

Business Paper

ORDINARY COUNCIL MEETING

COUNCIL CHAMBERS, GUNDAGAI

6:00PM, TUESDAY 30th July, 2019

Administration Centres: 1300 459 689

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

NOTICE OF MEETING

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

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

The agenda for the meeting is enclosed.

Phil McMurray
Acting General Manager

AGENDA

Order Of Business

1	Acknowledgement of Country	7
2	Open Forum	7
3	Apologies	7
4	Disclosures of Interest	7
5	Confirmation of Minutes	8
5.1	Minutes of the Ordinary Meeting of Council held on Tuesday 25 June 2019	8
5.2	Minutes of the Extraordinary Meeting of Council held on Monday 8 July 2019	26
6	Mayoral Minutes	43
6.1	Mayoral Minute - Councillor Engagement	43
7	Reports from Committees	45
7.1	Minutes of the Access and Inclusion Committee Meeting held on Thursday 27 June 2019	45
8	General Manager's Report	50
8.1	Business	51
8.1.1	Minutes of the Internal Audit Committee Meeting held on Thursday 4 July 2019	51
8.1.2	Cootamundra Tourism Action Group s.355 Committee Meeting Minutes and Membership	55
8.1.3	Stockinbingal Ellwood's Hall s.355 Committee Meeting Minutes	76
8.1.4	The Art Centre Cootamundra s.355 Committee Meeting Minutes and Membership	81
8.1.5	The Cootamundra Heritage Centre Management s.355 Committee Meeting Minutes	116
8.1.6	Cootamundra Showground Users Group s.355 Committee Ordinary Meeting	119
8.1.7	Sponsorship of the New South Wales State Combined Driving Championships 2019	132
8.1.8	Australian Local Government Women's Association Meeting Report	134
8.1.9	SEGRA 2019 - Sustainable Economic Growth for Regional Australia	136
8.2	Finance	140
8.2.1	Investment Report - June 2019	140
8.2.2	Cootamundra Water Main Replacement Project Loan	145

8.2.3	Monthly Major Projects Status Update Report	146
8.3	Community and Culture	152
8.4	Development, Building and Compliance	153
8.4.1	Development Applications Approved June 2019	153
8.5	Regulatory Services	154
8.5.1	Cootamundra CBD Pigeon Strategy Report	154
8.6	Assets	160
8.7	Civil Works	161
8.7.1	Civil Works and Technical Services Report - July, 2019	161
8.8	Technical Services	163
8.9	Facilities	164
8.9.1	Update on the Status of the Dog on the Tuckerbox	164
8.10	Waste, Parks and Recreation	165
8.10.1	Establishment of a Cootamundra Sports Council	165
8.10.2	Classification of Cootamundra Gundagai Public Open Spaces	173
8.10.3	Street Tree Management Policy.....	186
8.10.4	Substantial Tree Removal and Replacement Program for Nicholson Park.....	210
8.10.5	Tree Removal Albert Park	218
8.10.6	Street Tree Light Enhancement Parker Street	221
8.10.7	Back Wash Management Cootamundra Aquatic Centre	227
8.10.8	Waste Charge Sludge Material.....	229
8.10.9	Project Management Plan Cootamundra Aquatic Centre Splash Pool.....	232
8.10.10	Project Management Plan Fisher Park Light Towers	255
8.10.11	Pool Use Proposal by the Cootamundra Swimming Club	277
8.10.12	Cootamundra Aquatic Centre Splash Pool Tender	291
8.10.12	Cootamundra Aquatic Centre Splash Pool Tender.....	Error! Bookmark not defined.
8.10.13	Fisher Park Lighting Tender	294
9	Motion of which Notice has been Given.....	297
9.1	Notice of Motion - For Council Staff to Undertake an Audit of Equipment and Facilities in all Parks and Recreational Fields Across the Cootamundra- Gundagai Local Government Area	297
9.2	Notice of Motion - A Report be Prepared for Council Addressing Energy Efficiency For the Cootamundra-Gundagai Regional Council Local Government Area	298

9.3	Notice of Motion - That Local Government NSW requests the NSW Government to undertake a review of the progress/success of the 20 Councils that are the result of the 2016 forced amalgamations.....	299
9.4	Notice of Motion - That Council facilitate the establishment of an Arts, Culture and Heritage Working Group with the intention of identifying the many arts, cultural and heritage groups in our Local Government Area and where appropriate supporting them.....	300
10	Questions with Notice	301
10.1	Questions with Notice	301
11	Confidential Items	303

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 25 JUNE 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 25 June 2019

RECOMMENDATION

The Minutes of the Ordinary Meeting of Council held on Tuesday 25 June 2019 be confirmed as a true and correct record of the meeting.



**COOTAMUNDRA-
GUNDAGAI REGIONAL
COUNCIL**

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

Minutes

ORDINARY COUNCIL MEETING

ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA

6:00PM, TUESDAY 25TH JUNE, 2019

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA
ON TUESDAY, 25 JUNE 2019 AT 6:00PM**

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

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

1 ACKNOWLEDGEMENT OF COUNTRY

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

ADJOURN MEETING FOR OPEN FORUM

RESOLUTION 174/2019

Moved: Cr Leigh Bowden

Seconded: Cr Dennis Palmer

Council adjourn for Open Forum.

CARRIED

2 OPEN FORUM

List of Speakers

1. Allan Mitchell – Proprietor Albion Hotel - spoke on the ongoing pigeon problem in the Cootamundra CBD area.
2. Jenna Reid – Proprietor Little Apron Coffee shop – spoke on the ongoing pigeon problem in the Cootamundra CBD area.

RESUME OPEN MEETING

RESOLUTION 175/2019

Moved: Cr Gil Kelly

Seconded: Cr Charlie Sheahan

Council resume the Open Meeting.

CARRIED

3 APOLOGIES

Nil

4 DISCLOSURES OF INTEREST

Nil

5 CONFIRMATION OF MINUTES

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

RESOLUTION 176/2019

Moved: Cr Dennis Palmer

Seconded: Cr Penny Nicholson

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.

CARRIED

6 MAYORAL MINUTES

6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT

RESOLUTION 177/2019

Moved: Cr Leigh Bowden

Seconded: Cr Craig Stewart

The information in the Mayoral Minute be received and noted.

CARRIED

7 REPORTS FROM COMMITTEES**7.1 MINUTES OF THE COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING HELD ON THURSDAY 13 JUNE 2019****RESOLUTION 178/2019**

Moved: Cr Charlie Sheahan

Seconded: Cr Gil Kelly

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

CARRIED

7.2 MINUTES OF THE ACCESS AND INCLUSION COMMITTEE MEETING HELD ON FRIDAY 5 APRIL 2019**RESOLUTION 179/2019**

Moved: Cr Charlie Sheahan

Seconded: Cr Gil Kelly

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

CARRIED

7.3 MINUTES OF THE ACCESS AND INCLUSION COMMITTEE MEETING HELD ON THURSDAY 30 MAY 2019**RESOLUTION 180/2019**

Moved: Cr Charlie Sheahan

Seconded: Cr Craig Stewart

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

CARRIED

8 GENERAL MANAGER'S REPORT**8.1 BUSINESS****8.1.1 GUNDAGAI TOURISM ACTION S.355 COMMITTEE MEETING MINUTES****RESOLUTION 181/2019**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

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 noted the Committee recommendation regarding the road surface at Annie Pyers Drive.
3. Council set Gaol entry fee at \$5 per person, children free. Gaol audio headsets to be an additional \$5 each to hire.

CARRIED

8.1.2 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE

RESOLUTION 182/2019

Moved: Cr Leigh Bowden

Seconded: Cr Doug Phillips

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 noted 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.

CARRIED

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

RESOLUTION 183/2019

Moved: Cr Dennis Palmer

Seconded: Cr Doug Phillips

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.

CARRIED

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

RESOLUTION 184/2019

Moved: Cr Gil Kelly

Seconded: Cr Charlie Sheahan

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 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 not support the recommendations included in the report.

CARRIED

8.1.5 FEES FOR MAYOR AND COUNCILLORS

RESOLUTION 185/2019

Moved: Cr Charlie Sheahan

Seconded: Cr Penny Nicholson

The Councillor annual fee of \$12,160 and the Mayoral (Additional) annual fee of \$26,530 for the 2019/20 financial year be adopted.

CARRIED

8.1.6 DRAFT CODE OF MEETING PRACTICE

RESOLUTION 186/2019

Moved: Cr Doug Phillips

Seconded: Cr Leigh Bowden

The draft Code of Meeting Practice, attached to the report, be adopted.

CARRIED

8.1.7 DRAFT 2019/2020 OPERATIONAL PLAN**RESOLUTION 187/2019**

Moved: Cr Doug Phillips

Seconded: Cr Dennis Palmer

- 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 of \$50,000 to The Art Centre Cootamundra in recognition of its ongoing cultural and economic contribution to the community for the 2019/20 financial year.**
- 3. The Arts Centre Cootamundra enter into an Memorandum of Understanding in relation to management process and a business plan.**

CARRIED

8.1.8 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2019**MOTION**

Moved: Cr Leigh Bowden

Seconded: Cr Abb McAlister

- 1. Council determined the attendees for the Local Government NSW Annual Conference to be Cr Abb McAlister (Mayor), Cr Dennis Palmer (Deputy Mayor) Cr Leigh Bowden and Phil McMurray (Acting General Manager).**
- 2. The Mayor and Deputy Mayor be nominated as Council's voting delegates for the Local Government NSW Annual Conference**

8.1.9 INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA**RESOLUTION 188/2019**

Moved: Cr Charlie Sheahan

Seconded: Cr Dennis Palmer

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

CARRIED

8.1.10 SMALL BUSINESS FRIENDLY COUNCILS INAUGURAL CONFERENCE REPORT**RESOLUTION 189/2019**

Moved: Cr Leigh Bowden

Seconded: Cr Penny Nicholson

The attendance Report for the Small Business Friendly Councils Inaugural Conference by Cr Bowden be received and noted.

CARRIED

8.1.11 COUNCIL MEETING ACTION REPORT**RESOLUTION 190/2019**

Moved: Cr Dennis Palmer

Seconded: Cr Penny Nicholson

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

CARRIED

8.1.12 REQUESTS FOR SPONSORSHIP**RESOLUTION 191/2019**

Moved: Cr Doug Phillips

Seconded: Cr David Graham

- 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 \$500 to assist with the Red Cross's 100 years of service in Cootamundra celebrations.**

CARRIED

8.1.13 JOBS FOR NSW REGIONAL PITCHFEST 2019

RESOLUTION 192/2019

Moved: Cr David Graham

Seconded: Cr Gil Kelly

Council consider sponsorship and involvement in the Pitchfest 2020 program by becoming a grassroots partner.

CARRIED

8.1.14 INFORMATION BULLETIN

RESOLUTION 193/2019

Moved: Cr Gil Kelly

Seconded: Cr Penny Nicholson

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

CARRIED

8.2 FINANCE

8.2.1 INVESTMENT REPORT - MAY 2019

RESOLUTION 194/2019

Moved: Cr Gil Kelly

Seconded: Cr Craig Stewart

The Investment Report as at 31st May, 2019, attached to the report be received and noted.

CARRIED

8.2.2 MONTHLY MAJOR PROJECTS PROGRAM REPORT

RESOLUTION 195/2019

Moved: Cr Leigh Bowden

Seconded: Cr Gil Kelly

- 1. The progress report on project status be received and noted.**
- 2. The recommended changes to the project budgets as listed be adopted.**

CARRIED

8.2.3 MONTHLY FINANCE REPORT FOR MAY, 2019**RESOLUTION 196/2019**

Moved: Cr David Graham

Seconded: Cr Doug Phillips

- 1. The Monthly Finance Report for May, 2019 under separate cover be received and noted.**
- 2. Dates be determined for meeting with Council to commence finance workshops.**

CARRIED

8.3 COMMUNITY AND CULTURE**8.3.1 COOTAMUNDRA DEVELOPMENT CORPORATION MEMORANDUM OF UNDERSTANDING****RESOLUTION 197/2019**

Moved: Cr Dennis Palmer

Seconded: Cr Doug Phillips

Council delegate authority to the Acting General Manager to execute the Cootamundra Development Corporation's Memorandum of Understanding on behalf of Cootamundra-Gundagai Regional Council.

CARRIED

8.4 DEVELOPMENT, BUILDING AND COMPLIANCE**8.4.1 DEVELOPMENT APPLICATIONS APPROVED MAY 2019****RESOLUTION 198/2019**

Moved: Cr Dennis Palmer

Seconded: Cr David Graham

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

CARRIED

8.4.2 LIQUID TRADE WASTE IMPLEMENTATION COOTAMUNDRA TOWNSHIP**RESOLUTION 199/2019**

Moved: Cr Penny Nicholson

Seconded: Cr David Graham

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.

CARRIED

8.5 REGULATORY SERVICES

Nil

8.6 ASSETS

Nil

8.7 CIVIL WORKS**8.7.1 CIVIL WORKS REPORT - JUNE 2019****RESOLUTION 200/2019**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

The Civil Works Update Report for the month of June, 2019 be received.

CARRIED

8.8 TECHNICAL SERVICES

Nil

8.9 FACILITIES**8.9.1 PROPOSED COOTAMUNDRA NETBALL COURT UPGRADE****RESOLUTION 201/2019**

Moved: Cr Dennis Palmer

Seconded: Cr Doug Phillips

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.**

CARRIED

8.10 WASTE, PARKS AND RECREATION**8.10.1 WASTE PARKS & RECREATION SECTION MONTHLY ACTIVITY REPORT****RESOLUTION 202/2019**

Moved: Cr Leigh Bowden

Seconded: Cr Charlie Sheahan

The Waste, Parks & Recreation Services Sections activity report be received and noted.

CARRIED

8.10.2 PROPOSED EXTENDED OPERATING HOURS COOTAMUNDRA AQUATIC CENTRE**RESOLUTION 203/2019**

Moved: Cr Craig Stewart

Seconded: Cr Leigh Bowden

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.

CARRIED

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN**9.1 NOTICE OF MOTION - CONTINUED PIGEON CONTROL IN THE COOTAMUNDRA CENTRAL BUSINESS DISTRICT****RESOLUTION 204/2019**

Moved: Cr Craig Stewart

Seconded: Cr Doug Phillips

"That Cootamundra-Gundagai Regional Council continue to undertake efforts for the purpose of pigeon control in the Cootamundra central business district".

CARRIED

9.2 NOTICE OF MOTION - COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL CONTINUE TO SUPPORT THE ARTS CENTRE COOTAMUNDRA**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".

At the request of the author, the Notice of Motion was withdrawn.

9.3 NOTICE OF MOTION - COUNCIL INVESTIGATE THE FEASIBILITY OF THE INSTALLATION OF SOLAR STREET LIGHTING ON MIDDLETON DRIVE WALK AND CYCLE WAY

RESOLUTION 205/2019

Moved: Cr Abb McAlister

Seconded: Cr Leigh Bowden

“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.”

CARRIED

10 QUESTIONS WITH NOTICE

Nil

11 CONFIDENTIAL ITEMS

11 CLOSE FOR CONFIDENTIAL ITEMS OF OPEN COUNCIL MEETING

RESOLUTION 206/2019

Moved: Cr Dennis Palmer

Seconded: Cr Penny Nicholson

The Open Council meeting close for Confidential Items.

CARRIED

11.1 RECRUITMENT FOR POSITION OF GENERAL MANAGER AT COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL**RECOMMENDATION**

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

11.2 RECRUITMENT OF THE POSITION OF GENERAL MANAGER FOR COOTAMUNDRA-GUNDAGAI REGIONAL COUNCILProvisions for Confidentiality

Section 10A (2) (c) – The Confidential Report contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

Public Interest

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

11.2 RECRUITMENT OF THE POSITION OF GENERAL MANAGER FOR COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

MOTION

Moved: Cr Charlie Sheahan

Seconded: Cr Gil Kelly

- 1. Council review and consider the attached proposals for the recruitment of the position of General Manager at Cootamundra-Gundagai Regional Council.**
- 2. Council accept the recruitment proposal, attached, from Local Government New South Wales Management Solutions for the recruitment of the position of General Manager at Cootamundra-Gundagai Regional Council.**
- 3. The Mayor advise the selected recruitment agency of its proposal being accepted by Council.**
- 4. The unsuccessful recruitment agencies be thanked for submitting their proposal for the recruitment of the position of General Manager at Cootamundra-Gundagai Regional Council.**

11.3 RESUMPTION OF OPEN COUNCIL MEETING

RESOLUTION 207/2019

Moved: Cr Penny Nicholson

Seconded: Cr Dennis Palmer

The Open Council meeting resume.

CARRIED

11.4 ANNOUNCEMENT OF CLOSED COUNCIL RESOLUTIONS

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

The Meeting closed at 9:10pm.

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

.....

CHAIRPERSON

.....

GENERAL MANAGER

5.2 MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD ON MONDAY 8 JULY 2019

REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Minutes of the Extraordinary Meeting of Council held on Monday 8 July 2019

RECOMMENDATION

The Minutes of the Extraordinary Meeting of Council held on Monday 8 July 2019 be confirmed as a true and correct record of the meeting.

Minutes

EXTRAORDINARY COUNCIL MEETING

ALBY SCHULTZ MEETING CENTRE

6:00 PM, MONDAY 8th July, 2019

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE ALBY SCHULTZ MEETING CENTRE
ON MONDAY, 8 JULY 2019 AT 6:00 PM**

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

IN ATTENDANCE: Phil McMurray (Acting General Manager)

1 ACKNOWLEDGEMENT OF COUNTRY

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

ADJOURN MEETING FOR OPEN FORUM

RECOMMENDATION

Council adjourn for Open Forum.

2 OPEN FORUM

There was no Open Forum

RESUME OPEN MEETING

RECOMMENDATION

Council resume the Open Meeting.

3 APOLOGY

RESOLUTION 208/2019

Moved: Cr Doug Phillips

Seconded: Cr David Graham

That the apologies received from Cr's Bowden, Sheahan and Stewart be accepted and leave of absence granted.

CARRIED

4 DISCLOSURES OF INTEREST

Nil

5 GENERAL MANAGER'S REPORT

5.1 FINANCE

5.1.1 2019-20 RATES AND ANNUAL CHARGES

RESOLUTION 209/2019

Moved: Cr Gil Kelly

Seconded: Cr Dennis Palmer

The 2019-20 Rates and Annual Charges for the Cootamundra Area (formerly Cootamundra Shire Council) as detailed in the report be adopted.

1. ORDINARY RATES

In accordance with the provisions of Section 535 of the *Local Government Act 1993* Cootamundra-Gundagai Regional Council hereby resolves to make the following rates and charges for the 2019/20 rating year:

- a) A Farmland Category Rate of 0.3189 cents in the dollar, for all rateable land within the Farmland Category in Council's area, as defined in Section 515 of the *Local Government Act 1993*, based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$431.00 per assessment.
- b) A Residential Category Rate of 0.3004 cents in the dollar, with a base amount of \$182.00 per assessment, for all rateable land within the Residential Category in Council's area, as defined in Section 516 of the *Local Government Act 1993*, excluding land that is subject to either Residential Sub-Category – Cootamundra Township, Residential Sub-Category - Outskirts or Residential Sub-Category – Village, based upon the land value at a base valuation date of 1 July 2016. The base amount of \$182.00 for the Residential Category is estimated to realise 34.74% of the total yield of this category.
- c) A Residential Sub-Category – Cootamundra Township Rate of 1.2694 cents in the dollar, for all rateable land within the Residential Category in Council's area, as defined in Section 516 of the *Local Government Act 1993*, and that is within the Cootamundra Township as defined on Map "A", based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$431.00 per assessment.
- d) A Residential Sub-Category – Outskirts Rate of 0.3364 cents in the dollar, with a base amount of \$182.00 per assessment, for all rateable land within the Residential Category in Council's area, as defined in Section 516 of the *Local Government Act 1993*, and that is within the Cootamundra Outskirts area as defined on Map "B", based upon the land value at a base valuation date of 1 July 2016. The base amount of \$182.00 for the Residential Sub-Category Outskirts is estimated to realise 29.04% of the total yield of this sub-category.
- e) A Residential Sub-Category – Village Rate of 0.6275 cents in the dollar, with a base amount of \$182.00 per assessment, for all rateable land within the Residential Category in Council's area, as defined in Section 516 of the *Local Government Act 1993*, and that is within the villages of Stockinbingal or Wallendbeen, as defined on Maps "C" and "D" respectively, based upon the land value at a base valuation date of 1 July 2016. The base amount of \$182.00 for the Residential Sub-Category – Village is estimated to realise 48.71% of the total yield of this sub-category.
- f) A Business Category Rate of 0.3292 cents in the dollar, with a base amount of \$234.00 per assessment, for all rateable land within the Business Category in Council's area, as defined in Section 518 of the *Local*

Government Act 1993, excluding land that is subject to either Business Sub-Category - Cootamundra Township Non Central Business District, Business Sub-Category - Cootamundra Central Business District, Business Sub-Category – Industrial Aerodrome, Business Sub-Category – Industrial Barnes Street, Business Sub-Category – Industrial East or Business Sub-Category – Industrial South, based upon the land value at a base valuation date of 1 July 2016. The base amount of \$234.00 for the Business Category is estimated to realise 42.00% of the total yield of this category.

- g) A Business Sub-Category – Cootamundra Central Business District Rate of 3.336 cents in the dollar, for all rateable land within the Business Category in Council's area, as defined in Section 518 of the *Local Government Act 1993*, and that is within the Cootamundra Central Business District area as defined on Map "E", based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$464.00 per assessment.
- h) A Business Sub-Category – Cootamundra Township Non Central Business District Rate of 1.7436 cents in the dollar, for all rateable land within the Business Category in Council's area, as defined in Section 518 of the *Local Government Act 1993*, and that is within the Cootamundra Township Non Central Business District area as defined on Map "F", excluding land that is subject to either Business Sub-Category – Industrial Aerodrome, Business Sub-Category – Industrial Barnes Street, Business Sub-Category – Industrial East or Business Sub-Category – Industrial South, based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$464.00 per assessment.
- i) A Business Sub-Category – Industrial Aerodrome Rate of 1.6922 cents in the dollar, for all rateable land within the Business Category in Council's area, as defined in Section 518 of the *Local Government Act 1993*, and that is within the Industrial Aerodrome area as defined on Map "G", based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$464.00 per assessment.
- j) A Business Sub-Category – Industrial Barnes Street Rate of 1.6922 cents in the dollar, for all rateable land within the Business Category in Council's area, as defined in Section 518 of the *Local Government Act 1993*, and that is within the Industrial Barnes Street area as defined on Map "H", based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$464.00 per assessment.
- k) A Business Sub-Category – Industrial East Rate of 1.6922 cents in the dollar, for all rateable land within the Business Category in Council's area, as defined in Section 518 of the *Local Government Act 1993*, and that is within the Industrial East area as defined on Map "I", based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$464.00 per assessment.
- l) A Business Sub-Category – Industrial South Rate of 1.6922 cents in the dollar, for all rateable land within the Business Category in Council's area, as defined in Section 518 of the *Local Government Act 1993*, and that is within the Industrial South area as defined on Map "J", based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$464.00 per assessment.
- m) A Mining Rate of 0.310 cents in the dollar, for all rateable land within the Mining Category in Council's area, as defined in Section 517 of the *Local Government Act 1993*, based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$420.00 per assessment.

2. DOMESTIC WASTE MANAGEMENT CHARGES

In accordance with the provisions of Sections 535, 496 and 501 of the *Local Government Act 1993* Cootamundra Gundagai Regional Council hereby resolves to make the following domestic waste management and waste management outskirts charges for the 2019/20 rating year:

- a) Domestic Waste Management Charge of \$410.00 per annual service for each parcel of rateable land within the Cootamundra Township as defined on Map "A" for which the service is available, excluding

vacant and unoccupied land. The levying of such charge is to entitle the ratepayer to a regular weekly service of one 140 litre bin for domestic rubbish, a fortnightly service of one 240 litre bin for recyclable domestic rubbish and a fortnightly service of one 240 litre bin for green domestic waste.

- b) Domestic Waste Management Village Charge of \$410.00 per annual service for each parcel of rateable land within the villages of Stockinbingal or Wallendbeen, as defined on Maps “C” and “D” respectively, for which the service is available, excluding vacant and unoccupied land. The levying of such charge is to entitle the ratepayer to a regular weekly service of one 140 litre bin for domestic rubbish, a fortnightly service of one 240 litre bin for recyclable domestic rubbish and a fortnightly service of one 240 litre bin for green domestic waste.
- c) Waste Management Outskirts Charge of \$410.00 per annual service for each assessment of residential land outside of the Cootamundra Township as defined on Map “A”, and the villages of Stockinbingal or Wallendbeen as defined on Maps “C” and “D” respectively, for which the service is available and required. The levying of such charge is to entitle the ratepayer to a regular weekly service of one 140 litre bin for domestic rubbish, a fortnightly service of one 240 litre bin for recyclable domestic rubbish and a fortnightly service of one 240 litre bin for green domestic waste.
- d) Domestic Waste Management Unoccupied Cootamundra Charge of \$22.00 on each parcel of rateable land within the Residential - Cootamundra Township rating sub-category as defined on Map “A” for which a domestic waste management service is available but the land is vacant and unoccupied.
- e) Domestic Waste Management Unoccupied Village Charge of \$23.00 on each parcel of rateable land within the Residential - Stockinbingal or Residential – Wallendbeen rating sub-categories, as defined on Maps “C” and “D” respectively, for which a domestic waste management service is available but the land is vacant and unoccupied.

3. NON RESIDENTIAL WASTE MANAGEMENT CHARGES

In accordance with the provisions of Section 535 and 501 of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following non-residential waste management charges for the 2019/20 rating year:

- a) Non-Residential Waste Management Charge of \$7.80 per service for the removal of waste (one 240 litre general waste pickup weekly and one 240 litre recyclable waste pickup fortnightly) from a non-residential premises for which the service is required; payable annually in advance, or by quarterly instalments. Each chargeable “service” is a collection of one 240 litre general waste bin once per week, so multiple services will be charged for multiple bins and/or multiple collections per week.
- b) Non-Residential Waste Management Village Charge of \$7.80 per service for the removal of waste (one 240 litre general waste pickup per week and one 240 litre recyclable waste pickup per fortnight) from a non-residential premises within the villages of Stockinbingal or Wallendbeen, as defined on Maps “C” and “D” respectively, for which the service is required; payable annually in advance, or by quarterly instalments. Each chargeable “service” is a collection of one 240 litre general waste bin once per week, so multiple services will be charged for multiple bins and/or multiple collections per week.
- c) Non-Residential Green Waste Charge of \$101.00 per service per annum of the removal of green waste (one 240 litre green waste pickup per fortnight) for a non-residential premises for which the service is required; payable annually in advance or by quarterly instalments.

- d) Non-Residential Waste Management Re-establishment Charge of \$23.00 per service for the re-establishment of a waste management service for a non-residential premises, requested within three months of discontinuation of the service.

4. STORMWATER MANAGEMENT CHARGES

In accordance with the provisions of Section 535, 496A and 510A of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following annual stormwater management charges, in respect of occupied rateable land within the urban area of Cootamundra, excepting Council owned or controlled parks, land and buildings, or other land exempt as per Section 496A(2) of the *Local Government Act 1993*, for the 2019/20 rating year:

- a) Cootamundra Residential Stormwater Management Charge of \$25.00 per annum per residential assessment of occupied rateable land within the township of Cootamundra as defined by Map "A", excepting Council owned or controlled parks, lands and buildings, or other land exempt as per Section 496A(2) of the *Local Government Act 1993*, and excluding land that is part of a residential strata allotment.
- b) Cootamundra Residential Strata Stormwater Management Charge of \$12.50 per annum per residential Strata assessment within the township of Cootamundra as defined by Map "A" excepting Council owned or controlled parks, lands and buildings, or other land exempt as per Section 496A(2) of the *Local Government Act 1993*.
- c) Cootamundra Business Stormwater Management Charge of \$25.00 for each 350 square meters of area of land or part thereof of land categorised as business, subject to a minimum of \$25.00 per annum per assessment and a maximum charge of \$100.00 per annum per assessment within the township of Cootamundra as defined by Maps "E", "F", "G", "H", "I", and "J" excepting Council owned or controlled parks, lands and buildings, or other land exempt as per Section 496A(2) of the *Local Government Act 1993*.

5. VACANT WATER ACCESS CHARGES

In accordance with the provisions of Section 535 and 501 of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following annual vacant water access charges for the 2019/20 rating year:

- a) Vacant Residential Water Access Charge of \$371.00 per annum per residential assessment to which the water supply is available but not connected.
- b) Vacant Non Residential Water Access Charge of \$439.00 per annum per non residential assessment to which the water supply is available but not connected, excepting any assessment to which a Vacant Non Residential Community Water Access Charge applies.

Vacant Non Residential Community Water Access Charge of \$219.00 per annum per non residential assessment to which the water supply is available but not connected and whereby Council has by resolution identified the assessment as being subject to Vacant Non Residential Community Water Access charges.

6. WATER ACCESS CHARGES

The annual water access charges as identified below are charged quarterly in arrears.

In accordance with the provisions of Section 535 and 501 of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following annual water access charges for the 2019/20 rating year:

- a) Residential Water Access Charge on residential land to which the water supply is available and connected, excluding land that is part of a residential strata allotment, in accordance with the number and size of water service meters connected to the land as follows;

Water Meter Size	Annual Charge
20mm	\$371.00
25mm	\$579.00
32mm	\$949.00
40mm	\$1,483.00
50mm	\$2,316.00
80mm	\$5,930.00
100mm	\$9,266.00

- b) Residential Strata Water Access Charge of \$371.00 per annum per residential Strata assessment for which the water supply is available and connected.

- c) Non Residential Water Access Charge in respect of non-residential land to which the water supply is available and connected, excepting any parcel of land to which a Non Residential Community Water Access Charge applies and/or excluding land that is part of a strata allotment, in accordance with the number and size of water service meters connected to the parcel as follows (excluding fire service meters);

Water Meter Size	Annual Charge
20mm	\$439.00
25mm	\$685.00
32mm	\$1,122.00
40mm	\$1,755.00
50mm	\$2,740.00
80mm	\$7,015.00
100mm	\$10,961.00

- d) Non-Residential Strata Water Access Charge of \$439.00 per annum per non-residential Strata assessment for which the water supply is available and connected.

- e) Non Residential Community Water Access Charge in respect of non-residential land to which the water supply is available and connected, and whereby Council has by resolution identified the assessment as being subject to Non Residential Community Water Access charges, in accordance with the number and size of water service meters connected to the parcel as follows (excluding fire service meters);

Water Meter Size	Annual Charge
20mm	\$219.00
25mm	\$343.00
32mm	\$560.00
40mm	\$877.00
50mm	\$1,369.00

80mm	\$3,508.00
100mm	\$5,481.00

7. VACANT SEWER ACCESS CHARGES

In accordance with the provisions of Section 535 and 501 of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following annual vacant sewer access charges for the 2019/20 rating year:

- Vacant Residential Sewer Access Charge of \$227.00 per annum per residential assessment to which sewerage services are available but not connected.
- Vacant Non Residential Sewer Access Charge of \$227.00 per annum per non residential assessment to which sewerage services are available but not connected, excepting any parcel of land to which a Vacant Non Residential Community Sewer Access Charge applies.
- Vacant Non Residential Community Sewer Access Charge of \$113.50 per annum per non-residential assessment to which sewerage services are available but not connected, and whereby Council has by resolution identified the assessment as being subject to Vacant Non Residential Community Sewer Access charges.

8. SEWER ACCESS CHARGES

The annual sewer access charges as identified below are charged quarterly in arrears.

In accordance with the provisions of Section 535 and 501 of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following annual sewer access charges for the 2019/20 rating year:

- Residential Sewer Access Charge of \$454.00 per annum per residence to which sewerage services are available and connected.
- Non Residential Sewer Access Charge in respect of non-residential land to which sewerage services are available and connected, excepting any parcel of land to which a Non Residential Community Sewer Access Charge applies, in accordance with the number and size of the water service meters connected to the land as follows (excluding fire service meters);

Water Meter Size	Annual Charge
20mm	\$267.00
25mm	\$417.00
32mm	\$684.00
40mm	\$1,068.00
50mm	\$1,669.00
80mm	\$4,272.00
100mm	\$6,675.00

- Non Residential Community Sewer Access Charge in respect of non-residential land to which a sewerage service is available and connected, and whereby Council has by resolution identified the assessment as being subject to Non Residential Community Sewer Access charges, in accordance with the number and size of water service meters connected to the land as follows (excluding fire service meters);

Water Meter Size	Annual Charge
------------------	---------------

20mm	\$133.00
25mm	\$210.00
32mm	\$342.00
40mm	\$535.00
50mm	\$833.00
80mm	\$2,136.00
100mm	\$3,338.00

- d) On-Site Sewerage Management Administration Charge of \$45.00 per annum per assessment to which on-site sewerage services are available and connected.
- e) The minimum total annual charge for combined sewerage access charges and sewer usage charges for a Non Residential property, other than property to which a Non Residential Community Sewer Access or Vacant Non Residential Community Sewer Access Charge applies, shall be \$454.00 per annum per assessment.

9. WATER CONSUMPTION CHARGES

In accordance with the provisions of Section 535 and 502 of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following water consumption charges for the 2019/20 rating year:

- a) Residential Water Usage Charge on all residential land connected to the water supply based on actual usage of \$2.25 per kilolitre (including water supply by fire service meters).
- b) Non Residential Water Usage Charge on all non residential land connected to the water supply, excepting any land to which a Non Residential Community Water Usage Charge applies, based on actual usage of \$2.47 per kilolitre (including water supply by fire service meters).
- c) Non Residential Community Water Usage Charge on all land connected to the water supply, and whereby Council has by resolution identified the assessment as being subject to Non Residential Community Water Usage charges, based on actual usage of \$1.86 per kilolitre (including water supply by fire service meters).

10. SEWER USAGE CHARGES

In accordance with the provisions of Section 535 and 502 of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following sewer usage charges for the 2019/20 rating year:

- a) Sewer Usage Charge on all non residential land connected to the sewerage service of \$2.58 per kilolitre of the volume of sewerage discharged (including water supply by fire service meters).

The volume of sewerage discharged shall be calculated by multiplying the volume of water measured at the water meter(s) connected to the property, based on actual usage per kilolitre, by the sewerage discharge factors (SDF) for the predominant use of the property as follows:

PROPERTY USE	SDF
Shops, offices or similar	95%
Council maintained Parks & Gardens	30%

Community Use (as defined in Community Based Not For Profit Organisations)	50%
Non Residential Other- including Industrial	85%

The minimum total annual charge for combined sewerage access charges and sewer usage charges for a Non Residential property, other than property to which a Non Residential Community Sewer Access or Vacant Non Residential Community Sewer Access Charge applies, shall be \$454.00 per annum per assessment.

11. INTEREST ON OVERDUE RATES AND CHARGES

In accordance with Section 566(1) of the *Local Government Act, 1993* Council set the interest rate on overdue rates and charges for the 2019/20 rating year at 7.5% per annum, calculated on a daily basis.

12. COMMUNITY BASED NOT FOR PROFIT ORGANISATIONS

Cootamundra Gundagai Regional Council hereby resolves to make the assessments shown below as being those assessments to which the Non Residential Community Water Access Charges, Non Residential Community Sewer Access Charges, Non Residential Community Water Usage Charges and Non Residential Community Sewer Usage Charges shall apply:

Assessment	Name of Occupier (to whom water is billed)	Use of Land
Religious Organisations		
10013423	Salvation Army	Minister's residence
10029320	Salvation Army Prop Trust	Place of worship
10029445	Uniting Church	Religious teaching
10029478	Uniting Church	Place of worship
10039766	Australasia Conference (7th Day Adventists)	Place of worship
10001451	Convent of Mercy	Minister's residence
10001477	Catholic Church Trustees	Place of worship
10001485	Catholic Church Trustees	Minister's residence
10008142	Presbyterian Church	Place of worship
10013340	Jehovahs Witnesses Congregations	Place of worship
10015444	Church of Foursquare Gospel	Place of worship
10015832	Baptist Church of NSW	Place of worship
10017119	Anglican Church of Australia	Minister's residence
10017135	Anglican Church of Australia	Place of worship
Local Sporting and Charitable Community Groups		
10030450	Town Tennis Club [owned by Crown (Council)]	Sporting facility
10030468	Rugby League Club and others [owned by Crown (Council)]	Sporting facility
10039865	Elouera Association	Not for profit organisation
10033223	Pre-School Kindergarten	Community facility
10035780	Cootamundra Lions Club [owned by Crown (Council)]	Community group

10039246	Cootamundra Health Care Co-operative (Nursing Home)	Community facility
10008399	Boy Scouts Association	Community group
10008431	Ex-Servicemens and Citizens Club	Community facility
10008845	Australian Red Cross Society House	Public charity
10009660	Showground Users Group [owned by Crown (Council)]	Community facility
10010320	The Cootamundra Country Club	Community facility
10011955	Retirement Village	Community facility
10012060	Elouera Association School	Not for profit organisation
10015725	Girl Guides Association	Community group
10046159	Elouera Association Office	Not for profit organisation
10045698	Strikers Soccer	Sporting facility
10017556	Cootamundra Squash Association	Sporting facility
10010882	CADAS Coota West	Community group
11000080	State Emergency Service	SES Shed

Council Community Assessments

10034288	Cootamundra Gundagai Regional Council	Bradman/Memorabilia Cottages
10030443	Cootamundra Gundagai Regional Council	Sports Stadium
10030476	Cootamundra Gundagai Regional Council	Nicholson Park
10031094	Cootamundra Gundagai Regional Council	Bradman Oval
10012656	Cootamundra Gundagai Regional Council	Ex-Baby Health Centre (Elouera)
10012896	Cootamundra Gundagai Regional Council	Swimming Pool
10017945	Cootamundra Gundagai Regional Council	Stratton Park
10032480	Cootamundra Gundagai Regional Council	Kantara-Dillon Ave tree-space
10032969	Cootamundra Gundagai Regional Council	Jubilee Ave Parklet
10033272	Cootamundra Gundagai Regional Council	Southee Circle Park
10042158	Cootamundra Gundagai Regional Council	Rural Fire Service
10033751	Cootamundra Gundagai Regional Council	Kingston Playground
10036499	Cootamundra Gundagai Regional Council	Albert Park
10037232	Cootamundra Gundagai Regional Council	Country Club Oval
10046134	Cootamundra Gundagai Regional Council	Jubilee Park
10046969	Cootamundra Gundagai Regional Council	Clarke Oval
10002533	Cootamundra Gundagai Regional Council	Fisher Park
10009918	Cootamundra Gundagai Regional Council	Harold Conkey Park (Pinkstone Ave)
10011088	Cootamundra Gundagai Regional Council	Heritage Centre
10018612	Cootamundra Gundagai Regional Council	Town Hall
10018646	Cootamundra Gundagai Regional Council	War Memorial Library
10018794	Cootamundra Gundagai Regional Council	Creative Arts & Cultural Centre
10046084	Cootamundra Gundagai Regional Council	Wallendoon Street Toilet Block
10047330	Cootamundra Gundagai Regional Council	Cemetery
10030674	Cootamundra Gundagai Regional Council	Garden Meters (inc Apex Park)

10002426	Cootamundra Gundagai Regional Council	Murray Street Carpark
10016830	Cootamundra Gundagai Regional Council	Mitchell Park
10018232	Cootamundra Gundagai Regional Council	Harley Estate Park
11000650	Cootamundra Gundagai Regional Council	Muttama Creek Walkway

CARRIED

RESOLUTION 210/2019

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

The 2019-20 Rates and Annual Charges for the Gundagai Area (formerly Gundagai Shire Council) as detailed in the report be adopted.

13. ORDINARY RATES

In accordance with the provisions of Section 535 of the *Local Government Act 1993* Cootamundra-Gundagai Regional Council hereby resolves to make the following rates and charges for the 2019/20 rating year:

- a) A Farmland Category Rate of 0.4227 cents in the dollar, for all rateable land within the Farmland Category in Council's area, as defined in Section 515 of the Local Government Act, 1993, based upon the land value at a base valuation date of 1 July, 2016, with a minimum amount of \$332 per assessment.
- b) A Residential Category Rate of 0.6551 cents in the dollar, for all rateable land within the Residential Category in Council's area, as defined in Section 516 of the Local Government Act 1993, based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$332 per assessment.
- c) A Business Category Rate of 1.1566 cents in the dollar, for all rateable land within the Business Category in Council's area, as defined in Section 518 of the Local Government Act 1993, based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$537 per assessment.
- d) A Mining Category Rate of 0.413 cents in the dollar, for all rateable land within the Mining Category in Council's area, as defined in Section 517 of the Local Government Act 1993, based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$325 per assessment.

14. SPECIAL RATES

In accordance with the provisions of Section 535 AND 495 of the *Local Government Act 1993* Cootamundra Gundagai Regional Council hereby resolves to make the following rates and charges for the 2019/20 rating year:

- a) A Town Improvement District (TID) Rate of 0.3582 cents in the dollar, for all rateable land within the Gundagai Town Improvement District as defined by resolution No. 210 of the Council Meeting of 14 April 1998, based upon the land value at a base valuation date of 1 July 2016, with a minimum amount of \$224 per assessment.

15. WASTE MANAGEMENT CHARGES

In accordance with the provisions of Sections 535, 496 and 501 of the Local Government Act 1993 Council hereby resolves to make the following domestic waste management and waste management charges for the 2019-20 rating year:

- a) Residential Domestic Waste Management Charge of \$436.00 per annual service for each parcel of rateable residential land within the Gundagai Scavenging area for which the service is available, excluding vacant and unoccupied land. The levying of such charge is to entitle the ratepayer to a regular weekly service of one 120 litre bin for domestic rubbish and a fortnightly service of one 240 litre bin for recyclable domestic rubbish.
- b) Non-Residential Waste Management Charge of \$436.00 per annual service for each parcel of non-residential rateable land within the Gundagai Scavenging area for which the service is available, excluding vacant and unoccupied land. The levying of such charge is to entitle the ratepayer to a regular weekly service of one 240 litre bin for domestic waste and a fortnightly service of one 240 litre bin for recyclable waste. Non-residential rateable land within the central business district area is provided with a bi-weekly collection service and levied a minimum charge of 2 services per week.
- c) Organics Charge of \$58.00 per annual service for each parcel of rateable residential land within the Gundagai Scavenging area for which the service is available, excluding vacant and unoccupied land. The levying of such charge is to entitle the ratepayer to a regular fortnightly service of one 240 litre bin for green domestic waste.
- d) Domestic Waste Management Unoccupied Gundagai Charge of \$23 on each parcel of rateable land within the Gundagai Scavenging area for which a domestic waste management service is available but the land is vacant and unoccupied.
- e) Rural Waste Charge of \$62 on each parcel of rateable land outside the Gundagai Scavenging area. The levying of such charge is to entitle the ratepayer to dispose of domestic waste and domestic recyclables at one of the 4 transfer stations located at Coolac, Muttama, Nangus & Tumblong villages.

16. STORMWATER MANAGEMENT CHARGE

In accordance with the provisions of Section 535, 496A and 510A of the Local Government Act 1993, Council hereby resolves to make the following annual stormwater management charges, in respect of occupied rateable land within the Town Improvement District area of Gundagai, excepting Council owned or controlled parks, land and buildings, or other land exempt as per Section 496A(2) of the Local Government Act 1993, for the 2019-20 rating year:

- a) Stormwater Management Charge of \$25.00 per annum per assessment of occupied rateable land within the Town Improvement District area, excluding land that is part of a residential strata allotment.
- b) Strata Stormwater Management Charge of \$12.50 per annum per residential Strata assessment within the Town Improvement District area.

17 UNCONNECTED WATER ACCESS CHARGES

In accordance with the provisions of Section 535 and 501 of the Local Government Act 1993, Council hereby resolves to make the following annual unconnected water access charges for the 2019-20 rating year:

- a) Unconnected Residential Water Access Charge of \$230.00 per annum per residential assessment to which the water supply is available but not connected.

- b) Unconnected Non Residential Water Access Charge of \$230.00 per annum per non-residential assessment to which the water supply is available but not connected.

18. WATER ACCESS CHARGES

The annual water access charges as identified below are charged quarterly in arrears. In accordance with the provisions of Section 535 and 501 of the Local Government Act 1993, Council hereby resolves to make the following annual water access charges for the 2019-20 rating year:

- a) Residential Water Access Charge of \$230.00 per annum per residential assessment to which the water supply is available and connected.
- b) Non Residential Water Access Charge in respect of non-residential land to which the water supply is available and connected, in accordance with the number and size of water service meters connected to the parcel as follows;

Water Meter Size	Annual Charge
20mm	\$230.00
25mm	\$360.00
40mm	\$922.00
50mm	\$1,441.00
63mm	\$2,287.00
75mm	\$3,239.00
100mm	\$5,760.00

19. UNCONNECTED SEWER ACCESS CHARGES

In accordance with the provisions of Section 535 and 501 of the Local Government Act 1993, Council hereby resolves to make the following annual unconnected sewer access charges for the 2019-20 rating year:

- a) Unconnected Residential Sewer Access Charge of \$126.00 per annum per residential assessment to which sewerage services are available but not connected.
- b) Unconnected Non Residential Sewer Access Charge of \$126.00 per annum per non residential assessment to which sewerage services are available but not connected.

20. SEWER ACCESS CHARGES

The annual sewer access charges as identified below are charged quarterly in arrears. In accordance with the provisions of Section 535 and 501 of the Local Government Act 1993, Council hereby resolves to make the following annual sewer access charges for the 2019-20 rating year:

- a) Residential Sewer Access Charge of \$800.00 per annum per residence to which sewerage services are available and connected.
- b) Non Residential Sewer Access Charge in respect of non-residential land to which sewerage services are available and connected, in accordance with the number and size of the water service meters connected to the land as follows;

Water Meter Size	Annual Charge
20mm	\$210.00

25mm	\$328.00
40mm	\$839.00
50mm	\$1,311.00
63mm	\$2,080.00
75mm	\$2,947.00
100mm	\$5,241.00

The minimum total annual charge for combined sewerage access charges and sewer usage charges for a Non Residential property shall be \$800.00 per annum per assessment.

21. WATER CONSUMPTION CHARGES

In accordance with the provisions of Section 535 and 502 of the Local Government Act 1993, Council hereby resolves to make the following water consumption charges for the 2019/20 rating year:

- a) Residential Water Usage Charge on all residential land connected to the water supply based on actual usage;

	Usage Charge/kL
0-300kL	\$1.70
301-500kL	\$2.30
500+kL	\$3.95

- b) Non Residential Water Usage Charge on all non residential land connected to the water supply, based on actual usage of \$2.30 per kilolitre.

22. SEWER USAGE CHARGES

In accordance with the provisions of Section 535 and 502 of the Local Government Act 1993, Council hereby resolves to make the following sewer usage charges for the 2019-20 rating year:

- a) Sewer Usage Charge on all non residential land connected to the sewerage service of \$3.17 per kilolitre of the volume of sewerage discharged. The volume of sewerage discharged shall be calculated by multiplying the volume of water measured at the water meter(s) connected to the property, based on actual usage per kilolitre, by the sewerage discharge factors (SDF) for the predominant use of the property as follows:

PROPERTY USE	SDF %
Concrete Plant, Park Watering	2
Pool	10
Bowling Green, Clubhouse	20
Caravan Park	60
School, Church	50
Hospital, Motel	85
General business, RLPB, Pharmacy, Medical Centre, Bakery, Restaurant/Hotel/Club, Takeaway food, McDonalds, Service Station, Dentist, Butcher, Hairdresser, Supermarket, Carwash	95
Sewer Well	100

The minimum total annual charge for combined sewerage access charges and sewer usage charges for a Non Residential property shall be \$800.00 per annum per assessment.

23. TRADE WASTE CHARGES

The annual trade waste charges as identified below are charged bi-annual in arrears. In accordance with the provisions of Section 535 and 502 of the Local Government Act 1993, Council hereby resolves to make the following trade waste charges for the 2019-20 rating year:

- a) Trade Waste Annual Fee on non residential land connected to the sewerage service of \$231.00 where liquid trade waste is discharged.
- b) Trade Waste Usage Charge on (Category 2) non residential land connected to the sewerage service of \$4.00 per kilolitre of the estimated volume of liquid trade waste discharged to the sewerage system with prescribed pre-treatment. The volume of liquid trade waste discharged shall be calculated by multiplying the volume of water measured at the water meter(s) connected to the property, based on actual usage per kilolitre, by the trade waste discharge factors (TWDF) for the predominant use of the property as follows:

PROPERTY USE	TWDF %
Concrete Plant, Park Watering & Sewer Well	1
Pool, Bowling Green, Clubhouse & General Business	10
RLPB, Pharmacy, Medical Centre	20
Caravan Park, School, Church & Bakery	25
Motel, Restaurant, Hotel, Club	30
Takeaway food	50
McDonalds	62
Service Station	70
Dentist	80
Hospital	85
Butcher, Hairdresser, Supermarket, Carwash	90

24. INTEREST ON OVERDUE RATES & CHARGES

In accordance with Section 566(1) of the Local Government Act 1993, Council set the interest rate on overdue rates and charges for the 2019-20 rating year at 7.5% per annum, calculated on a daily basis.

CARRIED

The Meeting closed at 6:11pm.

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

.....

CHAIRPERSON

.....

GENERAL MANAGER

6 MAYORAL MINUTES

6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT

DOCUMENT NUMBER	307507
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.

20th June, 2019

Cr Nicholson attended a Gundagai Youth Council Meeting

22nd June, 2019

Cr Nicholson and I attended a planning meeting at Friendship Park, Gundagai

25th June, 2019

Cr Palmer (Deputy Mayor) and I attended an official announcement for the new Ambulance Station at the Cootamundra Hospital.

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

26th June, 2019

Phil McMurray (Acting General Manager) and I met with representatives from ARTC Inland Rail.

27th June, 2019

Cr Sheahan chaired the Access and Inclusion Committee meeting.

Cr Nicholson attend a Main Street Liaison Committee meeting.

28th – 29th June, 2019

Cr Bowden attended the Australian Local Government Women's Association Meeting at Forbes.

4th July, 2019

Cr's Nicholson, Sheahan attended the Sport and Recreation Council discussion in Cootamundra.

Cr's Bowden and Nicholson attended a Cootamundra Tourism Action Group S355 Committee meeting.

8th July, 2019

Cr Palmer (Deputy Mayor), Cr's Bowden, Graham, Nicholson, Phillips, Phil McMurray (Acting General Manager) and I attended Councillor Finance Workshop.

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

9th July, 2019

I attended a meeting with Steph Cooke in Cootamundra.

Cr Nicholson attended a Cootamundra Development Corporation Women in Business Forum at Jak & Jill in Cootamundra

10th July, 2019

Cr Sheahan attended a Muttama Hall Management s.355 Committee meeting.

Cr Bowden attended a NSW Business Chamber meeting at Wagga

11th July, 2019

Cr's Bowden, Nicholson and I attended a NAIDOC flag raising and event in Gundagai.

12th July, 2019

Phil McMurray (Acting General Manager) and I met with representatives from South West Fuels in Cootamundra.

Cr's Bowden, Nicholson and I attended a NAIDOC Event in Cootamundra.

16th July, 2019

Cr Stewart attended the Cootamundra Development Corporation's Annual General Meeting.

17th July, 2019

Cr's Bowden, Nicholson, Sheahan attended a meeting with Jodi McKay, MPA (Syd), GAICD MP, Leader of the NSW Opposition.

22nd July, 2019

Cr Bowden and I attended a NAIDOC awards meeting in Gundagai.

23rd July, 2019

Cr Palmer (Deputy Mayor) Cr Sheahan and I attended a meeting with representatives from ENGEL.

24th July, 2019

Cr Palmer (Deputy Mayor), Phil McMurray (Acting General Manager) and I met with representatives from the EPA and Manildra Meat Company.

Cr Sheahan attended a meeting to discuss Disability Access housing options Cootamundra.

25th July, 2019

I attended a meeting with representatives from the Gundagai Lighthouse, Showground and Common Trust.

