | Amend Gundagai LEP 2011 to correct mapping discrepancies | Sharon  | Ongoing.<br><br>Amendment No 4 is currently being reviewed following feedback from the Department of Planning prior to a Gateway determination.   |
| 28.11.2017 – 7.3.2.1<br>22.08.2018<br>17.09.2018<br>26.09.2018<br>17/01/2019<br><br>4.02.2019 | Waste Collection Services                                | Wayne   | Advertised for strategy.<br>Expressions of Interest received and are being reviewed. EoI's out and completed. Assessment of EoI's complete Meeting to be had with Allen and Greg to discuss.<br><br>Waste Services Review and Strategy currently being conducted and completion is anticipated for March, 2019.<br><br>Meeting to be held with Jonathan Beckett in early to mid-February.<br><br>Presentation by Jonathan Beckett to Councillors and staff. Report anticipated to be submitted to March Ordinary Meeting.<br><br>Stages one and two of the Waste Strategic Plan have been completed and reported to council in April 2019.<br><br>Council adopted for Stage 3 to commence with a schedule of works and timeline currently being prepared for staff's consideration.<br><br>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. |



| MEETING / ITEM                         | ACTION   | OFFICER          | STATUS   |
|--|--|------------------|--|
|  | Waste Collection Services cont.  |                  | 18/6/19 update- First draft of the financial plan has been completed and review sent back to consultant for consideration. Next stage is the development of the Business Plan. For full details of the scope of works, timelines etc. refer to the Waste, Parks & Recreation Managers' report to the June, 2019 Council meeting.   |
| 31.01.2018 – 7.1.1.3<br>19.06.2019     | Continue with land transfer of Inland Aircraft Fuel Depot  | Andrew           | Remediation works to be completed by Caltex prior to finalising transfer of title.<br>Transfer progressing. Following up remediation work.   |
| 31.01.2018 – 7.1.1.4<br><br>18.06.2019 | Prepare detailed design and cost estimates for Turners Lane industrial subdivision. Include budget allocation in 2018/2019 budget. | Phil<br><br>Bill | 22/03/2018 To be outsourced. An amount of \$500K has been included in budget estimate.<br><br>Proposals being sought.<br>Awarded to MJM – Designs expected Dec 18.<br><br>Draft final civil design plans have been submitted by consultants and returned to consultants requiring some minor amendments for finalisation. Receipt of the final designs is anticipate early July, 2019.<br><br>Works to commence in 2019/20 |
| 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.<br>In Progress.  |

|  |   |                             |  |
|--|---|-----------------------------|--|
| 27.03.18 – 7.1.1.3<br><br>18.06.2019                                 | 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.<br><br>Villages Strategy is complete; Rural Lands Strategy is currently being drafted to be presented to Council in August; Cootamundra Town Strategy community consultation is currently underway.   |
| 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  | Sharon                      | Pending formal submission to and approval from DPE.<br>On hold pending DA clarification.   |
| 22.05.18 – 7.1.1.2<br><br>18.06.2019                                 | Amendment 7 be placed on exhibition upon receipt of delegated approval from the Dept of Planning and Environment  | Sharon<br><br>Sharon        | Staff are currently checking the final draft of the Amendment prior to gazettal.<br><br>Item 8 to be reported back to Council  |
| 17/01/2019   | Investigations to be undertaken to determine feasibility of providing a safe and accessible pedestrian pathway to link Cootamundra town centre and the cemetery on Yass Rd. | Mark/<br>Anthony<br>Carroll | Long term project.<br><br>Safety audit of rail overpass completed.   |
| 31.07.18 – 9.2<br><br>17/01/2019<br><br>21.03.2019<br><br>18.06.2019 | 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.<br><br>Still awaiting response on submission. Actively seeking alternative funding options or grants as they become available.<br>Arrangements are current being arranged to meet onsite with the group to discuss future plans. Once this has been |

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|--|--|----------------|--|
|  |  |                | <p>determined a report will need to be presented to council for determination and approval.</p> <p>Any plans will need to consider the Muttama Flood Study and seek recreational opportunities</p>             |
| <p><b>Council Meeting</b><br/> <b>29/01/2019</b><br/>                     – 8.3.2 Yass Road Electrical Upgrades<br/>                     RES: 022/2019</p> | <ol style="list-style-type: none"> <li>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.</li> <li>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</li> </ol> | Phil           | Information currently being obtained.  |
| <p><b>Council Meeting</b><br/> <b>26/03/2019</b></p>   | <b>ACTION</b>  | <b>OFFICER</b> | <b>STATUS</b>  |
| <p>Item 8.1.7</p> <p>18.06.2019</p>  | Showground users group   | Andrew         | <p>A masterplan for the Showground be prepared with staff and the Committee including the provision of a caretakers cottage</p> <p>Drone work complete. Being presented to users group Wednesday 19-6-2019</p> |
| <p>Item 8.1.10</p> <p>18.06.2019</p>   | Identify the correct location of the fence between Ellwood's Hall and neighbouring property and move fence if required.  | Andrew         | <p>Investigate if a survey is required and relocate fence is required.</p> <p>New fence required. Survey works complete</p>  |

|  |  |                 |  |
|--|--|-----------------|--|
| Item 8.1.13  | Investigate land purchase in Scott Avenue  | Phil            | Inspection undertaken with Daryl Sedgewick on 3 <sup>rd</sup> May, 2019  |
| Item 8.4.1<br><br>23.05.2019                           | 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/<br>Ganesh | Discussions with Public Works are continuing   |
| <b>Ordinary Meeting 30<sup>th</sup> April, 2019</b>    | <b>ACTION</b>  | <b>OFFICER</b>  | <b>STATUS</b>  |
| 8.1.2 Draft Code of Meeting Practice<br><br>18.06.2019 | 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.<br>2. Following 1 above, a report, including any submissions received, be prepared and submitted to the June, 2019 Ordinary Meeting of Council. | Susan           | <b>Teresa</b> to arrange for public exhibition.<br><br><b>Linda</b> to advertise<br><br><b>Teresa</b> to prepare report for adoption at the June, 2019 Council meeting. Submissions that were received are under separate cover. |
| 8.1.10 ALGWA Conference 2019 Report<br><br>18.06.2019  | 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<br><br>Draft Policy to be discussed at the June Consultative Committee meeting   |

|   |  |                  |   |
|---|--|------------------|---|
| 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.<br><br>Yet to commence  |
| <b>ORDINARY MEETING</b><br><b>28<sup>TH</sup> MAY, 2019</b>                           | <b>ACTION</b>  | <b>Officer</b>   | <b>STATUS</b>   |
| Cr Kelly<br><br>18.06.2019  | Prepare a report to determine options for the future status of the Showground Users Group s.355 Committee  | Andrew           | Gather information on possible options for the group to be a trust or to remain as s.355 committee of Council.<br><br>Still investigating however it can be confirmed that they are unable to be a Trust as Council own part of the showground.   |
| Question 8.1.10<br>Council Meeting<br>Action Report                                   | Follow up progress detailed design for Turners Lane and include in action report   | Bill             | See 31.01.2018 – 7.1.1.4 on page 2  |
|   | Bridge Safety Audit Report   | Mark/<br>Matt    | Prepare report for June/July business paper   |
| Street lights in Gundagai   | Several street lights out in the Gundagai Town   | Marianne         | Identify lights out and report to Essential Energy  |
| 6.2 Mayoral Minute emergency Services Contribution increase (146/2019)                | The Emergency Services Levy has been increased to cover emergency services workers/volunteers. Council contribution has significantly increased. | Marianne         | Letter to be sent to politicians in relation to the increase.<br><br>Complete Sent to the NSW Premier, the Hon. Gladys Berejiklian, the Hon. Michael McCormack MP, Deputy Prime Minister, Member for Cootamundra, Steph Cooke MP, the Hon. Penelope Sharpe, Leader of the Opposition, the Hon. Victor Dominello, Minister for Customer Service, the Hon. David Elliott, NSW Minister for Police and Emergency Services, the Hon. Shelley Hancock, Minister for Local Government, and the Hon, Peter Primrose, Shadow Minister for Local Government and Communities. |

|   |   |                                     |   |
|---|---|-------------------------------------|---|
| 8.1.3 Drought Declaration (150/2019)  | Council seek support from the Hon. Michael McCormack for CGRC to be drought declared  | Marianne                            | Gathering information from Operations to include in letter e.g. what is impacting on council work and dollar amounts.<br><br>In draft from. Awaiting information from Management team to include in letter.   |
| 8.1.9 Cootamundra Development Corporation - Request for Sponsorship for Cootamundra Wattle Time Fair (156/2019) | 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.   | Marianne/<br>Mark<br><br>18.06.2019 | To be approved at the Traffic Committee. Once approved letter to be sent to CDC advising outcome by 30 <sup>th</sup> June, 2019.<br><br>Application was briefly discussed in general business at the Traffic Committee meeting. A formal recommendation will be considered by the Traffic Committee over the next couple of weeks with the decision to be advised at that date. |
| 8.3.1 Cootamundra Development Corporation Memorandum of Understanding (162/20189)                               | Council negotiate a Memorandum of Understanding with the Cootamundra Development Corporation covering the 2019/2020 period. The Memorandum of Understanding is to include: <ul style="list-style-type: none"> <li>• Agreed activities/outcomes,</li> <li>• A program for monitoring performance,</li> <li>• Communication requirements, and</li> <li>• Representation requirements at relevant Council committee meetings.</li> </ul> | Miriam                              | Further report to June meeting  |
| 8.7.2 Council Mini Bus (165/2019)   | The Council Hiace mini bus be retained for a period of six months and a report on the bus's usage income and costs against the bus be prepared and submitted to the November, 2019 Ordinary Meeting.  | Phil                                | Gundagai Neighbourhood Centre manage bus<br>Group induction for users to drive bus<br>Provide requirements e.g. current licence, log books, user spreadsheet, booking form, data spreadsheet to collate use hours, kilometers, use contract and guidelines/limitations (if any) etc.  |

|  |   |                |  |
|--|---|----------------|--|
| 8.7.3 CRUC Financial Assistance (167/2019) | Council approve the Acting General Manager, subsequent to advice received from Council's Finance Auditors Crowe Howarth, to facilitate a loan for \$100,000 the Cootamundra Rugby Union Club to be repaid in 5 years, for the Facilities Project in accordance with legislation under the Local Government Act, 1993. | Phil           | Awaiting advice from Auditors  |
| 9.1 Notice of Motion (172/2019)            | Council investigate the feasibility of extending the Cootamundra indoor pool weekend operating hours. Further, Council undertake a review of the facility's processes and expenditure and incorporate options regarding the use of staff or contractors in the management of both the pool and stadium facilities.    | Phil/<br>Wayne | No time frame was provided for a report to be submitted to Council.<br><br>Report prepared for June, 2019 Ordinary Meeting |
|  |   |                |  |

**8.1.12 REQUESTS FOR SPONSORSHIP**

|                                       |   |
|---------------------------------------|---|
| DOCUMENT NUMBER                       | 305508  |
| REPORTING OFFICER                     | Marianne McInerney, Personal Assistant to the General Manager   |
| AUTHORISING OFFICER                   | Phil McMurray, Acting General Manager   |
| RELEVANCE TO COMMUNITY STRATEGIC PLAN | <b>1. A vibrant and supportive community: all members of our community are valued</b><br><br>1.3 Our community members are healthy and safe |
| FINANCIAL IMPLICATIONS                | The cost of sponsorship of the community groups as outlined in the report to be funded through Community Donations 2019/20 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. Requests for Sponsoship <a href="#">↓</a>  |

**RECOMMENDATION**

- 1. Council donate the amount of \$1000 to the Southern Sports Academy for the sponsorship of five young local athletes to participate in sports development programs.**
- 2. Council donate \$900 for three local special needs children to attend the annual Special Children's Christmas Party, 2019 to be held in Albury.**
- 3. Council donate \$100 to assist with the Red Cross's 100 years of service in Cootamundra celebrations.**

Introduction

Council receives many requests for sponsorship and donations from local community groups and groups supporting local people through a variety of programs. Council considers each request received on its individual merits to determine if sponsorship is to be provided.

Discussion

The Southern Sports Academy has requested sponsorship for:

- Samantha Graham, Alex Oliver and Benjamin Rumble to assist with their development in basketball.
- Isobella Makeham to assist with her development with Netball. And,
- Indiana Cooper to assist with her development designed for Athletes with Disabilities.

Council has provide financial support to each of these organisations previously with annual sponsorship given to the Southern Sports Academy and the Special Children's Christmas Party over several years.





Cootamundra-Gundagai  
Regional Council  
Document Received

7 0 MAY 2019

File No: \_\_\_\_\_  
Initials: \_\_\_\_\_

PO Box 8545, Koorringal NSW 2650  
P: 02 6931 8111 | F: 02 6931 8011  
[www.ssa-nsw.org.au](http://www.ssa-nsw.org.au)  
ABN 15 193 274 996

Tuesday, 14 May 2019

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

Cootamundra-Gundagai  
Regional Council  
Document Received

7 0 MAY 2019

File No: \_\_\_\_\_

Dear Allen,

The Southern Sports Academy continues to provide elite young athletes from Southern NSW with cutting edge development programs designed to assist them in their pursuit of higher level sporting achievements. The Academy has built on its focus of ensuring that athletes that graduate from the Academy do so as more rounded individuals possessing the necessary sporting and life skills to excel in the next phase of their lives.

We have continued to produce athletes of the highest calibre, evidenced by the numbers of athletes who have gone on to represent their sport at State, National and International competition. In doing so, these athletes remain great ambassadors for the regions in which they emanate.

Since the inception of the Academy in 1992, the collective contributions of LGA's from around the region have been vital not only to the success of the Academy, but also to its survival. Historically The Academy has invited you to contribute to the development of athletes from your Local Government Area by contributing \$200 per athlete to the Southern Sports Academy. We have found that there have been an increased number of councils that have declined to provide assistance, sadly putting at risk the sustainability of the Academy on a broader scale, as such we are extremely appreciative of your continued support.

Your area is currently represented in the Academy by:

| Given    | Surname | Town             | Sport      | LGA                  |
|----------|---------|------------------|------------|----------------------|
| Samantha | Graham  | Cootamundra 2590 | Basketball | Cootamundra-Gundagai |
| Alex     | Oliver  | Cootamundra 2590 | Basketball | Cootamundra-Gundagai |
| Benjamin | Rumble  | Cootamundra 2590 | Basketball | Cootamundra-Gundagai |
| Isobella | Makeham | Nangus 2722      | Netball    | Cootamundra-Gundagai |
| Indiana  | Cooper  | Gundagai 2722    | AWD        | Cootamundra-Gundagai |

On behalf of athletes from your region, we look forward to your continued support.

Yours sincerely,

Andrew Bell  
Chairman

Proudly Supported By:



Your local club



SthSportsAcad

facebook.com/SouthernSportsAcademy

southernsportsacad/

Reach Your Goals!

The Border Mail



# Special Children's CHRISTMAS PARTIES™

PROUDLY SUPPORTING



Albury Special Children's Christmas Party  
 ABN: 35 615 753 850  
 PO Box 778 ALBURY NSW 2640  
 Phone: 03 8691 5254

## TAX INVOICE

Marianne McInerney  
 Cootamundra-Gundagai Regional Council  
 Wallendoon Street  
 Cootamundra 2590, NSW P: 0269402100 F: 0269402127  
 M:

Invoice Date: 03-May-2019  
 Invoice Number: 201900267  
 Customer Reference Number: 100369  
 Project Consultant: Kim Turner

| Item  | Amount           |
|---|------------------|
| Advertising Sponsorship Support for the Albury Wodonga Special Children's Christmas Party.<br><i>The Christmas Party provides Children with Special Needs, a day they will never forget. Rides, entertainment, stage shows and Christmas Presents for each invited child.</i> | \$818.18         |
| GST (10%)   | \$81.82          |
| <b>Total Due</b>  | <b>\$900.00</b>  |
| <b>Date Due</b>   | <b>30-Jun-19</b> |

Once again - Thank you for your kind support!

## REMITTANCE

Remittance from

of

Marianne McInerney  
 P:0269402100 F:0269402127

Cootamundra-Gundagai Regional Council  
 Wallendoon Street Cootamundra NSW 2590

Project Consultant: Kim Turner  
 How to pay your support:

### Credit Card

Call 03 8691 5254, or email to [kim@specialchildrenschristmasparty.com.au](mailto:kim@specialchildrenschristmasparty.com.au)

Credit Card No: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_

Name on Card: \_\_\_\_\_ Amount Due: \$900.00

### Via Electronic Funds Transfer

Account Name: Albury Special Children's Christmas Party

Bank: **Westpac** BSB: **034037** Account Number: **368269**

Please quote your customer reference number: **100369** or invoice number: **201900267**.

### Post us a cheque

Make your cheque payable to 'Albury SCCP' or 'Albury Special Children's Christmas Party' and send with this Remittance to:

**SCCP - PO Box 778 ALBURY NSW 2640**



123 Parker Street,  
Cootamundra 2590

Acting G.M

Mr Phil McMurray

Cootamundra/Gundagai Council

I am writing to council today to inform you that Red Cross is celebrating 100 years of service in Cootamundra on 24<sup>th</sup> May 2019.

Members and volunteers would like to celebrate this achievement with a luncheon to be held in October and we are asking if council could assist financially to achieve this.

Council would be aware of our charity shop where we are able to help those in need by providing food and clothing also handbags filled with toiletries for women fleeing domestic violence and the many other numerous ways of helping those in need in our local community.

We would be most grateful for any assistance that council could give.

Thanking you

Helen Eccleston

Volunteer Shop Manager

0408626825

*Helen M Eccleston*  
*20.5.19.*

CRISIS | CARE | COMMITMENT

redcross.org.au follow us    

Greater Western Region, 88 Murray Street  
PO Box 5364 Wagga Wagga NSW 2650  
T +61 2 5963 2966 F +61 2 6921 2513  
ABN 50 189 561 394

**8.1.13 JOBS FOR NSW REGIONAL PITCHFEST 2019**

|                                       |  |
|---------------------------------------|--|
| DOCUMENT NUMBER                       | 305614   |
| REPORTING OFFICER                     | Marianne McInerney, Personal Assistant to the General Manager  |
| AUTHORISING OFFICER                   | Phil McMurray, Acting General Manager  |
| RELEVANCE TO COMMUNITY STRATEGIC PLAN | <b>2. A prosperous and resilient economy: we are innovative and 'open for business'</b><br><br>2.4 Our local workforce is skilled and workplace ready  |
| FINANCIAL IMPLICATIONS                | Sponsorship of \$25000 if determined by Council  |
| 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"> <li>Jobs for NSW Regional Pitchfest 2019 - GrassRoots Involvement <a href="#">↓</a></li> <li>Pitchfest 2019 Sponsorship Prospectus <a href="#">↓</a></li> </ol> |

**RECOMMENDATION**

**Council consider sponsorship and involvement in the Pitchfest 2019 program by becoming a grassroots partner**

Introduction

Regional Pitchfest is designed to help realise the potential and celebrate the success of Australia's rural and regional entrepreneurs, artisans and small businesses. Regional Pitchfest helps people in rural and regional Australia tap in to the new opportunities that exist for them in the digital economy.

Discussion

In 2016 Wagga Wagga hosted the first regional Pitchfest and ignited a national conversation about regional and rural opportunities in job creation through entrepreneurship.



**JOBS FOR NSW REGIONAL PITCHFEST 2019****GRASSROOTS INVOLVEMENT****IMPACT**

In the past, the Regional Pitchfest program ignited a national conversation about regional and rural opportunities in job creation through entrepreneurship.

The Jobs for NSW Regional Pitchfest 2019 program offers a unique opportunity to highlight the innovators and entrepreneurs of Regional NSW. It is a platform for showcasing examples of how to start and grow successful businesses in regional Australia.

Regional Pitchfest are seeking the support of grassroots organisations in the local government areas (LGA's) in ensuring that 2019 will host the best campaign ever.

**HOW YOUR ORGANISATION CAN SUPPORT**

You can support Jobs for NSW Regional Pitchfest 2019 by becoming a Grassroots Partner. This is in the form of financial contribution and assistance with spreading the word through your local community. So far we have received support from grassroots organisations including Wagga Wagga City Council, Hilltops Council and Foundation Broken Hill.

**GRASSROOTS PARTNER RETURN ON INVESTMENT**

As a Grassroots Partner your organisation will be supporting entrepreneurship in regional NSW. Your funding will go toward maintaining the efficacy of this program and ensuring that the Jobs for NSW Regional Pitchfest 2019 campaign is highly successful.

As a financial contributor your grassroots organisation will receive 1 x social media placement on each of the Jobs for NSW Regional Pitchfest's many social channels. You will also receive 1 x free ticket to the state final event in Wagga Wagga on 5th September and a listing in our state program.

For those grassroots organisation in which a local event will be held within the region, 50% of the funds donated by the local organisation will go directly toward the local event. The funds may be used by Local Activators in putting on the local event such as covering catering or hiring costs, local prize money etc.

**CONTRIBUTIONS UP TO \$5,000 + GST**

[WWW.REGIONALPITCHFEST.COM](http://WWW.REGIONALPITCHFEST.COM)



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## 2019 NSW SPONSORS PROSPECTUS

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# WHAT IS REGIONAL PITCHFEST?

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## WHAT IS REGIONAL PITCHFEST

INNOVATION IS PROVIDING THE OPPORTUNITY FOR ANY AUSTRALIAN TO START A BUSINESS AND HAVE THEIR FIRST CUSTOMER LOCATED ANYWHERE IN THE WORLD. THERE ARE LITERALLY THOUSANDS OF AUSTRALIANS WHO ARE DESIGNING IN THEIR BEDROOMS, TINKERING IN THEIR GARAGE, WORKING ON THEIR BUSINESS AND DREAMING OF SELLING TO THE WORLD.

Regional Pitchfest is designed and proven to help realise the potential and celebrate the success of Australia's rural and regional entrepreneurs, artisans and small businesses.

Regional Pitchfest is partnering with a rapidly growing number of regional councils, business organisations and startup communities to deliver a state wide program of business growth opportunities and experiences for entrepreneurs and small business owners.

**The 2019 program includes a statewide pitching competition across up to 14 regional areas, a state final with the top 5 regional pitches, a 3 day regional bootcamp for up to 14 finalists, mentoring sessions, cash prizes and promotional opportunities.**

Regional Pitchfest helps people in rural and regional Australia tap into the new opportunities that exist for them in the digital economy. It will continue to be the megaphone for celebrating regional and rural entrepreneurship!

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# HOW DOES THE PROGRAM WORK ?

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## HOW DOES THE PROGRAM WORK

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### THE PROGRAM FEATURES

- ▶ Partnership with up to 14 key regional and rural areas in NSW through the local activator and/or Local Innovation Network (LIN).
- ▶ Up to 14 locally run information sessions, pitching 101 workshops and pitch events with funding and support from Regional Pitchfest. All local partners will receive all artwork, advertising, run sheets, judging guidelines, briefing packs, presentations and more.
- ▶ Sydney based 3 day Regional Bootcamp for up to 14 winners of the local pitch events. The bootcamp will be held at the Sydney Startup Hub and will include visits, workshops, speaker sessions, mentoring and cohort building. The bootcamp will include a semi final/closed door pitch to choose the top 5 finalists.
- ▶ State gala final ticketed event in Wagga Wagga where the top 5 finalists will pitch for cash and in kind prizes in front of a live audience and an expert panel of judges.

