



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

Business Paper

ORDINARY COUNCIL MEETING

COUNCIL CHAMBERS, GUNDAGAI

6:00PM, TUESDAY 24TH SEPTEMBER, 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, 24th September, 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 27 August 2019	8
5.2	Minutes of the Extraordinary Meeting of Council held on Friday 13 September 2019	29
6	Mayoral Minutes	33
6.1	Mayoral Minute - Councillor Engagement	33
7	Reports from Committees	35
7.1	Minutes of the Access and Inclusion Committee Meeting held on Thursday 29 August 2019	35
8	General Manager's Report	39
8.1	Business	39
8.1.1	Election of Mayor for the 2019/20 Term	39
8.1.2	Election of the Deputy Mayor 2019/20	41
8.1.3	Stockinbingal Ellwood's Hall s.355 Committee Meeting Minutes	43
8.1.4	The Cootamundra Heritage Centre Management s.355 Committee Meeting Minutes	47
8.1.5	Cootamundra Tourism Action Group s.355 Committee Meeting Minutes	49
8.1.6	Draft Agency Information Guide 2019 (AIG)	53
8.1.7	Draft Privacy Management Plan	75
8.1.8	Draft Statement of Business Ethics	76
8.1.9	Draft Equal Employment Opportunity (EEO) Management Plan	81
8.1.10	Draft Managing Unreasonable Complainant Conduct Policy and Procedure	92
8.1.11	Cootamundra- Gundagai Regional Council Gifts for Visiting Dignitaries ...	105
8.1.12	SHIFT - Report by Cr Leigh Bowden and Mriram Crane, Manager Social and Community	106

8.1.13	Australia Day 2020	111
8.1.14	Gundagai Historic Bridges Inc. - Request for Donation.....	115
8.1.15	Gundagai Regional Enhancement Group Donation Request.....	119
8.1.16	Information Bulletin	121
8.2	Finance	129
8.2.1	Donation to Town and Country Club	129
8.2.2	Monthly Finance Report for August 2019.....	134
8.2.3	Investment Report - August 2019	139
8.2.4	Monthly Major Projects Program Report	142
8.3	Community and Culture	149
8.4	Development, Building and Compliance	150
8.4.1	Modification Application DA 2010/1048 - Subdivision, Adelong Creek Road Tumblong	150
8.4.2	Exhibition of Draft Rural Lands Strategy	158
8.4.3	Control of Public Reserve 88379 - Lot 7022 DP94977 - Corner Gundagai and Jugiong Roads Cootamundra	160
8.4.4	Removal of Restriction on Land to Permit A Dwelling - Lot183 DP1078686 - Bourke Street Gundagai	162
8.4.5	Development Applications Approved August, 2019	165
8.4.6	Exhibition of Draft Cootamundra 2050 Strategy	167
8.5	Regulatory Services	169
8.6	Assets	169
8.7	Civil Works	170
8.7.1	Bituminous Surfacing Tender 2019	170
8.7.2	Civil Works Report - September 2019.....	172
8.7.3	Plant Replacement - Motor Grader.....	174
8.7.4	Plant Replacement Program Update - September 2019	176
8.8	Technical Services	181
8.9	Facilities.....	182
8.9.1	Electricity Procurement.....	182
8.10	Waste, Parks and Recreation	187
9	Motion of which Notice has been Given.....	188
9.1	Notice of Motion - The Lighting Scheduled for Replacement at Fisher Park be donated to the Cootamundra Rodeo Association	188
9.2	Notice of Motion - Cootamundra-Gundagai Local Area Traffic Committee Develop Draft Guidelines for Roadside Trailer Advertising	189

9.3	Notice of Motion - Council Disregard the Trial Period of the Cootamundra Main Street Tree Enhancement Lighting Program and Approve its Implementation in Full	191
10	Questions with Notice	192
10.1	Questions With Notice	192
11	Confidential Items	195
11.1	Closed Council Report	195
11.2	Cootamundra Aerodrome Lands Farming and Grazing Licence for Part Lot 3 Deposit Plan 1243629.....	195
11.3	Lease of Road Reserve Between Lot 5 DP1092838 and Lots 60,61 and 62 DP753604 Cootamundra.....	196
11.4	Review of Legal Proceedings of Cootamundra-Gundagai Regional Council.....	196
11.5	Resumption of Open Council Meeting	196
11.6	Announcement of Closed Council Resolutions	196

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 27 AUGUST 2019

REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none">Minutes of the Ordinary Meeting of Council held on Tuesday 27 August 2019

RECOMMENDATION

The Minutes of the Ordinary Meeting of Council held on Tuesday 27 August 2019 be confirmed as a true and correct record of the meeting.

Minutes

ORDINARY COUNCIL MEETING

ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA

6:00PM, TUESDAY 27th August, 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, 27 AUGUST 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

IN ATTENDANCE: Phil McMurray (Acting General Manager), Ganesh Ganeshamoorthy (Manager Assets), Susan Gheller (Manager of Business), Mark Ellis (Manager Civil Works), Miriam Crane (Manager of Community and Culture), Sharon Langman (Manager Development, Building and Compliance), Andrew Brock (Manager Facilities), Tim Swan (Manager Finance), Glen McAtear (Manager Regulatory Services), Matt Stubbs (Manager Technical 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 256/2019

Moved: Cr Doug Phillips

Seconded: Cr Dennis Palmer

Council adjourn for Open Forum.

CARRIED

2 OPEN FORUM

List of Speakers

1. Louise Lewis – Addressed Council on dog related concerns
2. Mark Lake – Thanked Council for approving scheduled training times for Cootamundra Swimming and Lifesaving Club at the Cootamundra indoor swimming pool and, in relation to item 8.10.1 Cootamundra Aquatic Centre Access, objected to the proposed barriers to be located at the turnstile entry.
3. Peter Smith (read by Miriam Crane, Manager Community and Culture) – Addressed Council in relation to item 8.3.1 Stronger Country Communities Fund Round 3 Applications in support of the inclusion of the Old Mill Gundagai in the proposed list of projects to be submitted by Council.

RESUME OPEN MEETING

RESOLUTION 257/2019

Moved: Cr Gil Kelly
Seconded: Cr Doug Phillips

Council resume the Open Meeting.

CARRIED

3 APOLOGIES**RESOLUTION 258/2019**

Moved: Cr Dennis Palmer
Seconded: Cr Leigh Bowden

Apologies from Cr Charlie Sheahan and Cr Craig Stewart be received and leave of absence granted.

CARRIED

4 DISCLOSURES OF INTEREST

Nil

5 CONFIRMATION OF MINUTES**5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 30 JULY 2019****RESOLUTION 259/2019**

Moved: Cr Dennis Palmer
Seconded: Cr Penny Nicholson

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

CARRIED

5.2 MINUTES OF THE COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING HELD ON THURSDAY 8 AUGUST 2019**RESOLUTION 260/2019**

Moved: Cr Dennis Palmer

Seconded: Cr Gil Kelly

The Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 8 August 2019 be confirmed as a true and correct record of the meeting.

CARRIED

5.3 MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD ON TUESDAY 13 AUGUST 2019**RESOLUTION 261/2019**

Moved: Cr Leigh Bowden

Seconded: Cr Penny Nicholson

The Minutes of the Extraordinary Meeting of Council held on Tuesday 13 August 2019 be confirmed as a true and correct record of the meeting.

CARRIED

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

Note: the following amendments were made at the meeting:

22nd August, 2019

Cr Bowden attended an Ellwood's Hall s355 Committee meeting

23rd August, 2019

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

RESOLUTION 262/2019

Moved: Cr Leigh Bowden

Seconded: Cr David Graham

The information in the Mayoral Minute be received and noted.

CARRIED

7 REPORTS FROM COMMITTEES

Nil

8 GENERAL MANAGER'S REPORT**8.1 BUSINESS****8.1.1 UPDATED COUNCIL MEETING ACTION REPORT****RESOLUTION 263/2019**

Moved: Cr Dennis Palmer

Seconded: Cr Leigh Bowden

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

CARRIED

8.1.2 COUNCIL PROVISION OF CUSTOMER SERVICE REVIEW

Note: it was requested that the response time for urgent dog attacks and sewer blockages to be amended to immediate.

RESOLUTION 264/2019

Moved: Cr Leigh Bowden

Seconded: Cr Dennis Palmer

That the report be received and noted.

CARRIED

8.1.3 TABLING OF PECUNIARY INTEREST RETURNS**RESOLUTION 265/2019**

Moved: Cr Doug Phillips

Seconded: Cr Penny Nicholson

The tabling of pecuniary interest returns from new designated staff be noted.

CARRIED

8.1.4 DELIVERY PROGRAM 2018-2021/OPERATIONAL PLAN 2018/19 - HALF YEARLY PROGRESS REPORT**RESOLUTION 266/2019**

Moved: Cr David Graham

Seconded: Cr Gil Kelly

The Delivery Program 2018-2021 incorporating the Operational Plan 2018/19 (Year 1) half yearly progress report, (1 January – 30 June 2019) be received and noted.

CARRIED

8.1.5 DRAFT FRAUD ACTION PLAN

RESOLUTION 267/2019

Moved: Cr Gil Kelly
Seconded: Cr Penny Nicholson

The Draft Fraud Control Plan, attached to the report, be adopted.

CARRIED

8.1.6 DRAFT DOMESTIC VIOLENCE POLICY

RESOLUTION 268/2019

Moved: Cr Doug Phillips
Seconded: Cr David Graham

The draft Domestic Violence Policy, attached to the report, be adopted.

CARRIED

8.1.7 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE MEETING MINUTES AND ANNUAL FINANCIAL REPORT

RESOLUTION 269/2019

Moved: Cr Penny Nicholson
Seconded: Cr David Graham

1. The Minutes of the Muttama Hall Management s.355 Committee Ordinary meeting held on 11 July, 2019, attached to the report, be received and noted.
2. The Muttama Hall Management Committee 2019 Annual Financial Report and supporting documentation, attached to the report, be received and noted.

CARRIED

8.1.8 COOTAMUNDRA TOURISM ACTION GROUP S.355 COMMITTEE MEETING MINUTES

RESOLUTION 270/2019

Moved: Cr Dennis Palmer
Seconded: Cr Leigh Bowden

The Minutes of the Cootamundra Tourism Action Group s.355 Committee meetings held on 1st August, 2019, attached to the report, be received and noted.

CARRIED

8.1.9 GUNDAGAI TOURISM ACTION S.355 COMMITTEE MEETING MINUTES

RESOLUTION 271/2019

Moved: Cr Leigh Bowden

Seconded: Cr Gil Kelly

- 1. The Minutes of the Gundagai Tourism Action s.355 Committee meetings held on 24 July 2019 and 14 August 2019, attached to the report, be received and noted.**
- 2. Council consider the Committee recommendations included in the report.**

CARRIED

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

RESOLUTION 272/2019

Moved: Cr Leigh Bowden

Seconded: Cr Dennis Palmer

The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Extraordinary Meeting held on 25th July, 2019, attached to the report, be received and noted.

CARRIED

8.1.11 THE COOTAMUNDRA HERITAGE CENTRE MANAGEMENT S.355 COMMITTEE MEETING MINUTES**RESOLUTION 273/2019**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

1. The Minutes of the Cootamundra Heritage Centre Management s.355 Committee meeting held on 5th August, 2019, attached to the report be received and noted.
2. The office bearers and membership of the Cootamundra Heritage Centre Management s.355 Committee as detailed in the report, be endorsed.

CARRIED

8.1.12 MUTTAMA CREEK REGENERATION GROUP S.355 COMMITTEE MEETING MINUTES**RESOLUTION 274/2019**

Moved: Cr Penny Nicholson

Seconded: Cr Leigh Bowden

The Minutes of the Muttama Creek Regeneration Group s.355 Committee meeting held on 3rd June, 2019, attached to the report, be received and noted.

CARRIED

8.1.13 DONATION REQUEST FROM COOTAMUNDRA RODEO ASSOCIATION**RESOLUTION 275/2019**

Moved: Cr Gil Kelly

Seconded: Cr Penny Nicholson

1. Council donate \$2500 to the Cootamundra Rodeo Association.
2. Council consider additional in kind support as requested

CARRIED

8.1.14 PROPOSAL FOR COUNCIL TO PURCHASE LOTS 6 AND 7 PINKERTON ROAD, COOTAMUNDRA**RESOLUTION 276/2019**

Moved: Cr Doug Phillips

Seconded: Cr Gil Kelly

1. Council consider the proposal from Mr Cunich to purchase lots 6 and 7 Pinkerton Road attached to the report.
2. Mr Cunich be advised in writing that Council will consider the property mentioned in 1 above should a future project of Council require land to be purchased and only if the property be considered appropriate for the needs of Council.

CARRIED

8.1.15 INFORMATION BULLETIN

RESOLUTION 277/2019

Moved: Cr Dennis Palmer

Seconded: Cr Leigh Bowden

1. The correspondence in the Information Bulletin, attached to the report, be received and noted.
2. A Councillor Workshop be determined for consideration of :
 - I. The IPART Reports into rating and compliance matters.
 - II. Recent amendments to the Local Government Act, 1993
3. A letter of thanks be sent to the Minister for Local Government, the Hon Shelley Hancock, MP in relation to representations made to the state government on behalf of councils on the unfair increase to the Emergency Services Levy.

CARRIED

8.2 FINANCE

8.2.1 INVESTMENT REPORT - JULY 2019

RESOLUTION 278/2019

Moved: Cr Doug Phillips

Seconded: Cr Gil Kelly

That the Investment Report as at 31 July 2019 be received and noted.

CARRIED

8.2.2 HARMONISATION OF RATING PATH

RESOLUTION 279/2019

Moved: Cr Doug Phillips

Seconded: Cr David Graham

Council resolve to apply to the Minister for Local Government to end the ordinary rate path freeze at 1 July, 2020.

CARRIED

8.2.3 REFERRAL OF FINANCIAL STATEMENTS FOR AUDIT

RESOLUTION 280/2019

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

1. **The Mayor, Deputy Mayor, Acting General Manager and Responsible Accounting Officer be delegated to sign the Statements of Council and Management for the 2019 General Purpose Financial Statements and 2019 Special Purpose Financial Statements for Cootamundra-Gundagai Regional Council.**
2. **The 2019 Financial Statements be referred for audit.**
3. **The Acting General Manager be authorised to issue the 2019 Financial Statements upon receipt of the auditor's report.**

CARRIED

8.2.4 MONTHLY FINANCE REPORT FOR JULY 2019

RESOLUTION 281/2019

Moved: Cr David Graham

Seconded: Cr Doug Phillips

The Monthly Finance Report for July 2019 be received and noted.

CARRIED

8.2.5 MONTHLY MAJOR PROJECTS STATUS UPDATE REPORT**RESOLUTION 282/2019**

Moved: Cr Doug Phillips

Seconded: Cr Dennis Palmer

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

CARRIED

8.3 COMMUNITY AND CULTURE**8.3.1 STRONGER COUNTRY COUMMUNITIES FUND ROUND 3 APPLICATIONS****RESOLUTION 283/2019**

Moved: Cr Leigh Bowden

Seconded: Cr Penny Nicholson

1. A Councillor Workshop be 3rd September, 2019, in Gundagai at 2:00 pm to discuss the merits and prioritise projects for consideration for inclusion in the Stronger Country Communities Funds (SCCF) Round 3.
2. The Acting General Manager be authorised to submit the applications following the outcomes of 1 above.
3. The Acting General Manager be authorised to provide letters of support for community and Council applications under the funding program referred to in 1 and 2 above.
4. The list of projects proposed to be submitted through the Stronger Country Communities Funds Round 3, be prepared in a report and submitted for the endorsement of Council at the September, 2019 Ordinary Meeting.

CARRIED

8.3.2 FRIENDSHIP PARK GUNDAGAI**RESOLUTION 284/2019**

Moved: Cr Leigh Bowden

Seconded: Cr Penny Nicholson

The Landscape Plan and Materials Plan for the Friendship Park Gundagai Playground, attached to the report, be adopted.

CARRIED

8.3.3 AMBASSADOR TO THE DOG ON THE TUCKERBOX PROPOSAL**RESOLUTION 285/2019**

Moved: Cr Penny Nicholson

Seconded: Cr David Graham

Council defer its decision until consultation has been undertaken with Paramount Concrete Constructions and the Gundagai community.

CARRIED

8.3.4 STOCKINBINGAL TELLERS DESK**RESOLUTION 286/2019**

Moved: Cr Doug Phillips

Seconded: Cr Gil Kelly

Council defer the item until additional information is provided for further consideration.

CARRIED

8.3.5 OLD GUNDAGAI GAOL MASTERPLAN**RESOLUTION 287/2019**

Moved: Cr Doug Phillips

Seconded: Cr Penny Nicholson

- 1. The Old Gundagai Gaol Masterplan as prepared by Noel Thomson Heritage Architect, under separate cover, be adopted.**
- 2. Council endorse the formation of a Section 355 Committee of Council to assist Council with the implementation of the Old Gundagai Gaol Masterplan and operation of the site.**
- 3. Further grant funding be sought for the implementation of the Old Gundagai Gaol Masterplan.**

CARRIED

8.4 DEVELOPMENT, BUILDING AND COMPLIANCE**8.4.1 DEVELOPMENT APPLICATIONS APPROVED JULY 2019****RESOLUTION 288/2019**

Moved: Cr Dennis Palmer

Seconded: Cr Doug Phillips

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

CARRIED

8.4.2 EXHIBITION OF DRAFT COMMUNITY PARTICIPATION PLAN (CPP)**RESOLUTION 289/2019**

Moved: Cr Dennis Palmer

Seconded: Cr Leigh Bowden

The Draft Community Participation Plan (CPP) be placed on public exhibition for a period of no less than twenty eight (28) days.

CARRIED

8.4.3 EXHIBITION OF DRAFT KING STREET MASTERPLAN**RESOLUTION 290/2019**

Moved: Cr Penny Nicholson

Seconded: Cr Leigh Bowden

The Draft King Street Masterplan be placed on public exhibition for a period of no less than twenty eight (28) days

CARRIED

8.4.4 EXHIBITION OF DRAFT RURAL LANDS STRATEGY**RESOLUTION 291/2019**

Moved: Cr Dennis Palmer
Seconded: Cr David Graham

The report on the Draft Rural Lands Strategy be deferred for further discussion at a Councillor Workshop and reported back to Council prior to being placed on public exhibition for a period of no less than twenty eight (28) days.

CARRIED

8.4.5 EXHIBITION OF DRAFT COOTAMUNDRA 2050 STRATEGY**RESOLUTION 292/2019**

Moved: Cr Dennis Palmer
Seconded: Cr Doug Phillips

The report on the Draft Cootamundra 2050 Strategy be deferred for further discussion at a Councillor Workshop and reported back to Council prior to being placed on public exhibition for a period of no less than twenty eight (28) days.

CARRIED

8.5 REGULATORY SERVICES**8.5.1 COOTAMUNDRA CBD PIGEON STRATEGY REPORT****RESOLUTION 293/2019**

Moved: Cr Doug Phillips
Seconded: Cr Dennis Palmer

- 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.**
- 3. Council liaise with business owners to facilitate efforts to eradicate pigeons from the CBD area and seek Expressions of Interest from pest exterminators with the intention of providing a report to Council once the information has been collated.**
- 4. The report and resolution be distributed to CBD businesses.**

CARRIED

8.6 ASSETS

Nil

8.7 CIVIL WORKS**8.7.1 COOTAMUNDRA AERODROME - ADDITIONAL TAXIWAY****RESOLUTION 294/2019**

Moved: Cr Gil Kelly
Seconded: Cr David Graham

The proposed new taxiway and aircraft filling arrangements be submitted to CASA for approval and for dispensation to be granted to load firefighting aircraft in the area indicated during an emergency.

CARRIED

8.7.2 CIVIL WORKS AND TECHNICAL SERVICES REPORT - AUGUST 2019**RESOLUTION 295/2019**

Moved: Cr Dennis Palmer
Seconded: Cr Doug Phillips

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

CARRIED

8.8 TECHNICAL SERVICES

Nil

8.9 FACILITIES

Nil

8.10 WASTE, PARKS AND RECREATION**8.10.1 COOTAMUNDRA AQUATIC CENTRE ACCESS****RESOLUTION 296/2019**

Moved: Cr Dennis Palmer
Seconded: Cr Doug Phillips

1. The report on the issues associated with unauthorised pool access be received and noted.
2. Council authorise the installation of temporary barricade at the point of the existing turnstiles.
3. The cost for the installation of permanent barricades be investigated with the consideration to disabled access.

CARRIED

8.10.2 COOTAMUNDRA AQUATIC CENTRE INDEPENDANT REVIEW**RESOLUTION 297/2019**

Moved: Cr Leigh Bowden
Seconded: Cr Doug Phillips

1. The report of the Cootamundra Aquatic Centre Independent Review be received and noted.
2. Council advertise Stage (1) for a period of 28 days seeking Expressions of Interest for the preparation to undertake a full review of the Cootamundra Aquatic Centre's management and current operations.
3. A further report be prepared containing any Expressions of Interest received and be submitted to Council for consideration.