Cr Sheahan attended a meeting to discuss Disability Access housing options in Gundagai.

7 REPORTS FROM COMMITTEES

7.1 MINUTES OF THE ACCESS AND INCLUSION COMMITTEE MEETING HELD ON THURSDAY 27 JUNE 2019

REPORTING OFFICER	Teresa Breslin, Governance Officer
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 Access and Inclusion Committee Meeting held on Thursday 27 June 2019

RECOMMENDATION

The Minutes of the Access and Inclusion Committee Meeting held on Thursday 27 June 2019 (attached) are submitted for adoption.



**COOTAMUNDRA-
GUNDAGAI REGIONAL
COUNCIL**

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

Minutes

ACCESS AND INCLUSION COMMITTEE MEETING

ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA

3PM, THURSDAY 27th June, 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
ON THURSDAY, 27 JUNE 2019 AT 3.12PM**

PRESENT: Cr Charlie Sheahan (Chairperson), Paula Maher, Lin Chaplin and Marjorie Taprell

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

1 APOLOGIES

Sharon Langman, Narelle Gilholme, Robert Gilholme, Tim Morris, Anthony Carroll, Irene Booby and Narelle Nibbs

2 CONFIRMATION OF MINUTES

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

COMMITTEE RESOLUTION

Moved: Ms Lin Chaplin

Seconded: Cr Charlie Sheahan

The Minutes of the Access and Inclusion Committee Meeting held on Thursday 30 May 2019 be confirmed as a true and correct record of the meeting.

CARRIED

3 REPORTS

3.1 PHOTOS AND BIOS FOR INTRODUCTION ARTICLE ON COMMITTEE

Photos were taken and all committee members were asked to send Miriam a short bio for compilation into and article. A separate photo opportunity will be arranged for those not in attendance.

3.2 UPDATE ON TRAFFIC COMMITTEE RESPONSE TO ROSS FITZELL'S CONCERNS

Charlie advised that Council's Road Safety Officer Anthony Carroll has been communicating with Ross Fitzell about addressing his concerns.

3.3 COUNCIL RESPONSE TO RECOMMENDATIONS TABLED AT THEIR JUNE MEETING

Council adopted all of the recommendations put forward and they have been actioned as follows:

1. *Council* to expedite the installation of the ramp at the Gundagai pool: Andrew Brock advised that a contractor has been engaged & work on this should be starting in about 2-3 weeks.
2. A lift and change table be installed at the Cootamundra Pool: Andrew Brock advised that he received a revised proposal from the sales representative regarding the lift & is currently reviewing this information. Council is still committed to purchasing these items through grant funding which has been allocated.
3. Council investigate the provision of a public adult change facility in Cootamundra: Lin advised that Andrew had shown her complete concepts for an off the shelf modular solution costing \$180,000 approximately. Andrew was considering possible locations in existing parkland. Action: Paula will send a letter to Steph Cooke's office re suitable funding opportunities.
4. The Recreational Needs Study consultants be requested to consider access and inclusion in relation to programs in addition to facilities: Miriam has passed this recommendation on to the Recreational Needs Study consultants.

3.4 CURRENT AND FUTURE NEEDS FOR DISABILITY ACCOMMODATION IN BOTH COOTAMUNDRA AND GUNDAGAI

COMMITTEE RESOLUTION

Moved: Ms Paula Maher

Seconded: Ms Marjorie Taprell

1. Council hold an event for the community to be able to find out more about supported accommodation options.
2. Cr Charlie Sheahan to arrange for guest speaker preferably for the 24th July Cootamundra and 25th July Gundagai, and venue for same.

CARRIED

3.5 UPDATE REGARDING THE EQUIPMENT FOR THE HEATED POOL (THE LIFT AND CHANGE TABLE PROCESS)

RECOMMENDATION

Andrew to provide a report to the next meeting regarding the lift and change table progress.

4. GENERAL BUISNESS

Action: The Access and Inclusion Committee to write to the Election Commission raising the issue with access to Pre-Polling in Gundagai (cc Steph Cooke). Miriam and Paula will work on drafting this Letter.

Recommendation: The Traffic Committee consider pedestrian movement for people with lower levels of ability and report back on options.

Next meeting is to be held at 3pm on Thursday July 25th 2019 at the Gundagai Council Chambers.

The Meeting closed at 4.20PM.

The minutes of this meeting were confirmed at the Access and Inclusion Committee Meeting held on 25 July 2019.

.....
CHAIRPERSON

.....
GENERAL MANAGER

8 GENERAL MANAGER'S REPORT

8.1 BUSINESS

8.1.1 MINUTES OF THE INTERNAL AUDIT COMMITTEE MEETING HELD ON THURSDAY 4 JULY 2019

DOCUMENT NUMBER	307509
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.1 Decision-making is based on collaborative, transparent and accountable leadership</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Internal Audit Committee Meeting Minutes 4 July 2019 ↓

RECOMMENDATION

The Minutes of the Internal Audit Committee Meeting held on Thursday 4 July 2019 (attached) are submitted for adoption.

MINUTES OF THE COOTAMUNDRA-GUNDAGAI COUNCIL INTERNAL AUDIT COMMITTEE MEETING

HELD 2:00pm THURSDAY, 4 JULY 2019 IN THE GUNDAGAI COUNCIL CHAMBERS

PRESENT:

Tony Donoghue (Chairman, Coolamon Shire Council), Courtney Armstrong (Coolamon Shire Council), and Cr. David Graham

STAFF:

Phil McMurray (General Manager CGRC), Susan Gheller (Manager Business), Tim Swan (Manager Finance and Customer Service), Teresa Breslin (Governance Officer), Mayor Abb McAlister and Ian Roberts (Blackadder & Associates)

APOLOGIES:

Cr. Doug Phillips

Agenda Items:

1 Welcome and Apologies

Meeting Opened at 2.18pm. The apology of Cr. Doug Phillips was received and noted.

2-3 Audit Methodology – Legislative Compliance, Internal Audit Report Legislative Compliance

COMMITTEE RECOMMENDATION

The recommendations within the report into legislative compliance are to be appropriately actioned.

Council Action: The recommendations are to be appropriately actioned. Council also to investigate appropriate mechanisms for creating and maintaining a Legislative Compliance Register.

RESOLVED on the motion of C. Armstrong and seconded Cr. D. Graham.

3-4 Audit Methodology Policy Maintenance, Internal Audit report Policy Maintenance

COMMITTEE RECOMMENDATION

The recommendations within the report into policy maintenance are to be appropriately actioned.

Council Action: Council staff determined that the following policies should be developed before the next Internal Audit Committee Meeting;

- Pesticide Use Notification plan
- Statement of Business Ethics
- Privacy Management Plan

RESOLVED on the motion of D. Graham and seconded C. Armstrong.

4-5 Internal Audit Report Fraud and Fraud Control Plan**COMMITTEE RECOMMENDATION**

The recommendations within the report on fraud control are to be appropriately.

Council Action: The recommendations are to be appropriately actioned. Council staff to run an infoXpert overdue task report, to be reviewed and discussed at monthly management meetings. Draft Fraud Policy to be presented for adoption at the next available Council meeting.

- a. **TABLED** Risk Analysis from Fraud Control

Noted.

Council to re-evaluate the Fraud Risk Analysis status for item 4 on the Fraud Risk Assessment.

- b. **TABLED** Action Items from Audit Reports

Noted.

RESOLVED on the motion of C. Armstrong and seconded Cr. D. Graham.

6 Audit Methodology – Delegations

Review undertaken at a separate meeting following the Internal Audit Committee Meeting.

Internal Auditor to develop report on Internal Audit Plan Delegations for next Internal Audit Committee Meeting.

RESOLVED on the motion of D. Graham and seconded C. Armstrong.

7 Audit Methodology – Payroll/HR**COMMITTEE RECOMMENDATION**

The Committee agreed with the Internal Audit Methodology and review process.

Internal Auditor field visit date to be determined.

RESOLVED on the motion of C. Armstrong and seconded Cr. D. Graham.

8 Notification of Incidents of Fraud or investigations involving Cootamundra Gundagai Regional Council**COMMITTEE RECOMMENDATION**

Recommendations from the Office of Local Government have been appropriately actioned. Council to provide documented evidence on how the recommendations were resolved, to be provided to the Office of Local Government at their next visit in August 2019.

Council Action: Council agreed with the Committees recommendation and will action accordingly.

RESOLVED on the motion of D. Graham and seconded C. Armstrong.

9 Other Business

None

10 Next Meeting

The next meeting of the Internal Audit Committee is scheduled for November 2019 (date to be confirmed).

The meeting closed at 3.26pm.

8.1.2 COOTAMUNDRA TOURISM ACTION GROUP S.355 COMMITTEE MEETING MINUTES AND MEMBERSHIP

DOCUMENT NUMBER	305718
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.2 Active participation and engagement in local decision-making</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	<ol style="list-style-type: none"> 1. CTAG Minutes 6 June 2019 ↓ 2. CTAG Minutes 4 July 2019 ↓ 3. Friends of Pioneer Park Management Plan ↓

RECOMMENDATION

1. The Minutes of the Cootamundra Tourism Action Group s.355 Committee meetings held on 6 June 2019 and 4 July 2019, attached to the report, be received and noted.
2. The membership of Leah Sutherland onto the Cootamundra Tourism Action Group s.355 Committee as detailed in the report, and attached minutes, be endorsed.
3. Council consider the Committee recommendation included in the report.

Introduction

The attached Minutes of the Cootamundra Tourism Group s.355 Committee held on 6 June, 2019 and 4 July, 2019, are submitted for the information of Council.

Membership

The Committee would like to advise that the following members have resigned from the Committee over the past few months due to personal reasons:

Alan East
 Alan Moston
 Sandra Klinke (Vice Secretary)
 Isabel Scott (Vice Chairperson)

The Committee is taking appropriate action to encourage new membership. Leah Sutherland from the Cootamundra Development Corporation recently applied for membership on the Committee. It is recommended that Leah Sutherland's application for membership be accepted.

Committees Recommendations to Council

Council include feasible works such as improved signage, as outlined in the Friends of Pioneer Park Management Plan, attached to the report, in current Cootamundra area development activities.



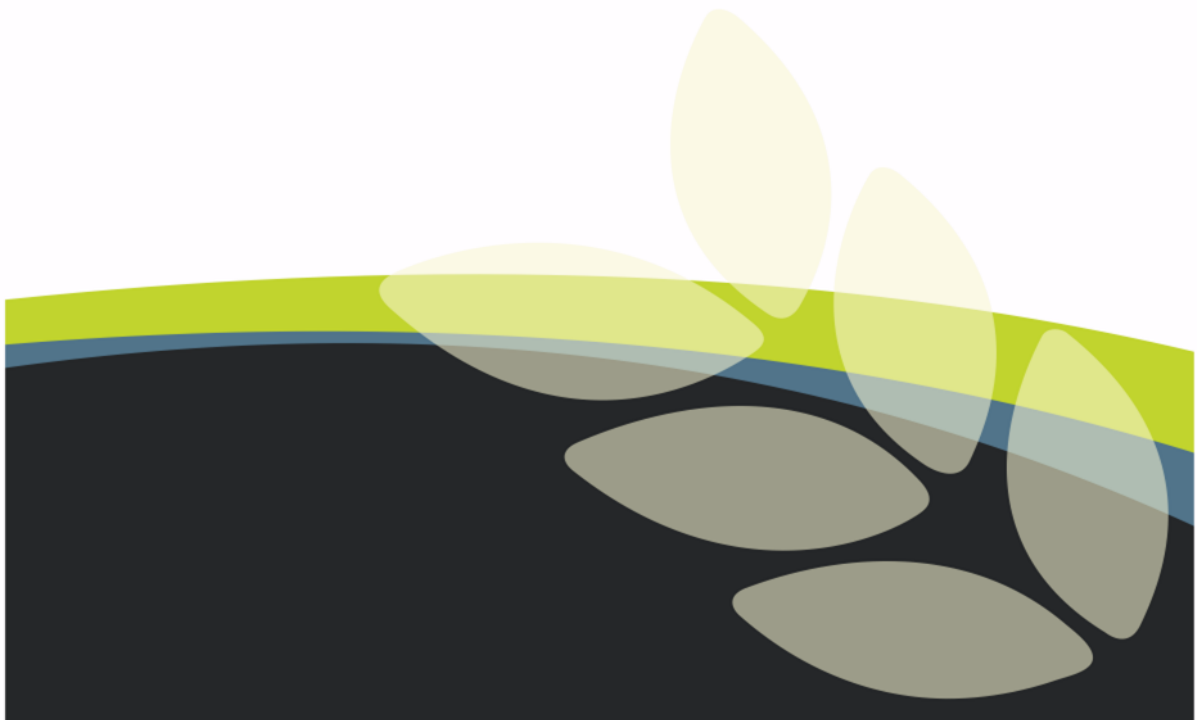
**COOTAMUNDRA-
GUNDAGAI** REGIONAL
COUNCIL

Minutes

**COOTAMUNDRA TOURISM ACTION GROUP
SECTION 355 COMMITTEE**

STEPHEN WARD ROOMS, WALLENDON STREET

4PM, THURSDAY 6TH JUNE 2019



1 AGENDA

1.1 Attendance and Confirmation of Quorum

Present: **President/Chairperson:** Annie Jacobs, Isabel Scott (Vice)
Secretary: Nina Piotrowicz
Councillor: Leigh Bowden, Penny Nicholson
General Members: Alan Moston, Rosemary Fowler-Sullivan, Gwen Norman, Yvonne Forsyth, Brian Nolan, Sarah Last
Other: Miriam Crane (Staff), Jeana Bell (Staff), Philip Moran, Rhys Derrick, Betty Brown, Konrad Streher, Donna Streher

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

Meeting Opened at 4.05pm

1.2 Apologies & Disclosure of Interests

An apology was received from Julianne Collingridge. The resignation of Sandra Klinke was acknowledged. A number of guests & visitors were welcomed to the meeting.

1.3 Confirmation of previous meeting Minutes

The minutes of the last **Cootamundra Tourism Action Group** Section 355 Committee meeting dated **2nd May 2019** were confirmed as true and correct. (Moved: Yvonne Forsyth, Seconded: Rosemary Fowler-Sullivan. Carried)

1.4 Correspondence & Report from the Executive

Correspondence noted. The Chair was away when staff from the office of Steph Cooke MP contacted her in relation to the Refreshment Rooms. Action: Annie Jacobs to follow up with Ms Cooke's office regarding action on the email request sent.

A successful meeting regarding the Motorcycle Collection was held on the 28th May. A steering Committee will be formed to progress activity. Activity regarding the collection is now included in Council strategy and operational plan documents.

1.5 CTAG Check-In & Council Staff Activities

- Volunteer Management Training - Jeana Bell attended along with staff from other Councils. Training offered numerous ideas for implementation to support the volunteers at the Cootamundra VIC.
- LGNSW Tourism Conference 2020 Bid – Should know by the end of June if Cootamundra has been successful.
- Inaugural Small Business Friendly Council Report – Cr Leigh Bowden shared two case studies related to tourism: Bland Shire and the Parkes Elvis Festival. Her main takeaways were that every town has something unique – Cootamundra needs to find its “thing” and then actively promote it. The Elvis Festival in Parkes took almost 10 years out of its 27 year life to build to what it is today. The Program and annual reinvention is key followed by infrastructure support. Bland Shire undertook clever marketing play around the term “Bland”.

- Wallendbeen Main Street Revitalisation & Painting of Silos – Annie Jacobs noted community engagement was high and to “watch this space”.
- Visit Cootamundra Website – This will be the main focus of activity for Jeana Bell, with the aim to deliver in the next month. *Action: Jeana Bell to send access link to website for review by CTAG*
- Marketing & Branding Strategy – Miriam Crane briefly outlined the scope of the document she is preparing to seek appropriate consultants to undertake the Strategy development. The Committee encouraged Miriam to be bold in that a whole LGA/Region approach is needed to match/compete with our neighbours and others. *Action: Miriam Crane to seek input from CTAG on the EOI document.*
- Small Business Month – Annie Jacobs noted this will occur in October and CTAG should consider a contribution/promotion of our tourism businesses. Further discussion is needed.

1.6 General Business

1.6.1 Cootamundra Town Strategy

Sharon Longman, Grace Foulds and Brooke Douglas spoke briefly about the Cootamundra 2050 Strategy. The Committee was encouraged to provide a submission and to encourage completion of the survey. The team are consulting with the Community throughout June and a draft Strategy should be published in late July.

Council requested both individual and group input. Due to Committee availability, a group response may not be provided. Individuals were encouraged to complete the survey online, or attend one of the public sessions during June.

Action: Chair to consider availability for a group response. Committee members to make an individual effort to respond to the survey.

1.6.2 Tourism Opportunities

1.6.2.1 *Coota Motor Cycle Collection* - discussed under 1.4.

1.6.2.2 *Tourism offerings for Youth*

Rhys Derrick highlighted a refresh and new location for the Wattle Fair; a Mural or street art around town that highlights what Cootamundra offers to brighten up the CBD along with being a great backdrop for Instagram photos!; A Community Garden in a prominent spot so it could also be a space for visitors; embracing the Rodeo which used to be a big event for the town; making more of the Car events at the Airport and generally improved communication and advertising, maybe utilising electronic noticeboards etc. It was refreshing to hear the opinion of a young person and Rhys was thanked for his ideas.

The Committee agree that a refresh of Wattle Fair and a discussion around “Wattle Time” is probably needed, however the fair is run by the Cootamundra Development Corporation. Involvement of Community Groups beyond CTAG in supporting a refresh with the CDC would be desirable. *Action: The Chair to write to the CDC Board to invite a discussion following this year’s fair, about the Wattle Fair in 2020. (Moved: Annie Jacobs. Seconded: Brian Nolan. Carried)*

1.6.2.3 *Tourist Trails - Gundagai to Cootamundra and visa versa* - Not discussed due to lack of time.

1.6.3 Committee engagement re Tourism Agenda

Isabel Scott assisted by Gwen Norman has undertaken work to engage with the sporting and arts/cultural groups. She will collate and pass the information to Jeana Bell and Miriam Crane.

A survey form will be developed to assist other Committee members in doing the same for the Accommodation & Food outlets (Yvonne Forsyth) and remaining Community Groups outside of Sport (Brian Nolan & Alan Moston). *Action: Chair & Secretary to develop the Survey form for sign-off by Council prior to Committee use.*

Richie Robinson from Destination Riverina Murray is scheduled to attend our next meeting on the 4th July. It was agreed to host an open forum and invite our local businesses to attend. (Moved Annie Jacobs, Seconded: Nina Piotrowicz. Carried)

Action: Chair and Secretary to organise forum. Yvonne Forsyth will assist with invite businesses via the VIC.

1.6.4 Tourism Standing Items for Discussion/Report – Not discussed due to lack of time.

1.6.4.1 Visitor Information Centre/Heritage Centre

1.6.4.2 The Arts Centre Cootamundra

1.6.4.3 Bradman's Birthplace Museum

1.6.4.4 Rail Trail

1.6.5 Committee Charter & Committee Name

It was noted that getting the Charter finalised is important to set the future agenda and focus of the Committee. *Action: Chair to send draft Charter via email for comment.*

1.7 Other Business

No other business was raised.

1.8 Date and Time of Next Meeting

Thursday 4th July. Note this will be the Forum with Richie Robinson instead of a standard Committee meeting. Time and venue TBC.

1.9 Time Meeting Closed

Meeting Closed 5.45pm.



COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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





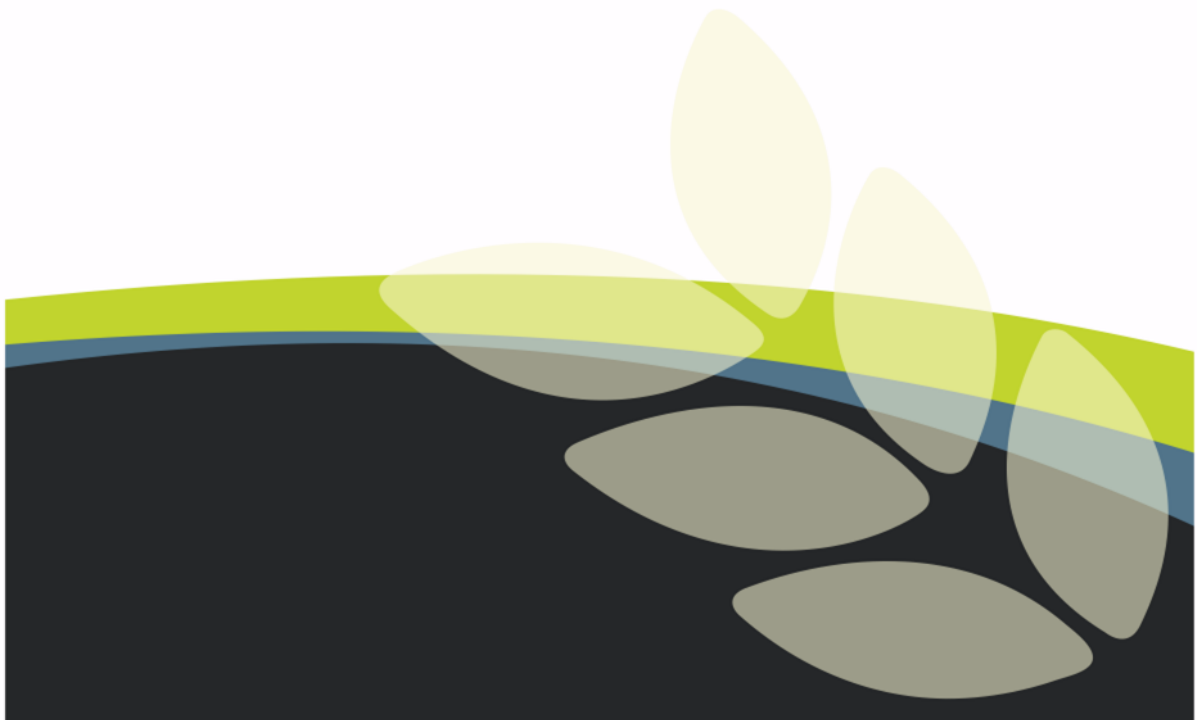
**COOTAMUNDRA-
GUNDAGAI** REGIONAL
COUNCIL

Minutes

**COOTAMUNDRA TOURISM ACTION GROUP
SECTION 355 COMMITTEE**

STEPHEN WARD ROOMS, WALLENDON STREET

4PM, THURSDAY 4TH JULY 2019



1 MINUTES

1.1 Attendance and Confirmation of Quorum

Present: President/Chairperson: Annie Jacobs, Isabel Scott (Vice-Chair)
Secretary: Nina Piotrowicz
Councillor: Leigh Bowden, Penny Nicholson
General Members: Yvonne Forsyth, Rosie Fowler-Sullivan, Brian Nolan, Gwen Norman
Other: Miriam Crane (Council Staff), Jeana Bell (Council Staff), Margaret Large, Leah Sutherland

Confirmation of a Quorum: There are **9** Members appointed to this Committee.
Quorum numbers are met **yes**

Meeting opened at 4.05pm

1.2 Apologies & Disclosure of Interests

Apologies were received from Sarah Last and Julianne Collingridge. The resignation of Alan Moston was noted and he was thanked for his contribution, particularly in relation to the Rail Trail and Cycling activities and invited to present to the CTAC as the Rail Trail development progresses.

1.3 Confirmation of previous meeting Minutes

The minutes of the last **Cootamundra Tourism Action Group** Section 355 Committee meeting dated **6th June 2019** were confirmed as true and correct. (Moved: Yvonne Forsyth, Seconded: Gwen Norman. Carried)

1.4 Correspondence & Report from the Executive

The Chair had provided via Yvonne Forsyth, the details of the proposed vendors for the café at the Train Station to Steph Cooke MP. Steph Cooke will follow up directly between the vendor and NSW Trainlink.

1.5 CTAG Check-In & Council Activities

Arising from the Check-In:

- A) The Heritage Centre will celebrate its 18th Birthday soon with some new displays
- B) Rosie Fowler-Sullivan suggested moving the tractor at the saleyards to the Heritage Centre area and inclusion of information to understand it was part of a World Record Tractor Pull. It was asked if Rosie would consider taking on this project. This will be discussed at the next meeting.
- C) Discussion re whether we could obtain the turtle sculptures from Vivid or similar to place in Jubilee Park. Further discussion at the next meeting. Action: Annie Jacobs to see if she can find out the current location/explore acquisition of the sculptures with Vivid.
- D) VIC and Bradman Museum numbers will be provided at each Committee meeting from now on so the Committee can get an idea of visitation trends. Action: Yvonne Forsyth to present the VIC visitation numbers and Brian Nolan to present for Donald Bradman cottage.

Council Activities:

- A) Jeana Bell noted correspondence with one of the Vintage Car Clubs who do not wish for their activities to be advertised.
- B) A short 15second TV ad for Gundagai will soon show on WIN TV. A similar short ad for Cootamundra is being developed using some still shots and some footage from the Local Unlimited film. Air time is likely August. Miriam noted that these ads are the starting point and likely future ads will have a more planned and organised storyline to which CTAC will have input.
- C) Destination Riverina Murray have offered the CGRC some shared space on its stand at the Canberra Camping & Caravan show. Miriam encouraged the Committee to consider what material should be included.

- D) Wayne Bennett from Council is leading some development works in Cootamundra, particularly around the CBD area. However, the Committee were encouraged to highlight the potential of Pioneer Park to be included in those works for such things as improved signage etc. The Friends of Pioneer Park draft management plan should also be re-forwarded to Mr Bennett. (Moved: Gwen Norman. Seconded Annie Jacobs. Carried)

Recommendation to Council: That Council include feasible works such as improved signage, as outlined in the Friends of Pioneer Park management plan, in current Cootamundra area development activities.

1.6 General Business

1.6.1 Committee Membership

A nomination to the Committee has been received from Leah Sutherland from the CDC. The Committee were in agreement that we seek her membership to be approved by Council. (Moved: Annie Jacobs. Seconded: Brian Nolan. Carried)

Recommendation to Council: That Council agree to the appointment of Leah Sutherland from the Cootamundra Development Corporation to the Cootamundra Tourism Action Group.

1.6.2 Tourism Forum

The format was discussed and is still to be finalised. It was agreed to move the date into October in conjunction with Small Business month and to allow greater planning time. A smaller committee comprising Annie, Nina, Leah and Gwen will coordinate the event with input from Miriam.

1.6.3 Committee engagement re Tourism Agenda

Isabel Scott talked through some of the engagements she had had in gathering the data from the sport & cultural groups. In particular, she noted some of the disappointing responses from Council owned/run facilities. She highlighted that many of the groups who received grant funding through the Stronger Communities Fund should be encouraged by Council to “give back”, by holding and promoting events that utilise those new facilities for a wider audience than just the clubs. There also seems to be a lack of knowledge/will to engage with available grants. Council is holding a meeting with representatives of all sporting clubs and it is hoped this might help empower and engage some groups to pursue grants rather than reliance on Council. Annie Jacobs noted successful strategic planning sessions that occurred with clubs in Harden that led them to understand where they wanted to develop and therefore how they may go about that (ie grants or other activities) – something similar in Cootamundra may be useful.

The draft tourism survey for Businesses was presented and reviewed. Some valuable feedback was provided. Action: Annie Jacobs, Nina Piotrowicz with assistance from the CDC (via Leah Sutherland) will refine the survey and distribute.

1.6.4 Committee Charter & Committee Name

Discussion regarding the Charter will occur offline via email prior to the next meeting.

1.7 Other Business

Isabel Scott tendered her resignation from the Committee due to an increasing volunteer load at her main passion – the Arts Centre.

1.8 Date and Time of Next Meeting

Next meeting will be held on Thursday 1st August @ 4pm.

1.9 Time Meeting Closed

Meeting Closed at 5.45p



COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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



PIONEER PARK COOTAMUNDRA

Restoring Our Local Environmental
Heritage &
Promoting Enviro-Tourism

The Friends of Pioneer Park Group

Contacts:

Alan East 0447 582 570 | Cootamundra Urban Landcare - Annie Jacobs 0429 458 717 |
David Jarvis (Mountain Bike Group) 0448 223 421

Email:

alan.east1612@gmail.com | midmurrumbidgeenorth@mli.org.au | cootamundrabutchery@gmail.com



CONSIDERATIONS FOR THE MANAGEMENT OF PIONEER PARK, COOTAMUNDRA

Dated: 7 August 2018

Introduction

Pioneer Park is an important nature reserve area in Cootamundra used by local families and residents as a place for non-structured activities such as dog walking, bush walking, picnicking, children's play, sitting, reading, keeping fit and mountain biking.

The Friends of Pioneer Park Group, are members of the community who have come together with the objective of rejuvenating it for the benefit of our community and visitors to our town.

However, Pioneer Park is more than a recreation facility. It is also an important local education resource - the science department at Cootamundra High School regularly bring years 9 & 11 on excursions study ecosystems.

Pioneer Park has further potential to be developed as a feature in our local enviro-tourism and sports-tourism offerings. With improved facilities and incorporation into the new Cootamundra-Gundagai Regional Council (CGRC) Tourism and Economic Development Strategy, the potential social, environmental and economic benefits to the Cootamundra-Gundagai region are significant.

An Opportunity for CG Regional Council

By offering diverse recreational opportunities to the public, Pioneer Park could become a signature destination point for the Cootamundra Gundagai region. Walking the summit; cycling the single tracks or even horseback riding the fire trails could become activities for locals, tourists and visitors alike. It is a unique landscape and spending two hours walking the 500-meter summit is exhilarating and suitable for most levels of fitness.

The Park's fragile ecology is susceptible to damage and development of recreational facilities requires the implementation of a well-developed ecological management plan.

Pioneer Park - Restoring our Local Environmental Heritage

Integration Into Our Community Strategic Plan

CGRC working together with the Friends of Pioneer Park Group to develop Pioneer Park is consistent with CGRC's Community Strategic Plan 2018-28. Specifically, the development of Pioneer Park as a lookout and tourist attraction is identified as one of the "Big Ideas" for Key Direction 2 (see relevant extracts Appendix 2).

A Vision for Pioneer Park

The primary goal of The Friends of Pioneer Park Group is to work with the user groups and CGRC to achieve optimum management and public enjoyment of the Park for locals and visitors while improving and conserving the environmental values of the park at the same time.

A defined vision is yet to be determined, however it must include the conservation of the flora and fauna species as well as the provision of a safe and fun recreational area for the local community and visitors to the region.



Pioneer Park - Restoring our Local Environmental Heritage

Pioneer Park – Natural Values

Ecological & Environmental Features

Pioneer Park has geological values. It is situated on a belt of Cowcumbala Rhyolite considered to be of ‘Upper Silurian - Lower Devonian’ age laid down over 400 million years ago. This lithology has pink to grey to purple volcanic rocks, sometimes cut by quartz veins that tend to be massive and flow banded.

Pioneer Park is situated in the NSW South Western Slopes Bioregion and is considered a rocky hill woodland. It has a diverse flora and fauna. The common species are Spearwood or Currawang (*Acacia doratoxylon*) and Black Cypress Pine (*Callitris endlicheri*), Kurragong, Lightwood, Blakely Red Gum, White Box and Stringy Bark. Shrub layers consisting of Wattles, Acacia’s, Bush peas and Spearwood. Groundcovers include Lilies, Rushes, Ferns, Orchids and Grasses.

It is an arid, stony hill and doesn’t easily sustain new growth. Conserving the current vegetation such as orchids, Early Nancy Lilies and other “hidden treasures ” is important. Using local species for restoration is also important.

Birdlife surveys have identified a variety of birds depending on the season. The Park provides a quiet, undisturbed nesting habitat.

Most commonly seen animals are: echidnas, shingleback lizards, goannas and bearded dragons.



The Friends of Pioneer Park Group

Over the years there have been many 'friends of Pioneer Park' with local residents seeking to look after the Park and to make it an attractive place to visit. The entrance signage dates to work done in the 1980s and 1990s. For many years however, the Park has received less coordinated activity and improvements have been ad hoc and focused on individual group interests.

The current Friends of Pioneer Park Group has come together with the newly formed Cootamundra Urban Landcare Group to form a network of users and interested people who wish to work towards the realization of a shared future vision for the Park.



MOUNTAIN BIKE GROUP
David Jarvis - Mountain Bike Club
cootamundrabutchery@gmail.com

CHILDREN & HORSE RIDING
Stacey Fry
staceyrfry@gmail.com

WALKERS / ECOLOGISTS
Alan East
Graeme Johnson
Mitch Bowden
alan.east1612@gmail.com

LANDCARE
Cootamundra Urban Landcare
Group
midmurrumbidgeenorth@mli.org.au

Pioneer Park - Restoring our Local Environmental Heritage

What's Needed to Improve Pioneer Park?

In the first instance, a detailed management plan is required with relevant surveys to map out future options and ecological restoration requirements in the Park.

To assist Council in this process, some actions to improve the access, safety and experience of visitors to the park are listed below:

Park Management	<ul style="list-style-type: none"> • A survey of the park to identify designated cycling, walking and possible horse riding tracks. (Peter Orchard, Environmental Scientist & Botanist, CSU has undertaken preliminary surveys of the Park) • Track and trail management to minimise ecological damage • Weed management (incl Prickly Pear, Privet, St John's Wort, Box Thorn) • Improve ecological diversity through native plantings • Exclude motorised sports and vehicle access to the summit (excl emergency)
Park Facilities	<ul style="list-style-type: none"> • All weather car park • Simple toilet facilities (bush toilet) & fresh water tank • Designated (contained) spots for motorhome parking and tent camping
Visitor Access	<ul style="list-style-type: none"> • Paved cycleway from Cootamundra to Pioneer Park • Signage in town, at entrance and at track start
Visitor Safety & Visitor Experience	<ul style="list-style-type: none"> • Signage along the tracks and clear identification of walking tracks, mountain bike tracks & horse riding trails. • At the summit - <ul style="list-style-type: none"> ○ wooden platform to enjoy the view; ○ a photo panorama display showing landmarks visible from the summit

Proposed Next Steps



Where to from here?

Pioneer Park - Restoring our Local Environmental Heritage

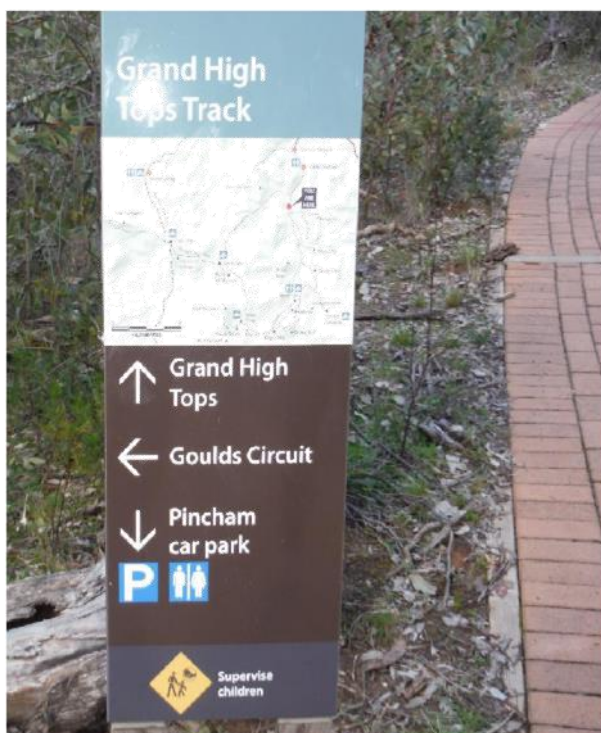
Appendix 1. Additional Photos



The Park provides an important habitat to native birds and animals close to Coolamundra

Signage for the Obelisk Loop Track has been put up

Example signage for Pioneer Park



Pioneer Park - Restoring our Local Environmental Heritage

Appendix 2. Relevant Extracts from CGRC Strategic Plan

KEY DIRECTION 1: A VIBRANT AND SUPPORTIVE COMMUNITY: ALL MEMBERS OF OUR COMMUNITY ARE VALUED

Objective 1.1: Our Community is inclusive and connected

Strategies:

- 1.1c Local groups, clubs, and volunteer organisations are recognised, promoted and supported.
- 1.1e Develop and implement a range of activities which promote a culture of accessibility and inclusiveness.

Outcomes:

- Community satisfaction with range of sports and recreational activities on offer
- Facilities are accessible to all

Objective 1.2: Public spaces provide for a diversity of activity and strengthen our social connections

Strategies:

- 1.2c Encourage the wide-spread use of open spaces and community facilities by ensuring they are welcoming, accessible, maintained and managed for everyone to enjoy, and that they continue to meet the needs of our community.

Objective 1.3: Our community members are healthy and safe

Strategies:

- A broad range of services are provided and supported to meet the needs of all members to promote personal health and well-being and encourage a healthy lifestyle.
- Provide opportunities for the recreational use of parks, sporting facilities and swimming pools by ensuring they are promoted, accessible, safe, maintained and managed, and meet the needs of all age groups.

KEY DIRECTION 2: A PROSPEROUS AND RESILIENT ECONOMY: WE ARE INNOVATIVE AND 'OPEN FOR BUSINESS'*Objective 2.3: Tourism opportunities are actively promoted***Strategies:**

- 2.3a Develop and implement strategies which provide opportunities for increased tourism.
- 2.3b Actively promote the local government area and local programs, activities and events to attract visitors to the region.
- 2.3c Invest in improvements to visitor amenity and experiences.

The Big Ideas

Develop Pioneer Park as a lookout and tourist attraction

KEY DIRECTION 3: SUSTAINABLE NATURAL AND BUILT ENVIRONMENTS: WE CONNECT WITH THE PLACES AND SPACES AROUND US*Objective 3.1: The natural environment is valued and protected***Strategies:**

- 3.1a Develop and implement land-use strategies and management practices which enhance and protect our natural environments and biodiversity.
- 3.1d Deliver, encourage and support a range of programs, activities and projects that promotes awareness encourages the active protection and sustainability of our natural environment.
- 3.1e Undertake active weeds and pest management practices.

KEY DIRECTION 4: GOOD GOVERNANCE: AN ACTIVELY ENGAGED COMMUNITY AND STRONG LEADERSHIP TEAM*Objective 4.2: Active participation and engagement in local decision-making***Strategies:**

- 4.2c Engage and partner with the community in delivering the objectives of the Community Strategic Plan.

Pioneer Park - Restoring our Local Environmental Heritage

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

DOCUMENT NUMBER	306807
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the s.355 Committee Management Manual.
ATTACHMENTS	1. Ellwood's Hall Extraordinary Committee Meeting 4 July 2019 ↓

RECOMMENDATION

The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Extraordinary Meeting held on 4 July 2019, attached to the report, be received and noted.

Discussion

The attached Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Extraordinary Meeting held on 4 July, 2019 are submitted for the information of Council.



**COOTAMUNDRA-
GUNDAGAI** REGIONAL
COUNCIL

Minutes

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

ELLWOOD'S HALL, STOCKINBINGAL

EXTRAORDINARY MEETING

7.00 PM THURSDAY 4TH JULY 2019



Minutes

1	MINUTES	2
1.1	Attendance and Confirmation of Quorum	2
1.2	Apologies.....	2
1.3	Disclosure of Interests	2
1.4	General Business.....	2
1.5	Date and Time of Next Meeting	2
1.6	Time Meeting Closed	2

MINUTES: STOCKINBINGAL ELLWOOD'S HALL SECTION 355 COMMITTEE

1 MINUTES

1.1 Attendance and Confirmation of Quorum

Present:

President/Chairperson: Rosalie Dale

Secretary: Lorna Nixon

Treasurer: Alan Pether

Other Members: Kim Lee, Carmel Payne, Stephen Neave, Russell Vincent.

Guest:

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

1.2 Apologies

Councilor Leigh Bowden

1.3 Disclosure of Interests

There were **no** disclosures of Interest

1.4 General Business

The meeting was called to discuss details of the upcoming Model Rail Display of Stockinbingal Station which is to be held in the Hall.

- Name to advertise: "Get on Board!"
- Dates: 9.00am-4.00pm Sat 10th August
9.00am-1.00pm Sun 11th August
- Admission: \$5 adults; \$2 children
- Morning tea: tea/coffee free; plate of slice, scones \$3. Carmel, Lorna, Rosalie, Stephen and others who my offer (Glenn Richardson, Janet Minehan) will provide.
- Raffle: To be decided.
- Rae Webber bringing some Railway benches
- Advertising: Rosalie will do posters; others to assist in distributing
Coota Herald to be contacted for an editorial.
Coota Aged Care facilities to be notified, and schools.
Coota Shire to be asked to advertise in their Newsletter.
Ads to be placed on Social Media sites.
Banners and flag to be displayed out the front of the Hall.
- Steph Cooke to be asked if she might like to attend and perhaps open the newly completed Meeting Room
- Mayor Ab McAllister has indicated that he would like to attend and bring some "Train Buffs".
- Russell Vincent will bring his Bar-B-Q to cook an evening meal for the fellows bringing the display from Wagga. Meat & salads to be provided by the committee.
- Antique Car Club will be passing through and will stop off on their way
- Carmel Payne & Lorna Nixon and others, as available, to clean the Hall on Thursday 25th July and Thursday 8th August from 2.00 – 4.00pm.
- Memorabilia, photos etc of the Railway to be displayed.
- Meeting Room to be set up with art works produced by local Artists, as an added drawcard.

1.5 Date and Time of Next Meeting

7.00pm Thursday 25th July 2019

1.6 Time Meeting Closed

8.00pm



COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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



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

DOCUMENT NUMBER	306810
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.2 Active participation and engagement in local decision-making</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	<ol style="list-style-type: none"> 1. TACC Ordinary Minutes 20 June 2019 ↓ 2. TACC Reports Ordinary Meeting 20 June 2019 ↓ 3. TACC Annual General Meeting Minutes 18 July 2019 ↓ 4. TACC Reports Annual General Meeting 18 July 2019 ↓

RECOMMENDATION

1. The Minutes and supporting documentation of The Art Centre Cootamundra s.355 Committee meeting held on 20 June, 2019 attached to the report, be received and noted.
2. The Minutes and supporting documentation of The Art Centre Cootamundra s.355 Committee Annual General Meeting (AGM) held on 18 July, 2019 attached to the report, be received and noted.
3. The office bearers and membership of the Cootamundra Creative Art and Cultural Centre S.355 Committee as detailed in the report, be endorsed.

Introduction

The attached Minutes, including Report of The Art Centre Cootamundra s.355 Committee Ordinary Meeting held on 20 June, 2019, are submitted for the information of Council.

The attached Annual General Meeting Minutes and Annual Reports of the Arts Centre Cootamundra s.355 Committee, are submitted for the information of Council.

Membership

The Cootamundra Creative Art and Cultural Centre s.355 Committee conducted their Annual General Meeting (AGM) on 18 July, 2019. The details of office bearers and membership is provided for Council's consideration, as follows:

Chairperson: Isabel Scott

Vice-Chairperson: TBA

Secretary: Rosemary Fowler-Sullivan

Treasurer: Maree Twomey

Committee Members: Annabel Marley

Lindsey Baber

Rae Webber

Council Representative: Leigh Bowden

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



COOTAMUNDRA-
GUNDAGAI REGIONAL
COUNCIL



Minutes

THE ARTS CENTRE COOTAMUNDRA
SECTION 355 COMMITTEE

THE ARTS CENTRE COOTAMUNDRA, 18 WALLENDON STREET

6PM, THURSDAY 20 JUNE 2019



Minutes

1 MINUTES	2
1.1 Attendance and Confirmation of Quorum	2
1.2 Apologies.....	2
1.3 Disclosure of Interests	2
1.4 Confirmation of previous meeting Minutes	2
1.5 Business Arising from previous Minutes:	2
1.6 Correspondence in/out:.....	2
1.7 Report from the Treasurer/CDO/PA/PM/VA/OC:	2
1.8 General Business (List Agenda Items).....	4
1.9 Date and Time of Next Meeting	4
1.10 Time Meeting Closed	4

1 MINUTES

1.1 Attendance and Confirmation of Quorum

Present: President/Chairperson: Leigh Scott
 Secretary: Rosemary Fowler-Sullivan
 Treasurer: -
 Council Representative: Susan Gheller
 General Members: Elise Magrath, Lindsey Baber, Isabel Scott, Annabel Marley,

Confirmation of a Quorum: There are **[10]** Members appointed to this Committee.
 Quorum numbers are met **yes**

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

1.2 Apologies

List Members that were unable to attend: Simon Bragg, Maree Twomey

1.3 Disclosure of Interests

There were **[no]** disclosures of Interest. **[Or list possible conflict of interests]**

1.4 Confirmation of previous meeting Minutes

The minutes of the last **Cootamundra Arts Centre Section 355 Committee** meeting dated **16 May 2019** are confirmed as true and correct.

(Moved: Rosemary Fowler-Sullivan, Seconded: Lindsey Baber)

1.5 Business Arising from previous Minutes:

- Sarah Last – tenancy in Rehearsal Space until end June
- Big Stuff – report from Leigh B

1.6 Correspondence in/out:

- Jenny Roberts – congratulations on her OAM award in Queen's Birthday Honours.
- Carissa – voluntary position description emailed
- Advise CGRC that Leigh Bowden has resigned from TACC s355 committee.
- Alison Patterson – request to hold dinner/concert on 20/9/19

1.7 Report from the Treasurer/CDO/PA/PM/VA/OC:

1.7.1 Report from Treasurer

<ul style="list-style-type: none"> • Twomey's IT Quote – Michael Magrath will do an audit, taking over from DMX. Jason at DMX to continue to do security & film committee work. <p><i>Treasurer's May & June reports presented to meeting. Copies attached.</i></p>	Committee voted to accept quote of approx. \$1242 for audit.
---	--

(Moved: Rosemary, Seconded: Annabel)

1.7.2 Report from Cultural Development Officer

<ul style="list-style-type: none"> • Staff - Advise Gwen & Lucy of tasks decided at the meetings for them to action. • Thank you letters for Big Stuff – profit approx. \$1258 inc GST • Shane Howard Trio – youth band, indigenous & community performance. Considering a small grant for funding of \$7.5k • Theatre & lighting - audit to be undertaken • Audit - Committee to undertake an audit on all equipment/books etc in TAC. Moved: Isabel, Seconded: Susan. 	<p>Secretary to email after meetings. Elise & Rosemary – names & contact details required.</p> <p>Isabel moved that Elise investigate & report. Seconded: Rosemary.</p>
---	---

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

<ul style="list-style-type: none"> • David Sharpe governance – 355 & Inc – discuss board positions EFY, skills-based board • Advocacy with Council – ongoing • Creative Pathways Panel – very successful with positive feedback. Young people expressed interest in animation, creative writing, short play writing. • Business Strategy – meeting voted to adopt • Staff liaison – requested courtesy with new staff that they be allowed to carry on their tasks. Please ask if they have time to meet if required. • Sarah Last Wired Lab – has moved into rehearsal space, TAC has provided electric heater for her use. • Kapooka Jazz Bank - 6/6/19 – wine tasting, pizza. Bar – Annabel. Ask volunteers to assist with pizza etc. • Coota Strings – 2-day workshop during holidays • Oddball Theatre – mask making & puppetry for kids • Hula Hooping – looking at after the holidays – • Movie 2040 – Annie Jacobs/Lucy Main have requested catering & bar for screening 17/7/19. • • • Gundagai Main St Consultation – 23/7/19 Elise & Julie will attend. 	<p>M: Elise S: Isabel</p> <p>Elise to advise Sarah that TAC Wi-Fi is not included in her contract. M: Elise S: Lindsey</p> <p>Bar: Annabel will do Catering: AWARE (to check) Costing not decided at meeting. Refer Maree. Suggest free movie ticket for volunteer bus driver.</p>
--	--

Copy attached. (Moved: Elise, Seconded: Rosemary)

1.7.3 Report for Performing Arts

<ul style="list-style-type: none"> • DCI – tech gurus under instructions. Michael Hoffman compiling run sheet for volunteer projectionists. • Movie volunteers – usher duties to be maintained, contracts for film companies being processed • August production – not going ahead, due to casting problems. • Youth Conference – schedule for 2020. Needs committee support. 	
---	--

Copy attached. (Moved: Isabel, Seconded: Elise)

1.7.4 Report for Project Management

<ul style="list-style-type: none"> • Speaker System – needs upgrading in theatre when funding of \$9k is available. FRRR is source currently available. • SCC Grant - \$10k withdrawal from grant, suggests the project has begun. • Plans for Rehearsal & Online Learning – Graham Nixon, invoice paid for from profits of event catered for earlier in the year. • Big Stuff – catering costs were up on predictions, local produce sourced has had good spin off. Excellent produce. Thank you to Fran, Kim, Trish, Judy, Alec, Rae, Maree & Rosie for assistance in the kitchen, thanks also to Simon & Cathy for the olives. 	<p>Letter written to CGRC Project Managers – no reply at this stage. Thank you letter to be sent to Graham Nixon. Congratulations to Leigh B, on a successful event.</p>
---	--

Copy attached. Moved: Isabel, Seconded: Lindsey.

1.7.5 Report from Visual Arts

Dabble Day – Landscape Design with Dotti LaSage great success, 16 participants.

Jenni Forster – Pastel Course a lot of good work generated.

Prick & Stitch – to be held on 6/7/19

Exhibition - posters & entry forms finished, printed & distributed.

Solar Plate Etching & Turkish Tile Painting – upcoming workshops

Copy Attached. Moved: Annabel, Seconded: Elise

1.7.6 Report from Office Coordinator - NIL

1.8 General Business (List Agenda Items)

- 1) **Big Stuff** – Leigh B emailed her report on the event which has been forwarded to all committee members. Thank you to all volunteers who helped with the event including music, decorations, design flyers /posters, distribution of posters & invitations, wines & beer sales, cleaning & setting up, donations of goods, the food & menu, office staff who assisted & anyone else who was involved in any way. Items purchased for the event but remain the property of TAC include fairy lights, table numbers & stands, serviettes, cutlery, water glasses & wine. Many thanks to Eamon Flack for attending & being such a popular speaker.

Action: Congratulations to all involved. A great showcase of our wonderful Arts Centre. Thank you letters to be sent to all involved.

- 2) **Rural Event** – Isabel & Gwen are planning an event with Guest Speakers, using Local Unlimited food

Action: Isabel will inform progress of this event.

- 3) **Cootamundra Show** – Gwen has requested that TAC run bar/cater at the show, operating the bar & serving food. Leigh S is awaiting the bar licence transfer. Volunteers will be required.

Action: More information re planning next meeting.

- 4) **Alison Patterson** – request a dinner/concert evening performance of her musicians on 20 September, including a meal, to be a fundraiser for TACC.

Action: Committee agreed to go ahead. Isabel will cater, volunteers needed. Bar open.