### PRIZES

Winner NSW Regional Pitchfest Final - \$7,500 and a funded, curated overseas trip  
Runner up NSW Regional Pitchfest Final - \$3,500

All finalists travel and accommodation is included

### NATIONAL OPTION

Option for state winner to proceed to a national final in the end of 2019 if a national sponsor is signed.

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# KEY DATES

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## KEY DATES

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### **MARCH 2019 -**

Locations for up to 14 local pitch events confirmed.

### **MAY 2019 -**

Applications open and info sessions held across up to 14 locations.  
Applications open for two weeks.

### **JUNE 2019 -**

Local pitch events held across up to 14 locations.  
Local Winners announced.

### **AUGUST 2019 -**

Regional Bootcamp - Sydney 12-14th August 2019.  
NSW Regional Semi-Final (Last day of Bootcamp).

### **SEPTEMBER 2019 -**

NSW Regional Pitchfest Gala Final - Wagga Wagga - 5th September, 2019.

### **NOVEMBER 2019 -**

Potential National Regional Pitchfest Final in Canberra TBC.

Specific dates within the months outlined above are flexible and open to alignment with naming rights requirements.

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[WWW.REGIONALPITCHFEST.COM](http://WWW.REGIONALPITCHFEST.COM)





# WHAT WAS THE IMPACT OF THE 2017 NATIONAL PROGRAM?

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## 2017 SUCCESS

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THE 2017 REGIONAL PITCHFEST WAS A PARTNERSHIP FORMED FOLLOWING AUSTRALIA POSTS VISIT TO THE FIRST REGIONAL PITCHFEST IN WAGGA WAGGA IN 2016. FROM HERE FOUNDER DIANNA SOMERVILLE TEAMED UP WITH AUSTRALIA POST TO ROLL OUT A NATIONAL PROGRAM INCLUDING 57 EVENTS AND THE FIRST EVER NATIONAL REGIONAL SHOWCASE OF STARTUPS AND ENTREPRENEURS.

Regional Pitchfest ignited a national conversation about regional and rural opportunities in job creation through entrepreneurship.

The community buy into the program was overwhelming and the media coverage saw over 650 interviews conducted or news reports published across the nation in both local and national publications and news outlets. Founder Dianna Somerville remained the face of Regional Pitchfest for the duration of the 2017 program.

The national final of the Australia Post Regional Pitchfest was live streamed on US leading startup platform Tech Crunch.

### SUCCESS STORIES

The 47 finalists formed a strong and successful cohort - building a national regional network of leading entrepreneurs. These finalists became advocates for the program but more importantly become examples of what's possible no matter where you come from.

Many have gone on to raise funds and grow their businesses and staff base. Some pitched on Shark Tank and some have expanded into overseas markets. Most agreed that the experience was more valuable than the prizes!

### BUILDING INNOVATIVE COMMUNITIES

Regional Pitchfest played a pivotal role in identifying local activators and champions. The aim was to bring all key community organisations or 'feeders' to the table to rally and support the activator going forward and to provide each community with a few shining examples of what a regional entrepreneur is capable of!

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[WWW.REGIONALPITCHFEST.COM](http://WWW.REGIONALPITCHFEST.COM)



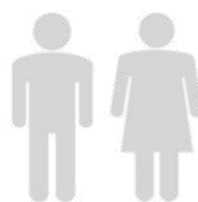
Australia Post Regional Pitchfest is part of building a culture of entrepreneurship and innovation in regional Australia.



## REGIONAL PITCHFEST 2017 OVERALL.

**1,600+**  
**REGIONAL**

Australia Post outlets involved



**700+**

regional community  
activators engaged

**40 FINALISTS FROM 34 REGIONAL COMMUNITIES**

**9**

events across  
all states &  
territories

**16**

regional  
communities  
visited



**2,500+**

people attended  
Australia Post  
Regional Pitchfest  
events

**100+**

local, state  
& national  
program  
partners

**50% +**

applications  
from female  
entrepreneurs

**2.2M+**

people reached  
by media stories



Positive media stories  
on Australia Post  
Regional Pitchfest

**650+**

Reached via livestream  
of Australia Post  
Regional Pitchfest finals

**100,000+**

Impressions of our unique hashtag  
**#APRegionalPitchfest**

**1.8M+**





## REACH:



people watched the program  
online via live stream (either through  
Facebook, TechCrunch or ReechTV)



stories or interviews  
generated across every  
state and territory



Regions across eight state and territories  
targeted throughout the campaign



## APPLICATIONS:

**249**

innovators and  
entrepreneurs from  
across regional  
Australia sent in  
their video application  
to pitch their idea.







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# SPONSORSHIP OUTLINE

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## SPONSORSHIP OUTLINE

### NSW STATE SPONSORSHIP OPTIONS

#### PLATINUM - **SOLD** - JOBS FOR NSW

Naming rights, exclusivity, logo on all branding and collateral, advertisement space at each of the events (up to 17), quote and mention in all press releases, tickets to state final, state final judging position, Invitation to VIP drinks prior to event. If national event progresses, all state platinum sponsors will be represented on website, in program and logos displayed within the venue.

**\$150,000 + GST**

#### GOLD

Exclusivity, logo on selected branding and collateral, advertisement space at each of the events (up to 17), mention in all press releases, presentation of prize at State Final event, tickets to State Final, State Final judging position, Invitation to VIP drinks prior to event.

**\$100,000 + GST**

#### SILVER

Logo on selected collateral, advertisement space at each of the events (up to 17), tickets to State Final, Invitation to VIP drinks prior to event.

**\$25,000 + GST**

### NATIONAL SPONSORSHIP OPTIONS

National sponsorship will include national final event naming rights, branding and publicity as well as exclusivity, logo on all branding and collateral, advertisement space at each of the state events, quote and mention in all press releases, tickets to state finals, national final judging position, Invitation to VIP drinks prior to event.

**PRICE NEGOTIABLE**

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# SPONSORS RETURN ON INVESTMENT

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## SPONSORS RETURN ON INVESTMENT

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### IMPACT

The program will offer a unique opportunity to highlight the regional areas of NSW. The program will help strengthen the Local Innovation Network and build on connections, collaborations and opportunities between activators. It will offer up to 14 leading NSW regional entrepreneurs the opportunity to showcase how living in a region is not a disadvantage when it comes to startups. The program highlights the importance of digitisation in starting local and growing global.

Importantly, it will assist in closing the city country divide through highlighting examples of how to start and grow successful businesses in the regions. The program will allow sponsors to have a presence in the building and supporting of entrepreneurial networks across the state

### MARKETING

As outlined in the 2017 overview, the program offers a wide spread opportunity for branding and marketing. The NSW program encapsulates up to 14 regions, each with their own winner to celebrate locally, your brand will be seen supporting regional and rural entrepreneurs and their towns. This will be combined with a NSW state wide media campaign. This widespread media footprint will prove value for money through authentic grassroots content opportunities.

### KNOWN AND TRUSTED

Regional Pitchfest is a nationally known brand and is regarded as one of Australia's leading startup events. As demonstrated by successful previous partners including Australia Post and a long list of councils, business chambers, universities and other organisations, Regional Pitchfest has a proven product with long lasting impact. Regional Pitchfest is led by Founder Dianna Somerville - Nationally recognised leading regional entrepreneur and Community Manager of Bridge Hub - a Blue River Group company.

Blue River Group was established by Craig Shapiro and Grant Fuzi in 2015. Blue River Group is Australia's independent impact investment services firm. It helps mobilise capital towards the rapidly growing local and global impact investment markets. It is a profit with purpose business.

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[WWW.REGIONALPITCHFEST.COM](http://WWW.REGIONALPITCHFEST.COM)



## **PROPOSED LOCATIONS:**

**ARMIDALE//**

**BATHURST//**

**BEGA//**

**BROKEN HILL//**

**BYRON BAY//**

**DENILIQUIN//**

**DUBBO//**

**HUNTER VALLEY//**

**LIGHTNING RIDGE//**

**PORT MACQUARIE//**

**WAGGA WAGGA//**

**WOLLONGONG//**

**YOUNG//**

Dianna Somerville  
Founder Regional Pitchfest  
[admin@regionalpitchfest.com](mailto:admin@regionalpitchfest.com)  
PO BOX 5781, Wagga Wagga, NSW, 2650

**8.1.14 INFORMATION BULLETIN**

|                                       |   |
|---------------------------------------|---|
| DOCUMENT NUMBER                       | 305662  |
| REPORTING OFFICER                     | Marianne McInerney, Personal Assistant to the General Manager   |
| AUTHORISING OFFICER                   | Phil McMurray, Acting General Manager   |
| RELEVANCE TO COMMUNITY STRATEGIC PLAN | <b>4. Good governance: an actively engaged community and strong leadership team</b><br><br>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"> <li>1. The Hon. Melinda Pavey, MP - Planning For Critical Water Shortages <a href="#">↓</a></li> <li>2. Circular - Financial Assistance Grants (FAGs) – Information <a href="#">↓</a></li> <li>3. the Hon. John Barilaro - Response to Mayoral Financial Assistance Grants Correspondence <a href="#">↓</a></li> <li>4. the Hon. Shelley Hancock - Response to Mayoral Financial Assistance Grants Correspondence <a href="#">↓</a></li> <li>5. Country Mayors Association - 31 May, 2019 - Minutes <a href="#">↓</a></li> </ol> |

**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.





**The Honourable Melinda Pavey MP**  
Minister for Water, Property and Housing

Cootamundra-Gundagai  
Regional Council  
Document Received

19 JUN 2019

Minister's office reference BN19/3665

File No.....

Initials.....

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

### Planning for critical water shortages

*Abb*  
Dear Clr McAlister

As you will be aware, NSW remains in the midst of one of the worst droughts on record.

Since starting as the NSW Water Minister, I have travelled extensively across regional NSW, and have met with local governments, local water utilities, regional businesses, community groups, indigenous organisations, and other stakeholders to discuss how we can best respond to critical water shortages in our communities. I am particularly appreciative of the efforts of people in local government and government agencies to prepare for, and respond to, current conditions.

I note that in response to current drought conditions we have increased our support for farmers and regional communities to \$1.8 billion through the Drought Support Package, and boosted the Farm Innovation Fund to \$1 billion. We are also delivering over \$1 billion in water infrastructure through the Safe and Secure Water program, and supporting drought affected communities through emergency relief for regional town water supplies with funding for bores, water carting and packaged water.

However as this drought continues, I know we are all in agreement that at both a local and State level, more needs to be done. Councils must take responsible steps to ensure water security in their region. This may mean increased water restrictions and water saving measures.

I know that planning is now underway in many regions to address areas of emerging risk and concern. While planning is well advanced in some areas, there are other areas where planning is less advanced, or where the capacity to undertake this planning is limited.

I know Mr McTavish, our Regional Town Water Supply Coordinator, has engaged with many councils, there is a pressing need for further engagement to ensure that all communities are better prepared for reduced water availability, and subsequent pressure on diminishing town water supplies.

There is a significant need to align activities within local government areas, across regions and catchments, and across the state to ensure that our communities are well prepared, and that our response meets their needs. There is also an immediate requirement to develop a better understanding of issues, current and emerging risks for water supplies, and likely impact on town water dependant industries including some mining, manufacturing, processing and horticulture businesses.

.../2

GPO Box 5341 Sydney NSW 2001 ■ P: (02) 8574 7300 ■ F: (02) 9339 5570 ■ [www.nsw.gov.au/ministerpavey](http://www.nsw.gov.au/ministerpavey)

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-2-

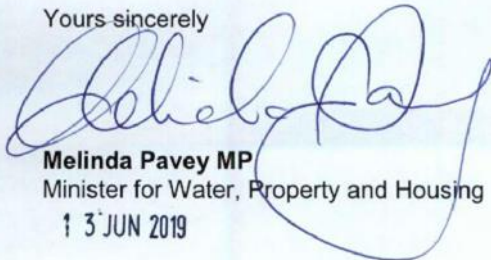
As such, I encourage your council to write to Mr McTavish to advise of your town's current water situation. Information which may be useful includes available town water storages, current rates of depletion and what measures council is considering to mitigate this risk.

NSW Government agencies are well prepared and resourced to assist you and to provide assistance to councils, community groups, businesses and industries but need active engagement from all stakeholders to ensure the best possible outcomes.

Councils in particular are well placed to lead much of this work, and I encourage you to engage with the relevant NSW government agencies and Mr McTavish at the earliest opportunity.

Mr McTavish is available on [james.mctavish@dpc.nsw.gov.au](mailto:james.mctavish@dpc.nsw.gov.au), or on 0438 105 426. Mr Peter Ledwos, Regional Manager South from the Department's Water Utilities team is available on [peter.ledwos@dpi.nsw.gov.au](mailto:peter.ledwos@dpi.nsw.gov.au) or 0439 248 718.

Yours sincerely



**Melinda Pavey MP**  
Minister for Water, Property and Housing  
13 JUN 2019





Local Government  
Grants Commission

## Circular to Councils

|                             |  |
|-----------------------------|--|
| <b>Circular Details</b>     | GC 148 / 18 June 2019 / A647720  |
| <b>Who should read this</b> | Councillors / General Managers / Finance Managers  |
| <b>Contact</b>              | Helen Pearce – 02 4428 4131 / <a href="mailto:helen.pearce@olg.nsw.gov.au">helen.pearce@olg.nsw.gov.au</a> |
| <b>Action required</b>      | Information  |

### 2019-20 Financial Assistance Grants (FAGs) – advance payment and on-going transition to implement improvements to the existing allocation model

- The Deputy Prime Minister, Minister for Infrastructure, Transport and Regional Development, the Hon Michael McCormack MP has advised that the Australian Government will again bring forward the first two instalments of the estimated 2019-20 FAGs.
- The advance payment will represent approximately 52% of the amount council is entitled to. Further adjustments will need to be made to the remaining payments to take into account:
  1. the determination by the Commonwealth Treasurer of the final adjustments for 2018-19
  2. the Grants Commission's recommendations for 2019-20.
- While transition arrangements remain in place, the Commission is continuing to consider ways to re-direct the General Purpose Component (GPC) of the grant towards councils with the greatest relative disadvantage.
- The 2019-20 GPC grant will be calculated using the 2018-19 year's allocation. No council will receive less than in 2018-19.
- The Commission is currently finalising the 2019-20 FAGs and will advise councils of the outcome when the grant recommendations have been adopted.

#### What this will mean for your council

- The advance payment amount, as set out in the indicative table (attached), is anticipated to be paid to councils on 18 June 2019.
- The balance of the grant will be paid with a corresponding reduction to the quarterly instalments during 2019-20.
- The first quarterly instalment is expected to be paid to councils in mid-August 2019, with subsequent instalments in November 2019; February 2020; and May 2020.
- All councils will be advised by letter of individual council's estimated entitlements for 2019-20 FAGs.

#### Key points

- The grants are paid under the provisions of the *Local Government (Financial Assistance) Act 1995* (Cwlth) (Commonwealth Act).

**Where to go for further information**

- Updates about the transition and general information are available on the Office of Local Government Website:  
<https://www.olg.nsw.gov.au/commissions-and-tribunals/grants-commission>
- Please contact Helen Pearce, Executive Officer, if you require any further information.



**Helen Pearce**  
**Executive Officer**  
**Grants Commission**

NSW Local Government Grants Commission  
Level 2, 5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4132 F 02 4428 4199 TTY 02 4428 4209  
E [grants@olg.nsw.gov.au](mailto:grants@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) (follow the "Commissions & Tribunals" links)



**The Hon. John Barilaro MP**  
Deputy Premier  
Minister for Regional New South Wales  
Minister for Industry and Trade

Cootamundra Gundagai  
Regional Council  
Document Received

27 MAY 2019

File No. ....

Initials .....

Ref: 19/1#89

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

Dear Mayor *Abb*

Thank you for your correspondence of 9 May 2019, regarding Commonwealth Financial Assistance Grants to local councils.

A number of regional councils and Joint Organisations in NSW have raised this matter directly with me, and I agree that grants should be targeted to communities with the greatest need, which are generally regional and remote areas.

On behalf of all regional councils, I wrote to Senator the Hon. Bridget McKenzie, Federal Minister for Local Government earlier this year.

Please find enclosed a copy of my correspondence to the Commonwealth Government and the response I received. If you seek further information, I encourage you to contact Senator McKenzie's office on (02) 6277 7495.

Thank you for taking the time to bring this matter to my attention.

Yours sincerely

  
**The Hon. John Barilaro MP**  
Deputy Premier  
Minister for Regional New South Wales  
Minister for Industry and Trade

CC: The Hon. Shelley Hancock MP, Minister for Local Government  
CC: The Hon. Steph Cooke MP, Member for Cootamundra



**The Hon. John Barilaro MP**

Deputy Premier  
Minister for Regional New South Wales,  
Minister for Skills and Minister for Small Business

A2702445

Senator the Hon. Bridget McKenzie  
Minister for Regional Services, Sport,  
Local Government and Decentralisation  
PO Box 6100  
Senate - Parliament House  
CANBERRA ACT 2600

Dear Minister *Bridget*

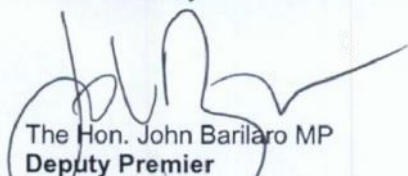
I write to you on behalf of Cr Liz Campbell, Chair of the Mid North Coast Joint Organisation (MNCJO) about Commonwealth Financial Assistance Grants (FAGs) to local councils. Mid North Coast Joint Organisation are seeking changes to the distribution of FAGs, proposing they are distributed on the basis of need, financial capacity and income.

The NSW Government supports directing grants to communities with the greatest relative need. These are generally rural and remote councils with the least capacity to raise revenue and higher costs in providing equivalent services. These councils sometimes experience adverse population movements while still having to maintain local assets and infrastructure.

Within our own remit, the NSW Local Government Grants Commission continues to refine and adjust its allocation methodology with the support of the NSW Office of Local Government, however NSW is currently limited by the National Funding Principles. The NSW Government is also supporting the needs of regional councils through the \$1.6 billion Regional Growth Fund, which provides significant new infrastructure funding.

As this matter falls within your portfolio responsibility, I am forwarding a copy of MNCJO's representations for your consideration.

Yours sincerely



The Hon. John Barilaro MP  
Deputy Premier  
Minister for Regional New South Wales  
Minister for Skills and Minister for Small Business

cc: Minister for Local Government, the Hon Gabrielle Upton MP

---

Level 20, 52 Martin Place, Sydney NSW 2000  
Phone: (61 2) 8574 5150 Fax: (61 2) 9339 5558 Email: [office@deputypremier.nsw.gov.au](mailto:office@deputypremier.nsw.gov.au)

**Senator the Hon Bridget McKenzie**

Deputy Leader of The Nationals  
Minister for Regional Services  
Minister for Sport  
Minister for Local Government and Decentralisation  
Senator for Victoria

Ref: MC19-000845

The Hon John Barilaro MP  
Deputy Premier of New South Wales  
Minister for Regional New South Wales  
Minister for Skills  
Minister for Small Business  
Level 20, Martin Place  
SYDNEY NSW 2000

14 MAR 2019

**RECEIVED**

27 MAR 2019

Office of  
The Hon. John Barilaro MP

Dear Deputy Premier

Thank you for your letter of 18 January 2019 regarding the Mid North Coast Joint Organisation's support for a review of the Financial Assistance Grant program. My sincere apologies for the delay in responding.

The challenges facing councils related to maintaining financial sustainability and the delivery of infrastructure and services are well understood by the Liberal and Nationals Government. The Liberal and Nationals Government is committed to supporting and working in partnership with local government to help build and maintain local communities.

In 2018-19 the Liberal and Nationals Government will allocate \$2.4 billion through the Financial Assistance Grant program to local councils across Australia, which includes \$763.3 million provided to NSW. This funding is untied, so local councils are able to direct this funding towards local priorities. This funding is in addition to a range of regional grants programs, through which councils can seek funding to address specific local needs.

The 2018-19 Budget delivers additional funding, including \$200 million for the Building Better Regions Fund, and \$22.5 million for the Stronger Communities Programme to help improve economic and social infrastructure.

The Budget continues to fund tried and proven programs that deliver for regional Australia, such as the \$1 billion Community Development Grants Programme, \$612.2 million National Stronger Regions Fund, \$219.6 million Regional Jobs and Investment Packages, and \$7 billion for the Liberal and Nationals Government drought support initiatives. The Regional Growth Fund is also providing \$272.2 million in funding for major transformational projects, which support long term economic growth and create jobs in regions.

In addition to funding to support regional development, the Liberal and Nationals Government has committed \$75 billion towards transport infrastructure over the next decade to better connect people to jobs and communities, and improve business access to domestic and global markets.

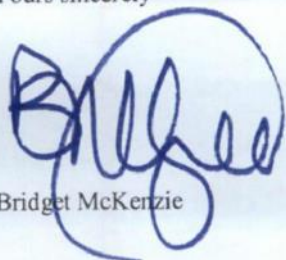


This investment includes the commitment of \$24.5 billion to new transport infrastructure priorities in the 2018-19 Budget, of which \$1.6 billion was committed to projects in NSW. The new commitments provide certainty around a longer-term pipeline of projects to be delivered in partnership with the states and territories well into the future. This will support the development of economic opportunities for communities across Australia.

While the Liberal and Nationals Government is not currently undertaking a review of the Financial Assistance Grants, we are always interested in hearing the views of councils as to how this essential support can be delivered more effectively and appreciate the valuable information provided. I will keep this under consideration.

Thank you for bringing the Mid North Coast Joint Organisation's concerns to my attention and I trust this is of assistance.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Bridget McKenzie', is written over a circular blue stamp.

Bridget McKenzie



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

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The Hon. John Barilaro  
Deputy Premier  
Member for Monaro, Leader of the Nationals, Minister for Regional New South Wales, Industry and Trade  
Parliament House  
GPO Box 5341  
6 Macquarie Street  
Sydney NSW 2000

**RECEIVED**

15 MAY 2019

Office of  
The Hon. John Barilaro MP

Dear Deputy Premier,

**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.



AR Bluett Award Winners:  
1953, 1992 & 2014

Page 1 of 30



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.

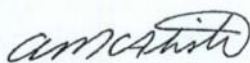
In determining and articulating its position on this matter, at its Ordinary Meeting held on Tuesday, 30<sup>th</sup> April, 2019 Cootamundra-Gundagai Regional Council resolved as follows:

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





## Office of Local Government

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

Our Reference: A647319  
Your Reference: REC-190509-MMC-10408  
Contact: Performance Team  
Phone: (02) 4428 4100

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

Dear Clr McAlister

Thank you for your letter of 9 May 2019 to the Hon. Shelley Hancock MP, Minister for Local Government, regarding the redistribution and increase of financial assistance grants (grants). The Minister has asked that the Office of Local Government (OLG) respond on her behalf.

Regarding individual council grant allocations, I can advise the NSW Local Government Grants Commission is an autonomous statutory body constituted under Section 613 of the *NSW Local Government Act 1993*. The principal function of the Commission is to make recommendations on the allocation of Federally funded grants paid to local governing bodies under the provisions of the *Local Government (Financial Assistance) Act 1995*.