CARRIED

8.10.3 QUOTE TO REMOVE TREES NICHOLSON PARK**RESOLUTION 298/2019**

Moved: Cr Doug Phillips

Seconded: Cr Dennis Palmer

1. **Council note the estimated for the cost to remove two large eucalyptus trees from Nicholson Park, Cootamundra as detailed in the quote provided to Council prior to the meeting.**
2. **Council approve the removal of two eucalyptus trees as identified, located at Nicholson Park in accordance with Council policy and procedures.**
3. **All costs associated with the removal of the two eucalyptus trees, stumps and ground rehabilitation be fully funded by the Cootamundra Junior League Club, through grant monies received.**
4. **Council authorise the planting of twelve new advance exotic trees as determined by the Manager Waste, Parks & Recreation Services, to be planted along the Nicholson Park Oval southern fence boundary.**
5. **Junior League fund 50% (estimated at \$900.00) of the costs associated with the purchase and planting of twelve new advance exotic trees.**
6. **Council contribute 50% of the estimated (\$900.00) to purchase and plant 12 advanced exotic trees be funded from the Parks & Gardens maintenance budget.**

CARRIED

8.10.4 PARK INFRASTRUCTURE WALLENBEEN & STOCKINBINGAL PARKS**RESOLUTION 299/2019**

Moved: Cr Penny Nicholson

Seconded: Cr Leigh Bowden

1. The report on Open Space improvements at the Pump Track, Stockinbingal and Palmer Park, Wallendbeen be received and noted.
2. Council submit an application for \$27,050 through appropriate funding sources.
3. Council approve that the following works be undertaken pending the allocation of funds:
 - i. The installation of two tables, benches and covers, Stockinbingal Pump Track.
 - ii. The installation of one double gas barbecue and shelter at the Stockinbingal Pump Track.
 - iii. The installation of an automated irrigation system at Palmer Park.
 - iv. Improvement to the existing storm water drainage at Palmer Park.
 - v. The construction of a levy bank barrier around the court at Palmer Park.
 - vi. The installation of a drinking bubbler at Palmer Park.

CARRIED

8.10.5 CAPTAINS WALK JUBILEE PARK**RESOLUTION 300/2019**

Moved: Cr Gil Kelly

Seconded: Cr Doug Phillips

1. The Manager Waste, Parks and Recreation Services prepare a report on the ongoing management, development and maintenance of the 'Captains' Walk' and Jubilee Park.
2. Council allocate \$40,000 from its General Fund for the sculpture and installation of three Australian Cricket Captain Sculptures.

CARRIED

8.10.6 STREET TREE AUDIT REPORT**RESOLUTION 301/2019**

Moved: Cr Dennis Palmer

Seconded: Cr Leigh Bowden

1. The Cootamundra-Gundagai Regional Council Street Tree Audit Report be received and noted.
2. The Terms and Conditions of the Street Audit Report be adopted.

CARRIED

8.10.7 STREET TREE IMPLEMENTATION PLAN REPORT**RESOLUTION 302/2019**

Moved: Cr Doug Phillips

Seconded: Cr Gil Kelly

1. The Street Tree Implementation Plan, attached to the report, be received and noted.
2. The Street Tree Implementation Plan, attached to the report, be adopted.

CARRIED

8.10.8 PUBLIC OPEN SPACE AUDIT AND FINANCIAL REPORT COOTAMUNDRA**RESOLUTION 303/2019**

Moved: Cr Doug Phillips

Seconded: Cr Leigh Bowden

1. Council receive and note the Public Open Space Audit and Financial Report.
2. Council adopt the public open space classification and maintenance activity specifications.

CARRIED

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN

Nil

10 QUESTIONS WITH NOTICE

Nil

11 CONFIDENTIAL ITEMS

Nil

The Meeting closed at 8:52 PM.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 24 September 2019.

.....
CHAIRPERSON

.....
GENERAL MANAGER

5.2 MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD ON FRIDAY 13 SEPTEMBER 2019

REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Abb McAlister, Mayor
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 Friday 13 September 2019

RECOMMENDATION

The Minutes of the Extraordinary Meeting of Council held on Friday 13 September 2019 be confirmed as a true and correct record of the meeting.

Minutes

EXTRAORDINARY COUNCIL MEETING

ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA

4:00 PM, FRIDAY 13TH SEPTEMBER, 2019

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA
ON FRIDAY, 13 SEPTEMBER 2019 AT 4:00 PM**

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

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

The Open Forum is not held at an Extraordinary Meeting

RESUME OPEN MEETING

RECOMMENDATION

Council resume the Open Meeting.

3 APOLOGIES

RESOLUTION 304/2019

Moved: Cr Dennis Palmer

Seconded: Cr Charlie Sheahan

Apologies from Cr Doug Phillips and Cr Craig Stewart be received and leave of absence granted.

CARRIED

4 DISCLOSURES OF INTEREST

5 MAYORAL MINUTES**5.1 MAYORAL MINUTE - THE APPOINTMENT OF A FOUR PERSON PANEL FOR THE RECRUITMENT OF THE POSITION OF GENERAL MANAGER****RESOLUTION 305/2019**

Moved: Cr Penny Nicholson
Seconded: Cr Dennis Palmer

1. **Councillor Abb McAlister (Mayor) and Councillor Dennis Palmer (Deputy Mayor) were appointed as members of the recruitment panel for the position of General Manager.**
2. **Cr Leigh Bowden and Cr David Graham were appointed to the remaining two positions on the panel.**
3. **Following interviews for the position of General Manager by the panel, a report be prepared and submitted to Council on the process, including recruitment recommendations.**

CARRIED

The Meeting closed at 4:24 PM.

The Minutes of this meeting were confirmed at the Extraordinary Council Meeting held on 24 September 2019.

.....
CHAIRPERSON

.....
GENERAL MANAGER

6 MAYORAL MINUTES

6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT

DOCUMENT NUMBER	311637
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.

27th August, 2019

Cr Palmer (Deputy Mayor), Cr's Bowden, Graham, and Nicholson, Phil McMurray (Acting General Manager) and I attended a Councillor Workshop prior to the Ordinary Meeting of Council.

28th August, 2019

Cr Nicholson and I attended the Meals on Wheels Volunteers luncheon in Cootamundra.

Cr Nicholson attended the 'Galvanised' exhibition at the Cootamundra Arts Centre.

29th August, 2019

Cr Sheahan Chaired the Access and Inclusion Committee meeting held in Gundagai.

30th August, 2019

Cr Bowden attended SHIFT. A report by Cr Bowden has been included in this Agenda on her attendance at this forum.

31st August, 2019

Cr's Bowden, Nicholson, Sheahan and I attended the unveiling of the James Kenneth Mackay Monument at Light Horse Monument in Harden.

Cr Nicholson attended the Cootamundra Wattle Time Fair.

2nd September, 2019

Cr's Nicholson and Graham, Phil McMurray (Acting General Manager) and I attended a Nangus water supply meeting in Gundagai.

3rd September, 2019

Cr's Bowden Nicholson and I attended the official opening of Gocup Road, Gundagai. Member for Riverina, the Hon Michael McCormack Deputy Prime Minister and Member for Cootamundra.

Cr's Nicholson and Sheahan attended a meeting with NSW Labour Senator Deborah O'Neill.

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

5th September, 2019

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

6th September, 2019

Cr Palmer (Deputy Mayor), Crs Bowden, Nicholson and Sheahan attended a Citizenship Ceremony which I facilitated at which Ms Pooja Singa and Mrs Humaira Tabassum became proud Australian Citizens.

10th September, 2019

Cr Palmer (Deputy Mayor), Cr's Bowden, Graham, Kelly, Nicholson and Sheahan, Phil McMurray (Acting General Manager) and I attended a Rural Lands Strategy Workshop in Cootamundra

11th September, 2019

Cr Nicholson, Member for Cootamundra, Steph Cooke, MP and I officially opened the new public toilet amenities block in Sheridan Street funded through the Stronger Communities Fund.

Cr Nicholson attended the Gundagai Tourism Action s355 Committee meeting.

12th September, 2019

Cr Palmer (Deputy Mayor), Phil McMurray (Acting General Manager) and I attended a Riverina Eastern Region Organisation of Councils (REROC) and Riverina Joint Organisation event at Parliament House in Canberra.

Cr Nicholson attended a Gundagai Regional Enhancement Group meeting.

13th September, 2019

Cr Palmer (Deputy Mayor) and Cr's Bowden, Graham, Kelly, Nicholson and Sheahan, and I attended an Extraordinary Meeting of Council.

I attended the official opening of the refurbished Temora Memorial Town Hall.

16th – 17th September, 2019

Cr Dennis Palmer (Deputy Mayor), Cr's Bowden and Sheahan, and I attended a Life After Amalgamation Forum hosted by Local Government NSW at Terrigal.

17th September, 2019

Cr Bowden attended an Australian Local Government Women's Association meeting in Cabramatta.

18th September, 2019

I attended a Joint Organisations Working Party Meeting in Wagga Wagga.

In my stead, Cr Stewart officially opened the Digital Cinema Initiative Status at the Arts Centre Cootamundra.

19th September, 2019

Cr Palmer (Deputy Mayor), Cr's Kelly, Sheahan, Phil McMurray (Acting General Manager) and I attended a meeting at Cootamundra Medical Centre.

7 REPORTS FROM COMMITTEES

7.1 MINUTES OF THE ACCESS AND INCLUSION COMMITTEE MEETING HELD ON THURSDAY 29 AUGUST 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 29 August 2019

RECOMMENDATION

1. The Minutes of the Access and Inclusion Committee Meeting held on Thursday 29 August 2019, attached to the report, be received and noted.
2. Council consider the Committees recommendations included in the report.

Introduction

The attached Minutes of the Access and Inclusion Committee Meeting held on Thursday 29 August 2019 are submitted for the information of Council.

Committee Recommendations to Council

In the Minutes of the Committee dated 29 August 2019, the Committee has recommended the following:

1. *Council purchase a 200kg water proof wheelchair and portable life for Gundagai and investigate options to install an adult change facility.*

Minutes

ACCESS AND INCLUSION COMMITTEE MEETING

COUNCIL CHAMBERS, GUNDAGAI

3PM, THURSDAY 29th August, 2019

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
ACCESS AND INCLUSION COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, GUNDAGAI
ON THURSDAY, 29 AUGUST 2019 AT 3PM**

PRESENT: Cr Charlie Sheahan, Robert Gilholme, Narelle Gilholme, Marjorie Taprell and Irene Booby.

IN ATTENDANCE:

Miriam Crane (Manager of Community and Culture), Sharon Langman (Manager Development, Building and Compliance), Allen Young and Angela Smith.

1 APOLOGIES

Lin Chaplin, Narelle Nibbs and Paula Maher.

2 CONFIRMATION OF MINUTES

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

COMMITTEE RESOLUTION

Moved: Cr Charlie Sheahan

Seconded: Miriam Crane

The Minutes of the Access and Inclusion Committee Meeting held on Thursday 27 June 2019 be confirmed as a true and correct record of the meeting.

CARRIED

3 REPORTS

3.1 UPDATE ON LIFT AND CHANGE FACILITY - COOTAMUNDRA POOL

COMMITTEE RESOLUTION

Moved: Ms Irene Booby

Seconded: Ms Marjorie Taprell

Council purchase a 200kg water proof wheelchair and portable lift for Gundagai and investigate options to install an adult change facility.

CARRIED

3.2 GUNDAGAI MAIN STREET SHARED ZONE

COMMITTEE RESOLUTION

Moved: Ms Narelle Gilholme

Seconded: Ms Irene Booby

Support the adoption of a shared zone on Sheridan Street from West Street to the cenotaph, in addition to the following road safety initiatives:

- Give way to vehicle signs being installed at blisters
- Watch out for pedestrians/shared zone signage
- Consideration of appropriate marking on pavement
- Main Street induction sessions with users (coffee and a road safety assistance chat on how and where to cross

)CARRIED

3.3 LINDLEY PARK CONCEPT PLAN

COMMITTEE RESOLUTION

Moved: Cr Charlie Sheahan

Seconded: Ms Marjorie Taprell

Support the implementation of the concept plan for Lindley Park.

CARRIED

3.4 STRONGER COUNTRY COMMUNITIES FUND ROUND THREE PROJECTS

RECOMMENDATION

Noted.

3.5 EVERYONE CAN PLAY PRIORITY APPLICATIONS – EXPECTED DUE DATE DEC 2019

RECOMMENDATION

Committee to consider appropriate projects and report to the October meeting.

The Meeting closed at 4:25pm.

The minutes of this meeting were confirmed at the Access and Inclusion Committee Meeting held at 3pm on Thursday 24 October 2019, in the Alby Schultz Meeting Centre.

.....
CHAIRPERSON

.....
GENERAL MANAGER

8 GENERAL MANAGER'S REPORT

8.1 BUSINESS

8.1.1 ELECTION OF MAYOR FOR THE 2019/20 TERM

DOCUMENT NUMBER	309455
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	The election of a Mayor is required by Section 290 of the Local Government Act, 1993 with the election of the Mayor to be conducted in accordance with Schedule 7 of the Local Government (General) Regulation, 2005
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

1. **Council determine the method of electing the Mayor with it being noted that in accordance with Schedule 7, of the Local Government (General) Regulation 2005, the method must be either:**
 - i. **Preferential Ballot, or**
 - ii. **Ordinary Ballot, or**
 - iii. **Open Voting.**
2. **The election of the Mayor for the 2019/20 term proceed.**
3. **Council determine whether to elect a Deputy Mayor.**

Introduction

At the Extraordinary Meeting of 21st September, 2017 the newly elected Council elected Councillor McAlister as Mayor for a period of two (2) years. With that two year period ending Council is required to undertake a Mayoral Election for the 2019/20 period.

The end of this one year term will coincide with the 2020 Councillor Elections.

Discussion

1. Nomination papers for the election of Mayor for the 2019/20 term have been circulated to all Councillors.

2. In accordance with Clause 1 of Schedule 7, of the Local Government (General) Regulation, 2005, the General Manager is the Returning Officer.
3. Nominations will be accepted by the Returning Officer, until the time the matter is before Council at this Meeting and the Returning Officer declares nominations to have closed.
4. The election is to be conducted in accordance with the Local Government (General) Regulation 2005 (Clause 394 and Schedule 7). Clause 394 and Part 1 of Schedule 7 are reproduced below:

Clause 394

If a Mayor or Deputy Mayor is to be elected by the Councillors of an area, the election is to be in accordance with Schedule 7.

Schedule 7 Part 1

Returning Officer

- 1. The General Manager (or a person appointed by the General Manager) is the returning officer.**

Nomination

2. 1) *A Councillor may be nominated without notice for election as Mayor or Deputy Mayor.*
- 2) *The nomination is to be made in writing by 2 or more Councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.*
- 3) *The nomination is to be delivered or sent to the returning officer.*
- 4) *The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.*

Election

3. 1) *If only one Councillor is nominated, that Councillor is elected.*
- 2) *If more than one Councillor is nominated, the Council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.*
- 3) *The election is to be held at the Council meeting at which the Council resolves on the method of voting.*
- 4) *In this clause:*
 - *ballot has its normal meaning of secret ballot;*
 - *open voting means voting by a show of hands or similar means.*

8.1.2 ELECTION OF THE DEPUTY MAYOR 2019/20

DOCUMENT NUMBER	309460
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	The election of a Deputy Mayor may be conducted pursuant to Section 231 of the Local Government Act, 1993. Such election is conducted in accordance with Schedule 7 of the Local Government (General) Regulation, 2005.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

1. **Council determine the method of electing the Deputy Mayor with it being noted that in accordance with Schedule 7 of the Local Government (General) Regulation 2005, the method must be either:**
 - i. Preferential Ballot, or
 - ii. Ordinary Ballot, or
 - iii. Open Voting.
2. **Subject to Council resolving to elect a Deputy Mayor (previous Item on the agenda) the election of the Deputy Mayor for the 2019/20 term proceed.**

Introduction

1. Section 231 of the Local Government Act, 1993, provides that Councillors may elect a person from among their number to be the Deputy Mayor. The Councillor may be elected as Deputy Mayor for the Mayoral term or a shorter term. In this instance it will be for the 2019/20 term so that the end of the term coincide with the September, 2020 Councillor Elections.
2. The Deputy Mayor may exercise any function of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of Mayor.

Discussion

The provisions of the Local Government (General) Regulation 2005, Clause 394 and Schedule 7, apply to the election of the Deputy Mayor in the same manner as they apply to the election of the Mayor.

4. Nomination papers for the election of Deputy Mayor for the 2019/20 term have been circulated to all Councillors.
5. In accordance with Clause 1 of Schedule 7 of the Local Government (General) Regulation 2005, the General Manager is the Returning Officer.
6. Nominations will be accepted by the Returning Officer, until the time the matter is before Council at this meeting and the Returning Officer declares nominations to have closed.
7. It is noted that the election of Deputy Mayor will only proceed if Council resolves to elect a Deputy Mayor in the previous item on this agenda.

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

DOCUMENT NUMBER	310891
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. Ellwoods Hall 22 August 2019 Meeting Minutes ↓

RECOMMENDATION

The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Extraordinary Meeting held on 22 August 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 22 August 2019 are submitted for the information of Council.

Note:

Council has responded to issues noted in the attached Minutes as Council not having responded. Those matters are ongoing and Council staff are liaising with committee members in an effort to resolve those issues.



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

Minutes

ELLWOOD'S HALL SECTION 355 COMMITTEE

ELLWOOD'S HALL, STOCKINBINGAL
7.00 PM THURSDAY 22 AUGUST 2019

1 AGENDA ITEMS

1.1 Attendance and Confirmation of Quorum

Attendance: President/Chairperson: Rosalie Dale

Secretary: Lorna Nixon

Treasurer: Alan Pether

Councilor: Leigh Bowden

General Members: Kim Lee, Stephen Neave, Russell Vincent

Confirmation of a Quorum: There are 7 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. See Section 355 Committee Manual to identify if quorum numbers are met.

1.2 Apologies

Carmel Payne

1.3 Disclosure of Interests

Identify if there are any Conflict of interests that need to be disclosed in the Minutes - Nil

1.4 Confirmation of previous meeting Minutes

The minutes of the last Stockinbingal Ellwood's Hall Section 355 Committee meeting dated **25 July 2019** be confirmed as true and correct – moved & seconded; signed by chairperson & secretary.

1.5 Business Arising from previous Minutes:

- Neighbours harassing visitors to Hall re parking in the street outside the Hall: email to Council on 20 July to clarify the situation – **NO REPLY FROM COUNCIL**.
- ARTC Grant: for tables, white board, Banners, room dividers – results in Sept.
- Model Train Weekend: The team are happy to consider a similar-but-different weekend next year eg Illabo model, kids U Drive again, perhaps Lego or Meccano trains.
Several articles in local papers – Coota Herald & Harden Twin Town Times

1.6 Correspondence in/out:

- To Rae Webber – thanking her for railway seats for use in the Hall.
- From Grace Foulds – advising of persons around the village in regard to the coming sewer. Also that the Wallendbeen King Street Master Plan will go to Council in August and put on exhibition in September if we might like to consider a similar plan for Hibernia Street?

- Submission by Rosalie to ARTC for small grant for equipment – tables, banners, room dividers
- To Frances Butschi and Russell Vincent - thank you for the donation of the Bar-B-Que and Broom Cupboard purchase and construction. Gas bottle to be locked in the shed – Stephen Neave to obtain padlock from Toilets.
- Invoice to ARTC for use of hall on 2 August 2019.
- From Rosalie – Hall Update
- To Madlin Snell on 5 August – re cement path outside Ellwood's Hall which is a trip hazard – **NO REPLY SO FAR**
- Message from Abb McAllister congratulating us on the Model Rail weekend
- From Rosalie to Committee – results of Rail Weekend
- From Rosalie – Hall news
- Secretary to Andrew Brock – contact made at shire offices approximately a month ago re Building Fee estimation for Kitchen & Toilets grant application; reminder email sent 19 August – **NO REPLY SO FAR**
- Several newspaper photos and articles from Model Rail weekend – Stephen Neave keeping them.

1.7 Report from the Treasurer:

Opening Balance: \$ 4037.54

Income : 1983.46

Expenses : 1033.44

Closing Balance : \$4987.56

Alan Pether moved that his report be accepted and that one bill be paid to Rosalie Dale for alterations of dates on 4 banners @ total \$44. Seconded Kim Lee.

1.8 General Business (List Agenda Items)

PLEASE NOTE – ROSALIE WILL BE ABSENT FROM 24TH AUG – 12TH SEPT; LORNA IS ABSENT FROM 5TH-24TH SEPT. ROSALIE STILL AVAILABLE ON PHONE OR EMAIL.

1) Spring markets: 21 September 2019

Action: Stall Plan & Bookings - with Kim Lee and Steve Neave. Only a few spaces left.

Raffles: coming from Terese Baldwin, Norwex items already obtained, Jewellery from Anita Morton. There will only be one raffle with draws for the prizes. Tickets will be \$2 each. Kim to check if sufficient tickets.

Outdoor Power point required for Donuts and Dusty Road coffee van – see item 3.

Piglets in sandy corner supplied by Jason Bates. He has his own fencing.

Coach rides with Clydesdales has been organised. Rosalie will talk to Russell, owner of coach, to negotiate a suitable route. Also check if Police need to be included in negotiations.