1.9 Date and Time of Next Meeting – AGM 18 July 2019, 6.00PM

1.10 Time Meeting Closed – 8.10PM



COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

ABN: 46 211 642 339

PO Box 420, Cootamundra NSW 2590

Phone: 1300 459 689

Email: mail@cgrc.nsw.gov.au

www.cgrc.nsw.gov.au



COOTAMUNDRA CREATIVE ARTS and CULTURAL CENTRE

355 Committee

TREASURER'S REPORT

12-Jun-19

SOUTH WEST SLOPES CREDIT UNION

ITEM		GENERAL A/C 400138690
Statement Balance @ 31/5/2019		\$ 15,951.71
Less:		
Outstanding cheques	0	
RECONCILED BALANCE AS AT 31/5/2019		<u>\$ 15,951.71</u>
Less:		
ACCOUNTS PAID - 1/6/19 to 19/6/19		
Reimburse A Marley - paint for Big Stuff	83.80	
Atlas	29.70	
CGSC rent	200.00	
Its Secure	45.00	
Coota Design - Graham Nixon	725.00	
Cootamundra Newsagency	67.90	
Amalgamated Movies - Storm Boy	330.00	
Roadshow - Lean on Pete, How to Train your dragon	511.50	
Trns to CCA Inc for wages	5000.00	
CGSC reimburse Electricity 12 Dec - 12 Mar 2019	2089.88	
Reimburse I Scott - kitchenware BS	86.00	
Elouera - laundry	34.00	
Roadshow - Green Book	349.14	
Reimburse J Cowell - Moview POMS	42.90	
Float - Bar B S	400.00	
Telstra	148.82	
Reimburse L Baber - accomodation & tickets BS	220.00	
Reimburse I Scott - catering BS	1048.79	
Reimburse L Bowden - BS	78.93	
Reimburse M Twomey - catering BS	21.43	
Reimburse R Webber - catering BS	42.08	
	\$ 11,554.87	
Plus:		
Money Banked 1/6/19 to 19/6/19		
Movie - Green Book	864.00	
Donations	119.00	
Big Stuff tickets	1730.00	
The Wired Lab rent	220.00	
Calligraphy	280.00	
Bar Takings - Big Stuff	150.00	
Float - reimburse	400.00	
Hire	154.00	
	\$ 3,917.00	
FUNDS		<u>\$ 8,313.84</u>
Less: Funds Held in Trust		
Gen Jereb Seminar in Trust	\$ 13,936.53	
Less: E Magrath - conference expenses	-\$ 947.00	
Subsidise T Taylor wages x 26 weeks	-\$ 1,675.29	
Donations towards Murmuration/Ripple Effect	-\$ 2,000.00	
Hugh Clark - Inv TACC 1 & 2 - Arts Centre Film	-\$ 5,000.00	
Donation towards Fulcrum Project (RCF Grant)	-\$ 1,000.00	
Capitalise Education - Quote 1	-\$ 1,030.00	
	\$ 2,284.24	
Funds available for General Operations		<u>\$ 6,029.60</u>

Elise Magrath

Cultural Development Officer's Report

The Arts Centre Cootamundra

18th June 2019

ACTIVITY

- 16.5.19 TACC Harvest Acquittal (part 1)
- 17.5.19 Storm Boy CPS Screening
- 19 - 21.5.19 Elise in Melbourne - Innovations Panel CIC conference (1000 pax)
- 20 - 24.5.19 David Sharpe Governance project
- 23.5.19 Creative pathways panel - youth
- 24.5.19 Meeting Sharon Langman & Grace Foulds (CGRC planning)
- 24.5.19 Elise ERA Advisory Panel meeting - Platform Project
- 29.5.19 Elise & Miriam Crane CGRC - Skype with David Sharpe Governance refresh
- 30.5.19 Request letters of advocacy support for TACC
- 4.6.19 Meeting Abb McAlister & Penny Nicholson re: CGRC funding & Activity
- 11.6.19 Elise & Gwen presented at CGRC Gundagai workshop - TACC advocacy
- 12.6.19 Old TAFE site concept briefing with Steph Cooke, councillors, mayor
- 18.6.19 David Sharpe strategy advice phonecall
- 18.6.19 Elise / Create NSW phone report on RCF grant progress

SOCIAL MEDIA - INSTAGRAM followers @ 18.6.19 = 316 (up from 306 in May)

PROJECTS

TACC Fulcrum Project

Creative Pathways Panel 23 May - very successful time with positive feedback. Young people indicated they wanted access to more animation, creative writing, short play writing and ceramics activities in holidays or Saturdays. Scott Howie will take some CSU animation students to visit Gundagai High School. We will aim to assist with a bus to take Cootamundra high school kids across.

David Sharpe

Governance

- workshop and individual sessions went well 20-24 May
- report - for feedback and comment
- David has provided Invoice one
- Position description sent to Carissa (circulated)
- Suggestions - Maree, Isabel, Elise & Susan on skills based Inc
- 355 committee - Leigh S, Rosie, Lindsey, Annabel as suggestions - this will be framed as a suggestion to CGRC. the decision about 355 appointments rests with them
- This leaves new Inc board to bring on 3 skills based appointments over coming months

Business Strategy - discussion, tabling and adoption required. Printed copies to be available for AGM

- Amending programming oversight mechanism. Responsive to feedback and board consultation but not a fixed advisory panel.

Board position descriptions to be drafted and circulated for endorsement.

Possible Vice Chair CCAinc? Would need to be the Chair of 355 too (after CGRC OK)

ADMIN

TACC Harvest acquittal due 30 June - planned final acquittal session with SVV next week

TACC funding advocacy ongoing regarding CGRC annual 50K contribution.

Staff liaison - encouraging all volunteers and staff to think about TACC as a workplace as well as a community space. If you need to find time to speak with a staff member, please check in they have time to meet. Conscious that staff hours are very limited

Film Group - initial meeting to outline new distributor contracts required

Once new CCAinc board in place - new board structure to be advised

AGM Thursday 18th July

- Notice in paper Friday. Mailchimp invitation to general members & Councillors
- Steph Cooke & Create NSW invited /notified (Steph an apology)
- Nibbles & drinks?
- Hard copies of reports to be printed

Sarah Last - now located in Rehearsal space office with signed letter in place. Need to discuss WiFi usage which was not part of arrangement

Giving Tuesday - Dec 3 2019 - a new board goal for philanthropic target. Check out the worldwide philanthropy day including toolkit. <https://www.givingtuesday.org.au/>

Kapooka Jazz - Friday 6 Sept - 5-9pm jazz, wine tasting, pizza (volunteers needed) Free community event for music, but food and drinks for purchase. Coe & Co wine tasting likely

Shane Howard Trio (of Goanna & "Solid Rock" fame) - I have been liaising with Teresa O'Brien (wife) who books gigs. Talented musicians very interested in immersive visit to Coota. Youth bands, Indigenous project and community performance part of a 2-3 day visit to Coota. Working holistically about building an engagement that works for our community. 7.5K ballpark for artists fees but this is total across schools & band visits as well. Considering a small grant to offset artist fees - CASP?

Holiday workshops

Oddball theatre - mask making and puppetry for kids

Coota Strings - 2 day string workshop for the orchestra members

Hula hooping (Kiri Pedersen) - looking at after the holidays dependant on cost and availability

PERFORMING ARTS REPORT June 2019

- DCI is in for Film delivery. Our crew of Technical gurus is being led by the keen Michael Hoffman - "the Hoff". Michael is compiling a run sheet for Volunteer Projectionists.
- I would like to remind all Committee who are undertaking helping on Film screening events that an usher MUST remain near the door to make sure patrons who need to "go" during a film can do so without being locked out or move around the space safely.
- I would also remind ushers (or fee collectors) to turn on the lights to and from the toilet/ It is our duty of care that demands we cover this important OH&S issue especially during winter months when it is dark outside.
- Contracts are being processed now with Companies for film delivery. Maree as usual is the "public officer" signing off on the contracts. Thank you Maree
- The Production in August looks to be a fizzler as I have had casting problems. I nearly nailed it but had a cast option drop out yesterday.
- Well done Leigh B. Eamon Flack event was a great success. CONGRATULATIONS!
- Thank you all Committee who helped with the catering - Maree and Rae plus the girls in the main Kitchen. Thank you and well done.
- I have had no success casting the Play "Its My Party" - sadly I will have to cancel this production and begin again next year.
- I will now move forward with the Creative Writing Program.
- I would like to put forward a proposal for a YOUTH CONFERENCE to be scheduled for 2020. We need to begin this process as soon as possible alerting Schools of this project for Youth engagement = A "YOUTH HAVE A SAY". I would like a vote on this so that I am assured Committee supports this initiative.
- I would like to recommend we speak with a Youth leader Rhys Derrick who spoke at the CTAC Meeting. I think it important we follow up on youth issues and listen. I believe TACC is the only organization that has the VISON to put some good ideas in place for YOUTH engagement.

PROJECT MANAGEMENT

- We need to upgrade the "speaker system" in the theatre when we can find funding. A new set will cost around \$9000. I will look for funding - FRRR is the source currently open.
- To fill the gap between old and new speakers in use we need to buy one REAR speaker to complete the surround sound. This speaker needs to be up high at the back new the screen. Michael VB suggests we buy a Yamaha with the funds we have left. The problem - this speaker does not have "fly" attachments built in. The correct speaker with compliant "fly attachments" would be around \$2,500 on top of the

funds we have left over from installation. - I will attempt to look for small funding source.

- On reading the Council Budgets for next year I discovered a \$10,000 withdrawal from the SCC Grant for the Rehearsal and on line learning space. This suggest the project has begun. To my knowledge the Project has not started as Council catches up with TACC Compliance issues. **I have written to CGRC Project Managers about the issue but have received no reply.**
- We now have the plans for the SCC Grant for Rehearsal and On Line Learning space (Meeting Room) upgrades. Graham Nixon has done a thorough job as usual and been very generous with his account. To pay this invoice I catered for an event at the beginning of the year to pay this bill. **Please can we send Graham a thank you letter for a job well done and his contribution.**
- Leigh and I have completed the new Office for Wired Lab. **Please can a thank you letter be sent to Carpet Court with 4 tickets to the movies for their donation of the carpet.**
- **CATERING: BIG STUFF.** Unfortunately catering for this event did not make as much money as I would have liked. We need to be very strict with cut off dates for catering to give the caterer time to buy more or scale back their supplies without penalty. Unfortunately I had to buy more DUCK than we actually used plus make extra "stuff" for the different courses. This is not only costing the gig but it also is TIME!! I put a value on my time so found having to cater for extras which did not eventuate very frustrating. **An early cut off CUT OFF for catering numbers is mandatory.**
- **There has been some good spin off results:**
 - ✚ **Outback Bakery have had to increase their production of sourdough since saturday night's Big Stuff**
 - ✚ **PEPES DUCKS are now sold through Coota Butchery**
 - ✚ I thank the following suppliers who donated product: Wobbly Downs Olive Oils,
 - ✚ Unfortunately Muddy Pig operation has been suspended we thank Ali Betts for her contribution to our events.
 - ✚ Coota Butchery has a new local Pork supplier so -please buy your bacon from there to keep "IT LOCAL"
 - ✚ Ann Steinke once again stepped up with free Olive Oils.
 - ✚ Ann Chamberlin and her husband now have a name for their local honey product.
 - ✚ Coota Kelso Lamb was a great hit for the night and we thank David Alexander for his creative enterprise product.

THANK YOU: Rosie, Fran, Kim, Trish, Judy, Alec, Rae and Maree for all your help in the kitchens on Saturday night. It all worked very efficiently. WELL DONE GANG!! BUT I WILL NEVER DO DUCK AGAIN TOO MUCH WORK PRE DINNER. THANK YOU SIMON AND CATHY FOR THE OLIVES

Visual Arts Coordinator Report June 2019

1. The June dabble day of Landscape by Design with Dotti LaSage was a great success with 16 participants, many first timers. I send the details out to the various art groups and this one must have been sent on by the Young Art Society Secretary. Jenny Neale is running our next one, Prick and Stitch, Thursday 6th July.
2. The two day pastel course by Jennie Forster on May 18th 19th was terrific with 6 very keen participants. A lot of good work was generated and we should see these in the exhibition. Three new participants, one a newcomer to Coota and two Sydney siders.
3. Meeting for the exhibition will be Tuesday 4th July, 10.30. The posters and entry forms have been finished, printed and sent out.
4. Upcoming workshops are Solar Plate Etching and Turkish Tile Painting.

Cheerio,

Annabel



COOTAMUNDRA-
GUNDAGAI REGIONAL
COUNCIL



Minutes

THE ARTS CENTRE COOTAMUNDRA
SECTION 355 COMMITTEE

ANNUAL GENERAL MEETING

THE ARTS CENTRE COOTAMUNDRA,
18 WALLEDOON STREET, COOTAMUNDRA

6PM, THURSDAY 18 JULY 2019



Minutes

1 MINUTES	2
1.1 Attendance	2
1.2 Apologies.....	2
1.3 Confirmation of previous AGM meeting Minutes	2
1.4 Presentation of Annual Reports.....	2-3
1.5 Acceptance of nominations:	3
1.6 Date and Time of next meeting (if known).....	4
1.7 Time Meeting Closed	4
1.8 Annex 1-6 Annual Reports:	4

1 MINUTES

1.1 Attendance and Confirmation of Quorum

Present: President/Chairperson: Simon Bragg
Secretary: Rosemary Fowler-Sullivan
Treasurer: Maree Twomey -
Council Representative: Susan Gheller
Committee Members: Isabel Scott, Leigh Scott, Elise Magrath, Rae Webber,
Other Attendees: Carissa Campbell, Leigh Bowden, Cathy Bragg

1.2 Apologies

Committee Members that were unable to attend:

Lindsey Baber, Annabel Marley

Other apologies: Andy Baber, Maurice & Nancye Hicks, Penny Nicholson, Abb McAlister, Julie Cowell

1.3 Confirmation of previous Annual General Meeting Minutes

The minutes of the last **Cootamundra Arts Centre Section 355 Committee** meeting dated **26 July 2018** are confirmed as true and correct.

(Moved: Leigh Scott, Seconded: Maree Twomey)

1.4 Reading of Annual Reports:

1.4.1 Chairperson

Simon acknowledged the Committee who have helped the TACC to develop into a professional organisation and encouraged the community to visit and appreciate what the centre has to offer the community. The incredible effort put into grant applications, secretarial and financial, the workshops in the art studios and the general maintenance and running of all to keep TACC running. The future activities and strategic plan for student participation is looking good. "Local Unlimited" has been an excellent showcase of local produce which has been included in dinners which have included guest speakers such as Louise Herrin, Sophie Hansen and Eamon Flack have been incredibly successful. Financial assistance from the Cootamundra Gundagai Regional Council has supported the completion of the Business Plan and budgeting for the future to assist in paying wages for the staff.

(Simon's full report is attached)

1.4.2 Treasurer

Maree presented the Profit and Loss and Balance Sheet for The Arts Centre for the financial year ending June 2019.

(Maree's full report is attached)

1.4.3 Cultural Development Officer

Elise thanked all the volunteers, staff and committee for their hard work in 2018-19, in securing a sustainable and vibrant future for our community centre. She thanked Simon Bragg for his thoughtful and strategic leadership which has been characterised by strengthening our relationships in the community. Elise thanked our strategic partners, CGRC, who contributed \$50,000 last financial year. This investment was spent on leveraging \$30,000 against a Regional Cultural Fund Grant – TACC Fulcrum Project, the remaining \$20,000 was used towards covering our operational expenses – keeping the doors open to our community.

The NSW Government Regional Cultural Fund has proudly provided funding for our Fulcrum Project. This project focuses on three strands – Business Strategy, Governance Review and Volunteer Project. Two

reports of consultant, David Sharpe, has provided definition of our two legal entities CCAInc and CCACC, to define their roles and responsibilities.

Programming highlights of the year include Murmuration, Matriark, Coder Academy, many well attended movies, Cabaret nights – Grigoryan brothers, Education and Schools – Creative Pathways Panel for High School Students. Gurrumul indigenous film, teacher and professional development training sessions in drama, dance, coding and theatre skills, school incursions for students, Visual Arts – spinning, printing, calligraphy, ceramics, painting. Community usage – ballet, drama, music.

(Elise's full report attached)

1.4.4 Performing Arts

The Ripple Effect Project with Sydney based Murmuration culminating in a performance in the Tin Shed Theatre.

"Return to the River" with Angela French using contemporary dance techniques to tell her story of living on the Murrumbidgee and leaving to pursue a career in dance and her return.

Matriark Theatre Group with "Secret World".

Local presentation of 2 one act plays.

MADD has hosted several musicians – thank you to Lindsey and Andy Baber for their crowd funding to support these events.

Miss Em's group performed a major production with huge success.

Miss Chris's Ballet Concerts continue to be wonderful performances.

Movies have moved one step forward with the installation of DCI projection system to allow first release movies to be screened.

(Isabel's full report is attached)

1.4.5 Project Management and Works

Several areas of planning have been put on hold for the present due to compliance audits and the Fit For The Future plans for the Arts Precinct. Meetings with CGRC planners have been enlightening and positive.

The Access Ramp from the Theatre to the laneway has again been denied by the Traffic Committee. The Rehearsal space and Online Learning space has been held up due to the compliance audit.

Regular maintenance work has been carried out as required – thank you to Leigh Scott, Andy Baber and Stuart Macky for all their behind the scenes work that keeps everything running smoothly.

1.4.6 Movies Report

Julie Cowell emailed a comprehensive report as to the current situation with the successful installation of the DCI equipment. Availabilities of movies from distributors for Digital Cinema Packages have been successful with some companies, but with others still ongoing. Projectionist training is underway and rosters for projectionists and ushers. The movie committee has been working hard to obtain contracts, obtain trusted couriers to deliver films on time.

(Julie's full report attached)

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

- **Chairperson:** Isabel Scott nominated by Maree Twomey, seconded by Susan Gheller, elected unopposed.
- **Vice Chairperson:** TBA
- **Treasurer:** Maree Twomey nominated by Simon Bragg, seconded by Susan Gheller, elected unopposed.
- **Secretary/Minutes Secretary:** Rosemary Fowler-Sullivan nominated by Maree Twomey, seconded by Isabel Scott, elected unopposed.
- **Performing Arts:** TBA

- **Project Manager:** Isabel Scott nominated by Maree Twomey, seconded by Simon Bragg, elected unopposed.
- **Works Manager:** Leigh Scott nominated by Elise Magrath, seconded by Maree Twomey, elected unopposed.
- **Visual Arts:** TBA
- **General committee:** Annabel Marley, Lindsey Baber, Rae Webber, Leigh Bowden (Council Representative)

1.6 Date and Time of Next Meeting – TBA

1.7 Time Meeting Closed – 6.45 PM

1.8 Annex 1: Chairperson's Report

Annex 2: Treasurer's Report

Annex 3: Cultural Development Officer Report

Annex 4: Performing Arts Report

Annex 5: Project Management and Works Report

Annex 6: Movie Report



COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

ABN: 46 211 642 339

PO Box 420, Cootamundra NSW 2590

Phone: 1300 459 689

Email: mail@cgrc.nsw.gov.au

www.cgrc.nsw.gov.au



TACC AGM 18TH JULY, 2019

When Isabel asked me if I might take on the Chairmanship of TACC I thought to myself "careful here, you don't know anything about the Arts and what you may be getting yourself into". It has been a wonderful surprise and enjoyment for me as I think in life you never stop learning and I have learnt a lot of things that I had not appreciated before, and about the dedication and enthusiasm of people who are passionate about the Arts.

I have not always been able to be present at every meeting but the show rolled on, thanks to a fantastic group on the Committee who are helping to develop TACC into a more professional organization with Budgeting and Business Plans in place. I step down knowing that with a more professional Chair who has a much better understanding of the Arts, and a dedicated group on the Committee, the future is very bright.

As to the "engine room", it runs on very minimal fuel and very little maintenance but achieves wonderful results. In other words the pay is terrible for the hours out in writing grant applications, secretarial work, and publicity. You have to be very dedicated to TACC to do this.

I encourage ratepayers to visit TACC and have a look around and you may surprise yourself as to what is available to participate in. Theatre, dabbling in various forms of art with Annabel, pottery, calligraphy, chair making, movies, musicals and entertainment thanks to Andy and Lindsey and their MADD funding enterprise. There are any number of activities.

I think education is going to play a huge part in the future of TACC. With a strategic plan in place I see this as very much a focus for the future. With local schools participating already, the future is looking good.

I must mention the theme of "Local Unlimited" as a fantastic showcase of local produce that has become a signature part of dinners and catering when we have guest speakers such as Louise Herron, Sophie Hansen and Eamon Flack. Grown locally, prepared on site and with a name like that, it has a huge future. Isabel and her team do a superb jobjust don't mention duck to Isabel again too soon!!!

I think in any organisation, the numbers person is the most important. Maree is fantastic at keeping the figures as they should be and forewarning of any headwinds. Maree with Elise was instrumental in getting a Budget and Business Plan in place and TACC looking good into the future.

The financial support from Cootamundra Gundagai Regional Council has again been very much appreciated. The payment from Council has helped to complete the development of the Business Plan and budgeting for the future and to help paying wages for the staff.

And to finalise my report , how good was it, the Belvoir Theatre and Eamon Flack starring at the Helpmann awards this week. Eamon was a most impressive guest at TACC in June, and spoke about the Belvoir and productions he helped produce and what they intend to do in the future.

Great Stuff...Big Stuff.

Treasurer's Reports

AGM 18 July 2019

CCA Inc

Receipts/Income for the Financial Year 2018-19 was \$105,872.61 an increase of approximately \$50,000. This was due to Council's subsidy of \$50,000, \$20,000 of which went towards operational expenses and \$30,000 to leverage against the Regional Cultural Fund grant of \$60,000 which will be acquitted at the end of June 2020.

\$41,500 of CCACC (355 committee of council) income subsidised wages as compared to \$8,000 the year before.

The main payment/expense was for wages of \$71,042.11 an approximate increase of \$15,000. Overall there was profit of \$23,590.59

I would like to thank Twomeys for providing their professional services at a very generous community discount.

CCACC – 355 Committee of Council

Receipts/Income for the Financial Year 2018-2019 was \$67,863.43 approximately \$6,000 less than the financial year before.

Film profit though was approximately \$8,300 as compared to last financial year of \$6,000

Overall hire of the centre was approximately \$4,500 less than last year and performance and workshop fees were also down on the year before.

This year we made a loss of \$17,806.98 mainly due to \$41,500 of income transferred to CCA Inc to subsidise wages.

Created: 18/07/2019 5:42 PM

CootamundraCreativeArts&CulturalCentre

The Arts Centre Cootamundra (TACC)
333 Committee of Council
18-20 Wallendoon St
Cootamundra 2590

Profit & Loss Statement

July 2018 To June 2019

ABN: 46 211 642 339

Email: info@theartscentrecootamundra.org.au

Income	
Administration Fees	\$1,583.18
Art Supplies	\$219.99
Bar Sales	\$2,776.62
Catering	\$3,828.18
Donations	\$1,458.60
Film	\$15,681.52
General Fundraising	\$5,857.57
Hire of Premises	\$16,251.36
Interest Received	\$23.36
Refundable Bond	-\$300.00
Performances	\$5,604.56
Rent Received	\$6,440.00
Raffle	\$558.18
Workshops	\$4,804.53
Hire of Equipment	\$250.00
Stock Income	\$174.09
Sundry Income	\$2,651.69
Total Income	\$67,863.43
Total Cost Of Sales	\$0.00
Gross Profit	\$67,863.43
Expenses	
Merchandise	\$75.00
Advertising & Marketing	\$4,121.39
Art Supplies	\$490.00
Bathroom Supplies	\$324.42
Building Repairs and Maintenance	\$535.44
Repairs to Plant and Equip	\$1,032.79
Catering Purchase	\$2,595.66
Bar stock	\$1,559.89
Council Fees	\$2,000.02
CCA Inc - wages	\$41,500.00
Kitchen replacement	\$283.01
Cleaning Expenses	\$63.04
Film Hire	\$7,367.69
Freight	\$20.00
Electricity Expenses	\$4,366.94
Teaching fees	\$1,700.00
IT Support	\$1,944.50
Professional Services	\$725.00
Insurance	\$53.64
Gas Expenses	\$533.33
Licences	\$1,146.66
Performance fees	\$7,565.95
General Fundraising	\$757.70
General Repairs & Maintenance	\$152.23
Sundry Expenses	\$983.98
Printing and Stationery	\$969.83
IT - Website	\$192.00
Security	\$378.93
Telephone Expenses	\$1,506.37

This report includes Year-End Adjustments.

Page 1 of 2

Created: 18/07/2019 5:42 PM

CootamundraCreativeArts&CulturalCentre

The Arts Centre Cootamundra (TACC)
355 Committee of Council
18-20 Wallerston St
Cootamundra 2590

Profit & Loss Statement

July 2018 To June 2019

ABN: 46 211 642 339

Email: info@theartscentrecootamundra.org.au

Postage		\$218.18
Payroll Expenses		
Staff Training Expenses	\$268.18	
Travel & Accom. Expenses	\$338.64	
Total Payroll Expenses		\$606.82
Total Expenses		\$85,770.41
Operating Profit		-\$17,906.98
Total Other Income		\$0.00
Total Other Expenses		\$0.00
Net Profit/(Loss)		-\$17,906.98

This report includes Year-End Adjustments.

Page 2 of 2

Created: 18/07/2019 7:47 AM

Cootamundra Creative Arts & Cultural Centre

The Arts Centre Cootamundra (TACC)
 355 Committee of Ground
 18-20 Wallendoon St
 Cootamundra 2590

Balance Sheet

As of June 2019

ABN: 46 211 642 339

Email: info@theartscentrecootamundra.org.au

Assets			
Current Assets			
Bank Accounts			
SWSCU A/c 400138690	\$10,717.34		
Petty Cash/Cash On Hand	\$100.00		
Float	\$150.00		
Total Bank Accounts		\$10,967.34	
Other Current Assets			
Trade Debtors	\$7,894.50		
Total Other Current Assets		\$7,894.50	
Total Current Assets			\$18,861.84
Non-Current Assets			
Furniture			
Furniture At Cost	\$24,855.20		
Total Furniture		\$24,855.20	
Office Equipment			
Office Equipment At Cost	\$2,059.37		
Total Office Equipment		\$2,059.37	
Computers			
Computers At Cost	\$1,590.00		
Total Computers		\$1,590.00	
Total Non-Current Assets			\$28,504.57
Bulding Improvements			\$144,313.27
Plant & Equipment			\$54,681.74
Total Assets			\$246,361.42
Liabilities			
Current Liabilities			
GST Liabilities			
GST Collected	\$6,879.84		
GST Paid	\$4,127.94		
Total GST Liabilities		\$2,751.90	
Other Current Liabilities			
Trade Creditors	\$3,562.55		
Glass Equip - Cost recoverable	\$2,450.91		
Agent Account- Gen Jereb Trus	\$2,284.24		
Total Other Current Liabilities		\$8,297.70	
Total Current Liabilities			\$11,049.60
Total Liabilities			\$11,049.60
Net Assets			\$235,311.82
Equity			
Retained Earnings		\$253,118.80	
Current Year Earnings		-\$17,806.98	
Total Equity			\$235,311.82

This report includes Year-End Adjustments.

Page 1 of 1



CULTURAL DEVELOPMENT OFFICER - Elise Magrath
AGM Report, 18 July 2019

2018-2019 Highlights

Thank you to all the volunteers, staff and committee for their hard work in 2018 - 2019 in securing a sustainable and vibrant future for our community centre. A particular mention and thanks to our and outgoing Chair, Simon Bragg for his thoughtful and strategic leadership which has been characterised by strengthening our relationships in community. His values based leadership has set a high bar and we hope his association with TACC continues into the future. It has been a pleasure to work with you Simon and we thank you for your kindness and friendship and for being a keen advocate for TACC.

Partnerships

We would like to thank our strategic partners

- CGRC contributed \$50,000 last financial year. This investment was spent on leveraging \$30,000 against a Regional Cultural Fund Grant - TACC Fulcrum Project. The remaining \$20,000 was used towards covering our operational expenses - keeping our doors open to our community. We are strengthening our relationship with CGRC and demonstrating how we are assisting council meet its cultural development obligations as part of their own Community Strategic Plan and also the NSW government Cultural Infrastructure Plan 2025+. All Local Government areas need to show how they are assisting the NSW Government reach their increased targets. TACC is doing this work on behalf of our community and CGRC.
- Create NSW - I would like to formally acknowledge tonight that the NSW Government - Regional Cultural Fund has proudly provided funding for our Fulcrum Project. - \$60,000. This project focuses on 3 strands - Business Strategy, Governance Review and Volunteer Project. This has allowed us to work on the future strategy of building a sustainable business plan into the future. Our work with David Sharpe, consultant can be read in the 2 reports we are launching tonight. It has enabled us to examine our 2 legal entities CCAinc and CCACC and define their roles and responsibilities. Stage 1 of the refreshed Cootamundra Creative Arts Inc board is that it is moving to a skills based board. We are delighted to announce our incoming Chair will be Carissa Campbell who has many years experience managing the Civic Theatre in Wagga. The new board will be strategic in its work of focusing the direction of the organisation so that it continues to engage with community and strengthen its programming and relationships, but with a view to securing a more solid financial base.

- Our other partners include Regional Arts NSW, Eastern Riverina Arts and our creative partners - Murmuration Arts, Matriark Theatre, Coder Academy, Cootamundra Strings, Local schools and creative practitioners

Programming highlights

Murmuration & TACC (Funded project 75k from us / total value 238K)

- Ripple Effect Youth Arts Initiative completed
- Angela French - our first regional Artist in residence with workshop, arts & education opportunities and performances

Matriark/ TACC / Coder Academy (brokered by TACC, but the team have secured their own funding for our community activities) 100K

- school incursions for skill building workshops in theatre, puppetry, mask making and coding for students and teachers
- April 2019 Secret World exhibition at TACC
- this year the youth ensemble will lead a creative event 11 / 12 October

Films growing a regular attendees - with new film infrastructure just being installed and 2019-2020 will see new release films for the last year.

Education and School relationships have been strengthened

Creative Pathways Panel for High School Students

Gurrumul indigenous film screening for educators

Teacher professional development training sessions in drama, dance, coding and theatre skills.

School incursions for students

Cabaret nights - Grigoryan brothers

Visual Arts Studio is thriving - spinning, printing, calligraphy, ceramics, painting etc grow skills and friendships and provide a low cost access to facilities at \$8 per day. The richness of creativity is reflected in the Annual Visual Arts Exhibition in August

Community usage

- ballet schools, drama school, music teachers, Cootamundra Strings youth orchestra with an MOU to use TACC as a rehearsal space.
- Shared table dinners, Local Unlimited produce events, Eamon Flack dinner, Kapooka army band Beer Band and Bacon free event, community group events -
- Sheep Matters, Landcare and agricultural conferences



AGM ANNUAL REPORT - PERFORMING ARTS - JULY 2019

2019 has been a year of new adventures. The TACC CDO - Elise Magrath's ability to tap into some wonderful partnerships has led to some very fine performances from inception to performance level:

- The Ripple Effect Project with Sydney based Murmuration culminating in a performance in the Tin Shed Theatre.
- "Return to the River" with Angela French using contemporary dance techniques to tell her story of living on the Murrumbidgee, her leaving to pursue a career in dance and her return.
- Matriach Theatre Group with "Secret World"

On the home front I have produced and directed one major production

- The Tin Shed Theatre Group presented a production incorporating 2 one act plays over 5 performance dates.
- I auditioned for another which was to be held in August but due to casting problems for the play "Its My Party" this has been moved to early next year.
- I have tried to get Eric Steinke to take on some Creative Writing to Performance Projects and this is still been developed. I would like to thank and congratulate Eric for taking on the Directors and producers role for the one act plays when I was called away. He did a fantastic job.

MADD has hosted several musicians for some excellent nights. I thank Lindsay and Andy for their work on crowd funding to support fine entertainment into our Centre.

Miss Em's group of juniors performed a major production with huge success and DANCE 2590 and Miss Chris's Ballet Concerts continue to be very wonderful affairs.

BOLLYWOOD with Fiona Braybrooks is a great asset for innovative and entertaining performance. Thank you Fiona for using the TST.

The Theatre has been used for several Seminars and Conferences over the past 12 months. These are very lucrative money makers for the Centre especially when we cater.

Our Movies have moved one step forward with the installation of DCI projection system allowing first release movies to be screened. I thank Michael Van Baast, Jason Manwaring of DMX Technologies for their work in getting this system installed.

A big thank you now goes to

- Julie Cowel and her movie Committee.
- Michael Hoffman set up technology "guru" - his hours behind the scenes are greatly appreciated.
- Michael Magrath, Eric Steinke, Leigh Scott and all the others who are now in training as projectionists. THANK YOU BOYS!!

Due to the lack of time, energy and other commitments / family I have not done as well as I would have liked with organizing a vibrant and ongoing performing arts program. It needs someone who can research opportunities and deliver. This needs a part time staff member who can work with our volunteers pulling together good productive ideas and events.

The Theatre is working hard but can be worked even harder. The Rehearsal Space has helped and provided good support for performing arts education.- Miss Em's, Coota Strings etc. There is an opening for more Performing Arts activity and education.

Thank you Julie Cowell for all your great input and hard work organizing groups and Theatre usage. Now it's Gwen's job. Thank you both for your organizational skills, tact under stress and innovative energy It is much appreciated.

Thank you all for your support and I hope we can explore new opportunities that will delight and energise the Community.



PROJECT MANAGEMENT AND WORKS REPORT -

AGM July 2019

With amalgamation of the CGRC new compliance audits have been scheduled for all Council owner infrastructure. Currently the Arts Centre is undergoing its review as to compliance and this has held up works within the complex.

The second area of planning is the Arts Precinct and the Council Commissioned Project to draw up FIT FOR THE FUTURE Strategic Plans for this area of the town. The plans drawn up by Stephen Sykes and commissioned by the then GM Allen Dwyer appear to have been put aside for now. We have meetings with the CGRC Planners and these meeting have been enlightening and positive as all parties grapple with just how we move forward.

The application for Regional Cultural Infrastructure funding for the FIT FOR THE FUTURE PLANS did not get up for funding.

We have a new artist in residence occupying the old service station office and Leigh Scott has worked hard to clear the old kitchen for use by the tenant and our rehearsal space users

The ACCESS RAMP from the Theatre to the laneway has once again been denied by the Traffic Committee who will not reduce the Hovel Laneway to a one way access for cars and trucks. I thank Councillor Charlie Sheahan for his work behind the scenes on this matter. The emergency access remains a huge concern for users of the Theatre until this stalemate is solved. OH&S for CGRC COUNCIL and TACC remains on high alert over this matter.

The REHEARSAL and OnLine Learning (Conference) space has also been held up due to the compliance audit. I have requested a report on what is holding the Project up but have received no reply from Andrew Brock the CGRC Infrastructure Manager. I am assured the funding we received for this work will remain as we close in on the due date for final acquittal of the grant.

Leigh has kept up with any maintenance work that pops up. I thank Stuart, Andy, Lindsay for all the behind the scenes work they do to make sure events run smoothly.

Currently Planning is at a stalemate as we grapple with works not under our control. I will be applying for a SCC Grant for the Visual Arts and Amenity Upgrade but it is difficult when I do not know which plans I should be following for TACC development.

The DCI upgrade equipment is in but we have a few finishing off problems which I am trying to get done. Maxine Imrie has kept a good track of where the Project is up to and I thank her for her work. It is difficult when the Project is around TACC programming and as TACC Project manager for infrastructure I am wedged in the middle trying to access what has been done and what is in the contract.

Thank you all for your support and energy during the past 12 months. Simon I will miss you but LOCAL UNLIMITED will continue with Gwen on board.

Regards

isable Scott

Movies Report for AGM Thursday 18 JulyApologies from Julie as I will be at work

Thank you to Isabel and Leigh and to Miriam and CGRC for the application and successful installation of the Digital Cinema Initiatives equipment to the theatre bio box so that new release films can be screened.

The first note of the new system is: big thanks to Michael Hoffman (Hoff) who has thrown himself into not only the technical side of ingesting and screening films, but also into researching by speaking with other theatre managers and helping with the nitty gritty of setting up film contracts with film distributors.

The second is: Nothing is ever as simple as you think it's going to be!

We still have our film availabilities with the DVD distributors Roadshow, Umbrella, and Amalgamated, but for the Digital Cinema Packages (DCP), we need to have relationships with Deluxe (who create the DCPs) and with other film distributors who will give us permission (or not) to screen films. Presently we have been successful getting access to:

Madman

Universal

Disney

And have also applied to Sony

Due to movie screening weeks with the new films that run Thursday to Wednesday, we have presently changed our movie screening dates to Friday (7pm), Sunday (5pm) & Wednesday (10:30am), but will look at a changed schedule that may have each film screening over a fortnight with some overlap at times, no more than two movies screening concurrently.

The biggest issue that we have come up against is the distributors do not care about us! (To quote the other theatre managers "you are not important") Distributors do not send terms and conditions or state their expectations so we will need to be making requests for films over a time frame and with the right number of screenings without actually knowing what the distributor will think is reasonable. I fear it will be a little trial and error, but we do have some good back up with Kristen and Adam from Mt Vic Flicks and from Matt from Southern Cross Cinema at Young. We very much appreciate their willingness to help guide us and to answer any future questions we might have. We are very lucky in this respect.

The movie committee is made up of Jason Manning (DMX tech), Michael Hoffman, Kylie Bowditch, Elise as TACC liaison and myself. We hope to be able to meet once a month to decide and book movies and make any other decisions that are required by the CCACC and CCA Inc board.

Michael Hoffman and Jason have been training projectists and Hoff has been sitting in with each person as they screen their first time with the new equipment. Michael Magrath, Jason and Hoff are all able to 'ingest' the new films and will set up the play list for the projectionists for each film.

Thank you Michael for setting up a static screen shot with the Tin Shed Theatre logo to be on the screen at the start of each film.

Advertising

Research is being done through the other theatres regarding advertising, but the movie group is thinking that we would prefer to advertise local businesses directly, not using a national ad company as bigger theatres do. Businesses will provide a business card or static screen with talk over, or a short 15 - 30 second video to advertise with costs varying on length and number of weeks or months they are to be shown.

Once these ads are ingested, they can stay on the server and be rotated or rescreened as the businesses see fit. Hopefully another income stream for TACC

A few other issues with the DCPs, as noted to us from the other theatres are:

*DCP arrival and the need to get our own trusted courier. Sometimes DCPs do not arrive in a timely fashion and movie managers need to go to pick them up.

*Distributors can sometimes change the contract for particular films, so each needs to be negotiated separately

*Our contracts are for 'sub-run' films, so we will be looking at new films in the fifth week of their release at the earliest, but over time, we may be able to negotiate some films earlier. Note that earlier films have a higher percentage cost per patron
 *Records of patrons will need to be more accurate and include complimentary tickets (TACC and movie volunteers who do not pay to see a film will need to be reported)
 * Advertising will need to be chased and invoiced in an up to date fashion
 * Some local theatres use a booking agent to reduce the time required to deal with distributors. Our number of films will probably not warrant that and the cost per month would be around \$400 at least.

- All of these points illustrate that the DCP films will be a lot more time consuming than the DVDs, but should create a higher revenue for TACC especially once we have some relationships with the distributors

A big thank you to the projectionist and ushers who have stayed on or signed up to the new tech, we hope that soon it will be as easy as the DVD system seemed. Thank you to Lindsey who has been doing projectionist rosters up to this time and may be relieved of that task soon.

2040 is our first DCP film screening on 17 July, followed by Sink or Swim at the end of July. Poms in August will be a DVD, then we should move on to mostly DCP for the rest of the year. We are looking to have Avengers: Endgame, The Lion King, Yesterday & Frozen 2

Could the committee please discuss what number of movies per month (probably sticking with three screenings for each film - or two if we get the right days).

The movie group is working on these films presently, and we'd love some input as to number of screenings and days to screen

- Avengers: Endgame available now but released on DVD August 15 so would want to screen before that - perhaps early August Fri 2, Sat 3, Sun 4? (depending on cost over those two screening weeks and projectionist availability.. - same for everything)
- Toy Story 4 available 18 July sub-run - not on DVD until October

Perhaps Fri 11, Sat 10th (am), Sun 11th (pm),

- Yesterday Fri 23rd, Sun 25, Wed 28 August?
- Lion King Avail 15 Aug - DVD release Nov

Fri 16th, Sat 17, Sun 18

Poms is screening on DVD Fri 9, Sun 11 and Wed 14 August already

Thank you to all of the TACC volunteers for your ongoing enthusiasm! We will endeavour to get the films up and running efficiently and profitably!

8.1.5 THE COOTAMUNDRA HERITAGE CENTRE MANAGEMENT S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	307273
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.2 Active participation and engagement in local decision-making</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	Minutes of s.355 Committee meetings are submitted to Council in accordance with the s.355 Committee Management Manual.
ATTACHMENTS	<ol style="list-style-type: none"> 1. Meeting minutes 12 June 2019 ↓ 2. Meeting minutes 1 July 2019 ↓

RECOMMENDATION

The Minutes of the Cootamundra Heritage Centre Management s.355 Committee meeting held on 12 June, 2019 and 1 July, 2019, attached to the report be received and noted.

Introduction

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

**THE REPORT AND RECOMMENDATIONS OF THE COOTAMUNDRA HERITAGE CENTRE
MANAGEMENT COMMITTEE MONTHLY MEETING HELD AT THE COOTAMUNDRA HERITAGE
CENTRE ON WEDNESDAY 12 JUNE 2019 COMMENCING AT 5.32 PM**

Present: Geoff Larsen (Chairperson), Betty Brown, Yvonne Forsyth, Michele Pigram, Betti Punnett, Craig Stewart, Arthur Ward, Ros Wight

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

Business Arising: * New member - Hugh Hamilton. Moved Ros Wight, seconded Betty Brown that Hugh Hamilton be a member of CHC Management Committee. C/GRC to be advised that Hugh Hamilton had joined CHC Committee. **CARRIED**

Financial Report: Betti Punnett presented the Financial Report with takings of \$340.25 since 8 May 2018: CHC \$242.25, VIC \$98; No: CHC 134; VIC 156. Moved Betti Punnett, seconded Ros Wight **CARRIED**

Correspondence: IN * Email - Monica McClintock offering to volunteer

* OUT: ARTC - request for painting with quotes attached

* Letter to C/GRC re guttering

* Monthly Minutes

General Business: * Betti Punnett reported on new volunteers starting: Charles Maynard, Ingrid/Barry Bussey, Nerida Kelly, Monica McClintock. Colleen Honner, Dot Woodman, Phil Chadwick to join also. New security tokens are needed, but C/GRC need to obtain more. Wendy Cartwright retired. Yvonne Forsyth to conduct training sessions with new volunteers.

* A new supply milk had been obtained.

* Ron Darby visited and inspected the display of his model planes. He suggested that a mirror be placed under the Lancaster to show the detail of the undercarriage, etc. Betty Brown to supply a mirror. Ron Darby's name to be displayed (*Betti Punnett*).

* Coleman diorama - Yvonne Forsyth reported on her research into the Coleman diorama. Ros Wight suggested that Pip McNaught (NGA) be approached for advice on display options (*Ros Wight*). Moved Yvonne Forsyth, seconded Betty Brown that the Coleman Diorama be displayed in the Commerce Gallery. **CARRIED**

* A copy of *Cootamundra: Foundation to Federation* by Patricia Caskie had been presented. It was decided that it should be kept for reference, but not to be available to visitors..

* Display cases - Collection Committee to draw up a plan for use of the display cases (ex C/GRC) in the Main Gallery.

* Sacred Heart School Kindergarten had visited - a very successful visit. Thanks expressed to Yvonne Forsyth and Betty Brown for conducting the visit.

* Ros Wight suggested that meeting times be adjusted for winter months. It was agreed that meetings be held first Monday of the month at 4.00pm.

* New items from CLHS Inc Christmas Card; Program *Souvenir Welcome Home to Methodist Returned Soldiers Cootamundra February 1920*; 2 scrapbooks 1965, 1966 Masonic Ball

There being no further business, the meeting closed at 6.35pm

Betti Punnett
Secretary/Treasurer

Next Meeting Monday 1 July 4.00pm

**THE REPORT AND RECOMMENDATIONS OF THE COOTAMUNDRA HERITAGE CENTRE
MANAGEMENT COMMITTEE MONTHLY MEETING HELD AT THE COOTAMUNDRA HERITAGE
CENTRE ON WEDNESDAY 1 JULY 2019 COMMENCING AT 4.05PM**

Present: Geoff Larsen (Chairperson), Betty Brown, Yvonne Forsyth, Hugh Hamilton, Michele Pigram, Betti Punnett, Craig Stewart, Arthur Ward, Ros Wight

Minutes from the Previous Meeting: Read and confirmed on the motion of Betti Punnett, seconded Ros Wight

CARRIED

Business Arising: * Betty Brown reported that a mirror had been placed under the model plane and Betti Punnett reported that the glass case had been properly labelled.

Financial Report: Betti Punnett presented the Financial Report with takings of CHC \$183.60, VIC \$46.00 since 12 June 2019. No: CHC 96; VIC 109 Moved Betti Punnett, seconded Arthur Ward

CARRIED

Correspondence: IN * Australian Museums & Galleries *First Peoples: A Roadmap for Enhancing Indigenous Engagement in Museums and Galleries*

OUT * C/GRC re Hugh Hamilton

General Business: * Glass cabinets - it was decided that the two glass cabinets be placed in the main gallery (next to Henry Tie exhibit) with the replaced cabinet going to the Railway Gallery.

* 18 August Birthday celebrations - it was decided to hold Open Weekend with morning tea provided on Saturday 17 August. Focus to be on new glass cases in Main Gallery and possible wedding dress display (a Collection Committee meeting to be held Wednesday 3 July on possible display items).

* Blocked gutters - ARTC to be contacted to finance clearing of the front gutter (*Betti Punnett*).

* Items to be moved: map cabinet to verandah storeroom, Olympic flame cauldron to back verandah.

* Yvonne Forsyth reported on the planned training session for new volunteers

* A list of World War personnel photographs to be compiled - 1 missing from hallway (*Yvonne Forsyth*)

* Hugh Hamilton reported on famed photograph being prepared for display. Possibility of a model of Arthur Butler's Comper Swift being made (*Betti Punnett to contact Eastern Suburbs Scale Modelling Club*).

* Light bulbs to be replaced and lock placed on storeroom door (*Craig Stewart*)

* Betty Brown liaising with possible new volunteers Marie Warton and Verlie Lord.

There being no further business, the meeting closed at 5.05pm

Betti Punnett
Secretary/Treasurer

Next Meeting Monday 5 August 2019 4.00pm



Cootamundra Gundagai
Regional Council
Document Received

16 JUL 2019

File No.

Initials

8.1.6 COOTAMUNDRA SHOWGROUND USERS GROUP S.355 COMMITTEE ORDINARY MEETING

DOCUMENT NUMBER	306812
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the s.355 Committee Management Manual.
ATTACHMENTS	1. Showground Users Group Meeting Minutes 19 June 2019 ↓ 2. Showground Users Group Meeting Minutes 17 July 2019 ↓

RECOMMENDATION

- 1. The Minutes of the Cootamundra Showground Users Group s.355 Committee Ordinary Meeting held on 19 June, 2019 and 17 July, 2019, attached to the report be received and noted.**
- 2. Council consider the Committee recommendation included in the report.**

Introduction

The attached Minutes of the Cootamundra Showground Users Group s.355 Committee Ordinary Meeting held on 19 June, 2019 and 17 July, 2019 are submitted for the information of Council.

Committees Recommendations to Council – 19 June, 2019 Meeting Minutes

Showground Committee Annual Fees to be raised from \$900 to \$1,000. Riding for the Disabled be exempt from annual fees due to its charity status.



**COOTAMUNDRA-
GUNDAGAI** REGIONAL
COUNCIL

Minutes

**COOTAMUNDRA SHOWGROUD USERS
SECTION 355 COMMITTEE**

STEPHEN WARD ROOM, COOTAMUNDRA LIBRARY (ONCE OFF)

7PM, WEDNESDAY 19TH JUNE 2019



Minutes

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

1 MINUTES

1.1 Attendance and Confirmation of Quorum

Present: **Acting Chairperson:** Andrew Brock, Manager Facilities
Acting Secretary/Treasurer: Susan Gheller, Manager Business
Councillor: Gil Kelly
General Members: David Manwaring, Roderick Jones, Brian Childs, Lesley Childs, John Collins, Joan Collins, Alice Crawford, Rebecca Medhurst, and Darren Absolon

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

1.2 Apologies

Trish Taylor, Paul Clancy, Abb McAlister

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 ordinary meeting dated 15 May 2019 be confirmed as true and correct.

Not passed. Pending clarification that the two recommendations by the committee were contained in the previous minutes. Recommendation that the minutes are resent with corrections.

Moved: David Manwaring **Seconded:** Roderick Jones

1.5 Business Arising from previous Minutes:

- Forms – Members to forward recommendations for changes to forms.
- Signage – has been installed at entrance
- Send copy of booking form to Committee Members

1.6 Correspondence in/out:

- Resignation of Siobhan and Peter Collins from the Kennel Club
- Notification of new Kennel Club representatives Lesley and Brian Childs
- Letter of disconnection from AGL for Pinkerton Road
- Letter to Mauri and Marilyn Jackson

Moved: Joan Collings **Seconded:** Alice Crawford

1.7 Report from the Treasurer/Chairperson/Secretary:

- Late Treasurers report to be tabled at meeting.
- No Chairperson or Secretary report

Action: Adoption of Treasurers report

Moved: Lesley Childs **Seconded:** Joan Collins

1.8 General Business**1) The Collection of Camping Fees, and process associated with it.**

Action: Discussion regarding collection of fees. Amount collected has declined as Chairman is carrying it out in his own time when possible. Solutions developed include:

- Placing an honesty box in the camping area. Not too close to the toilets.
- For those requiring a tax invoice, provide signage with online deposit information as well as Council phone numbers so that credit card charges can be taken.

2) Recommendation for Council to return to original committee structure.

Action: This recommendation is included in the Showground Committee Minutes that is on the Council Agenda for the meeting on 25 June 2019.

3) Monies owed by Shaun Patterson - \$150 for Stabling.

Action: Andrew Brock has met with Shaun Patterson to discuss outstanding fees. Shaun claims that fees were paid to the Caretaker who is no longer working for the Showgrounds Committee. As there is no proof that the fees were not paid it is recommended that this account be considered a bad debt and cleared.

Moved: Brian Childs **Seconded:** Joan Collins

4) Membership fees by Harness Club not received.

Action: Harness Club indicated that fees will be paid when ratified by Council.

5) Susan Gheller Manager Business to be added to the South West Slopes Credit Union bank account.

Action: Recommended that Susan Gheller be added to South West Slopes Credit Union bank account.

Moved: Bec Medhurst **Seconded:** Joan Collins

6) Army did not proceed with booking due to weight limitations on local roads for new equipment.

Action: Advised that an email was received from the Warrant Officer advising that the Army would not be coming due to weight of new equipment and possible damage to the grounds.

7) The Showground User Group s.355 AGM and ordinary minutes will be presented to the June 2019 Council meeting.

Action: This item is on the upcoming Council Agenda.

8) Fees and Charges for Showground (Masterplan works to be ongoing)

Action: Aerial photo of Showgrounds tabled to facilitate discuss about MasterPlan. In September there will be will be grant funding available. It's been identified that there are two priorities:

1. Facilities for the Harness Club
2. New Caretakers Cottage.

These items will be discussed further in future Showgrounds Committee meetings. Andrew has requested feedback from Showgrounds User Group members regarding the Master Plan.

- General Fees and charges will be discussed at the next Showground Committee Meeting. The booking form to be circulated prior to the meeting.
- Discussion regarding increasing Showground Committee fees by \$100 per annum.

Action Recommendation for Council: Showground Committee Annual Fees to be raised from \$900 to \$1,000. Riding for the Disabled exempt from annual fees due to charity status.

Moved: David Manwaring **Seconded:** Alice Crawford

1.9 Date and Time of Next Meeting

7pm, Wednesday 17th July 2019, Alby Shultz Meeting Centre.

1.10 Time Meeting Closed

Meeting Closed at 8:44 pm.



COOTAMUNDRA SHOWGROUD USERS GROUP

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
Phone: 02 6940 2100
Fax: 02 6940 2127

Gundagai Office:

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





**COOTAMUNDRA-
GUNDAGAI** REGIONAL
COUNCIL

Minutes

**COOTAMUNDRA SHOWGROUD USERS
SECTION 355 COMMITTEE**

ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA

7PM, WEDNESDAY 17TH JULY 2019



Minutes

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

1 MINUTES

1.1 Attendance and Confirmation of Quorum

Present: **Acting Chairperson:** Andrew Brock, Manager Facilities
Acting Secretary/Treasurer: Susan Gheller, Manager Business
Nominated Members: Roderick Jones, Brian Childs, Lesley Childs, Trish Taylor
John Collins, Rebecca Medhurst.
Alternate Members: Joan Collins and Darren Absolon.
Others present: Denise Dwyer

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

1.2 Apologies

Trish Taylor, Paul Clancy, David Manwaring, Mayor Abb McAlister, Cr Gil Kelly, Alternate Member Alice Crawford and Alternate Member Crystal Bell.

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 ordinary meeting dated 19 June 2019 be confirmed as true and correct.