Since 2013-14 the Commission has focused its attention on refining its assessment modelling to better reflect councils' relative needs. The Commission achieved some success with smaller, rural and remote councils (those with the poorest capacity to raise revenue and most relative disadvantage), receiving steady increases in recent years. This is despite the three years of paused of indexation by the Federal Government from 2014.

The Commission has been reviewing the grant methodology and the general purpose grants are currently in transition to a refined model during a period of consultation with local councils. During the transition no council is receiving a lower general purpose grant than in the previous year. A letter and factsheet with further information about the review and transition will be sent to all councils in the near future. The Commission urges all councils to exercise due diligence with its financial assistance grant budget forecasts.

T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 44 913 630 046

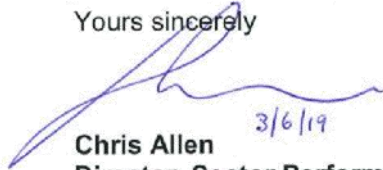


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For issues such as increasing the overall level of grant funding, it is most appropriate that Council approaches organisational bodies that are set up to make representations to the Federal Government on Council's behalf. These include Local Government NSW and the Australian Local Government Association (ALGA).

Thank you for bringing your concerns to the attention of the Minister.

Yours sincerely



**Chris Allen**  
**Director, Sector Performance and Intervention**



# Country Mayors Association of NEW SOUTH WALES

**Chairperson:** Cr Katrina Humphries  
PO Box 420 Moree NSW 2400  
02 6757 3222  
ABN 92 803 490 533

## MINUTES

### GENERAL MEETING

FRIDAY, 31 MAY 2019 THEATRETTE, PARLIAMENT HOUSE, SYDNEY

The meeting opened at 9.00 a.m.

#### 1. ATTENDANCE:

Armidale Regional Council, Cr Simon Murray, Mayor  
Bega Valley Shire Council, Cr Kristy McBain, Mayor  
Bellingen Shire Council, Cr Dominic King, Mayor  
Bland Shire Council, Cr Brian Monaghan, Mayor  
Bland Shire Council, Mr Ray Smith, General Manager  
Blayney Shire Council, Cr Scott Ferguson, Mayor  
Blayney Shire Council, Ms Rebecca Ryan, General Manager  
Bourke Shire Council, Cr Barry Hollman, Mayor  
Broken Hill City Council, Cr Darriea Turley, Mayor  
Broken Hill city Council, Mr James Roncon, General Manager  
Cabonne Shire Council, Cr Kevin Beatty, Mayor  
Cabonne Shire Council, Ms Heather Nicholls, Acting General Manager  
Carrathool Shire Council, Cr Peter Laird, Mayor  
Carrathool Shire Council, Mr, Rick Warren General Manager  
Coffs Harbour City Council, Mr Stephen McGrath, General Manager  
Coolamon Shire Council, Cr John Seymour, Mayor  
Cootamundra-Gundagai Regional Council, Cr Abb McAlister  
Cootamundra-Gundagai Regional Council, Cr Dennis Palmer, Deputy Mayor  
Cootamundra-Gundagai Regional Council, Mr Phil McMurray, Acting  
General Manager  
Cowra Shire Council, Cr Bill West, Mayor  
Dubbo Regional Council, Cr Ben Shields. Mayor  
Dubbo Regional Council, Mr Michael McMahon, CEO  
Dungog Shire Council, Cr Tracy Norman, Mayor  
Dungog Shire Council, Ms Coralie Nichols, General Manager  
Eurobodalla Shire Council, Cr Liz Innes, Mayor  
Federation Council, Cr Patrick Bourke, Mayor  
Forbes Shire Council, Cr Phyllis Miller, Mayor  
Forbes Shire Council, Mr Steve Loane, General Manager

*Page 2*

Gilgandra Shire Council, Cr Ash Walker, Deputy Mayor  
Goulburn Mulwaree Council, Cr Bob Kirk, Mayor  
Goulburn Mulwaree Council, Cr Peter Walker, Deputy Mayor  
Goulburn Mulwaree Council, Mr Warrick Bennett, General Manager  
Griffith City Council, Cr John Dal Broi, Mayor  
Griffith City Council, Mr Brett Stonestreet, General Manager  
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor  
Gunnedah Shire Council, Mr Eric Growth, General Manager  
Gwydir Shire Council, Cr John Coulton, Mayor  
Gwydir Shire Council, Mr Max Eastcott, General Manager  
Inverell Shire Council, Cr Paul Harmon, Mayor  
Kempsey Shire Council, Cr Liz Campbell, Mayor  
Kempsey Shire Council, Mr Craig Milburn, General Manager  
Kiama Municipal Council, Cr Mark Honey, Mayor  
Kyogle Council, Cr Danielle Mulholland, Mayor  
Leeton Shire Council, Cr Paul Maytom, Mayor  
Leeton Shire Council, Ms Jackie Kruger, General Manager  
Lithgow City Council, Cr Ray Thompson, Mayor  
Lithgow City Council, Mr Graeme Faulkner, General Manager  
Liverpool Plains Shire Council, Cr Andrew Hope, Mayor  
Lockhart Shire Council, Cr Roger Schirmer, Mayor  
Lockhart Shire Council, Mr Peter Veneris, General Manager  
Mid-Western/Mudgee Regional Council, Cr Des Kennedy, Mayor  
Mid-Western/Mudgee Regional Council, Mr Brad Cam, General Manager  
Moree Plains Shire Council, Cr Katrina Humphries, Mayor  
Moree Plains Shire Council, Mr Lester Rogers, General Manager  
Murray River Council, Cr Christopher Bilkey, Mayor  
Murray River Council, Mr Des Bilske, General Manager  
Murrumbidgee Council, Mr John Scarce, General Manager  
Narrabri Shire Council, Cr Catherine Redding, Mayor  
Narrabri Shire Council, Mr Stewart Todd, General Manager  
Narrandera Shire Council, Cr Neville Schenka, Mayor  
Narrandera Shire Council, Mr George Cowan, General Manager  
Narromine Shire Council, Cr Craig Davies, Mayor  
Oberon Shire Council, Cr Kathy Sajowitz, Mayor  
Oberon Shire Council, Ms Lynette Safranek, Director Corporate Services  
Parkes Shire Council, Cr Ken Keith, Mayor  
Parkes Shire Council, Cr Barbara Newton, Deputy Mayor  
Parkes Shire Council, Cr Alan Ward  
Port Stephens Council, Cr Ryan Palmer, Mayor  
Port Stephens Council, Tim Crosdale, Group Manager Development Services  
Shoalhaven City Council, Cr Amanda Findley, Mayor  
Shoalhaven City Council, Mr Stephen Dunshea, Acting General Manager  
Singleton Council, Cr Sue Moore, Mayor  
Temora Shire Council, Cr Rick Firman, Mayor  
Temora Shire Council, Mr Gary Lavelle, General Manager  
Tenterfield Shire Council, Cr Peter Petty, Mayor  
Tenterfield Shire Council, Mr Terry Dodds, General Manager  
Upper Lachlan Shire Council, Cr John Stafford, Mayor  
Uralla Shire Council, Cr Michael Pearce, Mayor  
Wagga Wagga City Council, Cr Greg Conkey, Mayor

Walcha Council, Cr Eric Noakes, Mayor  
 Walcha Council, Mr Jack O'Hara, General Manager  
 Warren Shire Council, Cr Katrina Walker  
 Warren Shire Council, Mr Glen Wilcox, General Manager  
 Warrumbungle Shire Council, Cr Denis Todd, Mayor  
 Warrumbungle Shire Council, Mr Roger Bailey, General Manager  
 Wentworth Shire Council, Cr Melisa Hendrics, Mayor  
 Yass Valley Council, Cr Rowena Abbey, Mayor  
 Yass Valley Council, Ms Sharon Hutch, General Manager  
 Orana Joint Organisation, Ms Berlinda Barlow, Interim Executive Officer  
 Cr Linda Scott, President, LGNSW

**APOLOGIES:**

As submitted

**SPECIAL GUESTS:**

Hon Shelley Hancock, MP, Minister for Local Government  
 Gordon Hinds, Managing Director, Better Energy Technology  
 Hon Brad Hazzard, MP, Minister for Health and Medical Research  
 Andrew Roberts, CEO, Field Solutions Group  
 Cr Bruce Miller, Chairman, LGSuper

**2. ADOPTION OF MINUTES OF PREVIOUS MEETING:**

RESOLVED that the minutes of the General Meeting held on 8 March 2019 be accepted as a true and accurate record (Singleton Council / Oberon Shire Council).

**3. Matters Arising from the Minutes**  
 NIL

**4. CORRESPONDENCE**

Outward

- (a) Cr Linda Scott, President, Local government NSW, regarding Defined Benefits Scheme Contributions
- (b) Cr Ryan Palmer, Mayor, Port Stephens Council, advising that Port Stephens Council was admitted as a member of the Association on 8 March 2019
- (c) Mr Richard Colbran, Chief Executive Officer, NSW Rural doctors Network thanking him for his presentation to the 8 March 2019 meeting
- (d) Cr Melissa Hederics, Mayor, Wentworth Shire Council, advising that Wentworth Shire Council was admitted as a member of the Association on 8 March 2019

Inward

- (a) Cr Linda Scott, President, Local Government NSW. forwarding letters to LGSuper regarding the Defined Benefits Scheme (Copy Attached)
- (b) Institute Public Works Engineering Australia (NSW Division) advising that the Local Roads Congress will be held in Sydney on 3 June 2019

NOTED

*Page 4*

**5. Financial Report**

RESOLVED That the financial reports for the last quarter were tabled and accepted (Temora Shire Council / Shoalhaven City Council)

**6. Royalties for Regions Program**

RESOLVED That Country Mayors calls upon the NSW Government to implement a "Royalties for Regions" program based upon a set percentage of royalties being returned to Local Government Areas from where they originate and/or that are directly affected.

That LGA representatives from the identified affected areas be invited to participate in the redesign of the new "Royalties for Regions program"  
(Gunnedah Shire Council / Singleton Council)

**7. Increased Fire Management Activities**

RESOLVED That the Country Mayors Association write to the appropriate Federal and State Ministers requesting that NSW National Parks and Wildlife Service, NSW Forestry Corporation and NSW Local Land Services, as a duty of care undertake an increased level of park and forest fire management activities, including increased hazard reduction burns and increased numbers of dams and water infrastructure points for firefighting purposes into the future (Tenterfield Shire Council / Kyogle Shire Council)

**8. RFS Contribution Increase 2019/10**

RESOLVED (a) That the Country Mayors Association supports the LGNSW campaign strongly and the State Government be requested to defer any RFS contribution increases for at least 12 months to allow for consultation and any future increases be shown on a separate line on the rate notice and not be included in the rate pegging formula

(b) That the Association write to the Premier requesting that the Department of Premier and Cabinet and the Independent Pricing and Regulatory Tribunal be directed to investigate the current Emergency Services arrangements in NSW including the efficiencies and effectiveness to be gained by such an investigation (Kempsey Shire Council / Yass valley Council)

**9. HON SHELLEY HANCOCK, MP, MINISTER FOR LOCAL GOVERNMENT**

The Minister started her career in Sydney as a teacher and then settled in Ulladulla where she also taught. She was elected to Shoalhaven City Council in 1987 and served four terms. She ran for State Parliament was elected and became Speaker of Parliament in 2011 and Minister for Local Government in 2019

The increased RFS contributions are mostly going towards the funded Compensation Scheme. The Minister lobbied on behalf of Local Government to have the increase adsorbed by the State Government but sadly that is not the case as it was overturned by Treasury. The Minister is anxious to have improved relations with Joint

*Page 5*



Organisations and a meeting with the Joint Organisations was held on Thursday 30 May to discuss issues. Seed funding of \$300,000 will soon come to an end. The Office of Local Government is looking at ways Joint Organisations can be self funded and is looking at issues raised at yesterday's meeting. The Office of Local Government has not been disbanded contrary to rumours.

**10. Gordon Hinds, Managing Director, Better Energy Technology**

The energy market in Australia is undergoing a revolution as we migrate from centralised large-scale coal generation to distributed renewable energy. The role of towns throughout NSW in this revolution is not clear and to date there have not been many benefits that flowed through to them beyond the initial construction.

Basically renewable energy plants are highly automated and don't employ people, certainly not in the local communities other than occasional maintenance. Developers mostly by-pass section 94 contributions as they are classified as 'state significant' developments. The energy they produce goes into the grid and is bought by large scale users or retailers and then sold back to communities through the existing channels. Rural towns are being ripped off and bypassed.

There is another way and that is what Better Energy Technology is trying to do at Lockhart, with the support of the Deputy Prime Minister and Minister for Regional Development, Michael McCormack.

The Lockhart demonstration will supply power to the town of Lockhart, insulate it from blackouts, provide long-term stable energy pricing and have the potential for a dividend if the Council takes an equity position in the project. It is an Australian first and follows a design that has been in Germany for nearly 20 years - an 'export' model where 80% of the power produced is exported into the grid. It has a 10MW solar farm a large battery, the fixed power tariff is to be 28 cents a kilowatt, with long term income to council of possibly \$500,000 PA. The project cost is \$30 Million.

There are barriers to this being rolled out in NSW and the key one is access to the grid via the local substation. Most of the applications to connect to the grid through the substations are already in the hands of developers, mostly foreign owned or backed. None of these applications have community benefit at the heart of their plan, nor localised generation for local consumption. This can change.

The Minister for Energy has the power to direct the grid owners (Essential Energy in most cases) to give priority to projects that have a direct benefit in energy supply to local communities. He can do this in the simple form of a letter. With the political landscape now secure at both the Federal and State Level, now is the time for Country Mayors to step up to ensure their communities are part of this revolution and beneficiaries beyond construction. There is a need to push for long-term energy supply directly to communities such as what is planned at Lockhart.

It is possible, but it will require strong lobbying to ensure the Ministers act in the interests of communities

RESOLVED That the Country Mayors' Association make representations to the NSW Energy Minister and the Federal Energy Ministers seeking their support for the prioritisation of electricity grid connections at substations that are relevant to rural and regional towns, with priority to be given to applications that have an ongoing community benefit beyond construction of new energy developments that connect to those substations (Lockhart Shire Council / Bland Shire Council)

**11. Hon Brad Hazzard, MP, Minister for Health and Medical Research**

The Minister has tried to get around the regions as much as possible. There is a huge commitment by the State Government for the regions to get a fair go. One third of the State budget \$25billion is allocated to health. 25% of health infrastructure is to go to the regions. As part of the regional commitment the Regional Ambulance Update program has been allocated \$122million and many hospitals are being upgraded. The Government is trying to get medical students to do their training in the regions as this has proven to have higher success in keeping graduates in rural areas. Training facilities are situated in Wagga Wagga, Dubbo and Orange. Tele Health Stroke services are being introduced.

**12. Andrew Roberts, CEO, Field Solutions Group**

Field Solutions Vision is to be Australia's Leading Rural, Remote and Regional Telecommunications Provider through carrier services, retail services provision and Cloud services. Their brands are Just ISP and Ant Communications. Field Solutions provide township base networks built to the populations and multisite on farm networks. They strive to greatly reduce council spend, to provide connectivity to council premises, a business grade symmetric network with additional Cloud services and true broadband deep into communities that is cost effective with unlimited data. They provide coverage throughout NSW in three corridors, Northern, Central and Southern with local bases, hiring local staff, using local businesses, and providing on going support and maintenance. \$100 million has been pledged by the Nationals. The assistance needed is Regional Digital Connectivity, growing local communities, Community/FSG funded and Council/ FSG funded

RESOLVED That the Association write to the Deputy Premier advising that it supports Rural Regional Internet Connectivity through Field Solutions and requests urgent attention to this matter (Narromine Shire Council / Shoalhaven City Council)

**13. Cr Bruce Miller, Chairman, LGSuper**

LGSuper originated from State Super 23 years ago. A Trust Deed and Constitution were prepared. The Defined Benefits Scheme was funded prior to the financial crisis at a surplus, and councils took the opportunity to receive a holiday from contributions

*Page 7*



but to put the saved funding aside. The financial crisis resulted in the fund going into deficit. The fund is examined each year to assess its position. Regulated funds need to be fully funded each and every day of the year. LGSuper looked at options to be 100% funded. Investments are currently 80% growth 20% conservative but the objective is 70% growth 30% conservative. The Board has reviewed the two LGNSW resolutions. The current investment strategy is subject to stringent reviews and a further review as suggested is not necessary. In respect of Past Service Contributions after considering advice of actuary and legal opinions LGSuper will look at the level of contributions. LGNSW cannot instruct LGSuper. Irrespective of where Directors come from their responsibility is to the entity and its members. Shares in LGSuper have zero value but shareholders have a right to appoint Directors. Under new legislation the Regulator has power to do whatever. The Board will increase from 8 Directors to 9 Directors one independent to be the Chair with 3 independents, 3 employee and 3 employer representation.

**14. Meeting with Local Government Super**

NOTED

**15. Local Government Superannuation Report by Goulburn/Mulwaree**

NOTED

**16. Waste Levy Taskforce**

RESOLVED1. The NSW Country Mayors recognise that:

- a) The NSW Government still has no clear plan to manage waste in light of the China Sword and other international changes to recycling.
  - b) That land fill sites are processing higher amounts of waste and therefore shortening the lifecycle of these sites.
  - c) That the increase in waste going to landfill also increases the governments revenue and has impacts on the wider environment.
  - d) That NSW are falling behind other States such as Victoria and SA in terms of management of waste
  - e) That Local Government Areas (LGAs) should receive a higher amount of the waste Levy to deal with increase in cost to manage waste.
  - f) That Councils are the best placed government bodies to develop new strategies and industries to better manage waste for their communities.
2. That NSW Country Mayors urge the Minister for Local Government take action by
- a) Establishing a Waste Levy Task Force consisting of EPA, Mayors and LGNSW to begin immediate action to address the waste concerns of LGAs
  - b) Returning the full amount of the waste Levy to LGA's till there is an acceptable outcome agreed to by all parties.
3. That NSW Country Mayor's Association take their own action by:
- a) establish a working group of Country Mayors to:
    - i) identify the total amount of waste levies collected by the NSW Government from regional Councils
    - ii) identify the amount spent by the NSW government on waste reduction strategies in regional areas

*Page 8*

iii) identify strategies for regional councils to withhold payment of the waste levy might be implemented if the NSW Government does not agree to form the task force recommended in (2) above

iv) bring a report back to the next meeting of the Country Mayors outlining options available to Country Mayors to get action on the Waste Levy, including consideration of the withholding of payment of the levy.

v) the working group comprise Michael Pearce (Uralla Shire Council), Peter Petty (Tenterfield Shire Council), Amanda Findley (Shoalhaven City Council) Tracey Norman (Dungog Shire Council) and Dominic King (Bellingen Shire Council)

4. That LGNSW be advised of Country Mayors position  
(Bellingen shire Council / Shoalhaven City Council)

<https://www.epa.nsw.gov.au/your-environment/waste/waste-levy/scheduled-waste>

<https://www.smh.com.au/environment/sustainability/nsw-waste-crisis-landfill-levy-gains-20190104-p50pp3.html>

<https://www.lgnsw.org.au/news/publication/save-our-recycling>

#### **17. Rural Fire Act 1997 - Grasslands**

RESOLVED that Country Mayors ask the RFS Commissioner to have a stay on implementation of the requirements under the Rural Fire Act 1997 to cover grasslands and an invitation be issued to the Commissioner to attend a future meeting (Gwydir Shire Council / Lockhart Shire Council)

There being no further business the meeting closed at 12.40pm.

Cr Katrina Humphries  
Chair – Country Mayor's Association of NSW

## 8.2 FINANCE

### 8.2.1 INVESTMENT REPORT - MAY 2019

|                                       |   |
|---------------------------------------|---|
| DOCUMENT NUMBER                       | 305381  |
| REPORTING OFFICER                     | Tim Swan, Manager Finance and Customer Service  |
| AUTHORISING OFFICER                   | Phil McMurray, Acting General Manager   |
| RELEVANCE TO COMMUNITY STRATEGIC PLAN | <p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council</p>   |
| FINANCIAL IMPLICATIONS                | Council's investment income for May, 2019 was \$50,529, 22% under the budgeted figure of \$65,526.  |
| LEGISLATIVE IMPLICATIONS              | Council investments comply fully with Section 625 of the Local Government Act (NSW) 1993, Local Government (General) Regulation 2005 paragraph 212 and Council's Investment Policy. |
| POLICY IMPLICATIONS                   | The Investment Policy was adopted on 31 <sup>st</sup> July, 2018 and is due for review on 31 <sup>st</sup> July, 2021.  |
| ATTACHMENTS                           | 1. Investment Report - May 2019 <a href="#">↓</a>   |

### RECOMMENDATION

**The Investment Report as at 31<sup>st</sup> May, 2019, attached to the report be received and noted.**

#### Introduction

Returns on investments are 22% below budget but above the May, 2019 benchmark.

#### Discussion

Investments for May, 2019 have produced interest of \$50,529.

Interest rates have been falling consistently over the last six months, as is reflected in the Council's investment performance. Returns are also decreasing as funds reserved for major projects are expended. The excellent results achieved in the first half of the year should see the final result very close to the budgeted figure.