Advertising - on social media – Rosalie

- Posters in Coota 3-4 weeks prior – Carmel?
- Roadside Banners – 2-3 weeks prior - ? Carmel
- Hall & Toilet cleaning – Stephen, Russell.
- Hall set – up and marking of spaces Friday 20th – Russell – to get plan from Rosalie. Glenn may be able to assist as he has done this in the past.
- Remind Council to mow and deliver bins – Stephen.
- Arrive at Hall at 7.30 on the day to blow up balloons etc – everyone.
- Carmel to check all stall holders for payment and insurance and to sign waiver – on the day. Rosalie has forms and spreadsheet.
- Raffle table/general oversight of donations & money – Alan & Kim
- PA system/spruiking/music – Tony Nichols

- Clean up on Sunday 22nd – all available.

- 2) School: Rosalie met with new Principal Anthony Leary who is keen to have the school involved in using the Hall.

Action: List of Hall hiring fees given

- 3) Outdoor Power Point: Awaiting Brendan O'Callaghan to advise on the cost of a lockable, outdoor power point for use on Market days, for Tradies etc. Stall holders with powered sites would need to pay more - \$20 (not \$15).

Action: Brendan to meet with committee members for suitable place for power point, and quote.

- 4) Offers of Help: Offer of a fridge and Kitchen table for the Hall to sell at the markets as a fund raiser.

Action: Agree to the table but not the fridge.

- 5) Janet Minehan has offered to have a stall with all proceeds going to the Hall

Action: Agreed.

- 6) Lynn Basham is keen to attend committee meetings

Action: All members of the public are able to attend meetings. Council's Code of Conduct & Confidentiality is to be explained to anyone attending meetings.

- 7) Round 3 Stronger Communities Fund: Lorna, preparing and submitting on-line. Need a quote for access ramp at the side of the Hall, and a covered walkway.

Rod Knagge & Graham Nixon to arrange. Final date of submission is 5.00 pm Friday 27th September. Other members of the committee to review the submission before final date.

- 8) Paper Towels / dispensers for toilets: secretary to enquire at Council if there are any surplus paper towels that would fit our dispensers, which are not available in the shops.

- 9) Channel 9 television crew promoted Ellwood's Hall and the grant-funded improvements on their 6 o'clock news recently, interviewing John Harper and catching the Stop & Mingle crowd which really showcased the venue well.

1.9 Date and Time of Next Meeting

7.00 pm Thurs 27th Sept 2019

1.10 Time Meeting Closed

8.35pm

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

DOCUMENT NUMBER	312233
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	Minutes of s.355 Committee meetings are submitted to Council in accordance with the s.355 Committee Management Manual.
ATTACHMENTS	1. Cootamundra Heritage Centre Meeting Minutes 2 September 2019 <u>↓</u>

RECOMMENDATION

The Minutes of the Cootamundra Heritage Centre Management s.355 Committee meeting held on 2 September 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 2 SEPTEMBER 2019 COMMENCING AT 4.02PM**

Present: Geoff Larsen (Chairperson), Betty Brown, Yvonne Forsyth, Hugh Hamilton, Betti Punnett, Arthur Ward

Apologies: Michele Pigram, Craig Stewart

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

Regional Council
Document Received

CARRIED

Business Arising: * The lawn mower has not been sold yet

11 SEP 2019

* Float now \$100.00

* Gutter has been cleaned

File No.

Initials

Financial Report: Betti Punnett presented the Financial Report with takings of CHC \$291.50, VIC \$149.00 since 5 August 2019. No: CHC 274; VIC 157. Moved Betti Punnett, seconded Arthur Ward

CARRIED

Correspondence: IN * Email - Dale McIntosh - Inquiry re *Imperial* typewriter donated 2016. Did not see it when visited CHC. If not on display, would like it returned to be shown in Stockinbingal.

* Invitation - 83rd Daffodil Tea 27 September

OUT * August Meeting Minutes

General Business: * Birthday - successful weekend. C/GRC assisted in the catering for visitors. Volunteers to be informed 4 weeks prior to 18 August in order to let all know. Thanks to members for wedding dress display - of great interest to visitors. Morning tea was also much appreciated.

* Members reported on very successful visits from out of town groups. Thanks were expressed for supplying home made cakes, etc.

* Supplies - Betti Punnett suggested that C/GRC be asked to provide toilet paper and paper towelling from their supplies rather than CHC buying from Wagga Wagga suppliers. (Betti Punnett) Tea, coffee, sugar, milk, biscuits now purchased locally. (Yvonne Forsyth)

* Betti Punnett reported that both air-conditioner filters were cleaned and much better heating now available (no need to use gas fire).

* Yvonne Forsyth suggested that both axes in Agriculture Gallery be placed in glass case as could be dangerous left in the open.

* Concrete blocks (ex Parker Street and now redundant to CHC needs) need to be stored or returned to C/GRC depot.

* Production of a model *Comper Swift* to be investigated. Model kits may be available commercially. (Hugh Hamilton, Betti Punnett) Possibility of Arthur Butler memorabilia being sourced in Cootamundra still being considered. No response yet from Powerhouse Museum.

* Betty Brown reported that some visitors asked for a greater variety of souvenirs be available. It was decided that this would not be pursued - little space to display, available elsewhere in town eg Bradman's Birthplace.

There being no further business, the meeting closed at 4.55pm

Betti Punnett

Secretary/Treasurer

Next Meeting Monday 14 October 2019 4.00pm

(7 October - Public Holiday)

8.1.5 COOTAMUNDRA TOURISM ACTION GROUP S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	311735
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	1. CTAG Minutes 5 September 2019 Download

RECOMMENDATION

1. The Minutes of the Cootamundra Tourism Action Group s.355 Committee meetings held on 5 September 2019, attached to the report, be received and noted.
2. Council consider the Committee recommendations included in the report.

Introduction

The attached Minutes of the Cootamundra Tourism Group s.355 Committee held on 5th September 2019 are submitted for the information of Council.

Committee Recommendations to Council

In the minutes of the Committee dated 5th September 2019, the Committee has recommended the following:

1. *The Cootamundra Tourism Action Group s355 Committee recommends that Council fund or source funds, for the acquisition and operation of two (2) electronic notice boards for event and tourism related promotion. One is to be placed at the front of the Cootamundra Visitor Information Centre (currently the Heritage Centre) that has no existing notice board, and the second in front of the Gundagai Visitor Information Centre to replace their current manual notice board.*
2. *The Committee also recommends that Council fund or source funds, for an additional four (4) electronic notice boards, two for each town, to be placed at their main town entrances or other suitable locations.*



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

Minutes

COOTAMUNDRA TOURISM ACTION GROUP SECTION 355 COMMITTEE

STEPHEN WARD ROOMS, WALLENDOON STREET
4PM, THURSDAY 5TH SEPTEMBER 2019

1 AGENDA ITEMS

1.1 Attendance and Confirmation of Quorum

Attendance: **President/Chairperson:** Annie Jacobs

Secretary: Nina Piotrowicz

Councillor: Leigh Bowden, Penny Nicholson

General Members: Rosemary Fowler-Sullivan, Yvonne Forsyth, Leah Sutherland, Brian Nolan, Julianne Collingridge

Other: Betty Brown, Louise Halsey

Confirmation of a Quorum:

There are **9** 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. See Section 355 Committee Manual to identify if quorum numbers are met.*

1.2 Check-In

Of note:

- Yvonne Forsyth noted a significant increase in visitors to the Heritage Centre/VIC this month – over 300
- A weekend in Coota package or trip planners would be a good idea to incorporate on the website.

1.3 Apologies & Disclosure of Interests

Apologies for Miriam Crane and Sarah Last were acknowledged.

1.4 Confirmation of previous meeting Minutes

The minutes of the last Cootamundra Tourism Action Group Section 355 Committee meeting dated 1st August 2019 to be confirmed as true and correct.

(Due to the extended time regarding the WW2 Ampol Tank Site presentation, formal confirmation of the minutes of the last meeting was missed)

1.5 For Discussion:

- **WW2 Ampol Tank Site Plans**

Louise Halsey who has been engaged by Council to review and collate the history of the WW2 Ampol Tank Site, gave an informative and interesting presentation on her discoveries to date. The Industrial Heritage on the site is significant. The site was number 3 of 31 similar sites built to secure fuel in WW2 and is the most intact of all these sites. Both Yvonne Forsyth and Julianne Collingridge were able to share some further history that was not known to Louise and she will talk further with them at a future date. The site has yet to be fully remediated to allow public access and significant funding will also be needed to make it an "attraction". There are plans however, as a start, to construct interpretive panels that will also include information about the Mill and Railway, across the road from the site with a pull over spot for cars etc.

- **Committee Charter – Next steps to finalise together with Gundagai TAC**

The Secretary to write to the Gundagai TAC to suggest some minor wording changes (Action) If the changes are accepted, then the CTAG will formally adopt the same Charter at the next meeting.

- **Tourism Forum progress update**

Planning well underway, flyer being finalised to begin promotion. The date was noted as being the day before the Cootamundra Show, however as we have interstate guests, the date of the 17th October will continue. The Committee hopes for a good turnout.

- **2004 Guinness World Record Tractor Event**

The Committee were happy with the proposal for fix up of the commemorative tractors and it will be sent to Wayne Bennett, Manager Waste, Parks & Recreation for his review and hopefully action. (Action: Nina Piotrowicz)

- **Motorcycle Museum Grant Application Update**

Julianne Collingridge has formed an Incorporated Association with several interested parties if the grant request is successful. She has letters of support from the Mayor, the RSL, Car Clubs etc and Steph Cooke MP. She is seeking approx. \$650K to cover purchase of a site, the bikes themselves and set up costs etc. There will be a mini display at the Cootamundra Show.

1.6 Council Staff Activities

- **Visit Cootamundra Website launch**

Expected on Friday 6th September. Feedback still welcome at any time. (Action: All) There will be no formal launch of the website, but Jeana was encouraged to work with Miriam to produce some postcard flyers for our VIC and surrounding VICs that simply have the wattle image from the website and the web address. These would be a cheap and effective promotion. (Action: Jeana Bell & Miriam Crane)

Thanks were given to Jeana, acknowledging her hard work on the website.

- **Cootamundra Tourism TV Ad**

No update could be provided. (Action: Miriam Crane to advise status). Committee members did note the unsatisfactory draft that had been shared. A future beneficial project would be to seek a grant of approx. \$30K to have a professional video made over a period that captured various events and aspects of Cootamundra.

- **Marketing & Branding Strategy**

Joint meeting with the Gundagai TAC is set for 9am on Friday 18th October.

- **Accommodation Compendium**

Jeana Bell is working on an update that will mirror more the new Visit Cootamundra website.
Action: All encouraged to review and provide feedback

- **Tourism & ED Officer for Cootamundra**

The Committee noted it was pleased to see the position advertised, however concerns were expressed about the 12 month contract only and the extensive "to do" list of expectations given the salary offered.

1.7 Other Business

Recommendation to Council:

The Cootamundra Tourism Action Group s355 Committee recommends Council fund or source funds, for the acquisition of two (2) electronic notice boards for event and related tourism promotion. One is to be placed at the front of the Cootamundra Visitor Information Centre (Heritage Centre) that has no existing notice board, and the second in front of the Gundagai Visitor Information Centre to replace their current manual notice board. The Committee also recommends that Council fund or source funds, for an additional four (4) notice boards, two for each town to be placed at their main entrances or other suitable locations as deemed appropriate.

Moved: Nina Piotrowicz. Seconded: Leah Sutherland. Carried.

Leah Sutherland noted that many businesses had approached the CDC about opportunities for an electronic notice board that they could advertise on – if the recommendation is approved by Council, there could be an opportunity to offer this as part of the notice board feed.

Yvonne Forsyth expressed a concern about an article in the Cootamundra Herald regarding Captain's Walk that seemed to indicate a move to Albert Park. Yvonne was reassured that Wayne Bennett is merely questioning the history and decisions regarding location of the walk in Jubilee Park, given Albert Park is more associated with Cricket, and no recommendation has been made to Councillors for moving the attraction. It was pleasing to see that Captain's Walk is receiving some new busts and attention.

1.8 Date and Time of Next Meeting

Thursday 3rd October at 4pm.

1.9 Time Meeting Closed

5.40pm

8.1.6 DRAFT AGENCY INFORMATION GUIDE 2019 (AIG)

DOCUMENT NUMBER	309486
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>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To comply with part 2, division 2 of the <i>Government Information (Public Access) Act, 2009</i> .
POLICY IMPLICATIONS	The AIG is supported by Council's Access to Information Policy.
ATTACHMENTS	1. Draft Agency Information Guide 2019 Download

RECOMMENDATION

The draft Agency Information Guide (AIG), attached to the report, be adopted.

Introduction

The *Government Information (Public Access) Act, 2009* (GIPA Act) states that;

- (a) All agencies (other than a Minister) must have an Agency Information Guide (AIG).
- (b) An Agency must make their AIG available free of charge on the agency's website.
- (c) An agency must review their AIG and adopt a new AIG every 12 months.
- (d) An agency must also notify the Information Commissioner before adopting or amending an AIG.

The updated AIG attached to the report was forwarded to the Information Commissioner on 2nd August, 2019.

Discussion

Cootamundra-Gundagai Regional Council's Agency Information Guide has been recently reviewed and updated as follows;

- Organisational Structure updated
- Advice on new structure and management positions added
- Legislation added
- Further Fees and Charges, and Formal request processing charges information added
- Hyperlinks updated where required
- Phone number updated
- Other minor formatting changes



Agency Information Guide 2019

2 AUGUST 2019



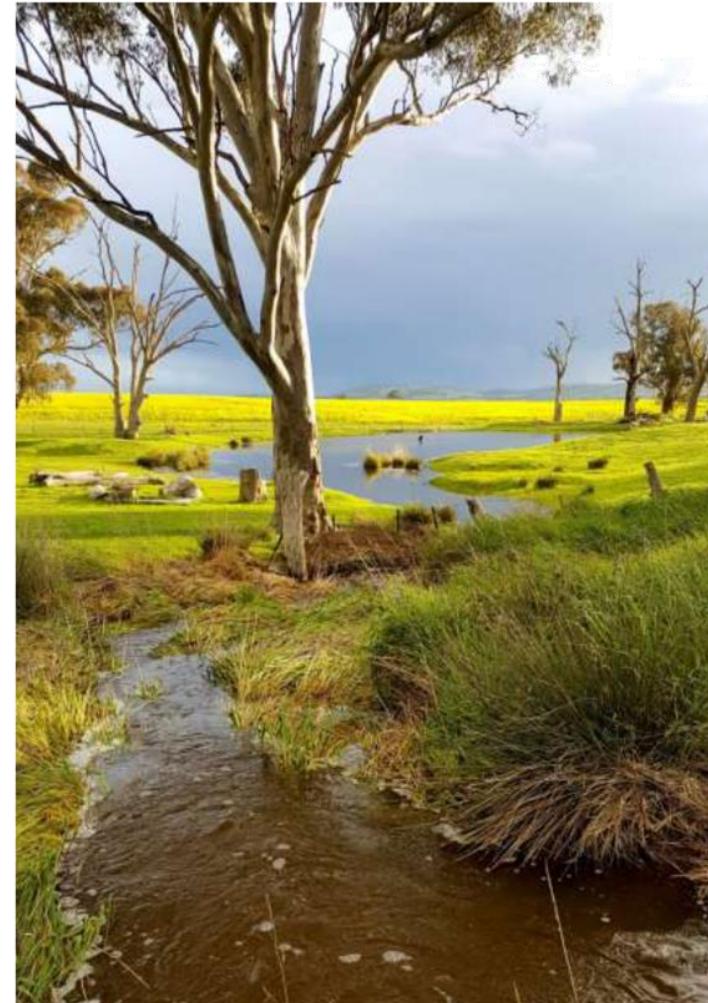
PART 1 - INTRODUCTION

This Information Guide has been prepared in accordance with section 20 of the *Government Information (Public Access) Act 2009* (GIPA Act) and is reviewed annually.

The purpose of Council's Information Guide is to provide members of the community, Council staff and the public with information concerning:

- The structure and functions of Council
- The way in which the functions of Council affect members of the public
- The avenues available to the public to participate in policy development and the exercise of Council's functions; and
- The type of information available from Council and how this information is made available.

The Information Guide is available at www.cgrc.nsw.gov.au



CONTENTS

PART 1 - INTRODUCTION	2
PART 2 - STRUCTURE AND FUNCTION OF COUNCIL.....	4
PART 3 - HOW COUNCIL'S FUNCTIONS AFFECT MEMBERS OF THE PUBLIC.....	10
PART 4 - PUBLIC PARTICIPATION IN LOCAL GOVERNMENT	11
PART 5 - ACCESS TO INFORMATION.....	14
PART 6 - CONTACT DETAILS	20

Version Control

Ref	Date	Description	Council Resolution
0.1	01/03/2018	Forwarded to the Information Commissioner.	N/A
1.0	27/03/2018	Adopted.	62/2018
1.1	26/07/2019	Updated some content, Organisation Structure, Legislation, phone numbers, and added relevant content.	N/A
1.2	02/08/2019	Forwarded to the Information Commissioner.	N/A
1.3	24/09/2019	Presented to Council for Adoption.	TBA

PART 2 - STRUCTURE AND FUNCTION OF COUNCIL

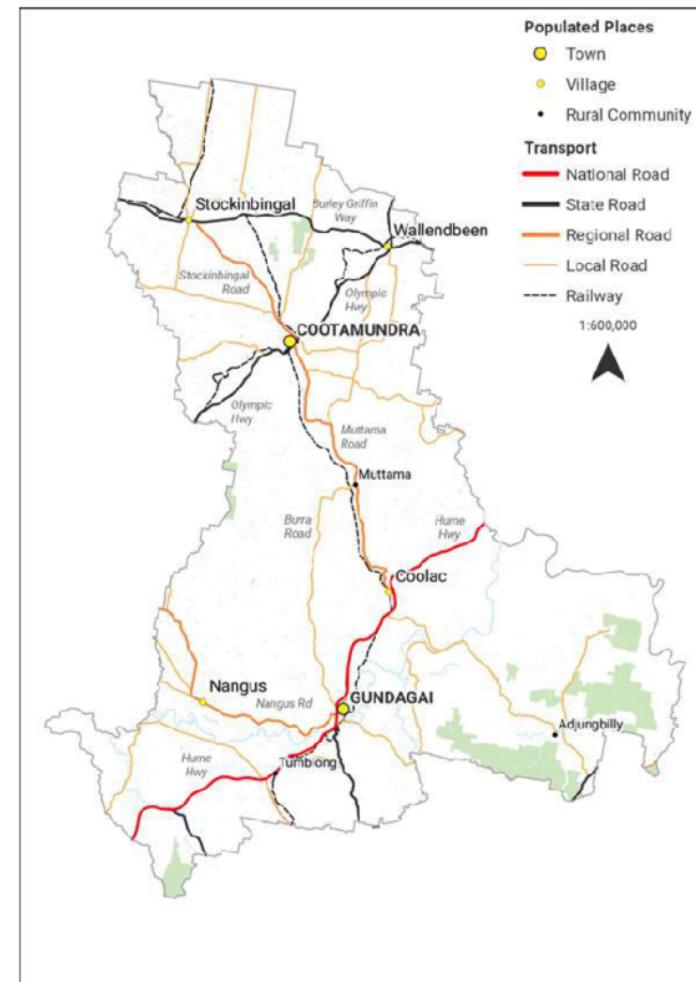
Cootamundra-Gundagai Regional Council at a glance

Cootamundra-Gundagai Regional Council was formed by Proclamation of the NSW Government on 12 May 2016 and incorporates the former Cootamundra Shire Council and Gundagai Shire Council local government areas.

Cootamundra-Gundagai Regional Council provides services and support to a community of approximately 11,500 people, including residents of Cootamundra and Gundagai, as well as the villages of Adjungbilly, Coolac, Muttama, Nangus, Stockinbingal, Tumblong and Wallendbeen.

The figure to the right shows the Cootamundra-Gundagai Regional Council boundary area.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL



How is Cootamundra-Gundagai Regional Council Managed?

The Elected Council

The Cootamundra-Gundagai Region Council is made up of 9 Councillors, including the Mayor and Deputy Mayor. These Councillors are elected by residents and ratepayers, every four years, to represent the community and provide leadership and guidance. The Councillors then elect the Mayor and Deputy Mayor, amongst them.

The Administration

The General Manager, leads the administrative arm of Council. The General Manager is responsible for the efficient and effective operation of the Council's organisation and for ensuring that the decisions of the Council are implemented.

The General Manager is responsible for:

- the operation of the Council's organisation,
- for implementing decisions of the Council,
- the day-to-day management of the Council,
- the exercise of any functions delegated by the Council,
- the appointment of staff,
- the direction and dismissal of staff,
- and the implementation of Council's Equal Employment Opportunity Management Plan.

The Deputy General Manager assists the General Manager in the exercise of these functions.