Moved: Brian Childs

Seconded: John Collins

1.5 Business Arising from previous Minutes:

- Forms – Members to forward recommendations for changes to forms.
 - User groups discussed putting up signage at the stables that incorporate rules for usage as well as making forms available on site.
- Collection of camping fees and processes associated.
 - Andrew Brock will have an honesty box installed by the next meeting for collection of fees. Deposits will be picked up every morning by the cleaners and brought into Council. Bec Medhurst recommended that Direct Debit information be included on signage so that fees can be paid online.

Moved: Brian Childs

Seconded: Rebecca Medhurst

- For Information only – the Increase to User Group Fees to go to the next Council Meeting.

1.6 Correspondence in/out:

- Letter from Local Land Services – Annual Return of Land and Stock
- Water and Sewer billing notices from CGRC
- Southwest Fuel Tax Invoice with a credit of \$26.45
 - Rod Jones will bring in dockets for fuel that has been purchased for the mower.

Resolution to accept incoming correspondence.

Moved: Darren Absolon

Seconded: Joan Collins

1.7 Report from the Treasurer/Chairperson/Secretary:

- No Chairperson, Treasurer or Secretary report

1.8 General Business

- 1) Garbage Bin collection and cleaning and putting away of bins.

Groups using the bins need to put them inside the gate where the Council Rubbish trucks can easily access for pick up. The bins also need to be hosed out and disinfected after use.

Action: Andrew Brock will find out what day rubbish pick up takes place and will also speak to waste to confirm the preferred placement of the bins for pick up. A fee may need to be added to Fees and Charges for bins that are not cleaned after use after a booking.

- 2) Why motions weren't put to Council.

Minutes of the Council Meeting on 25 June 2019 were accessed online and exhibited to meeting participants. Two recommendations put to Council through the AGM Minutes and Ordinary Council Meeting Minutes from 15 May 2019. The action recommendation from the committee was not supported by Council. **Action: No further action.**

- 3) Unlocked toilets on Berthong Street Side.

The toilets were left unlocked due to an error by either a user or by the toilet Cleaner. User groups do not have keys to these toilets and have requested Council add these locks to the master key.

Action: Andrew Brock will follow up and seek to ensure user groups have keys.

- 4) Lions's Club has expressed interest in funding repairs to the Rotunda.

Action: Showgrounds Committee Secretary will forward a letter requesting work on the Rotunda to the Lions' Club.

- 5) Need new Officer to be added to South West Slopes Credit Union bank account. Other User Group Signatories to be included in Minutes for Credit Union to realign signatories.

Susan Gheller advised that she is not able to be a signatory on the bank account due to dual citizenship status. Discussion followed regarding moving the bank account to a Council trust account.

Action: A decision was made to close the Account with Southwest Slopes Credit Union and transfer the funds to a Council Trust account. This will allow fees to be receipted at the Council Front Counter. Susan Gheller will contact Rod Jones and Trish Taylor to assist with the account closure as necessary.

Resolution: Close the Southwest Slopes Credit Union Bank Account and transfer funds to a Council Trust Account.

Moved: Lesley Childs

Seconded: Joan Collins

1.9 Business Arising

- 1) Rental on Containers.

Issue was brought up regarding the three containers in place on the Showgrounds site. All user groups contributed to the cost of the DA to have them on the site and the groups using them pay \$100 per annum to the Showgrounds Committee for storage use. This fee was queried as the containers do not utilise power or water.

Resolution: Discontinue charging \$100 fee to those groups using the containers.

Moved: Brian Childs

Seconded: Rebecca Medhurst

Vote: 4 for Resolution, 2 Against.

Motion carried.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

- 2) Issue of Use of Pony Club restricting usage of their building and charging other clubs to use it.
As the Showground is Crown Land administered by Council, all buildings located on the site are able to be used by all of the User Groups. Andrew Brock to advise Pony Club of the usage rules.
- 3) Wattle Hire – Currently leasing space for \$300 per month.
Susan Gheller to determine if there is a contract or agreement and follow up on rental invoicing.
- 4) Harness Club Advises that the Harness Club Tower was broken into. Some damage and broken glass.
Police were advised. Will cover windows as a preventative measure.
- 5) Still having trouble with electric shock in shower block. Previously was confined to Women's showers but now occurring in the Men's showers. Andrew Brock has sent an electrician to investigate. Extensive testing has been undertaken and breaker switches replaced. It may be a load issue and the electrician will attend at next big event to ensure the issue is resolved.

1.10 Date and Time of Next Meeting

7pm, Wednesday 21st August, 2019, Alby Shultz Meeting Centre.

1.11 Time Meeting Closed

Meeting Closed at 8:25pm.



COOTAMUNDRA SHOWGROUD USERS GROUP

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
Phone: 02 6940 2100
Fax: 02 6940 2127

Gundagai Office:

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



8.1.7 SPONSORSHIP OF THE NEW SOUTH WALES STATE COMBINED DRIVING CHAMPIONSHIPS 2019

DOCUMENT NUMBER	307476
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>1. A vibrant and supportive community: all members of our community are valued</p> <p>1.2 Public spaces provide for a diversity of activity and strengthen our social connections</p>
FINANCIAL IMPLICATIONS	The Financial implication associated with this report is to be determined for sponsorship amount to the Hill Tops Carriage Driving Club for the hosting of the 2019 NSW State Combined Driving Championships.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. 2019 NSW State Combined Driving Championships ↓

RECOMMENDATION

Council determine an appropriate donation for the 2019 NSW State Combined Driving Championships to be held in Gundagai 2nd and 3rd October, 2019.

Introduction

As detailed in the attached correspondence The Hill Tops Carriage Driving Club has been selected to host the 2019 NSW State Combined Driving Championships which are to be held in Gundagai on the 2nd and 3rd November, 2019. The event is to be held on the Common and at the Showground.

Discussion

The Hill Tops Carriage Driving Club is seeking sponsorship to rebuild the obstacle course to a specified standard for the safety of participants and their horses, and assist with running costs of this significant event.

It is important that Council consider sponsoring large events, which come to the area, which in turn bring significant numbers of visitors as it is a boost for the local economy as the competitors of the Championships will be staying in Gundagai for the duration of the event and visiting local 2019 NSW State Combined Driving Championships businesses.

As such, subject to concurrent approval from the Gundagai Common and Showground Trusts approval of the event, Council should consider sponsorship of the 2019 NSW State Combined Driving Championships event as it is a significant tourism opportunity for the town with visitors coming from Tumut, Yass and Canberra areas, Cootamundra, wider New South Wales and Victoria.



Hill Tops Carriage Driving Club Inc.

Re: Seeking sponsorship / donations

16/07/2019

To Abb McAlister

The Hill Tops Carriage Driving Club has been chosen to host the NSW State Combined Driving Championships on the 2nd and 3rd November 2019 at Gundagai. Combined driving is the driven form of Eventing. (Dressage, Cones, Obstacles). Combined driving used to be a prominent sport in Gundagai, with previous State and National Championships held on the Common and Showground at Gundagai. The course obstacles have long since deteriorated and been washed away.

We are now seeking donations to rebuild the course to better than its former glory and run a premier event. Some materials have already been generously donated, but we are now in need of monetary donations. This will enable us to buy more hardware, so we can build safe, world class obstacles. We also need funds to secure top class judges, and run our event.

Hill Tops Carriage Driving Club is a small club with dedicated members from Tumut, Cootamundra, Yass and Canberra areas and intend Gundagai to become our home ground, and also become a hub venue for carriage driving NSW.

Donators will be mentioned in our programs, and any media coverage we secure, and announcements during the event. We would also like to display company banners on our obstacles.

Your consideration in supporting the NSW State CDE Championships would be greatly appreciated.

For further information or to assist us please contact

Peter Dunn

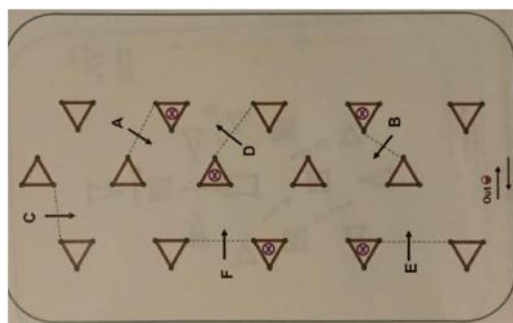
ACDS (Australian Carriage Driving Society) NSW Branch State President

400 Morgans Reserve Rd Mundongo

Ph 0427 472 361

<https://www.carriagedrivingnsw.org.au>

The obstacle diagram below is one we intend to build and has 45 posts and 90 rails, we need to build a total of 8 similar obstacles.



8.1.8 AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION MEETING REPORT

DOCUMENT NUMBER	307526
REPORTING OFFICER	Leigh Bowden, Councillor
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

- 1. The report on the Australian Local Government Women's Association Meeting prepared by Councillor Bowden be received and noted.**
- 2. Council consider the recommendation contained within the report.**

Introduction

I was elected to the Australian Local Government Women's Association (ALGWA) NSW Executive Committee at the ALGWA NSW Conference held at Liverpool, 4th – 6th April, 2019. Following is my first brief report of the ALGWA Executive meeting held at Forbes in late June. Cootamundra-Gundagai Regional Council contributes to any expenses incurred by me in carrying out my duties as an ALGWA Executive member (Resolution 120/2019) and I extend my thanks to Council for doing so.

Discussion

The Australian Local Government Women's Association (ALGWA) is a national organisation working towards gender equality in Local Government. It was founded in 1951.

ALGWA NSW is the state's peak representative body for women who are involved or interested in Local Government. It promotes women in Local Government through advocacy, advice and action.

The Executive is made up of Councillors, staff members and women interested in supporting Local Government. Members come from rural and metropolitan areas and meet six times a year. The current executive consists of Cr Cassandra Coleman (Lithgow), President; Cr Marianne Saliba (Mayor, Shell Harbour), Immediate Past President; Ms Polly Makim (Mosman), City Vice President; Cr Colleen Fuller (Gunnedah), Country Vice President; Ms Allyson Bradford (Blacktown), Secretary; Councillor Jennifer Lecky (Muswellbrook), Treasurer; Crs Di Baker (Inverell), Karen McKeown OAM (Penrith), Lisa Matthews (Central Coast), Anne Napoli (Griffith), Wendy Waller (Mayor, Liverpool), Sera Yilmaz (Deputy Mayor, Fairfield), and Council staff members Sorayer Mahomed (Mosman) and Bev Spearpoint (Penrith), plus me.

The Forbes meeting

Eleven executive members, some of their partners and some Forbes women Councillors were treated to a sit down dinner for twenty cooked and served by the Mayor of Forbes, Cr Phyllis Miller OAM, at her home on Friday evening. Cr Saliba facilitated a “getting to know you/tell us your story” session during the evening. It was a valuable exercise in preparation for the meeting the following day.

On Saturday morning Cr Miller welcomed us to Forbes and to the Forbes Council Chamber. I was able to present the Mayor with a gift from CGRC (which showcased our region and which was put together by Marianne McInerney (EA to the General Manager and Mayor) – thank you, Marianne) to thank Forbes Council for its hospitality. It was much appreciated.

The Executive meets to organise ALGWA Conferences, plan programs and forums for women in Local Government and implement strategies for gender equity in Local Government. To facilitate this, four working groups, to which members of the Executive are assigned, have been formed. They are Publicity and Media, Conferences and Forums, Policies and the Constitution and Campaigns and Special Projects. I am a member of the Conferences and Forums working group. Part of the work of this group involves updating and presenting a program to deliver to women interested in standing for Council. Cr Nicholson and I benefited from such an ALGWA NSW forum before the Council elections in 2017. We are cited as an example of the efficacy of the program.

RECOMMENDATION

That Cootamundra-Gundagai Regional Council invite Australian Local Government Women’s Association NSW to conduct a forum (2 forums) in our Local Government Area for prospective women candidates.

The 2020 ALGWA NSW Conference will be held in Shell Harbour in March. The theme of the conference is “Women in the Know, Grow”. The development of the program is well underway.

With the support of all the state branches, ALGWA National, is planning to undertake research into the incidence of bullying, harassment and gas lighting of women Councillors and staff. It has been suggested that this might be a contributing factor in the lack of women Councillors and senior staff in Local Government. NSW remains the state with the lowest number of women elected representatives.

The next ALGWA NSW Executive meeting is at Fairfield on 9 and 10 August, 2019.

8.1.9 SEGRA 2019 - SUSTAINABLE ECONOMIC GROWTH FOR REGIONAL AUSTRALIA

DOCUMENT NUMBER	307651
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	2. A prosperous and resilient economy: we are innovative and 'open for business' 2.3 Tourism opportunities are actively promoted
FINANCIAL IMPLICATIONS	An estimated cost of \$2500 per delegate.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Program SEGRA Conference ↓

RECOMMENDATION

Council consider nominating a delegation to attend the Sustainable Economic Growth for Regional Australia (SEGRA) Regional and Economic Development Conference being hosted in Barooga, NSW from 20th – 22nd August, 2019.

Introduction

SEGRA is about assisting regional, rural and remote Australia to source and identify the techniques, skills and issues they need to address to achieve successful economic growth and development. The SEGRA conference provides a unique opportunity for all section of the Australian community to explore the key issues affecting regional, rural and remote Australia and be part of providing positive sustainable outcomes to ensure future prosperity.

Discussion

The attached email provides a concise overview of the 3 day conference. The keynote speakers are a diverse line up of representatives from local government (including interstate), small business, big business and Academics with backgrounds in planning, regional economics and tourism, renewable energy, biosecurity, social science, Aboriginal affairs, land and water management, environmental regulation and community service and more. In addition to guest speakers there is interactive workshops, an industry forum and a Murray Darling Basin Forum and a study tour of the region and its attractions.

This year's Conference Theme is Rivers of Opportunity and recognises its unique location on the Murray River and as such, looks forward to welcoming NSW Local Government colleagues to Barooga NSW in the beautiful southern Riverina. The conference will be focusing on forming dynamic and vibrant healthy communities, integrated lifelong learning and employment in the regions, delivering place-based regional development, regional tourism, and geotourism.

The estimated cost of attending the complete conference program, social networking drinks and dinners, accommodation and travel is estimated at approximately \$2500 per delegate.

Monday 19 August 2019	Tuesday 20 August 2019	Wednesday 21 August 2019
Thursday 22 August 2019		
<h1>Monday 19 August 2019</h1> <h2>Pre-Conference Forums</h2> <p>9:30am - 4:30pm <u>Industry Forum</u></p> <p>9:30pm - 4:30pm <u>Murray Darling Basin Forum</u></p> <p>5:30pm - 7:30pm <u>Welcome Drinks</u></p>		
Monday 19 August 2019	Tuesday 20 August 2019	Wednesday 21 August 2019
	Thursday 22 August 2019	
<h1>Tuesday 20 August 2019</h1> <h2>Conference Day 1 - Activating your Potential</h2> <p>7:30am - 5:00pm Registration Desk</p> <h3>PLENARY SESSION</h3> <p>Chair: Cassandra Hughes, Regional Manager, St John Ambulance, Great Southern & SEGRA National Steering Committee</p> <p>8:30am - 8:35am Welcome to Country</p> <p>8:35am - 8:45am Welcome to SEGRA <u>Kate Charters, Director, Management Solutions (Old) & Founding Member of SEGRA</u></p> <p>8:45am - 9:15am Strategic Foresight for Regional Australia: mega trends, scenarios and implications <u>Dr Tom Measham, Research Group Leader, CSIRO</u></p> <p>9:15am - 9:45am Drivers and Constraints to Regional Economic Development <u>Dr Daniel Terrill, Partner, Deloitte Access Economics Pty Ltd</u></p> <p>9:45am - 10:15am Delivering Place-Based Regional Development <u>Prof Lee Pugalish, Professor of Urban Studies, Institute for Public Policy and Governance, University of Technology Sydney</u></p> <p>10:15am - 10:30am SEGRA Challenge <u>Cassandra Hughes, Regional Manager, St John Ambulance, Great Southern & SEGRA National Steering Committee</u></p> <p>10:30am - 11:00am Morning Tea</p> <h3>PLENARY SESSION</h3> <p>Chair: Dr Jen Cleary, Chief Executive Officer, Centacare Catholic Country SA & SEGRA National Steering Committee</p> <p>11:00am - 11:40am Forming Dynamic and Vibrant Healthy Communities <i>Facilitator:</i> <u>Dr Jen Cleary, Chief Executive Officer, Centacare Catholic Country SA & SEGRA National Steering Committee</u> <u>Cr John Beitzel, Acting Mayor, Moira Shire Council</u> <u>Cr Matthew Hannan, Mayor, Berrigan Shire Council</u> <u>Teona Cousin, Manager Economic Development and Tourism, Mackay Regional Council</u> <u>Cassandra Hughes, Regional Manager, St John Ambulance, Great Southern & SEGRA National Steering Committee</u></p> <p>11:40am - 12:05pm Lifelong Learning and Employment in Australia <u>Jan Owen, Chief Executive Officer, Foundation for Young Australians</u></p> <p>12:05pm - 12:30pm Releasing Opportunities at the Border <u>Luke Wilson, Victoria's Cross Border Commissioner</u> <u>James McTavish, New South Wales' Cross Border Commissioner</u></p> <p>12:30pm - 1:30pm Lunch</p>		

CONCURRENT SESSIONS

1:30pm - 3:30pm	<u>Concurrent Session 1 - Forming Dynamic and Vibrant Healthy Communities: growing and sustaining regional Australia</u>
1:30pm - 3:30pm	<u>Concurrent Session 2 - Technology Embraced</u>
1:30pm - 3:30pm	<u>Concurrent Session 3 - Integrated Lifelong Learning and Employment in the Regions</u>
1:30pm - 3:30pm	<u>Concurrent Session 4 - Regional Economic Development: policy and practice</u>
1:30pm - 3:30pm	<u>Concurrent Session 5 - Advocating for your Region</u>
3:30pm - 4:00pm	Afternoon Tea

PLENARY SESSION

Chair: Cassandra Hughes, Regional Manager, St John Ambulance, Great Southern & SEGRA National Steering Committee

4:00pm - 4:10pm	From Creating Bureaucracy to Battling it: a personal insight <u>Paul Rosair, Principal, NAJA Business Consultancy Services</u>
4:10pm - 4:20pm	Green Banana Community <u>Laticia Gibson, Managing Director, Blue Clay Marketing and Video Creatives</u>
4:20pm - 5:15pm	Delegate Challenge Pitches
5:15pm - 6:15pm	Happy Hour
6:30pm - 9:30pm	<u>Networking Dinner and Trivia Night</u>

Monday 19 August 2019

Tuesday 20 August 2019

Wednesday 21 August 2019

Thursday 22 August 2019

Wednesday 21 August 2019

Conference Day 2 - Local Solutions for Regional Development

7:30am - 5:00pm Registration Desk

PLENARY SESSION

Chair: Edwina Hayes, Director of Regional Development, Regional Development Australia Murray

8:30am - 8:50am	Regional Australia and the National Agenda Keynote
8:50am - 9:20am	Place-Based Approaches to Regional Development <u>Maxine Lovnd, General Manager, Regional Policy, Department of Infrastructure, Regional Development and Cities</u>
9:20am - 9:40am	Creating a Vibrant and Sustainable ECO Destination <u>Rod Hillman, Chief Executive Officer, Ecotourism Australia</u>
9:40am - 10:05am	The Social and Economic Value of Country-Based Community Service Organisations <u>Dr Catherine Mackenzie, Research Fellow, University of South Australia</u>
10:05am - 10:30am	Understanding your Regional Competitiveness <u>Liz Ritchie, Co-Chief Executive Officer, Regional Australia Institute</u>
10:30am - 11:00am	Morning Tea

PLENARY SESSION

Chair: Simon Boughey, Consultant, Boughey and Associates & SEGRA National Steering Committee

11:00am - 11:25am	Delivering Quality Freight, Logistics, Distribution Services and Connectivity Networks <u>Kent Boyd, General Manager, Parkes Shire Council</u>
11:25am - 11:50am	Leadership: inspiring and fostering our next generation of leaders is the key to successful regions <u>Susan Benedyka, Chair, Regional Development Australia Hume</u>
11:50am - 12:30pm	Managing Environmental Change in the Murray Darling Basin: implementing best practice landscape scale planning and management Facilitator: <u>Ashley Bland, Director, Constructive Energy & SEGRA National Steering Committee</u> <u>Emma Bradbury, Chief Executive Officer, Murray Darling Association</u> <u>Peter Waterman, Adjunct Professor, Institute for Land, Water and Society (ILWS), Charles Sturt University</u> <u>Dr Chris Yeats, Executive Director, Geological Survey of NSW, Department of Planning and Environment, NSW Government</u>
12:30pm - 1:30pm	Lunch

CONCURRENT SESSIONS

1:30pm - 3:30pm	<u>Concurrent Session 6 - Local Solutions to Regional Development</u>
1:30pm - 3:30pm	<u>Concurrent Session 7 - Implementing Best Practice Landscape Scale Planning and Management</u>
1:30pm - 3:30pm	<u>Concurrent Session 8 - Tourism and Geotourism</u>
1:30pm - 3:30pm	<u>Concurrent Session 9 - Best Practice Sustainability</u>
1:30pm - 3:30pm	<u>Concurrent Session 10 - Infrastructure Planning</u>
3:30pm - 4:00pm	Afternoon Tea

PLENARY SESSION

Chair: Cassandra Hughes, Regional Manager, St John Ambulance, Great Southern & SEGRA National Steering Committee

4:00pm - 4:45pm	Challenge Pitches
4:45pm - 5:00pm	Conference Summation <u>Dr Jen Cleary, Chief Executive Officer, Centacare Catholic Country SA & SEGRA National Steering Committee</u>
5:00pm - 5:05pm	Announcement of Challenge Winner <u>Cassandra Hughes, Regional Manager, St John Ambulance, Great Southern & SEGRA National Steering Committee</u>
5:05pm - 5:15pm	Announcement of Host Region for SEGRA 2020 and Close <u>Kate Charters, Director, Management Solutions (Qld) and Founding Member and Convenor of SEGRA</u>
5:15pm - 6:15pm	Happy Hour
7:00pm - 11:00pm	Conference Dinner

Monday 19 August 2019

Tuesday 20 August 2019

Wednesday 21 August 2019

Thursday 22 August 2019

Thursday 22 August 2019

Conference Day 3 - Study Tour - A Region for the Family, a Visitors Perspective

8:45am - 9:05am	Travel to Tocumwal
9:05am - 9:15am	Drive around Aero Park and World War II Relics
9:15am - 10:00am	Visit the Tocumwal Historic Aerodrome Museum
10:00am - 10:20am	Drive to Thompsons Beach
10:20am - 11:20am	Cruise the Murray River on the paddleboat "Cobba". Morning Tea onboard and Tourism forum hosted by Murray Regional Tourism Board CEO Mark Francis
11:20am - 12:20pm	Drive to Corowa
12:20pm - 1:45pm	Visit the Corowa Whiskey and Chocolate Factory for Lunch
1:45pm - 2:15pm	Federation Museum
2:15pm - 3:15pm	Return to Barooga
3:15pm - 3:45pm	Afternoon Tea on arrival at Barooga Golf Club

8.2 FINANCE

8.2.1 INVESTMENT REPORT - JUNE 2019

DOCUMENT NUMBER	307634
REPORTING OFFICER	Tim Swan, Manager Finance and Customer Service
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council</p>
FINANCIAL IMPLICATIONS	Council's investment income for May, 2019 was \$51,664, 21% 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 st July, 2018 and is due for review on 31 st July, 2021.
ATTACHMENTS	1. Investment Report June 2019 ↓

RECOMMENDATION

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

Introduction

Returns on investments are 21% below budget but above the June 2019 benchmark.

Discussion

Investments for June, 2019 have produced interest of \$51,664.

Interest rates have been falling consistently over the last six months, as is reflected in the Council's investment performance. The excellent results achieved in the first half of the year balanced this out, with the result for the financial year only 1.89% under budget.

The budget for 2019/20 was calculated in April 2019, when returns of approximately 2.5% were being achieved. A slight reduction in interest rates was anticipated, and the income was calculated at 2.4% of the anticipated investment balances at the end of each month. With benchmark rates having fallen by 0.77% this calendar year, it appears likely that an adjustment will be necessary in the September Quarterly Budget Review.



REPORT - CASH & INVESTMENTS

Year of Report 30-06-19
Month of report 30-Jun

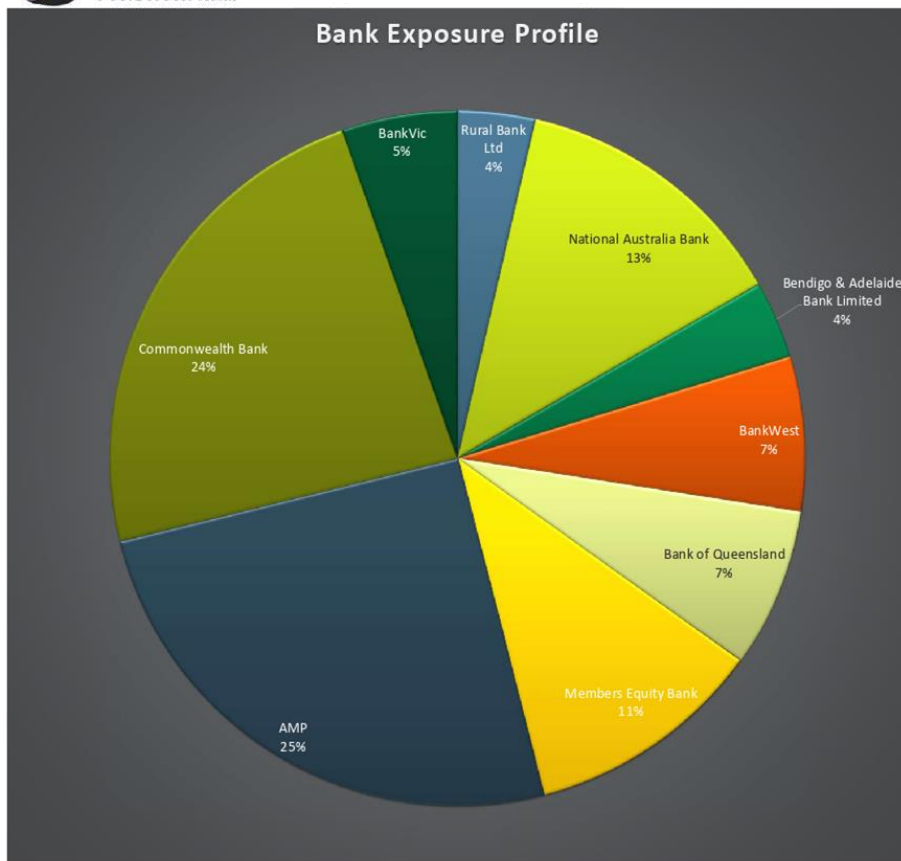
Institution	Credit Rating	Investment Type	Date Lodged	Maturity Date	Interest Rate	Value
Commonwealth Bank	AA-	Bank Account				\$498,182.62
National Australia Bank	AA-	Bank Account				\$64,403.57
Commonwealth Bank	BBB+	Business Online Saver				\$6,021,347.30
Bendigo & Adelaide Bank Limited	AA-	Term Deposit	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	\$1,000,000.00
AMP	A	Term Deposit	13-02-19	13-08-19	2.8	\$2,063,810.08
AMP	A	Term Deposit	21-02-19	20-08-19	2.8	\$3,000,000.00
BankVic	BBB+	Term Deposit	02-04-19	29-10-19	2.7	\$2,000,000.00
AMP	A	Term Deposit	02-04-19	02-10-19	2.75	\$1,500,000.00
National Australia Bank	AA-	Term Deposit	24-05-19	22-10-19	2.5	\$2,000,000.00
Rural Bank Ltd	BBB+	Term Deposit	01-05-19	29-10-19	2.43	\$2,541,795.76
ME Bank	BBB	Term Deposit	23-05-19	21-08-19	2.32	\$1,000,000.00
National Australia Bank	AA-	Term Deposit	12-06-19	10-09-19	2.1	\$3,082,500.00
Total Cash & Investments						\$1,027,700.00
						\$27,799,739.33
Source of Investments						Total Invested
General Fund Operations	Interest budget for month		Interest for month			\$2,874,113.33
Water Fund	\$6,774.55			\$5,341.37		\$5,587,000.00
Sewer Fund	\$13,169.08			\$10,383.10		\$4,670,000.00
Domestic Waste Mgmt Fund	\$11,007.63			\$8,678.91		\$1,391,000.00
Other externally restricted	\$3,278.72			\$2,585.09		\$2,308,000.00
Internally restricted funds	\$5,440.17			\$4,289.28		\$10,969,626.00
	\$25,856.43			\$20,386.39		
TOTAL	\$65,526.58			\$51,664.14		\$27,799,739.33

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.

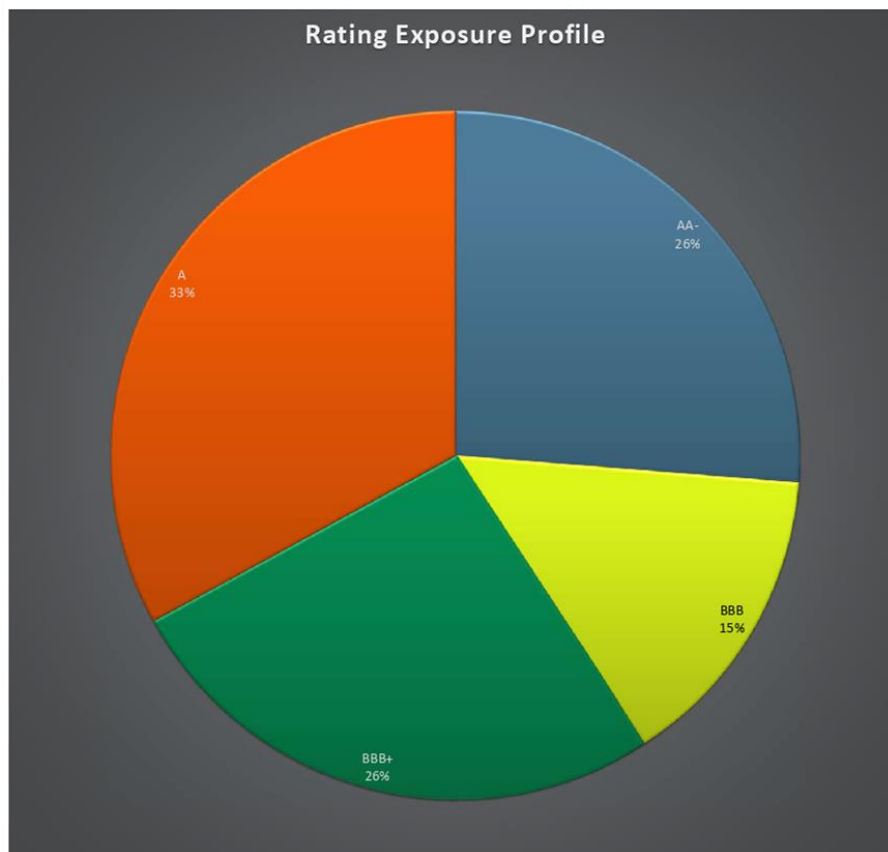
Responsible Accounting Officer

Signature  Tim Swan
Finance Manager

ANALYSIS - CASH & INVESTMENTS

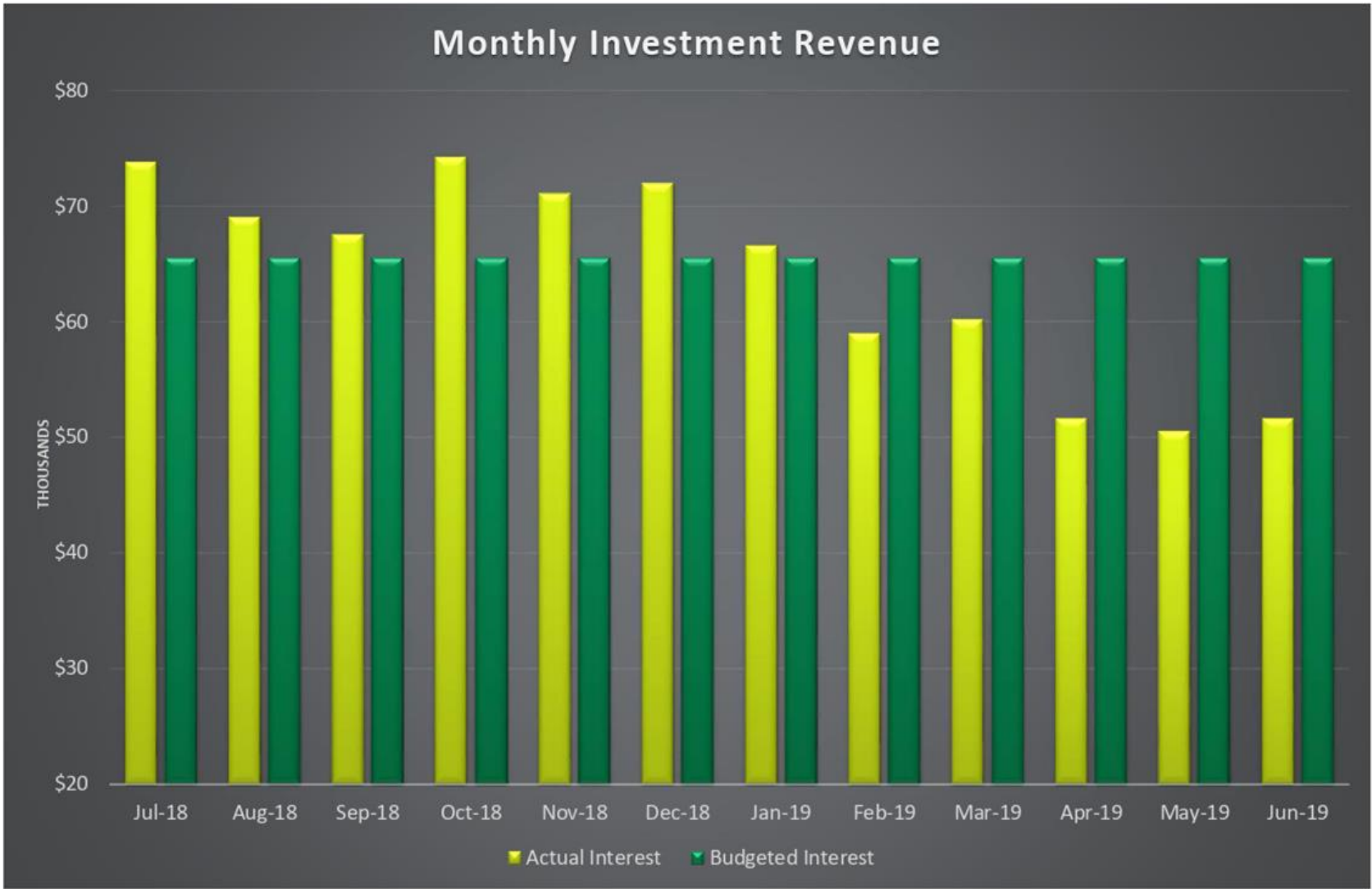


ANALYSIS - CASH & INVESTMENTS



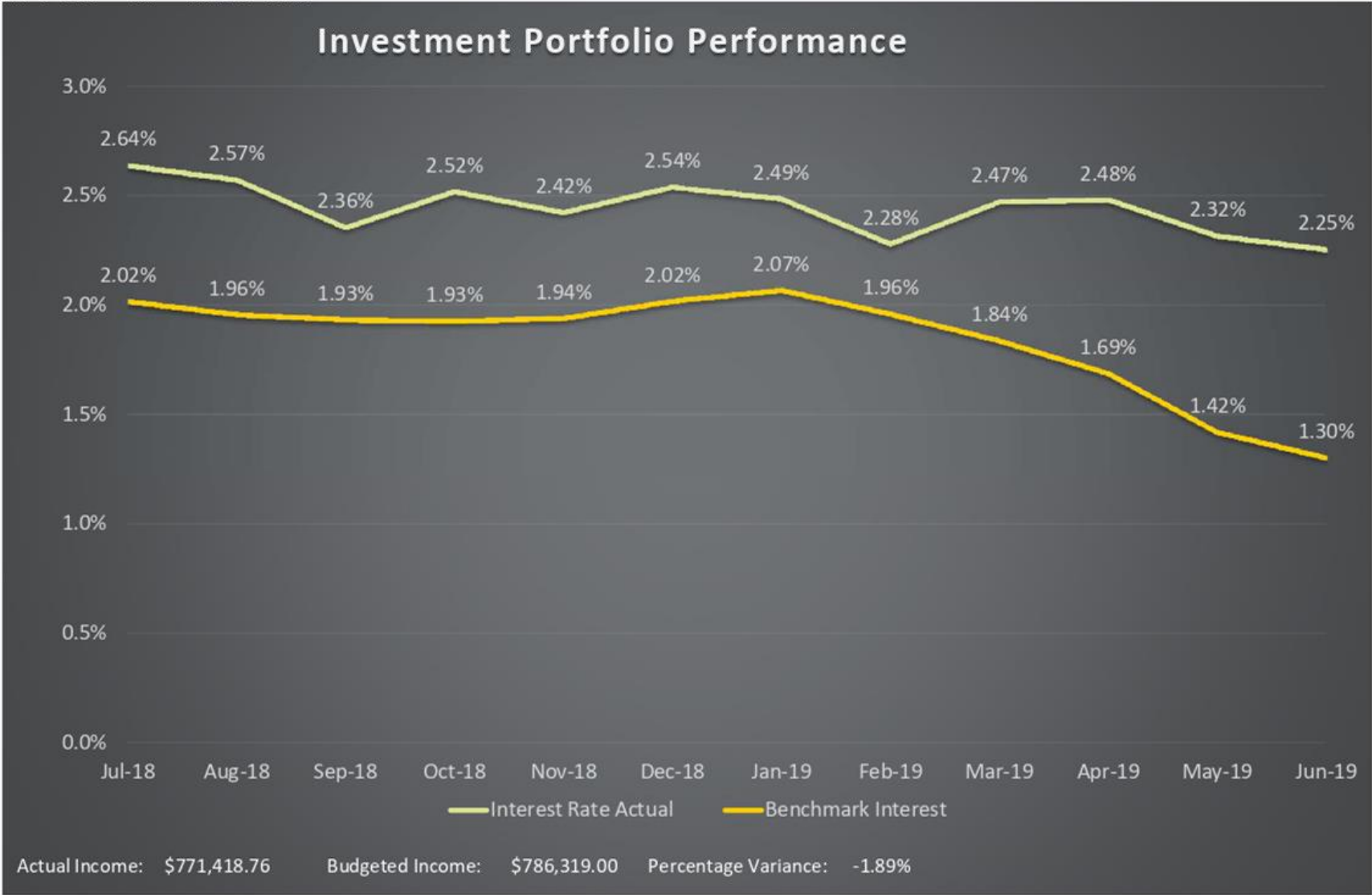


ANALYSIS - CASH & INVESTMENTS





ANALYSIS - CASH & INVESTMENTS



8.2.2 COOTAMUNDRA WATER MAIN REPLACEMENT PROJECT LOAN

DOCUMENT NUMBER	307648
REPORTING OFFICER	Tim Swan, Manager Finance and Customer Service
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>3. Sustainable natural and built environments: we connect with the places and spaces around us</p> <p>3.2 Our built environments support and enhance liveability</p> <p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.1 Decision-making is based on collaborative, transparent and accountable leadership</p>
FINANCIAL IMPLICATIONS	\$4m will be borrowed, to be repaid over 10 years
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. That authority be granted to the Acting General Manager to execute the loan application on behalf of Council with TCorp NSW.**

Introduction

Council's Long Term Financial Plan included borrowing \$4,000,000 for the completion of the Cootamundra Water Mains Project to be repaid semi-annually over a 10 year period.

Discussion

For the loan application to be submitted a Resolution of Council must be included with the application. TCorp NSW have offered the best interest rate at 2.2%pa. Details of the unsuccessful offer have previously been provided to Councillors so as to maintain confidentiality of the financial institution's offer.

8.2.3 MONTHLY MAJOR PROJECTS STATUS UPDATE REPORT

DOCUMENT NUMBER	307786
REPORTING OFFICER	Paul Woods, Executive Director - PMO
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	Budget variance for the Cootamundra Water Main Replacement program as detailed in the report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Major Projects Spreadsheet ↓

RECOMMENDATION

- 1. The Monthly Major Projects Status Update report be received and noted.**
- 2. The recommended changes to the project budgets as listed be adopted.**

Introduction

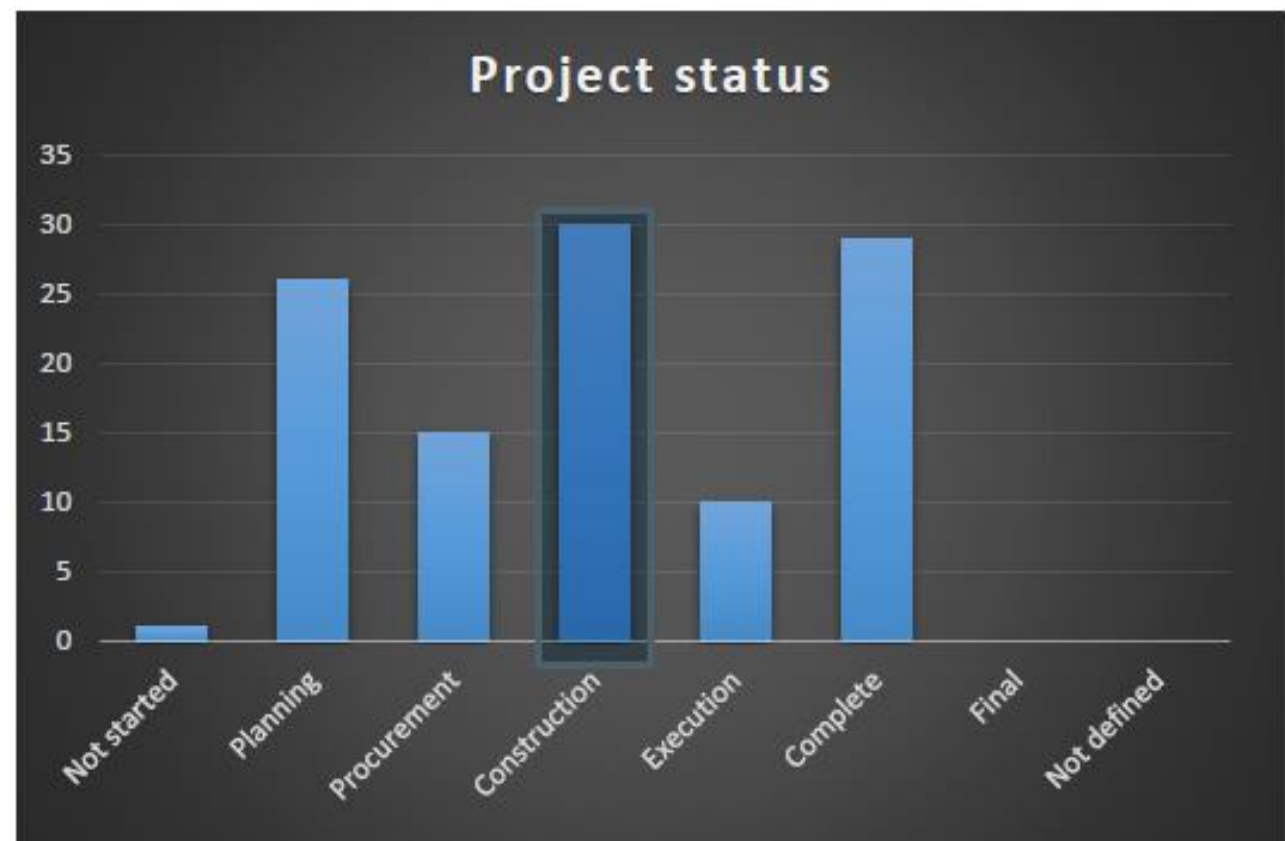
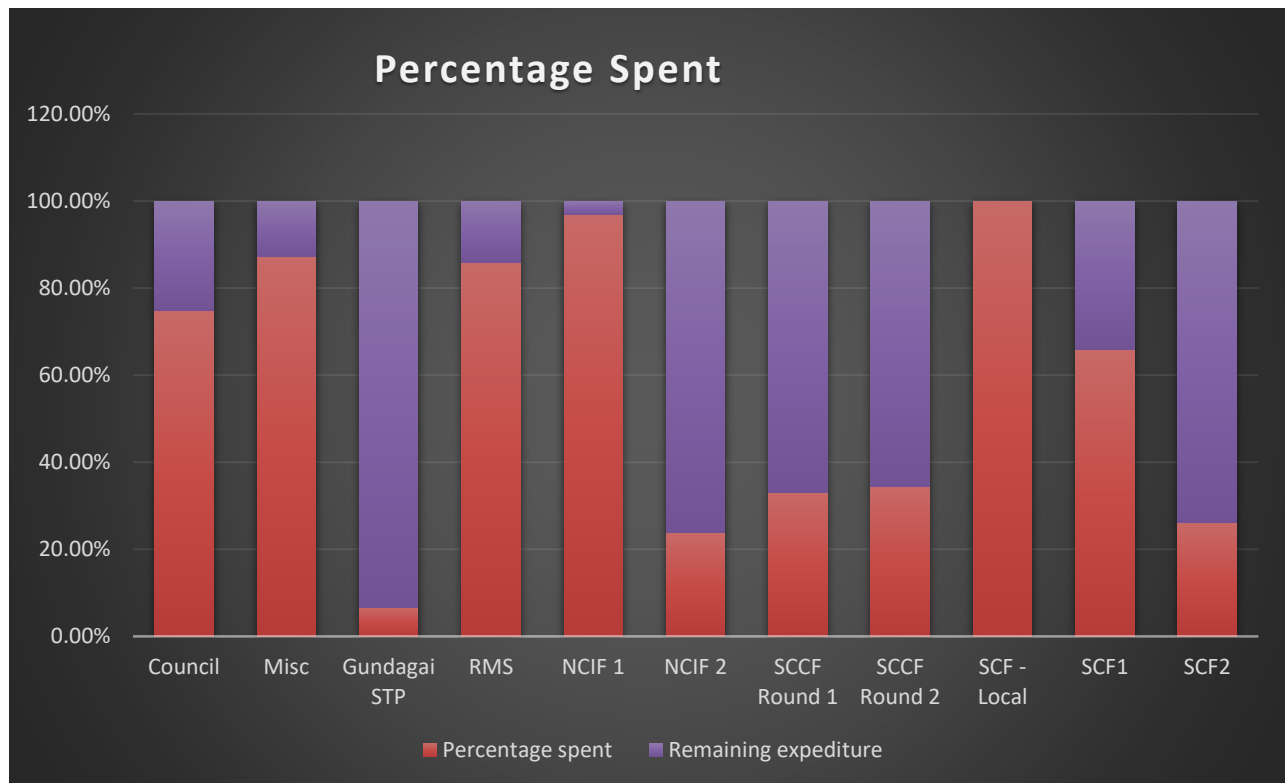
Council is currently managing 110 projects worth \$53,030,487. This report provides a monthly update to Councillors as to the progress of the projects. The attached schedule provides a brief update on the status of each of the projects.