**REPORT - CASH & INVESTMENTS**

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



| Institution                         | Credit Rating | Investment Type       | Date Lodged | Maturity Date | Interest Rate | Value                  |
|-------------------------------------|---------------|-----------------------|-------------|---------------|---------------|------------------------|
| Commonwealth Bank                   | AA-           | Bank Account          |             |               |               | \$1,186,456.17         |
| National Australia Bank             | AA-           | Bank Account          |             |               |               | \$23,965.14            |
| Commonwealth Bank                   | AA-           | Business Online Saver |             |               |               | \$3,317,226.27         |
| National Australia Bank             | AA-           | Term Deposit          | 12-06-18    | 12-06-19      | 2.75          | \$1,000,000.00         |
| Bendigo & Adelaide Bank Limited     | BBB+          | Term Deposit          | 26-06-18    | 24-06-19      | 2.83          | \$1,000,000.00         |
| Bendigo & Adelaide Bank Limited     | BBB+          | Term Deposit          | 26-06-18    | 23-07-19      | 2.83          | \$1,000,000.00         |
| BankWest                            | AA-           | At Call Account       | 15-11-18    | 20-12-19      | 2.00          | \$1,000,000.00         |
| BankWest                            | AA-           | At Call Account       | 28-11-18    | 02-01-20      | 2.00          | \$1,000,000.00         |
| Bank of Queensland                  | BBB+          | Term Deposit          | 25-01-19    | 24-07-19      | 2.8           | \$2,063,810.08         |
| AMP                                 | A             | Term Deposit          | 13-02-19    | 13-08-19      | 2.8           | \$3,000,000.00         |
| AMP                                 | A             | Term Deposit          | 21-02-19    | 20-08-19      | 2.8           | \$2,000,000.00         |
| BankV/c                             | BBB+          | Term Deposit          | 02-04-19    | 29-10-19      | 2.7           | \$1,500,000.00         |
| AMP                                 | A             | Term Deposit          | 02-04-19    | 02-10-19      | 2.75          | \$2,000,000.00         |
| O                                   | AA-           | Term Deposit          | 24-05-19    | 22-10-19      | 2.5           | \$2,541,795.76         |
| Rural Bank Ltd                      | BBB+          | Term Deposit          | 01-05-19    | 29-10-19      | 2.43          | \$1,000,000.00         |
| ME Bank                             | BBB           | Term Deposit          | 23-05-19    | 21-08-19      | 2.32          | \$3,082,500.00         |
| <b>Total Cash &amp; Investments</b> |               |                       |             |               |               | <b>\$26,715,753.42</b> |

| Source of Investments       | Interest budget for month | Interest for month | Total Invested         |
|-----------------------------|---------------------------|--------------------|------------------------|
| General Fund Operations     | \$4,390.70                | \$3,385.79         | \$1,790,127.42         |
| Water Fund                  | \$13,703.41               | \$10,567.07        | \$5,587,000.00         |
| Sewer Fund                  | \$11,454.26               | \$8,832.69         | \$4,670,000.00         |
| Domestic Waste Mgmt Fund    | \$3,411.75                | \$2,630.89         | \$1,391,000.00         |
| Other externally restricted | \$5,660.91                | \$4,365.28         | \$2,308,000.00         |
| Internally restricted funds | \$26,905.55               | \$20,747.59        | \$10,969,626.00        |
| <b>TOTAL</b>                | <b>\$65,526.58</b>        | <b>\$50,529.30</b> | <b>\$26,715,753.42</b> |

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

Responsible Accounting Officer

Signature

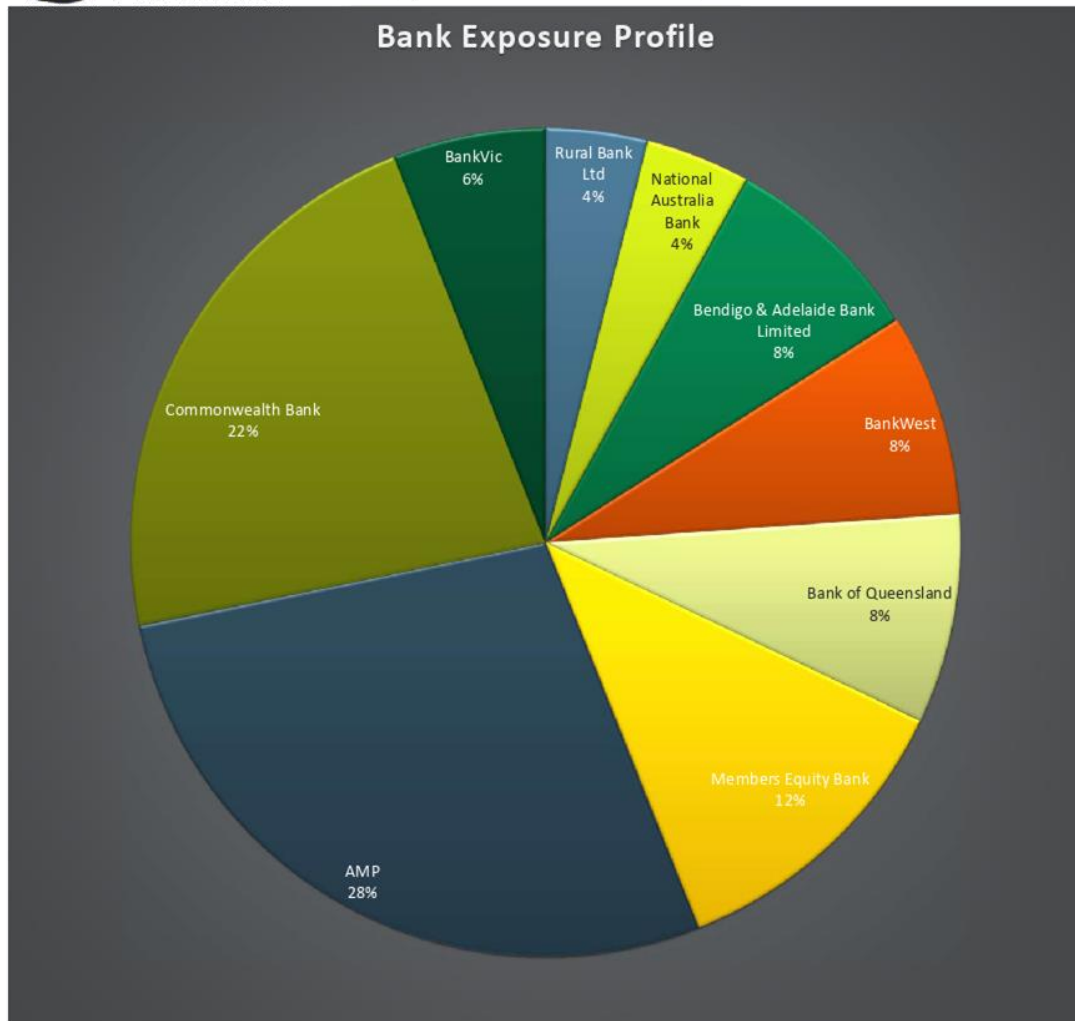
Tim Swan

Finance Manager



ANALYSIS - CASH & INVESTMENTS

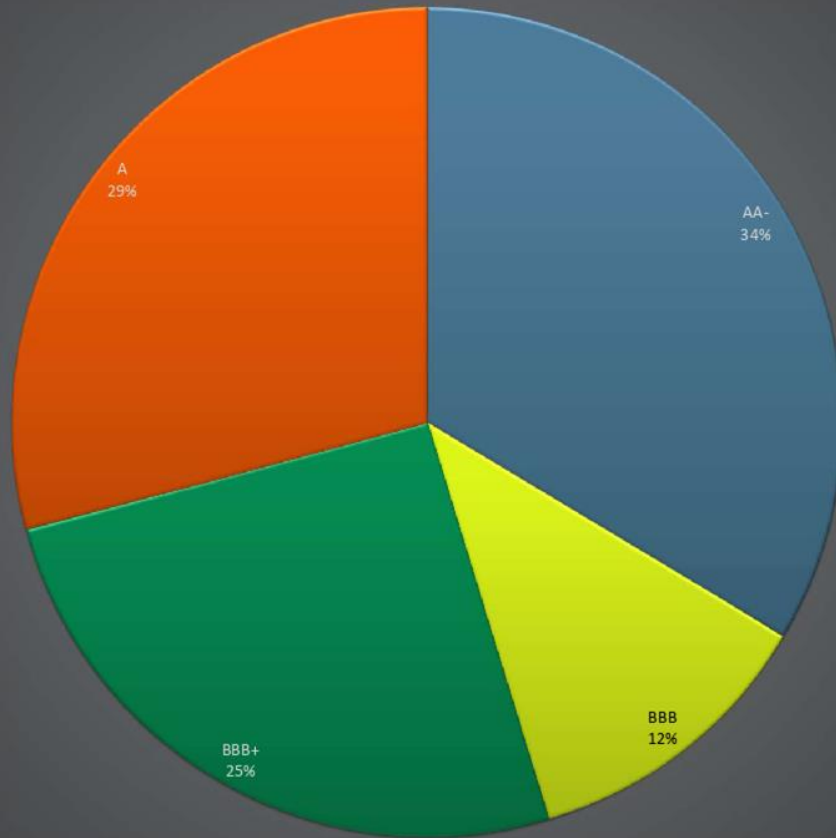
Bank Exposure Profile





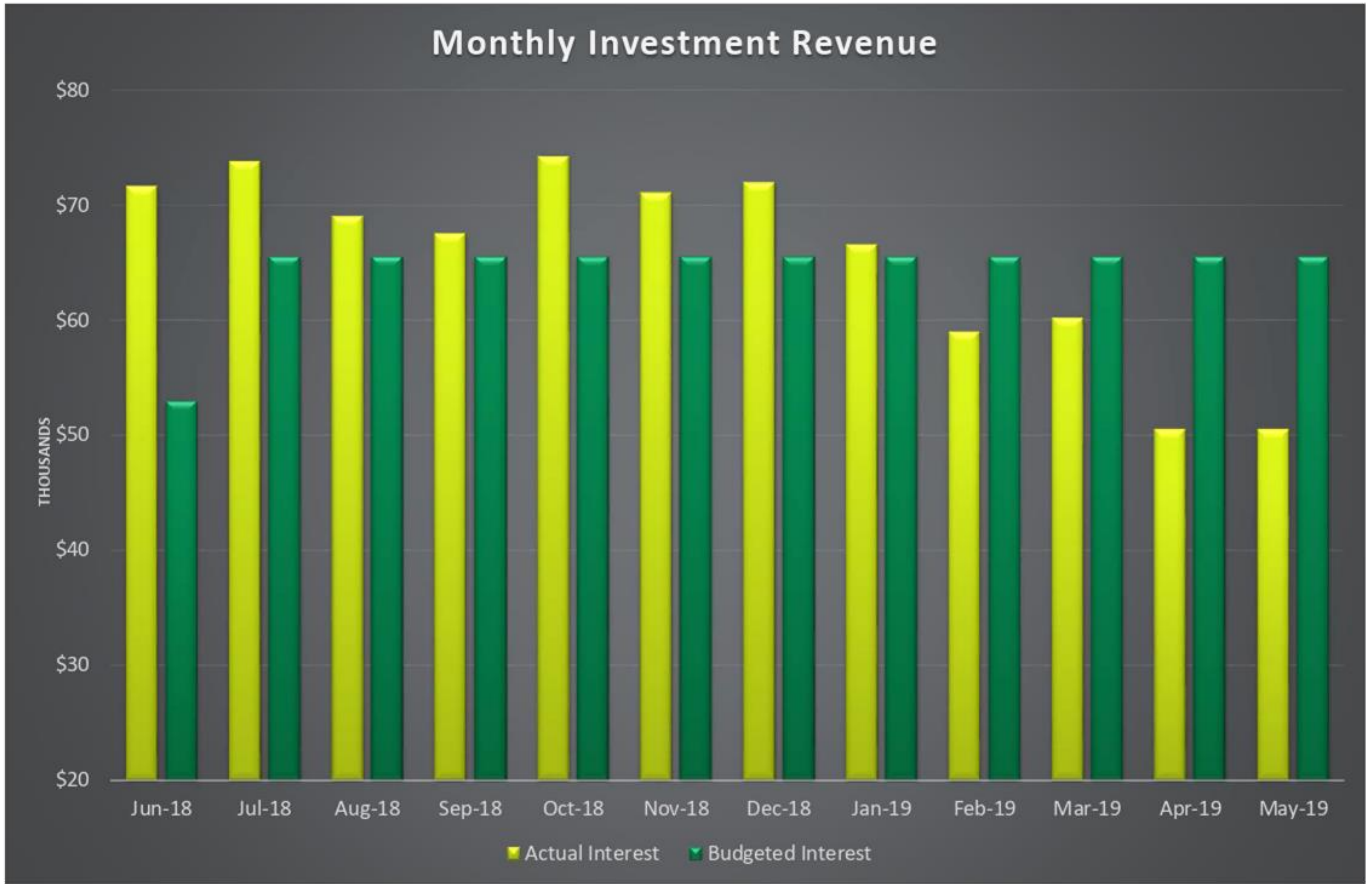
ANALYSIS - CASH & INVESTMENTS

Rating Exposure Profile



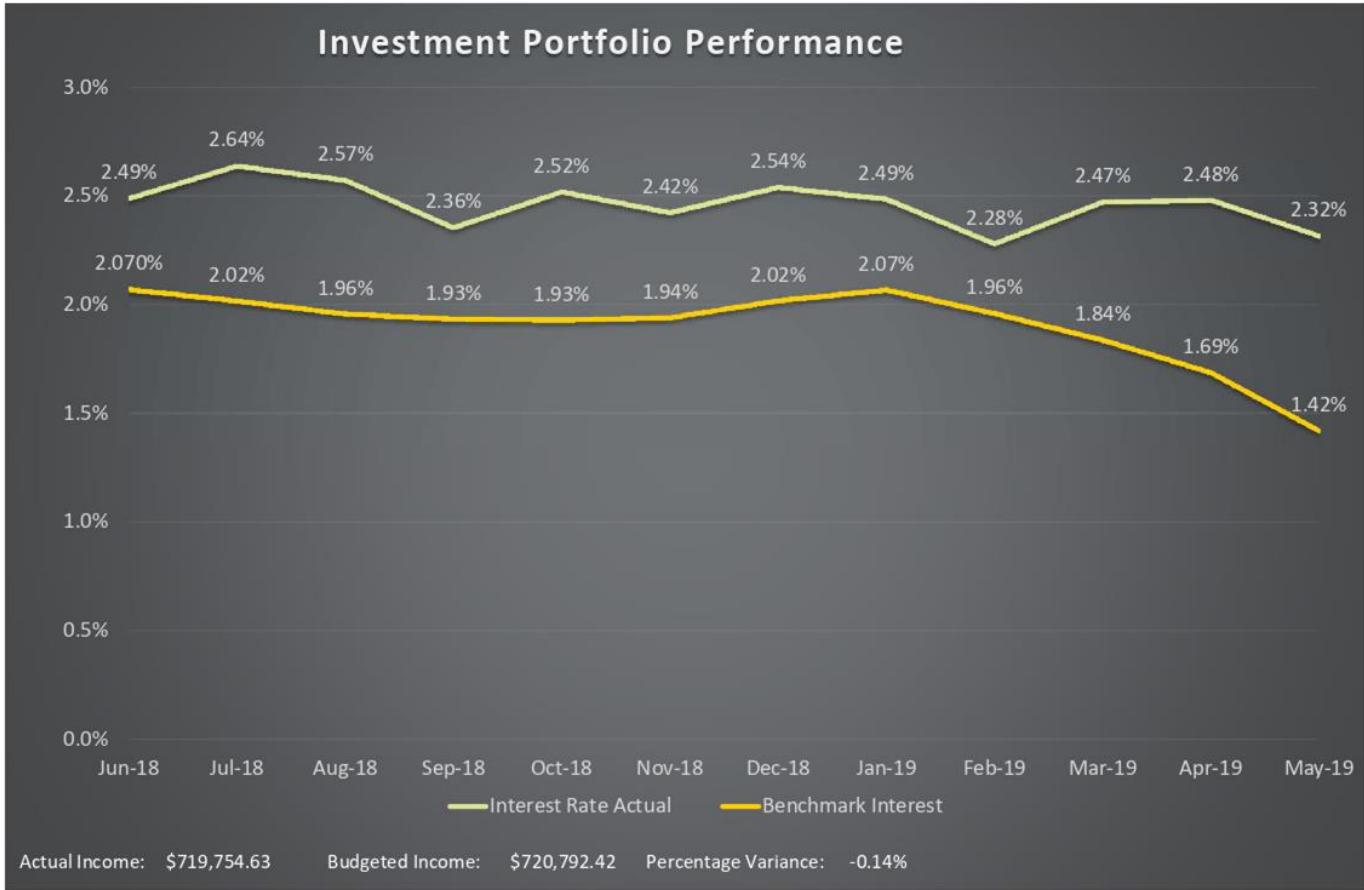


ANALYSIS - CASH & INVESTMENTS





ANALYSIS - CASH & INVESTMENTS





**8.2.2 MONTHLY MAJOR PROJECTS PROGRAM REPORT**

|                                       |  |
|---------------------------------------|--|
| DOCUMENT NUMBER                       | 305469   |
| REPORTING OFFICER                     | Paul Woods, Executive Director - PMO   |
| AUTHORISING OFFICER                   | Phil McMurray, Acting General Manager  |
| RELEVANCE TO COMMUNITY STRATEGIC PLAN | <b>4. Good governance: an actively engaged community and strong leadership team</b><br><br>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council |
| FINANCIAL IMPLICATIONS                | There are no Financial implications associated with this report.   |
| LEGISLATIVE IMPLICATIONS              | There are no Legislative implications associated with this report.   |
| POLICY IMPLICATIONS                   | There are no Policy implications associated with this report.  |
| ATTACHMENTS                           | 1. Grants Program Management June 2019 <a href="#">↓</a>   |

**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

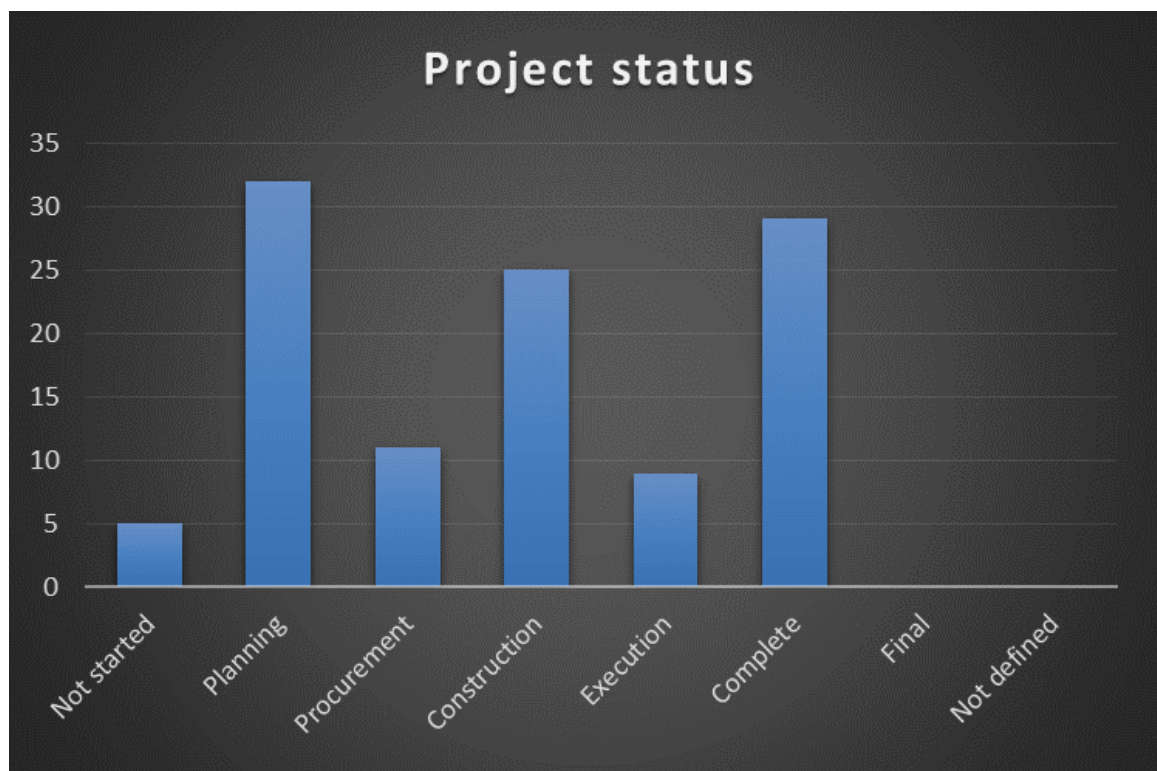
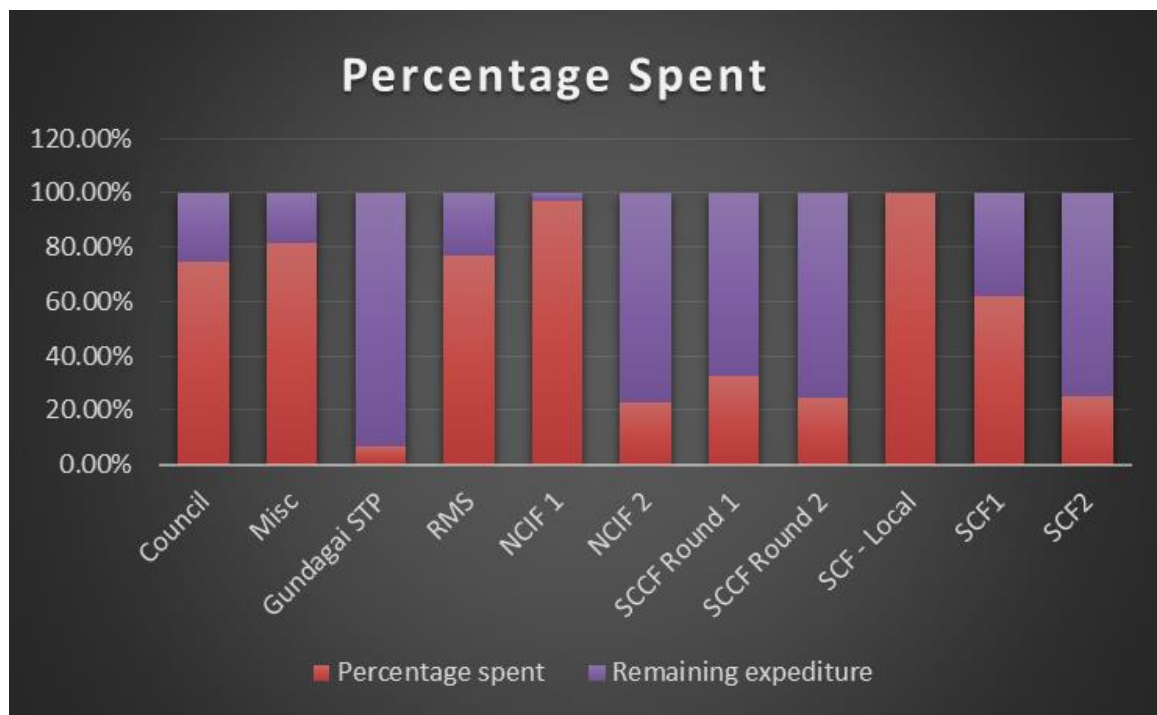
Council is currently managing 110 projects with a value of \$53,030,487. This report provides a monthly update to Councillors as to the progress of those projects. The attached schedule provides a brief update on the status of each of the projects

Discussion**Budget variances**

| Project                               | Amount    | Commentary / Recommendation   |
|---------------------------------------|-----------|---|
| Cootamundra Water Mains – replacement | \$793,992 | 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 31 May 2019

| Project   | Funding source                             | Status       | Budget            | Total committed 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           | 53,315                      | 6.75%            |
| 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         | 5,274,322                   | 97.12%           |
| Sheridan and West Streets intersection treatments   | Council                                    | Planning     | 500,000           | 80,852                      | 16.17%           |
| Gundagai RSL Carpark resurfacing  | Council                                    | Complete     | -                 | -                           | 0.00%            |
| <b>Total Council funded projects</b>  |  |              | <b>8,615,490</b>  | <b>6,413,745</b>            | <b>74.44%</b>    |
| 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%            |
| <b>Total Council Reserve funded projects</b>  |  |              | <b>1,400,000</b>  | <b>20,390</b>               | <b>1.46%</b>     |
| Truckwash Upgrade - Cootamundra Saleyards   | Country Truck Washes                       | Complete     | 362,935           | 373,549                     | 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            | 44,570                      | 46.92%           |
| Stan Crowe Oval Gundagai canteen and changerooms construction (CAPREN)  | NRL Grants                                 | Complete     | 240,000           | 238,647                     | 99.44%           |
| Gundagai Sewerage Treatment Works Plant Replacement   | NSW State Govt - Sewer                     | Construction | 13,500,000        | 900,785                     | 6.67%            |
| 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         | 1,837,217                   | 77.18%           |
| 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%           |
| <b>Total Misc grant funded projects</b>   |  |              | <b>16,937,715</b> | <b>3,708,191</b>            | <b>21.89%</b>    |
| NCIF Round 1  | NCIF 1                                     | Complete     | 5,000,000         | 4,841,970                   | 96.84%           |
| <b>Total NCIF Round 1</b>   |  |              | <b>5,000,000</b>  | <b>4,841,970</b>            | <b>96.84%</b>    |
| Gundagai Depot Training Room Construction   | NCIF 2                                     | Complete     | 300,000           | 216,664                     | 72.22%           |
| 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 31 May 2019

| Project  | Funding source | Status       | Budget           | Total committed expenditure | Percentage spent |
|--|----------------|--------------|------------------|-----------------------------|------------------|
| Tourism and Economic development strategic plan  | NCIF 2         | Complete     | 150,000          | 71,979                      | 47.99%           |
| Recreational Needs Study   | NCIF 2         | Execution    | 100,000          | 21,270                      | 21.27%           |
| Consolidation and upgrade of Authority Corporate Software System   | NCIF 2         | Execution    | 414,282          | 110,733                     | 26.73%           |
| 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          | 2,306                       | 1.15%            |
| <b>Total NCIF 2</b>  |                |              | <b>1,914,282</b> | <b>438,842</b>              | <b>22.92%</b>    |
| 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          | 5,409                       | 3.61%            |
| 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          | 110,997                     | 101.65%          |
| 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          | 26,893                      | 5.38%            |
| Gundagai large scale adventure playground & fitness centre   | SCCF Round 1   | Procurement  | 1,000,000        | 63,448                      | 6.34%            |
| <b>Total SCCF Round 1 projects</b>   |                |              | <b>2,889,244</b> | <b>936,774</b>              | <b>32.42%</b>    |
| Cootamundra Showground Completion of Multipurpose Pavilion SCCF2   | SCCF Round 2   | Construction | 53,290           | 33,274                      | 62.44%           |
| Anzac Park South Supporters Toilets - Gundagai   | SCCF Round 2   | Procurement  | 86,061           | 13,798                      | 16.03%           |
| Mirrabooka Revivification (SCCF2)  | SCCF Round 2   | Construction | 67,045           | 37,925                      | 56.57%           |
| Cootamundra Rifle Club Mower, top dressing, building maintenance, storage shed   | SCCF Round 2   | Construction | 63,015           | 24,541                      | 38.94%           |