To assist the General Manager and Deputy General Manager, Management staff are appointed. Council's Sections Manager positions are as follows:

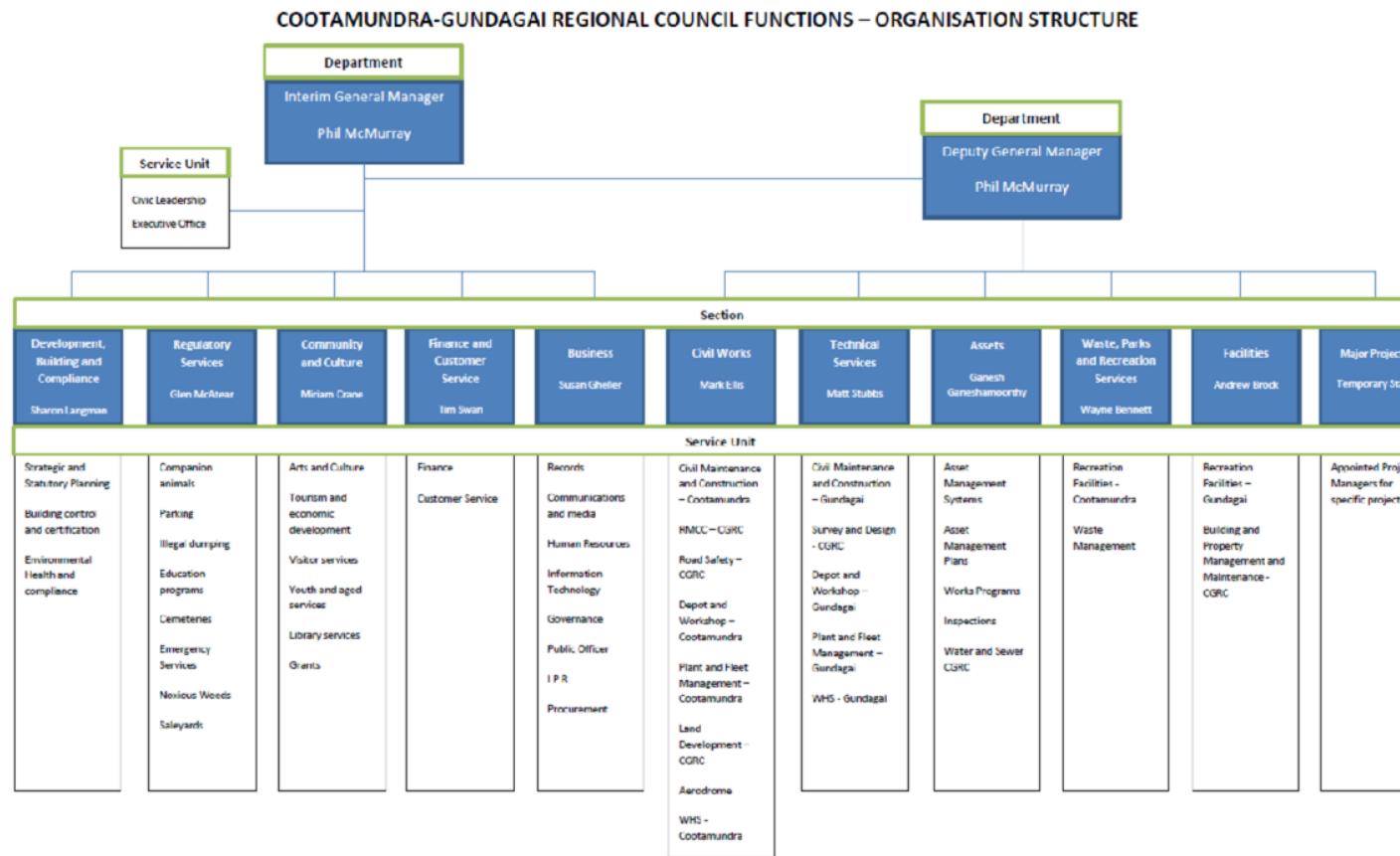
- Manager Development, Building and Compliance
- Manager Regulatory Services
- Manager Community and Culture
- Manager Finance and Customer Service
- Manager Business
- Manager Civil Works
- Manager Technical Services
- Manager Assets
- Manager Waste, Parks and Recreation Services
- Manager Facilities

The Management staff are supported by individual staff members each responsible for their own area of expertise.

The next page shows Cootamundra-Gundagai Regional Council's organisational structure.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

Cootamundra-Gundagai Regional Council Organisational Structure



COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

Under the Local Government Act 1993, Council's functions can be grouped into the following categories:

Service Functions	Including: <ul style="list-style-type: none">• Provision of community health, recreation, education & information services• Environmental protection• Waste removal & disposal• Land & property, industry & tourism development & assistance• Civil Infrastructure Planning• Civil Infrastructure Maintenance & Construction
Regulatory Functions	Including: <ul style="list-style-type: none">• Approvals• Orders• Building Certificates
Ancillary Functions	Including: <ul style="list-style-type: none">• Resumption of land• Powers of entry and inspection
Revenue Functions	Including: <ul style="list-style-type: none">• Rates• Charges• Fees• Borrowings• Investments
Admin Functions	Including: <ul style="list-style-type: none">• Employment of staff• Management plans• Financial reporting• Annual report
Enforcement Functions	Including: <ul style="list-style-type: none">• Proceedings for breaches of the Local Government Act & Regulations and other Acts & Regulations.• Prosecution of offences• Recovery of rates and charges.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

As well as the Local Government Act 1993, Council has powers under a number of other Acts, including but not limited to:

Biosecurity Act 2015	Privacy & Personal Information Protection Act 1998
Biodiversity Conservation Act 2016	Protection of the Environment Operations Act 1997
Building Professionals Act 2005	Public Health Act 2010
Community Land Development Act 1989	Public Interest Disclosures Act 1994
Companion Animals Act 1998	Recreation Vehicles Act 1983
Contaminated Land Management Act 1997	Roads Act 1993
Conveyancing Act 1919	Road Rules 2008 NSW Consolidated Regulations
Crown Land Management Act 2016	Roads Transport Act 2013
Dividing Fences Act 1991	Rural Fires Act 1997
Environmental Planning and Assessment Act 1979	State Emergency & Rescue Management Act 1989
Fluoridation of Public Water Supplies Act 1957	State Emergency Service Act 1989
Food Act 2003	Strata Schemes Development Act 2015
Government Information (Public Access) Act 2009	Strata Schemes Management Act 2015
Health Records and Information Privacy Act 2002	Swimming Pools Act 1992
Heritage Act 1977	Unclaimed Money Act 1995
Impounding Act 1993	Waste Avoidance and Resource Recovery Act 2001
Library Act 1939	Water Management Act 2000
Liquor Act 2007	Work Health and Safety Act 2011
Plumbing and Drainage Act	Workplace Injury Management and Workers Compensation Act 1998

What does Council do?

Council provides a range of services and support to the community, including:

- Strategic land and town planning
- Waste management and recycling
- Pet registration and control
- Pest and weed management
- Building and development supervision
- Local road and streetscape maintenance
- Emergency and disaster planning
- Food and public health services
- Economic development
- Servicing of libraries, community centres, sporting facilities
- Maintenance of parks, pools and sporting fields
- Tourism services and many more.

Vision Statement

A vibrant region attracting people, investment and business through innovation, diversity and community spirit.

The vision for the future is built around four key directions:

- **A vibrant and supportive community: all members of our community are valued and connected**
- **A prosperous and resilient economy: we are innovative and 'open for business'**
- **Sustainable natural and built environments: we connect with the places and spaces around us**
- **Good governance: an actively engaged community and strong leadership team**

PART 3 - HOW COUNCIL'S FUNCTIONS AFFECT MEMBERS OF THE PUBLIC

The Cootamundra-Gundagai Regional Council is a governing body, therefore every decision it makes affects members of the public. The Council plans for the future and manages the infrastructural comfort and financial stability of current and future generations of residents.

Council has certain functions imposed on it by the Local Government Act 1993 and also undertakes other discretionary functions. These functions and how they affect the public are summarised as follows:

Service Functions

Service functions affect the public as Council provides services and facilities to the public. These include the provision of libraries and child care services, halls and community centres, recreation facilities, sports fields, parks, local infrastructure, tree maintenance and the removal of waste.

Regulatory Functions

Regulatory functions place restrictions on developments and buildings to ensure that they meet certain requirements affecting the amenity of the community and do not endanger the lives and safety of any person. Members of the public must be aware of, and comply with, such regulations.

Ancillary Functions

Ancillary functions affect only some members of the public. These functions include, for example, the resumption of land, or the power

for Council to enter onto a landowner's land. In these circumstances, only the owner of the property would be affected.

Revenue Functions

Revenue functions affect the public directly as revenue from rates and other charges paid by the public is used to fund services and facilities provided to benefit the community.

Administrative Functions

Administrative functions do not necessarily affect the public directly but have an indirect impact on the community through the efficiency and effectiveness of the service provided.

Enforcement Functions

Enforcement functions only affect those members of the public who are in breach of certain legislation. This includes matters such as the nonpayment of rates and charges, unregistered dogs, parking offences and other regulatory offences.

PART 4 - PUBLIC PARTICIPATION IN LOCAL GOVERNMENT

There are two ways in which the public may participate in the policy development and the general activities of the Council. These are through representation and personal participation.

Representation

The community elect representatives to their local council to make decisions on their behalf. The public have the opportunity to participate every 4 years when elections are held. All residents of the area who are on the electoral roll are eligible to vote. Property owners who live outside of the area and rate paying lessees can also vote. Voting is compulsory.

Residents are able to raise issues with, and make representations to, the elected Councillors. The Councillors, may pursue the matter on the resident's behalf, therefore allowing members of the public the opportunity to influence the development of policy. Members of the public are encouraged to discuss local community concerns with their elected representatives. To get in touch with an elected Councillor please email mail@cgrc.nsw.gov.au.

Personal Participation

Council recognises the importance of providing opportunities for the community to make their voice heard. Council values community input in the engagement process, which enables Council to make decisions based on the views of residents, ratepayers, business owners and community groups.



COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

A number of avenues are available for members of the public to directly contribute to Council's decision making process, including:

Council and Committee Meetings

Members of the public are invited to attend Council meetings and address Council on any matters on the agenda to assist with the decision making process and any other Council related matters. Council also has a number of advisory committee meetings which discuss policy and strategic matters and make recommendations for Council's consideration.

A full list of Council meeting dates and locations is available on Council's website. Business papers and minutes of the meetings are published on Council's website and are also available at Council offices.

Public exhibition of proposed policies, plans and projects

Council consults with its residents in relation to policy and other matters throughout the year. Policies that have an impact on the public and other matters of importance to the community are exhibited for public comment prior to Council decisions. Refer to Council's website for information in relation to matters that are currently on public exhibition.

Submissions to Council on specific matters

Through the provisions of certain Acts or Regulations, members of the public have the opportunity to influence Council's decisions by making submissions, comments or objections to proposals. For example, the contents of Council's Community Strategic Plan, Delivery Program and Operational Plan and the consideration of development applications are advertised and public comment is invited prior to Council's decision on the matter.

Other opportunities

Council is committed to consulting with the community about important projects and initiatives and has a Community Engagement function to gather and analyse information relating to community needs and concerns.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

Community consultation will take place

- Where community input can enhance decision making
- To help identify community needs
- In response to community expressions of interest
- When Council resolves to consult the community
- When required by law

Community engagement may also take place on

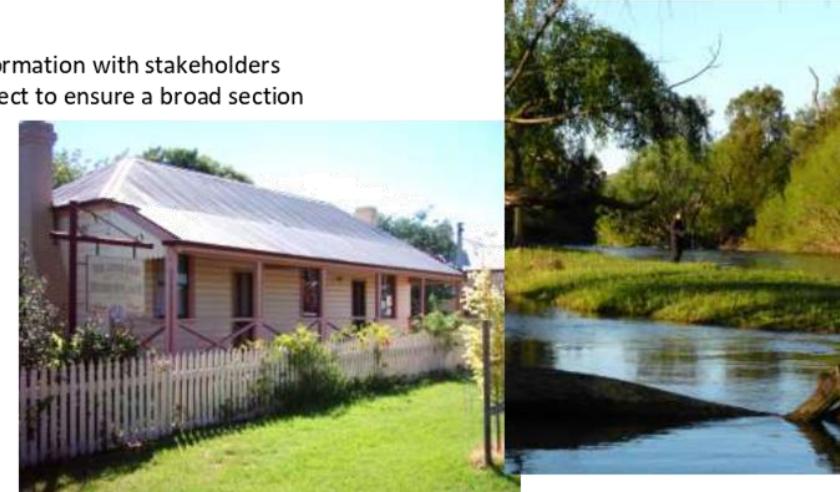
- The allocating of funding to various projects whether that be for new or current
- Services or to improve or create new infrastructure
- The planning and creation of new services and infrastructure
- The provision of existing services
- The creation of major events
- Major planning and development projects
- Key topics and issues affecting the Cootamundra-Gundagai Regional Council community i.e. environmental Health, safety, transport etc.

Methods of Communication

There are many different methods to engage and share information with stakeholders and Council may utilise multiple techniques on a single project to ensure a broad section of the community has been consulted.

These may include:

- Council's website – www.cgrc.nsw.gov.au
- Media releases and statements
- Fortnightly community newsletters
- Print, telephone and online surveys
- Meetings, seminars and forums
- Advertising in the local media
- Letters
- Facebook



PART 5 - ACCESS TO INFORMATION

Information available

The Government Information (Public Access) Act 2009 (GIPA Act) provides the public with a general right of access to information held by Council as long as it does not infringe privacy or other laws or there aren't public interest considerations against disclosure.

The following information is prescribed Open Access information in accordance with the GIPA Act and is available on Council's website:

- This information guide
- Documents (if any) tabled in Parliament on behalf of Council (will be available on Council's website if and when any information is tabled in parliament on behalf of Council)
- [Council's Policy documents](#)
- Council's Disclosure Log of Access Applications
- [Council's Register of Government Contracts](#)
- [A record of open access information that is not made available to the public on the basis of an overriding public interest against disclosure.](#)

Council holds a range of information in various formats that relate to a number of different issues concerning the Cootamundra-Gundagai Regional Council Local Government Area. This information may be available on Council's website, via an Informal Access to Information request or a [Formal Access to Information application](#). All requests for access to information held by Council will be determined in accordance with the requirements of the GIPA Act.

In addition, pursuant to Schedule 1 of the Government Information (Public Access) Regulation 2009, all of Council's 'Open Access' information is required to be available via Council's website (unless there is an unreasonable additional cost to Council to publish these documents on the website). Where this is the case, the information will be available for inspection at Council offices. Any current (and the immediately preceding version of) documents of this type may be inspected by the public free of charge. Copies can be supplied for reasonable copying charges, in accordance with [Council's Fees and Charges](#).

How to access information held by Council

Under the GIPA Act there is an underlying rationale to encourage greater accessibility to government information for members of the public. A large amount of the information Council holds is made available on the Council's website. Information that is not published on Council's website may be requested via informal release or via a formal access application in line with sections 7 to 9 of the GIPA Act. There are four ways to obtain access to information held by Council:

Mandatory Proactive Release (open access information)

- Under legislation Council must release certain information unless there is an overriding public interest against doing so.
- Council's website is the central reference point where members of the public can search for this information.
- This type of information includes Council policies, meeting agendas and minutes, media releases, annual reports, register of government contracts and disclosures log of access applications.

Open Access information includes:

Information about Council

- The model code of conduct prescribed under section 440(1) of the Local Government Act 1993 (LGA)
- Council's adopted Code of Conduct
- Code of Meeting Practice
- Annual report
- Annual financial reports
- Auditor's report
- Integrated Planning and Reporting plans (Operational Plan, Delivery Program, Community Strategic Plan)
- EEO Management Plan
- Policy concerning the payment of expenses incurred by, and the provision of facilities to Councillors,
- Annual reports of bodies excising functions delegated by the local authority
- Any codes referred to in the LGA
- Returns of the interests of Councillors, designated persons and delegates
- Agendas and business papers for any meeting of Council or its committee's of the local authority (excluding closed council meeting business papers)
- Minutes of any meeting of the Council or its committees, but restricted (in the case of any part of a meeting that is closed to the public) to the resolutions and recommendations of the meeting

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

- Departmental representative reports presented at a meeting of the Council in accordance with section 433 of the LGA
- Land Register
- Register of Investments
- Register of Delegations
- Register of Voting on Planning Matters

Plans and Policies

- Local policies adopted by Council concerning approvals and orders
- Plans of Management for Community Land
- Environmental Planning Instruments, Development Control Plan and Contribution Plans

Information about development applications

- Development applications and any associated documents received in relation to a proposed development including:
 - Home Warranty Insurance documents
 - Construction Certificates
 - Occupation Certificates
 - Structural Certification documents
 - Town Planner Reports
 - Submissions received on development applications
 - Heritage Consultant reports
 - Tree Inspection Consultant reports
 - Acoustics consultant reports,
 - Land Contamination Consultant Reports
- Records of decisions made on or after 1 July 2010 on development applications (including decisions made on appeal),
- Records describing the general nature of the documents that Council decides to exclude from public view including internal specifications and configurations and commercially sensitive information.

Please note that access to open access development application information is available via the following methods:

- Development application information made on or after 1 July 2010, view only access can be obtained at Council's administration centres.
- Development application information prior to 1 July 2010, copy and view access can be obtained via an Informal Access to Information request.

Council is currently investigating options to make open access information on development applications available on our website.

Approvals, orders and other documents

- Applications for approvals under part 7 of the LGA

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

- Applications for approvals under any other Act and any associated documents received
- Records of approvals granted or refused, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals
- Orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the LGA
- Orders given under the authority of any other Act
- Records of building certificates under the Environment Planning and Assessment Act 1979
- Plans of land proposed to be compulsorily acquired by the local authority
- Compulsory acquisition notices
- Leases and licences for use of public land classified as community land

Authorised Proactive Release

- Council proactively releases information with a commitment to providing as much information as possible for free on Council's website, or in another appropriate manner and by the amount specified in [Council's Fees and Charges](#). Such information may include information frequently requested or information of public interest that has been released as a result of other requests.

Informal Access Applications

- Information that is not available by mandatory or authorised proactive release may be provided through informal release, subject to any reasonable conditions that Council may wish to impose, including deleting matter that would otherwise result in there being an overriding public interest against disclosure.
- Informal requests will be processed in a timely manner and as soon as practical. Turnaround times will also depend on the volume of information sought and whether documents need to be retrieved from archives.
- Applications for informal release can be made in writing by completing the [Informal Access to Information form](#) which is available on Council's Website.
- There is no fee required for an informal access application, however photocopying fees may apply as specified in [Council's Fees and Charges](#).

Formal Access Applications

- A formal access application may be required where the information requested is not available by proactive or authorised release or informal access, and the information sought:

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

- Is of a sensitive nature that requires careful consideration of the public interest test;
 - Contains confidential information;
 - Contains personal information of third parties who must be consulted;
 - Contains business information of third parties who must be consulted; or
 - Would involve a significant diversion of Council resources
- Formal access applications must be made in writing by completing a [Formal Access Application Form](#) which is available on Council's website.
 - Formal Access Applications require payment of \$30.00 application fee and \$30.00 hourly processing charges may apply.
 - A 50% discount on processing charges may be available to holders of a pension concession card, non-profit organisations, fulltime students, and persons whom are experiencing financial hardship, as prescribed by section 10 of the Gipa Regulations.
 - Formal access applications will be acknowledged and determined within the statutory periods prescribed by section 57 of the GIPA Act, which includes making a determination and notifying the applicant of the decision within 20 working days, unless the applicant agrees to extend the time. Council may also extend the time by up to 15 working days when consultation with a third party is required or if Council needs to retrieve records from archives.

Fees and Charges

The Government Information (Public Access) Regulation requires that Open Access information held by Council, is to be made publicly available for inspection, free of charge. The public is entitled to inspect these documents on Council's website (unless there is an unreasonable additional cost to Council to publish these documents on the website) and at the offices of the Council during ordinary office hours or at any other place as determined by the Council. Any current and previous documents of this type may be inspected by the public free of charge. Copies can be supplied for reasonable copying charges as set out in [Council's Fees and Charges](#).

Copyright Restrictions

Nothing in the regulations requires or permits council to make open access information available that would constitute an infringement of copyright (Section 6.6 GIPA Act). Access to copyright documents will be granted by way of inspection only, unless the copyright owner's written consent is provided. Where authority is unable to be obtained or the copyright owner is not able to be contacted, copies of copyright material

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

will not be provided. These documents include plans/drawings, consultant reports, Statement of environmental Effects and other miscellaneous reports submitted with a DA. (Please note that this list is not definitive).

The Public Interest Test

Providing access to government information is restricted only when there is an overriding public interest against disclosure. Schedule 1 of the GIPA Act lists the conclusive considerations against disclosure. In addition, section 14 of the GIPA Act lists the discretionary considerations against disclosure.

Review of Decisions

Where an applicant is refused access to information under a formal application pursuant of the GIPA Act, Council will provide details of the reasons for refusal in writing. The types of decisions that are reviewable and further information regarding review rights is available on the ['Your review rights under the GIPA Act'](#) IPC fact sheet available on the IPC website.

If the applicant is dissatisfied with Council's determination of their application they may seek to have the decision reviewed either by:

- Internal review - this is a review by a Council officer more senior than the original decision maker. Applicants have 20 working days from receiving notice of a decision to ask for a review, and a \$40 fee is payable by the applicant.
- External Review by the Information Commissioner - the applicant has 40 working days from receiving notice of a decision to ask for a review.
- External Review by NSW Civil Administration Tribunal – the applicant has 40 working days from receiving notice of a decision from Council to ask for a review, or 20 working days after the completion of a review by the Information Commissioner.