Discussion**Budget variances**

Project	Amount	Commentary / Recommendation
Cootamundra Water Mains Replacement	\$1,068,777	To be funded from the Water Reserves until the budgeted loan proceeds are drawn down. The water reserve balance at 30 June 2018 was \$5,872,000

Project expenditure

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





As at 30 June 2019

Project	Funding source	Status	Percentage complete	Budget	Total committed expenditure	Percentage spent
Council funded projects						
Gundagai Library Extension	Council	Complete	60.00%	195,000	195,210	100.11%
Mirrabooka Retaining Wall & Store Room	Council	Complete	90.00%	-	-	0.00%
Cootamundra depot refurbishments	Council	Planning	0.00%	900,000	9,216	1.02%
Turners Lane Industrial Land Development	Council	Planning	15.00%	790,000	53,843	6.82%
Yass Road Service Centre - SW Fuels	Council	Complete	90.00%	800,000	801,040	100.13%
Sheridan Street Gundagai Redevelopment - Main Street Upgrade	Council	Construction	95.00%	5,430,490	5,282,923	97.28%
Sheridan and West Streets intersection treatments	Council	Construction	30.00%	500,000	105,508	21.10%
Gundagai RSL Carpark resurfacing	Council	Complete	95.00%	-	-	0.00%
Total				8,615,490	6,447,738	74.84%
Council Reserve funded projects						
Waste facility upgrades - Cootamundra - To be informed by waste strategy outcomes	Council Reserve	Planning	0.00%	1,000,000	20,390	2.04%
Waste facility upgrade - Gundagai - To be informed by waste strategy outcomes	Council Reserve	Planning	0.00%	400,000	-	0.00%
Total				1,400,000	20,390	1.46%
Misc grant funded projects						
Truckwash Upgrade - Cootamundra Saleyards	Country Truck Washes	Complete	100.00%	362,935	372,989	102.77%
Morley's Creek Fishing Pier Replacement	Dept of Fisheries	Complete	100.00%	61,600	61,600	100.00%
Wallendbeen Strategic Heritage Study & King Street Revitalisation	Heritage Near Me	Execution	0.00%	95,000	25,800	27.16%
Stan Crowe Oval Gundagai canteen and changerooms construction (CAPREN)	NRL Grants	Complete	95.00%	240,000	238,647	99.44%
Gundagai Sewerage Treatment Works Plant Replacement	NSW State Govt - Sewer	Construction	10.00%	13,500,000	904,044	6.70%
Old Gaol - completion of repairs and maintenance activities and redesign of drainage (PRMF Grant)	Public Reserves Management Fund	Complete	100.00%	15,000	14,621	97.47%
Old Primary School and Mens Shed - Renewal of fencing gutters, downpipes, facias and construction of retaining wall	Public Reserves Management Fund	Complete	90.00%	171,760	151,789	88.37%
Flood damage repairs	RMS	Construction	22.00%	2,380,365	2,046,806	85.99%
Coolac Recreation Reserve & Public Hall Trust - Solar Panels	SCF - Local	Complete	100.00%	23,450	23,450	100.00%
Old Gaol masterplan, structural repairs, publicity and Captain Moonlight display (Heritage near me grant)	Heritage Near Me Heritage Activation Grant	Complete	90.00%	87,605	63,876	72.91%
Total				16,937,715	3,903,621	23.05%

NCIF Round 1						
NCIF Round 1	NCIF 1	Complete		5,000,000	4,841,970	96.84%
Total				5,000,000	4,841,970	96.84%
Total NCIF 2						
Gundagai Depot Training Room Construction	NCIF 2	Construction	50.00%	300,000	231,425	77.14%
Gundagai Admin Refurbishment	NCIF 2	Procurement	0.00%	100,000	1,200	1.20%
Branding and marketing plan	NCIF 2	Procurement	0.00%	100,000	14,690	14.69%
Better Community Strategy (ABCS)	NCIF 2	Planning	0.00%	100,000	-	0.00%
Tourism and Economic development strategic plan	NCIF 2	Execution	50.00%	150,000	71,979	47.99%
Recreational Needs Study	NCIF 2	Execution	10.00%	100,000	21,316	21.32%
Consolidation and upgrade of Authority Corporate Software System	NCIF 2	Execution	5.00%	414,282	111,784	26.98%
GIS Operational Review	NCIF 2	Planning	0.00%	50,000	-	0.00%
Fees and charges review	NCIF 2	Execution	20.00%	30,000	-	0.00%
Internal audit committee implementation	NCIF 2	Execution	40.00%	20,000	-	0.00%
Business continuity and disaster recovery plans	NCIF 2	Planning	0.00%	50,000	-	0.00%
Rates structure review	NCIF 2	Execution	20.00%	50,000	-	0.00%
Signage updates	NCIF 2	Planning	10.00%	250,000	-	0.00%
Local environmental plan development	NCIF 2	Planning	0.00%	200,000	2,662	1.33%
Total				1,914,282	455,056	23.77%
SCCF Round 1 projects						
Cootamundra AFL - Demolition of old clubrooms & construction of new clubrooms	SCCF Round 1	Construction	10.00%	372,800	106,725	28.63%
Gundagai Tigers - Construction of new shed & fitout of gymnasium	SCCF Round 1	Planning	10.00%	100,000	10,380	10.38%
Cootamundra Racecourse - EXTERNAL repairs to flooring, repainting inside & out, refurbishment of function room, replacement of external cladding & replacement of seating of Grandstand building	SCCF Round 1	Construction	10.00%	50,000	31,366	62.73%
Gundagai RSL - refurbishment of tennis clubrooms and squash courts - EXTERNAL	SCCF Round 1	Construction	10.00%	150,000	15,973	10.65%
Coolac to Tumblong Rail Trail Development Plan	SCCF Round 1	Complete	100.00%	54,600	54,600	100.00%
Nangus - Village Playground & Fitness Infrastructure (CAPREN)	SCCF Round 1	Complete	100.00%	53,322	53,364	100.08%
Stockinbingal Playground and BMX track	SCCF Round 1	Complete	100.00%	109,200	111,011	101.66%
Wallendbeen fitness infrastructure, playground and Rage Cage	SCCF Round 1	Complete	100.00%	216,393	204,397	94.46%
Cootamundra Tennis - refurbishment of tennis court surfaces, new line marking including hot shot courts	SCCF Round 1	Complete	100.00%	183,029	183,029	100.00%
Gundagai Scouts - EXTERNAL Construction & Installation of Climbing Wall	SCCF Round 1	Complete	100.00%	100,000	88,875	88.88%
Large Scale Teen Playground at Jubilee Park Cootamundra	SCCF Round 1	Procurement	10.00%	499,900	31,332	6.27%
Gundagai large scale adventure playground & fitness centre	SCCF Round 1	Procurement	10.00%	1,000,000	66,708	6.67%
Total				2,889,244	957,760	33.15%
SCCF Round 2 projects						
Cootamundra Showground Completion of Multipurpose Pavilion SCCF2	SCCF Round 2	Complete	5.00%	53,290	33,274	62.44%
Anzac Park South Supporters Toilets - Gundagai	SCCF Round 2	Construction	5.00%	86,061	13,871	16.12%
Mirrabooka Revivification (SCCF2)	SCCF Round 2	Construction	5.00%	67,045	38,768	57.82%
Cootamundra Rifle Club Mower, top dressing, building maintenance, storage shed	SCCF Round 2	Construction	0.00%	63,015	24,613	39.06%
Upgrades to Christ Church hall Cootamundra	SCCF Round 2	Construction	5.00%	70,273	2,085	2.97%
Cootamundra Squash Court Renovation	SCCF Round 2	Planning	5.00%	97,655	73	0.07%

SCCF Round 2 projects continued						
Gundagai Pony Club Undercover Arena	SCCF Round 2	Construction	<div><div></div></div> 5.00%	199,151	171,337	86.03%
Gundagai Racecourse and Showground Amenities Block	SCCF Round 2	Construction	<div><div></div></div> 0.00%	215,000	207,312	96.42%
Cootamundra Event Promotion Banners	SCCF Round 2	Procurement	<div><div></div></div> 25.00%	53,841	19,410	36.05%
Gundagai Event Promotion Banners	SCCF Round 2	Procurement	<div><div></div></div> 25.00%	53,841	-	0.00%
Gundagai Friendship Park Playground	SCCF Round 2	Planning	<div><div></div></div> 10.00%	60,000	3,606	6.01%
Muttama Hall Re-stumping	SCCF Round 2	Planning	<div><div></div></div> 10.00%	140,707	602	0.43%
Gundagai Community Garden	SCCF Round 2	Construction	<div><div></div></div> 15.00%	63,552	6,407	10.08%
Stockinbingal Tennis Court resurfacing - 3 courts	SCCF Round 2	Complete	<div><div></div></div> 25.00%	118,093	118,836	100.63%
Community Safety & Beautification of King Street Wallendbeen	SCCF Round 2	Execution	<div><div></div></div> 0.00%	55,964	73	0.13%
Barry Grace Oval Wallendbeen	SCCF Round 2	Construction	<div><div></div></div> #N/A	98,397	5,924	6.02%
O'Connor Park - Home of the Cootamundra Strikers Soccer Club - Lighting	SCCF Round 2	Procurement	<div><div></div></div> 25.00%	98,397	73	0.07%
Cootamundra Arts Centre Tin Shed Theatre Projection	SCCF Round 2	Complete	<div><div></div></div> 50.00%	61,682	61,755	100.12%
Cootamundra Arts Centre Rehearsal Space	SCCF Round 2	Planning	<div><div></div></div> 15.00%	122,294	10,106	8.26%
Cootamundra Turf Club Irrigation system upgrade	SCCF Round 2	Planning	<div><div></div></div> 2.00%	81,970	5,111	6.23%
Cootamundra Aerodrome Drag Pad and Taxiway for Water Refilling	SCCF Round 2	Procurement	<div><div></div></div> 2.00%	160,312	78,426	48.92%
Cootamundra Junior Rugby League Rejuvenation of football field	SCCF 2	Planning	<div><div></div></div> 10.00%	60,000	73	0.12%
Upgrade to change rooms at ANZAC park Gundagai	SCCF 2	Planning	<div><div></div></div> 0.00%	172,987	-	0.00%
Cootamundra Community Garden	SCCF 2	Planning	<div><div></div></div> 10.00%	70,242	73	0.10%
Total				2,323,769	801,805	34.50%
SCF1 projects						
Gundagai pool tiling and disabled ramp	SCF1	Procurement	<div><div></div></div> 5.00%	300,000	145,016	48.34%
Gundagai Visitors Information Centre redevelopment - disabled ramp and disabled toilet	SCF1	Planning	<div><div></div></div> 5.00%	300,000	11,584	3.86%
Gundagai Netball Courts Masterplan - construction of lighting, storage & shelter	SCF1	Procurement	<div><div></div></div> 5.00%	200,000	5,200	2.60%
Stephen Ward Rooms Outdoor Area construction	SCF1	Construction	<div><div></div></div> 5.00%	200,000	23,987	11.99%
Rathmells Lane - Bitumin seal from Temora St to end	SCF1	Complete	<div><div></div></div> 100.00%	248,451	237,115	95.44%
Footpath renewal	SCF1	Construction	<div><div></div></div> 58.00%	500,000	442,124	88.42%
Cootamundra pool - water park	SCF1	Procurement	<div><div></div></div> 25.00%	400,000	1	0.00%
Fisher Park Cootamundra sports ground lighting installation	SCF1	Procurement	<div><div></div></div> 25.00%	250,000	1	0.00%
Pool shade Cloth - Cootamundra and Gundagai	SCF1	Construction	<div><div></div></div> #N/A	100,000	51,020	51.02%
Extension of Gundagai Water Supply to the Dog on the Tuckerbox site	SCF1	Planning	<div><div></div></div> 10.00%	600,000	38,230	6.37%
Nangus Water Supply Works	SCF1	Planning	<div><div></div></div> 10.00%	647,500	-	0.00%
Stormwater mitigation	SCF1	Execution	<div><div></div></div> 5.00%	1,000,000	131,148	13.11%
Cootamundra saleyards lighting and electrical upgrade	SCF1	Complete	<div><div></div></div> 99.00%	268,882	224,992	83.68%
Adjungbilly Road reconstruction for B'Doubles	SCF1	Complete	<div><div></div></div> 35.00%	2,100,000	1,963,077	93.48%
Cootamundra water mains replacement project *should be a separate work order for each segment*	SCF1	Construction	<div><div></div></div> 60.00%	2,000,000	3,068,777	153.44%
Investment into Department of Education	SCF1	Not started	<div><div></div></div> 0.00%	594,724	-	0.00%
Construct public toilets - Sheridan St Gundagai	SCF1	Construction	<div><div></div></div> 20.00%	150,000	146,314	97.54%
Total				9,859,557	6,488,586	65.81%
SCF2 projects						
Yarri Park Youth precinct/Lions Park – Basketball courts and new amenities.	SCF2	Construction	<div><div></div></div> 5.00%	130,000	9,510	7.32%
Gundagai Preschool – Capital works projects to build additional rooms, providing more spaces.	SCF2	Planning	<div><div></div></div> 5.00%	510,000	452	0.09%

SCF2 projects continued						
Coolac Hall & Oval – Project includes relining hall, new kitchen, installation of cricket nets, picket fence, irrigation and seating.	SCF2	Construction	10.00%	200,000	72,617	36.31%
Gundagai Public School P&C – Installation of soft fall for playground.	SCF2	Complete	100.00%	75,100	75,099	100.00%
Gundagai Tourism Action Group (s355 Committee) – Gundagai Main Street History walk.	SCF2	Execution	25.00%	50,000	12,154	24.31%
Ellwood Hall (Stockinbingal) – General repairs and installation of heating and cooling.	SCF2	Complete	25.00%	60,000	59,247	98.75%
Gundagai Junior Rugby League – New PA system.	SCF2	Complete	25.00%	14,753	14,753	100.00%
Battle of the Bidgee – Installation of permanent storage sheds to support to event.	SCF2	Construction	10.00%	22,449	11,954	53.25%
Town & Country Inc – Disabled toilet.	SCF2	Construction	15.00%	30,000	20,051	66.84%
Gundagai South Public School – Sensory garden.	SCF2	Planning	5.00%	60,000	-	0.00%
Adjungbilly Hall – Upgrade tennis courts into multipurpose facility, install community BBQ.	SCF2	Construction	25.00%	130,000	106,923	82.25%
Tumblong Hall – Community facilities, multipurpose courts and BBQ area.	SCF2	Planning	10.00%	137,447	73	0.05%
Mill Centre – Interactive Tourist Attraction.	SCF2	Procurement	20.00%	200,000	42,577	21.29%
Owen Vincent Oval - Gundgai	SCF2	Procurement	25.00%	150,000	136,058	90.71%
Gundagai RSL – Landscaping Anzac Grove, Gundagai.	SCF2	Construction	50.00%	25,000	16,958	67.83%
Cootamundra Nursing Home – Installation of solar panels	SCF2	Complete	100.00%	53,227	52,507	98.65%
Cootamundra Mens Shed – Relocation of Mens Shed to Depot 2 on Hovell Street.	SCF2	Planning	1.00%	100,000	-	0.00%
Cootamundra Arts Centre – Disabled access ramp.	SCF2	Planning	5.00%	3,142	-	0.00%
Owen Vincent Oval Gundagai – River water pump	SCF2	Complete	90.00%	40,000	-	0.00%
Cootamundra Rugby Union Club – New dressing room facilities and club room. (CAPNEW)	SCF2	Construction	55.00%	430,000	392,803	91.35%
Cootamundra Harness Racing – Upgrades and maintenance to track.	SCF2	Construction	2.00%	52,000	18,368	35.32%
Cootamundra Netball Courts – 4 new netball courts to replace non-complying courts.	SCF2	Procurement	2.00%	450,000	-	0.00%
Cootamundra Country Club – Upgrades to precinct including dam, machinery shed, course, upgrade to building façade.	SCF2	Construction	5.00%	1,355,000	80,387	5.93%
Total				4,278,118	1,122,490	26.24%

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

10,301,121

13,656,880

374,254

540,691

8.3 COMMUNITY AND CULTURE

Nil

8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

8.4.1 DEVELOPMENT APPLICATIONS APPROVED JUNE 2019

DOCUMENT NUMBER	306230
REPORTING OFFICER	Brooke Douglas, Executive Assistant
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	2. A prosperous and resilient economy: we are innovative and 'open for business' 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 June, 2019 be noted.

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

APP. NO.	PROPOSED BUILDING	STREET NAME
DA2018/084	New Commercial Kitchen	Wallendoon Street
DA2019/058	Retaining Wall	Sheridan Street
DA2019/064	Change of Use	King Street
DA2019/069	Change of Use	Punch Street
DA2019/071	New Shed	Landon Street
DA2019/076	New Shed	Ursula Street

VALUE OF WORK REPORTED TO THIS MEETING:

\$136,000.00

VALUE OF WORK REPORTED YEAR TO DATE :

\$29,055,502.00

THIS TIME LAST YEAR:

VALUE OF WORK –June 2018 - \$ 2,712,115.00

VALUE OF WORK – YTD 2018 - \$ 22,560,884.00

8.5 REGULATORY SERVICES

8.5.1 COOTAMUNDRA CBD PIGEON STRATEGY REPORT

DOCUMENT NUMBER	306736
REPORTING OFFICER	Glen McAtear, Manager Regulatory Services
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Correspondence - Belmont Pest Management ↓

RECOMMENDATION

1. Council prepare a fact sheet to distribute to residents and local businesses providing information on pigeon control.
2. Council undertake pigeon proofing on Council assets where roosting pigeons congregate.

Introduction

At the Ordinary Meeting held on Tuesday, 25th June, 2019 Mr Allan Mitchell and Ms Jenna Reid both addressed Council during the Open Forum in relation to the mess created by pigeons nesting in their business' buildings.

Discussion

Council in previous years, in conjunction with business owners, has undertaken many techniques with the objective of eradicating pigeons from the CBD of Cootamundra. As stated in the attached report pigeon control is a complex issue where many factors must be considered.

Of the methods Council has previously undertaken none have been absolutely successful in eradicating the birds from the infested areas. After recently researching the eradication of pigeons Council staff met on site with Jamie Grentell, consultant of Belmont Pest Management, and author of the attached report, to discuss pigeon control. It is worth noting that as recently 2018 Council contracted the services of a local contractor to eradicate the birds.

The identified problems and health risks posed by roosting pigeons are that they:

- Attract cockroaches and rats.
- Damage buildings and monuments due to the corrosive nature of their droppings.

- Cause damage to buildings by roosting and breeding in roof spaces.
- Create a build up of debris which in turn causes drains and gutters to block creating potential fire hazards.
- Cause extensive damage to air-conditioning units and other roof top machinery.
- Create hygiene concerns by increasing the risk of parasites and diseases in domestic and other wild bird populations.
- Impose escalating costs of public liability insurance due to slips on droppings.
- Increase costs to Council with the cleaning footpaths.
- Provide a vector for the spread of disease and weeds from outer areas.

Control Techniques

Research indicates that utilising lethal control techniques is not an effective measure for the long term reduction of the problem birds. Lethal techniques, such as shooting, trapping and poisoning have only proven to achieve short term reductions with most instances just four (4) to six (6) weeks of respite from the birds. The reduced numbers of the culled pigeons can be quickly revived with juvenile birds and the flocks may reach their initial numbers, or be even larger, after a few weeks.

When shooting the birds it is important to realise that if birds are shot in inaccessible locations the birds cannot be retrieved creating other health concerns. Further, when killing adult birds it may leave juvenile flightless birds in nests to die of starvation.

Other issues when using lethal techniques, particularly when trapping, are that it is essential for the food supply of the birds to be removed otherwise the flocks can quickly return to pre cull numbers.

Some licenced pest control operators utilise a chemical where the theory is that the birds go to sleep and die. Unfortunately, in many instances, the birds feed fly away and die an inhumane death which can lead to other animals ingesting the birds and, therefore, ingesting the poison also. Large numbers of native wild birds would also be exposed to the poison.

Food reduction

It is particularly important in all instances to remove any alternate food and water sources and ensure that refuse, particularly from food premises, is stored securely and ensure any spillage is kept to a minimum.

Destruction of nesting sites

Pigeon nests are very simple structures and commonly found along building ledges, air-conditioning units and window sills. Pigeons are very persistent and removal of the nests would be an ongoing task and to be used in conjunction with other bird control methods.

Proofing and deterrents

It is important to prevent pigeons from gaining access to nesting the above mentioned nesting sites by sealing windows, doors and open eaves. This could create extensive renovations or be as simple as closing a window or sealing a crack or crevice.

Products such as netting, wire coils or spikes prevent pigeons from landing and gaining access to nesting sites. Other methods include scare devices, either audio or visual, or the application of gel products that make it uncomfortable for the birds to stand in the affected areas.

It would also assist in the reduction of pigeons if neighbouring businesses were to bird proof their buildings otherwise such efforts could just see the birds moving from one building to the next.

In summary, pigeons become problematic when they have easy access to roosting sites. To remove the birds building landlords and/or business proprietors are obligated to undertake methods to make their buildings uncomfortable sites for the birds to roost. The owners of buildings where the pigeons are congregating should engage the services of licenced pest control agents to undertake birds control programs. Neighbouring businesses should also be encouraged to participate in bird control programs.

Lethal techniques will only rid a site of the nuisance birds for a short period of time and have to be perpetually undertaken to ensure the birds do not return. The food and water source for the birds should also be reduced or removed where possible to discourage birds from roosting.



As Trustee for Yurana Family Trust
ABN: 72 750 074 183

PO Box 39 Ladysmith NSW 2652 M: 0407 982 913 E: jamie@belmontconsultants.com.au

16th July 2019

Glen McAtear
Manager Regulatory Services
Cootamundra-Gundagai Council
81 Wallendoon St
Cootamundra NSW 2590

Hi Glen,

Great to meet with you on Friday of last week to evaluate your pigeon problem in the town's main street. As discussed, I will be providing you with some solution options, primarily based around the property on the corner of Parker St and Wallendoon St, the pros and cons of each system and the outcomes we can expect from each one.

I have been a pest manager in the Wagga area since 1997. In that time, I have purchased and sold one business then after a couple of years break, and many clients asking when I will return, I started Belmont Pest in 2014. Whilst owning the original business I was contracted to many different organisations in the area including Australian Defence Force in Wagga and Wodonga, Defence Housing Australia, Department of Housing (and their contractors), Hungry Jacks, ATO, South West Community Housing, Sisters Housing, Moran Health, Wagga Wagga City Council and a myriad of others, many of these are again my clients. My experience with these organisations ranged from general pests' spiders, fleas, cockroaches, ants etc. to more in depth services like termite inspections and treatments and bird management.

My company and I won the Australian Pest Manager of the Year in 2007 and the NSW Pest Manager of the Year in 2010. These awards are judged by industry experts and business leaders that determine if a business is running efficiently and ethically. I have the experience and knowledge you require to achieve the results your council expects.

When visiting the site, I noted many birds on top of the hotel along with even more upon the ANZ bank building to the north east. While I can see the logic on the building owners coming to council for action, I believe it is each owners responsibility, and liability for costs, to make their building less attractive to the pigeon population. There are several techniques that can be implemented to achieve this.

Trapping- This method is very labour consuming as the traps must be checked and emptied daily. This method can have a short-term effect, but numbers will soon return if the breeding area is not altered.

Poisoning- Can be very effective method to reduce bird numbers quickly. Again, a very labour consuming method. Areas must be pre fed, birds are fed a bird seed free of any poisons to encourage feeding, before the active is added. The site must be monitored very regularly to ensure non target species are not near the feed. Community awareness of this method would also be a factor. Birds dropping dead in the main street, especially if non targets were affected, would almost be as bad as the birds themselves.

Netting- When installed correctly in the right areas is the most effective method to remove birds from areas. However, the 2 sites I visited were not suitable for this technique.

Sound deterrents- Very low success rate with this method. Also having these in a business district would not be suitable as more complaints would come in of the noise pollution.

Light deterrents- When installed correctly and in suitable positions can be very effective. The lights refract the sunlight at different angles that disorientate the birds and makes the area less appealing. These used with other methods can greatly reduce bird numbers. Downside to this method is it does not work when the sun is not out. The theory is that it has done its job well enough during sunny days that birds do not return anyway

Spikes- Great method for larger birds, like in this case the Rock Dove. The spikes do not allow the birds any access to ledges to roost or nest.

Laser deterrents- Relatively new technology that focuses laser beams at set spots in an area. The limitation with these systems are they cannot be used where people can come into contact with the beams, but could be useful in some situations.



As you can see in the above pictures the pigeons have many areas to roost during the day and foul the areas below. On this building I would propose to spike the top 2 ledges along the outer wall of the hotel, then install at least 2 ideally 3 Eagle-Eye bird deterrents.

When looking at the impact the birds are having on the streetscape it should be noted the less noticeable effects they are having on the area. These birds' droppings can carry fungal and bacterial diseases along with viral, protozoal and rickettsial diseases. They can introduce parasites and insects into the area such as fleas and lice, mealworms and beetles. The health impacts cannot be understated.

Each site would be different so we cannot take a holistic approach to this problem. Building owners would be required to contact me for assessment of their property. Keep in mind if all the business has something done the birds will not just disappear. They will still be present in the area, but our main goal is to reduce the numbers in the main street that in turn will reduce the numbers of complaints.

Again, great to meet you Glen and if you require any more information just give me a call.

Regards,

Jamie Grentell

8.6 ASSETS

Nil

8.7 CIVIL WORKS

8.7.1 CIVIL WORKS AND TECHNICAL SERVICES REPORT - JULY, 2019

DOCUMENT NUMBER	307457
REPORTING OFFICER	Shelley Liehr, Executive Assistant - Operations
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

The Civil Works and Technical Services Update Report for the month of July, 2019 be received.

Introduction

This report provides a detailed update of the Civil Works and Technical Services Department's works for the month of July, 2019.

Discussion

Maintenance grading has been undertaken on Brawlin and Back Brawlin Roads, Nanangroe Road, Adjungbilly Road and other roads around the Muttama area. Gravel resheeting has been completed on Willis Road and will move onto Parsons Creek Road in the near future. Further shoulder grading has also been undertaken on Old Cootamundra Road.

Earthworks on Adjungbilly Road has been completed. The crew has demobilised from the site and will return to complete pavement, sealing and guardrail works when the warmer months arrive.

The Turners Lane causeway upgrade is complete with the exception of the sealing of the approaches. The last of the work completed was the placement and compaction of the road base on the approaches. Work on the Old Gundagai Road reconstruction project has seen the culverts extended and preliminary earthworks commenced on the batter cut and fill areas. These preliminary works are expected to be completed by the end of July, 2019, with the next stage to be continued later in the year. Both these projects were funded through the Roads to Recovery program.

The replacement of the kerb and gutter in Justin Street is now complete. Final reinstatement of the road edges up against the new kerb will take place once the backfilled pavement has been consolidated. New kerb and guttering is planned to be installed on the southern side of Tor Street between Nurse Murray Street and Jack Moses Avenue with preliminary planning underway.

Patching works on town streets and bitumen Council roads has been undertaken as required. Road side slashing has also been undertaken along Muttama Road and the Olympic Highway.

Replacement of the old footpath along Temora Street between Parker and Murray Streets is underway. Footpath works have also been completed on Otway Street between Hanley and Punch Streets. These works were identified for replacement due to their poor condition and unevenness with funding coming from the Stronger Communities Grants.

Work is continuing on the new Sheridan Street toilet block. Works will also continue at the intersection of Sheridan and West Streets with drainage works progressing.

Work is planned to commence on the preliminaries for the Bongalong Creek bridge replacement on Burra Road, this will include tree removal and installation of a gravel side track in preparation of the bridge works currently scheduled for August with weather permitting.

The entrance to Anzac Park and the carparks adjacent to both Stan Crowe and Owen Vincent Ovals will have works undertaken to improve the pavement and drainage at these locations.

Over the next month crews will continue with the scheduled maintenance grading and concrete footpaths works as required.

The monthly works program is currently being prepared for the 2019/2020 financial year and will be included with the August update Report.

8.8 TECHNICAL SERVICES

Nil

8.9 FACILITIES

8.9.1 UPDATE ON THE STATUS OF THE DOG ON THE TUCKERBOX

DOCUMENT NUMBER	307781
REPORTING OFFICER	Andrew Brock, Manager Facilities
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	2. A prosperous and resilient economy: we are innovative and 'open for business' 2.3 Tourism opportunities are actively promoted
FINANCIAL IMPLICATIONS	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 contained in the Dog on the Tuckerbox report be noted.

Introduction

Previous discussions relating management of the Dog on the Tuckerbox site included the arrangement for interim lessees to manage the site. Part of this arrangement was the execution of a lease between Council and the approved lessees to formalise the administration the site. The lease will come into effect from 1st August, 2019 for a twelve (12) month period and will be subject to review at the conclusion of the lease.

Discussion

Prior to the commencement of the above mentioned lease arrangement Parks and Gardens staff will be undertaking some ground maintenance and building repairs to bring the facility to an acceptable standard to hand over to the lessees.

The toilet facilities will be refreshed with new paint work, plumbing and the installation of new fixtures so they are compliant with Australian standards of public toilets.

The souvenir building will have work undertaken in the kitchen area to address compliance issues and receive some general maintenance. The external timber pergola will be removed due to dry rot damage and is not being replaced. The new lessee will be responsible for the repainting of this building and has submitted some designs for a mural and a colour pallet which have been approved by Andrew Brock, Manager of Facilities.

The work being undertaken at the Dog on the Tuckerbox is within Council's annual budget and no additional funding will be required.

8.10 WASTE, PARKS AND RECREATION

8.10.1 ESTABLISHMENT OF A COOTAMUNDRA SPORTS COUNCIL

DOCUMENT NUMBER	305804
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>1. A vibrant and supportive community: all members of our community are valued</p> <p>1.1 Our Community is inclusive and connected</p> <p>1. A vibrant and supportive community: all members of our community are valued</p> <p>1.2 Public spaces provide for a diversity of activity and strengthen our social connections</p> <p>3. Sustainable natural and built environments: we connect with the places and spaces around us</p> <p>3.2 Our built environments support and enhance liveability</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

1. The report relating to the establishment of a Cootamundra-Gundagai Sport and Recreation Council be received and noted.
2. Council approve and support the establishment of a Cootamundra-Gundagai Sport and Recreation Council.
3. The Waste Parks and Recreation Manager develop a Memorandum of Understanding (MOU) that will set the Terms and Conditions associated with facilitating the Cootamundra-Gundagai Sport and Recreation Council.
4. Council endorse Council's Manager Waste Parks and Recreation to Chair the Committee for the first 12 month period.
5. That the Cootamundra-Gundagai Sport and Recreation Council be made up of the following
 - Manager Waste Parks & Recreation (Chair)
 - Councils Recreation Officer
 - Councils Public Open Space Parks Supervisor
 - 1x Councillor, and

- 1x representative from each and every registered sport and recreation association.
6. **The Cootamundra-Gundagai Sport and Recreation Council meets at minimum Quarterly with the Minutes of the meetings reported to Council for information.**
 7. **Council endorse an annual membership fee to be determined at the inaugural meeting of the Cootamundra-Gundagai Sport and Recreation Council.**
 8. **The nominal membership fee be recorded in the Minutes as a recommendation for the consideration of Council.**

Introduction

Local Government is the major provider of recreation and sport facilities in NSW. For the most part, Local Councils plan for, and manage their facilities on an individual Council basis. However, there is a growing need for Councils to work more collaboratively together and with other key stakeholders including State Government and Local and State Sporting Organisations to ensure that sporting and Recreational groups and local communities have access to well-planned and located facilities that are fit for purpose, sustainable and meet the needs of users.

Discussion

In addition to identifying the need for sporting, schools and recreation groups and associated resources to address a range of challenges, and a realisation that a “Time for Fundamental Change” has highlighted that Council has created more assets than they can sustain and are now grappling with ageing facilities and inefficient provision. Compounding the asset situation is a concern that it is becoming increasingly difficult to raise the capital required to deliver new infrastructure.

A number of strategic responses to these challenges are recommended:

- **Asset Management:** Develop policy and guidelines that guide the appropriate provision of sport and recreation facilities and ongoing asset management.
- **Planning:** Undertake strategic planning that achieves a spread of multi-functional and regional facilities across the region and determines the appropriate provision of local facilities.
- **Funding:** Provide appropriate funding to enable implementation of planning and strategic asset management.
- **Partnerships:** Establish strong partnerships between local government and other levels of government (schools), state bodies and other local stakeholders to collectively achieve desired outcomes.

A well-appointed and managed Sports/Recreation Council with agreed outcomes and determined performance targets can assist Council in delivering identified community expectations.

Role of the Sports Council

The objective of a Sports Council and these associated guidelines is to assist Council and provide a platform for improved planning and decision making that will ultimately provide Cootamundra

Gundagai Regional Council and the community with better places to play sport and encourage people to participate.

The overriding issue for sport and all levels of government is the ability to continue to provide and maintain minor and major sport and recreation facilities to the level required by the community and sporting organisations.

Currently there exists a number of key challenges faced in the region for providing sports infrastructure, including;

- Facilities Are Ageing - and in need of major redevelopment or in some cases replacement to remain fit-for-purpose, affordable and sustainable to operate and maintain.
- Inefficient Provision And Duplication – traditionally Councils and communities have focused on providing facilities within their respective Council areas, which has been a contributing factor to the duplication of facilities and services within regions.
- Increasing Expectations - increasing pressure from sporting bodies and the general community on Councils to provide higher-standard facilities.
- Pressure On Open Space - increasing pressure on open space due to an ever increasing demand for housing supply close to population and activity centres.
- Increasing Budget Pressures - becoming increasingly more competitive and difficult to raise the capital required to deliver new infrastructure.

Given there is limited sources of revenue and many other social, environmental and financial responsibilities it is difficult to balance these competing demands when planning for sports facilities.

What is required is a totally new and holistic approach to the provision, management and resourcing of regional facilities that is strategic, sustainable and supported by all stakeholders. To create infrastructure of the future we need to look beyond individual, local and Council boundaries and find better ways to collaboratively plan, deliver and manage a strategic spread of recreation and sport facilities.

Promote a collaborative approach to the planning, delivery and operation of 'Local & Regional Level' sporting facilities

1) THE AIMS

- Provide strategies and processes for Councils to work across planning and ownership boundaries to deliver shared 'Local & Regional Level' sport & recreation facilities.
- Four fundamental objectives have been identified that set the foundation for these Guidelines:
 - 1) The need for more collaborative planning;
 - 2) Sharing of information to inform better decision making;
 - 3) Strategically targeted resources, and
 - 4) Design and management practices that ensure sustainable facilities and operations

2) THE PLANNING GUIDELINES

The following eight critical steps have been identified to support the successful delivery of local & regional facilities.

- 1) Project Readiness Criteria
- 2) Governance
- 3) Strategic Intent
- 4) Understanding and Meeting Needs
- 5) Partnerships
- 6) Design
- 7) Cost and Funding Sources
- 8) Management

7) Why we need Sport Club / Recreation Guidelines

Across NSW, sport, government, community, education and commercial sector stakeholders are collectively responsible for providing opportunities for residents and visitors to participate in and enjoy recreation and sport.

Participation is vital to the health and well-being of people and the levels of social connectivity and economic benefit of the local communities in which we live, work and visit. Providing the right level of support, user experience and venue amenity is a major influencing factor to whether people participate once, twice or for life. There is diversity in the range of recreation and sport facilities currently provided across the Council area. However, there is increasing pressure on facility owners to ensure that these facilities continue to meet and evolve with user and community expectations, while remaining affordable and sustainable to operate and maintain. In trying to identify the greatest areas of impact that stakeholders can have in supporting greater levels of participation in a mix of quality facilities. The Local Government Recreation Forum, the Local Government Association of NSW and the Office for Recreation and Sport have identified a need for a sustainable network of Local & Regional Level recreation and sports facilities that meet the needs of stakeholders and communities. Local Sport, Recreation and government stakeholders tell us that many are ageing, or no longer meet the standards required or the changing needs of local and regional communities. There is now a gap emerging in meeting provision and quality expectations and it is the industry's collective responsibility to build on and improve the existing network of Local & Regional Level facilities, plan better for the future and communicate to the industry and stakeholders what we believe contributes to delivering successful and sustainable projects and infrastructure.

In doing this, four fundamental objectives have been identified that set the foundation for these Guidelines:

- the need for more collaborative planning;
- quality research and sharing of information to inform better decision making;

- strategically targeted resources, and
- design and management practices that ensure sustainable facilities and operations.

The proposal to establish a Sports/Recreation Council bring fresh thinking to the planning, provision and delivery of local & regional facilities in a way that sport, recreation, local government and community stakeholders can all benefit. The proposed Sports/Recreation Council will also allow Council to make a positive contribution towards the alignment of stakeholder objectives for a common purpose and vision, and encourage stakeholders to identify priorities that focus on increasing participation, make a contribution to local, regional and economic growth and deliver sustainable assets that are well used by all local community members and our visitors.

8) Key government stakeholder responsibilities

In adopting collaborative approaches to the planning, provision, development and funding of Local & Regional Level recreation and sport facilities, it is important to clarify the roles and responsibilities of key stakeholders in the process.

8.1) State Government - the Office for Recreation and Sport (ORS) is the lead agency for the State Government for sport and active recreation. Through ORS, the State Government supports sport and recreation organisations and local government through facility planning and development advice and government funding to deliver sustainable, inclusive, and functional and fit for purpose active recreation and sport facilities that meet the current and future needs of the Cootamundra Gundagai Regional Council community.

8.2) Federal Government - the Federal Government plays a critical role in project funding and general support for Regional Level projects and development across NSW. Engagement via Regional Development Australia (RDA) will be central to meeting broader government objectives and aligning projects with wider regional priorities.

8.3) Local Government - as the primary provider of Local & Regional Level sporting facilities, Councils have a leadership role in advocating for a more collaborative and coordinated approach to the planning, funding, development and on-going operation of facilities. This includes, working with key stakeholders to identify and understand the current and future demand for facilities to ensure that communities have access to the widest range of appropriate, sustainable and quality sporting opportunities possible. Councils also have a responsibility for managing facilities post development, including their financial oversight, asset condition, promotion and event / user attraction are also critical functions of Local Government to ensure they deliver sustainability for the largely volunteer driven community.

9) Key non-government stakeholder responsibilities

9.1) Local, State and National Sporting Organisations - Local, State and National Sporting Organisations are responsible for setting individual policy and strategic directions as they relate to their sport. They play a key role in ensuring local and regional needs can align with stakeholder objectives (particularly land owners and facility providers/ facility managers) and in generating local & regional project leadership, advocacy and funding. In the case of larger organisations (where greater capacity exists), sporting organisations can also provide technical support and advice, as well as project management functions. All sports also have a growing obligation to produce accurate participation and project benefit information to support business cases, planning submissions and to clearly articulate the sport and community opportunities available. They also have a pivotal role

in facilitating collaboration between local communities, clubs, and associations, other sporting organisations (where shared outcomes can be achieved) and with Local and State Government.

9.2) Local Clubs and Associations - local sporting clubs and associations are responsible for scheduling, programming, identifying needs and managing utilisation of venues. They are well placed to initially identify trends and changes in local and regional needs and in raising issues and awareness of growing facility provision and quality gaps. A structure to enable local clubs, associations and leagues to engage in State Sporting Organisation and Local Government planning processes is essential to achieving successful regional project outcomes. Local capacities do however vary significantly and structured engagement is required.

9.3) Commercial Sector - the commercial sector already plays a key role in contributing towards the managing/sponsoring Regional Level facilities to meet customer, service and sustainability needs. Continued partnership work with Local Government and Sporting Organisations in this area is a key role for commercial groups. The provision of potential funding, sponsorship and initiation of Public Private Partnership arrangements are also key opportunities for both the commercial sector and local communities.

9.4) Industry Bodies - industry bodies such as Sport NSW, Parks and Leisure Australia, Recreation NSW all play a role in guiding the discussion around recreation and sport needs, and particularly regarding stakeholder collaboration and coordination. As part of their advocacy and support role to their related industry/ies and representatives, the promotion and championing of best practice planning is paramount. In ensuring long-term sustainability of Local & Regional Level facilities, industry bodies could play an active role in peer support and may where and when required, review of facility plans and projects to ensure they are meeting not only local and regional objectives, but considering the wider industry trends and benefits as well.

9.5) Schools and Education Sector - schools play a key land owner and provider role and can assist regional scale projects by acting as a key partner in facility planning, providing access to school land and facilities, acting as core user or anchor tenant of a facility or being the lessee and manager of local & regional facilities. In all these instances, strong collaboration and partnerships with local government and sporting clubs will be critical to maximising benefit for all users and stakeholders. Greater flexibility in the design and access to school and/or community facilities will lead to greater realisation of shared costs and benefits.

10) Guiding Principles

The results for Local & Regional Level recreation and sport facilities are achieved through a shared vision, strong collaboration, and quality data and targeted resourcing. To this end, the following four principles have been identified.

10.1) Targeted Investment

10.1.1 Provide collective investment towards priority projects. 3.2 Target stakeholder resources that will grow a sustainable network of Regional Level facilities that promote increased use and benefit to their local and regional communities.

10.2) Professional Approach

10.2.1 Adopt a professional approach to planning, design and management functions that focus on understanding the sport and user context. 4.2 Engage with the sport, commercial and government sectors and ensure customer servicing is a priority. 4.3 Professional management will support more efficient operations and access, responsible venue management, proactive asset management and renewal of Regional Level facilities.

10.3) Working Collaboratively

10.3.1 Government, sport, education, community and commercial sectors will come together to adopt and promote a shared vision for Regional Level recreation and sport infrastructure. 1.2 Partners will commit to aligning planning processes and objectives to effectively provide, deliver and manage existing and future Regional Level facilities.

10.4) Information Sharing

10.4.1 Recognise and respond to the unique and changing environments and communities across individual regions. 2.2 Prioritise the consistent collection and sharing of data that will support the identification of specific local and regional needs. 2.3 Collectively use and interpret information to promote better decision making around the planning, provision, use, design and management of Regional Level facilities.

11) Regional Facility Definition & Local Facility Attributes-

There is no one size fits all definition of a Local Level recreation and sports facility. Project partners and stakeholders however all firmly believe that a defined set of parameters within an overall agreed recreation and sporting facility hierarchy is an essential element to managing expectations and achieving a consistent approach to future Local Level facility development and improvement. To facilitate this, the following definition has been developed based on input from across the sector: "A recreation and sport facility (either single purpose or community sporting hub) of Local & Regional Level significance which because of its location and characteristics attracts users from a large Council area and/or across multiple Council areas and meets the standards required to host major Regional/State level competitions, events and/or training."

The key attributes that both Local and Regional Level sporting facilities 'have and provide' include:
Key attributes include:

- Accommodate a range of sport participation activities and outcomes (community, competition, events and high performance).
- Fit for purpose facilities for one or multiple activities.
- Caters for a catchment of one large local Council area or multiple areas.
- Offers flexibility of use.
- Delivers high quality amenity, service and management

12) When to use the guidelines

Who are the guidelines important to?

These Guidelines are intended to support Council, sport and regional stakeholders to appropriately scope, plan, design, and budget and deliver a network of quality and sustainable Level recreation and sports facilities across the Cootamundra Gundagai region. Stakeholders involved in the planning, investment, management and operation of local Level recreation and sport facilities should refer to the Guidelines when initiating new projects or planning the improvement or redevelopment of existing facilities. The recommended approaches and references made and examples used are provided as 'best advice', and stakeholders should also consider unique local requirements, planning standards, environments and site specific conditions when using the Guidelines to implement initiatives.

The Guidelines are provided primarily for Council and the proposed Sports Council (as the predominant land owner and manager of Local Level recreation and sports facilities).

A core function of the Guidelines is to educate stakeholders on how to develop quality projects and generate collaborative outcomes regarding Local Level recreation and sport facilities. A number of great examples already exist (Stronger Community Grants) where these guidelines would have been of benefit and as a result now need to build on and learn from, but improving together will be a measure of future success. It will be important for these Guidelines to also be read and implemented in conjunction with existing Local, State and Federal Government legislative requirements, policy, planning and funding guidelines, sporting code requirements and associated standards, as well as end-user preferences to ensure Local Level facilities are maximised for recreation, sport and community use and benefit.

While Clubs and Associations play a critical role in local facility provision, use and management, the Guidelines are provided to support the provision of Local Level facilities that seek to provide a broader role within the regional context. Other key stakeholders and users of the Guidelines will include industry networks, funding bodies, schools, planners, consultants, developers, venue managers and operators and State Government departments.

Under Section 355 and 377 of the Local Government Act 1993, Council is able to delegate some of its functions to a Committee of Council. Council uses this delegation and appoints community people to manage facilities or functions through a Section 355 (S355) Community Committee. Community Committees are formed to encourage active resident participation in Council decision making. The aim of the Committee should be to accurately reflect both the present and future needs of the community/clubs/organisations they represent.

8.10.2 CLASSIFICATION OF COOTAMUNDRA GUNDAGAI PUBLIC OPEN SPACES

DOCUMENT NUMBER	305805
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>1. A vibrant and supportive community: all members of our community are valued</p> <p>1.2 Public spaces provide for a diversity of activity and strengthen our social connections</p> <p>3. Sustainable natural and built environments: we connect with the places and spaces around us</p> <p>3.2 Our built environments support and enhance liveability</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

- 1. The report on the classification of Council's Public Open Spaces be received and noted.**
- 2. Council endorse the public open space classifications system, and classify the public open spaces throughout the Cootamundra-Gundagai Region into the following categories:**
 - Ornamental Open Space (OOS)**
 - Open Zone Open Space (OZOS)**
 - Urban Nature Open Spaces (UNOS)**
 - Sportfield Open Space (SOS)**
 - Urban Streetscapes Open Space (USOS)**
- 3. Council authorise the Manager Waste, Parks & Recreation & Manager of Facilities to categorise each public open space under Councils control to its relevant category as detailed in this report and be registered into Council's Asset Management System accordingly.**

Introduction

The use of consistent terminology for public open space is incredibly important. Our ever expanding communities require open spaces for sport and recreation at a time when populations and living pressures are increasing. In rural areas of Australia we have always taken the abundance of space for granted. Now, more than ever, careful planning and maintenance of our streetscapes, playing fields and parks is required to ensure communities are active and able to enjoy a quality mix of structured and natural environments. This planning must be undertaken across areas, with all stakeholders sharing a common understanding of both open space function and terminology.

This proposed framework is designed to achieve that consistency and reduce confusion. The challenge now is to not only continue to provide for our existing population, rather to ensure a legacy of public open space for generations to come. The existence of all the magnificent street and park trees, that complement our urban areas today, is evident of how professional open space planning from previous generations has greatly improved liveability today.

Public open spaces (POS) can increase aesthetic appeal, amenity and value of a neighbourhood, suburb or regional area. Aside from providing places to play and be active or relax, public open spaces afford many benefits. Environmental benefits can be gained through protecting local biodiversity and visual landscapes, retaining ecological systems and linkages, and management of urban water. Social benefits can be gained through community interaction and activation of places for formal and informal sport and recreation. Cultural benefits can be gained through recognition and interpretation of Indigenous and historic values. Economic benefits can be gained through the provision of services supporting visitation for sport, recreation and tourism.

It is intended that the classification framework will:

- Encourage planning and management sections and authorities to adopt common terminology and enable comparative assessments of open space provision and function, both locally and regionally.
- Inform high level policy and urban planning practice.
- Inform, review and revision of open space elements in “Liveable Neighbourhoods Guidelines” (LNG).

Within this document, POS refers to urban green spaces: streetscapes, parklands, play areas, playing fields, bushland, greenways, major water courses, and other similar spaces people use for recreation, native habitat protection, sport and social interaction.

Discussion

Public open space (POS) is generally described as land set aside for the purpose of public enjoyment and protection of unique, environmental, social and cultural values for existing and future generations. Allocation of open spaces is most often determined by a Council and/or state government authority through urban development processes.

Under current Council public open space management there are only two levels of hierarchy which includes Sporting Fields and Parks and Gardens.

Descriptive guidelines in Landscape National Guidelines (LNG) include relatively little discussion regarding the need to consider diversity of open space function within neighbourhood planning. In addition, the application of LNG has resulted in an imbalance in favour of smaller open spaces and those of an appropriate size to accommodate organised sport or other various recreation activities.

Current practice in Council within its criteria appears only to relate to activity. When purpose or function is considered, "active" is used to describe areas designed and maintained for structured, organised sport, and "passive" used to describe areas designed and managed for recreation and more informal activity (Parks & Gardens). It is also recognised that current categories of open space area can be nested within one another. For example, Parks & Gardens categorised as district because of size, infrastructure or use and may also act as a local or neighbourhood open space for nearby residents.

Provision of good quality POS involves shared professional understanding of key aspects of open space allocation and design. Planning, development and management of POS involves professionals in urban planning and design, community development, health and fitness, engineering, landscaping and horticulture/arboriculture.

Research commissioned by Parks and Leisure Australia in 2010 identified increasing concerns about the lack of clear and consistent terminology and descriptions that enabled comparable classification and shared understandings of POS. While many of the same terms were commonly used (particularly active or passive, local, neighbourhood, district and regional open space), there was confusion regarding how each was defined and interpreted by professionals in different disciplines. The development of cross industry accepted terminology to describe fundamental form and function of different types of POS is a critical step in reducing confusion.

Purpose

The primary purpose of this framework is to define terminology that can be universally used throughout Council to describe POS. Agreed understanding of what constitutes different types of open space form and function is considered essential to developing well designed and maintained community focused open space networks.

The framework classifies open spaces where community access is encouraged and explicitly managed. While it is acknowledged that substantial recreation activities occur in other areas of publicly accessible space, the framework is not intended to apply to areas where the primary purpose or function is identified as:

- Preservation and restoration of natural features and values such as Bush Forever estate, conservation reserve, nature reserve, state forest or similar.
- Residual land or land set aside as urban deferred or for road reserve or similar purpose.

Further, it is not intended that the descriptions contained in this framework be interpreted as a set of prescriptive standards for POS design or for the provision of infrastructure such as car parking or community buildings. Specific guidelines for design and infrastructure provision will depend on local needs and are most appropriately articulated by the relevant Local Government Authority (LGA) within their own suite of policies.

This proposed open space classification framework is developed through extensive experience from working in local government, open space management and is recognised within the professional industry groups.

Application of the framework

This framework contains five levels of hierarchy:

Hierarchy /Classification

Ornamental Open Spaces

1. Open Zone Open Spaces (OZOS)
2. Sportfield Open Spaces (SOS)
3. Urban Nature Open Spaces (UNOS)
4. Ornamental Open Spaces (OOS)
5. Urban Streetscapes Open Spaces (USOS)

Public Open Space Functions (primary use activities)

Open Zones Open Spaces (OZOS)

Open Zone spaces provide a setting for informal play and physical activity, relaxation and social interaction.

Recreation Spaces:

- Open Zone Spaces enhance physical and mental health through activity that provides relaxation, amusement or stimulation.
- Open Zone Spaces can be accessed by all to play, socialise, exercise, celebrate or participate in other activities that provide personal satisfaction or intrinsic reward.
- Open Zone Spaces include, open parklands, corridor links, amenity spaces, community use facilities, civic commons or squares.
- Open Zone Spaces around sport play spaces for spectators (commonly known as outfields) who attend with the express purpose of watching the game.

Sportfield Open Spaces (playing area only) (SOS)

Sport Spaces provide a setting for formal structured sporting activities.

Sportfield Spaces:

- Sport spaces provide a venue for formal structured sporting activities such as team competitions, physical skill development and training.
- Sport spaces are designed to accommodate playing surface, buffer zones and infrastructure requirements of specific or general sporting activity.
- Players and spectators attend with the express purpose of engaging in organised sporting activity, training or competition.
- Most sport spaces can also be accessed by community members for informal sport and recreation.

Urban Nature Zone Open Spaces (UNZOS)

Urban nature spaces provide a setting where people can enjoy nearby nature and protect local biodiversity and natural area values

Urban Nature Zone Open Spaces:

- Nature spaces provide opportunity for low impact recreational activities, such as walking, cycling, picnicking, playing, watching or exploring natural features.
- Nature spaces may include bushland, creeks, wetlands and riparian habitats, and geological and natural features.
- Sites are managed to enable recreational access while protecting local ecological and biodiversity values.

Ornamental Open Space (OOS)

Ornamental Open Spaces provide a setting for informal play and physical activity, relaxation and social interaction and sculptural art and horticultural/arboriculture garden displays.

Ornamental Open Spaces:

- Ornamental Open Spaces enhance physical and mental health through activity that provides relaxation, amusement or stimulation.
- Ornamental Open Spaces can be accessed by all to play, socialise, exercise, celebrate or participate in other activities that provide personal satisfaction or intrinsic reward.
- Ornamental Open Spaces include ornamental gardens and open parklands, community gardens, corridor links, amenity spaces, community use facilities, civic commons or squares.
- Ornamental Open Spaces can be used for education.

Urban Streetscape Open Spaces (USOS)

Urban Streetscape Open Spaces provide a setting for relaxation and social interaction and sculptural art and horticultural/arboriculture garden and tree displays. They provide a place to gather with friends and reinforce a quality of life and displays a town's success. They help stimulate a vibrant community and support businesses and tourism opportunities. They give a town an opportunity to display its uniqueness and strength of character.

Public Open Space Hierarchy Descriptive

Open Zone Open Space (OZOS)

Is usually small to medium parklands that service the recreation needs of the immediate residential population. OZOS is primarily used for recreation and may include small areas of nature space. OZOS is unlikely to be used for any formal or informal sport or ornamental purpose.

Access: Within 400 metres or 10 minute walk

OZOS Location and design should:

- Be usually located within a 5 minute walk from surrounding residences Include accessible, safe pedestrian and cycling connections
- Form part of an overall pedestrian and cycling network to connect key destination points
- Support good passive surveillance
- Can be responsive to natural site features Build on sense of place
 - Assist to preserve local biodiversity and natural area values.
 - Surround sport play areas.

OZOS activities may include:

- Children's play, dog walking, picnics, friends and family gatherings Relaxation and rest spots
- Casual team activities
- Walking, running or cycling.
- Green corridors within urban built areas.

Open Zone Open Spaces can provide numerous community benefits, particularly within an inner urban context. The inclusion of small parks (less than 0.4ha) in Greenfield residential developments is not generally considered optimal unless purposeful function can be demonstrated.

They serves as the recreational and social focus of a community. Residents are attracted by the variety of features and facilities and opportunities to socialise. They may be used for junior sport or sports training if appropriate space is available.

Sportfield Open Space (SOS)

Sport Open Space (SOS) is principally designed to provide for organised formal sport. SOS will very likely include substantial recreation space. SOS can serve several neighbourhoods/villages & schools with players and visitors travelling from surrounding districts.

Is restricted to the play zone only, and doesn't include what is commonly known as the out fields.

SOS is primarily used for active recreation and may include small play areas of open grass land. SOS is primarily used for organised sports by organised clubs and schools.

Most are located within the 50km areas of town but may/could be located on the outskirts of town.

SOS Location and design

This should be:

- Associated with schools to create a community hub be large enough to enable different activities and uses to occur simultaneously.
- Usually located within an easy walk from surrounding residences Include accessible, safe pedestrian and cycling connections.
- Form part of an overall pedestrian and cycling network to connect key destination points.
- Support good passive & active surveillance.
- Responsive to health improvement and child physical development.
- Play a major role in the improving the liveability of an area and business and tourism growth.
- Be located central to the catchment to maximise accessibility.
- Accommodate the recommended dimensions and supporting amenity for formal sport and recreation

- Located on district distributor roads with good passive surveillance.
- Serviced by public transport networks where practicable.
- Include accessible and safe pedestrian and cycling connectors.

SOS activities

SOS include associated sport facilities, depending on ability to accommodate desirable field dimensions and necessary supporting amenity.

- Children's play, dog walking, friends and family gatherings.
- Casual/organised team activities
- Walking, running or cycling.
- Allowing for a very diverse arrangement of sporting and recreational activities.

Sport Open Spaces can provide numerous community benefits, particularly within an inner urban context. They serve as the recreational and sporting focus of a community. Residents are attracted by the variety of activities and facilities and opportunities to socialise. They may be used for junior/senior sport or sports training.

Urban Nature Open Zone (UNOS)

Usually located along creek/waterways, undisturbed natural areas within an urban area or regenerated areas of open spaces set aside for environmental sustainability and reintroduction of local indigenous plant and animal's species. They can also be set aside or located in areas where they can be used for educational purposes. E.g. schools.

They can assist to engender sense of place and protect specific conservation values through assisting in the retention of nature spaces.

UNOS Location and design may also (Urban Context)

- Be close to surrounding neighbourhoods or within the 50 Km Urban Zone
- Include accessible, safe pedestrian and cycling connections
- Form part of an overall pedestrian and cycling network to connect key destination points Support good passive surveillance
- Be responsive to natural site features build on sense of place
- Assist to preserve local biodiversity and natural area values.
- Natural spaces within the Urban Areas that are not usually maintained.