As at 31 May 2019

| Project  | Funding source | Status       | Budget           | Total committed 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          | 127,579                     | 64.06%           |
| Gundagai Racecourse and Showground Amenities Block                                     | SCCF Round 2   | Construction | 215,000          | 115,175                     | 53.57%           |
| 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   | Complete     | 118,093          | 118,093                     | 100.00%          |
| Community Safety & Beautification of King Street Wallendbeen                           | SCCF Round 2   | Execution    | 55,964           | -                           | 0.00%            |
| Barry Grace Oval Wallendbeen   | SCCF Round 2   | Construction | 98,397           | 5,852                       | 5.95%            |
| 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          | 9,352                       | 7.65%            |
| 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          | 1,500                       | 0.94%            |
| 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   | Planning     | 172,987          | -                           | 0.00%            |
| Cootamundra Community Garden   | SCCF Round 2   | Planning     | 70,242           | -                           | 0.00%            |
| <b>Total SCCF Round 2 projects</b>   |                |              | <b>2,323,769</b> | <b>566,370</b>              | <b>24.37%</b>    |
| Gundagai pool tiling and disabled ramp   | SCF1           | Procurement  | 300,000          | 416                         | 0.14%            |
| Gundagai Visitors Information Centre redevelopment - disabled ramp and disabled toilet | SCF1           | Planning     | 300,000          | 1,639                       | 0.55%            |
| 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          | 23,987                      | 11.99%           |
| Rathmells Lane - Bitumin seal from Temora St to end                                    | SCF1           | Complete     | 248,451          | 237,115                     | 95.44%           |
| Footpath renewal   | SCF1           | Construction | 500,000          | 418,703                     | 83.74%           |
| Cootamundra pool - water park  | SCF1           | Planning     | 400,000          | 1                           | 0.00%            |
| Fisher Park Cootamundra sports ground lighting installation                            | SCF1           | Planning     | 250,000          | 1                           | 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        | 131,148                     | 13.11%           |
| Cootamundra saleyards lighting and electrical upgrade                                  | SCF1           | Complete     | 268,882          | 224,985                     | 83.67%           |
| Adjungbilly Road reconstruction for B'Doubles  | SCF1           | Construction | 2,100,000        | 2,049,001                   | 97.57%           |



As at 31 May 2019

| Project   | Funding source | Status       | Budget           | Total committed expenditure | Percentage spent |
|---|----------------|--------------|------------------|-----------------------------|------------------|
| Cootamundra water mains replacement project *should be a separate work order for each segment*  | SCF1           | Construction | 2,000,000        | 2,793,992                   | 139.70%          |
| Investment into Department of Education   | SCF1           | Not Started  | 594,724          | -                           | 0.00%            |
| Construct public toilets - Sheridan St Gundagai   | SCF1           | Planning     | 150,000          | 141,908                     | 94.61%           |
| <b>Total SCF1 projects</b>  |                |              | <b>9,859,557</b> | <b>6,117,104</b>            | <b>62.04%</b>    |
| Yarri Park Youth precinct/Lions Park – Basketball courts and new amenities.   | SCF2           | Procurement  | 130,000          | 534                         | 0.41%            |
| 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          | 73,653                      | 36.83%           |
| 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           | Execution    | 50,000           | 12,154                      | 24.31%           |
| Ellwood Hall (Stockinbingal) – General repairs and installation of heating and cooling.   | SCF2           | Construction | 60,000           | 57,382                      | 95.64%           |
| Gundagai Junior Rugby League – New PA system.   | SCF2           | Complete     | 14,753           | 14,753                      | 100.00%          |
| Battle of the Bidgee – Installation of permanent storage sheds to support to event.   | SCF2           | Planning     | 22,449           | 7,816                       | 34.82%           |
| Town & Country Inc – Disabled toilet.   | SCF2           | Construction | 30,000           | 20,051                      | 66.84%           |
| 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          | 106,923                     | 82.25%           |
| 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          | 136,058                     | 90.71%           |
| Gundagai RSL – Landscaping Anzac Grove, Gundagai.   | SCF2           | Construction | 25,000           | 16,958                      | 67.83%           |
| 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          | 392,773                     | 91.34%           |
| 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        | 79,682                      | 5.88%            |
| <b>Total SCF2 projects</b>  |                |              | <b>4,278,118</b> | <b>1,083,954</b>            | <b>25.34%</b>    |



As at 31 May 2019

| Project | Funding source | Status | Budget | Total committed expenditure | Percentage spent |
|---------|----------------|--------|--------|-----------------------------|------------------|
|---------|----------------|--------|--------|-----------------------------|------------------|

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

|  |            |
|--|------------|
|  | 8,579,685  |
|  | 14,441,371 |
|  | 319,875    |
|  | 255,411    |

**8.2.3 MONTHLY FINANCE REPORT FOR MAY, 2019**

|                                       |  |
|---------------------------------------|--|
| DOCUMENT NUMBER                       | 305594   |
| REPORTING OFFICER                     | Tim Swan, Manager Finance and Customer Service   |
| AUTHORISING OFFICER                   | Phil McMurray, Acting General Manager  |
| RELEVANCE TO COMMUNITY STRATEGIC PLAN | <b>4. Good governance: an actively engaged community and strong leadership team</b><br><br>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                           | Nil  |

**RECOMMENDATION**

**The Monthly Finance Report for May, 2019 under separate cover 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.



## 8.3 COMMUNITY AND CULTURE

### 8.3.1 COOTAMUNDRA DEVELOPMENT CORPORATION MEMORANDUM OF UNDERSTANDING

|                                       |  |
|---------------------------------------|--|
| DOCUMENT NUMBER                       | 305543   |
| REPORTING OFFICER                     | Miriam Crane, Manager Community and Culture  |
| AUTHORISING OFFICER                   | Phil McMurray, Acting General Manager  |
| RELEVANCE TO COMMUNITY STRATEGIC PLAN | <p><b>2. A prosperous and resilient economy: we are innovative and 'open for business'</b></p> <p>2.1 The local economy is strong and diverse</p> <p><b>2. A prosperous and resilient economy: we are innovative and 'open for business'</b></p> <p>2.4 Our local workforce is skilled and workplace ready</p> |
| FINANCIAL IMPLICATIONS                | \$31,500 as per 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. CDC Draft Memorandum of Understanding <a href="#">↓</a>   |

#### RECOMMENDATION

**Council delegate authority to the Acting General Manager to execute the Memorandum of Understanding on behalf of Cootamundra-Gundagai Regional Council.**

#### Introduction

The most recent Memorandum of Understanding (MOU) with the Cootamundra Development Corporation (CDC) expired on 30 June, 2018. At the May, 2019 Ordinary Council meeting it was resolved that a Draft Memorandum of Understanding be prepared and submitted at the June, 2019 Ordinary Council meeting for adoption.

#### Discussion

The CDC carry out a number of important activities for the Cootamundra business community, including the Annual Business Awards and Christmas Carnival.

It should be noted in resolving to execute this MOU that a number of separate requests for sponsorship of these activities are tabled for Council to consider each year. As a major sponsor of the CDC, all such activities (and acknowledgement thereof) should be carried out within the funding already provided through this MOU.

In addition, with respect to the requirement that the CDC maintain an up to date business and community directory, this work should include updating the (Council managed) Coota Local Website

listings and providing regular updates of the directory back to Council for use on its website and email mailings.

The CDC should consider a printed version of the community directory with paid advertising, should CanAssist no longer wish to continue to produce this publication for the Cootamundra community, as this has been a repeated request from members of the community. The CDC has also been advised to review their website content to be more business-centric.

The CDC has undertaken to provide a range of services to the entire business community (not only members), and revised their fee structure to be more affordable for individuals (\$50), businesses (\$99), and community groups (free).

1. Covering the period 01/07/2019 - 30/06/2020

## 2. Memorandum of Understanding

4. *Between*

5. *Cootamundra-Gundagai Regional Council and Cootamundra Development Corporation*

6. 7.
8. 9.
10. 11.
- 12.

## 1 DOCUMENT PURPOSE

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

## 2 ROLE OF THE 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.

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 their business. Where appropriate the CDC will refer these enquiries to relevant Council staff.

## 3 SERVICES TO BE PROVIDED BY THE CDC UNDER THIS AGREEMENT

- Monthly training and information workshops and seminars/networking events;
- Monthly email newsletter to all local businesses with business improvement ideas, training opportunities, and advice on coming events how they can get involved with supporting them;
- Recognition of local business in the form of presenting the Cootamundra Annual Business Awards;
- Maintain a Wesbite and Facebook pages with business improvement information;
- Christmas Street Carnival and Shop Local Christmas promotion;
- Organisation and promotion of The Wattle Time Parade and Fair community event;
- Access to NSW Business Chamber Events and Information;
- Maintaining up to date business and community group lists and contacts;
- Provide access to Centrelink Services for our residents through the provision of an office facility in Parker St (open from 9.30am to 2:30pm on Monday to Friday);
- Support of and representation on committees working towards positive outcomes for Cootamundra, including monthly representation at the Tourism Action Committee.

## 4 COUNCIL'S FINANCIAL INVESTMENT

Council provides an annual financial contribution to the CDC. In the 2019/20 financial year this amount will be \$31,500 plus GST. The CDC shall acknowledge the Council's financial contribution on all correspondence.

## 5 CDC REPORTING OBLIGATIONS

CDC staff will meet with Council staff on a monthly basis in order for communication on activities to take place. 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, and to receive a report on CDC activities.

## 6 INVOICING REQUIREMENTS

The CDC shall invoice the Council monthly in an arears basis for the provision of services for the month.

## 7 EXECUTION CLAUSES

Signed on behalf of Cootamundra-Gundagai Regional Council by its authorised signatory:

\_\_\_\_\_  
Name of Authorised Signatory

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position Held

\_\_\_\_\_  
Date

In the presence of:

\_\_\_\_\_  
Name of Witness

\_\_\_\_\_  
Signature of Witness

Signed on behalf of Cootamundra Development Corporation by its authorised signatory:

\_\_\_\_\_  
Name of Authorised Signatory

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position Held

\_\_\_\_\_  
Date

In the presence of:

\_\_\_\_\_  
Name of Witness

\_\_\_\_\_  
Signature of Witness

## 8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

### 8.4.1 DEVELOPMENT APPLICATIONS APPROVED MAY 2019

|                                       |  |
|---------------------------------------|--|
| DOCUMENT NUMBER                       | 304628   |
| REPORTING OFFICER                     | Brooke Douglas, Executive Assistant  |
| AUTHORISING OFFICER                   | Phil McMurray, Acting General Manager  |
| RELEVANCE TO COMMUNITY STRATEGIC PLAN | <b>3. Sustainable natural and built environments: we connect with the places and spaces around us</b><br>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 May 2019 be noted.

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

| APP. NO.   | PROPOSED BUILDING                               | STREET NAME            |
|------------|---|------------------------|
| DA2019/022 | New Farm Building                               | Gundagai Shire Parish  |
| DA2019/042 | Alterations                                     | Thompson Street        |
| DA2019/049 | Storage Units                                   | Sutton Street          |
| DA2019/050 | Dwelling  | Nangus Road            |
| DA2019/052 | Alterations to Garage                           | Reno Road              |
| DA2019/053 | New Shed  | Reno Road              |
| DA2019/055 | New Shed  | Adelong Road           |
| DA2019/057 | Subdivision                                     | Yeo Yeo Hampstead Road |
| DA2019/060 | New Retaining Wall                              | Bartley Street         |
| DA2019/061 | New Retaining Wall                              | Bartley Street         |
| DA2019/062 | Demo of existing Building & New Amenities Block | Sutton Street          |
| DA2019/065 | New Farm Building                               | Old Cootamundra Road   |
| DA2019/066 | New Shed  | Wantiool Street        |

|             |  |                |
|-------------|--|----------------|
| DA2019/068  | New Awning   | Hay Street     |
| DA2019/072  | Demo of existing Carport and erection of New Carport | Poole Street   |
| CDC2019/015 | Dwelling Extensions                                  | Bartley Street |

**VALUE OF WORK REPORTED TO THIS MEETING:** **\$535,777.00**

**VALUE OF WORK REPORTED YEAR TO DATE :** **\$28,919,502.00**

*THIS TIME LAST YEAR:*

*VALUE OF WORK –MAY 2018 - \$ 7,167,492.00*

*VALUE OF WORK – YTD 2018 - \$ 19,848,769.00*

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**8.4.2 LIQUID TRADE WASTE IMPLEMENTATION COOTAMUNDRA TOWNSHIP**

|                                       |  |
|---------------------------------------|--|
| DOCUMENT NUMBER                       | 305503   |
| REPORTING OFFICER                     | Sharon Langman, Manager Development, Building and Compliance   |
| AUTHORISING OFFICER                   | Phil McMurray, Acting General Manager  |
| RELEVANCE TO COMMUNITY STRATEGIC PLAN | <b>3. Sustainable natural and built environments: we connect with the places and spaces around us</b><br><br>3.1 The natural environment is valued and protected   |
| FINANCIAL IMPLICATIONS                | The Financial implications associated with this report relate to additional income generated as a result of introducing charges for the inspection of pre treatment trade waste devices and the discharge of liquid trade waste into Council's Cootamundra sewer system. |
| LEGISLATIVE IMPLICATIONS              | The Legislative implications associated with this report relate the provisions of Section 68 (activities requiring approval) and Section 502 (charge for actual use) of the Local Government Act, 1993.  |
| POLICY IMPLICATIONS                   | The Policy implications associated with this report are that Council will need to update its current Liquid Trade Waste Policies to ensure that it follows best practice guidelines.   |
| ATTACHMENTS                           | Nil  |

**RECOMMENDATION**

**Council implement a two category charge for the discharge of liquids into the Cootamundra Sewer System for all non residential land uses to align with the system currently being charged to non residential land uses that discharge liquids into the Gundagai Sewer System.**

Introduction

Council's sewer systems are designed to transport and treat predominantly domestic sewage which is predictable in strength and quality. The variety of chemicals that may be in waste water from non residential premises liquid trade waste place a greater demand on the sewerage system. If these chemicals and non residential discharges are not controlled, problems can arise that may impact on the environment, public health, worker safety and the sewerage system itself.

Council has, for a number of years, implemented a charge for those that discharge liquid trade waste into the Gundagai sewer system, however the same has not been implemented for dischargers into the Cootamundra sewer system.



### Discussion

Council may, under Section 68 of the Local Government Act, 1993, accept liquid trade waste<sup>1</sup> into the system as a service to the business and industry sectors. Section 502 of the Local Government Act, 1993 allows Council to charge for the discharge of liquid trade waste into its system. Furthermore, Section 120(1) of the Protection of the Environment Operations Act, 1997 provides that it is an offence for a discharger to fail to obtain Council's approval to discharge liquid trade waste to the sewerage system, or to fail to comply with any conditions of an approval issued by Council.

Councils are required to ensure that appropriate annual trade waste fees and user charges are applied to liquid trade waste dischargers. Council must issue a trade waste approval for each liquid trade waste discharger connected to its sewer and annually inspect the premises of each discharger.

To be consistent with those that discharge to the Gundagai Sewer System, non residential uses that discharge to the Cootamundra Sewer System will have a trade waste discharge factor (TWDF) added to their sewerage discharge factor (SDF) to determine their total sewerage usage charge. The TWDF has been determined using category of business guidelines set by the NSW Office of Water. These guidelines categorise businesses into four categories based on the activity, typical pre treatment devices, type of liquid waste to be discharged and likely impact upon the sewerage system. The Categories are 1, 2, 2S and 3. Cootamundra Gundagai Regional Council has Category 1 and 2 businesses only.

Category 1 dischargers are charged an annual fee only, whilst Category 2 dischargers also have a TWDF factor imposed. As defined in the 2009 Liquid Trade Waste Regulation Guidelines published by NSW Department of Water and Energy, Category 1 liquid trade waste dischargers are those conducting an activity deemed by Council as requiring nil or only minimal pre-treatment equipment and whose effluent is well defined and of a relatively low risk to the sewerage system. Category 1 also includes dischargers requiring prescribed pre-treatment but with low impact on the sewerage system. Typical Category 1 users are retail food premises that do not generate greasy waste; hairdressers; medical, dentistry and veterinary facilities that do not perform x ray (except digital x ray); and schools.

Category 2 liquid trade waste dischargers are those conducting an activity deemed by Council as requiring a prescribed type of liquid trade waste pre-treatment equipment and whose effluent is well characterised. Typical Category 2 users include bakeries and fast food outlets; boarding houses; butchers; hospital; service stations; heavy vehicle depots; hotels, motels and nightclubs.

The annual trade waste fee for the 2019-20 financial year is \$231.00 and is applicable to both Category 1 and 2 dischargers. The annual trade waste fee is billed quarterly on sewer and water accounts; therefore a minimum charge of \$57.75 per quarter is applicable to all dischargers.

The trade waste usage charge for non-residential properties, Category 2, is calculated by applying the business category TWDF against the liquid trade waste usage charge. The charge for the 2019-20 financial year is \$4.00 per kilolitre. Usage charges will apply to Category 2 liquid trade waste dischargers and charges will be calculated as defined in NSW Department of Water and Energy, Liquid Trade Waste Regulation Guidelines April, 2009 and will be included on the quarterly water and sewer account. It is important to note that liquid trade waste is charged *in addition* to the existing Non-Residential Sewer Access and Usage Charges.

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<sup>1</sup> Liquid trade waste means all liquid waste other than sewage of a domestic nature.

The existing TWDF currently in place for Category 2 dischargers to the Gundagai Sewer System are as set out in Table 1. The same rates will apply to non residential users discharging to the Cootamundra Sewer System.

| Description of Business/Facility           | TWDF |
|--|------|
| Concrete Plant, Park Watering              | 0.01 |
| Sewer Well                                 | 0.01 |
| Pool                                       | 0.10 |
| Bowling Green/Clubhouse                    | 0.10 |
| General Business                           | 0.10 |
| RLPB, Chemist, Medical Centre              | 0.20 |
| Bakery                                     | 0.25 |
| Caravan Park                               | 0.25 |
| School, Church                             | 0.25 |
| Restaurant/Hotel/Club                      | 0.30 |
| Motel                                      | 0.30 |
| Takeaway Food Shop                         | 0.50 |
| McDonalds                                  | 0.62 |
| Service Station                            | 0.70 |
| Dentist                                    | 0.80 |
| Hospital                                   | 0.85 |
| Butcher, Hairdresser, Supermarket, Carwash | 0.90 |

**Table 1:** Current TWDF for Category 2 dischargers to Gundagai Sewer System

The calculation for a category 2 discharger would be  $AF/4 + (QWU \times TWD \times \$TWD)$ .

Where: AF = Annual Fee (2019-20 = \$231.00)  
 QWU = Quarterly Water Use  
 TWDF = Trade Waste Discharge Factor (from table 1)  
 \$TWD = Charge per KL for Trade Waste Discharge (2019-20 = \$4.00)

As an example, a takeaway food shop, a Category 2 discharger, uses 100kl of water per quarter. Accordingly, a quarterly bill would include \$57.75 (annual fee of \$231.00/4) plus \$200.00 (being a TWDF of 0.50 (as per the above table) applied at the rate of \$4.00 per kl) giving a total quarterly bill of \$257.75. The calculation for this discharger for a quarter is:

$\$231.00/4 + (100 \times 0.50 \times 4) = \$57.75 + \$200.00 = \$257.75$  in addition to the existing water and sewer access and usage chargers billed quarterly.

Council will need to undertake an extensive education program to make dischargers aware of the new charge, approval and inspection processes. In some instances it may be necessary for pre treatment devices to be installed. Such devices may be required to limit the impact of the discharge on Council's sewerage system and will vary depending upon the business. Examples of some

common pre treatment devices include grease traps, in floor and sink baskets and oil separators. Fact sheets and media releases together with letters to each non residential premises that discharges to the Cootamundra Sewerage System will form part of the education program.

Staff will develop a Council wide policy that is consistent with the NSW Model Policy for Liquid Trade Waste Regulation which will repeal the existing policies of the former Councils. The policy will set out the approval, monitoring and enforcement processes for liquid trade wastes discharged into Council's sewerage systems. If a discharger fails to comply with Council's approval conditions by creating liquid waste which is not pre treated and is likely to cause damage to the environment or an extra load on Council's Sewage Treatment Plants, Council may commence compliance action or subject the discharger to a non-compliance charge.

**8.5 REGULATORY SERVICES**

Nil

**8.6 ASSETS**

Nil

## 8.7 CIVIL WORKS

### 8.7.1 CIVIL WORKS REPORT - JUNE 2019

|                                       |   |
|---------------------------------------|---|
| DOCUMENT NUMBER                       | 305395  |
| REPORTING OFFICER                     | Shelley Liehr, Executive Assistant - Operations   |
| AUTHORISING OFFICER                   | Phil McMurray, Acting General Manager   |
| RELEVANCE TO COMMUNITY STRATEGIC PLAN | <b>3. Sustainable natural and built environments: we connect with the places and spaces around us</b><br><br>3.2 Our built environments support and enhance liveability |
| FINANCIAL IMPLICATIONS                | All works undertaken are funded through the appropriate budget allocation.  |
| LEGISLATIVE IMPLICATIONS              | There are no Legislative implications associated with this report.  |
| POLICY IMPLICATIONS                   | There are no Policy implications associated with this report.   |
| ATTACHMENTS                           | Nil   |

### RECOMMENDATION

**The Civil Works Update Report for the month of June, 2019 be received.**

#### Introduction

This report provides a detailed update of the Civil Works Department's works for the month of June, 2019.