Third Party Consultation

In accordance with section 54 of the GIPA Act, Council must consult where the information requested concerns:

- | | |
|---|--|
| <ul style="list-style-type: none">• Personal information• Business interests | <ul style="list-style-type: none">• Research that has been carried out; or• The affairs of another state or the Commonwealth government |
|---|--|

Consultation must take place if the information is such that the person may have reasonable concerns about disclosure and those concerns are relevant to the public interest test.

PART 6 - CONTACT DETAILS

Public Officer

The Manager of Business is Council's Public Officer. Amongst other duties, the Public Officer may deal with requests from the public concerning Council's affairs and has the responsibility of assisting people gain access to the public documents of Council.

Access to Information Officer

The Governance Officer is Council's Access to Information Officer. Amongst other duties, Council's Access to Information Officer is responsible for determining formal applications for access to documents. If you have any difficulty in obtaining access to Council documents, you may wish to refer your enquiry to the Public Officer. Members of the public seeking amendment to their personal information recorded by Council should make written application to the Public Officer in the first instance.



**COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL**

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

Cootamundra Office:

81 Wallendoon Street, Cootamundra NSW 2590
Phone: 1300 459 689
Fax: 02 6940 2127

Gundagai Office:

255 Sheridan Street, Gundagai NSW 2722
Phone: 1300 459 689
Fax: 02 6940 2127



8.1.7 DRAFT PRIVACY MANAGEMENT PLAN

DOCUMENT NUMBER	312649
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. draft Privacy Management Plan (under separate cover) ↗

RECOMMENDATION

The draft Privacy Management Plan, presented to Council, be adopted.

Introduction

Section 33 of the *Privacy and Personal Information Protection Act, 1998* (PIPP Act) requires councils to have a Privacy Management Plan. This sets out a Council's Commitment to respecting the privacy rights of clients, employees and members of the public. It should also explain Council practices and procedures in handling personal information under PIPP Act and the *Health Records and Information Privacy Act 2002* (HRIPA Act).

The draft Privacy Management Plan was endorsed by the Consultative Committee on 17th September 2019.

Discussion

The draft Privacy Management Plan, provided under separate cover, has been developed using the OLG Model Privacy Management Plan for Local Government as a guide.

8.1.8 DRAFT STATEMENT OF BUSINESS ETHICS

DOCUMENT NUMBER	312647
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. draft Statement of Business Ethics ↓

RECOMMENDATION

The draft Statement of Business Ethics, attached to the report, be adopted.

Introduction

At its meeting held on 4th July, 2019, the Internal Audit Committee discussed Cootamundra-Gundagai Regional Council Policy Maintenance. As a result the Committee recommended that Council develop and adopt a Statement of Business Ethics.

The draft Statement of Business Ethics was endorsed by the Consultative Committee on 17th September 2019.

Discussion

The Statement of Business Ethics provides guidelines on what to expect from Council and what the Council expects in return from those who do business with Council.



Draft Statement of Business Ethics

Policy Approval and Distribution

Approved by	Council resolution
Responsible Officer	Manager Business
Section/Service Unit	Business, Governance
Next Review Date	24 September 2023

Version Control

Ref	Date	Description	Resolution Number
0.1	17-09-2019	Presented to the Consultative Committee for N/A endorsement.	

1. Introduction

Cootamundra-Gundagai Regional Council is proud to be a professional, friendly and ethical organisation.

Council provides a large number of services, and our community expects strong ethical standards in the provision of those services, and in everything else Council does. How Council manages relationships with business is a key to maintaining the community's trust and confidence.

Cootamundra-Gundagai Regional Council has developed this Statement of Business Ethics to set the principles and standards that third parties are expected to apply when dealing with Council or acting on Council's behalf.

This statement is a guide for suppliers, contractors, service providers, businesses and individuals to adopt standards of ethical behaviour that meet Council's requirements. It also outlines what to expect when external parties are conducting business with or on behalf of Council.

Phil McMurray

ACTING GENERAL MANAGER

2. Key Business Principles

Cootamundra-Gundagai Regional Council expects all its Councillors, employees and other delegates to behave ethically and abide by Council's Code of Conduct.

Cootamundra-Gundagai Regional Council expects external parties and their representatives to maintain similar standards of ethical conduct in their dealings with Council.

There are two main principles that form the basis of Cootamundra-Gundagai Regional Council business agreements. One is the need to get best value for public money. The other is the need to demonstrate impartiality and fairness at all stages of a process.

- **Best value for money** does not automatically mean the lowest price. Rather, Council will balance all relevant factors including initial cost, whole of life costs, quality, reliability and timeliness in determining true value for money.
- **Impartiality and fairness** are about being objective, even-handed and reasonable. This does not mean pleasing everyone. If some people are adversely affected by a particular decision, that is unfortunate, but not necessarily unfair or unreasonable. Council will strive to be fair by ensuring that its processes are appropriate and demonstrate this by being open and accountable, wherever practical.

3. What can you expect from Cootamundra-Gundagai Regional Council?

Cootamundra-Gundagai Regional Council will ensure that all its policies, procedures and practices related to tendering, contracting and the purchase of goods or services are consistent with best practice and ethical conduct.

Staff are bound by Cootamundra-Gundagai Regional Council's Code of Conduct. When doing business with external parties Cootamundra-Gundagai Regional Council staff are accountable for their actions and are expected to:

- Act with integrity
- Use public resources effectively and efficiently
- Deal fairly, honestly and ethically with all individuals and organisations
- Avoid actual, potential or perceived personal or professional conflicts of interest
- Treat all potential suppliers impartially and fairly
- Make decisions solely on merit
- Give reasons for decisions (where appropriate)
- Not call tenders unless there is a firm intention to proceed to contract
- Respect confidentiality of commercial information and privacy of individuals
- Respect and follow Council's policies and procedures
- Promote open competition while seeking best value for money
- Meet or exceed public interest and accountability standards
- Never solicit or accept remuneration, gifts or other benefits from a supplier for the discharge of official duties
- Respond promptly to reasonable requests for advice and information.

4. Interaction with Council Officers

Any interaction between suppliers and Council Officers must comply with the following requirements:

- Meetings are to be by appointment only, unannounced visits to Council sites are not allowed
- Businesses wishing to demonstrate a new product or service should provide details to Council's email address, mail@cgrc.nsw.gov.au for referral to the Procurement Officer and other appropriate staff.

5. What can Cootamundra-Gundagai Regional Council expect of you?

Cootamundra-Gundagai Regional Council requires all external parties to observe the following principles when conducting business with Council:

- Act ethically, fairly and honestly in all dealings with Council
- Abstain from collusive practices
- Comply with the law including legislation and regulations, and relevant Council documentation, policies and procedures including the Code of Conduct, Procurement Policy, and Equal Employment Opportunity Management Plan
- Respect the obligation of Council staff to abide by Council policies
- Not offer Council employees or Councillors or other Council delegates any financial or other inducements, gifts or benefits. Further information is detailed at item 6, Incentives, Gifts and Benefits.
- Provide accurate and reliable information and advice when required.
- Prevent actual, potential or perceived conflicts of interest and declare these as soon as possible if they occur
- Respect confidentiality of commercial and Council information, and privacy of individuals
- Obtain Council's consent before discussing Council business in the media
- Provide working conditions for your employees that comply with industrial relations laws and regulations
- Ensure that you do not lobby or seek to influence Council Officers or Councillors while business proposals or tenders are being considered
- Advise the General Manager if you believe any person has breached the law, this Statement of Business Ethics or Council's other policies and procedures.

6. Incentives, Gifts & Benefits

Council has guidelines with respect to gifts and benefits. All public officials are required to comply with these guidelines at all times. There is no need or place for incentives when dealing with Council.

Gifts must not be given in connection with any prospective business dealings and public officials are not permitted to ask for any reward or incentive for doing their job.

7. Why should external parties comply with this Statement of Business Ethics?

Compliance with this Statement of Business Ethics will make doing business with Council easier and more effective. You can be sure that you are not disadvantaged because Council requires others who deal with Council to do the same. Ethical practice makes good business sense.

8. Non-compliance

You should be aware of the consequences of not complying with the Council's ethical requirements when doing business with Council. Non-compliance with the requirements of the Statement of Business Ethics resulting in demonstrated corrupt or unethical conduct could lead to:

- Termination of contract
- Loss of future work or opportunities
- Loss of reputation
- Investigation for corruption
- Referral to external agency for investigation of criminal activity
- Disqualification of tender

If an apparent breach of any agreed standard of ethical conduct is identified the matter should immediately be brought to the attention of the General Manager on 1300 459 659.

9. Contact Information

If you have questions or comments concerning this Statement of Business Ethics, or have information on suspected corruption, maladministration or serious waste of funds, please contact the General Manager's office by letter, phone, or email (details below).

If you would like a copy of Council's Code of Conduct, or any other relevant policy or procedure, please visit Council's website at www.cgrc.nsw.gov.au or contact Council's Public Officer (details below).

Susan Gheller Public Officer Cootamundra-Gundagai Regional Council	Phil McMurray Acting General Manager Cootamundra-Gundagai Regional Council
Phone 1300 459 689	Phone 1300 459 689
PO Box 420, Cootamundra NSW 2590	PO Box 420, Cootamundra NSW 2590
Email mail@cgrc.nsw.gov.au	Email mail@cgrc.nsw.gov.au

8.1.9 DRAFT EQUAL EMPLOYMENT OPPORTUNITY (EEO) MANAGEMENT PLAN

DOCUMENT NUMBER	312648
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. draft EEO Management Plan Download

RECOMMENDATION

The draft Equal Employment Opportunity (EEO) Management Plan, attached to the report, be adopted.

Introduction

At its meeting held on 4th July, 2019, the Internal Audit Committee discussed CGRC Policy Maintenance. As a result the Committee recommended that Council develop and adopt an Equal Employment Opportunity (EEO) Management Plan.

The draft EEO Management Plan was endorsed by the Consultative Committee on 17th September 2019.

Discussion

The EEO Management Plan is required to be prepared in accordance with section 345 of the *Local Government Act 1993*, and outlines how Council's equal employment opportunity strategies will be communicated and implemented by Council.



EEO Management Plan 2019-2023

INTRODUCTION

Cootamundra-Gundagai Regional Council (CGRC) recognises its responsibilities under relevant legislation to provide a workplace environment that is free from harassment, discrimination, bullying and vilification and provides equal employment opportunities for current and prospective employees. Council views equal employment opportunity (EEO) as good management practice which promotes a harmonious and productive workplace, and enhances Council's efficiency and service delivery.

As an organisation, Council is committed to the following EEO principles as outlined in the *Local Government Act 1993* (Section 344):

- To eliminate and ensure the absence of discrimination in employment on the grounds of race, sex, marital or domestic status and disability in council; and
- To promote equal employment opportunity for women, members of racial minorities and persons with disabilities in councils.

The *Local Government Act 1993* specifies that councils must have an Equal Employment Opportunity (EEO) Management Plan (Section 355) which outlines the:

- a) Devising of policies and programs by which the above mentioned principles are to be achieved;
- b) Communication of those policies and programs to persons within the staff of the Council;
- c) Collection and recording of appropriate information;
- d) Review of personnel practices within the Council (including recruitment techniques, selection criteria, training and staff development programs, promotion and transfer policies and patterns, and conditions of service) with a view to the identification of any discriminatory practices;
- e) Setting of goals or targets where these may reasonably be determined, against which the success of the plan in achieving the objects of this Part may be assessed;
- f) Means, other than those referred to in paragraph (e), of evaluating the policies and programs referred to in paragraph (a);
- g) Revision and amendment of the plan; and appointment of persons within the Council to implement the provisions referred to in paragraphs (a) – (g).

CGRC's EEO Management Plan outlines Council's firm commitment to EEO and defines strategies for actions to address the above, as well as working towards eliminating discrimination in the workplace and removing barriers which exclude people from equal employment opportunity.

This Management Plan will ensure that all staff and job applicants are treated equitably by setting out actions that will drive Council's human resource management practices, from recruitment through to learning and development, to operate under EEO principles and actively promote

merit based decisions. There are a number of objectives within this Plan that Council wishes to achieve to ensure it is acting consistently with EEO principles. Each objective has a benchmark against which to measure whether the objective has been achieved.

Treating people fairly and equitably and recognising that each person can contribute something valuable to Council will assist employees to realise their full potential whilst also enhancing Council's effectiveness, efficiency and service to the community. Having a diverse workforce enhances the quality of decision making and service delivery by drawing upon a diverse range of skills, expertise and perspectives.

Everyone working at CGRC has a responsibility for ensuring compliance with the Anti-Discrimination Act (1977) and this Management Plan.

AIMS

Council has a legal and moral obligation to ensure its workforce is free from discrimination, harassment, bullying and vilification. All employees are expected to treat each other with consideration and respect at all times.

The aims of Council's EEO Management Plan are to:

- Eliminate and ensure the absence of discrimination, harassment, bullying and vilification in employment, including when applying for positions and career advancement
- Promote equal employment opportunity for all
- Create a skilled, harmonious workforce, and a positive, equitable environment in which all staff can work effectively without fear of discrimination, harassment, bullying and vilification.

DEFINITIONS

Equal employment Opportunity (EEO) means all employment and promotion decisions are made based on merit – the skills and abilities of the candidate as measured against the inherent requirements of the position, regardless of personal characteristics. The Plan sets out strategies for recruiting selecting, promoting and training to ensure decisions are made based on merit.

Discrimination occurs when a person or a group of people is treated less favourably than another person or group because of their background or certain personal characteristics.

Discrimination laws protect people from discrimination on the basis of:

- A disability, disease or injury, including work-related injury
- Parental status or status as a carer, for example, because a person is responsible for caring for children or other family members
- Race, colour, descent, national origin, or ethnic background
- Age, whether young or old or because of age in general

- Sex
- Industrial activity, including being a member of an industrial organisation like a trade union or taking part in industrial activity, or deciding not to join a union
- Religion
- Pregnancy or breastfeeding
- Sexual orientation, intersex status or gender identity, including gay, lesbian, bisexual, transsexual, transgender, queer or heterosexual
- Marital status, whether married, divorced, unmarried or in a de facto relationship or same sex relationship
- Political opinion
- Social origin
- Medical record.

Discrimination can be direct when a person or group is treated differently than another person or group in a similar situation because of a personal characteristic protected by law. For example, a worker is harassed and humiliated because of their race or a worker is refused training or promotion because they are “too old”. Indirect discrimination can occur when policies, rules and practices which appear neutral or impartial adversely affect a group or individual, thus reducing opportunities. For example, if an employer has a policy that refuses to allow staff to work part-time, people with children or family responsibilities may be disadvantaged.

Harassment is any unwanted, unsolicited and unreciprocated behaviour, act or statement that offends, humiliates or intimidates the recipient and which creates a distressing, hostile or offensive work environment. Harassment is usually ongoing or a series of events, however from a legal perspective, harassment does not need to happen more than once for it to be against the law. Behaviour that neither party finds offensive is not harassment as defined under legislation.

Workplace bullying is repeated, unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety. It includes both physical and psychological risks and abuse.

Repeated behaviour refers to the persistent nature of the behaviour and can refer to a range or pattern of behaviours over a period of time (for example, verbal abuse, unreasonable criticism, isolation and subsequently being denied opportunities – ie a pattern being established from a series of events).

Target Groups are groups identified as experiencing high levels of discrimination and disadvantage in the workplace and for whom EEO strategies are developed to address these disadvantages.

Unreasonable behaviour means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten another person.

Vilification is any public act that could incite or encourage hatred, serious contempt or severe ridicule against people because of their race, homosexuality or transgender status or because they have HIV/AIDS. Public acts could include remarks in the media or on the internet or social media, graffiti, posters, verbal abuse, speeches, badges and clothing with slogans on them. The vilification law does not cover acts that are not public, for example abuse that takes place in private where no-one else can hear.

COOTAMUNDRA-GUNDAGAI LOCAL GOVERNMENT AREA (LGA) STATISTICS

Council's aim is to have its workforce reflective of the community and will monitor its workforce diversity to try to represent those in the broader community.

The following statistics provide a basic profile of the population of the LGA compared with Council's employees, where available. All community data were extracted from *The Australian Bureau of Statistics, Regional Statistics by LGA 2016, Gundagai A13510, Publication No. 1379.0.55.001*. (These data were collected prior to the change of name from Gundagai Council to Cootamundra-Gundagai Regional Council.)

CGRC Local Government Area							CGRC Employees*						
Age	Males	%	Females	%	Persons	%	Males	%	Females	%	Persons	%	
15 -24	565	13	532	11	1,089	12	14	11	8	13	22	12	
25 -34	463	10	505	11	972	10	14	11	8	13	22	12	
35 -44	554	12	612	13	1,174	13	18	15	9	15	27	14	
45 -54	691	16	681	15	1,377	15	38	30	24	39	62	33	
55 - 64	826	19	815	17	1,636	18	35	28	9	15	44	24	
65 &over	1,344	30	1,544	33	2,874	32	6	5	3	5	9	5	
Totals	4,433	100	4,689	100	9,122	100	125	100	61	100	186	100	

*Council statistics extracted from Payroll data at 25 July, 2019

At the time of writing, CGRC does not collect EEO statistics related to indigenous employees, nor information related to the country of birth of employees. This data is presented here as a means of identifying the make-up of the community so that realistic objectives can be set and Council's progress monitored once this data becomes available.

Aboriginal and/or Torres Strait Islander Persons in CGRC Local Government Area						
	Males	%	Females	%	Persons	%
Aboriginal	247	95	242	96	489	95
Torres Strait Islander	10	4	8	3	18	4
Both Aboriginal & Torres Strait Islander	3	1	3	1	6	1
Total	260	100	253	100	513	100

Overseas Born Population – Proportion of Total Population	
Description	%
Born in Oceania and Antarctica (excluding Australia)	0.6
Born in North-West Europe	2.6
Born in southern and Eastern Europe	0.3
Born in North Africa and the Middle East	0.1
Born in south-East Asia	0.4
Born in North-East Asia	0.2
Born in Southern and Central Asia	0.12
Born in Americas	0.2
Born in Sub-Saharan Africa	0.2
Total Born overseas	5.5

ABS Census Data 2016

TARGET GROUPS

Council believes that a diverse network of employees which truly reflect the community it serves and represents, is better equipped to understand and meet the needs of our customers. The *Local Government Act 1993* (Section 344) identifies women, members of racial minorities and persons with disabilities as groups for which equal employment opportunity should be addressed through the EEO Management Plan.

THE OBJECTIVES OF THE CGRC EEO MANAGEMENT PLAN

Cootamundra-Gundagai's EEO Management Plan comprises four key strategies for an effective approach to EEO, including:

1. Communication and Awareness

Council will raise awareness through effectively communicating the principles of EEO, the rights and responsibilities of all Council employees, reporting to all employees on the progress of the EEO Management Plan and actively demonstrating Council's commitment to achieving the objectives of the Plan.

2. Policies, Procedures, Evaluation and Reporting

Council will ensure that all policies, procedures and workplace practices support the application of equity and diversity principles. Council will continuously evaluate, review and report on the progress in implementing the EEO Management Plan.

3. Improved access for members of EEO Target Groups

Council will develop and implement strategies to improve access to and participation in the workplace for targeted groups within the boundaries of merit based recruitment and through the principles of equity and diversity.

4. Recruitment, Appointment, Promotion and Transfer Processes.

Council will review current recruitment, appointment, promotion and transfer processes to ensure they are based on merit, and comply with EEO principles.

EEO ACTION PLAN

Objective 1 - Communication and Awareness

Council will raise awareness through effectively communicating the principles of EEO, the rights and responsibilities of all Council employees, reporting to all employees on the progress of the EEO Management Plan and actively demonstrating Council's commitment to achieving its objectives.

STRATEGIES/ACTIONS	RESPONSIBILITY	PERFORMANCE INDICATORS	TARGET DATE
Communicate the EEO Management Plan and to all employees	Senior Staff, Human Resources	EEO Management Plan is available on the Intranet and hard copies distributed as required.	October 2019
Overview of EEO Management Plan is included in all Inductions.	Human Resources	Workplace equity and diversity rights and obligations and EEO Management Plan objectives are included in all inductions.	December 2019
Conduct training for all managers and supervisory staff on EEO principles and their extra responsibilities as managers and	Human Resources initially, then; Managers	All managers and supervisory staff trained. Managers updated when changes occur to legislation.	December 2019 As required.

supervisors in relation to the appropriate legislation.		Managers conduct retraining sessions for their supervisors when changes occur to legislation.	As required.
Conduct training for all non-supervisory staff on EEO principles and their responsibilities under the relevant legislation.	Human Resources initially, then; Managers and supervisors	All non-supervisory staff are trained Refresher training provided by Managers and Supervisors	December 2019 Annually in July

Objective 2 - Policies, Procedures, Evaluation and Reporting

Council will ensure that all policies, procedures and workplace practices support the application of equity and diversity principles. Council will continuously evaluate, review and report on the progress in implementing the EEO Management Plan.