UNOS activities may include:

UNOS location and design should may include a combination of open parkland and bushland with activity spaces for casual play. The main purpose is to retain or regenerate local native areas for the purpose of protecting a natural environment, educational purposes and or for the protection of wildlife and plant species.

Ornamental Open Space (OOS)

Ornamental Open Space (OOS) may accommodate important recreation and community spaces as well as significant Conservation, Horticultural, Arboriculture and/or Environmental features. OOS may provide substantial facilities for organised family and community activities, play, social interaction, relaxation and enjoyment of nature and gardens, plants and trees.

SOS can assist to protect biodiversity conservation and environmental values through retention of bushland, wetlands and other natural features in association with ornamental amenity.

Access is usually within approximately 2 km, or 5 minute drive, from the main CBD area. Usually located in high profile areas of town and villages.

OOS location and design should:

A public Ornamental Park is a public open space area set aside to maintain a collection of plants for the purposes of public education and enjoyment. They can also be developed for research, conservation, and higher learning. High quality ornamental Public gardens are best staffed by professionals trained in their given areas of expertise and maintain active plant records systems.

These ornamental parks may also include: Botanical gardens, arboretum, ornamental gardens, sculpture gardens, natural areas.

The following public garden definitions are utilized by some of these entities.

Botanical Garden

"A place where a wide variety of plants are cultivated for scientific, educational and ornamental purposes, often including a library, a herbarium and greenhouses; an arboretum

"A garden may contain greenhouses for the culture, study, and exhibition of special plants —also called botanic garden."

Arboretum

"A place where trees and plants are grown in order to be studied or seen by the public."

DOS activities may:

- Consist of sufficient space to accommodate a variety of uses, including children's play, picnicking, social gatherings and individual activities.
- Include a combination of bushland, open parkland for casual play and space for large scale horticultural and arboriculture activities and displays. Accommodate multiple user groups, clubs and relevant associations.

Urban Streetscape Open Space (USOS)

Originally Urban Streetscapes were developed on the basis of human needs – e.g. creating areas for business, movement, activity, play, rest and places to meet. We build streetscapes that enhance integration and create memorable experiences and improved liveability.

Streetscape also refers to urban roadway design and conditions as they impact street users and nearby residents. Streetscaping recognises that streets are places where people engage in various activities, including but not limited to motor vehicle travel.

Streetscapes in most part included:

- Landscaping within the streetscapes and surrounds
- Paving & Concreting
- walls and retaining walls
- lighting throughout
- Building entrances, balustrades, street furniture etc.
- sculpted works
- gardens & trees

USOS Location and design may also

- Areas around the main CBD areas of a town and village
- Be close to surrounding neighbourhoods or within the 50 Klm Urban Zone
- Include accessible, safe pedestrian and cycling connections form part of an overall pedestrian and cycling network to connect key destination points Support good passive surveillance
- Be responsive to local architecture and creating a sense of place
- Assist to preserve local biodiversity and natural area values.
- Natural spaces within the Urban Areas that are not usually maintained.

Urban design can significantly influence:

- the economic success and socio-economic composition of a locality – whether it encourages local businesses and entrepreneurship; whether it attracts people to live there; whether the costs of housing and travel are affordable; and whether access to job opportunities, facilities and services are equitable;
- the physical scale, space and ambience of a place. As such, it affects the balance between natural ecosystems and built environments, and their sustainability;
- the social and cultural nature of a locality: how people interact with each other, how they move around, and how they use a place.

USOS objectives and activities may include that:

- It feels comfortable to walk through, sit, stand, play, talk, read, or just relax and contemplate.
- It is not too exposed to unpleasant noise, wind, heat, rain, traffic or pollution.
- You can freely use the place, or at least part of it, without having to pay.
- You can be yourself and feel included as part of the community.
- It caters for people with various physical capabilities, the old and the young
Vibrant, with people around .

- You can see that there are other people around.
- People are enjoying themselves and each other's company.
- There are places to meet and interact, play, explore, recreate and unwind.
- It is a place you want to visit, experience, or live in Safe Feels safe.
- It feels safe and secure, even at night or on your own.
- There aren't signs of decay such as graffiti, rubbish, weeds or derelict buildings and places.
- Roads and paths are safe for adults and children to walk or ride their bikes i.e. Walkable and Enjoyable - easy to walk and bicycle around.
- It prioritises people walking or riding before vehicles.
- It is easy to get around on foot, bike, wheelchair, pushing a pram or wheeling luggage.
- Buildings and streets feel like they're the right size and type for that place.
- It encourages physical activity and social interaction, and promotes a healthy lifestyle.

Budget Structure.

This new Public Open Space Hierarchy also allows for a more detailed and priority focus on where operational costs can be best focused. The categorisation of community open space allows argument for funding to be based on community and business needs.

The Urban budget protocol is intended for anybody who has an interest in our built environment. Broadly, there are two audiences for this Protocol:

Community and whose actions and interests affect the way Council needs to manage and maintain urban environment, including:

- Elected representatives and officers in Council,
- Businesses, consultants and tourism whose work has an impact on urban design requirements, including planning, development, architecture, landscape architecture, engineering, and finance.

These audience should make particular reference to the model processes for creating high quality urban environments, and the outcomes that these processes are seeking to achieve within a limited funding capability.

The general public (individuals and community groups) who have an interest in urban management and maintenance and or may be affected by decisions about the built environment delivers. This audience should make specific reference to the outcomes that is, the aims and principles described in this document and the finances required to achieve them.

the following financial breakdown is proposed as follows and will be addressed in more detail in a later report to Council. It also includes the other main areas of open space management activities, being urban street trees, public amenities & Irrigation.

Example Only

**Parks & Gardens Division Budget
(Cootamundra, Gundagai & Villages)
2020/2021 Budget Proposal
Park Classification**

Expenditure

Ornamental Open Spaces	Previous Budget	Proposed Budget	Job Number
Wages/Salaries			
Plant & Equipment			
Materials			
Administration/On Costs			
Rates & Charges			
Utilities			
Depreciation			
Sportfield Open Space			
Wages/Salaries			
Plant & Equipment			
Materials			
Administration/On Costs			
Rates & Charges			
Utilities			
Depreciation			
Open Zones Open Space			
Wages/Salaries			
Plant & Equipment			
Materials			
Administration/On Costs			
Rates & Charges			
Utilities			

Depreciation			
Urban Nature Open Space			
Wages/Salaries			
Plant & Equipment			
Materials			
Administration/On Costs			
Rates & Charges			
Utilities			
Depreciation			
Streetscape Open Space			
Wages/Salaries			
Plant & Equipment			
Materials			
Administration/On Costs			
Rates & Charges			
Utilities			
Depreciation			
Urban Street Trees			
Wages/Salaries			
Plant & Equipment			
Materials			
Administration/On Costs			
Rates & Charges			
Utilities			
Depreciation			
Rural Street Trees			

Wages/Salaries			
Plant & Equipment			
Materials			
Administration/On Costs			
Rates & Charges			
Utilities			
Depreciation			
Public Amenities			
Wages/Salaries			
Plant & Equipment			
Materials			
Administration/On Costs			
Rates & Charges			
Utilities			
Depreciation			
Open Spaces Irrigation Maintenance			
Wages/Salaries			
Plant & Equipment			
Materials			
Administration/On Costs			
Rates & Charges			
Utilities			
Depreciation			

This budget classification will allow both staff and Council to allocate budget on adopted and supported mythologies, principals and reliable data. It will also allow budgets to be carefully managed and monitored with full accountability.

8.10.3 STREET TREE MANAGEMENT POLICY

DOCUMENT NUMBER	305806
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>3. Sustainable natural and built environments: we connect with the places and spaces around us</p> <p>3.1 The natural environment is valued and protected</p> <p>3. Sustainable natural and built environments: we connect with the places and spaces around us</p> <p>3.1 The natural environment is valued and protected</p> <p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.2 Active participation and engagement in local decision-making</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	This will be a new Council policy that will be enforced and used to ensure the correct and professional management of our trees throughout the Cootamundra Gundagai Region.
ATTACHMENTS	<ol style="list-style-type: none"> Submission from Essential Energy Regarding Draft Street Tree Management Policy ↓ Street Tree Management Policy ↓

RECOMMENDATION

- Council receive and note the draft Street Tree Management Policy attached to the Report.**
- Council accept the changes to the draft Street Tree Management Policy, attached to the report as included in the Policy.**
- The draft Street Tree Management Policy attached to the report as presented become policy as from 30th July, 2019.**
- The Draft Street Tree Management Policy, attached to the report be implemented and applied by Council staff as from 30th July, 2019.**

Introduction

The draft Street Tree Management Policy is presented to Council for adoption. The draft Cootamundra Gundagai Regional Council draft Street Tree Management Policy has been on public exhibition for 28 days. According to Council records there was only one submission received, being Essential Energy.

As part of Council approving the draft to go onto public exhibition there was some verbal matters discussed by Councillors & staff and they have been addressed within the final document.

Discussion

As part of the Street Tree Management Policy process, the draft document went out onto public exhibition for a period of 21 days. At the close of this period, only one official response has been received and registered.

There was, however, some verbal issues raised by Councillors and staff as part of the draft document review.

The verbal concerns raised where:

- Cost to residents if it was considered by Council that if private trees were damaging Council infrastructure, that the property owner would have to pay for infrastructure repairs.
- Council trees in rural areas that impact on property owner assets.
- Trees on private land
- That if Council trees damaged private infrastructure Council would not be held liable, this was in reference to both urban and rural areas.

Both these issues have been addressed within the document sections 11, 17, 24, 25, 29, and 31.

The official submission from Essential energy (copy attached) has also been addressed. Council and Essential energy representatives meet to discuss these issues in detail.

Essential energy issues relate to sections 4, 7, 14 and 22.

Although their issues have been addressed and key points taken on notice, Council does however highlight the fact, that nowhere within Essential Energy's terms of reference are there any references to Council's policies, regulations or ownership. Essential Energy's policy and procedures do not consider the fact that the trees belong to Council, are a Council asset and therefore come under the control and management of Council.

Essential Energy tree management procedures do not take into account the transfer of risk and responsibility when their contractors prune trees to a point where they are no longer structurally sound and become a risk to the public and surrounding infrastructure.

It is the view of Council that the continuation from Essential Energy of implementing poor tree management practices cannot continue. Further, the repetitive annual cost to Council to undertake the related street tree pruning is an inefficient use of funds, when considering there are alternative short and long term measures that if implemented would reduce the perceived risks to Council, save money and enhance the visual amenity and health of Councils urban streetscapes.

Council have had discussions with Essential Energy for both parties to develop a 10 year strategic tree management plan relating only to trees located under powerlines. That both parties evenly share the planning and associated costs to commence a program to remove any trees considered by both parties to be unsuitable for remaining under power lines. This is only to include trees located throughout the CBD areas of towns and villages.

This objective being that in the future, there is no further need or at best just minor pruning of street trees throughout all town and village CBD areas.

Council and Essential Energy will continue discussions to determine how to progress this planning process for future action and implementation. A further report will come back to Council for consideration and approval.

Attachments:

- Street Tree Management Policy
- Submission from Essential Energy.



24 June 2019

Mr Wayne Bennett
Cootamundra Gundagai Regional Council
81 Wallendoon Street
Cootamundra NSW 2590

Dear Mr Bennett

Submission Re Draft Street Tree Management Policy

Thank you for your time on Monday, meeting with Essential Energy representatives and raising Cootamundra Gundagai Regional Council's concerns in relation to vegetation management.

As I believe was discussed, Essential Energy welcomes the opportunity to comment on the Cootamundra-Gundagai Regional Council's Draft Street Tree Management Policy, as tabled at the May 2019 Council meeting.

Essential Energy recognises the amenity value of trees, their importance to the local environment, and the vital role that council play in managing streetscapes for the communities they represent. As a legal obligation on Essential Energy, trees and other vegetation must be managed near powerlines to maintain safety to individuals and the environment, whilst maintaining the quality and reliability of the electricity supply.

As you know, trees near powerlines are widely considered a safety risk. The dangers include:

- > Falling branches or trees bringing down live power lines
- > Ignition of bushfires with subsequent impact to property, individuals and the environment
- > Children climbing trees near powerlines
- > Electric shock potential from property owners clearing vegetation near powerlines.

Key Points

While Essential Energy considers the draft Street Tree Management Policy to be positive and constructive in intent, the requirements proposed within the draft Policy appear to not be in line with legal obligations nor Essential Energy's customer safety interests. Specific suggestions for consideration are:

- > Section 4: Include an additional point recognising Essential Energy's requirement to prune or remove trees to sustainably maintain clearances between trees and electrical infrastructure.
- > Section 7: Essential Energy seeks exemption from the pruning or removal applications process identified here, noting Essential Energy has a safety obligation and an existing works notification process for regular management of potentially hundreds of trees.
- > Section 14: Essential Energy seeks exemption from the notification process identified here, preferring to develop a media release which will be provided to the General Manager and local media as per existing notification and communication processes.
- > Section 22: Essential Energy seeks exemption from this section, noting Essential Energy may need to prune or remove trees likely to impact the network or breach minimum clearance distances; this

PO Box 5730 Port Macquarie NSW 2444 | ABN 37 428 185 226
Telephone: 13 23 91 | Interpreter Services 13 14 50 | essentialenergy.com.au

27 June 2019
Essential Energy Submission Re Draft Street Tree Management Policy

Page 2 of 4

includes trees not directly under powerlines, such as tall trees to the side of powerlines. Existing notification of works processes remain appropriate to the scale and intent of our tree pruning and removal obligations; as such, Essential Energy considers the proposed 'list of proposed trees and/or streets to be pruned...provided to Council at least 2 months prior to pruning' to be unnecessary.

- > Section 24: Essential Energy supports the development of a cost-sharing arrangement, whereby highly inappropriate trees are removed and potentially replaced by more suitable vegetation.

Legislative obligations

The NSW Electricity Supply Act 1995 Section 48 requires Essential Energy to mitigate the interference with electricity works by trees. As noted within the 'Legislative Framework' section of the Draft Street Tree Management Policy, this contains requirements for maintaining vegetation and establishes powers of a distributor to ensure trees do not cause interference with electricity assets.

The Electricity Supply (Safety and Network Management) Regulation 2014 is the regulation specified by the Act which relates to management of vegetation by a network operator. Primary objectives of the Regulation (Part 2 Division 1) relating to vegetation management are to ensure:

- (a) the safety of members of the public, and
- (b) the safety of persons working on networks, and
- (c) the protection of property (whether or not belonging to a network operator), and
- (d) the management of safety risks arising from the protection of the environment (for example, preventing bush fires that may be ignited by network assets), and
- (e) the management of safety risks arising from loss of electricity supply.

Tree pruning in practice

Essential Energy is guided by several key external documents in safe and sustainable implementation of its legislative and regulatory obligations relating to management of vegetation near powerlines:

- > ISSC3:2016 Guide for the Management of Vegetation in the Vicinity of Electricity Assets and Code of Practice: Electricity transmission and distribution asset management
- > ENA DOC023:2009 Guideline for safe vegetation management works near overhead lines
- > AS4373:2007 Australian Standard for the pruning of amenity trees.

It can be a challenging task to achieve the balance between maintaining safety requirements, protecting infrastructure, minimising environmental impact, and maintaining acceptable visual appearances of pruned trees. Set minimum clearances are in place, requiring trees to be a set distance from conductors. Adequate accessibility to the centre of the tree is also required to ensure the safety of our employees/contractors. Australian standards require tree pruning practices to focus on retention of healthy tree crowns.

Often the best outcome for large trees growing directly beneath overhead powerlines is to directionally prune and encourage major branches of such trees away from the powerline. While the resulting shape of the tree (often referred to as "Y-shape" or "wineglass-shape") is not visually perfect, it does typically allow for healthy tree crowns, shade provision, worker safety and public safety. Where such trees do not respond well to this pruning practice, tree removal may be required.

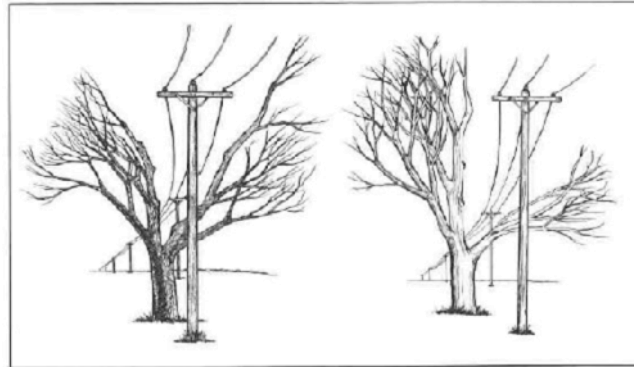


Figure 1. Directional pruning causes trees to assume different shapes.

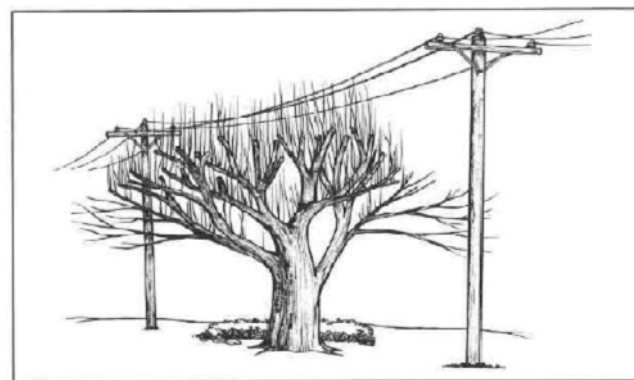


Figure 2. Rounding over or "topping" is a widely discredited practice.

The figures included above are taken from the *International Society for Arboriculture's 'Best Management Practices: utility pruning of trees'* document. This document states:

'Directional pruning [of branches away from conductors] is most effective when natural tree characteristics such as size, shape, and expected growth rates are taken into consideration. It is also important to understand the effect of other factors, such as apical dominance, on expected tree response to pruning.'

Apical dominance is the suppression of lateral buds (located along the sides of branches) by terminal buds (found at the branch tips). When terminal buds are removed, apical dominance is reduced; in response, the tree increasingly sprouts from lateral buds as a result, which is why trees respond with vigorous sprout growth when they are severely headed or rounded over.'

Directional pruning conserves as many terminal buds as possible, leading to less vigorous sprouting from lateral buds'...Rounding over or "topping" is the now discredited practice of indiscriminately stubbing the entire crown of a tree. This once wide-spread practice is now considered unacceptable because it severely damages trees and encourages rapid regrowth'. (ISA Best Management Practices: utility pruning of trees, 2004:10).

A real-world example of this was found recently in Broken Hill, where the local Council had asked Essential Energy to not leave side branches: to implement the "topping" and "rounding-over" practice. In the photos shown on the next page, the trees had been pruned less than 12 months prior and were in contact with the High Voltage conductors; this was a serious safety concern that has since been remediated.

27 June 2019
Essential Energy Submission Re Draft Street Tree Management Policy

Page 4 of 4



Figures 3 & 4. Poor pruning practices led to poor tree health and safety breach in Broken Hill.

Works notification process

Essential Energy and the Cootamundra-Gundagai Regional Council already communicate with regards to tree pruning or removal as per existing notification processes and timeframes. Unless otherwise negotiated between both parties, Essential Energy considers the existing communication and notification process suitable for purpose, to meet our legal obligations to maintain a safe and reliable electricity network.

Working together to reduce power bills

In addition to ensuring public safety of our electrical assets, Essential Energy is committed to meaningfully reducing the distribution network cost component of customer electricity bills. Efficiency of vegetation maintenance and longevity of tree pruning actions are significant influences on the overall cost of electricity network service provision.

As part of the Regulatory Determination for 2019-2024, which states how much revenue the business can recover from customers to cover operating costs, Essential Energy has committed to reducing annual vegetation management expenditure by almost 30% by 2024. In order to achieve this commitment whilst maintaining safety, quality, reliability and legal compliance, Essential Energy is developing a new Vegetation Strategy to set a strategic direction and lay out a roadmap of short, medium and long-term actions. Whilst not yet finalised, a key medium-term action is likely to be to work closer with Regional Councils to develop management plans for street trees.

Therefore, Essential Energy is receptive to work proactively together with Council to ensure a suitable outcome for both parties. We appreciate the feedback provided by Council and look forward to better managing local trees and minimising the trimming required in the future, while also securing a safer and more reliable power supply.

I have requested that Essential Energy's Vegetation Senior Program Supervisor, Scott Purcell, contact you in the coming weeks to continue the conversations regarding the Vegetation Strategy for your area.

I hope this information is of assistance. If you would like more information in the meantime, please don't hesitate to contact Scott on 02 6933 5907 or scott.purcell@essentialenergy.com.au.

Yours sincerely

Heath Frewin
Manager Strategy – Vegetation

PO Box 5730 Port Macquarie NSW 2444 | ABN 37 428 185 226
Telephone: 13 23 91 | Interpreter Services 13 14 50 | essentialenergy.com.au

Name of policy

Policy Approval and Distribution

1. Approved by	2. Council resolution or General Manager for internal organisational policies.
3. Responsible Officer	4. Manager Waste Parks & Recreation
5. Council Service Unit	6. Parks & Gardens
7. Next Review Date	8. 18 May 2019

Version Control

9. Ref	10. Date
11. 1.0	12. 18 May 2019
13.	14.
15.	16.

Purpose

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

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

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

Scope

1. Section 124 of the Local Government Act 1993, Sections 88 and 107 of the Roads Act 1993, the Environmental Planning and Assessment Act 1979, the Native Vegetation Act 2003, the Threatened Species Conservation Act 1995, Biodiversity Conservation Act 2016 No.63 and Section 45 and 48 of the Electricity Supply Act 1995 are relevant to this policy.
2. The General Manager, Manager Facilities and or Manager Waste Parks & Recreation in association with the relevant Section Manager/s have the authority to determine applications and other matters under this policy;
3. All measures should be taken to retain trees in public places within the towns and villages. Council recognises that this may require a higher level of maintenance or replacement of infrastructure but it is considered that the conservation of trees should take precedence. Measures that may be adopted to ensure the retention of trees include the replacement of footpaths and road pavement on a more frequent basis where the tree is causing root damage or redesign of the project around existing trees.

4. Trees within the CBD's may only be removed or pruned for one or more of the following purposes where all alternate methods have been examined that would allow the retention of the tree:
- The tree is dangerous (as determined by a risk assessment including consideration of the 'clear zone' as defined by RTA guidelines);
 - An emergency situation as declared by state of emergency under section 33 of the State Emergency and Rescue Management Act.;
 - Minor pruning shaping for street sweeper, garbage truck
 - As part of bushfire control or prevention in native vegetation areas both rural and urban areas;
 - The tree is limiting the field of vision of a motor vehicle, is obstructing traffic or is causing a traffic hazard;
 - For the purposes of constructing or maintaining roads, drains, buildings or any other asset that is owned and or maintained by Council as there are no considered appropriate alternatives;
 - Where Essential energy consider the tree to be a risk to power supply infrastructure;
 - For the purposes of preventing damage to any roads, drains, buildings or any other asset that is owned and or maintained by Council;
 - The removal or pruning of the tree is identified in an approved management strategy, environmental approval or decision of Council relating to the subject land.
 - Where the tree may be required to be removed to enable construction of a fence on a private property boundary providing that disturbance is kept to a minimum and an appropriate assessment by qualified Council Staff is undertaken. (Note that if a tree is located on the fence line it shall be taken to be within private land and not be subjected to this policy when clearing for fences).

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

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

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

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

7. Applications for removal or pruning of trees by other Government Authorities, the general public, businesses or ratepayers shall be made via the application form and works request attached either by lodging a works request or including with a letter/notice to Council.

Any approvals will be subject to conditions as indicated on the form and as determined by the General Manager, Manager Facilities or Manager Waste Parks & Recreation in association with the relevant Section Manager/s. Tree removal for emergency purposes in streets and parks will not require a formal tree removal application. However, verbal permission from the Council (delegated staff member) or SES is required.

Essential energy is exempt from the application process only when there is a need to manage a tree/s which is considered as emergencies works and outside what is normal routine maintenance works.

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

- Where the works are classed as **Moderate impact removal**, the General Manager or Manager Waste Parks & Recreation in association with the relevant Section Manager/s will circulate a memo within 2 days of notice to all Councillors outlining details on the proposed works, providing a minimum of 7 days for feedback/comment. A Councilor may request to the General Manager for a hold on the works and seek submission of a report to Council.
- If the tree/s is located in a heritage and or conservation zone compliance with the Biodiversity Conservation Act, 2016 must be observed.
- Routine Street tree pruning or removal works by Essential Energy or Integral Energy shall be advertised in the local media by the relevant electricity supplier. Council is to be informed at least 2 weeks prior to the works commencing.
- In accordance with Sections 45 & 48 of the Electricity Supply Act 1995.

b) Rural Areas

- Notifications where managed by the Parks and Gardens Section in association with the relevant Section Manager/s of Council will be undertaken when the works are classed as having a Moderate impact removal or High impact removal unless the removal is required for road construction purposes in which case the the relevant Section Manager/s where considered appropriate will circulate a memo to all Councillors & adjoining landowners outlining details on the proposed works, providing a minimum of 7 days for comment. A Councilor may request to the General Manager for a hold on the works and seek submission of a report to Council.
 - Street tree pruning or removal by Essential Energy or Integral Energy must seek Council approval prior to any works commencing and shall be advertised in the **local** media by the relevant electricity supplier. Council is to be informed by the service provider at least 4 weeks prior to works commencing and provided with a copy of the programmed work schedule and utilities environmental impact assessment for consideration as a joint determining authority.
15. The General Manager, Manager Facilities or Waste Parks & Recreation in association with the relevant Section Manager/s will prepare a report for Urban **High impact removals** for submission to Council for consideration.
16. The General Manager, Manager Facilities, or Waste Parks & Recreation in association with the relevant Section Manager/s shall take into account any comments deciding whether or not to proceed with the work. If an agreement between all interested parties cannot be reached, the matter will be reported to Council for determination.
17. In rural areas where trees do not pose any possible threat to dwellings and it is ascertained that a tree is dead, has a precarious lean or is burnt out, it may be removed only if there is a real possibility of it causing damage to persons or property (this does not include rural fencing).
18. Any Council controlled tree that is considered may have cultural value/significance e.g. Scare Trees etc. must be inspected by a qualified Arborist/Archeologist prior to removal.

19. Council does not undertake routine inspections of trees in rural areas for the purpose of identifying trees that may require removal. If a resident has concerns about a specific tree, on land under Council control, are to provide Council with specific location details (road name, distance from nearest cross road, side of road, species, etc.). Council staff will then undertake an assessment and if removal is required will program removal when time and resources permit. Council will not be held accountable for compensation and or repairs for rural trees located along road reserves that fall and or drop limbs onto adjoining landowners fencing for whatever reason.
20. Notification and assessment requirements will not apply to: -
 - Minor Pruning;
 - Emergency works;
 - Works authorised by the Fire Control Officer in accordance with the Bush Fires Act 1949, dependent on scale and location;
 - Pruning and regrowth removal in regularly maintained gardens or regularly cleared easements and road reserves
 - A tree that must urgently be removed or pruned that is obstructing traffic, is causing a traffic hazard or is creating a dangerous situation where persons or property are likely to be damaged or at risk.
21. During tree removal or pruning, WH & S requirements shall be observed and reasonable care taken to avoid any damage to persons, property or any adjacent infrastructure e.g. water mains, sewerage lines, power lines Telstra cables gas services etc.
22. Only those trees which are under Essential Energy or Integral Energy power lines, which constitute a traffic / pedestrian hazard, or for the health of the tree require pruning, are to be pruned. A list of proposed trees and/or streets to be pruned by external parties is to be provided to Council at least 2 weeks prior to pruning. The Contractor performing the pruning shall comply with this policy.
23. To minimise Council risk of litigation, the requirements of AS 4373 – 2007” Pruning of Amenity Trees” shall be observed for all pruning activities. Trees shall only be pruned and or supervised by persons (Arborist/Horticulturist) with recognised skills and qualifications that ensure they are capable of complying with this standard.
24. The costs associated with removal or pruning shall be determined as follows:
 - If a tree is dangerous or dead or leaning badly it is to be removed at Council cost;
 - If a tree is causing asset damage it is to be removed at Council cost (exempt rural fence lines);
 - If a tree is on an approved street program in future years but a resident wishes to have the tree removed earlier, then the resident pays 50% of the cost associated with advancing it on the program;
 - If a property owner requests the removal of an apparently healthy tree which, in the opinion of the property owner, represents a threat to a dwelling, and where Council concurs with the removal of the tree, the removal of the tree may be if considered appropriate by Council be at the expense of the property owner, unless Council, upon the advice of the General, Manager Facilities, or Manager Waste Parks & Recreation in association with the relevant Section Manager/s determines otherwise.

- All tree management works undertaken by an Energy authority e.g. Essential energy is to be at the full cost of that energy authority. No tree/s are to be removed without first notifying Council and Council approval.
 - That Council and the relevant power authority enter into an agreement whereby a 10 year strategic plan is prepared and approved by both parties with the objective to remove all trees located under power lines that are no longer considered appropriate, with the aim that after 10 years there will be no need to prune or a best minimal pruning required of trees located under power lines. That the Strategic Plan include the identification, pruning/removal and planting of new appropriate species with the costs shared between the two parties. The costs are also to include a 3 year new tree establishment period.
25. This Policy does not include trees located on private lands or any other lands not under the trusteeship or maintained by Council.
 26. The Policy applies to all Council activities, all Council's staff & contractors and consultants, the general public and ratepayers.
 27. This policy excludes weeds declared as Priority Weed under the Noxious Weeds under the Biosecurity Act 2016.
 28. Should the requester disagree with the tree assessment by the Council nominated qualified person, the requester may obtain a secondary opinion from a qualified arborist (at the requester's expense). This assessment will be reviewed and considered before a final decision is made. The General Manager, Manager Facilities, or Manager Waste Parks & Recreation in association with the relevant Section Manager/s reserves the right to make the final decision.
 29. Council **may** direct property owners, who have planted trees within the road reserve or Council property, and where these trees represent an obstruction or risk as defined in this policy, to remove or prune the tree at their cost. If said works are not completed within one month of notification, Council will remove or prune the tree and recover costs from the owner. This includes overhanging branches that obstruct/obscure footpaths, signs etc.
 30. Trees that are removed or poisoned on Council controlled lands (including street trees) may incur a fine from Council. Under the Local Government Act 1993 (Section 629) it is an offence to remove Plant / Animal / Rock / or Soil from a public place without lawful excuse. This offence attracts a minimum fine of \$220.00
 31. Private trees that have roots that have invaded Council's underground services **may** be held responsible for the full cost, associated with the servicing/repairing of said services where Council considers appropriate e.g. water and sewerage mains.

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

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

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

Definitions

Affected Owners	Means the owners of properties abutting the location of the tree(s), and includes all other owners the qualified person or appropriate staff deems to be affected.
Appropriate Staff	Means the General Manager, Manager Waste Parks & Recreation, Section Manager/s or delegated staff member, Parks Supervisor, Parks & Gardens Arborist/Horticulturist or any other staff that is a qualified Arborist/Horticulturist or equivalent and any staff as assigned by the General Manager or Manager Waste Parks & Recreation. Councils qualified staff members are: Manager Waste Parks & Recreation (Degree in the Plants & Environmental Sciences) Steve Lowe (Horticulture) & Stuart Moorby (Arborist)
Scar Trees	Are trees which have had bark removed by indigenous Australians for the creation of bark canoes, shelters, shields and containers, such as coolamons. They are among the easiest-to-find archaeological sites in Australia.
Qualified Person	A person working for or contracted by Cootamundra Gundagai Regional Council that provides advice on tree removal, tree diagnosis or pruning and has appropriate qualifications and or experience in performing an assessment (Minimum Trade "Level 4" Certificate in Arboriculture) from a recognised institution. For sensitive or legislative issues the assessor must have at minimum a degree in one of the Plant Sciences and or Environmental sciences. Councils qualified staff members are: Manager Waste Parks & Recreation (Degree in the Plants & Environmental Sciences) Steve Lowe (Horticulture) & Stuart Moorby (Arborist)

Significant Trees	<ul style="list-style-type: none"> ➤ The tree is a large tree in good condition and good vigour that dominates the local landscape normally with longer life expectancy. ➤ A large tree or tree of substantial age that is botanically rare ➤ A large tree or tree of substantial age that is remnant or indigenous to the location and important to the local ecology. ➤ A medium or large tree that is listed as threatened or endangered species by legislation ➤ Heritage Listed tree ➤ A tree that has noted cultural or heritage values ➤ A group or patch of smaller trees or large shrubs that are listed as threatened or endangered species by legislation. ➤ Significant trees typically take many decades and in many cases a hundred years or more to replace. Enhanced efforts and resources to preserve these trees is required.
Dbh	Means the diameter of the tree taken at 1M height from the ground.
Habitat	A tree which is occupied, periodically or intermittently occupied by a species population or ecological community including biotic or abiotic components. (i.e. biotic – living, abiotic – non-living)
Habitat Tree	Refers to any tree providing a niche supporting the life of a plant or animal.
Impacts:	
Low Impact Removal:	Means the removal of small trees and shrubs up to ten (10) meters in height (refer to small tree) that only affects the adjacent neighbours and will have little or no detrimental impact on the appearance and/or ecology of the area.
Moderate Impact Removal:	Means the removal of a single or multiple trees greater than eleven (11) meters in height (refer to medium tree) and recognizes that the proposed work may affect the appearance and/or ecology of the area.
High Impact Removal	Means the removal of a single or multiple trees that would impact the general neighbourhood and includes park and trail users and recognizes that the proposed work may affect the appearance and ecology of the wooded area. This could include removals along major travel routes, removals in recreation areas, removals of large numbers of trees, and removals of large trees or specimen trees.
General Manager/ Manager Waste Parks & Recreation Or Delegated Staff Members	Means the Cootamundra Gundagai Regional Council General Manager / Manager Waste Parks & Recreation in association with the relevant Section Manager/s can authorise an appropriate member of staff to authorise the removal of trees.
Large Tree	Refers to a tree greater than 20 m in height or crown spread greater than 20m at maturity.
Leaning Trees	A tree where the trunk grows or moves away from upright position. A lean may occur anywhere along the trunk influenced by a number of contributing factors, e.g.: genetically predetermined characteristics, competition for space or light, prevailing winds, aspect, slope or other factors. (Refer to Dictionary for managing trees in urban environments for degrees of leaning graph).

Medium Tree	Refers to a tree with a height of 10-20m or crown spread of 10-20m at maturity
Topping	Branches specifically pruned to reduce crown height or spread by pruning to reduce the length of a branch.
Small Tree	Refers to a tree with a height less than 10m or a crown spread less than 10m at maturity.
Specimen Tree	Refers to a tree planted, retained or occurring usually as an isolated feature and not part of a stand, promoting its characteristics an individual tree
Timber	Includes trees of any age or description, whether growing or dead.
Tree	A woody perennial plant which is long lived. Height greater than 3 metres with one or more trunks. For the purpose of this policy, it excludes Priority Weeds.
Priority/Noxious Weed	A weed is declared as Priority Weed under the Biodiversity Act 2015. Treatment and control of priority weeds are prescribed by the legislation.
Potential Habitat Tree	Refers to any tree that develops a niche suitable to provide support for the life process of a plant or animal.
Protected Lands	Generally defined as any land within 20m of a river, creek or watercourse.
Minor Pruning	Removal of dead or dangerous limbs and / or removal of less than 20% of the growing canopy.
Major Pruning	Removal of between 20 to 40% of the growing canopy.. Note removal of more than 40% of the canopy is considered as removal of the tree and as such is subject to the relevant provision of this policy.
Dangerous Tree	A tree or tree part that presents a danger or has previously caused damage to persons or property.
Reduction Pruning	Refers to the removal of the ends of branches to lower internal branches or stems in order to reduce the height and/or spread of the tree
Remedial (restorative) pruning	Removal of damaged, diseased or lopped branches back to undamaged tissue in order to induce the production of shoots from latent or adventitious buds, from which a new crown will be established.
Requester	The person or persons seeking removal of a tree on Council owned or controlled land
Topping	Branches specifically pruned to reduce crown height or spread by pruning to reduce the length of a branch.

Review of Environmental Factors (REF)	<p>A Review of Environmental Factors (REF) is an environmental assessment under Part 5 of the Environmental Planning and Assessment Act 1979 (EP&A Act), which is required as part of the assessment of activities needing approval under NSW legislation. A REF is a document that examines the significance of likely environmental impacts of a proposal, and the measures required to mitigate any adverse impacts to the environment.</p> <p>A REF serves two purposes:</p> <ol style="list-style-type: none"> 1. it assists and documents the determining authority's determination of whether an activity should be approved, taking into account to the fullest extent possible all matters affecting or likely to affect the environment (s.111 EP&A Act); it further assists in the development of appropriate conditions should approval be given and, 2. it assists the determining authority's determination of whether the activity is likely to have a significant effect on the environment or significantly affect threatened species, populations or ecological communities or their habitats, in which case an environmental impact statement (EIS) and/or species impact statement (SIS) will need to be prepared and considered before approval may be granted (s.112 EP&A
--	---

Legislative Framework

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

LOCAL GOVERNMENT ACT 1993

124 Orders (Section 629)

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

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

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

Orders requiring the protection or repair of public places

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

	danger, annoyance or inconvenience to	
	the public	

ROADS ACT 1993**88 Tree felling**

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

107 Obstructions and encroachments

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

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

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

(5) Subsection (4) does not apply to the carrying out of work to cope with emergencies.

ELECTRICITY SUPPLY ACT 1995 - SECT 48

Interference with electricity works by trees

48 Interference with electricity works by trees

(1) This section applies if a network operator has reasonable cause to believe that a tree situated on any premises:

- (a) could destroy, damage or interfere with its electricity works, or
- (b) could make its electricity works become a potential cause of bush fire or a potential risk to public safety.

(2) In those circumstances, a network operator:

- (a) may serve a written notice on the owner or occupier of the premises requiring the owner to trim or remove the tree, or
- (b) in an emergency, may, at its own expense, trim or remove the tree itself.

(3) A notice under subsection (2) (a):

- (a) must specify the work to be carried out, and
- (b) must specify a reasonable time within which the work is to be carried out, and
- (c) must include an undertaking by the network operator to pay the reasonable cost of carrying out the work.

(4) Subsection (3) (c) does not apply in either of the following circumstances:

- (a) if, after the electricity works were first laid or installed, an owner or occupier of the premises planted the tree, or caused or permitted the tree to be planted, in circumstances in which the owner or occupier ought reasonably to have known that destruction of, damage to or interference with the works would result,
- (b) the land in or on which the tree is located, and on or over which the works are located, was the subject of an easement in favour of the network operator (or a predecessor of the network operator) when the tree was planted.

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

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

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

- (a) an interim heritage order, or a listing on the State Heritage Register, under the Heritage Act 1977 , or
- (b) an order in force under section 136 of the Heritage Act 1977 , or
- (c) an interim protection order under the National Parks and Wildlife Act 1974 , or
- (d) a protection conferred by any similar law.

(8) Nothing done for the purpose of carrying out the work required by a notice under this section constitutes an offence against any law under which a tree preservation order or environmental

planning instrument (other than a State environmental planning policy) relating to the land is made.

(9) In this section:

"protected area" means an area that is within:

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

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

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

References:

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

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

Local Government Act

1993 Roads Act

Tree Removal Assessment & Approval Form

Location & Details	
<input type="checkbox"/> Cootamundra <input type="checkbox"/> Gundagai <input type="checkbox"/> Stockinbingal <input type="checkbox"/> Coolac <input type="checkbox"/> Nangus <input type="checkbox"/> Tumalong <input type="checkbox"/> Frampton <input type="checkbox"/> Muttama <input type="checkbox"/> Wallendbeen <input type="checkbox"/> Brawlin	
Location:	
Reason for request / assessment:	
Botanical name (attach photos):	
Common Name:	
Number of Trees:	
Height/s:	
Surrounding Trees and the assessed tree(s) place in the landscape:	
Assessment (Visual)	
Trunk diameter 1 metre above ground:	
Signs of ground movement or heaving	<input type="checkbox"/> Yes <input type="checkbox"/> No
Visible Defects	
Broken limbs	<input type="checkbox"/> Yes <input type="checkbox"/> No
Unusual lean	<input type="checkbox"/> Yes <input type="checkbox"/> No
General health	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor / Fair
Existing / Potential to Damage Infrastructure	

Safety Risks to pedestrians / traffic	
Removal Impact:	<input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High
Assessment (Other)	
Details of any other measures taken to determine health / risk of tree	
Recommendations	
Priority Ranking	
Action Recommended (including replacement trees):	
Date:	Inspector
Approvals	
Approved Course of Action	<input type="checkbox"/> Remove <input type="checkbox"/> Retain <input type="checkbox"/> Monitor
Notifications Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notes:	
Date:	General Manager / Manager Waste Parks & Recreation

Related CGRC Policies

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

PROCEDURES

Inspection procedure

The tree assessment will consider the following aspects:

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

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

Visual Inspection

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

Physical Inspection

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

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

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

TREE RATING PROCEDURE

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

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

Priority 1

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

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

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

Priority 2

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

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

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

Priority 3

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

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

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

Priority 4

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

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

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

Priority 5

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

Examples of Priority 5 are:

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

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

Review Period

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

Policy Statement

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

References

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

8.10.4 SUBSTANCIAL TREE REMOVAL AND REPLACEMENT PROGRAM FOR NICHOLSON PARK

DOCUMENT NUMBER	305808
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>1.3 Our community members are healthy and safe</p> <p>3. Sustainable natural and built environments: we connect with the places and spaces around us</p> <p>4.1 Decision-making is based on collaborative, transparent and accountable leadership</p>
FINANCIAL IMPLICATIONS	There will be a substantial cost to remove 1 and or 2 large eucalyptus trees. If the tree/s were adopted to be removed it is recommended that all costs would be fully covered by the Junior Football club.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

- 1. The Report on the Removal of Two Trees from Nicholson Park Be Received and Noted.**
- 2. The Two *Eucalyptus Camaldulensis* in question not be removed.**
- 3. The representatives of the Cootamundra Junior Rugby Club be required to place the appropriate padding around the base of the trees in question and related light towers prior to undertaking sport activities.**

Introduction

Nicholson Park

The Junior Rugby League Club has approached Council to removed two very large Eucalyptus trees that they believe are a risk to their user groups (players). This report is to inform Council of this request and to put to Council both arguments that support both the trees to stay and to be removed.

The trees in question are *Eucalyptus Camaldulensis*, a common and widespread tree along water courses over much of mainland Australia. It is frequently a dominant component of riparian communities, and is an iconic and important species of the Murray-Darling catchment, both ecologically and economically. This species is very long lived and can live up to 500 or more, years depending upon their environment. It is estimated that these trees are between 80 to 100, or more, years old.

These two specific trees are in extremely good condition, and are a wonderful sculpture within their immediate landscape. They also deliver shade during the hot summer months and would be a major part of the natural landscape creating birds and other wildlife habitat.

Under the new Council Tree Management Policy these trees would be classified as significant trees and would need to be assessed against the new Biodiversity regulations.

The Junior Football Club have offered as part of their proposal to remove the trees at their cost. This includes arranging and undertaking the removal of the trees and project managing the works.

The trees are Council assets located on Council property and therefore all works undertaken on the grounds must comply with Council policy and regulations, including the appropriate insurance.

If Council was to agree to the Junior Football Clubs proposal to remove the trees, prior to any works being undertaken, legal advice would need to be sort to ensure Council is not exposed to any risk or litigation if an accident was to occur during the removal activities.

Discussion

On inspection and after consultation with the club, it is agreed that the minimum distance between the trees and other structures of risk and the dead ball line are as follows:

	Council	Junior League
Tree (1) -	(4) meters	(4) meters
Tree (2) -	(3) meters	(2) meters
Light Towers -	(3) meters	(4) meters
Fence -	(7) meters	(7.9) meters
Toilets -	(6) meters	(8.1) meters
Shelters -	(3) meters	
Canteen	(0) meters	(6.6) meters

Under the rules and regulations of play for senior games, there is to be a 5 metre perimeter requirement around the dead ball line.

Junior Rugby league Clubs Position.

The Committee of the Junior League Club consider that the trees limit their ability to deliver safe playing surfaces for the activity of junior football. It is the Clubs belief that the Location and distance of the trees and the boundary and dead ball lines do not comply with football regulations.

It has been identified by both parties that between the tree locations, in association with the existing toilet facilities and light towers, there is no room to move the fields into an alternate safe playing position that would remove the need for the removal of the trees to be considered.

The club has offered to pay to have the trees cut down (except the stumps) which would have a commercial removal cost of approximately \$6,000 - \$8,000 per tree. Due to the size of the trees, the stump removal would come at a substantial cost to Council.

If number two (2) tree was removed, it would allow for the field to be moved towards the south away from the toilet block, and east away from the light towers. There would be a need to relocate the football posts and ground boundaries (repair to existing line marked areas).

1) Councils Position

On inspection of the site in association with Club representatives believe that the minimum distance between the far corner of the dead ball line and the trees is 3 meters. Due to the main risk being located at the very corner of the dead ball line, it is believed that the risk is minimal when taking the value of the asset under risk.

Council would recommend that the trees remain and that on every match day, appropriate padding be placed around the base of the tree/s trunk to reduce the risk of injury. There is a higher risk of injury posed from the goal post as compared to the tree risk. The post are padded on game days. Council would also suggest that the light towers create a further risk of injury, and as such should also have padding located at their base during matches.

It is the belief of Council that the fence and toilet block have minimal to no risk to the players.

If the trees do not comply with the football regulations it would be fair to say that the light towers that have been erected also do not comply.

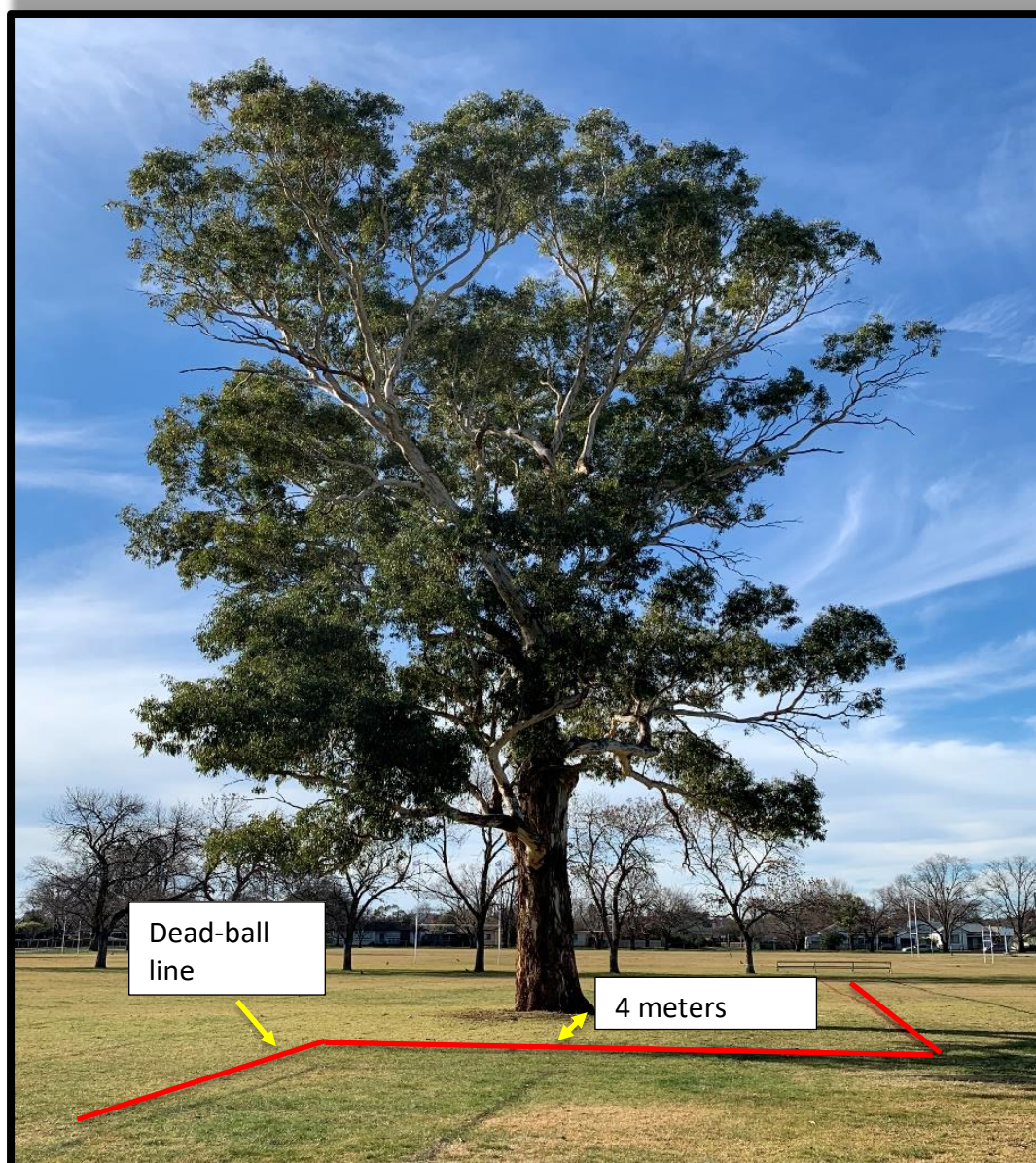


Figure 1 - Tree One (1)



Figure 2 -Tree One (1)



Figure 3 - Tree Two (2)



As part of the investigation into this matter and to insure Council's position is well represented, Council contacted its insurance company seeking advice. Their response is as detailed below and is submitted for your information in considering the recommendations of this report. It is the author's opinion that the recommendations reflect the opinion of Council's insurer.

The advice given by Jardine Lloyd Thompson Pty Ltd is as follows:

Possible issues in relation to the location of the trees for consideration:

- The trees were planted on the grounds well before any sport was considered and it would be fair to say that the activities have been working well in the past. However, Council can no longer ignore the principles of safety, wellbeing and all due care of the sporting groups and the general public.
- Rugby League and other ball sports in general are considered to be 'dangerous recreational activities' as referenced within the Civil Liabilities Act, 2002. Participants in these types of activities have to be made acutely aware of these types of risk whilst undertaking these sports such as goal posts (to be duly padded and appropriately fit for purpose), trees, fencing and crowd proximity.

If an event organiser or property owner fail to adhere to risk mitigation by not consciously reducing the prospect of an accident, they can be deemed to be legally liable and sued under Common Law. On a golf course for example: does a property owner want to remove trees aesthetically or because the tree is found to be diseased and has the potential to cause injury? Prudent mitigation against any potential personal injury must occur under law and in accordance with the Civil Liabilities Act.

- Does the removal of the trees support Environmental Protection Agency (EPA) regulations and/or Council's own policy guidelines for tree removal? This may be the biggest hurdle before other alternatives are considered.
- Has a Licensed Arborist been engaged to secure a technical report of the integrity and health of subject trees (aligned with the point above)? This may be necessary to assist Council from any potential litigation.
- Will the removal of trees be likely to create a public sentiment reaction and/or the likelihood of reputational damage to Council or User Groups?

Possible consequences of tree removal:

- Should Council remove the trees without proper and legislative consideration, any fines or punitive damages that result from personal injury claims will not indemnify cover under Council's Liability programs.
- The illegitimate act of removal of trees is not an error or admission rather it is considered a criminal act, and Council would not be protected under the Law nor indemnified for proceedings brought against Council.
- Should Council determine to not remove the trees then appropriate risk mitigation must occur such as padding or other personal protection safety items, and this should be addressed by either Council (as the property owner) or the User Groups under Council authorisation as part of the terms and conditions for the use of grounds.

- If all of the above matters are formally addressed it will create a means forward. A User Group cannot demand the removal of a healthy tree, without there a real potential for injury or damage should all of the above mentioned circumstances being appropriately addressed.