#### Discussion

Maintenance grading has been completed Rawilla and Wave Hill Roads, Bundarbo and Coggins Lanes with crews still on Yammatree and Brawlin Road undertaking both maintenance grading and gravel resheeting. While in these areas work will progress onto Willis, Illawong and Parsons Creek Roads over the coming weeks. Shoulder grading has been completed on West Jindalee Road and is now continuing on to Old Cootamundra Road. A 2kilometre section of Gobarralong Road has now been reconstructed and sealed. This work was funded from the Roads to Recovery program.

Work is continuing on Adjungbilly Road on the southern cutting with crews removing hard rock from the batter face to reach finished surface level. Pavement works are expected to be completed in the coming weeks with approximately 1200m of the 2600m project being sealed to date. Work will continue on stabilisation and sealing of the remaining length when weather and site conditions are favourable.

Construction of a new cul-de-sac at the end of West Street in Stockinbingal has now been completed. This work was undertaken as part of the recent rehabilitation works of Hibernia Street through Stockinbingal as part of the Roads and Maritime Services (RMS) upgrade of the Burley Griffin Way.

Culvert repairs have been completed on Dirnaseer, Old Wallendbeen, and Old Cootamundra Roads which were some of the residual works from the 2016 storm disaster funding. Other flood restoration works have included gravel resheeting along Caulderwood Road.

Replacement of the kerb and gutter in Justin Street is well underway with the kerb now replaced along the southern side of the street. Work on the northern side will be completed prior to the end of June, 2019. Works crews are in the process of constructing a new causeway in Turners Lane, with works finished on the concrete base slab and placement of the box culverts. Footpath works have also commenced on the western side of Otway Street between Hanley and Punch Streets.

Work is progressing on the REPAIR project along Muttama Road near Wambidgee Road. Preliminary works have included new culverts, roadside drainage and ancillary earthworks which are all nearing completion. This project will continue into the 2019/20 financial year when weather conditions are more favourable.

Construction work is continuing on the Gundagai main street toilet block.

The intersection upgrade of Sheridan and West Streets is well underway, with drainage and concrete works progressing well. Temporary delineation is in place to educate motorists and to monitor the effectiveness of the road design prior to the commencement of the principal construction works.

Routine roads maintenance is being undertaken as required around the regional area. These works include pothole patching, weed spraying and roadside slashing.

No works program has been attached to this report as a new schedule of works is being prepared to include works to be undertaken in the 2019/20 financial year.

**8.8 TECHNICAL SERVICES**

Nil

## 8.9 FACILITIES

### 8.9.1 PROPOSED COOTAMUNDRA NETBALL COURT UPGRADE

|                                       |   |
|---------------------------------------|---|
| DOCUMENT NUMBER                       | 305144  |
| REPORTING OFFICER                     | Bill Moore, Consultant Engineer   |
| AUTHORISING OFFICER                   | Phil McMurray, Acting General Manager   |
| RELEVANCE TO COMMUNITY STRATEGIC PLAN | <p><b>1. A vibrant and supportive community: all members of our community are valued</b></p> <p>1.2 Public spaces provide for a diversity of activity and strengthen our social connections</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"> <li>1. Netball Court Site Plan <a href="#">↓</a></li> <li>2. Cootamundra Junior Rugby League Football Club Proposed Netball Court Upgrade Submission <a href="#">↓</a></li> <li>3. Cootamundra Basketball Proposed Netball Court Upgrade Submission <a href="#">↓</a></li> </ol> |

## RECOMMENDATION

**Council adopt the proposed layout on the Netball Court Site Plan, attached subject to the following amendments:**

1. The court layout be located 1.5m closer to the car park,
2. The court layout be located 1.0m closer to Adam Street,
3. Dual court line marking be used to accommodate both the netball and basketball associations, and,
4. “Universal” goal posts be installed to accommodate both the netball and basketball associations.

### Introduction

At its March, 2019 meeting Council considered a report on the construction of two new netball courts using funds from the Strengthening Country Community Fund, Round 2. Council resolved to place the Netball Courts proposal on public exhibition for a period of 28 days, which closed on 5<sup>th</sup> June, 2019. Two (2) written responses were received and are attached for the information of Council. A copy of the proposed layout is also attached.



### Discussion

Suggestions in the received submissions include the following:

Cootamundra Junior Rugby League Club.

The Club raised a number of concerns regarding the netball court upgrade proposal and the following comments are offered in response to those concerns:

- Proximity to Junior League Fields (paragraph 3)

Currently the closest asphalt edge of the existing courts is approximately 4.5m from the league field dead ball line (DBL) while an existing light post is only about 2.4m from the DBL. It is noted that, at the other end of the league field, there are substantial trees located approximately 4.3m from that DBL.

As a compromise the new court design could be moved approximately 1.5m toward the car park and the new light poles placed at the minimum distance from the court boundary, as stated under the Australian Standard (ie 3.7m). This would result in the edge of the court's run off area being approximately 4.8m from the DBL and the closest light poles approximately 4.0m. Though not ideal, this would be an improvement on the existing arrangement.

- Encroachment on the existing Junior Rugby League Canteen structure (paragraph 6)

The edge of the existing asphalt court is currently approximately 3.1m away from the canteen building while the edge of the proposed new court will be approximately 1.9m.

While this is not seen to be an issue the proposed new courts could be relocated 1.0m towards Adam Street.

- Tree removal (paragraph 6)

There is no proposal to remove any trees. If the courts were to be moved 1.0m closer to Adam Street, there will still be approximately 2m clearance beyond the run off area to any tree. Some minor lower tree limb maintenance should be undertaken to remove any chance of injury to court users.

- Impact on car parking (paragraph 7)

The proposed court upgrade requires no modification to existing parking arrangements.

- Relocating to the tennis courts (paragraph 8)

The setting of the netball courts onto the new tennis courts would be an unacceptable arrangement.

### Cootamundra Basketball Association

The Association has requested the courts be line marked to accommodate basketball and proposed the new goal posts be of the "universal" type which are suitable for both sports.

The additional line marking and proposed goal posts can be accommodated within the existing netball court upgrade budget.

# Proposed new netball courts location

Scale:  
1:1000







Cootamundra Gundagai  
Regional Council  
Document Received  
31 MAY 2019

File No. ....  
Initials .....

Cootamundra Gundagai  
Regional Council  
Document Received  
30 MAY 2019

File No. ....  
Initials .....

**Cootamundra Junior Rugby League Club**  
**PO Box 642**  
**COOTAMUNDRA NSW 2590**

30 May 2019

Cootamundra-Gundagai Regional Council  
Wallendoon Street  
Cootamundra NSW 2590

To Whom It May Concern:

**RE: Proposed Upgrade to Netball Facilities**

On behalf of the Cootamundra Junior Rugby League Club, I am writing in relation to the proposed upgrade to the town's Netball Facilities.

We have identified a number of potential issues in relation to the proposal and respective plan that has been released.

Our main concern is the size of the courts and the proximity in relation to the current Junior League Fields. Our current Mod Field that runs along the Adams Street side of Nicholson Park is already an 'undersized' field. With the location and size of the proposed new Netball Courts, the concrete is set to fall inside 5 metres from the dead ball line for this field.

The NRL preferred facility guidelines documents states that there must be adequate run off area (where possible 5 metres) between the field of play and any adjacent objects including fencing, concrete, posts etc.

We sincerely request that any new courts look to fit within the guidelines of the existing football fields that are used on a regular basis.

There is also concern that top end of one of the netball courts will encroach on the existing Junior League Canteen structure which could potentially cause a risk to players and spectators alike – particularly with regard to moving between the carpark, canteen, courts and fields (particularly if in future there are likely to be multiple sporting events held on the one day).

We also note that the proposed courts look to remove a number of trees from the Adam St side of Nicholson park. The trees currently act as somewhat of a barrier to the residents living adjacent to the park and potentially reduce the noise from weekend sports.

We believe there was initial consideration to move the courts in another direction, whereby it would remove part/all of the existing car park between the Tennis and Basketball courts.

**STRENGTH COURAGE UNITY**



Consideration of removing this car park will further add to existing parking issues on Crown and Adam Streets during weekend sporting events. Furthermore it will restrict access for delivery trucks to the existing Canteen and storage rooms that are utilised by Coota Junior Rugby League, the Coota Rugby Union Club and Junior Touch Football clubs.

An alternative to the existing proposal would be to consider making an adaptation to the upgraded tennis courts by adding the relative lines and sleeves for netball posts and then adjusting the existing tennis court nets into removable ones. This would allow for an additional number of netball courts to be constructed and potentially offer the opportunity for the Netball club to expand their current member-base and look to re-establishing a town competition.

We sincerely request that you consider the concerns above that have been raised and that a mutually agreeable outcome can be achieved to ensure that both the Coota Netball and Junior League Clubs can flourish.

Kind Regards



**LUKE DABIN**  
President - CJRLC

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**STRENGTH COURAGE UNITY**





Cootamundra-Gundagai Regional Council  
PO Box 420  
COOTAMUNDRA NSW 2590  
Email: mail@cgrc.nsw.gov.au

### **COOTAMUNDRA NETBALL COURT UPGRADE – NICHOLSON PARK**

To Whom it may concern,

On behalf of the Cootamundra Basketball Association we would like to congratulate the Cootamundra Netball Association on its grant approval for an upgrade to the two outdoor courts at Nicholson Park, it is great for our town to be allocated funding to improve our communities sporting facilities. We have had a look at the Nicholson Park court upgrade proposal online and would like to submit a small change to the plan to be considered by the Cootamundra-Gundagai Regional Council.

Currently the two existing Nicholson Park courts have the ability to be used as netball and basketball courts. Whilst presently there are no organised basketball competitions run on these courts they are used by many members of the community during the week and on weekends for recreational basketball.

The Nicholson Park courts are the only free basketball courts available to the community in Cootamundra and we would like the council to consider keeping them as a dual purpose netball and basketball court facility. This would only require the proposed upgrade to be altered to include some extra lines on the courts and the provision of universal posts that can accommodate both basketball and netball. If these courts could be kept as dual purpose it would be a great benefit to the community, without them there will be no outdoor basketball courts available to use (we believe that the courts on school grounds are not permitted to be used by the general public).

On an added note as a local sporting association we would like to put forward that the Cootamundra Sports Stadium could greatly benefit from any spare funding from the netball grant to maintain and upgrade the existing infrastructure, in particular fixing the roof that has leaked for many years. This could benefit many different sporting groups who could utilise the enhanced facility.

We would like to thank the Cootamundra-Gundagai Regional Council for its consideration of our amendment to the Nicholson Park Netball Court Upgrade to retain the current dual netball and basketball facility, we look forward to your response.

Yours sincerely,

Cootamundra Basketball Association  
PO BOX 199  
Cootamundra NSW 2590  
cootamundrabasketball@gmail.com

**8.10 WASTE, PARKS AND RECREATION****8.10.1 WASTE PARKS & RECREATION ACTIVITY REPORT FOR JUNE 2019**

|                                       |  |
|---------------------------------------|--|
| DOCUMENT NUMBER                       | 304172   |
| REPORTING OFFICER                     | Wayne Bennett, Manager Waste, Parks and Recreation Services  |
| AUTHORISING OFFICER                   | Phil McMurray, Acting General Manager  |
| RELEVANCE TO COMMUNITY STRATEGIC PLAN | <b>2. A prosperous and resilient economy: we are innovative and 'open for business'</b><br><br>4.1 Decision-making is based on collaborative, transparent and accountable leadership |
| FINANCIAL IMPLICATIONS                | There are no Financial implications associated with this report. All works are being carried out within the existing relevant maintenance budgets.                                   |
| 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**

**That the Waste, Parks & Recreation Activity Report for June 2019 be received and noted.**

Introduction

This information report is presented to council detailing the monthly activities of the Waste, Parks & Recreation Services Section over the past 4 weeks. The report covers only major activities undertaken by staff as identified in the outcomes from councils Operation Plan. For this report, the activities are broken into six activity units;

1. CBD Garden, landscape & Infrastructure Refurbishments
2. CBD Bridge/s
3. Street/Public Open Space Trees.
4. Village Parks & Open Spaces
5. Waste Operations
6. Sections Management Activities



**Discussion****1) ACTIVITY - CBD GARDEN & INFRASTRUCTURE/ASSET REFURBISHMENTS****Project Status Summary:**

| Narrative Summary of Status   |  |
|---|--|
| As per the report submitted to council in May and adopted recommendations, staff have commenced Phase (1) the refurbishments of the gardens & associated Infrastructure located on the corner of Wallendoon & Parker Streets, Wallendoon Street adjacent to the Post Office block, and the Council Office Block. Works include but not limited to, the removal of all dead and unwanted shrubs & trees, replenishing and fertilizing & mulching the gardens, fixing all damaged and broken street furniture / infrastructure e.g. irrigation, lights, signs, bollards, and replanting new shrubs and trees that will best complement the CBD Streetscape. |  |
| Phase (1) will be fully completed prior to moving up the main CBD area which will be known as Phase (2).  |  |

|   |   |
|---|---|
| Time, Cost & Quality<br>(Life of Project) | Task/Activity – Completed or Progressing - on Time, Cost and Quality  |
| Time, Cost & Quality                      | Task/Activity – Progressing - requires monitoring and or action to minimise risk of not meeting performance targets |
| Time, Cost & Quality                      | Task/Activity – Stalled/Stopped - High Risk or will not meet Performance Target.                                    |
| Time, Cost & Quality                      | Task/Activity - Pending - is currently on hold or pending approval  |

**Executive Milestone Overview:**

| ID  | Executive Milestones (minimum three)         | Status      | Baseline Completion Date | Expected Completion Date | Degree (%) of Confidence | Change? (Yes, No, New) |
|-----|--|-------------|--------------------------|--------------------------|--------------------------|------------------------|
| E1  | Risk & Environmental Assessment              | Completed   | May 2019                 | May 2019                 | 100%                     | No                     |
| E2  | Service Location                             | Completed   | May 2019                 | June 2019                | 100%                     | No                     |
| E3  | History Check                                | In Progress | May 2019                 | June 2019                | 50%                      | No                     |
| E4  | Communication & Media Implementation Plan    | In Progress | May - June               | May - July               | 100%                     | No                     |
| E5  | Traffic Control Plan                         | Completed   | May 2019                 | May 2019                 | 100%                     | No                     |
| E6  | Garden Preparation                           | In Progress | May 2019                 | June 2019                | 50%                      | No                     |
| E7  | Colour / Plant / Tree Selection              | Completed   | May 2019                 | May 2019                 | 100%                     | No                     |
| E8  | Planting                                     | Pending     | June 2019                | July 2019                | 0%                       | No                     |
| E9  | Street Furniture/ Infrastructure Preparation | In Progress | May 2019                 | July 2019                | 30%                      | No                     |
| E10 | Painting                                     | In Progress | June 2019                | July 2019                | 30%                      | No                     |
| E11 | Light / Furniture Refurbishments             | Pending     | June 2019                | July 2019                | 20%                      | No                     |
| E12 | Project Review                               | Pending     | July 2019                | August 2019              | 0%                       | No                     |

**Project Milestone Status Review:**

| Project Activity ID | Project Milestones                           | Status  |
|---------------------|--|---|
| E1                  | Risk & Environmental Assessment              | A risk and environmental assessment was undertaken to ensure that all activities to be undertaken where in accordance with all related adopted policies, regulations and procedures.  |
| E2                  | Service Location                             | A full investigation into checking to see if there are any underground or above ground services that may impact on proposed works.  |
| E3                  | History Check                                | A check of all existing furniture/infrastructure to ensure that if there is a need to consult with person/s, community groups etc. who may have had some association with the placement of associated infrastructure.   |
| E4                  | Communication & Media Implementation Plan    | A communication review was undertaken to ensure that all associated stakeholders and community where and are continually informed of the projects activities and outcomes and identified impacts.   |
| E5                  | Traffic Control Plan                         | Traffic control plan has been developed to ensure that any impact to traffic flow was minimal and staff safety enforced.  |
| E6                  | Garden Preparation                           | The best quality growing media have been used and supplied by a local supplier.   |
| E7                  | Colour / Plant / Tree Selection              | A detailed review of appropriate plants and trees that will best suit the growing environment, enhance the visual amenity of the buildings and streetscape, while through good selection and garden preparation having a low maintenance requirement.   |
| E8                  | Planting                                     | Plant is been carried out and monitored in accordance with correct horticultural procedures. All healthy plants that are considered inappropriate will be removed will and relocated to a more suitable location.   |
| E9                  | Street Furniture/ Infrastructure Preparation | All existing infrastructure will be refurbished and made operative by the replacement of all damaged and inappropriate materials and refurbishment and painting that enhances the usability and quality of the asset. All inappropriate assets will be removed and will be stored or relocated accordingly. |
| E10                 | Painting                                     | Colours are in accordance with what council adopted in May.   |
| E11                 | Light / Furniture Refurbishments / Signs     | All lights will be refurbished and made operative.  |
| E12                 | Project Review                               | Once the project has been completed a full activity review will be undertaken to determine that the project outcomes have been effective and efficient and met designed outcomes.   |

**Planned Accomplishments Summary:****Planned accomplishments for the coming four weeks:**

- Purchase and completion of the garden refurbishments and planting out (phase (1)
- Continuation of refurbishment of all street furniture and associated infrastructure.
- Continue with any communication activities as and when required
- Full project review (phase (1)

**Project Issues Summary:**



| ID  | Issue Description                               | Priority | Impact Summary<br>(Milestone, Schedule<br>Scope, Resources,<br>Space...) | Action Steps  |
|-----|---|----------|--|---|
| E1  | Risk & Environmental Assessment                 | N/A      | N/A  | N/A   |
| E2  | Service Location                                | N/A      | N/A  | N/A   |
| E3  | History Check                                   | N/A      | N/A  | N/A   |
| E4  | Communication & Media<br>Implementation Plan    | High     | Poor media and public<br>relations                                       | Letter sent to Ms. Roslyn White<br>updating her on councils actions |
| E5  | Traffic Control Plan                            | N/A      | N/A  | N/A   |
| E6  | Garden Preparation                              | N/A      | N/A  | N/A   |
| E7  | Colour / Plant / Tree Selection                 | N/A      | N/A  | N/A   |
| E8  | Project Review                                  | N/A      | N/A  | N/A   |
| E9  | Planting  | N/A      | N/A  | N/A   |
| E10 | Street Furniture/ Infrastructure<br>Preparation | N/A      | N/A  | N/A   |
| E11 | Painting  | Low      | Delay completion of<br>works   | Wet days allowed as a<br>contingency within the<br>Timeline.        |
| E12 | Light / Furniture Refurbishments /<br>Signs     | N/A      | N/A  | N/A   |

**Project Risk Summary:**

| ID | Priority | Probability<br>of<br>Occurrence | Risk<br>Description  | Impact Summary<br>(Milestone, Schedule<br>Scope, Resources,<br>Space...)                                       | Response Strategy   |
|----|----------|---------------------------------|--|--|---|
| E1 | High     | Low                             | Damage to<br>underground<br>services                         | Disruption to services   | Service survey and location.  |
| E2 | N/A      | N/A                             | N/A  | N/A  | N/A   |
| E3 | Medium   | Low                             | Removal of an<br>asset that has<br>historic<br>significance. | May delay works due to<br>negotiation  | Good communication and research   |
| E4 | High     | Low                             | Community/us<br>ers unaware of<br>what's going<br>on.        | Upset users/community,<br>negative impact of council<br>reputation.  | Communication/media strategy &<br>implementation plan developed.<br>Letter sent to Ms. Roslyn White<br>updating her on councils actions |
| E5 | Medium   | Low                             | Traffic impact<br>of workers                                 | No impact at this stage  | Traffic Control Plan and Traffic<br>Lights  |
| E6 | Medium   | Low                             | Poor plant<br>growth<br>performance.                         | Loss of plants increased<br>maintenance costs,<br>unprofessional reputation,<br>and high replacement<br>costs. | Use high quality growing material   |
| E7 | High     | Low                             | Poor<br>presentation,  | Plants detract from the<br>quality amenity   | Professional plant selection.   |

|     |        |      |  |                                   |  |
|-----|--------|------|--|-----------------------------------|--|
|     |        |      | poor plant quality, poor professional reputation |                                   |  |
| E8  | N/A    | N/A  | N/A  | N/A                               | N/A  |
| E9  | High   | High | Vandalism / Theft                                | Major impact on cost and timeline | Monitoring                                   |
| E10 | Medium | Fair | Inclement Weather                                | Delays in timeline                | Removal of assets to appropriate work space. |
| E11 | Medium | Fair | Inclement Weather                                | Delays in timeline                | Removal of assets to appropriate work space. |
| E12 | Medium | Fair | Inclement Weather                                | Delays in timeline                | Removal of assets to appropriate work space. |

**Budget:** Within the annual Street maintenance allocation.

**Executive Assistance Requests:**

| ID  | Description including reference to milestone impacted | Action Requested |
|-----|---|------------------|
| N/A |   |                  |



**Proposed Plant Selection for the Refurbished Gardens (Crn. Parker & Wallendoon Sts)**



Erigeron karvinskianus



Rosemary Tuscan Blue (*Rosmarinus officinalis*)



Teucrium fruticans



Salvia Hot Lips (*Salvia microphylla*)



Loropetalum 'China Pink' (*Loropetalum chinense*)

## 2) **ACTIVITY - STRATTON BRIDGE REFURBISHMENTS**

### **Project Status Summary:**

| Narrative Summary of Status  |  |
|--|--|
| The colour scheme for the bridge was approved by council. Works are progressing well and has been well received by both staff and the community. The project is currently on Time, to Quality and Cost. The lights will be serviced with staff currently obtaining design and costs to replace the existing bridge lights with energy efficient heritage lights to better fit with the existing heritage lighting currently located throughout the CBD area. |  |
| Works have received positive feedback from members of the community having minimal negative impact on road users Inclement weather has caused a delay in painting put the project 5 days behind scheduled.   |  |

|                                 |   |
|---------------------------------|---|
| <b>Time, Cost &amp; Quality</b> | Task/Activity – Completed or Progressing - on Time, Cost and Quality  |
| <b>(Life of Project)</b>        |   |
| <b>Time, Cost &amp; Quality</b> | Task/Activity – Progressing - requires monitoring and or action to minimise risk of not meeting performance targets |



|                                 |  |
|---------------------------------|--|
| <b>Time, Cost &amp; Quality</b> | Task/Activity – Stalled/Stopped - High Risk or will not meet Performance Target. |
| <b>Time, Cost &amp; Quality</b> | Task/Activity- Pending - is currently on hold or pending approval                |

**Executive Milestone Overview:**

| ID | Executive Milestones (minimum three)      | Status      | Baseline Completion Date | Expected Completion Date | Degree (%) of Confidence | Change? (Yes, No, New) |
|----|---|-------------|--------------------------|--------------------------|--------------------------|------------------------|
| E1 | Risk & Environmental Assessment           | Completed   | May 2019                 | May 2019                 | 100%                     | No                     |
| E2 | Communication & Media Implementation Plan | In Progress | May - June               | May - June               | 100%                     | No                     |
| E3 | Traffic Control Plan                      | Completed   | May 2019                 | May 2019                 | 100%                     | No                     |
| E4 | Colour Selection                          | Completed   | May 2019                 | May 2019                 | 100%                     | No                     |
| E5 | Bridge Preparation                        | Completed   | May 2019                 | May 2019                 | 100%                     | No                     |
| E6 | Painting                                  | In Progress | May - June               | May - June               | 100%                     | No                     |
| E7 | Light Refurbishments                      | Pending     | June 2019                | June 2019                | 100%                     | No                     |
| E8 | Project Review                            | Pending     | June 2019                | June 2019                | 100%                     | No                     |

**Project Milestone Status Review:**

| Project Activity ID | Project Milestones                        | Status   |
|---------------------|---|--|
| E1                  | Risk & Environmental Assessment           | A risk and environmental assessment was undertaken to ensure that all activities to be undertaken were in accordance with all related adopted Local & State Government policies, regulations and procedures.                                     |
| E2                  | Communication & Media Implementation Plan | A communication review was undertaken to ensure that all associated stakeholders and community were and are continually informed of the project's activities and outcomes and identified impacts.  |
| E3                  | Traffic Control Plan                      | Traffic control plan has been developed to ensure that any impact to traffic flow was minimal and staff safety enforced.   |
| E4                  | Colour Selection                          | As presented and adopted by council  |
| E5                  | Bridge Preparation                        | Bridge preparation for painting included high pressure cleaning sanding, gap filling and sealing has been undertaken.  |
| E6                  | Painting                                  | The best quality paints have been used and supplied by a local supplier.   |
| E7                  | Light Refurbishments                      | Existing lights will be checked for safety and fit for purpose. A review of the existing light style is being undertaken to see if a better design more fitting in with the heritage design currently used within the CBD area can be installed. |
| E8                  | Project Review                            | Once the project has been completed a full activity review will be undertaken to determine that the project outcomes have been effective and efficient and met designed outcomes.  |

**Planned Accomplishments Summary:**

|   |
|---|
| <b>Planned accomplishments for the coming four weeks:</b> |
|---|

- Complete the painting of the bridge
- Continue with any communication activities as and when required
- Full project review.