STRATEGIES/ACTIONS	RESPONSIBILITY	PERFORMANCE INDICATORS	TARGET DATE
Promote the need to collect EEO Statistics of employees to enable comparison with LGA statistics and reporting to Management.	Human Resources/ Payroll; Consultative Committee	Information on EEO statistics available in Payroll system	June 2020
Invite comment and input during the development of CGRC's EEO Management Plan from employees via the Consultative Committee.	Human Resources	Feedback from Consultative Committee is incorporated into plan	September 2019
Monitor exit interviews to ensure there are no negative EEO issues impacting on staff	Human Resources	Number of issues identified and correctional steps taken to remedy situations.	December 2019
Regularly review Human Resource policies and procedures to ensure they are non-discriminatory, are supportive to all employment groups equally and promote a friendly work atmosphere that is free from bullying and harassment.	Human Resources	Policies and procedures are regularly reviewed. Staff involved in substantiated incidents provided counselling or disciplinary action undertaken.	Commenced and ongoing.
Job evaluation and performance appraisal	Human Resources	Annual Performance Review survey generates	Commenced and ongoing

policies, procedure and practices ensure employees are paid fairly and equitably		positive results regarding satisfaction with pay equity	
--	--	---	--

Objective 3 - Improved access for members of EEO Target Groups

Council will develop and implement strategies to improve access to and participation in the workplace for targeted groups and increase the level of diversity in Council's workforce through the principles of equity and diversity.

STRATEGIES/ACTIONS	RESPONSIBILITY	PERFORMANCE INDICATORS	TARGET DATE
Provide opportunities for unpaid work experience placements to enhance employment opportunities	Managers and Human Resources	Number of work experience placements from disadvantaged groups	June 2019, then annual
As positions become available, ascertain if they are suitable for redesign for part-time employment, to suit employees who require increased workplace flexibility.	Managers and Human Resources	Number of positions that are redesigned for part-time employment.	Ongoing. Each position to be assessed as it becomes vacant.
Conduct awareness-raising sessions for managers and supervisors regarding EEO target groups	Managers and Human Resources	Number of sessions conducted. Number of eligible staff attending sessions. Feedback regarding training.	March 2020
Using information gained in awareness-raising sessions, develop strategies to attract members of target groups to Council.	Managers, supervisors, Human Resources	Changes in statistics relating to target groups employed in Council.	December 2020

Objective 4 - Recruitment, Appointment, Promotion and Transfer Processes

Council will review current recruitment, appointment, promotion and transfer processes to ensure they are based on merit, and comply with EEO principles.

STRATEGIES/ACTIONS	RESPONSIBILITY	PERFORMANCE INDICATORS	TARGET DATE
Ensure that EEO principles are included in interview skills training for panel convenors and members.	Managers and Human Resources	EEO principles are included in the Interview Skills training course.	December 2019
Ensure interviews for managers and supervisors include questions relating to EEO responsibilities	Interview Panel Convenors; Human Resources	EEO Questions are included in interview questions for supervisory/management positions. No applicants are appointed to supervisory positions unless they demonstrate knowledge and/or understanding of EEO principles. Those who are lacking in this area are identified as requiring training within 6 months of commencement.	December 2019 December 2019
Ensure the recruitment and selection process is regularly reviewed to ensure CGRC models best practice	Human Resources	Regular review and updating of process and policy. Monitoring shortlisting and appointments to ensure that EEO principles are applied.	Commenced and ongoing
Monitor appointments, promotions and transfers to ensure the process is non discriminatory	Managers and Human Resources	Number of substantiated complaints re non-compliance with EEO principles for appointments, promotions and transfers. Position descriptions reflect clearly the qualifications, skills, and experience required for the job and do not include artificial barriers to recruitment of people in the EEO target group. Proportion of appointments from EEO target groups is monitored.	Annually in March, commencing 2020

8.1.10 DRAFT MANAGING UNREASONABLE COMPLAINANT CONDUCT POLICY AND PROCEDURE

DOCUMENT NUMBER	312650
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	<ol style="list-style-type: none"> 1. Draft Managing Unreasonable Complainant Conduct Policy  2. Draft Managing Unreasonable Complainant Conduct Procedure  3. Risk Assessment Worksheet  4. Unreasonable Complainant Conduct Form 

RECOMMENDATION

The draft Managing Unreasonable Complainant Conduct Policy, Procedure, Risk Assessment Worksheet and Unreasonable Complainant Conduct Form, attached to the report be adopted.

Introduction

The policy, procedure and supporting documents, attached to the report, have been developed at the request of the Acting General Manager. Its purpose is to assist all staff members to better manage unreasonable complainant conduct.

Discussion

The draft Managing Unreasonable Complainant Conduct Policy and Procedure has been developed using the NSW Ombudsman Managing Unreasonable Complainant Conduct Practice Manual as a guide and was endorsed by the Consultative Committee on 17th September, 2019.



Draft Managing Unreasonable Complainant Conduct Policy

Policy Approval and Distribution

Approved by	Council Resolution
Responsible Officer	Team Leader of Customer Service
Council Service Unit	Finance and Customer Service
Next Review Date	01-July-2023

Version Control

Ref	Date	Description	Resolution Number
0.1	17-09-2019	Presented to the Consultative Committee for endorsement.	N/A

Introduction

Cootamundra-Gundagai Regional Council supports residents and visitors having the right to ask questions or provide feedback about Council services. Communication with our customers including comments and suggestions assist Council to adapt and improve services provided.

Purpose

This policy has been developed to assist all staff members to better manage unreasonable complainant conduct ('UCC'). Its aim is to ensure that all staff:

- Feel confident and supported in taking action to manage UCC.
- Act fairly, consistently, honestly and appropriately when responding to UCC.
- Are aware of their roles and responsibilities in relation to the management of UCC and how this policy will be used.
- Understand the types of circumstances when it may be appropriate to manage UCC using one or more of the following mechanisms:
 1. The strategies provided in the NSW Ombudsman, *Managing Unreasonable Complainant Conduct Practice Manual (2nd edition)* ('practice manual') including the strategies to change or restrict a complainant's access to our services.
 2. Alternative dispute resolution strategies to deal with conflicts involving complainants and members of our organisation.
 3. Legal instruments such as trespass laws/legislation to prevent a complainant from coming onto our premises and orders to protect specific staff members from any actual or apprehended personal violence, intimidation or stalking.
- Have a clear understanding of the criteria that will be considered before we decide to change or restrict a complainant's access to our services.
- Are aware of the processes that will be followed to record and report UCC incidents as well as the procedures for consulting and notifying complainants about any proposed actions or decisions to change or restrict their access to our services.

- Are familiar with the procedures for reviewing decisions made under this policy, including specific timeframes for review.

Scope

This policy applies to all Cootamundra-Gundagai Regional Council staff, volunteers and elected members.

Definitions

Unreasonable complainant conduct

Most complainants who come to our office act reasonably and responsibly in their interactions with us, even when they are experiencing high levels of distress, frustration and anger about their complaint. However in a very small number of cases some complainants behave in ways that are inappropriate and unacceptable – despite our best efforts to help them. They are aggressive and verbally abusive towards our staff. They threaten harm and violence, bombard our offices with unnecessary and excessive phone calls and emails, make inappropriate demands on our time and our resources and refuse to accept our decisions and recommendations in relation to their complaints. When complainants behave in these ways we consider their conduct to be 'unreasonable'.

Unreasonable complainant conduct ('UCC') is any behaviour by a current or former complainant which, because of its nature or frequency raises substantial health, safety, resource or equity issues for our organisation, our staff, other service users and complainants or the complainant himself/herself. UCC can be divided into five categories of conduct:

- **Unreasonable persistence.** Unreasonable persistence is continued, incessant and unrelenting conduct by a complainant that has a disproportionate and unreasonable impact on our organisation, staff, services, time and/or resources
- **Unreasonable demands.** Unreasonable demands are any demands (express or implied) that are made by a complainant that have a disproportionate and unreasonable impact on our organisation, staff, services, time and/or resources.
- **Unreasonable lack of cooperation.** Unreasonable lack of cooperation is an unwillingness and/or inability by a complainant to cooperate with our organisation, staff, or complaints system and processes that results in a disproportionate and unreasonable use of our services, time and/or resources.
- **Unreasonable arguments.** Unreasonable arguments include any arguments that are not based in reason or logic, that are incomprehensible, false or inflammatory, trivial or delirious and that disproportionately and unreasonably impact upon our organisation, staff, services, time, and/or resources.
- **Unreasonable behaviour.** Unreasonable behaviour is conduct that is unreasonable in all circumstances – regardless of how stressed, angry or frustrated that a complainant is – because it unreasonably compromises the health, safety and security of our staff, other service users or the complainant himself/herself.

Legislative Framework

- Local Government Act 1993
- Work, Health & Safety Act 2011
- Government Information (Public Access) Act 2009
- Public Interest Disclosure Act 1994
- Managing Unreasonable Complainant Conduct Practice Manual, 2nd Edition, published by the NSW Ombudsman.

Related CGRC Policies and Procedures

- Unreasonable Complainant Procedure
- Code of Conduct Policy
- Code of Conduct Procedure
- Complaints Handling Policy
- Complaints Handling Procedure
- Dealing with Aggressive People Policy
- Dealing with Aggressive People Procedure

Review Period

This document is to be reviewed every four (4) years, to ensure that it remains relevant.

Policy Statement

Cootamundra-Gundagai Regional Council is committed to being accessible to all complainants who approach our office for assistance and/or with a complaint. At the same time, the success of our office depends on the health, safety and security of the staff whilst performing their duties in an effective, efficient and fair manner.

When complainants behave unreasonably in their dealing with our staff, their conduct can significantly affect our success. As a result, Cootamundra-Gundagai Regional Council will take proactive and decisive action to manage any complainant conduct that negatively and unreasonably affects us and will support our staff to do the same in accordance with this policy.

ROLES AND RESPONSIBILITIES

All staff

All staff are responsible for familiarising themselves with this policy and are also encouraged to explain the contents of this document to all complainants particularly those who engage in UCC or exhibit the early warning signs for UCC.

Managers

All managers are responsible for supporting staff to apply the strategies in this policy. Managers are also responsible for ensuring compliance with the procedures identified in this policy. Following a UCC and/or stressful interaction with a complainant managers are responsible for providing affected staff members with the opportunity to debrief and vent their concerns either formally or informally. Managers will also ensure that staff are provided with proper support and assistance including medical and/or police assistance and support through programs such as Employee Assistance Program (EAPS), if necessary.

RESPONDING TO AND MANAGING UCC

Changing or restricting a complainant's access to our services

UCC incidents will generally be managed by limiting or adapting the ways that we interact with and/or deliver services to complainants by restricting:

- Who they have contact with
- What issues they can discuss
- When they can have contact
- Where they can make contact
- How they can make contact

When using the restrictions provided we recognise that discretion will need to be used to adapt them to suit a complainant's personal circumstances, level of competency, literacy skills, etc. In this regard, we also recognise that more than one strategy may need to be used in individual cases to ensure their appropriateness and efficacy.

Completely terminating a complainant's access to our services

In rare cases, and as a last resort when all other strategies have been considered and/or attempted, the General Manager may decide that it is necessary for our organisation to completely restrict a complainant's contact/access to our services.

If the General Managers determines that we cannot terminate our services to a complainant in a particular case or that we/our staff bear some responsibility for causing or exacerbating their conduct, they may consider using alternative dispute resolution strategies ('ADR') such as mediation and conciliation to resolve the conflict with the complainant and attempt to rebuild our relationship with them. However, we recognise that in UCC situations, ADR may not be an appropriate or effective strategy particularly if the complainant is uncooperative or resistant to compromise. Therefore, each case will be assessed on its own facts to determine the appropriateness of this approach





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

Draft Managing Unreasonable Complainant Conduct Procedure

Procedure Approval and Distribution

Approved by	General Manager, Section Manager
Responsible Officer	Team Leader Customer Service
Council Service Unit	Finance and Customer Service
Next Review Date	01-July-2023

Version Control

Ref	Date	Description
0.1	17-09-2019	Presented to the Consultative Committee for feedback and endorsement.

Procedure

Unreasonable Complainant Conduct (UCC) incidents will generally be managed by limiting or adapting the ways that we interact with and/or deliver services to complainants. This procedure must be followed when changing or restricting a complainant's access to the services of Cootamundra-Gundagai Regional Council (CGRC).

1. All staff members are responsible for recording and reporting incidents by complainants.
This should be recorded in InfoXpert and a copy forwarded to the Manager Finance and Customer Service who will decide whether any action needs to be taken to restrict the complainant's access to our services.

2. Consultation with the relevant staff once a UCC has been reported.
The Manager Finance and Customer Service will contact the staff member to discuss the incident once a UCC Risk Assessment Worksheet has been submitted. They will discuss:

- The circumstances that gave rise to the UCC/incident.
- The impact of the complainant's conduct on our organisation, relevant staff, our time, resources, etc.
- The complainant's responsiveness to the staff member's warnings/requests to stop the behaviour.
- The actions the staff member has taken to manage the complainant's conduct, if any.
- The suggestions made by relevant staff on ways that the situation could be managed.

DATE CREATED:

11 September, 2019

RELATED POLICIES:

Unreasonable Complainant Conduct Policy

RELATED PROCEDURES & FORMS:

UCC Form

3. Investigation of complainant's previous conduct and history with CGRC.

The Manager Finance and Customer Service will conduct a search for information regarding the complainant's prior conduct and history with CGRC. They will also consider the following criteria:

- Whether the conduct in question involved overt anger, aggression, violence or assault (which is unacceptable in all circumstances).
- Whether the complainant's case has merit.
- The likelihood that the complainant will modify their unreasonable conduct if they are given a formal warning about their conduct.
- Whether changing or restricting access to our services will be effective in managing the complainant's behaviour.
- Whether changing or restricting access to our services will affect the complainant's ability to meet their obligations, such as reporting obligations.
- Whether changing or restricting access to our services will have an undue impact on the complainant's welfare, livelihood or dependents etc.
- Whether the complainant's personal circumstances have contributed to the behaviour? For example, the complainant is a vulnerable person who is under significant stress as a result of one or more of the following: - homelessness - physical disability - illiteracy or other language or communication barrier - mental or other illness - personal crises - substance or alcohol abuse.
- Whether the complainant's response/ conduct in the circumstances was moderately disproportionate, grossly disproportionate or not at all disproportionate.
- Whether there are any statutory provisions that would limit the types of limitations that can be put on the complainant's contact/access to our services.

Once the Manager Finance and Customer Service has considered these factors they will decide on the appropriate course of action.

4. Providing a warning letter

Unless a complainant's conduct poses a substantial risk to the health and safety of staff or other third parties, the Manager Finance and Customer Service will provide them with a written warning about their conduct in the first instance. The warning letter will:

- Specify the date, time and location of the UCC incident.
- Explain why the complainant's conduct/ UCC incident is problematic.
- List the types of access changes and/or restrictions that may be imposed if the behaviour continues. (Note: not every possible restriction should be listed only those that are most relevant).
- Provide clear and full reasons for the warning being given.
- Include an attachment of the organisation's standard of behaviour that is expected of the complainant.
- Provide the name and contact details of the staff member who they can contact about the letter.
- Be signed by the Manager Finance and Customer Service or preferably the General Manager.

5. Providing a notification letter

If a complainant's conduct continues after they have been given a written warning or in extreme cases of overt aggression, violence, assault or other unlawful/unacceptable conduct the Manager Finance and Customer Service has the discretion to send a notification letter immediately restricting the complainant's access to our services (without prior written warning). This notification letter will:

- Specify the date, time and location of the UCC incident(s).
- Explain why the complainant's conduct/UCC incident(s) is problematic.
- Identify the change and/or restriction that will be imposed and what it means for the complainant.
- Provide clear and full reasons for this restriction.
- Specify the duration of the change or restriction imposed, which will not exceed 12 months.
- Indicate a time period for review.
- Provide the name and contact details of the Manager Finance and Customer Service who they can contact about the letter and/or request a review of the decision.
- Be signed by the Manager Finance and Customer Service or preferably the General Manager.

6. Notifying relevant staff about access changes/restrictions.

The Manager Finance and Customer Service will notify relevant staff about any decisions to change or restrict a complainant's access to our services, in particular reception and security staff in cases where a complainant is prohibited from entering our premises.

7. Continued monitoring/oversight responsibilities.

Once a complainant has been issued with a warning letter or notification letter the Manager Finance and Customer Service will review the complainant's record/restriction every 3 months, on request by a staff member, or following any further incidents of UCC that involve the particular complainant to ensure that they are complying with the restrictions and the arrangement is working. If the Manager Finance and Customer Service determines that the restrictions have been ineffective in managing the complainant's conduct or are otherwise inappropriate they may decide to either modify the restrictions, impose further restrictions or terminate the complainant's access to our services altogether.

8. Appealing a decision to change or restrict access to CGRC services

Complainants are entitled to one appeal of a decision to change/restrict their access to our services. This review will be undertaken by a Manager that was not involved in the original decision to change or restrict the complainant's access. This staff member will consider the complainant's arguments along with all relevant records regarding the complainant's past conduct. They will advise the complainant of the outcome of their appeal by letter which must be signed off by the General Manager. The staff member will then refer any materials/records relating to the appeal to the Manager Finance and Customer Service to be kept in the appropriate file. If a complainant continues to be dissatisfied after the appeal process, they may seek an external review from an oversight agency such as the Ombudsman. The Ombudsman may accept the review (in accordance with its administrative jurisdiction) to ensure that we have acted fairly, reasonably and consistently and have observed the principles of good administrative practice including, procedural fairness.

9. Period for review

All UCC cases where this policy is applied will be reviewed every 3 months after the service change or restriction was initially imposed or continued/upheld.

10. Notifying the complainant of an upcoming review

The Manager Finance and Customer Service will invite all complainants to participate in the review process unless they determine that this invitation will provoke a negative response from the complainant (i.e. further UCC). The invitation will be given and the review will be conducted in accordance with the complainant's access. When conducting a review the Manager Finance and Customer Service will consider:

- Whether the complainant has had any contact with the organisation during the restriction period.
- The complainant's conduct during the restriction period.
- Any information/arguments put forward by the complainant for review.
- Any other information that may be relevant in the circumstances.

11. Notifying a complainant of the outcome of a review

The Manager Finance and Customer Service will notify the complainant of the outcome of their review using the appropriate/relevant method of communication as well as a written letter explaining the outcome, as applicable. The review letter will:

- Briefly explain the review process.
- Identify the factors that have been taken into account during the review.
- Explain the decision/outcome of the review and the reasons for it.

If the outcome of the review is to maintain or modify the restriction the review letter will also:

- Indicate the nature of the new or continued restriction.
- State the duration of the new restriction period.
- Provide the name and contact details of the [nominated senior manager or relevant officer] who the complainant can contact to discuss the letter.
- Be signed by the Manager Finance and Customer Service or General Manager.

12. Recording the outcome of a review and notifying relevant staff

The Manager Finance and Customer Service is responsible for keeping a record of the outcome of the review and notifying all relevant staff of the outcome of the review including if the restriction has been withdrawn.

13. Managing Staff Stress

Dealing with complainants who are demanding, abusive, aggressive or violent can be extremely stressful and at times distressing or even frightening for all our staff – both experienced and inexperienced. As an organisation, CGRC has a responsibility to support staff members who experience stress as a result of situations arising at work and will provide staff with debriefing and counselling opportunities, when needed.

14. Debriefing

Debriefing means talking things through following a difficult or stressful incident. It is an important way of 'offloading' or dealing with stress. Many staff members naturally do this with colleagues after a difficult telephone call, but debriefing can also be done with a supervisor or senior manager or as a

team following a significant incident.

15. Compensation for injury

Any staff member who suffers injury as a result of aggressive behaviour from complainants is entitled to make a workers' compensation claim. If you are the victim of an assault, they may also be able to apply to the Victim's Compensation Tribunal for compensation.

16. Compensation for damage to clothing or personal affects

Where damage is suffered to clothing or personal effects as a result of aggression by a complainant, compensation may be sought.

17. Legal assistance

If a staff member is physically attacked, or is a victim of employment generated harassment and the police do not lay charges, the General Manager will consider providing reasonable legal assistance if the staff members wishes to take civil action.

18. Threats outside the office or outside working hours

Where threats are directed at a particular staff member and it appears those threats may be carried out outside normal working hours or outside the office, the staff member will receive the support of the office. Requests for such assistance should be made to the Manager Finance and Customer Service.

19. Escorts home

When a staff member fears for their safety following a threat from a complainant, another staff member may accompany them home or the office can meet the cost of the staff member going home in a taxi. Ask the [nominated senior manager] for more information.

20. Telephone threats on home numbers

If a staff member or their family have been harassed by telephone at their home and they believe it is connected with their employment they may apply to have the office meet the cost of having their telephone number changed and/or made silent. The staff member should also contact their telephone carrier, as they may provide an interception/monitoring service. If assistance is approved, the office will meet the cost incurred for a period up to 12 months.