Stephen Childe | Account Manager NSW, JLT Public Sector
Jardine Lloyd Thompson Pty Ltd

8.10.5 TREE REMOVAL ALBERT PARK

DOCUMENT NUMBER	305812
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.1 The natural environment is valued and protected
FINANCIAL IMPLICATIONS	The costs associated with this program are covered under the Parks & Gardens annual maintenance budget.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

- 1. The report regarding the removal of dead and unwanted trees located in Albert Park be noted.**
- 2. The trees identified within the report be removed and new trees planted as replacements for their removal.**
- 3. The costs associated with the tree removal be covered under the Parks & Gardens annual maintenance budget be noted.**

Introduction

Albert Park is one of Cootamundra's most beautiful, historic parks and plays a major role in delivering to the community and visitors a very peaceful and relaxing environment while delivering a diversity of tree and plant selections for educational and enjoyment purposes.

As part of Albert Park annual inspection and audit, it has become evident that there are a number of very large dead trees that now require to be removed.

These trees were significant in their day, however, due to the high risk they now cause to the general public they now require removal.

Discussion

A full review (health audit) of all trees in Albert Park has been undertaken to ascertain all existing trees and their conditions, current placement, and suitability and to determine the need for new or replacement plantings.

The trees in question that make up this report, are significant in size and were once a major contributor to the parks beautiful amenity and importance.

It is Council's intention to have the trees and stumps removed and replaced with new mature species that will over time renew the wonderful visual amenity.

An integral part of Council's parks and gardens maintenance should include future planning for the removal and replacement of significant trees, in particular, planting to have a replacement tree established prior to the removal of an aging tree.



Sick tree for removal



Dead tree for removal.



Sick tree for removal



Sick tree for removal



Dead tree for removal.



Inappropriate shrub for removal.



Sick tree for removal



Inappropriate tree for removal



Inappropriate tree for removal



Inappropriate tree for removal



Dead tree for removal.



Sickly inappropriate tree for removal.



Inappropriate shrub for removal.



Inappropriate shrub for removal.

8.10.6 STREET TREE LIGHT ENHANCEMENT PARKER STREET

DOCUMENT NUMBER	305814
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	The cost associated with this trial is \$1,250 which is intended to be funded from the street maintenance budget.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

- 1. The report on CBD Street Tree enhancement lighting be received and noted.**
- 2. Council approve the purchase and installation of 120mts (1200 lights) of LED solar/240V tree lighting.**
- 3. Council approve for one significant street tree in Parker Street, Cootamundra be used in the three (3) month trial for the installation of LED lights.**
- 4. The \$1,050 costs of the trial be funded from the street tree maintenance budget.**

Introduction

As a result of Cootamundra-Gundagai Regional Council's community engagement, Cootamundra Gundagai 20/50 review, it has been recommend that Council install street tree feature lighting as a means to create visual stimulation and amenity through the primary CBD's areas during winter, when the trees are dormant, and to give emphasis to the trees during the summer months.

Further, the proposed system is safe and extremely efficient. Enhancement LED lights can either run off low 24 volt or 12 volt DC transformers or solar, using non-breakable LED's that are inexpensive to run and virtually maintenance free. The enhancement Lighting Quick Connect System is bringing to life many popular destinations all over the Australia CBD areas. From Port Douglas to Hobart, the system can be seen in prominent public parks, streetscapes, restaurants, coffee shops, theme parks and shopping malls.

This report seeks the endorsement of Council to undertake a three month trial in Cootamundra to determine community support so as to introduce this feature throughout all Council's feature street trees located within the main CBD areas of Council's towns and villages. The process, costs and maintenance bud (LED) enhancement lighting in street trees are detailed in the body of this report.

Discussion

Installation must be undertaken in accordance with approval conditions.

Bud lights must be attached to the tree in a manner that causes no physical damage to the tree and allows it to grow.

Using a combination of limited winding of light strings and flexible attachment materials, such as Velcro or UV durable insulation tape, is acceptable.

The use of cable ties, staples, screws and inflexible attachment methods are not acceptable:

✓



✗



No cable ties, no screw-in attachments and no bud lighting on branches with a diameter less than 50 mm.

Some minor pruning of small diameter branches within 2.5m of the ground (using non-motorised hand tools) can be permitted in conjunction with the bud lighting approval. Pruning larger, higher branches or aerial roots is not permitted. Further information is available about Council's street tree pruning and maintenance programs if required.

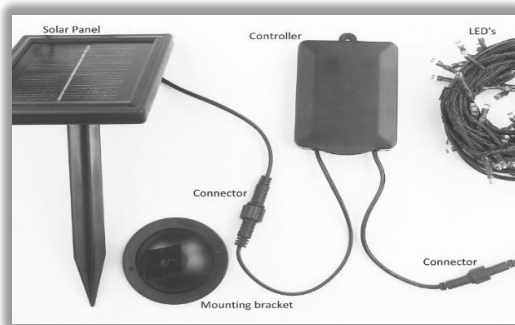
Bud lights should be attached to branches that are no smaller than 50mm in diameter. This helps ensure the branch is able to hold the weight of cabling and lights. Tree limbs of this size are also likely to grow at a slower rate than smaller ones, which will result in less maintenance by Council.

Lights must be installed in accordance with safe work standards and other footpath occupancy or traffic management approval requirements.

Wiring must be more than 3.2m above the footpath so that it does not impede pedestrian access. Wiring is not permitted across vehicle access routes (refer to example bud lighting diagram).

Within mixed use centres, where residents may be living within 100m of the bud lighting, permits will require the lighting be timed to turn off between 11pm and 6am. This is to ensure that lighting

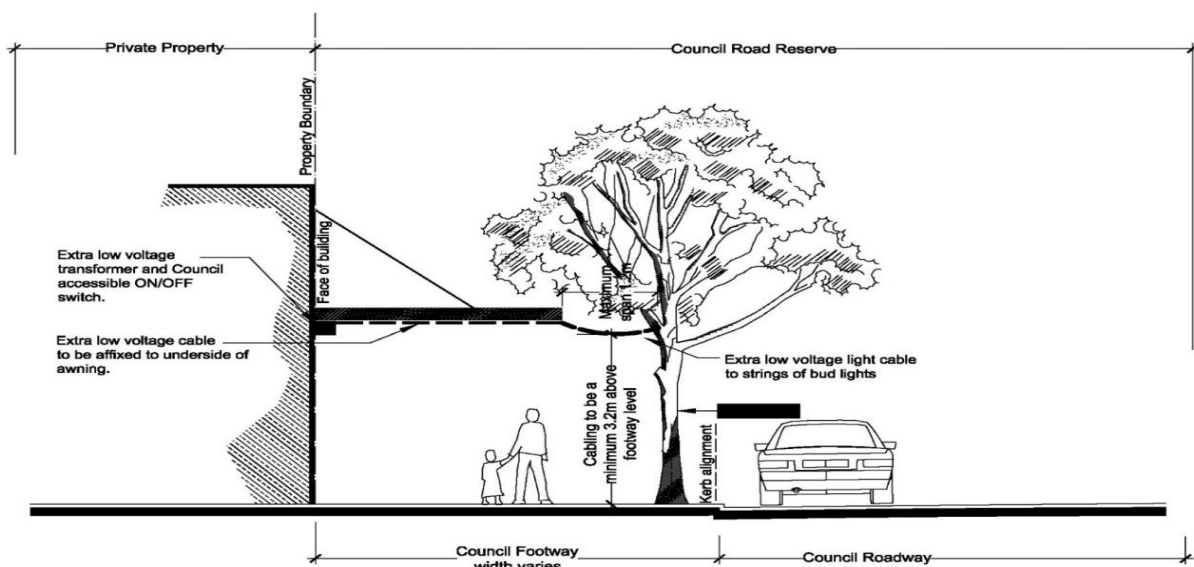
is not obtrusive and does not create a nuisance to nearby residents. In other district, major and principal centres lighting curfews do not apply.



LED solar cool lighting



240v lighting assembly

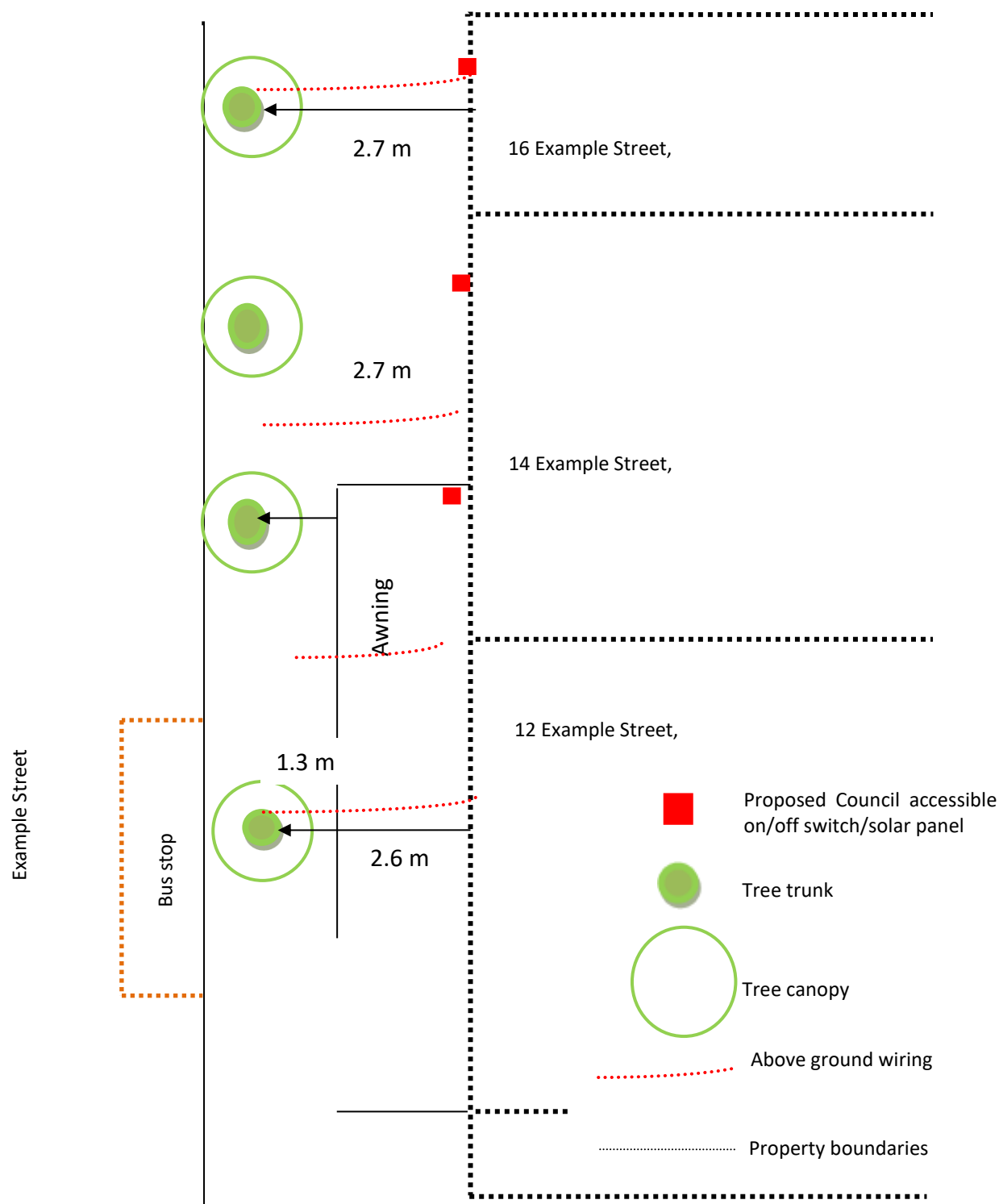


Example of installation

Installation plans needs to address the following:

- distance from property boundary to the trunk of the trees
- bus stops or parking restrictions in the vicinity
- location of above-ground wiring (for transformed mains power) if required
- location of proposed on/off switch (for transformed mains power only)
- Any awnings.

Refer to the example plan below for the level of detail required.



Maintenance checklist**Weekly**

Check for faulty bud lights, dangling cables or broken tree branches and make necessary repairs.

Annually

Keep trees healthy and attractive by removing loose bark that may have collected under lighting strings and attachments.

Every 2-3 years

Expect a renewal of the lighting about every 2-3 years. The lifespan of good-quality bud lighting is improving, so take the opportunity at renewal time to consider any upgrades of lighting types to maintain a good lighting display and maximum durability.

Ongoing

Contact Council about broken branches or concerns about the condition of street trees.

Renewal and reinstatement of permitted bud lighting. When severe weather causes street tree damage, Council will disengage the lights at the on/off switch and make the situation safe for the public. However, permit holders are responsible for reinstating and fixing the lighting.

Undertake all maintenance in accordance with work safe standards and all other footpath occupancy or traffic management permit requirements.



Installation process

Council will undertake regular audits to ensure compliance with bud lighting approval conditions.

It is proposed that the solar lights available for this trial to decorate Council's main CBD areas are as follows:

Council will receive two lots of 3 sets of 200 LED Warm White Solar/240v Lights (Green String) with removable solar panels and separate controllers for longer lasting LED's. Total of 60m of LED lighting string and 13.5m in lead cords.

Below is a description of each set of lights:

- Solar/240v Lights include 1 X 200 warm white LED's on green string.
- The solar panel and controller can be removed for flexible lighting options. Use your lights indoors and charge the solar panel together with the controller outside and connect as needed.
- Length of LED string is 20m plus 3m lead cord from solar panel to controller and 1.5m of cord from controller to 1st LED (total LED string and lead lengths is approximately 24.5m).
- 8 Light sequences to choose from, including:
 - 1. Steady On
 - 2. Slow Glow
 - 3. Fast Twinkling
 - 4. Slow Twinkling
 - 5. Flashing In Series
 - 6. Flashing In Reverse Series
 - 7. Fast Flashing In Series
 - 8. Slow Flashing in Series followed by Reverse Series.

The sequence chosen will be held in memory and will automatically return to this mode the following night unless turned off.

- Separate on/off button for easy control with an automatic mode switch for adjusting lighting sequences.
- IP44 rated - water resistant when installed according to easy to follow instructions.
- These solar LED lights will last approximately 14 hours when fully charged.
- Mounting hardware, 3 x AA 2000mAh rechargeable batteries, 240v controller and large 6V 200mA solar panel included.

Costs to trial 2m x 5m street trees:

Capital Expenditure for two trees

- | | |
|---|----------|
| • Two by three pack deal (60m) 1200 solar lights (cool white) | \$400.00 |
| • Installation of 120m of lighting | \$600.00 |
| • Recurrent annual maintenance costs (estimate) | \$ 50.00 |

A report regarding the trial of the lights will be submitted to Council after a three month period with for the consideration of Council.

8.10.7 BACK WASH MANAGEMENT COOTAMUNDRA AQUATIC CENTRE

DOCUMENT NUMBER	305816
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.1 The natural environment is valued and protected
FINANCIAL IMPLICATIONS	A variance to the Cootamundra pool budget of \$27,410 to be funded from the pools annual operating budget.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	The current management systems used to manage the pool backwash is not within EPA regulations or local building code requirements and therefore non compliant.
ATTACHMENTS	Nil

RECOMMENDATION

- 1. Council allocate \$27,410 to cover the costs associated with redirecting the pools backwash discharge from Muttama Creek into storage tanks, town's sewerage system and public space irrigation.**
- 2. The Cootamundra Aquatic Centre annual operation budget be increased by \$5,600 to cover the additional costs associated with managing the new discharge system.**

Introduction

On inspecting the Cootamundra Aquatic Centre, it was identified that the current practice of disposing of the pools backwash into Muttama Creek is not Environmental Protection Agency (EPA) compliant or environmentally sustainable.

This report is to inform Council of the existing untenable situation at the pool and to seek Council approval for funding to rectify the problem and to ensure the pool's operations of the management of backwash is EPA compliant.

Discussion

Council has self-notified EPA and staff have submitted to a works proposal to rectify the problem once approved by Council. The EPA have verbally approved the proposed works program.

The proposed works required to make the backwash operation compliant will involve the pumping of the backwash into existing holding tanks whereby the chlorine will be neutralised. The addition of vitamin C tablets (chemical constituent Ascorbic acid (C₆H₈O₆) will effectively neutralise chlorine within one (1) minute of its addition.

Once the chlorine level has reached the required level it will be discharged into the town's sewage system.

This will need approval from the Assets Manager (Water & Sewer). If the pool backwash cannot be discharged into the sewage system it will need to be irrigated over the adjoining public open space areas.

Budgets

Capital Costs

The capital cost is made up of the following Scope of Works:

- Divert all existing plumbing from Muttama Creek into the existing storage 20,000 Litre tank \$3,500.
- Place new plumbing from the holding tanks to the nearest sewerage discharge point - \$3,500.
- New pumps to pump from the storage tanks to the sewerage system - \$1,800.
- New plumbing to the nearest open space grey water irrigation lines - \$4,000.
- Discharge Licence to discharge into Council's sewerage system - \$1,500.
- Project management costs - \$3,000.
- Project design costs - \$2,000.
- Project surveying costs - \$1,500.
- Project on-costs - \$1,800.
- Project administration Costs - \$500.
- Project contingency costs 10% - \$4,310.

Recurrent Costs

There will also be an increase in annual operation costs of \$5,600 which includes the management of the storage tanks chlorine levels prior to discharge, pumps and volume levels.

These works are required to be undertaken to comply with EPA requirements. If Council does not implement the new system and cease pumping the pool backwash into Muttama Creek, the EPA may review Council's current back wash management process, issue a penalty infringement notice and close the facility until it is compliant within the required standards.

8.10.8 WASTE CHARGE SLUDGE MATERIAL

DOCUMENT NUMBER	305855
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.1 The natural environment is valued and protected
FINANCIAL IMPLICATIONS	Currently there is no charge for Sludge Waste. This new proposed charge will increase the waste revenue to compensate for the cost of managing sludge material at the Council's waste facilities.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	Clean sludge needs to be managed in accordance with EPA & Council's Waste Policy and associated management guidelines.
ATTACHMENTS	Nil

RECOMMENDATION

Council approve the addition of a new fee in the 2019/2020 Fees and Charges for the disposal of clean sludge at a Council waste facility to be set at \$20.00 per tonne.

Introduction

This report has been submitted for the consideration of Council to include a \$20.00per tonne fee to the 2019/2020 Fees and Charges for the disposal and management of what is to known as clean sludge.

Discussion

Council's waste facilities are receiving large volumes of clean sludge for disposal. The majority of this sludge is being generated by contractors working on the waterman's replacement program and NBN installation.

Clean sludge is an organic material made up of liquefied soil and organic particles. This is material is generated by injecting high pressure water into the ground for under boring roads and footpaths.

The material is then pumped into trucks and disposed of at a Council waste facility. In its liquid state it is classified as a type of waste material, and therefore is required to be disposed of accordingly and under waste management guidelines.

When disposed of, at a waste facility, the sludge requires large land areas designated for the purpose of drying the matter. Once dried the material is then required to be managed and stocked piled with the purpose of being incorporated into green waste compost.

The fee is to cover the cost of the manual handling of drying, stockpiling and managing and processing the material. The cost will also be applied to any Council works on projects with any disposal fees allocated against the specific work.

The following photos give a visual indication of the management principals required as detailed in this report.



Photo 1) the amount deposited over 1 week.



➤ Pushed up sludge

➤ Sludge left to dry

Photo 2) Maintenance required making room for further deliveries.



- Sludge dump area being pushed up
- Cleared site after sludge being pushed up
- Sludge dump area

Photo 3) creating a clear zone.

8.10.9 PROJECT MANAGEMENT PLAN COOTAMUNDRA AQUATIC CENTRE SPLASH POOL

DOCUMENT NUMBER	306983
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 1.2 Public spaces provide for a diversity of activity and strengthen our social connections
FINANCIAL IMPLICATIONS	There will be an increase to the annual maintenance operating costs of the Cootamundra Aquatic Centre of \$17,000.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Project Management Plan Splash Pool ↓

RECOMMENDATION

- 1. The Project Management Plan (PMP) as attached be approved for implementation.**
- 2. Council authorise the Acting General Manager to sign the Project Management Plan (PMP) as the Project Sponsor and the Manager, Waste, Parks & Recreation Services as the Project Manager.**

Introduction

The Cootamundra Splash Pool is a major capital works program (\$400,000.) and therefore requires a Project Management Plan. The Cootamundra Gundagai Regional Council and the NSW Government are considered as part of this PMP as the customers. This project the General Manager is the Sponsor and the Manager Waste, parks & Recreation Services the Project Manager. The attached PMP for the Splash Pool is attached for Council's information, consideration and approval.

Discussion

The purpose of this document (PMP) is to provide a comprehensive baseline of what has to be achieved by the project, how it is to be achieved, who will be involved, how it will be reported and measured and how information will be communicated. It will be used as a reference for any decision that is made on the project and for clarification of unclear areas. The PMP will be used as a reference throughout the project to ensure that the management of the project is carried out consistently, and in line with policy and procedures. Although the PMP is developed as part of the project initiation and definition, it should be a living document that evolves as the project progresses and is updated with the latest relevant information as required.

The PMP will be available to all project members as it can provide essential project information and can be used to introduce project members to the project. The project management plan is the main communication document for this project.

The project management plan for the Cootamundra Splash Pool is considered as a meta-plan of the project. It is the actual plan which will be followed by the project management team at all levels to accomplish the given project. This PMP is also regarded as crucial as it precisely describes every possible detail in a boarder manner. The sole agenda of this project management plan is to execute and achieve the vision of the Splash Pool Project.

Since the project management plan is a formal document that is used to manage the execution of a major capital works project, it must receive formal approval.

This new infrastructure will require additional maintenance and operating costs, as the Splash Pool will need to operate independently from the existing pool infrastructure. It is estimated that the annual maintenance increase will be approximately \$17,000. This includes the removal of the current operating costs of the junior pool that will be replaced by the splash pool.

Cootamundra Swimming Pool Splash Park



Project Management Plan

STRONGER COMMUNITY FUNDING

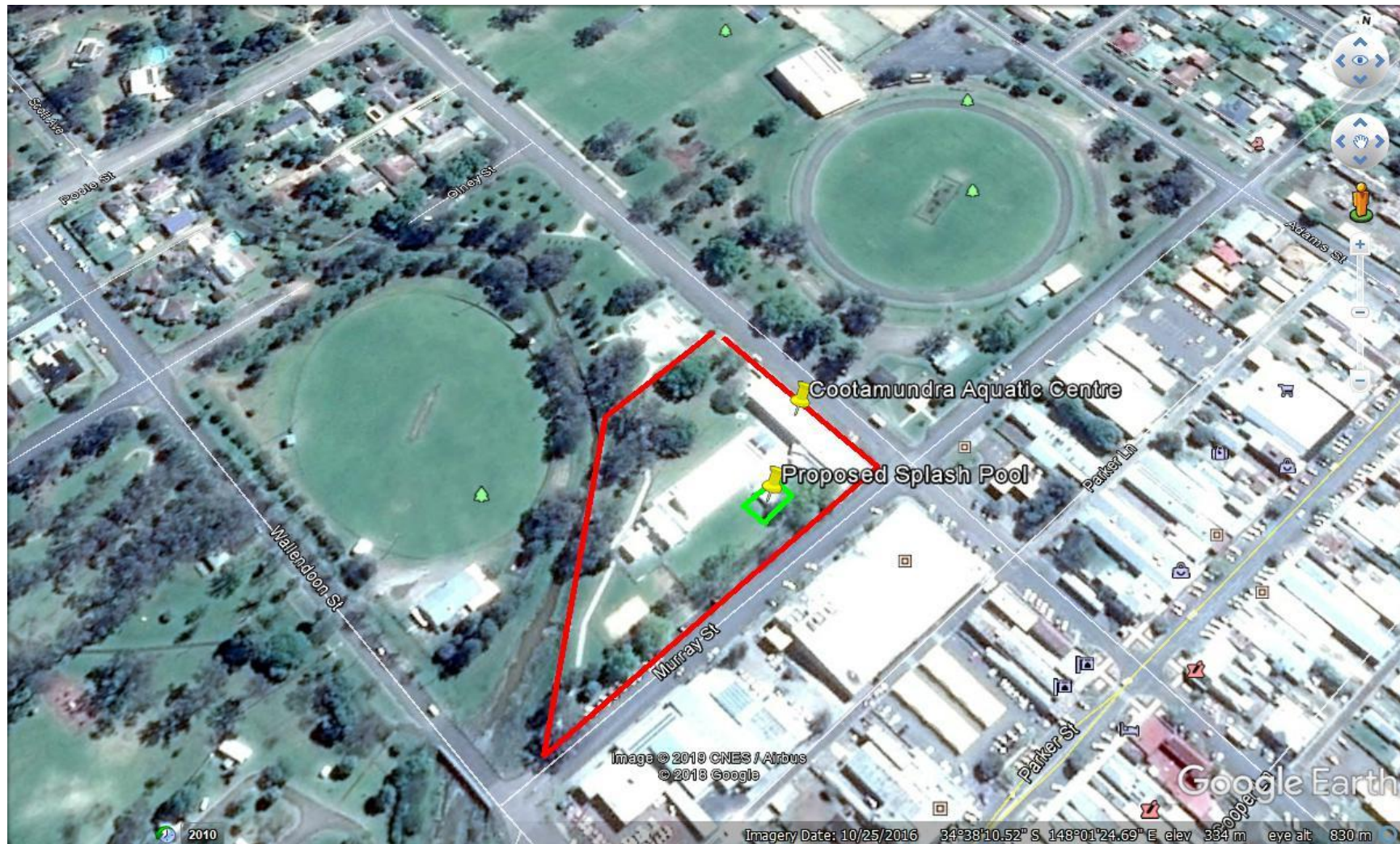
Cootamundra Splash Park

Project Plan

KEY PROJECT DETAILS

PROJECT INFORMATION	
Project name	Cootamundra Aquatic Centre Splash Park
Lead organisation name	Cootamundra Gundagai Regional Council
Lead organisation ABN	ABN - 46 211 642 339
Project partners	NSW Government Stronger Communities Grant
LEAD CONTACT	
Name	Wayne Bennett
Position	Manager Waste Parks & Recreation Services
Phone	0437384599
Email	Wayne.bennett@cgrc.nsw.gov.au
Fax	n/a
Address	81 Wallendoon Street P. O. Box 420 Cootamundra Office
PROJECT SCOPE	
Project summary for publication	<ul style="list-style-type: none"> • Prepare tender documents for design and construction • Call tenders (28 days) • Receive and assess Tenders • Prepare report and submit Tender assessment and PMP to Council for approval.

	<ul style="list-style-type: none"> • Appoint successful tender • Appoint Project Team • Implement communications strategy • Contractor induction • Hold regular Project Team, Stakeholder & Contractor meetings (2x week intervals) • Monitor/manage contractor/contract to Time, Cost and Quality. • Monthly update reports to Council & Sponsor • Project final assessment and hand over • Project performance review.
PROJECT LOCATION	
Address	Crn. Murray & Adams Streets
Local government area	Cootamundra Gundagai Regional Council
NSW electorate	Cootamundra
Federal electorate	Riverina



17. Figure 1 - Site Location for proposed Splash Pool

Case for Change

Project Goal Statement

The project hopes to achieve a Splash Park that services the needs and provides enjoyment for children between the ages of 1 to 12 during the hot summer months stimulating additional activity while utilising the other pool facilities.

The budget has been presented on estimates established on the community needs survey and on costs indicated by suppliers on the play activities/equipment required to service that need. The budget indicated in the tender document is the figure allowable for the purchase, delivery and installation of the desired equipment. All other costs associated with the Splash Park Project have been excluded from the tender figure.

The project entails the design and approval, purchase of specific water play equipment, the delivery and installation and initiation of that equipment.

The project will be delivered by tender and managed to Time, Cost and Quality. The current timeline is to have the project completed by December 2019 but this is subject to availability of equipment, suitable contractor and favourable weather conditions. There is also the restraints of having works completed prior to the upcoming pool season.

Strategic Alignment

The project has been established and supported by Council on the needs survey undertaken prior to this projects approval and incorporated into the Councils long term Community and Operational Plans

Applicants for the facilities construction must demonstrate:

The project will fill the current lacking play activities for children between the ages of 1 to 12.

The project aligns with Councils Community Plan that recognises the needs of our younger community and the need to service their recreational needs.

This project has been based around Councils vision for the future which is built around four key directions and objectives:

- A vibrant and supportive community: all members of our community are valued and connected
 - Objective 1.1: Our Community is inclusive and connected

- Objective 1.2: Public spaces provide for a diversity of activity and strengthen our social connections
 - Objective 1.3: Our community members are healthy and safe
- A prosperous and resilient economy: we are innovative and 'open for business'
 - Objective 2.1: The local economy is strong and diverse
 - Objective 2.2: Strategic land-use planning is co-ordinated and needs-based
 - Objective 2.3: Tourism opportunities are actively promoted
 - Objective 2.4: Our local workforce is skilled and workplace ready
- Sustainable natural and built environments: we connect with the places and spaces around us
 - Objective 3.1: The natural environment is valued and protected
 - Objective 3.2: Our built environments support and enhance liveability
- Good governance: an actively engaged community and strong leadership team
 - Objective 4.1: Decision-making is based on collaborative, transparent and accountable leadership
 - Objective 4.2: Active participation and engagement in local decision-making
 - Objective 4.3: Cootamundra-Gundagai Regional Council is a premier local government Council

Councils Strategic Funding objectives:	Councils recreational offering to the community is improved, and its rich diversity is supported and encouraged	Bold and exciting new and upgraded recreational infrastructure is supported by the NSW Government	Project representing value for money and strong ongoing viability are supported	Local & Regional communities have access to recreational experiences that result in recreational and educational benefits
---	---	---	---	---

Capacity to Deliver

Project Milestones

The Project Milestones define and sequence key activities to be undertaken to deliver the project from the beginning to the end (planning, implementation, construction, etc.). This project should have commence within 12 months of approval and was to be completed within two years of funding approval. An estimate for the duration for each activity has been estimated. Key events for incorporation into the program are as follows:

1. Tendering
2. Planning and detailed design
3. Sign off on design
4. Approvals
5. Development/construction
6. Commissioning

Project Milestones / Deliverables				
No.	Product, services and/or results that the project will deliver	Estimated start date	Estimated completion date	Estimated cost
1	Prepare, call, assess & approve Tenders & Project Management	June 2019	Jul 2019	\$44,000.
2	Project review & engage contractor to develop detailed plan , estimates & Construction	August 2019	September 2019	\$355,000
3	Sign off plans/Technical Design – Communications/Media	September 2019	September 2019	\$1,000
4	Tender approved, contractor engaged and inducted	October 2019	October 2019	Costs Included in (2)
5	Contractor commences construction	October 2019	December 2019	Costs Included in (2)
6	Contractor completes project to time, Cost & Quality & Hand Over.	Dec 2019	December 2019	Costs Included in (2)

Project Benefits

Benefits		
Benefit/s that the project is expected to yield	Who will receive this benefit?	Estimated timeframe for when the benefits will be received
Estimated Increased access to play activities for the younger children (1-9) local community and tourists resulting in an estimated 525 additional visitations per year and approximately <u>\$10,000</u> increase in revenue per year.	Local community and related children aged between 1 -9 years (6,000 population) and visitors (estimated 150 per month)	Dec 2019 (on project completion)
Increased visitation and better utilisation of facility and increased revenue.	Council and its ratepayers	Immediate

Likelihood	5 Almost Certain	M	H	H	E	E
	4 Moderate	M	M	H	H	E
	3 Likely	L	M	M	H	E
	2 Unlikely	L	M	M	H	H
	1 Rare	L	L	M	M	H
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
		Impact				

Project Risks

Risk Name	Owner	Likelihood	Impact	Risk Rating	Risk Treatment Actions
-----------	-------	------------	--------	-------------	------------------------

Risk 1: Not being able to get a Play Park that is considered appropriate for the funds available	CGRC	Likely	High	High	<p>What action will be taken to prevent this risk from occurring and/or reduce its impact on the project?</p> <hr/> <p>Avoid – plan around it as best as possible by minimising project costs.</p> <p>Mitigate – reduce probability and/or impact – Not proceed with project.</p> <p>Eliminate – reduce probability to zero (impossible to occur) by allocation of additional funds or not proceedings.</p> <p>Transfer Responsibility– N/A</p> <p>Accept – choose to do nothing, monitor for change – N/A</p>
Risk 2: Not Being able to attract a suitable contractor.	CGRC	Unlikely	High	Moderate	<p>What action will be taken to prevent this risk from occurring and/or reduce its impact on the project?</p> <p>Avoid – plan around it as best as possible by seeking/researching suitable qualified contractors prior to tender.</p> <p>Mitigate – reduce probability and/or impact – N/A.</p> <p>Eliminate – reduce probability to zero (impossible to occur) N/A.</p> <p>Transfer Responsibility– N/A</p> <p>Accept – choose to do nothing, monitor for change – N/A</p>
Risk 3: Not meeting Timelines	CGRC/ Contra ctor	Moderate	Modera te	Moderate	<p>What action will be taken to prevent this risk from occurring and/or reduce its impact on the project?</p> <p>Avoid – plan around it as best as possible ensuring that the conditions of contract are achievable and includes a contingency.</p>

					Mitigate – reduce probability and/or impact – N/A. Eliminate – reduce probability to zero (impossible to occur) N/A. Transfer Responsibility – N/A Accept – choose to do nothing, monitor for change – N/A
Risk 4: Inclement Weather	CGRC	Moderate	Moderate	Moderate	What action will be taken to prevent this risk from occurring and/or reduce its impact on the project? Avoid – plan around it as best as possible ensuring that the conditions of contract includes a weather contingency. Mitigate – reduce probability and/or impact – N/A. Eliminate – reduce probability to zero (impossible to occur) N/A. Transfer Responsibility – N/A Accept – choose to do nothing, monitor for change – N/A

Non-financial assumptions

That Council has undertaken community survey/communication to determine the need for a Splash Pool and that there is strong community support for the project.


Governance


- General Manager Project Sponsor
- Project Manager – Manager Waste Parks & Recreational Services will manage the overall project from start to finish and ensure that the project is delivered to Time Cost and quality and that all performance targets are achieved.
- Project Team – Project Manager (Chairman), Council Representatives from - Finance, Facilities, Aquatic Centre, Media/Communications, Procurement.
- Stakeholders – NSW State Government (Interest Group), Council, Sponsor (interest/approvals), Project Manager (Approvals, Advisor) Project Team (advisor), Swimming Club (Interest Group) , Community Representatives (Interest Group).

Governance Plan - Project Team					
Project role	Name	Phone	Email	Responsibilities	Reports to
Funding Body	NSW State Government – Stronger Community Grants	N/A	N/A	Funding and approvals	N/A
Sponsor	General Manager	N/A	N/A	Approvals	NSW State Government
Project Manager	Manager Waste Parks & Recreation	N/A	N/A	Overall project delivery to Time, Cost & Quality.	Sponsor
Project Team	Finance, Media/Communications, Facilities, Aquatic Centre	N/A	N/A	Advisors	Project Manager

Value for Money

Project Budget Performance (monthly reports to Council & Sponsor)

1. Cost & Quality	Time,	2. Completed  or Progressing - on Time, Cost and Quality	Task/Activity –
3. Cost & Quality	Time,	4. Progressing - requires monitoring and or action to minimise risk of not meeting performance targets	Task/Activity –
5. Cost & Quality	Time,	6. Stalled - High Risk or will not meet Performance Target.	Task/Activity –
7. Cost & Quality	Time,	8. Pending - is currently on hold or pending approval	Task/Activity-

Project Title	Project No.	Funding Source	Allocation	Tender Price	Expenditure	% Spent	Remaining Funds	Expected Result	Performance Code
Cootamundra Aquatic Centre Splash Park	?	Stronger Community Original	\$400,000.	\$					
Totals			\$400,000.	\$					

Supporting information

Supporting documents

including (but not limited to):

- Copy of most recent Budget/Funding Deed Statement/Agreement – Not available for this PMP.
- At least one quote for key budget items. All quotes must contain the supplier's business details including address - N/A went to Tender.
- Confirmation of signatory details (person/s authorised to sign contracts on behalf of the organisation) – Will be completed after adoption of tender report recommendation.
- Australian Business Number (ABN) and, if registered for GST, your Australian Business Register (ABR) - Will be completed after adoption of tender report recommendation.
- Provide further evidence to support the budget particularly for any forecast costs (i.e. expected costs to operate or maintain the proposed project in the future). – Refer to Tender documents.
- Provide details for the location/s of where services will be administered (i.e. where the project manager is located), as well as the actual locations where services, events or activities will be provided (i.e. location where the project will be delivered) – refer to attached map for project location. Project Manager will be located in the main Cootamundra Council building.

9. Budget / Financial Considerations	
Contingency: Due to the project budget being so tight and no room for any further reduction in Scope of Works there is no allowance for a contingency allowance.	
10. Activity	11. Estimate
Survey & Design	\$3,000
Project Planning	\$3,000
Fees/Chargers and other associated costs	12. 13. \$12,000
Project Management & Administration/On Costs	14. 15. \$12,000
Mechanical Works (power/water connections etc.)	16. 17. \$10,000
Building & Civil Works	18. 19. \$350,000 (Tender Value)
Landscaping Works - Turfing	20. 21. \$10,000
Contingency 10%	22. 23. \$0.00
Totals	24. 25. \$400,000.

Recurrent Financial Impact/s of proceeding with this Project

Recurrent Financial Impact/s of proceeding with this Project Activity Type	Frequency	Annual Cost	Comments
Samples PH & Chlorine & Data Collection	Daily	\$15.	15mins/day
Remove Debris from surrounding area	Daily	26. \$15.	15mins/day
Clean Drains	27. Daily	28. \$15.	15mins/day
Wash down	29. Daily	30. \$6.	10mins/day
Empty catchment baskets	31. Daily	32. \$3.	5mins/day
Ensure Filtration devices are functioning correctly	33. Daily	34. \$3.	5mins/day
Sub-Totals	35.	36. \$57./day 37. \$342/6 day week	65mins/day

Back wash sand filters	Weekly	38. \$15	15mins/week
Check UV filters	39. Weekly	40. \$6.	10mins/week
Ensure feature poles and play units are function correctly	41. Weekly	42. \$6.	10mins/week
Check Chlorine & Acid drums must be at least ¼ full	43. Weekly	44. \$3.	5mins/week
Clean internal & external shed	45. Weekly	46. \$30.	30mins/week
Parts & Repairs	47.	48. \$5,000.00/pa	
Sub--Totals	49.	50. \$60./week	75mins/week
Totals	51.	52. \$25,902/pa.	2hours 20mins extra/week

Note: The annual cost to operate the existing junior pool is unknown, but due to it being so old, leaking and incorporated into the main pool filtration system, maintenance levels would be less than that required for the new play area that now needs to operate as a standalone system. As an estimate, and for the purpose of completing this PMP, it has been estimated that the annual maintenance of the new Splash Pool over maintaining the existing junior pool would increase the pools annual maintenance costs by **\$17,000**. This may be in part offset by the projected **\$10,000 pa.** increase in pool revenue.

Community Engagement and Reach

Communication plan

The communication plan details how Council will engage with the Stakeholders and Community to ensure they are informed of key information about the project. A list of the key stakeholders (internal and external) who will have an impact on the project or be affected by the project, and describe how they will be engaged. This is a Summary of the overall key communication and management issues for the project, concentrating on what will contribute to the project's success or where a lack of communication can lead to failure.

Communication Plan				
Who Name of person or group	Why Why are they involved/ have interest in the project?	What What information do they need? What are the key messages that need to be sent?	How How will they receive this information e.g. status reports, newsletters, phone.)? Who will send it?	When When will this communication occur?
Pool Staff	Will be operating and managing the new facility.	To ensure all design/construction adapts with existing infrastructure	Part of the Project Team.	Every 2x weeks
Project Team	Advisors on specific areas of the project.	They need to be made aware on all aspects associated with project delivery and ensure that all Council's requirements are implemented.	Part of the Project Team.	Every 2x weeks
Community	It's a community project	Need to be made aware on the projects progress and performance.	Media stories, newsletters etc.	Monthly
Sponsor	Overall responsible to the funding source that all performance measures are being meet, funding deed complied with and that the funding source is kept updated on progress.	That Project Performance and funding deed Targets are being meet.	Reports	Monthly

Council	Owner of the asset	Protecting the community's position.	Reports	Monthly
NSW Government	Funding Source	Value for money and meeting performance targets, compliance with conditions of the funding deed.	Reports	Monthly

Community support

Please demonstrate your community's support for the project. The response should show:

- Community/stakeholder views have been considered in developing the project (key stakeholders are identified, consulted and their opinions incorporated into plans) – Not available for this project.
- The expected recreational and educational benefits for the community as a result of delivering your project – yet to be determined.
- The community/stakeholders support the project and agree on the expected benefits – not available for this project.

The response from your Expression of Interest/Tender application and any previous letters of support may form the basis of your response here. Applicants are recommended to provide evidence of support from as many stakeholder groups as possible. Examples of evidence include (but are not limited to):

- letters of support from any stakeholders (we want to hear from your community why your project needs to be funded) – N/A
- confirmation letters for financial or in-kind support – N/A
- petitions – N/A
- Community surveys – N/A
- public consultation – N/A
- newspaper articles – N/A
- visitor feedback forms – N/A
- Facebook comments/reviews – N/A

Note: Project was adopted by Council to proceed over 18 months ago and the current Project Manager has only just been appointed. Due to the lapse in time the above details are not available for this PMP.

Supporting Documentation for this PMP

- Business Case – N/A
- Project Issues Report – N/A
- Communication Strategy – N/A
- Communication Implementation Plan– N/A
- Detailed Financial Breakdown– N/A
- HR Management– N/A
- Project Assessment Report– N/A
- Risk Management Assessment report– N/A
- Implementation Plan– N/A
- Change in Scope report– N/A

Approvals

Project Manager

Project Sponsor

Manager Waste, Parks & Recreation Services

Acting General Manager

Wayne Bennett

Phil McMurray

July 2019

July 2019

8.10.10 PROJECT MANAGEMENT PLAN FISHER PARK LIGHT TOWERS

DOCUMENT NUMBER	306984
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>1. A vibrant and supportive community: all members of our community are valued</p> <p>1.2 Public spaces provide for a diversity of activity and strengthen our social connections</p>
FINANCIAL IMPLICATIONS	Due to the new lights being latest technology it is the expectation that the running costs will be reduced, but at this stage the value is unknown.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Project Management Plan Light Towers ↓

RECOMMENDATION

- 1. The Project Management Plan (PMP) as attached be approved for implementation.**
- 2. Council delegate the Acting General Manager to sign the Project Management Plan (PMP) as the Project Sponsor.**
- 3. Council endorse the Manager, Waste, and Parks & Recreation Services as the Project Manager.**

Introduction

The Fisher Park Light Towers is a major capital works program (\$250,000.) and therefore requires a Project Management Plan (PMP). The Cootamundra Gundagai-Regional Council and the NSW Government are considered as part of this PMP as the customers. This project requires the Acting General Manager to be the Sponsor and the Manager Waste, Parks and Recreation Services to be the Project Manager. The attached PMP for the Cootamundra Splash Pool project is attached for the information of Council.

Discussion

The purpose of this document (PMP) is to provide a comprehensive baseline of what has to be achieved by the project, how it is to be achieved, who will be involved, how it will be reported and measured and how information will be communicated. It will be used as a reference for any decision that is made on the project and for clarification of unclear areas. The PMP will be used as a reference throughout the project to ensure that the management of the project is carried out consistently, and in line with policy and procedures. Although the PMP is developed as part of the project initiation and definition, it should be a living document that evolves as the project progresses and is updated with the latest relevant information as required.

The PMP will be available to all project members as it can provide essential project information and can be used to introduce project members to the project. The project management plan is the main communication document for this project.

The project management plan for the Fisher Park Light Towers, Cootamundra, is considered as a meta-plan of the project. It is the actual plan which will be followed by the project management team at all levels to accomplish the given project.

This PMP is also regarded as crucial as it precisely describes every possible detail in a boarder manner. The sole agenda of this project management plan is to execute and achieve the vision of the Light Tower Project.

Since the project management plan is a formal document that is used to manage the execution of a major capital works project, it must receive formal approval by Council. These new lights are of the latest technology and will require less maintenance and operating requirements over the existing lights.

The new lights will also remove the risk that currently exists with the current lights being structurally unsound. The estimated savings are currently unknown and will require 12 months operation to determine a cost for future annual maintenance budgets.

Cootamundra Fisher Park Light Towers



Project Management Plan

STRONGER COMMUNITY FUNDING

Fisher Park Light Towers

Project Plan

KEY PROJECT DETAILS

PROJECT INFORMATION	
Project name	Fisher Park Light Towers
Lead organisation name	Cootamundra Gundagai Regional Council
Lead organisation ABN	ABN - 46 211 642 339
Project partners	NSW Government Stronger Communities Grant
LEAD CONTACT	
Name	Wayne Bennett
Position	Manager Waste Parks & Recreation Services
Phone	0437384599
Email	Wayne.bennett@cgrc.nsw.gov.au
Fax	n/a
Address	81 Wallendoon Street P. O. Box 420 Cootamundra Office
PROJECT SCOPE	
Project summary for publication	<ul style="list-style-type: none">• Prepare tender documents for design and construction• Call tenders (28 days)• Receive and assess Tenders• Prepare report and submit Tender assessment and PMP to Council for approval.• Appoint successful tender

	<ul style="list-style-type: none"> • Appoint Project Team • Implement communications strategy • Contractor induction • Hold regular Project Team, Stakeholder & Contractor meetings (2x week intervals) • Monitor/manage contractor/contract to Time, Cost and Quality. • Monthly update reports to Council & Sponsor • Project final assessment and hand over • Project performance review.
PROJECT LOCATION	
Address	Crn. Murray & Adams Streets
Local government area	Cootamundra Gundagai Regional Council
NSW electorate	Cootamundra
Federal electorate	Riverina

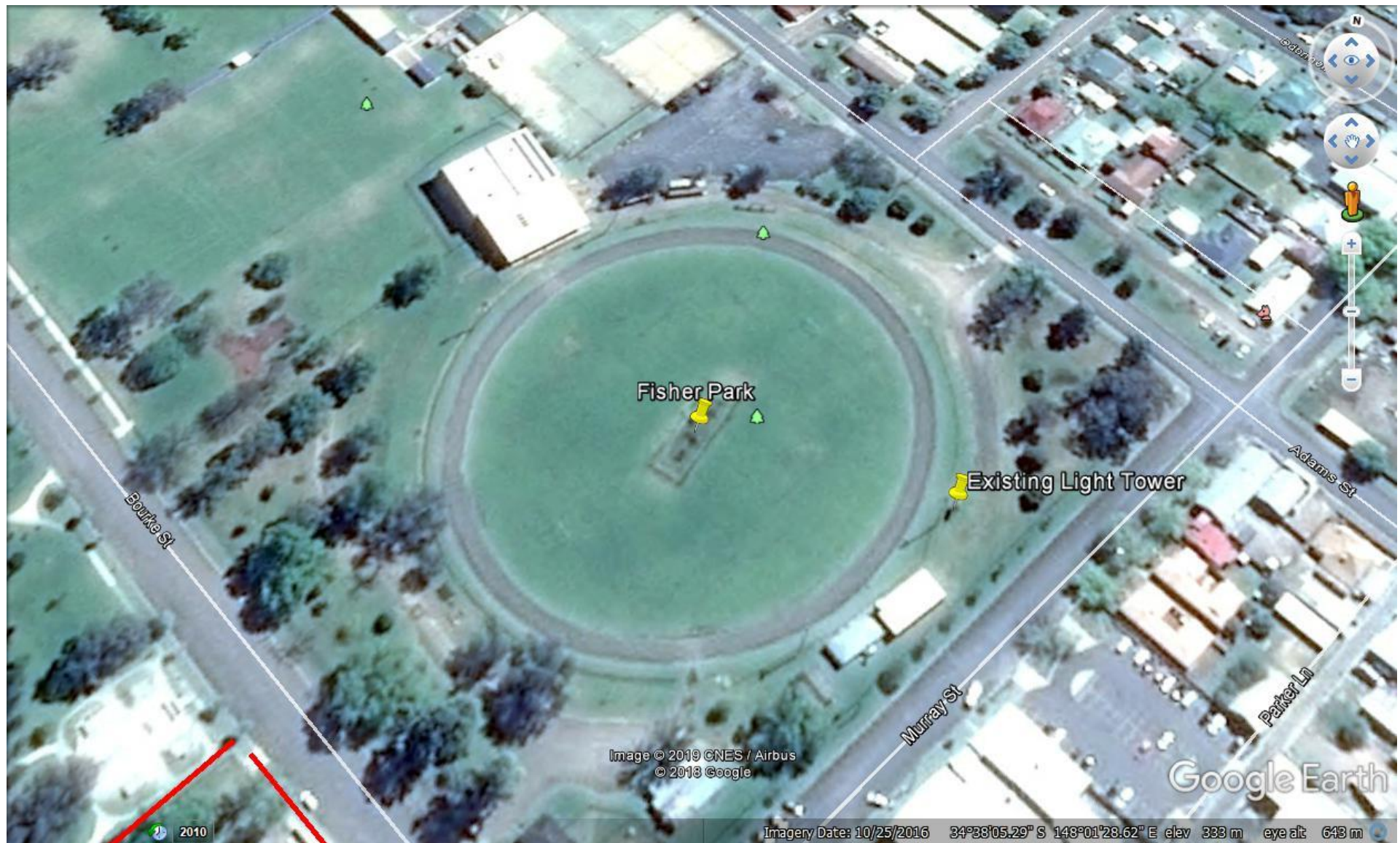


Figure 1 - Site Location for proposed Splash Pool

Case for Change

Project Goal Statement

Council is seeking tenders from suitably qualified and experienced Tenderers to supply, install, aim test and the commission of new sports field lighting at Fisher Park. The aim of this project is to provide a unique recreational facility for local residents with an emphasis on families with young children with the option to attract future major sporting activities to the region.

The budget has been presented on estimates established on the community needs survey and on costs indicated by suppliers on the installation of equipment required to service that need. The budget indicated in the tender document is the figure allowable for the purchase, delivery and installation of the desired equipment. All other costs associated with the Light Tower Project have been excluded from the tender figure.

The project entails the design and approval, purchase of specific Lighting equipment, the delivery and installation and initiation of that equipment.

The project will be delivered by tender and managed to Time, Cost and Quality. The current timeline is to have the project completed by December 2019 but this is subject to availability of equipment, suitable contractor and favourable weather conditions. There is also the restraints of having works completed prior to the upcoming sporting season.

Scope of Requirement

The works under this contract consist of providing sports field floodlighting upgrade at the site mentioned above.

The lighting lux designs (min 200 lux) for Fisher Park are to be provided with tender submissions and shall be based on the technical specification and drawings provided with this document.

The scope of works will generally consist of design, supply, installation, testing, aiming and commissioning of new lighting poles including footings, light fittings, pits, conduits and cabling, new switchboards and controls.

The electrical Customer Service Line and Consumers Mains from the adjacent street or local substation may require upgrading depending on the load. Upgrading of the electrical service shall form part of this contract as well as restoration of trenching and all disturbed areas.

All light poles footings shall be certified by a practicing structural engineer and certification shall be submitted to Council following the engineer's inspections.

Strategic Alignment

The project has been established and supported by Council on the needs survey undertaken prior to this projects approval and incorporated into the Councils long term Community and Operational Plans

Applicants for the facilities construction must demonstrate:

The project will fill the current lacking play activities for children between the ages of 1 to 12.

The project aligns with Councils Community Plan that recognises the needs of our younger community and the need to service their recreational needs.