**Project Issues Summary:**

| ID | Issue Description                            | Priority   | Impact Summary<br>(Milestone, Schedule<br>Scope, Resources,<br>Space...) | Action Steps   |
|----|--|------------|--|--|
| E1 | Risk & Environmental Assessment              | N/A        | N/A  | N/A  |
| E2 | Communication & Media<br>Implementation Plan | N/A        | N/A  | N/A  |
| E3 | Traffic Control Plan                         | N/A        | N/A  | N/A  |
| E4 | Colour Selection                             | N/A        | N/A  | N/A  |
| E5 | Bridge Preparation                           | N/A        | N/A  | N/A  |
| E6 | <b>Painting</b>                              | <b>Low</b> | <b>Delay in meeting<br/>Timeline</b>                                     | <b>Allow for a contingency within<br/>the timeline</b> |
| E7 | Light Refurbishments                         | N/A        | N/A  | N/A  |
| E8 | Project Review                               | N/A        | N/A  | N/A  |

**Project Risk Summary:**

| ID | Priority   | Probability<br>of<br>Occurrence | Risk Description   | Impact Summary<br>(Milestone, Schedule<br>Scope, Resources,<br>Space...)              | Response Strategy  |
|----|------------|---------------------------------|--|---|--|
| E1 | High       | Low                             | Contamination of<br>Air and Muttama<br>Creek                     | Heavy fines for non-<br>compliance  | Environmental Assessment<br>undertaken and strategies put in<br>place.           |
| E2 | High       | Low                             | Disruption to<br>traffic flow and<br>vehicle accidents           | Upset users council poor<br>professional reputation                                   | Development and implementation<br>of Traffic Control Plans                       |
| E3 | Medium     | Low                             | Traffic impact of<br>workers                                     | No impact at this stage   | Traffic Control Plan and Traffic<br>Lights                                       |
| E4 | N/A        | N/A                             | N/A  | N/A   | N/A  |
| E5 | High       | Low                             | Poor paint and<br>finish quality and<br>short quality<br>period. | Paint / quality poorly<br>presented and high<br>maintenance costs short<br>life span. | Professional techniques and high<br>quality paints.                              |
| E6 | <b>Low</b> | <b>High</b>                     | <b>Delay in timeline</b>   | <b>poor paint quality result</b>  | <b>Place enough resources to<br/>complete when conditions are<br/>favorable.</b> |
| E7 | N/A        | N/A                             | N/A  | N/A   | N/A  |
| E8 | N/A        | N/A                             | N/A  | N/A   | N/A  |

**Budget:** Within the annual Bridge Maintenance Budget.

**Executive Assistance Requests:**

| ID  | Description including reference to milestone impacted | Action Requested |
|-----|---|------------------|
| N/A |   |                  |

**Project Notes/Photo/s:**  
**New Bridge Colours**



**3) ACTIVITY – STREET TREE OPERATIONS**

**Project Status Summary:**

| Narrative Summary of Status |
|-----------------------------|
|-----------------------------|

Tree Operations for May & June will focus on a preplanned proactive approach to pruning trees that currently impact on other council's mode of operations including but not limited to: Street Sweeping & Waste Collection. The team has and will undertake an impact & risk assessment on all trees indemnified as creating operational problems while undertaking a customer service survey. All identified trees requiring corrective works will be managed as to deliver minimal customer interruption and be implementing in the most effective and efficient manner.

|                                 |   |
|---------------------------------|---|
| <b>Time, Cost &amp; Quality</b> | Task/Activity – Completed or Progressing - on Time, Cost and Quality  |
| <b>(Life of Project)</b>        |   |
| <b>Time, Cost &amp; Quality</b> | Task/Activity – Progressing - requires monitoring and or action to minimise risk of not meeting performance targets |
| <b>Time, Cost &amp; Quality</b> | Task/Activity – Stalled/Stopped - High Risk or will not meet Performance Target.                                    |
| <b>Time, Cost &amp; Quality</b> | Task/Activity- Pending - is currently on hold or pending approval   |

#### Executive Milestone Overview:

| ID | Executive Milestones (minimum three)          | Status      | Baseline Completion Date | Expected Completion Date | Degree (%) of Confidence | Change? (Yes, No, New) |
|----|---|-------------|--------------------------|--------------------------|--------------------------|------------------------|
| E1 | Risk & Environmental Assessment               | Completed   | May 2019                 | May 2019                 | 100%                     | No                     |
| E2 | Communication & Media Implementation Plan     | In Progress | May - June               | May - June               | 100%                     | No                     |
| E3 | Traffic Control Plan                          | Completed   | May 2019                 | May 2019                 | 100%                     | No                     |
| E4 | Tree Audit & Risk Identification              | Completed   | May 2019                 | May 2019                 | 100%                     | No                     |
| E5 | Tree maintenance undertaken and risks removed | Completed   | May 2019                 | May 2019                 | 100%                     | No                     |
| E6 | Customer Satisfaction                         | In Progress | May - June               | May - June               | 100%                     | No                     |
| E7 | Tree maintenance undertaken and risks removed | Pending     | June 2019                | June 2019                | 100%                     | No                     |

#### Project Milestone Status Review:

| Project Activity ID | Project Milestones                        | Status   |
|---------------------|---|--|
| E1                  | Risk & Environmental Assessment           | A risk and environmental assessment was undertaken to ensure that all activities to be undertaken were in accordance with all related adopted Local & State Government policies, regulations and procedures. |
| E2                  | Communication & Media Implementation Plan | A communication review was undertaken to ensure that all associated stakeholders and community were and are continually informed of the projects activities and outcomes and identified impacts.             |
| E3                  | Traffic Control Plan                      | Traffic control plan has been developed to ensure that any impact to traffic flow was minimal and staff safety enforced.   |

|    |   |  |
|----|---|--|
| E4 | Tree Audit & Risk Identification              | Tree inspections for the month completed and risks identified.                             |
| E5 | Tree maintenance undertaken and risks removed | Trees maintained in accordance with correct Arboricultural practices and without incident. |
| E6 | Customer Satisfaction                         | No complaints with positive comments received.   |
| E7 | Tree maintenance undertaken and risks removed | Works completed to Time, Cost & Quality  |

**Planned Accomplishments Summary:**

| Planned accomplishments for the coming four weeks:  |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Continue with the Tree Audit and Risk Assessment.</li> <li>• Works program determine and set in place.</li> <li>• Continue with tree works program.</li> </ul> |  |

**Project Issues Summary:**

| ID | Issue Description                             | Priority | Impact Summary<br>(Milestone, Schedule<br>Scope, Resources,<br>Space...) | Action Steps |
|----|---|----------|--|--------------|
| E1 | Risk & Environmental Assessment               | N/A      | N/A  | N/A          |
| E2 | Communication & Media Implementation Plan     | N/A      | N/A  | N/A          |
| E3 | Traffic Control Plan                          | N/A      | N/A  | N/A          |
| E4 | Tree Audit & Risk Identification              | N/A      | N/A  | N/A          |
| E5 | Tree maintenance undertaken and risks removed | N/A      | N/A  | N/A          |
| E6 | Customer Satisfaction                         | N/A      | N/A  | N/A          |
| E7 | Tree maintenance undertaken and risks removed | N/A      | N/A  | N/A          |

**Project Risk Summary:**

| ID | Priority | Probability of Occurrence | Risk Description                                 | Impact Summary<br>(Milestone, Schedule<br>Scope, Resources,<br>Space...) | Response Strategy  |
|----|----------|---------------------------|--|--|--|
| E1 | High     | Low                       | Contamination of Air and Muttama Creek           | Heavy fines for non-compliance   | Environmental Assessment undertaken and strategies put in place. |
| E2 | High     | Low                       | Disruption to traffic flow and vehicle accidents | Upset users council poor professional reputation                         | Development and implementation of Traffic Control Plans          |
| E3 | Medium   | Low                       | Traffic impact of workers                        | No impact at this stage  | Traffic Control Plan and Traffic Lights                          |
| E4 | High     | Low                       | Poor Tree Risk Assessment                        | Objective of the work activity not achieved                              | Have qualified person undertake the assessment.                  |



|    |        |        |   |   |   |
|----|--------|--------|---|---|---|
| E5 | High   | Medium | Injury to person or property            | WH & S work progress slowed down or ceased. | Work site risk assessment and correct work procedures put in place. |
| E6 | Medium | Low    | Poor customer relations and reputation. | Minimal                                     | Good communication Strategies implemented                           |
| E7 | Low    | Low    | Works not to Time, Cost and or Quality  | Delay in works program                      | Well informed, programed & equipped work force.                     |

**Budget:** Within the annual Street Maintenance Budget.

**Executive Assistance Requests:**

| ID  | Description including reference to milestone impacted | Action Requested |
|-----|---|------------------|
| N/A |   |                  |

**Project Notes/Photo/s:**

**Laneway/Street Tree Maintenance Schedule May / June 2019**



Tree pruning showing all the deadwood being removed.

Deadwood

Deadwood Removed



#### 4) VILLAGE PARKS & OPEN SPACES

**Project Status Summary:**

| Narrative Summary of Status  |  |
|--|--|
| <p>The objective is to maintain local villages to a standard that reflects pride within the community, and is comparable with the standard of maintenance found in the council's main center's public open spaces and streetscapes.</p> <p>It is the intention to achieve this through local community support and involvement. All work activities to be funded through councils normal annual maintenance works program.</p> <p>To achieve this, councils need to ensure that all procedures are put in place to protect council and the community's position and to achieve the most cost effective and efficient method of achieving determined outcomes. As part of the documentation will be detailed specifications, timelines and budgets to ensure performances targets are achieved.</p> <p>A meeting has been held with RMS and council staff at the main Wallenbeen Roundabout (Olympic Way) to discuss the refurbishment and beautification of the asset. RMS were receptive of the proposal and requested a concept design and cost estimate (including recurrent maintenance costs) be prepared and submitted to RMS for consideration. This concept plan and estimate is currently being prepared.</p> |  |

|   |   |
|---|---|
| Time, Cost & Quality<br>(Life of Project) | Task/Activity – Completed or Progressing - on Time, Cost and Quality  |
| Time, Cost & Quality                      | Task/Activity – Progressing - requires monitoring and or action to minimise risk of not meeting performance targets |
| Time, Cost & Quality                      | Task/Activity – Stalled/Stopped - High Risk or will not meet Performance Target.                                    |
| Time, Cost & Quality                      | Task/Activity- Pending - is currently on hold or pending approval   |

**Executive Milestone Overview:**

| ID | Executive Milestones (minimum three)   | Status      | Baseline Completion Date | Expected Completion Date | Degree (%) of Confidence | Change? (Yes, No, New) |
|----|--|-------------|--------------------------|--------------------------|--------------------------|------------------------|
| E1 | Meet with the village community to discuss maintenance issues (Wallenbeen & Stockinbingal) | completed   | May 2019                 | May 2019                 | 100%                     | no                     |
| E2 | Develop a strategy and have approved by council and the community                          | Completed   | May 2019                 | May 2019                 | 100%                     | no                     |
| E3 | Prepare budgets, detailed maintenance specifications, timelines, areas and contracts.      | In progress | July 2019                | August 2019              | 100%                     | no                     |
| E4 | Advertise for EOI  | pending     | September 2019           | October 2019             | 100%                     | no                     |
| E5 | Review and appoint preferred applicant.  | pending     | October 2019             | October 2019             | 100%                     | no                     |
| E6 | Monitor and quality control  | pending     | November 2019            | Ongoing                  | 100%                     | no                     |



**Project Milestone Status Review:**

| Project Activity ID | Project Milestones   | Status  |
|---------------------|--|---|
| E1                  | Meet with the village community to discuss maintenance issues (Wallenbeen & Stockinbingal) | Community meeting held issues raised and discussed.<br>Agreement reached on a way to move forward to achieve objectives/outcomes. |
| E2                  | Develop a strategy and have approved by council and the community                          | Strategy was developed and presented to council for information.  |
| E3                  | Prepare budgets, detailed maintenance specifications, timelines, areas and contracts.      | Works are currently been undertaken to identify the work activities, costs and specifications.                                    |
| E4                  | Advertise for EOI  | Yet to be undertaken  |
| E5                  | Review and appoint preferred applicant.  | Yet to be undertaken  |
| E6                  | Monitor and quality control  | Yet to be undertaken  |

**Planned Accomplishments Summary:**

| Planned accomplishments for the coming four weeks:                                    |
|---|
| <ul style="list-style-type: none"> <li>Continue with work activity review.</li> </ul> |

**Project Issues Summary:**

| ID | Issue Description  | Priority | Impact Summary (Milestone, Schedule Scope, Resources, Space...) | Action Steps |
|----|--|----------|---|--------------|
| E1 | Meet with the village community to discuss maintenance issues (Wallenbeen & Stockinbingal) | N/A      | N/A   | N/A          |
| E2 | Develop a strategy and have approved by council and the community                          | N/A      | N/A   | N/A          |
| E3 | Prepare budgets, detailed maintenance specifications, timelines, areas and contracts.      | N/A      | N/A   | N/A          |
| E4 | Advertise for EOI  | N/A      | N/A   | N/A          |
| E5 | Review and appoint preferred applicant.  | N/A      | N/A   | N/A          |
| E6 | Monitor and quality control  | N/A      | N/A   | N/A          |

**Project Risk Summary:**

| ID | Priority | Probability of Occurrence | Risk Description                        | Impact Summary (Milestone, Schedule Scope, Resources, Space...) | Response Strategy  |
|----|----------|---------------------------|---|---|--|
| E1 | High     | Low                       | Poor public relations                   | Community not satisfied with council management                 | Good communication   |
| E2 | Low      | Low                       | Council not accept recommended approach | Customer dis-satisfaction.                                      | Good quality detailed report   |
| E3 | High     | High                      | Lack of sufficient funds                | Assets poorly maintained and poor customer satisfaction.        | Develop a works program that is the most cost effective and efficient that achieves desired outcomes |
| E4 | Low      | Low                       | No interest or EOI received             | Works program having to be carried out council.                 | Effective Communication strategy   |
| E5 | Low      | Low                       | N/a                                     | N/a   | N/a  |
| E6 | Low      | Low                       | Lack of Resources                       | Objectives/outcomes not achieved poor village presentation      | Effective time management.   |

**Budget:** Within the annual Village maintenance budget.

**Executive Assistance Requests:**

| ID  | Description including reference to milestone impacted | Action Requested |
|-----|---|------------------|
| N/A | N/A   | N/A              |

**Stockinbingal (areas under maintenance)**



**Wallenbeen (areas under maintenance)**



**5) ACTIVITY – WASTE OPERATIONS**

**Narrative Summary of Status****Project Current Status Summary:**

The Waste Strategic & Business Plan development process proposed is very much an inclusive one, and will be seeking feedback from Stakeholders and input along the way. It is planned that this will produce a Business Plan very much in keeping with councillor's and management's own considerations, prior to its review and adoption by Council.

**Detailed project Scope of Works:**

Work to develop the Business Plan will be undertaken within a number of Sections. Each Section has a number of Components, as described below. Specific items for inclusion within each Component, and an indication of depth of detail/content to be provided (number of pages), is similarly provided below.

The development of a draft Financial Plan was selected first to ensure viability of identified Actions prior to commencement of descriptive text within the Business Plan.

**Section 1.**

Financial Plan (Text supporting EXCEL calculations) (up to 5 pages) including:

- Text (Summary of the Financial Plan, including those elements below):
  - Premise of the Financial Plan as nett change over the business-as-usual (BAU), or current position, from implementing the strategic Actions
  - Explanation of the expense components of improved service provision
  - Explanation of derivation of apportionment of domestic v non-domestic expenses from activity-based material flows from delivery of the new Actions
  - Derivation of new domestic and non-domestic charges in comparison with those currently used, and a proposed time line for delivery across each ratings class, including a possible R & D Waste Levy charge.
  - Explanation of robust estimates and assumptions used within each stage of the modelling - Options available for funding new expenses, and reasons why particular funding option chosen (below)
- Excel calculations (To be carried out in a number of steps, below, seeking Council review at times indicated)
  - Calculate additional annual expenditure and revenue associated with implementation of the strategic Actions over a 10 year period from commencement of implementation, and the likely increase in nett expense (funding gap) to Council presented in both a tabular and graphic format
  - Seek guidance from Council regarding its preferred method(s) of funding this gap, and any limitations or implementation stages it wishes to impose, as all or part of: new loans, withdrawals from the Waste Reserve, or by increasing waste disposal Fees and/or annual rateable Charges
  - Seek guidance from Council regarding a minimum annual balance for the Waste Reserve in order to meet future, unbudgeted expenses (suggested this is based on a risk assessment process)

- Projected financial planning from income generated from business opportunities.
- For each option to meet the funding gap, determine the nett requirement to increase Fees and/or Charges
- Seek guidance from Council for its preference to increase one or both of Fees and Charges
- Determine actual amounts Fees and/or Charges are to be increased by, and their phased delivery time line, in consideration Council's ratings classes
- Model the impact of an agreed number of funding options to meet this nett expense gap over 10 years, using the Waste Reserve as a buffer against "peaks" and "troughs" in annual cash flow, presenting data in both a tabular and graphic format.
- The possible inclusion of a R & D Waste levy

Council will be provided with a Review Period after delivery of the draft Plan for comment and/or edits before finalisation.

## **Section 2.**

- Table of Contents
- Acronyms used
- Executive Summary (needs to provide clearly structured logic why Council should adopt the Plan)
- Scope of the Business Plan
  - To provide sustainable, affordable waste services, reducing waste to landfill
  - Introduction of content, below
- Shareholders, including (1 page):
  - Community (residential and commercial)
  - Council (waste strategy, strategy delivery, delivery of services and management of specialist contractors)
  - Contractors (services)
  - Government Authorities e.g. EPA etc.
- Waste Services, including (up to 4 pages):
  - Current waste and recycling services
  - Voluntary group involvement in recycling activities and opportunities
  - Current waste sites and assets
  - Proposed development of waste services and associated facilities
  - Additional assets required to deliver upgraded services
- Recycling Performance, including (2 pages):
  - State recycling goals

- CGRC domestic waste recycling rate (MSW)
- CGRC commercial waste recycling rate (C+I)
- CGRC building waste recycling rate (C+D)
- LGA predicted population and business growth in the area, and waste streams which would be expected to be generated
- Context for development of a new Waste Strategy, including (2 pages):
  - State Waste Policy
  - State recycling targets
  - Current resource recovery and recycling performance
  - Sustainability principles
  - Regulatory Compliance of Council's sites
  - Equitable waste services across the amalgamated LGA
  - Opportunity to benefit from greater regional services
- Strategic Direction
  - Council CSP - RERO Regional Waste Strategy
  - Councillor guiding principles for strategy development
  - Waste management, human resource and infrastructure requirements.
  - Long term strategy to deal with the management of waste once Bald Hill Landfill has been exhausted.
- Waste Strategy development, (up to 12 pages) including:
  - Community consultation post amalgamation
  - Councillor Workshop
  - Situational Review
  - Site Assessments
  - Mission Statement
  - Strategic Objectives
  - Key Focus Areas (7 KFAs to deliver future, positive change, including a short description of each)
  - Strategic Actions (19 Actions to deliver future, positive change
  - including a short description of each, summary of expected operating outcomes, merits and potential issues of each
  - Continual feedback and assessment mechanism
  - Strategy delivery term: 2 years



- Technical Appendices (this section will contain previous Reports)
  - Situational Review
  - Site Assessments and identification of development opportunities.
  - Issues and Action Report
  - Strategy Delivery Report
    - a pro forma for updating Council regarding delivery of the new Waste Strategy at its monthly meetings

Council will be provided with a Review Period after delivery of the draft document for comment and/or edits before finalisation.