RISK ASSESSMENT WORKSHEET		
LIST DETAILS ON COMPLAINTANTS CONDUCT; INCLUDING THE MAJOR AND MINOR RISKS ASSOCIATED WITH IT	WHAT ARE ALL THE THINGS THAT COULD OCCUR AS A CONSEQUENCE OF THIS CONDUCT – BEST AND WORST CASE SCENARIOS	WHAT CAN YOU AND YOUR SUPERVISOR DO (AS APPROPRIATE) TO MANAGE OR MITIGATE THE RISK POSED BY THE COMPLAINANTS CONDUCT



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

Unreasonable Complainant Conduct (UCC) Form

This form should only be completed if an employee, contractor or volunteer of Cootamundra-Gundagai Regional Council has been subjected to what they believe is unreasonable complainant conduct and it is considered that steps may need to be taken to change or restrict a complainant's access to services provided by the Cootamundra-Gundagai Regional Council. This form must be completed and submitted either electronically or by hand to the Manager of Finance and Customer Service within 24 hours of a UCC incident. The Manager of Finance and Customer Service will decide on the necessary and appropriate course of action for responding to and managing the complainant's conduct.

Date of Unreasonable Complainant Conduct Incident: _____

Name of complainant: _____

Details of the complainant's conduct/incident including whether emergency services were contacted:

Why is this conduct considered to be unreasonable? For example – has it occurred before/repeatedly, caused significant disruptions to the organisation, or could such behaviour raise significant health and safety issues for our staff or other persons:

Privacy Statement

The information and personal details provided by you on this Form are managed in accordance with the *Privacy and Personal Information Protection Act 1998* and Cootamundra-Gundagai Regional Council's policies and procedures as outlined in Council's *Privacy Management Plan*. Should you choose not to provide this information (wholly or in part) this may impact upon consideration of the matter by Council. The information will ultimately be stored in Council's records system.

Page 1 of 2

What action, if any, has been taken to deal with/manage the complainant's conduct? For example – warning the complainant 'verbally' about their conduct, other/previous attempts to manage the behaviour etc. _____

What actions need to be taken to effectively manage the complainant's conduct? Note – the final decision on the appropriate course of action will be made by the General Manager: _____

Provide any other information that might be relevant to this case? If necessary, attach any supporting documentation: _____

8.1.11 COOTAMUNDRA- GUNDAGAI REGIONAL COUNCIL GIFTS FOR VISITING DIGNITARIES

DOCUMENT NUMBER	312055
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	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 practice for the provision of gift bags at the request of Councillors and for not-for-profit events be adopted.**
- 2. The nominal value of the gift bag be no greater than \$100.**

Introduction

Council prepares and presents gift bags, with local produce and products which are gifted by Council at Council events or when a person is invited to address Council. Such gifts bags are also provided to Councillors, who attend meetings or conferences whilst representing Council, so as to gift the host or dignitary of that event.

From time to time a community group will request Council donate a gift bag comprised of local products for visiting dignitaries. This practice is common and is wholeheartedly supported by Council.

The practice of Council donating gift bags is not extended to events which are not public events or are of a corporate nature where a dignitary is paid to attend, with the exception if the Mayor or Councillors being invited to the event and are presenting the gift bag on behalf of Council. The gift bags will consist of local products and have a nominal value not exceeding \$100.

8.1.12 SHIFT - REPORT BY CR LEIGH BOWDEN AND MIRIRAM CRANE, MANAGER SOCIAL AND COMMUNITY

DOCUMENT NUMBER	312359
REPORTING OFFICER	Leigh Bowden, Councillor
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

The SHIFT report by Cr Leigh Bowden and Miriam Crane, Manager Social and Community be received and noted.

Introduction

Councillors and staff who represent Council at conferences, forums and meetings are required to report to Council on the learnings that they received and how those learnings may be relevant to Cootamundra-Gundagai Regional Council.

SHIFT, organised by Eastern Riverina Arts (ERA), was a one day event which explored the role that creative practice and industry plays in transition and transformation – be it the transformation of spaces, the transition to creative economies, or the power of art to transform lives and communities.

The day consisted of a series of presentations and discussions by and with both leaders in the arts industry and local practitioners. It also provided an opportunity to meet with other people from our region to discuss ideas, projects, collaborations and issues.

Discussion

The Welcome to Country was given by Uncle James Ingram from Wagga, who stressed that art is good for the economy and good for people

Councillor David McCann welcomed participants on behalf of Coolamon Shire Council. He proudly explained the nature of the Coolamon Cultural Precinct, which includes the Coolamon Up to Date Store (dating from 1883), which houses three local collections, **The Coolamon RSL Memorial**

Museum and the Coolamon Library. Cr McCann spoke of how the arts community and the Council work very closely together.

In his introduction and welcome, Scott Howie, CEO, Eastern Riverina Arts, said that he hoped we would be inspired through provocative conversations. (We were!)

The three keynote presentations were given by nationally acclaimed artists and arts administrators: S. Shakthidharan, Ros Abercrombie and Wesley Enoch.

Shakthi is a writer, director and producer of film and theatre. He's also a digital media artist and composer and performer. He recently won a Helpman Award for his debut play, *Counting and Cracking*. He is the founder of the company, Curious Works and now the artistic lead at Co-Curious.

Shakthi spoke about the importance of storytelling. In his play, *Counting and Cracking*, ten years in the writing, he tells the story of his life as the son of immigrant Tamil Sri Lankans, who escaped from Sri Lanka's Civil War and made a new life in Australia. His mother, in particular had been unwilling to talk about the traumatic past however, through Shakthi's research and the production of his play, she and the family have been able to find acceptance and peace.

As Shakthi describes it, "By knowing our own stories, we are held tight". He explained how it's possible to change a person's ideas and emotions through theatre/storytelling. He challenged us to explore our own stories, our stories of place and what made us, which requires "lots of listening". Consultation and relationships are at the centre of the story – deep, trusting, long-term relationships – then you know what your story really is. He encouraged us to give power to the "quiet voices". That is the role of community artists. We are living in a time of the "politics of division". He spoke of the importance of opportunities to share cultural experiences and the sense of belonging that it creates. This gives people a sense of place and community art and storytelling can bring us together.

Ros Abercrombie is CEO Regional Arts Australia (RAA). Regional Arts Australia is a national body comprising of seven state and territory member organisations. Prior to this role, Ros was the Director and Creative Producer for Artlands (Australia's national regional arts event).

A signature of Ros' approach is to bring together emerging, established and community artists. She considers art spaces as a cultural landscape. They are more than their physical place and she designs programs for the spaces in-between, crafting unique contemporary experiences. The relationship between the social and the physical environment is dynamic and she works with the intersection of people and place. Her approach is cross-disciplinary and intergenerational.

Regional Arts Australia (which operates out of a "virtual office") undertakes research, programs and economic development. RAA manages The Regional Arts Fund (\$13 million over 4 years), an Australian Government program that supports sustainable cultural development in regional and remote communities in Australia.

Ros stressed that we need to advocate for arts across policies; that arts language is essential and must be embedded in all policies e.g. health, education, agriculture, etc. In particular she noted how health and arts practice work together. In the UK, research is showing that the arts are having a health impact in rural communities. Under the NHS, GPs are prescribing art practice rather than medication. It's known as "social prescribing".

Wesley Enoch is the Chair of Create NSW, Aboriginal Arts Assessment Board and the Director of the Sydney Festival (2017 – 2019). He has been a theatre director and writer for over 25 years specialising in Aboriginal Theatre and cultural stories. He has been the Artistic Director of many theatre companies including Queensland Theatre Company 2010-15, Ilbijerri 2003-06 and Kooemba Jdarra 1994-97, as well as the Festival of Pacific Arts – Australia 2008 and 2012.

Wesley began his presentation by explaining the three narratives that run concurrently in Australia. The first is that we have the oldest continuous living culture in the world; the second is the British colonial project and the third is that we are the most multicultural nation in the world. These three narratives are not incompatible.

Wesley told his own story (Aboriginal father and a white mother) and how that story informs all his work. He spoke of the deep Indigenous knowledge of place and of how Aboriginal storytelling is multilayered consisting of the upfront story, behind which is the community, the history and the understanding of place.

He stressed that it is important to understand each other's stories and that by knowing the stories you know that things can change. He cited the power of theatre in telling the stories of the Stolen Generations and how that led to a change of thinking in the white community. By 2030, 60% of Australians will have been born overseas. Therefore the acceptance of other narratives is essential. Today, the theatre is the public square where connections happen and where we can embrace the stories bind us together.

Elizabeth Rogers, the CEO Regional Arts NSW spoke briefly about their project, Artstate, a four year program which engages with Indigenous people, "On country. In country". The project encourages participants to learn how Indigenous people manage their culture and environment. Elizabeth acknowledged the diverse landscapes in regional NSW.

The local presenters were Jackie Okot and Mackenzie Tooth, the founders of a Young Writers' Group, "Fresh Feed", which has been funded by Wagga City Council; Phoebe Pinnock, a regional musical officer from Music NSW, which provides industry support for local musicians. Music NSW is hosting a "Meet and Greet" on 26 September, 6 – 8 pm at Romano's, Wagga, for regional musicians; Layla Bayco, a young woman with an intellectual disability, from The Art Factory, a Supported Studio at the Riverina Community College, Wagga, who spoke about the Yeild Exhibition held at Griffith Regional Art Gallery which provided a forum on Supported Studios; Scott Howie, who spoke about PLATFORM, a space created from a shipping container which provides a calming, relaxing space for people who identify with a disability and promotes and allows for the inclusion of people with disabilities at local festivals and events. So far PLATFORM has been used at events in Wagga, Tumut and Lockhart.

One of the most exciting local projects had been undertaken by Angela McCann, a local potter, who had developed the Coolamon Poppy Project with the Coolamon RSL Sub-branch

For Remembrance Day 2018, everyone in Coolamon was encouraged to make a ceramic poppy. Those who participated included school children, pre-schoolers, those in aged-care facilities and passers-by in the community as Angela had set up at table in the main street. People were invited to make a poppy as a mark of remembrance. Many were reluctant because they feared a lack of talent but took part anyway. While making poppies, people shared their stories, and gave thanks for their community and each other. During the project the community made 2000 poppies; the

glazing (red) took 3 days and 90 hours of firing. Essential Energy contributed to the electricity costs of running the kiln ("Lest We Forget"). The poppies were installed all over the cenotaph, without concealing any names, and for Remembrance Day this year the poppies will be made into wreaths. Not only did the Poppy Project provide social inclusion for members of the community but resulted in a piece of public art. And public art installations have been proven time and again to create points of interest, generate tourism and foster community pride.

Scott Howie spoke on behalf of Sarah Last, from the Wired Lab, about the first stage of Project X, entitled Hrafn (rhymes with laughin'): Conversations with Odin, which was part of Dark Mofo, in Tasmania. The project was devised by English musician and sound recordist Chris Watson (David Attenborough's sound recordist), in partnership with The Wired Lab. (Chris Watson and The Wired Lab have a history of collaboration) Hrafn is a major multi-channel ambisonic sound installation presenting the remarkable phenomenon of 2,000 ravens gathering to roost in the high tree canopy overhead at dusk, an avian exchange of sound not usually witnessed by humans. It is installed in the forest 90 minutes south of Hobart in Hastings Caves State Reserve. The project was also part of a recovery effort to attract tourists to the area after a destructive bush fire. It will run for three months.

[For Councillors' information:

THE WIRED LAB is an artist led organisation evolving interdisciplinary art practices in rural Australia. It creates opportunities for the research, production and presentation of projects that connect international and local artists with communities in new ways. Their curated programs and projects involve artists working from a regional context whilst producing outcomes of local and global relevance. Their activities range from skills development for young people, seniors, emerging and mid-career artists, to the creation, presentation, publication and promotion of new works and major live arts projects.

The Wired Lab is governed by a seven member skills based board with a minimum of fifteen years expertise across business, communications, the arts, law, academia, community services and Indigenous affairs. Each member has previous NFP board experience and is aware of ACNC compliance requirements. The majority of the Board members reside in the Eastern Riverina region. The Wired Lab Ltd (ABN 79 136 882 463) operates as a NFP registered with the Australian Charities and Not for Profit Commission (ACNC). It has established The Wired Lab Culture Trust, a charity eligible to receive tax deductible donations (ABN 43 238 218 453) which has 'DGR 1' (Donations Gift Recipient 1) status recognised by the Australian Taxation Office.]

A local musician, Curley Mills, entertained us with original compositions, Curley runs songwriter sessions on the first Sunday of the month. And an "in-house" poet, Lachlan Brown, produced a poem at the conclusion of each of the three sessions which brought together both the content and the expression of the session. He added invaluable insights into the talks.

Conclusion

While we pride ourselves on being a sporting community we need to acknowledge that not all people are able, nor inclined, to play sport nor do they enjoy being outdoors e.g. the aged, those with a disability, the very young. However, as SHIFT reminded us, everyone can be involved in the Arts.

Through the Arts we can tell the story of who we are and the story of our place. We can celebrate our uniqueness and our achievements. We can show and tell where we have been, the experiences we have shared, our values, beliefs and aspirations.

The Arts contribute to social inclusion and reduce isolation – for the aged, those on low wages, the unemployed, those with a disability, their carers, their families and their friends, but also for all people. The arts provide a way to engage the community and to improve people's social networks. They promote positive mental health outcomes by increasing connectedness and a sense of community and can contribute to a sense of well-being, particularly in these times of stress, with drought and extreme weather.

The Arts contribute to economic development and public art creates points of interest and generates tourism as well as fosters community pride.

SHIFT was a very useful “refresh and “reinspire” for what we need and would like to do in our LGA. It was a reminder of the value of the Arts in changing the nature of people's lives. For the reasons above, we encourage Council to promote the Arts and to work closely with the arts community.

“As a society we face so many challenges over the next few decades. Fostering creativity within the community through cultural values and learning serves as the basis for the innovation required to turn constraints into opportunities” (p 64 Coota 2050)

8.1.13 AUSTRALIA DAY 2020

DOCUMENT NUMBER	311791
REPORTING OFFICER	Linda Wiles, Public Relations Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>1. A vibrant and supportive community: all members of our community are valued</p> <p>1.1 Our Community is inclusive and connected</p>
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. Update - Australia Day 2020 Down

RECOMMENDATION

The information on Australia Day Awards, 2020 be received and noted.

Introduction

Council proposes to present its annual Australia Day Awards on Saturday 26th January, 2020, at two distinct ceremonies: one to be held in Gundagai and one to be held in Cootamundra.

Discussion

Advertising and promotion has commenced requesting nominations for Australia Day Awards for the following categories:

1. **Citizen of the Year**
2. **Young Citizen of the Year**
3. **Sportsperson of the Year / Sports Achievement Award**

Nominations are to be in writing (by letter, or on the form available from Council Offices and website) and received by Council no later than **Friday 15th November 2019**. This will allow for timely consideration and selection of Awardees at the November, 2019 ordinary Meeting of Council.

Council has registered to be part of the Australia Day Ambassador Program and will be allocated an ambassador for each location.

Council staff will make contact with Community representatives who have previously assisted with planning and preparation of Australia Day celebrations and request their assistance for the 2020 Celebrations.

Marianne McInerney

From: adccommunity=dpc.nsw.gov.au@mg2.dpc.nsw.gov.au on behalf of adccommunity@dpc.nsw.gov.au
Sent: Monday, 9 September 2019 3:01 PM
To: Linda Wiles; Mail
Subject: Update - Australia Day 2020 Community Programs
Categories: Must Attend



Dear Australia Day Event Organisers

Registration is opening soon for the Australia Day Ambassador and Local Citizen of the Year Programs!

You're receiving this email as our contact from last year's Australia Day programs. Please let us know via the form below if the contact person for your local area has changed.

[Australia Day Ambassador Program](#)

Since 1991, the Australia Day Ambassador Program has sent high-achieving Australians to communities across New South Wales on Australia Day. Ambassadors share their inspirational stories, assist with the presentation of local awards and participate in a variety of community activities.

To register your interest in hosting an Australia Day Ambassador in your area, look out for another email from us in the coming weeks.

Citizen of the Year Awards

The Local Citizen of the Year Awards celebrate everyday people making valuable contributions to their community. The Australia Day Council of NSW can support your local awards through the provision of award certificates for the following categories:

- Citizen of the Year
- Young Citizen of the Year
- Sportsperson of the Year
- Environmental Citizen of the Year
- Australia Day Award (*a generic template*)

We are pleased to announce that the Environmental Citizen of the Year Award will once again be presented in partnership with Return and Earn NSW. Your local winners of this award can go into the running for the state winner title. For more information about the award and to learn about the 2019 winner and nominees visit our website: [MailScanner has detected a possible fraud attempt from "ausday.dpc.nsw.gov.au" claiming to be https://www.australiaday.com.au/about/awards/](https://www.australiaday.com.au/about/awards/)

Update Your Contact Details

If you are no longer the point of contact for Australia Day, please forward this email to the appropriate person and ask them to fill out the form below and send it back to us.

Primary Australia Day Contact:

Name:

Position:

Telephone Number:

Mobile Number:

Email:

Secondary Australia Day Contact:

Name:

Position:

Telephone Number:

Mobile Number:

Email:

If you would like more information on any of our Australia Day programs, please contact our team on (02) 9228 5188.

Kind regards

Australia Day Community Programs | Australia Day Council of NSW



More Information

Contact the program coordinators on (02) 9228 3294 or (02) 9228 4309
or email adccommunity@dpc.nsw.gov.au

8.1.14 GUNDAGAI HISTORIC BRIDGES INC. - REQUEST FOR DONATION

DOCUMENT NUMBER	312639
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>1.1 Our Community is inclusive and connected</p>
FINANCIAL IMPLICATIONS	The amount to be funded through Community Donations budget.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<p>1. Gundagai Historic Bridges Request for Donation ↓</p> <p>2. Gundagai Historic Bridges Rates Notice ↓</p>

RECOMMENDATION

Council donate the sum of \$1464.84 for the levied amount of rates, and water access charges for the 2019/20 financial year, to the Gundagai Historic Bridges Incorporated.

Introduction

The Gundagai Historic Bridges Inc. has written to Council requesting a contribution towards the payment of their annual rates, for property located at Middleton Drive, Gundagai.

The Gundagai Historic Bridges Inc. is a volunteer committee advocating for the preservation of historic bridges in the area, in particular, the heritage listed Prince Alfred Bridge. The Committee holds the lease agreement for the Gundagai Heritage Railway Station, a State Heritage-listed timber station dating from 1886 that has now been restored in to a tourist attraction that draws thousands of visitors annually. Council has a role in supporting tourism promotion and activity.

**Cootamundra Gundagai
Regional Council**
Document Received

18 SEP 2019

File No.

Initials _____

Gundagai Historic Bridges Incorporated

Mr Phil McMurray
Cootamundra Gundagai Shire Council
Sheridan Street
Gundagai
N.S.W 2722

Dear Sir

Re: Shire Rates at Gundagai Railway Station.

As has happened in previous years, we would appreciate the rates being waived for the year.

Regards Robert Butcher



Treasurer

④ e_rt007 - Rates Enquiry - Cootamundra CGRCLIVE - 11040 - 6.11

Document Edit Name and Address Rates Payments Property Other Modules Other Links Help

OK Cancel Cut Copy Paste Find Excel Help Mapping Memos Attachments

1 of 1

Document Browse

2 Memos Recorded

Assessment	11032836		
User Asmt	238790		
Valuation No.	527280		
Pensr Type			
No. Pensnrs	0	No. Rtpyrs	1
Equity	0.00		

Rate Zone GTI - Gundagai Town Impro
Class BU - Business
Direct Debit
Major Agent

Ratepayer
Gundagai Historic Bridges Committee Inc.
C/- PO Box 79
GUNDAGAI NSW 2722

Property and Assessment Details

Address	Middleton Drive GUNDAGAI NSW 2722
Title	Lot 586 DP 726192
Sale Details	** No Sales Recorded
RV:\$80,000; Vacant Wste:1.00;	

Levy / Balance Details

Rating Year	2020
BFW Arrears	\$0.00
Levied	\$1,234.84
Rebates	\$0.00

Instalments

Arrears/O'Due	Amount	Due Date
	\$1.03	
	\$310.84	31/08/2019
	\$308.00	30/11/2019
	\$308.00	28/02/2020
	\$308.00	31/05/2020
Rates Now Due	\$311.87	

Postings

Discount Granted	\$0.00
Adjustments	\$0.00
Interest Posted	\$0.90
Receipts	\$0.00
Unposted Receipts	\$0.00
Legal Fees	\$0.00
Interest To	19/09/2019
Discount Avail	\$0.00
Rates Balance	\$1,235.87
Total Outstanding (All Modules)	\$1,235.87

Other Modules

Water	Debtors	Schemes
Account Balance	\$0.00	\$0.00
Unposted Receipt	\$0.00	\$0.00

Favourites

- Arrangements
- Balance History
- Create Letters
- Current Valuations
- Detail Balances
- History Listing
- History Transaction
- Levy Transactions
- Maintenance
- Owner Occupier
- Owner Change
- Property Description
- Rate Certificates
- Rates Master
- Receipt Enquiry
- Source Valuation
- Total Balance
- Transaction Summary
- Water Enquiry

OVR



**COOTAMUNDRA-
GUNDAGAI**
REGIONAL COUNCIL

RATES AND CHARGES - TAX INVOICE

FOR PERIOD 01/07/2019 TO 30/06/2020

24120 - 8639 11032836 019
Gundagai Historic Bridges Committee Inc.
C/- PO Box 79
GUNDAGAI NSW 2722

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

Phone: 1300 459 689
Fax: 02 6940 2127

Please notify
Council if this
mailing address
is incorrect

Date of Issue	22/07/2019
Overdue & Interest	\$0.00
Annual Amount Due	\$1,234.84
Instalment Amount Due	\$310.84
Due Date	31/08/2019

Property location and description

Assessment Number: 11032836 Area: 3.4000 Ha
Middleton Drive GUNDAGAI NSW 2722
Lot 586 DP 726192

Rates & Charges Payment Options

Annual amount of \$1,234.84 due on 31/08/2019

OR quarterly instalments as below

\$310.84	\$308.00	\$308.00	\$308.00
31/08/2019	30/11/2019	28/02/2020	31/05/2020

Billing Details

Land Categorisation	Land Valuation	\$80,000	Valuation Date	01/07/2016
Rate or Charge Type	Land Value/No. of Services		Rate or Charge	Amount
Business General Rate - Gund	80,000.00		0.01156600	\$925.28
Town Improvement Rate - Gund	80,000.00		0.00358200	\$286.56
Vacant Land Garbage Gund	1.00		23.00	\$23.00
Total Amount Due This Invoice contains GST of \$0.00				\$1,234.84

Interest is charged on overdue amounts at the rate of **7.5% pa** calculated on a simple daily basis. **Notices can now be sent by email.**
Register at: www.cgrc.nsw.gov.au/rates/email

Phil McMurray
Acting General Manager

RATES AND CHARGES PAYMENT ADVICE

Assessment No: 11032836
Property Address: Middleton Drive GUNDAGAI NSW 2722
Annual Amount Due: \$1,234.84
Instalment Amount Due: \$310.84
Due Date: 31/08/2019
Payment Ref: 11032836

PAYMENT OPTIONS

- BPAY**
See below and over for details
- BY TELEPHONE**
1300 276 468 (credit card only)
- ONLINE**
www.bpoint.com.au (credit card only)

8.1.15 GUNDAGAI REGIONAL ENHANCEMENT GROUP DONATION REQUEST

DOCUMENT NUMBER	311543
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>1.1 Our Community is inclusive and connected</p>
FINANCIAL IMPLICATIONS	The donation amount resolved by Council.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<p>1. Gundagai Region Enhancement Group Request for Donation</p> <p></p>

RECOMMENDATION

Council consider the donation request from Gundagai Regional Enhancement Group for \$7000

Introduction

Council regularly considers requests from individuals and community groups for financial support and the provision of services. Council considers each request received on its individual merits.