This project has been based around Councils vision for the future which is built around four key directions and objectives:

- A vibrant and supportive community: all members of our community are valued and connected
 - Objective 1.1: Our Community is inclusive and connected
 - Objective 1.2: Public spaces provide for a diversity of activity and strengthen our social connections
 - Objective 1.3: Our community members are healthy and safe
- A prosperous and resilient economy: we are innovative and 'open for business'
 - Objective 2.1: The local economy is strong and diverse
 - Objective 2.2: Strategic land-use planning is co-ordinated and needs-based
 - Objective 2.3: Tourism opportunities are actively promoted
 - Objective 2.4: Our local workforce is skilled and workplace ready
- Sustainable natural and built environments: we connect with the places and spaces around us
 - Objective 3.1: The natural environment is valued and protected
 - Objective 3.2: Our built environments support and enhance liveability
- Good governance: an actively engaged community and strong leadership team
 - Objective 4.1: Decision-making is based on collaborative, transparent and accountable leadership
 - Objective 4.2: Active participation and engagement in local decision-making
 - Objective 4.3: Cootamundra-Gundagai Regional Council is a premier local government Council

Councils Strategic Funding objectives:	Councils recreational offering to the community is improved, and its rich diversity is supported and encouraged	Bold and exciting new and upgraded recreational infrastructure is supported by the NSW Government	Project representing value for money and strong ongoing viability are supported	Local & Regional communities have access to recreational experiences that result in recreational and educational benefits
---	---	---	---	---

Capacity to Deliver

Project Milestones

The Project Milestones define and sequence key activities to be undertaken to deliver the project from the beginning to the end (planning, implementation, construction, etc.). This project should have commence within 12 months of approval and was to be completed within two years of funding approval. An estimate for the duration for each activity has been estimated. Key events for incorporation into the program are as follows:

1. Tendering
2. Planning and detailed design
3. Sign off on design
4. Approvals
5. Development/construction
6. Commissioning

Project Milestones / Deliverables				
No.	Product, services and/or results that the project will deliver	Estimated start date	Estimated completion date	Estimated cost
1	Prepare, call, assess & approve Tenders & Project Management	June 2019	July 2019	\$3,000.
2	Survey & Design	June 2019	July 2019	\$3,000
3	Project Management	June 2019	December 2019	\$5,000
4	Project review & engage contractor to develop detailed plan , estimates & Construction	August 2019	September 2019	\$231,000.
5	Sign off plans/Technical Design – Communications/Media	September 2019	September 2019	\$1,000
6	Tender approved, contractor engaged and inducted	October 2019	October 2019	Costs Included in (2)
7	Demolition of existing light Towers	October 2019	October 2019	\$5,000
8	Contractor commences construction	October 2019	December 2019	Costs Included in (2)
9	Rehabilitation/Landscaping	November 2019	December 2019	\$2,000.
10	Contractor completes project to time, Cost & Quality & Hand Over.	Dec 2019	December 2019	Costs Included in (2)

Project Benefits

Benefits		
Benefit/s that the project is expected to yield	Who will receive this benefit?	Estimated timeframe for when the benefits will be received
Estimated Increased access and improved lighting quality for training/play activities for the local community and sporting clubs resulting in an increase in training/game activities per year.	Local community and sporting activities increased by an estimated 15% within 2x years	Dec 2019 (on project completion)
Increased visitation and better utilisation of facility and increased revenue.	Council and its ratepayers	Outcomes yet to be determined.
Removal of a high risk of the existing light towers falling or dropping attachments.	User groups and spectators	Immediate

Likelihood	5 Almost Certain	M	H	H	E	E
	4 Likely	M	M	H	H	E
	3 Moderate	L	M	M	H	E
	2 Unlikely	L	M	M	H	H
	1 Rare	L	L	M	M	H
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
		Impact				

Project Risks

Risk Name	Owner	Likelihood	Impact	Risk Rating	Risk Treatment Actions
Risk 1: Not being able to get a Lighting that is considered appropriate for the funds available	CGRC	Likely	High	High	<p>What action will be taken to prevent this risk from occurring and/or reduce its impact on the project?</p> <hr/> <p>Avoid – plan around it as best as possible by minimising project costs.</p> <p>Mitigate – reduce probability and/or impact – Not proceed with project.</p> <p>Eliminate – reduce probability to zero (impossible to occur) by allocation of additional funds or not proceedings.</p> <p>Transfer Responsibility– N/A</p> <p>Accept – choose to do nothing, monitor for change – N/A</p>
Risk 2: Not Being able to attract a suitable contractor.	CGRC	Unlikely	High	Moderate	<p>What action will be taken to prevent this risk from occurring and/or reduce its impact on the project?</p> <p>Avoid – plan around it as best as possible by seeking/researching suitable qualified contractors prior to tender.</p> <p>Mitigate – reduce probability and/or impact – N/A.</p> <p>Eliminate – reduce probability to zero (impossible to occur) N/A.</p> <p>Transfer Responsibility– N/A</p>

					Accept – choose to do nothing, monitor for change – N/A
Risk 3: Not meeting Timelines	CGRC/ Contractor	Moderate	Moderate	Mode rate	<p>What action will be taken to prevent this risk from occurring and/or reduce its impact on the project?</p> <p>Avoid – plan around it as best as possible ensuring that the conditions of contract are achievable and includes a contingency.</p> <p>Mitigate – reduce probability and/or impact – N/A.</p> <p>Eliminate – reduce probability to zero (impossible to occur) N/A.</p> <p>Transfer Responsibility– N/A</p> <p>Accept – choose to do nothing, monitor for change – N/A</p>
Risk 4: Inclement Weather	CGRC	Moderate	Moderate	Mode rate	<p>What action will be taken to prevent this risk from occurring and/or reduce its impact on the project?</p> <p>Avoid – plan around it as best as possible ensuring that the conditions of contract includes a weather contingency.</p> <p>Mitigate – reduce probability and/or impact – N/A.</p> <p>Eliminate – reduce probability to zero (impossible to occur) N/A.</p> <p>Transfer Responsibility– N/A</p> <p>Accept – choose to do nothing, monitor for change – N/A</p>

Non-financial assumptions

- That Council has undertaken community survey/communication to determine the need for the light towers and that there is strong community support for the project.

Governance

- General Manager Project Sponsor
- Project Manager – Manager Waste Parks & Recreational Services will manage the overall project from start to finish and ensure that the project is delivered to Time Cost and quality and that all performance targets are achieved.
- Project Team – Project Manager (Chairman), Council Representatives from - Finance, Facilities, Recreation/Open Space Management, Media/Communications, Procurement.
- Stakeholders – NSW State Government (Interest Group), Council, Sponsor (interest/approvals), Project Manager (Approvals, Advisor) Project Team (advisor), Swimming Club (Interest Group) , Community Representatives (Interest Group).

Governance Plan - Project Team					
Project role	Name	Phone	Email	Responsibilities	Reports to
Funding Body	NSW State Government – Stronger Community Grants	N/A	N/A	Funding and approvals	N/A
Sponsor	General Manager	N/A	N/A	Approvals	NSW State Government
Project Manager	Manager Waste Parks & Recreation	N/A	N/A	Overall project delivery to Time, Cost & Quality.	Sponsor
Project Team	Finance, Media/Communications, Facilities, Recreation Officer, Open Space Co-Ordinator	N/A	N/A	Advisors	Project Manager

Value for Money

Project Budget Performance (monthly reports to Council & Sponsor)

53. Cost & Quality	Time,	54. Completed <input checked="" type="checkbox"/> or Progressing - on Time, Cost and Quality	Task/Activity –
55. Cost & Quality	Time,	56. Progressing - requires monitoring and or action to minimise risk of not meeting performance targets	Task/Activity –
57. Cost & Quality	Time,	58. Stalled - High Risk or will not meet Performance Target.	Task/Activity –
59. Cost & Quality	Time,	60. Pending - is currently on hold or pending approval	Task/Activity-

Project Title	Project No.	Funding Source	Allocation	Tender Price	Expenditure	% Spent	Remaining Funds	Expected Result	Performance Code
Cootamundra Fisher Park Light Towers		Stronger Community Original	\$250,000.	\$221,540					
Controller/SMS				\$4,500					
Light upgrade to 300Lux				?					
Totals			\$250,000.	\$226,040					

Supporting information

Supporting documents including (but not limited to):

- Copy of most recent Budget/Funding Deed Statement/Agreement – Not available for this PMP.
- At least one quote for key budget items. All quotes must contain the supplier's business details including address - N/A went to Tender.
- Confirmation of signatory details (person/s authorised to sign contracts on behalf of the organisation) – Will be completed after adoption of tender report recommendation.
- Australian Business Number (ABN) and, if registered for GST, your Australian Business Register (ABR) - Will be completed after adoption of tender report recommendation.
- Provide further evidence to support the budget particularly for any forecast costs (i.e. expected costs to operate or maintain the proposed project in the future). – Refer to Tender documents.
- Provide details for the location/s of where services will be administered (i.e. where the project manager is located), as well as the actual locations where services, events or activities will be provided (i.e. location where the project will be delivered) – refer to attached map for project location. Project Manager will be located in the main Cootamundra Council building.

61. Budget / Financial Considerations	
Contingency: Due to the project budget being so tight and no room for any further reduction in Scope of Works there is no allowance for a contingency allowance.	
62. Activity	63. Estimate
Survey & Design	\$3,000
Project Planning	\$6,000
Demolition /Site Remediation Works	64. Included in Building & Civil works
Project Management & Administration/On Costs	65. 66. \$5,000
Mechanical Works (power/water connections etc.)	67. 68. \$9,000
Building & Civil Works	69. 70. \$225,000 (Tender Value)
Landscaping Works - Turfing	71. \$2,000
Contingency 10%	72. \$0.00
Totals	73. 74. \$250,000.

Budget – Annual Recurrent Expenditure.

Life of Lamp to maintain Min luminance level	4,000 hours
Power consumption of each lamp and controller gear	2,123 watts
Number of lamps	32 200lux
Total Power Consumption 100% operation	40.476 Kw
Electricity Costs to run system @ \$0.25 p/kW/Hr	\$10.19/Hr
Electricity costs over 8 years @ 500 hours per year	\$40,760.
Bulk lamp replacement costs every 4000 hours \$excluding labour, EWP etc.)	\$12,400.
Annual Depreciation (30 years)	\$1,580.00/year
Total annual maintenance costs (lamp replacement, cleaning etc.)	\$2,550.00

Communication plan

The communication plan details how Council will engage with the Stakeholders and Community to ensure they are informed of key information about the project. A list of the key stakeholders (internal and external) who will have an impact on the project or be affected by the project, and describe how they will be engaged. This is a Summary of the overall key communication and management issues for the project, concentrating on what will contribute to the project's success or where a lack of communication can lead to failure.

Communication Plan				
Who Name of person or group	Why Why are they involved/ have interest in the project?	What What information do they need? What are the key messages that need to be sent?	How How will they receive this information e.g. status reports, newsletters, phone.)? Who will send it?	When When will this communication occur?
Pool Staff	Will be operating and managing the new infrastructure.	To ensure all design/construction adapts with existing infrastructure	Part of the Project Team.	Every 2x weeks
Project Team	Advisors on specific areas of the project.	They need to be made aware on all aspects associated with project delivery and ensure that all Council's requirements are implemented.	Part of the Project Team.	Every 2x weeks
Community	It's a community project	Need to be made aware on the projects progress and performance.	Media stories, newsletters etc.	Monthly

Sponsor	Overall responsible to the funding source that all performance measures are being meet, funding deed complied with and that the funding source is kept updated on progress.	That Project Performance and funding deed Targets are being meet.	Reports	Monthly
Council	Owner of the asset	Protecting the community's position.	Reports	Monthly
NSW Government	Funding Source	Value for money and meeting performance targets, compliance with conditions of the funding deed.	Reports	Monthly

Community support

Please demonstrate your community's support for the project. The response should show:

- Community/stakeholder views have been considered in developing the project (key stakeholders are identified, consulted and their opinions incorporated into plans) – Not available for this project.
- The expected recreational and educational benefits for the community as a result of delivering your project – yet to be determined.
- The community/stakeholders support the project and agree on the expected benefits – not available for this project.

The response from your Expression of Interest/Tender application and any previous letters of support may form the basis of your response here. Applicants are recommended to provide evidence of support from as many stakeholder groups as possible. Examples of evidence include (but are not limited to):

- letters of support from any stakeholders (we want to hear from your community why your project needs to be funded) – N/A
- confirmation letters for financial or in-kind support – N/A
- petitions – N/A
- Community surveys – N/A
- public consultation – N/A
- newspaper articles – N/A
- visitor feedback forms – N/A
- Facebook comments/reviews – N/A

Note: Project was adopted by Council to proceed over 18 months ago and the current Project Manager has only just been appointed. Due to the lapse in time the above details are not available for this PMP.

Supporting Documentation for this PMP

- Business Case – N/A
- Project Issues Report – N/A
- Communication Strategy – N/A
- Communication Implementation Plan– N/A
- Detailed Financial Breakdown– N/A
- HR Management– N/A
- Project Assessment Report– N/A
- Risk Management Assessment report– N/A
- Implementation Plan– N/A
- Change in Scope report– N/A

Approvals

Project Manager

Manager Waste, parks & Recreation Services

Wayne Bennett

July 2019

Project Sponsor

Acting General Manager

Phil McMurray

July, 2019

8.10.11 POOL USE PROPOSAL BY THE COOTAMUNDRA SWIMMING CLUB

DOCUMENT NUMBER	307481
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	1. A vibrant and supportive community: all members of our community are valued 1.1 Our Community is inclusive and connected
FINANCIAL IMPLICATIONS	On initial investigation there is no apparent impact on the existing budget. This will need to be monitored over time if implemented.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	This will have an impact on the current pool policy regarding the use of the pool by the swimming club for training purposes.
ATTACHMENTS	1. Proposal from the Cootamundra Swimming Club ↓

RECOMMENDATION

- 1. Council accept the proposal from the Cootamundra Swim Club to have full usage of the 4 lanes of the Indoor Swimming Pool between 5.30 pm and 7 pm for Wednesday and Friday, and continue with two (2) allocated lanes on Mondays as detailed in the attached report.**
- 2. That the change as detailed in item (1) above be for the 2019 winter season only and be reviewed at the end of the winter season.**
- 3. Council advertise the changes to the pool hours and any received feedback, in relation the changes in (1) above, be directed to Councils Administration Centre and responded to accordingly.**

Introduction

This report is submitted to Council in response to correspondence received from the Cootamundra Swimming Club on the 22nd July 2019 and attached to the report.

Cootamundra Swimming Lifesaving Club have submitted a proposal requesting Council approve the Club to have full usage of the Cootamundra indoor pool facilities on Wednesday and Friday nights from 5:30pm -7pm, and to continue with the current arrangement of the two lanes allocated for training on a Monday Night for Club members.

Discussion

The Cootamundra Swimming Lifesaving Club was formed on 13th January, 1933. The Club has a proud history, providing a competitive sport option for the community of Cootamundra and surrounding villages. The club has continually grown over recent years.

In the attached report it details the 2018/2019 season stating that the Club has seen an increase in membership, with 96 swimmers registered with the club and one parent from each family giving the Club's total membership 146 members. Further, Cootamundra Swimming Lifesaving Club was in the

top 10 of the state out of all swimming clubs that saw an increase of over 50 per cent in participation for a season. During the 2018/2019 season Cootamundra Swim Club has hosted Ms Dawn Fraser (OAM), and former Australian Olympian, and Kurt Herzog, also an Olympian, come to Cootamundra to undertake a Coaching Clinic for the Clubs swimmers and neighbouring clubs within the region using the Cootamundra Indoor Pool. The Club has indicated that a number of local businesses of the Cootamundra area have sponsored the Swimming Club to assist its young swimming members.

In the 2018/2019 season the Cootamundra Swimming Club had nine swimmers participate in the Speedo Sprints at Homebush. Five swimmers were selected to participate at the Australian Institute of Sport in Canberra representing the Zone. Eight of its swimmers were selected to participate in the Southern Inlands Regional Development Squads.

Background

In July, 2018 Cootamundra Swim Club commenced training at the indoor pool at Cootamundra through the off season until the outdoor pool was prepared and operational for the summer season. The Club saw a large increase in swimming numbers attending squad training. At that time the Club was only training two afternoons a week being Wednesday and Friday from 5pm- 6.45pm. During that time there were up to 40 club swimmers using the two lanes of the Cootamundra indoor pool and the little Junior Dolphins in the bottom left hand corner under supervision by a parent in the pool.

The Swimming Club in season 2018/2019 had 96 swimmers register from ages 5 years to 16 years of age. The Swimming Club's usual practice during summer is sign a pool agreement with Cootamundra Gundagai Regional Council for usage of the 50m Pool Facilities.

The Club is seeking approval from Council in relation to this report to prevent the conflicts experienced last season regarding the clubs use of the indoor pool, with the club believing this submission will reduce risks and also benefit Council by increased usage by the Swim Club. This type of submission has never been presented to Council before, as the club has never experienced the numbers which they are currently getting. In June, 2019 the Swim Club received an extreme amount of interest from parents requesting when swimming squad training will resume.

In accordance with current Council Policy, Council staff have allocated two lanes in the indoor pool for the Swimming Club to commence squad training, with the remaining two lanes for public use for swimming or exercise, as per Council Policy.

Cootamundra Swim Club uses the Cootamundra Indoor Pool (two lanes only) on Monday, Wednesday and Friday from 5:30pm – 6.45pm as the swimming club members need to leave by 7pm due to the pool closure.

Squad Training has now been running just over three weeks and due to the amount of swimmers attending and using the Cootamundra indoor pool, it has become necessary for the club to confine all swimmers into the two allocated lanes. It is of the opinion of the Swimming Club that the number of club swimmers using the two allocated lanes clearly surpasses the members of the public using the two remaining lanes on the evenings they are in attendance.

The issues raised by the Swimming Club are swimmers running into one another, swimmers disadvantaged by being in lanes with swimmers of varying skills, and swimmers not getting the benefits expected by training due to overcrowding.

The Cootamundra Swimming Club is requesting approval from Council for full use of all lanes on Wednesday and Friday 5.30pm-7pm for the following reasons:

- Swimming Club has over 96 members presently registered
- Swimming Club in the last two weeks has experienced overcrowding in the two lanes allocated.
- For Safety reasons we should only be permitting 14 Swimmers in a lane and that is not achievable when we are dealing with our teenagers and can cause accidents and it is not safe.
- Squad training nights are very well attended
- Being permitted to use all lanes or an increase in additional lanes, our coaches will be able to appropriately allocate the swimmers to the most appropriate lane, based on swimming skill level.
- It will enable all the clubs swimming members who pay an entry fee to get the most out of squad training. Easier to train and build on Skill and Strengths.
- Club is doing its best to manage the issue, but is requesting more allocated space.
- Parents of the clubs swimmer have raised concerns of overcrowding in the two lanes allocated
- Increase of swimmers will converge on the Cootamundra Indoor Pool in the month of August through to November once school resumes for term 3 and winter sports come to an end, as experienced first-hand in 2018.
- This is the only training venue available to Swim Club from August through to Mid-November, 2019.
- Children and parents are wanting their son /daughter to swim as part of their chosen sport
- The Swim Club will commence registrations in September, which will see a further increase in swimming numbers.
- The Swim Club will continue to have all members utilising the indoor pool until the outdoor pool is at an operational standard.
- More children participating in the sport of swimming and representing Cootamundra.
- The Council shuts the pool to the public on a Thursday Night from 6pm for Aqua Aerobics from 6pm-7pm. Swim club numbers are exceeding the participants' numbers of Aqua Aerobics on our scheduled training Squad Nights. Swim Club Squad nights are Monday/Wednesday and Friday and only have two lanes to utilise.

However, the possible impact on community use needs to be considered by Council, as the Cootamundra Aquatic Centre is a public facility and as such is for community use. Council has an existing policy that states that during the swimming clubs use of the pool for training purposes, two (2) lanes must be left available at all times for general public use. Any change to this will need to be via Council resolution.

Another proposal that has been discussed is to allow the Swimming Club to be authorised to use the facility unsupervised outside normal operating hours. If this option is considered acceptable, Council would need to seek advice from its insurer for allowing the unsupervised use of a Council facility.

Pool operation staff have raised issues with the proposal, that if the recommendations are approved, the two week period set aside for a Compulsory School Intensive Swim Program will result in the public only have access early mornings on Wednesday & Fridays as Council close for the two weeks at lunch time to fit all schools in within school hours.

Pool operations staff propose that Swim Club have the two lanes on Mondays 5.30pm-6.45pm and the pool exclusive to themselves from 6.30pm-8.00pm Wednesdays & Fridays. This will allow members of the public access for 90 minutes on Wednesdays and Fridays to keep it fair for all users.

The impact to the general public if the Swimming Clubs recommendation is adopted is uncertain, as the true statistics for the use of the pool during the related hours by the general public has not been accurately recorded. However, the general public do use the facility during the hours detailed in this report, and any change will impact on those users.

While there has public opinion sought on the clubs proposal any negative feedback from the community will be included as part of a full independent review proposal of swimming pool operations in the region to be submitted at the August Ordinary Meeting of Council should Council approve the Swimming Clubs request.



COOTAMUNDRA SWIMMING & LIFESAVING CLUB Inc.

President: Mark LAKE

Vice President: Adam GAMMON

Secretary: Heather GAMMON

Treasurer: Debra CRAM

22/07/2019

Attention: Mr Wayne Bennett - Facilities Manager, Cootamundra Gundagai Regional Council
Mayor and Councillors of Cootamundra Gundagai Regional Council
Acting General Manager

Dear Wayne, Phil McMurray & Councillors,

I write to you on behalf of the Cootamundra Swimming Club seeking assistance in relation to the usage and allocated lane space presently at the Cootamundra Indoor Pool Cootamundra.

The Cootamundra Swimming Lifesaving Club would like to submit a proposal for Cootamundra Indoor Pool to be utilised solely for Squad Training for our members hopefully being able to be implemented or on a trial bases from Monday 12th August, 2019 or as soon as possible.

Presently the Sport of Swimming in the Cootamundra area is growing rapidly with many children wishing to take up the sport. We are currently three weeks into our winter program and with the lane space (2 lanes) allocated the number of swimmers participating in each lane is much higher than the number of recommended swimmers per lane thus creating many problems one of which is a safety issue therefore we are submitting this proposal which may assist in alleviating the issues currently being experienced.

The Cootamundra Pool is the home of Cootamundra Swimming Lifesaving Club and this is the children's chosen sport.

The Cootamundra Swimming Club is submitting this proposal due to the growth of the swimming club and enabling us to manage our swimming numbers appropriately. Due to this being an operational decision we are seeking forthcoming support from the Council and Councillors in relation to this submission.

Regards,

A handwritten signature in blue ink, appearing to read "m. lake".

Mark Lake
President
Cootamundra Swimming Club
Ph: 0417028046



cootawim@gmail.com

COOTAMUNDRA SWIMMING & LIFESAVING CLUB Inc.

President: Mark LAKE

Vice President: Adam GAMMON

Secretary: Heather GAMMON

Treasurer: Debra CRAM

COOTAMUNDRA SWIMMING LIFESAVING CLUB PROPOSAL

FOR THE COOTAMUNDRA INDOOR POOL





COOTAMUNDRA SWIMMING & LIFESAVING CLUB Inc.

President: Mark LAKE

Vice President: Adam GAMMON

Secretary: Heather GAMMON

Treasurer: Debra CRAM

PURPOSE

Cootamundra Swimming Lifesaving Club submitting a proposal to have full usage of Cootamundra Indoor Pool Facilities on Wednesdays and Friday Nights from 5:30pm -7pm, and remain training in two lanes allocated on a Monday Night, ***for Squad Training for Cootamundra Swim Club Members.***

History

The Cootamundra Swimming Lifesaving Club was formed on 13th January, 1933. The club has a proud history, providing a sport for the community of Cootamundra and surrounding villages. The club has continually grown over recent years which exceeded Expectation of the Cootamundra Swimming Club.

In season 2018/2019 the club saw an increase in membership, with 96 Swimmers Register with our club along with one parent from each family sending our total membership up to 146 members. Cootamundra Swimming Lifesaving Club was in the top 10 of the state out of all swimming clubs that saw an increase of over 50 per cent in participation for a season.

The Current Patron of the Swimming Club is Ms Gloria Schultz a long time resident of Cootamundra. In Season 2018/2019 Cootamundra Swim Club had the pleasure of having ***Ms Dawn Fraser (OAM)*** former Australian Olympian and ***Kurt HERZOG*** an Olympian come to Cootamundra to provide a Coaching Clinic for our swimmers and other clubs within the region using the Cootamundra Indoor Pool. The Swimming Club received media coverage being (WIN NEWS, ABC Radio Riverina and Print Media, Cootamundra Herald pertaining to our Swim Meet on the 10th February, 2019.

The Club has seen a number of local businesses from Cootamundra area come on board and support the swimming club for the benefit of the children.

In Season 2018/2019 the Cootamundra Swimming Club had nine swimmers participate in the Speedo Sprints at Homebush. Five swimmers selected to participate in Canberra at the Australian Institute of Sport representing the Zone. Eight Swimmers selected to participate in the Southern Inlands Regional Development Squads. The Club saw Lucy Smirl 11 years of age qualify for her first country swim meet.



COOTAMUNDRA SWIMMING & LIFESAVING CLUB Inc.

President: Mark LAKE

Vice President: Adam GAMMON

Secretary: Heather GAMMON

Treasurer: Debra CRAM

BACKGROUND

In July, 2018 Cootamundra Swim Club commenced training in the indoor pool at Cootamundra all the way through until the outdoor pool was full of water and operational. The club saw a large increase in swimming numbers attending Squad training. The club was only training two afternoons a week being Wednesday and Friday from 5pm- 6.45pm. At that time there were up to 40 club swimmers in two lanes of the Cootamundra indoor pool and our little Junior Dolphins in the bottom left hand corner under supervision by a parent in the pool.

The Swimming Club in season 2018/2019 had 96 swimmers register from ages 5 years to 16 years of age. The Swimming Club's usual practice during summer is sign a pool agreement with Cootamundra Gundagai Regional Council for usage of the 50m Pool Facilities.

The Club is submitting this proposal /submission to seek support of Councillors and Council to prevent the issues experienced last season in the indoor pool, and we believe this submission will reduce risks and also benefit council by increased usage by the Swim Club. This type of submission has never been presented before as the club never experienced the numbers which we are currently getting.

In June, 2019 the Swim Club received an extreme amount of interest from parents requesting when swimming squad training will resume.

The Council Staff to date have allocated two lanes in the indoor pool for us to commence Squad Training, with the remaining two lanes for public use for swimming or exercise, as per council policy. This is the first time this has occurred, which the club really appreciates.

Cootamundra Swim Club uses the Cootamundra Indoor Pool (**two lanes only**) on Monday, Wednesday and Friday from 5:30pm – 6.45pm as we need to be left by 7pm due to closure.

Squad Training has now been running just over three weeks with many swimmers arriving for squad training. Due to the overwhelming amount of swimmers attending and using the Cootamundra indoor pool, it has now become necessary for the club to jam all swimmers into the two allocated lanes. The number of swimmers using these two allocated lanes clearly outnumber the members of the public using the two remaining lanes on the evenings we are attending.



COOTAMUNDRA SWIMMING & LIFESAVING CLUB Inc.

President: Mark LAKE

Vice President: Adam GAMMON

Secretary: Heather GAMMON

Treasurer: Debra CRAM

The issues we are experiencing are: swimmers running into one another, overcrowding, swimmers placed into lanes with other swimmers who are not at the same level, and swimmers are not getting the benefit of this due to overcrowding.

There is also a National Swimmer from Grenfell coming to use the indoor pool as Cootamundra is the closest pool to him to continue his training and it is causing him some difficulties as well to train due to he is swimming 25m in 12 seconds.

Reasons why we are requesting/ seeking approval of Usage of all Lanes on Wednesday and Friday 5.30pm-7pm

- Swimming Club has over 96 members presently registered
- Swimming Club in the last two weeks has experienced overcrowding in the two lanes allocated.
- For Safety reasons we should only be permitting 14 Swimmers in a lane and that is not achievable when we are dealing with our teenagers and can cause accidents and it is not safe.
- Squad training Nights are very well attended
- Being permitted to use all lanes or an increase in additional lanes, our coaches will be able to appropriately allocate the swimmers to the most appropriate lane, based on swimming skill level.
- It will enable all our swimming members who pay an entry fee to get the most out of squad training.
- Easier to train and build on Skill and Strengths.
- Club is doing its best to manage the issue, but is requesting more allocated space.
- Parents of our swimmer have raised concerns of overcrowding in the two lanes allocated
- Increase of swimmers will converge on the Cootamundra Indoor Pool in the month of August through to November once school resumes for term 3 and winter sports come to an end, as experienced first-hand in 2018.
- This is the only training venue available to Swim Club from August through to Mid-November, 2019.
- Children and parents are wanting their son /daughter to swim as part of their chosen sport
- The Swim Club will commence registrations in September, which will see a further increase in swimming numbers.
- The Swim Club will continue to have all members utilising the indoor pool until the outdoor pool is at an operational standard.



- Due to the numbers the club does not wish members to be disheartened due to lack of space and turn away from a great and healthy sport.

COOTAMUNDRA SWIMMING & LIFESAVING CLUB Inc.

President: Mark LAKE

Vice President: Adam GAMMON

Secretary: Heather GAMMON

Treasurer: Debra CRAM

- More children participating in the sport of swimming and representing Cootamundra.
- The Council shuts the pool to the public on a Thursday Night from 6pm for Aqua Aerobics from 6pm-7pm. Swim club numbers are exceeding the participants' numbers of Aqua Aerobics on our scheduled training Squad Nights. Swim Club Squad nights are Monday/Wednesday and Friday and only have two lanes to utilise.
- We have observed over the two weeks that the other two lanes are not being utilised to capacity by members of the public and are left vacant or may only have one person swimming.

SWIM CLUB MEMBERS vs MEMBERS OF PUBLIC FROM 530PM-7PM

DATE	Swim Club Members	Swim Club Parents Swimming	Members of Public	Footy Players	Ratio
Mon 8 th July,19	15		1	9	15 to 1
Wed 10 th July,19	17		4		17 to 4
Friday 12 th July,19	14	2			16 to 2
Mon 15 th July,19	21		3		21 to 3
Wed 17 th July,19	18		4		18 to 4
Friday 19 th July,19	17	1	1		17 to 2
Monday 22 nd Jul	25		6		22 to 6

ENTRY FEES AT COOTAMUNDRA POOL FROM SWIM CLUB v Members of Public from 5:30pm-7pm

Date	Swim Club	\$2.50 Child	Member of Public	\$3.50
Mon 8 th July,19	15	\$37.50	10	\$35.00
Wed 10 th July,19	17	\$42.50	4	\$14.00
Friday 12 th July,19	14	\$35.00	2	\$7.00
Mon 15 th July,19	21	\$52.50	3	\$10.50
Wed 17 th July,19	18	\$45.00	4	\$14.00
Friday 19 th	17	\$42.50	2	\$7.00



July,19				
Mon 22 nd Jul	25	\$62.50	6	\$21.00
TOTAL		\$317.50		\$87.50

COOTAMUNDRA SWIMMING & LIFESAVING CLUB Inc.

President: Mark LAKE

Vice President: Adam GAMMON

Secretary: Heather GAMMON

Treasurer: Debra CRAM

The Swimming Club has become aware that trading hours of the Cootamundra Indoor Pool have been some subject of discussion recently. We as a club can assure council the swimming club enjoy utilising the indoor pool. The Swim Club has a great working relationship with Council and Councillors, and with this submission / proposal we see the usage over the next 4 months increase significantly which will only be a benefit to Council.

The Swim Club is seeking approval for it to have full usage of the 4 lanes of the Indoor Swimming Pool between 5.30 pm and 7 pm for two nights, being Wednesday and Friday, and continue to have usage of two (2) allocated lanes on Monday Afternoon/Evening.

Please find attached Photographs to provide you examples of participation levels, which will only increase in the coming weeks.

RECOMMENDATION

Cootamundra Gundagai Regional Council & Councillors offer their support towards the submission from Cootamundra Swimming Lifesaving Club to have usage of all lanes on Wednesday and Friday Nights from 5.30pm-7pm for Squad Training and continue with two lanes on a Monday.

I thank all councillors and council staff for taking the time to review this submission / proposal and look forward to favourable support. I will leave it in the hands of Wayne Bennett – Facilities Manager of Cootamundra.

Mark Lake
President
Cootamundra Swimming Lifesaving Club



23rd July, 2019
cootaswim@gmail.com
0417028046

COOTAMUNDRA SWIMMING & LIFESAVING CLUB Inc.

President: Mark LAKE

Vice President: Adam GAMMON

Secretary: Heather GAMMON

Treasurer: Debra CRAM





COOTAMUNDRA SWIMMING & LIFESAVING CLUB Inc.

President: Mark LAKE

Vice President: Adam GAMMON

Secretary: Heather GAMMON

Treasurer: Debra CRAM



8.10.12 COOTAMUNDRA AQUATIC CENTRE SPLASH POOL TENDER

DOCUMENT NUMBER	305810
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>1. A vibrant and supportive community: all members of our community are valued</p> <p>1.2 Public spaces provide for a diversity of activity and strengthen our social connections</p> <p>3. Sustainable natural and built environments: we connect with the places and spaces around us</p> <p>3.2 Our built environments support and enhance liveability</p>
FINANCIAL IMPLICATIONS	It is estimated that ongoing costs for the operation and maintenance of the new Splash Pool will increase the existing annual Aquatic Centre's operating annual budget by approximately \$17,000.
LEGISLATIVE IMPLICATIONS	To facilitate compliance with sections 10 and 11 of the Local Government Act 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> Summary Tender Assessment Report - Confidential (under separate cover) Tender Assessment Sheet - Confidential (under separate cover)

RECOMMENDATIONS

- 1. COUNCIL RECEIVE THE TENDERS FOR THE CONSTRUCTION OF NEW PROPOSED SPLASH POOL TO BE LOCATED AT THE SITE OF THE EXISTING JUNIOR POOL COOTAMUNDRA AQUATIC CENTRE.**
- 2. THAT THE NEW PROPOSED SPLASH POOL BE FUNDED FROM THE NSW STRONGER COMMUNITY GRANT FUNDING TO THE VALUE OF \$400,000.**
- 3. THAT THE TENDER RECEIVED FROM "TOTAL CREATIONS AND SERVICES" FOR THE VALUE OF \$363,600 EX GST BE ACCEPTED.**
- 4. THE TENDER IS TO INCLUDE A FULL COVER SUN SHADE SAIL PRICED AT \$15,000. EXT GST.**

Introduction

In accordance with the Assessment Panels report the Tender received from 'Total Creations and Services' is submitted to Council for approval.

The following tenders were received:

- Total Creations and Services
- Aquatic Construction Group Pty Ltd
- Beau Homes Pty Ltd
- Water Features by Design

The assessment Panel was made up of the following staff members:

- Manager Waste, Parks and Recreation Services.
- Recreation Officer
- Parks Supervisor
- Procurement Officer

Report

As part of the NSW Stronger Communities Grant the construction of a "Junior Splash Pool" was identified by Council and the community as a priority and as such was allocated \$400,000 towards the installation of a new junior aquatic play area.

Council prepared tender documents to the value of \$350,000 and called for expressions of interest for 28 days. During this process, a number of inquiries were addressed and site inspections held with some interested groups to discuss the project and Councils expectations on site.

The value of the tender was based on the available funds after all other associated projects costs had been accounted for e.g. project management costs, on-costs, design and survey costs etc., excluding a contingency for this project due to the low level of funding available.

The tender documents were detailed, and had very set performance specifications. The tender has been based on the need to deliver a "Splash Pool" that meets the following performance criteria:

- A pool that fits within the existing junior pool footprint.
- A design that is considered good value for money.
- A design that has a strong diversity of play equipment to choose from.
- The ability to use existing water supply infrastructure.
- Provides latest water play technology.
- Low water and power requirements.
- Water-play equipment that fulfils the requirements for children between the ages of 1 to 8 years of age.
- All water play equipment is low maintenance with minimum wear items.

Attached to this report is the assessment sheet and Summary tender Assessment report for your information. These attachments are submitted as confidential to protect the interest of Council and the tenderer's on commercial competitiveness and sensitive information.

The quality of tenders reviewed was of a very high quality with all tenders fulfilling the requirements for consideration.

On consideration of all the related issues associated with which tender best delivers best value for money, lowest ongoing maintenance and operational running costs, best technologies, minimal risk, and best addresses the assessment and evaluation sheets, Total Creation Services is considered the best Contractor to deliver Councils objectives.

Attachments (Under separate cover).

- Tender Evaluation Sheet.
- Summary Tender Assessment Report

8.10.13 FISHER PARK LIGHTING TENDER

DOCUMENT NUMBER	307804
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	Acceptance of the quote received by Power BY Watts for the amount of \$216,450 and additional
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> 1. Fisher Park Tender Review Sheets - Confidential (under separate cover) 2. Tender Summary Assessment Report - Confidential (under separate cover) 3. Tender Evaluation Sheet - Confidential (under separate cover)

RECOMMENDATION

1. Council receive the tenders for the construction of new Light Towers to be located at the site of the existing light towers, Fisher Park, Cootamundra.
2. The proposed replacement Light Towers be funded from the NSW Stronger Community Grant Funding to the value of \$250,000 (Ex GST).
3. The Tender by "Power by Watts" for the amount of \$216,450 (Ex GST) be accepted.
4. The Power Watts be required to include a remote SMS Controller as part of the project for an additional cost, to the above the tender amount, of \$4,500 (Ex GST).
5. That the Power Watts be requested to submit an estimate to upgrade the lights from 200Lux to 300Lux as part of the project (optional).
6. That items 4 & 5 only be implemented if the estimates are within the \$250,000 (Ex GST) budget allocation.

Introduction

In accordance with the Assessment Panels report the Tender received from 'Power by Watts' Pty. Ltd. is submitted to Council for approval.

Discussion

Tenders were received by the following companies:

- Havencord Pty Ltd
- Power by Watts Pty Ltd
- Rees Electrical Pty Ltd.
- JRW Trading Pty Ltd
- JLE Electrical
- JRC Electrical Services

The assessment Panel was made up of the following staff members:

- Manager Waste, Parks & Recreation Services.
- Recreation Officer
- Parks Supervisor
- Procurement Officer

As part of the NSW Stronger Communities Grant the replacement of the existing light towers was identified by Council as a priority and as such was allocated \$250,000 (Ex GST) towards the installation of new lights.

Council prepared tender documents to the value of \$225,000 Ex GST, and called for expressions of interest for 28 days. During this process, a number of inquiries were addressed and site inspections held with interested groups to discuss the project and Councils expectations of the site.

The value of the tender was based on the available funds after all other associated projects costs had been accounted for e.g. project management costs, on-costs, design and survey costs etc., excluding a contingency for this project due to the low level of funding available.

The tender documents were detailed and had a Rate and Lump Sum Pricing of Items included.

The tender has been based on the need to deliver lights that best meet the following performance outcomes:

- Towers above 28M or above.
- Ability to use existing power supply (wires, transformers etc.).
- Latest Light technology.
- Low power requirements.
- High technology management operation (e.g. smart lighting control systems).
- Independent metering systems.
- Infrastructure that will allow additional lighting to be added too at a later date.
- That the lights performance be focus only on the playing surface only.
- That the minimum light coverage of the lit area be no less than 100/200lumens.
- That the lights can be upgrade to 800lumen at a later date without additional power and support infrastructure.
- Inclusion Remote/SMS Controller (optional) this offers the following benefits:

- Centralised control & monitoring
- User activated floodlighting with automatic billing
- Timeclock and date based activation for casual once off bookings.
- Ability to add on and control irrigation systems, hot water systems, electronic gates and door access
- SMS Control and real time alarm notification.

100 lumens is required for competitive training needs and 200 lumen being the minimum lighting required for **(A)** Grade night games.

The ability to increase to 800 lumens for televising **(A)** Grade night games needs to be accounted for as part of this project.

Attached to this report is the assessment sheet for Scheduled 2 –Rates & Lump Sum Pricing of Items, and related Summary Tender Evaluation Report for your information. All submissions have listed one of two types of lighting type:

1. A Metal-Halide Lamp is an electrical lamp that produces light by an electric arc through a gaseous mixture of vaporized mercury and metal halides (compounds of metals with bromine or iodine). It is a type of high-intensity discharge (HID) gas discharge lamp. ... The most common metal halide compound used is sodium iodide.
2. LED lights are the latest technology in energy efficient lighting. LED stands for 'Light Emitting Diode', a semiconductor device that converts electricity into light.

The two technologies have entirely different methods of producing light. Metal halide bulbs contain metals that are evaporated into inert gas within the glass casing while LEDs are a solid state semiconductor technology. Both technologies produce a very high quality light. LEDs tend to last much longer and are a more energy efficient and less maintenance intensive technology. Metal halides have long warm-up periods and a shorter lifespan but produce a very high quality light and are one of the most efficient lights when it comes to very cool colour temperature outputs.

The quality of tenders reviewed was of a very high quality with all tenders fulfilling the requirements for consideration.

On consideration of all the related issues associated in selecting a tender delivers best value for money, lowest ongoing maintenance and operational/running costs, best technologies, minimal risk, and best addresses the assessment & evaluation Sheets, Power by Watts was considered best Contractor by the tender panel.

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN

9.1 NOTICE OF MOTION - FOR COUNCIL STAFF TO UNDERTAKE AN AUDIT OF EQUIPMENT AND FACILITIES IN ALL PARKS AND RECREATIONAL FIELDS ACROSS THE COOTAMUNDRA-GUNDAGAI LOCAL GOVERNMENT AREA
--

DOCUMENT NUMBER	307461
REPORTING OFFICER	Penny Nicholson, Councillor
AUTHORISING OFFICER	Phil McMurray, Acting General Manager

The following Notice of Motion signed by Councillor Penny Nicholson was submitted on 16 July, 2019.

I hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 30 July, 2019:

MOTION

For Council staff to undertake an audit of the equipment and facilities in all parks and recreational fields across the Cootamundra-Gundagai Local Government Area.

Note from Councillor

To encourage and increase usage of parks and playgrounds in the Cootamundra-Gundagai Local Government Area, by residents, ratepayers and visitors alike, Council must identify any needs and inadequacies of its parks and recreational spaces to ensure they are safe, well-equipped and well maintained.

It is important that Cootamundra-Gundagai Regional Council (CGRC) enhance the liveability of its towns and villages which, in turn, provides a tangible statement that the Cootamundra-Gundagai Local Government Area is a proud and welcoming region.

CGRC finds itself in fierce competition environment with neighbouring regional towns, and beyond, all vying for the invaluable tourism dollar. At all opportunities it must encourage return visits of its tourists whilst also remaining mindful of the importance of providing quality parks and recreational facilities to its residents and ratepayers.

Such an audit would identify inadequacies, for example:

- The provision of sufficient or insufficient bins (Palmer Park in Gundagai does not have a bin). In its public toilets is there soap, hand towels, sanitary disposal and sharps disposal units, and are the locks on the toilet doors in working order?
- Do the lights in the toilets work?
- Is there sufficient lighting at the parks to discourage anti-social behaviour?
- Looking toward the future is there a need for the planting of more shade trees?
- Do all parks have dog waste bag dispensers?

I request for a report be submitted to Council at the completion of the audit which provides a summary of the information collated.

9.2 NOTICE OF MOTION - A REPORT BE PREPARED FOR COUNCIL ADDRESSING ENERGY EFFICIENCY FOR THE COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL LOCAL GOVERNMENT AREA

DOCUMENT NUMBER	307467
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 21 July, 2019.

I hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 30 July, 2019:

MOTION

Council prepare a detailed report in relation to addressing energy efficiency into the future for the Cootamundra-Gundagai Regional Council (CGRC) local government area.

The report should contain proposals for cost efficiencies with the vision to obtaining long term savings by:

1. The installation of rooftop solar panels and supporting batteries, to Council administration centres and all other Council facilities where appropriate.
2. A programme for the replacement of current street lighting with solar Smart Street lights where appropriate.
3. The replacement of Council fleet vehicles with electric vehicles, as available, in the future.

It is requested that this report be presented to Council for consideration no later than the Ordinary Council meeting scheduled for Tuesday, 25th February, 2020.

Note from Councillor

Solar panels are proven to reduce electricity charges. The cost to purchase solar panels has reduced dramatically over recent years and once installed sees an immediate reduction in electricity charges.

As the Southern Lights programme seems to have stalled, Council should be investigating a programme to replace street lights with solar smart street lighting. I believe such lights are a cost effective option and currently have a battery life span of approximately 20 years. As such, the development of a replacement programme for the existing street lights, under a scheduled change over period to absorb replacement costs, would provide an efficient form of lighting for the local government area in addition to the reduction of the cost of street lighting to Council.

Electric cars are now readily available in Australia. The Nissan Leaf, a small sedan, costing approximately \$50,000 to become cost competitive with an increase of production, e-cars could provide increased savings to fleet users, and could see an impressive reduction in usage and maintenance costs to Council's fleet.

9.3 NOTICE OF MOTION - THAT LOCAL GOVERNMENT NSW REQUESTS THE NSW GOVERNMENT TO UNDERTAKE A REVIEW OF THE PROGRESS/SUCCESS OF THE 20 COUNCILS THAT ARE THE RESULT OF THE 2016 FORCED AMALGAMATIONS.

DOCUMENT NUMBER	307479
REPORTING OFFICER	Leigh Bowden, Councillor
AUTHORISING OFFICER	Phil McMurray, Acting General Manager

The following Notice of Motion signed by Councillor Leigh Bowden was submitted on 22 July, 2019.

I hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 30 July, 2019:

MOTION

Submit the following motion to the 2019 Annual Local Government NSW Conference being held in October, 2019:

That Local Government NSW requests the NSW Government to undertake a review of the progress/success of the 20 Councils that are the result of the 2016 forced amalgamations.

Note from Councillor

In 2016, 20 new NSW Councils were formed through amalgamations. Three years later some of these Councils have made some extraordinary advances. For others, some challenges remain. For Cootamundra-Gundagai Regional Council there is still considerable work to be done on harmonising cultures, systems and processes. As a result of the merger CGRC is facing a large ongoing financial deficit.

In business, such a move would warrant a review of the outcome of the decision within twelve months of its implementation. For amalgamated Councils there is a feeling of abandonment by the NSW Government which, in some instances, leaves amalgamated Councils struggling to survive.

A NSW Government review into amalgamated Councils, to look at both the benefits and disadvantages of the forced mergers, is a matter of good business practice.

NB Motions from member Councils need to be submitted to LGNSW by midnight, 19 August, 2019.

9.4 NOTICE OF MOTION - THAT COUNCIL FACILITATE THE ESTABLISHMENT OF AN ARTS, CULTURE AND HERITAGE WORKING GROUP WITH THE INTENTION OF IDENTIFYING THE MANY ARTS, CULTURAL AND HERITAGE GROUPS IN OUR LOCAL GOVERNMENT AREA AND WHERE APPROPRIATE SUPPORTING THEM

DOCUMENT NUMBER	307553
REPORTING OFFICER	Leigh Bowden, Councillor
AUTHORISING OFFICER	Phil McMurray, Acting General Manager

The following Notice of Motion signed by Councillor Leigh Bowden was submitted on 23 July, 2019.

I hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 30 July, 2019:

MOTION

That Council facilitate the establishment of an Arts, Culture and Heritage Working Group with the intention of identifying the many arts, cultural and heritage groups in our Local Government Area and where appropriate supporting them

Note from Councillor

“Culture encompasses diverse avenues of expression in architecture, arts, history, language, education, leisure, work and daily life. It's all about our ability to 'tell our story' - an essential and defining human characteristic.

Councils are vital in enabling local people to participate in artistic and cultural expression. In a climate of expanding global homogeneity, local production and participation is increasingly important.

Councils serve important roles in delivering, funding, hosting, supporting and promoting arts and culture in their communities.” (Local Government NSW)

An Arts, Culture and Heritage Working Group will identify how Cootamundra-Gundagai Regional Council delivers arts, culture and heritage services in our region. The recent focus has been on The Arts Centre Cootamundra but there are many other groups operating across our Local Government area. Our first task is to identify them and to subsequently work with them in delivering arts and culture. It is hoped that this Working Group will play a part in developing and Arts, Culture and Heritage Policy for Cootamundra-Gundagai Regional Council.

The Arts, Culture and Heritage Working Group would be similar to the Sport and Recreation Council.

In part, this Resolution was inspired by hearing the litany of creative enterprises initiated and supported by the late Peter Batey OAM.

10 QUESTIONS WITH NOTICE

10.1 QUESTIONS WITH NOTICE

DOCUMENT NUMBER	307477
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, Acting General Manager

RECOMMENDATION

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

Questions with Notice

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

Gil Kelly – What plans do we have in place to ensure the Captains Walk in Jubilee Park are up to date?

Response from Council Officer – Busts of cricket captains Shane Watson, Steve Smith and Tim Payne have been ordered and are in the mold/bronze casting stage. A report will be presented to the August, 2019 Ordinary Council meeting by the Manager Waste Parks & Recreation Services outlining the current and future status of the Captains' Walk and related parkland.

Gil Kelly – How has Council progressed in relation to closing the old Treatment Works Lane until it has scheduled maintenance for this road?

Response from Council Officer – Council investigations indicate that this end of the Lane has never been a dedicated road of Council. The portion dedicated is approximately 800m from the Gundagai Road end. Council has only ever undertaken maintenance from Gundagai Rd end to the top of the hill.

Gil Kelly – Is there a timeline of when the road surface will be upgraded in the streets that have had water mains replaced?

Response from Council Officer – Final restoration of road surfaces cannot be effected until the new main is fully commissioned and the old main taken out of service. In a number of cases, it has been difficult to completely isolate the old main due to previously unknown connections and/or services. These have gradually been located and eliminated and the following streets are now scheduled for final restoration at end July or early August, 2019: Sutton, Cowcumbra, Poole, and Florance Streets and Gundagai Road. Other streets will be similarly addressed once work in the area has been completed.

Gil Kelly – Irrespective of the Maloney Report, can Council schedule the resurfacing of Mackay Street from Poole Street to the Hospital as a priority?

Response from Council Officer – \$150,000 has included in the 2019/20 budget to carry out an asphalt overlay of the section between Dickenson Street to the Hospital. This area could be

adjusted and/or extended once the site is inspected and a formal quote is received. Some pavement investigation will also be required to determine the strength of the existing pavement to accommodate an asphalt overlay so as to achieve a suitable life span of the new surface.

Gil Kelly – Can a report be distributed with an update of the water main replacement program? How much work is required and what is that timeline until we see all the mains replaced.

Response from Council Officer – Of the original contract, involving the replacement of about 19km of old cast iron watermain, some 70% of pipes have been installed in the ground and approximately 85% of those have been commissioned and put into service. On present progress, which is considered very satisfactory, completion of this contract is anticipated in early 2020. On completion of the current contract, there will be about 5km of known cast iron pipework left in the system, including a major trunk main in Carool, Pinkerton & Temora Roads and the dual supply lines from Goldenfields Water's main in the aerodrome through to No2 reservoir on the hill above Little Hurley Street. Both these mains are serious contributors to the dirty water problems in the town and the replacement of these two mains is estimated to cost \$1.3 million with the balance of smaller mains costing a further \$700,000, bringing the total estimated additional funding required to finish the replacement of cast iron water mains to \$2 million.

Gil Kelly – Given that Cootamundra is "the Wattle Town" can some wattles be planted around town (for example in Jubilee Park) and at the entrances to town?

Response from Council Officer – Planning for a formal wattle grove is in motion with the intention to develop a beautiful area near the town's entrance at the Cootamundra saleyards area. A report is being prepared for the August, 2019 Ordinary meeting for the consideration of Council.

Gil Kelly – Do we have a timeframe for the completion of the waterpark at the pool?

Response from Council Officer – This question will be addressed in item 8.10.12 Cootamundra Aquatic Centre Splash Park Tender.

Gil Kelly – Can an update be provided on the adventure playground at Jubilee Park?

Response from Council Officer – Playground equipment has been ordered and work is scheduled to be completed by December, 2019. The supply and installation is being undertaken by a third party which decreases Council's control of the project.

Gil Kelly – Can the existing equipment at Jubilee Park be transferred to Mitchell Park when work commences?

Response from Council Officer – Any playground equipment not utilised in the new park will be disposed of as it is damaged or unsuitable for use.

Gil Kelly – Is the lighting upgrade at Fisher Park still going ahead?

Response from Council Officer – The lights tender and project management plans have been prepared and submitted to the July, 2019 Ordinary Council meeting.

Gil Kelly – Is there still plans to locate new cricket training nets at this location?

Response from Council Officer – There has been advice that the cricket club is seeking funding for the purchase of the new cricket nets.

11 CONFIDENTIAL ITEMS

Nil