### **SECTION 3.**

- Action Plan (Tabular summary describing delivery of the 19 Actions within 7 KFAs provided within the Stage 2 Issues and Action Report) (up to 5 pages), including:
  - Strategy Objective(s) met by KFA - Action - Action Target/Goal
  - Action Delivery Timeline
  - KPI of Action delivery
- Risk Assessment and Management Plan (Text incorporating assessment of individual risk components, below, and their assessed attenuation using suggested management strategies, using a Likelihood/Consequence Risk Matrix) (up to 5 pages), including:
  - Financial - Operational
  - Regulatory compliance
  - Reputational
- 1. Human Resourcing Plan (Text outlining current and proposed staffing requirements, including a proposed organisational structure for Waste Services in terms of requirements to deliver both Council's business-as-usual WM+RR functions, its planned capital works, training and education, marketing, business and strategic Actions) (up to 2 pages), including:
  - Managed delivery of strategic Actions
  - Community education
  - Changes to operational management within sites and site activities

Council will be provided with a Review Period after delivery of the draft Plans for comment and/or edits before finalisation.

|                      |   |
|----------------------|---|
| Time, Cost & Quality | Task/Activity – Completed or Progressing - on Time, Cost and Quality  |
| (Life of Project)    |   |
| Time, Cost & Quality | Task/Activity – Progressing - requires monitoring and or action to minimise risk of not meeting performance targets |

|                      |   |
|----------------------|---|
| Time, Cost & Quality | Task/Activity – Stalled/Stopped - High Risk or will not meet Performanace Target. |
| Time, Cost & Quality | Task/Activity- Pending - is currently on hold or pending approval                 |

**EXECUTIVE MILESTONE OVERVIEW:**

| ID | Executive Milestones (minimum three)  | Status    | Baseline Completion Date | Expected Completion Date | Degree (%) of Confidence | Change? (Yes, No, New) |
|----|---|-----------|--------------------------|--------------------------|--------------------------|------------------------|
| E1 | Section 1. Preparation of draft Financial Plan  | Completed | May 2019                 | May/June 2019            | 100%                     | no                     |
| E2 | Section 1. Finalisation of Plan   |           | June/July 2019           | July 2019                | 80%                      | ?                      |
| E3 | Section 2. Preparation of draft Business Plan (excluding Action, Risk Assessment and Management and Human Resourcing Plans) |           | July /August 2019        | August 2019              | 80%                      | ?                      |
| E4 | Section 2. Finalisation of Plan   |           | July /August 2019        | August 2019              | 80%                      | ?                      |
| E5 | Section 3. Preparation of draft Action Plan, Risk Assessment and Management Plan and Human Resourcing Plan                  |           | August 2019              | September 2019           | 90%                      | ?                      |
| E6 | Section 3. Finalisation of Plans  |           | September / October 2019 | September/ October 2019  | 90%                      | ?                      |

**PROJECT MILESTONE STATUS REVIEW:**

| Project Activity ID | Project Milestones  | Status            |
|---------------------|---|-------------------|
| E1                  | Section 1. Preparation of draft Financial Plan  | May – June 2019   |
| E2                  | Section 1. Finalisation of Plan   | May – June 2019   |
| E3                  | Section 2. Preparation of draft Business Plan (excluding Action, Risk Consultation, assessment by council and Management and development of Human Resourcing Plans) | July /August 2019 |

|           |  |                   |
|-----------|--|-------------------|
| <b>E4</b> | Section 2. Finalisation of Plan  | July /August 2019 |
| <b>E5</b> | Section 3. Preparation of draft Action Plan, Risk Assessment and Management Plan and Human Resourcing Plan | August 2019       |
| <b>E6</b> | Section 3. Finalisation of Plans   | September 2019    |

**PLANNED ACCOMPLISHMENTS SUMMARY:****Planned accomplishments for the coming 10 weeks:**

To finalise the first draft of the Business Plan for review and comment.

**PROJECT ISSUES SUMMARY:**

| ID        | Issue Description   | Priority | Impact Summary (Milestone, Schedule Scope, Resources, Space...) | Action Steps |
|-----------|---|----------|---|--------------|
| <b>E1</b> | Section 1. Preparation of draft Financial Plan  | N/A      | N/A   | N/A          |
| <b>E2</b> | Section 1. Finalisation of Plan   | N/A      | N/A   | N/A          |
| <b>E3</b> | Section 2. Preparation of draft Business Plan (excluding Action, Risk Assessment and Management and Human Resourcing Plans) | N/A      | N/A   | N/A          |
| <b>E4</b> | Section 2. Finalisation of Plan   | N/A      | N/A   | N/A          |
| <b>E5</b> | Section 3. Preparation of draft Action Plan, Risk Assessment and Management Plan and Human Resourcing Plan                  | N/A      | N/A   | N/A          |
| <b>E6</b> | Section 3. Finalisation of Plans  | N/A      | N/A   | N/A          |

**PROJECT RISK SUMMARY:**

| ID        | Priority | Probability of Occurrence | Risk Description                       | Impact Summary (Milestone, Schedule Scope, Resources, Space...) | Response Strategy             |
|-----------|----------|---------------------------|--|---|-------------------------------|
| <b>E1</b> | Low      | Low                       | Not meet deadline due to lack of data. | Delay final delivery of Strategic Plan                          | Ensure data delivery on time. |

|           |     |     |   |   |   |
|-----------|-----|-----|---|---|---|
| <b>E2</b> | Low | Low | Poor quality delivery plan due to insufficient or incorrect data. | Decisions made on poor or incorrect information.    | As above  |
| <b>E3</b> | Low | Low | As above  | As above  | As above  |
| <b>E4</b> | Low | Low | As above  | As above  | As above  |
| <b>E5</b> | Low | Low | As above  | As above  | As above  |
| <b>E6</b> | Low | Low | Insufficient fund generation                                      | Waste operations not a financial operation/proposal | Ensure broad thinking, bench marking & minimisation |

**Budget:** Within the Waste Financial Reserves Budget.

**EXECUTIVE ASSISTANCE REQUESTS:**

| <b>ID</b> | <b>Description including reference to milestone impacted</b> | <b>Action Requested</b> |
|-----------|--|-------------------------|
| N/A       |  |                         |

**6) ACTIVITY – MANAGEMENT ACTIVITIES**

**Narrative Summary of Status**

In association with the managers of Facilities and Finance Sections, the Waste Parks & Recreation Services Section is also working on the following projects;

- 1) Review of Public Open Space Classifications (POSC)** – a review of all existing open space is currently being undertaken. Public Open Space Classification (POSC) is planned and managed for current and future generations for the purpose of public protection and pleasure of unique values
- It has constantly played an important role in improving the quality of life for the urban communities and in supporting urban residents.
  - POS is a built environment factor that is essential for wellbeing and health through the life time, and contributes to the liveability of an area
  - They let people to interact with the natural environment and provide habitats for flora and fauna. They are also essential in identifying the identity and character of habitations. Linking them in a green network will provide greater benefits for public, the environment as well as biodiversity
  - In short, benefits of POSC can be describe in term of social, economy and environmental aspects. Well-managed and maintained spaces would create opportunities for all segments of the communal to interact
  - Additionally, well-designed and planned spaces help to enhance the quality of retail, business and leisure developments, making them more attractive to potential investors, users and customers
  - Open space can define the landscape and townscape structure and identity of settlements. Well-designed networks of spaces help to encourage people to travel safely by foot or bicycle
  - To reach the maximum level of efficiency of POSC, Council and managers need to know what kind of open space they exactly deal with. In other words, by knowing some important characteristics of spaces such as most privilege users, most suitable functions and landscape/environmental characters, the designers and planners may create POS more effectively. Therefore a comprehensive classification is a useful tools to assist professional, managers and all policy makers who are engaged in this regard to achieve sustainable development. This study will focus on open space categorisation based on classification method. Before explaining the classification system, it is important to determine the meaning of POSC and what method could be applied for achieving the result.
  - Current classifications under consideration are
    - Ornamental Public Open Space (OPOS)
    - Urban Nature Public Open Space (UNPOS)
    - Open Zone Public Open Space (OZPOS)
    - Sportfields
    - Streetscapes
    - Urban Street Trees (UST)
    - Rural Street Trees (RST)

A full detail report will be presented to council for comment and recommendation in the coming months.

2. **Public Open Spaces Maintenance Classifications** – a review of all council managed public open spaces is currently being undertaken in an endeavour to develop a detailed maintenance specification and associated costs aligned with the proposed new classification system and budget structure.

**An example of the proposed Open Space Maintenance Specification.**

**PUBLIC OPEN SPACE SPECIFICATIONS (example only)**

**Park Classification – ORNAMENTAL**

**Plan/Park No.** \_\_\_\_\_

**Maintenance Classification – (F)**

**Park Name:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Location/Area m2:** \_\_\_\_\_

**Program No.** \_\_\_\_\_

☐

\* Quality Grass Areas

> Mown 1x cut weekly (Sept to April)

> Mown 1x cut monthly (May to August)

> Fertilised once per year (September)

> Pest control spray 2 times per year  
(September and December)

> Aerating/Coring N/A

> Top Dressing N/A

☐

\* Mechanical Edging

(All hard surfaces)

> Edge weekly (September to April)

> Edge monthly (May to August)

☐

\* Brushcutting

(Specified areas only)

> Trim weekly (September to April)

> Trim monthly (May to August)

☐

\* Blower/Sweeper

> Sweep once a week (all seasons)

☐

\* Round-Up

> Spray every 8 weeks

(specified areas only)

☐

\* Irrigation System

(Automatic)

> Inspected/serviced every 2 weeks.

- |                          |   |   |
|--------------------------|---|---|
| <input type="checkbox"/> | * Bins (litter)   | > Serviced twice a week (Monday and Friday)   |
| <input type="checkbox"/> | * Garden Maintenance<br>(Auto watering system)                          | > Every 2 weeks (all seasons)<br>(Weeding, pruning etc.)                                  |
| <input type="checkbox"/> | * Toilets   | > Serviced daily  |
| <input type="checkbox"/> | * B.B.Q's   | > fully serviced once a week  |
| <input type="checkbox"/> | * Play Equipment<br>(With under surface)                                | > Safety inspection every 4 weeks (with report to go on file)                             |
| <input type="checkbox"/> | * Park Trees  | > Pruning/shaping once a year<br>(July/August/September)                                  |
|                          |   | >Fertilising 1 time a year (September)  |
|                          |   | >Watering automatic every 2-3 days<br>(September to April)                                |
|                          |   | > Watering manual once every 3 weeks<br>(November to February)                            |
|                          |   | >Pest control 2 times a year (on demand)  |
| <input type="checkbox"/> | * Park Lighting   | > Inspected/serviced monthly.   |
| <input type="checkbox"/> | * Park Facilities<br>(Tables, chairs, signs,<br>fences barricades etc.) | > Inspected once a month.<br><br>> Maintained/serviced during (May, June, July) each year |
| <input type="checkbox"/> | * Car Parks/Access Roads  | > Inspected once a month  |

> Serviced/maintained during (May, June, and July) each year.

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | * Park Safety Inspection | > Once a week (all seasons)<br>(Report to go onto file) |
| <input type="checkbox"/> | * Contingency Period     | >30 mins per week                                       |
| <input type="checkbox"/> | * Park Land Survey       | >to be on file  |
| <input type="checkbox"/> | * Master Landscape plan  | > to be on file   |
| <input type="checkbox"/> | * Management Plan        | >to be on file  |
| <input type="checkbox"/> | * Asset Register         | >to be on file  |

3. Total area maintained ..... M<sup>2</sup>
4. Total man hours per unit/park per week ..... Hrs
5. Total man hours per unit/park per year ..... Hrs
6. Total annual labour costs \$ .....
7. Total annual plant/machinery costs \$ .....
8. Total annual material costs \$ .....
9. Total annual maintenance cost per year \$ .....



**2) Street Tree Management Policy** – The draft policy is currently out on public exhibition for comment.

**3) Street Tree Management Implementation Plan -**

1. The Implementation Plan is being developed for council staff to follow on operational matters. It is not intended as a comprehensive framework for management of trees, or detailed guidelines on tree management issues. . As such it will cover the following key items.
  - a. Identification of all key areas of tree management, both proactive and reactive.
  - b. New Tree Planting requirements.
    - i. Identification of sites, species, numbers, nursery stock requirements and plant establishment process.
  - c. Street Tree pruning requirements
  - d. Parkland tree requirements
  - e. Identification and removal of dead or declined trees – stump removal
  - f. Identification and remediation of hazard trees, or trees subject to complaint for safety status, options for hazard abatement.
    - i. Application of Quantified Tree Risk Assessment as a risk based approach to management.
  - g. Pest and Disease Management.
  - h. Tree Root Management
  - i. Heritage listed or significant trees – key issues
2. Council will use the data collected in the survey to provide working spread sheets for various categories above.
3. Training and qualification levels as per standards and council Policy.
4. Essential Energy line clearances - contact and desired outcomes
5. I would be a 3-5 year plan
6. It will take a format of: key element – required outcomes – resources – Timing/frequency.

Once completed the Street Audit report in conjunction with the Implementation Plan will be presented to council for adoption.

**4) Section Budget Structure** – a full review of the current budget format and a review of a budget structure that is more in line with the new mode of operation that will enable for a more effective and efficient management of true and accurate expenditure. This will be developed in cooperation and assistance from the Finance Section of council. It is hoped that this will be presented to council later in the year for comment.

**5) Village Park Maintenance Agreements.** – the preparation of formal maintenance agreements are currently being prepared to ensure that all maintenance works carried out in villages on the behalf of council by members of the community are fully compliant with councils procurement policy and insurance requirement.

**6) Pool Stadium Operating Hours Review** – in response to a council motion, a review of the existing pool operating hours is currently been undertaken with the intent to determine the need and

feasibility of extending the pool operating hours. Staff will present a report to council with all the options and associated impacts and costs for consideration and approval. On council approval and allocation of appropriate funding, an independent review of the pool and stadium operating systems will also be reviewed over the coming months. The review is intended to be carried out as per the briefing paper submitted to councillors in May 2019.

- 7) Waste, Parks & Recreation Facilities Fees and Chargers** - a detailed review of the Sections fee structure is being undertaken and once completed a report will be presented to council for consideration as part of the 2020/2021 budget review. The intent of the review is to ensure that a true and accurate determination of costs is established and a methodology for setting any proposed fee structure. The fee structure needs to be based on the need to ensure that each and every Asset is financially sustainable. This review will be done in association with the pool/stadium review, waste strategy, open space classification strategy, recreation needs audit, & Street Tree Management Strategy.
- 8) Major Projects** – The Section is managing two major projects, 1) Pool Splash Pool & 2) Fisher Park Light Towers. Tenders have been completed and called and close June 2019. Once the tenders close a review and assessment of the tenders will be undertaken and a report and recommendation in association with Project Management Plans will be submitted to council for approval.

There has been some strong interest from contractors with both tenders, and the Project Manager has met with a number of contractor's onsite to discuss the proposed scope of works.

- 9) Sports Council** - Staff are currently having discussions with sport club representatives to ascertain the support for a Sports Council. The Sport Council will have a MOU and be a venue for bringing all sporting clubs together as one body to ensure all sporting clubs including the minority are well represented and their issues heard and addressed.

A detailed report will be submitted to council in the coming months outlining the full intent of the proposed Sports Council and its role in council.

**8.10.2 PROPOSED EXTENDED OPERATING HOURS COOTAMUNDRA AQUATIC CENTRE**

|                                       |  |
|---------------------------------------|--|
| DOCUMENT NUMBER                       | 305653   |
| REPORTING OFFICER                     | Wayne Bennett, Manager Waste, Parks and Recreation Services  |
| AUTHORISING OFFICER                   | Phil McMurray, Acting General Manager  |
| RELEVANCE TO COMMUNITY STRATEGIC PLAN | <p><b>1. A vibrant and supportive community: all members of our community are valued</b></p> <p>1.2 Public spaces provide for a diversity of activity and strengthen our social connections</p> <p><b>3. Sustainable natural and built environments: we connect with the places and spaces around us</b></p> <p>3.2 Our built environments support and enhance liveability</p> |
| FINANCIAL IMPLICATIONS                | The proposal to extend the existing indoor swimming pool operating hours will incur a negative impact on the existing recurrent expenditure and annual budget of approximately \$20,000.   |
| LEGISLATIVE IMPLICATIONS              | There are no Legislative implications associated with this report.   |
| POLICY IMPLICATIONS                   | There are no Policy implications associated with this report.  |
| ATTACHMENTS                           | Nil  |

**RECOMMENDATION**

1. The Cootamundra Aquatic Centre operating hours review report be received and noted.
2. Council proceed with implementing the additional hours for this 2019 winter season only as presented in the report as a trial basis.
3. The additional estimated \$12,250 be funded from Council's General Fund.
4. Council staff investigate and prepare a report no later than the October, 2019 Ordinary Council for meeting the consideration of Council.
5. A comprehensive independent review of the Cootamundra Aquatic Centre and existing opportunities outlining the most effective and efficient management practices required to operate the facility and to service the projected user demands into the future will be attached to the report mentioned in 4 above.

**Introduction**

It is the intention of Council staff to work together with the community to support, celebrate and expand the social and cultural diversity of our community, whilst promoting healthy and active lifestyles in a safe environment. Ensuring sustainable and planned growth through the provision of effective public recreational opportunities, and suitable recreational facilities to enhance the lifestyle choices of the community are all part of Council's recreational strategy.

In response to the resolution from the May, 2019 Ordinary Council meeting to review the existing Cootamundra Aquatic Centre winter operating hours, staff have completed a review of the existing hours and assessed the feasibility and costs to extend those hours. Council is currently considering various ways to extend the winter swimming season and to operate its facility in a financially sustainable manner. This report indicates whether extension of operating hours would be relatively financially self-sustaining in the short term.

### **Discussion**

This review has come about as a result of a council resolution and public inquiry. Due to the time limitation, this report will not address questions that need to be asked that would normally be associated with the operating hours and budget of this facility. The history and reasons behind why the existing operating hours and budget were adopted by council, also not be dealt with at this time.

This report is limited to the feasibility of extending the hours and the subsequent staff & financial impacts.

### **Current 2019 operating hours.**

#### **1) 2019 Winter Season.**

##### **1.1) Public Hours Monday to Friday**

- Open – 6.30am to 8.00am – (1.5 x staff)
- Aerobics 8am to 9am, Monday, Wednesday & Friday (conducted by 1x pool staff )
- 11:30am to 2:00pm Monday to Friday (2x staff)
- 5pm to 7pm (Monday Tuesday, Wednesday Friday 1x staff) and (Thursday 5pm to 6pm 1x staff)
- Aerobics (6pm to 7pm 1x staff)
- Learn to Swim 9am to 11am, Monday, Tuesday, Wednesday & Thursday (3x staff).

##### **1.2) Public Hours Weekends & Public Holidays.**

- Open – 9am to 12pm (1x staff)
- Private hire as required.

#### **2) Proposed 2019 Winter Season (trial only)**

- Open – 6.30am to 8am – (1.5 x staff) – **Remains Unchanged**
- Aerobics 8am to 9am, Monday, Wednesday & Friday (conducted by 1x pool staff ) – **Remains Unchanged**
- 11.30am to 2pm Monday to Friday (2x staff) – **Remains Unchanged**
- 5pm to 7pm (Monday Tuesday, Wednesday Friday ) 1x staff (Thursday is 5pm to 6pm) 1x staff – **Remains Unchanged**
- Aerobics (6pm to 7pm 1x staff) – **Remains Unchanged**
- **Learn to Swim** 9am to 11am, Monday, Tuesday, Wednesday & Thursday (3x staff). 3pm to 5pm (3x staff) – **Remains Unchanged**

**2.1) Public Hours Weekends & Public Holidays.**

- Open – 9am to 4pm (1x staff) (additional staff hours 5hrs)
- Private hire as required.

**2.3) Trial Financial Impact**

Winter Operating Saturdays – 36 days

Winter operating Sundays – 36 days

Result - 5x Additional Staff Hours or an additional 360 staff hours (2019 Winter Season Only)

Additional cost Sat -  $\$180.48 \times 36 = \$6,497.28$

Sun-  $\$240.64 \times 36 = \$8,663.04$

**Total \$15,160.32 + On-Costs + Lighting, Power & Water/Chemicals**

**Revenue - Unknown**

**3) Logistics**

- a. Staffing – the delivery of qualified staff to service the additional hours can be arranged and managed on Council's approval.
- b. Budget – under a normal full winter season, there will be an additional \$15,160 required to operate under the proposed additional hours. There will also be an additional \$5,000 estimated to cover on-costs and facility operating costs. This has an additional estimated operation expenditure result of \$20,160.
- c. Revenue and increase in visitation numbers cannot be predicted.

The reduced financial figure as identified in the recommendation has taken into account that the pool has already been operating in the current winter season under the normal operating hours for a substantial period. The additional costs as identified in the recommendation is an approximate estimate.

There has been no allowance for any additional revenue that may be generated as a result of increased visitation, but any additional revenue generated will help offset the increase in operating costs.

Any additional visitation numbers and revenue will be documented and reported back to Council at the end of the trial period.

**9 MOTION OF WHICH NOTICE HAS BEEN GIVEN****9.1 NOTICE OF MOTION - CONTINUED PIGEON CONTROL IN THE COOTAMUNDRA CENTRAL BUSINESS DISTRICT**

|                     |                                       |
|---------------------|---------------------------------------|
| DOCUMENT NUMBER     | 305457                                |
| REPORTING OFFICER   | Craig (Stewie) Stewart, Councillor    |
| AUTHORISING OFFICER | Phil McMurray, Acting General Manager |

The following Notice of Motion signed by Councillor Craig Stewart was submitted on 18 June, 2019.

I hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 25 June, 2019:

**MOTION**

**“That Cootamundra-Gundagai Regional Council continue to undertake efforts for the purpose of pigeon control in the Cootamundra central business district”.**

**Note from Councillor**

Pigeons continue to create a mess in the central business district area of Cootamundra. Business proprietors and Council staff spend time cleaning the footpaths to remove the mess left by the pigeons on a regular basis costing time and money to both the business proprietor and Council. There must be a better and more permanent solution.

**9.2 NOTICE OF MOTION - COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL CONTINUE TO SUPPORT THE ARTS CENTRE COOTAMUNDRA**

|                     |                                       |
|---------------------|---------------------------------------|
| DOCUMENT NUMBER     | 305459                                |
| REPORTING OFFICER   | Charlie Sheahan, Councillor           |
| AUTHORISING OFFICER | Phil McMurray, Acting General Manager |

The following Notice of Motion signed by Councillor Charlie Sheahan was submitted on 18 June, 2019.

I hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 25 June, 2019:

**MOTION**

**“That Cootamundra-Gundagai Regional Council continue to support the Arts Centre Cootamundra with the financial contribution of \$50,000 for the 2019/2020 financial year and that the contribution be reflected in the budget paper”.**

**Note from Councillor**

The Arts Centre Cootamundra has contributed an invaluable richness to this community’s culture through the Arts. We are indeed a fortunate Council to have such devoted volunteers who freely give their talents and efforts by supporting staff, to grow and develop this wonderful facility. Through Council’s support we are able to eagerly look forward to greater things to come from this regionally recognised Arts Centre.

**9.3 NOTICE OF MOTION - COUNCIL INVESTIGATE THE FEASIBILITY OF THE INSTALLATION OF SOLAR STREET LIGHTING ON MIDDLETON DRIVE WALK AND CYCLE WAY**

|                     |                                       |
|---------------------|---------------------------------------|
| DOCUMENT NUMBER     | 305604                                |
| REPORTING OFFICER   | Abb McAlister, Mayor                  |
| AUTHORISING OFFICER | Phil McMurray, Acting General Manager |

The following Notice of Motion signed by Councillor Abb McAlister (Mayor) was submitted on 19 June, 2019.

I hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 25 June, 2019:

**MOTION**

**That Cootamundra-Gundagai Regional Council investigate the feasibility for the installation of solar street lighting along the walking and cycle way, from north to south Gundagai on Middleton Drive, and through Heydon and Yarri Parks.**

**Note from Councillor**

This route between north and south Gundagai is well used by local walkers and cyclists both day and night. It also links both the Riverside Caravan Park and the 48 hour RV friendly gazetted area. Further, it connects the two motels located at South Gundagai to the town's central business area. It is traversed by residents between these facilities by day and night to dine and enjoy the town's hospitality.

Street lighting is imperative for the safety and security of visitors and residents. To have such a project undertaken to have lighting installed would have Council viewed as being proactive by providing safer streets to its community and tourists.

Council is to prepare a submission and seek out available funding options. This project would meet the criteria of funding opportunities for the provision of community safety and crime prevention programs, such as the Safer Communities Fund, round 4 just recently closed, however, there are other funding sources available. A well-lit way would minimise incidents that might impact on Council's insurance premiums.

The success of such a project would see an increase of activity after sunset for people by way of exercise and social lifestyle and promote the Cootamundra-Gundagai Region as having a healthy wellbeing philosophy.



**10 QUESTIONS WITH NOTICE**

Nil

**11 CONFIDENTIAL ITEMS**

Nil