Discussion

Gundagai Region Enhancement Group (GREG) hold an annual Christmas Carols and Carnival event. As part of the Christmas event Greg also purchases Christmas decorations for the main street businesses.

The Group have based the amount of the donation on the costs associated with last year's Christmas Carnival and, as such, consider the amount of \$7000 to be an appropriate request.

Gundagai Regional Enhancement Group
PO Box 86
GUNDAGAI NSW 2722

**Cootamundra Gundagai
Regional Council**
Document Received

23 AUG 2019

File No.

Initials _____

The General Manager,
Cootamundra Gundagai Regional Council,
255 Sheridan Street,
GUNDAGAI NSW 2722

22nd August, 2019

Dear Mr McMurray and Councillors,

Our last Gundagai Regional Enhancement Group (GREG) meeting was held 8th August, 2019.

As you are aware, GREG is a not for profit, volunteer organisation that encourages and assists independent groups (separate from Council) in the facilitation of community events in Gundagai.

An agenda item at this meeting was the GREG's annual commitment to our Local Government area and Gundagai residents to decorate our main street and park area for Christmas and the co-ordination of our annual Christmas Carnival and Carol's night.

Our small but dedicated committee are committed to providing our residents and visitors alike, an inclusive, interactive, fun, festive environment and evening for all. The committee find that the Christmas Carnival and Carols night are an opportunity for the community members to come together to celebrate and reflect, at this special time of the year.

GREG would like Cootamundra Gundagai Regional Council to consider a funding request for \$7,000 to contribute towards Christmas decorations and Christmas Carols and Carnival.

As you are aware GREG has already sourced some Christmas decorations at a bargain price that will provide a festive atmosphere to both locals and visitors but this is just part of our vision for a Gundagai Christmas. Funding would assist with purchase of new Christmas decorations, event advertising, purchase of candles and children's ice blocks and lollies, entertainment for the Carnival evening, audio and sound, prizes for residential and business Christmas lights, donations to local organisations for their services on the evening i.e Scouts climbing wall, Youth Council face painting and Gundagai Choir.

We understand and appreciate the efforts Cootamundra Development Corporation (CDC), as a 355 committee of Council. Their Memorandum of Understanding (MOU) with Council states one of their nominated activities is a Christmas Carnival and Christmas Decorations, they too, recognise the financial commitment required of the Christmas period.

We thank yourself, Mr McMurray and Councillors for your consideration.

Yours Sincerely



Peggy Elliott (Mrs)
President
GREG

8.1.16 INFORMATION BULLETIN

DOCUMENT NUMBER	311893
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> 1. Resources to support implementation of the new Model Code of Conduct for Local Councils in NSW Download 2. Shelley Hancock-Not such risky business for NSWcouncils Download 3. A new internal audit and risk management framework for local councils in NSW Download 4. Correspondence received from Mr Paul Pickford. Download

RECOMMENDATION

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

Introduction

Council receives local government circulars and media releases and are attached for the information of Council



Circular Details	Circular No 19-19 / 27 August 2019 / A652776
Previous Circular	<i>18-44 Commencement of the new Model Code of Conduct for Local Councils in NSW and Procedures</i>
Who should read this	Mayors / Councillors / General Managers / Joint Organisation Executive Officers / Complaints Coordinators / Conduct Reviewers
Contact	Council Governance Team – (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Information

Resources to support implementation of the new Model Code of Conduct for Local Councils in NSW

What's new or changing?

- Councils and joint organisations were required to adopt a code of conduct based on the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct) and associated Procedures based on the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* (Procedures) by **14 June 2019**.
- The Office of Local Government (OLG) has prepared resources to assist councils to implement the new Model Code of Conduct which are now available on OLG's website.

What this will mean for your council

- The following guides and resources are now available on OLG's website:
 - “at a glance” guides for elected representatives, council staff and delegates and committee members – these provide a “plain English” summary of the relevant ethical and behavioural standards that apply to each of these classes of council officials
 - a guide to completing returns of interests
 - supporting training packages for elected representatives, council staff and delegates and committee members based on the content of the “at a glance guides” – these are designed so that they can either be delivered in full, delivered in portions or adapted to suit a particular audience.
- The following resources are currently being prepared and will soon be available on OLG's website:
 - procedural guides for managing code of conduct complaints for general managers and mayors or their delegates, complaints coordinators and conduct reviewers
 - guides for complainants and respondents.

Key points

- If councils have not adopted a new code of conduct and procedures based on the new Model Code of Conduct and Procedures, they should do so immediately. In the meantime, the provisions of the new Model Code of

Conduct and Procedures will automatically override any provisions of the council's adopted code of conduct and procedures that are inconsistent with those contained in the new Model Code of Conduct and Procedures.

- If they have not already done so, councils should review their existing panels of conduct reviewers and determine to appoint a new panel using the expression of interest process prescribed under the Procedures. Councils may appoint shared panels with other councils including through a joint organisation or another regional body associated with the councils.

Where to go for further information

- The code of conduct resources are available on OLG's website at www.olg.nsw.gov.au/strengthening-local-government/conduct-and-governance/model-code-of-conduct.
- For more information, contact the Council Governance Team by telephone on 02 4428 4100 or by email at olg@olg.nsw.gov.au.



Tim Hurst
Deputy Secretary
Local Government, Planning and Policy

Office of Local Government
5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 44 913 630 046



Shelley Hancock
Minister for Local Government

MEDIA RELEASE

Tuesday, 10 September 2019

NOT SUCH RISKY BUSINESS FOR NSW COUNCILS

Local councils across the State will have the tools to minimise financial risk and prevent fraud and corruption under a new statutory framework released for public consultation.

Minister for Local Government Shelley Hancock said the proposed new framework would mandate the appointment and operation of Audit, Risk and Improvement Committees at the State's 128 local councils.

"This initiative will provide NSW councils with the strongest risk management and internal audit framework in Australia," Mrs Hancock said.

"Nearly 70 per cent of NSW councils have already established these committees in a strong show of support by the local government sector for improving their governance and financial management for the benefit of their local communities."

The proposed new framework will ensure each council has:

- An independent Audit, Risk and Improvement Committee
- A robust risk management framework to accurately identify and mitigate risk
- An internal audit function with independent assurance the council is functioning effectively and its internal controls are working
- Minimum standards for these mechanisms based on international standards.

"The end result will be councils making better decisions and better use of their resources to deliver for their local communities. It will also help ensure councils create a culture of continuous improvement, accountability and transparency."

Every council in NSW will be required to appoint and operate an Audit, Risk and Improvement Committee by March 2021 as part of the NSW Government's package of reforms to strengthen local government.

The discussion paper - *A New Risk Management and Internal Audit Framework for Local Councils in NSW* - will be on public exhibition until 31 December 2019.

More information on how to make a submission is available at www.olg.nsw.gov.au.

MEDIA: Nicholas Story | Minister Hancock | 0438 255 020



Circular Details	Circular No 19-20 / 10 September 2019 / A627669
Previous Circular	N/A
Who should read this	Councillors / General Managers / governance staff / Audit, Risk and Improvement Committee members
Contact	Council Governance Team / ph: 02 4428-4100 / olg@olg.nsw.gov.au
Action required	Response to OLG

A new internal audit and risk management framework for local councils in NSW – release of discussion paper

What's new or changing?

- The *Local Government Act 1993* was amended in August 2016 to require each council and joint organisation in NSW to appoint an audit, risk and improvement committee (ARIC). This requirement will take effect from March 2021 at the earliest.
- The Office of Local Government (OLG) has developed a draft internal audit and risk management framework to support and inform the operations of ARICs. The proposed framework is based on international standards and the experience of Australian and NSW Government public sector agencies who have already implemented risk management and internal audit but has been adapted to reflect the unique needs and structure of NSW councils and joint organisations.
- The proposed framework has been developed in consultation with NSW Treasury, the NSW Audit Office, the then Department of Finance, Services and Innovation, the Institute of Internal Auditors and the Local Government Internal Auditors Network.
- OLG is now seeking feedback on the proposed framework from the local government sector. To this end, OLG has issued a discussion paper, “*A New Risk Management and Internal Audit Framework for Local Councils in NSW*” which sets out the proposed framework in detail and a “snapshot” guide that summarises its key elements.
- The discussion paper and “snapshot” guide are available on OLG’s website at www.olg.nsw.gov.au.

What this will mean for your council

- OLG is inviting submissions from councils and other stakeholders on the discussion paper.
- Submissions may be made by email to olg@olg.nsw.gov.au.
- Submissions should be labelled “Internal Audit Consultation” and marked to the attention of OLG’s Council Governance Team.
- Submissions should be made before **31 December 2019**.

Where to go for further information

- For further information please contact the Council Governance team on 02 4428 4100.



Tim Hurst
Deputy Secretary
Local Government Policy and Planning

Office of Local Government
5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 44 913 630 046

From: Abb McAlister
To: Marianne McInerney
Subject: Fwd: Letter from Paul Pickford
Date: Monday, 9 September 2019 3:39:16 PM
Attachments: CGRC_5f31424a-2515-4065-a9fa-700bd4d63a35.png

Can you please include this letter in our correspondence section. He does say at end of letter he has sent to all Councillors.

Cheers Abb

Sent from my iPhone

Regards,

Abb McAlister
Councillor
Cootamundra-Gundagai Regional Council



P:

M:

E: Abb.McAlister@cgrc.nsw.gov.au

W: www.cgrc.nsw.gov.au

Begin forwarded message:

From: <paul.merilyn@gmail.com>
Date: 9 September 2019 at 12:36:31 pm AEST
To: "abb.mcalister@cgrc.nsw.gov.au" <abb.mcalister@cgrc.nsw.gov.au>
Subject: Letter from Paul Pickford

Mayor Abb McAlister
Cootamundra Gundagai Regional Council

Dear Abb,

Thank you for taking the time to read my letter. It is my first to a local councillor.

Thank you for the time you give to serve our community through your work as a councillor.

In July, Dr Trudi Beck, a medical doctor in Wagga Wagga, wrote a very thoughtful letter to our Cootamundra Herald, urging the Cootamundra Gundagai Regional Council to join with a worldwide movement and make a Declaration of Climate Emergency for our Council. I want to endorse that call.

I write to ask you to give serious consideration to this and would make the following points to support that.

One: Climate change is the most serious issue affecting the future of Cootamundra and the planet. The urgency to correct and reverse what our modern civilization has done to the environment and the atmosphere requires us to act as if it is an

emergency.

Two: By making a Declaration of Climate Emergency, the Council would give the whole community a common focus through which a wide variety of local initiatives might take place.

Three: We would make a public statement to our young citizens and children that we care about their future. I am 73 years old and will have passed into memory by the time the serious impacts of climate change hit my grandchildren. I am tired of listening to the lazy, self-serving attitude of old men my age who stand in the way of effective change that would benefit their grandchildren!

Four: I would like to see our Council explore the interaction between agriculture and climate change. There is a rapidly growing scientific awareness that the sequestration of carbon in our farm soils may be one of the best and most cost effective ways of reducing atmospheric carbon and so reduce global warming.

This coincides with the recognition that Australian farm soils have been seriously depleted of carbon by our modern, “industrial” methods of farming. This has resulted in the loss of fertility, break-down of soil composition and loss of water holding capacity. Many Australian farmers, including local farmers, are participating in a modern agricultural revolution which is reversing these ‘carbon depleting’ methods of farming, and building carbon rich soil fertility, while drawing down carbon from the atmosphere.

One thing our Council could do would be to lobby our Federal Government to make carbon sequestration payments available to farmers who undertake Regenerative farming practices and show measurable soil carbon increases.

(There is much more detailed discussion on this issue than I can cover in this letter. I refer you to such websites as: “Soils For Life”, led by Major General Michael Jeffery; “Healthy Soils Australia”, and Dr Walter Jehne; or last Sunday’s ABC Landline.)

Agriculture is the principle industry within our Council area and the Council could facilitate and support many farmer generated initiatives. In doing so, the Council would place itself at the forefront of a Regenerative Farming/ Carbon Sequestration revolution that is emerging in the next 5-10 years.

I recognise you are required to read much as a councillor, but I would urge you to research what is happening in this space. Agriculture is evolving as a ‘good story’ within the climate emergency.

Your faithfully, Paul Pickford. 71 Centenary Ave, Cootamundra,
0491632440

PS. I have written this letter to each of the councillors.

Sent from Windows Mail

8.2 FINANCE

8.2.1 DONATION TO TOWN AND COUNTRY CLUB

DOCUMENT NUMBER	311051
REPORTING OFFICER	Phillip Chapman, Revenue Officer
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>1. A vibrant and supportive community: all members of our community are valued</p> <p>1.1 Our Community is inclusive and connected</p>
FINANCIAL IMPLICATIONS	The amount of \$2,831.24 be donated to Town & Country Club (Cootamundra) Incorporated.
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"> Request for Donation Download Extract from 31 July 2018 Council Minutes Download

RECOMMENDATION

Council donate the sum of \$2,831.24 to Town & Country Club (Cootamundra) Incorporated.

Introduction

Town & Country Club (Cootamundra) Incorporated (the Club) own property at 59 Cooper Street, Cootamundra, which is utilised by its members as clubrooms for meetings and community and social activities, a gathering place for those members, and a respite shelter area for rural and remote members whilst in town attending to medical, business and retail matters.

Discussion

In 2018/2019 the Club made representations to Council regarding the general (ordinary) rates levied on the Club's property, seeking relief from the perceived relatively high amount of rates.

Whilst in 2018/2019 the nature of the Club's query and the issue of rate categorisation initially appears to have been confused with zoning, it was established after formal request from the Club for review of rate category, that the category applicable to the property (Business Cootamundra CBD) is correct, and the property cannot be re-categorised for rating.

The Club was formally advised of Council's decision regarding categorisation, and (as invited by Council per Resolution 175/2018) the Club made a request to Council for a donation in the amount of \$2,823.33, representing the difference between the Business Cootamundra CBD general rate levied, and the amount that would have applied if the property was categorised as Residential Cootamundra Township.

This amount was subsequently paid to the Club on 30th August, 2018.

The Club has again written to Council to request a donation (of \$2,831.24) on the same basis in respect of 2019/2020 rates, calculated as follows:

General (Ordinary) rate levied 2019/2020 (Business Cootamundra CBD)	:	\$4,570.32
2019/2020 rate applicable if property was categorised Residential	:	<u>\$1,739.08</u>
		<u>\$2,831.24</u>

Considering the history of Council previously making the annual donation to the Club as the only means available for support to the Club in respect of rating relief, it is recommended that Council again approve the request.

**Town & Country Club (Cootamundra) Incorporated****59 Cooper Street, Cootamundra NSW**

Cootamundra-Gundagai
Regional Council
Division of Gundagai

31 JUL 2019

PO Box 615
Cootamundra 2590

30th July, 2019

File No. _____

Initials _____

The General Manager

Cootamundra-Gundagai Regional Council,

P.O. Box 420,

Cootamundra. 2590

Assessment No. 10029759

59 Cooper Street, Cootamundra. 2590

As resolved by Council at the meeting in Gundagai on July 31st 2018, The Town and Country Club Inc. hereby respectfully requests that Council arrange a donation in favour of The Town and Country Club Inc. of an amount being equivalent to the difference between the business rate levied on our property, and the Residential Cootamundra Township ordinary rate.

I remain,

Yours faithfully,

Lynn Chalmers
(Secretary)

Ordinary Council Meeting Minutes

31 July 2018

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, GUNDAGAI
ON TUESDAY, 31 JULY 2018 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: Allen Dwyer (General Manager), Phil McMurray (Deputy General Manager), Paul Woods (Executive Director PMO), Tim Swan (Manager Finance)

1 OPEN FORUM

List of Speakers

1. Roslyn Burge – Spoke in relation to the rates applicable to 59 Cooper Street, Cootamundra, owned by the **Town and Country Club**, and the commercial zoning of the premises. The commercial land rates are \$4932.91 per annum, however, if the property was to be zoned as residential the comparable amount would be \$2109.58. Mrs Burge explained the use of the premises and questioned the zoning as it is not used as a commercial business but for community based activities, and requested the zoning category be changed to residential.

It was noted that rezoning is not permissible to address such issues, however, Mrs Burge was advised to make written representations to Council to request alternative support.

2. Colin Field – expressed his dissatisfaction in relation to Council's response to his request for the removal of oleander trees, which overhang his property, from a neighbour's property.

It was noted that the issue raised is a civil matter in which Council does not have jurisdiction.

Mr Field also expressed opposition to the green waste charge as he has chosen not to utilise the service.

3. Steven Mills – Spoke in relation to item 8.4.1 Stormwater Mitigation Project and item 9.2 Muttama Creek Walkway on the agenda.

2 ACKNOWLEDGEMENT OF COUNTRY

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

9.6 NOTICE OF MOTION - RATING CATEGORY AT 59 COOPER STREET

Note: Cr Leigh Bowden left the meeting at 8:30pm.

RESOLUTION 175/2018

Moved: Cr Abb McAlister
Seconded: Cr Dennis Palmer

Town and Country Club (Cootamundra) be invited to submit a request to Council for a contribution of the amount equal to the difference between the land rates levied on the property, 59 Cooper Street, and the rates that would be levied if the property was zoned residential.

Note: Cr Leigh Bowden returned to the meeting at 8:38pm

CARRIED

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

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

10.2 QUESTIONS WITH NOTICE (LATE REPORT)**RECOMMENDATION**

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

11 CONFIDENTIAL ITEMS

Nil

The Meeting closed at 8:46pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 28 August 2018.

8.2.2 MONTHLY FINANCE REPORT FOR AUGUST 2019

DOCUMENT NUMBER	312373
REPORTING OFFICER	Tim Swan, Manager Finance and Customer Service
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.1 Decision-making is based on collaborative, transparent and accountable leadership</p>
FINANCIAL IMPLICATIONS	Regular monitoring of Council's finances will ensure that any issues are identified in a timely manner.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. August 2019 Financial Report ↓

RECOMMENDATION

The Monthly Finance Report for August, 2019 be received and noted.

Introduction

This monthly reporting package provides Councillors with an update on the current budget status.

Discussion

At this very early stage of the financial year there is very little of significance to comment on. Overall, revenue is ahead of budget, due mostly to the levying of rates and annual charges in July. A few expense lines are higher than the scheduled budget, however these include committed costs that will be incurred over the full year.

No concerns have been identified in the Monthly Finance Report for August, 2019.



August 2019

Financial reporting pack

Monthly operational analysis



Monthly budget variance report
 Consolidated
 Period ended 31 August



	Year to date actual				Consolidated total	Consolidated budget	Balance remaining	% of annual budget	Comments
	General	Waste	Water	Sewer					
Revenue									
Rates and annual charges	7,366,051	2,095,457	413,341	537,128	10,411,977	12,974,757	2,562,780	80.25%	
User charges and fees	584,041	38,490	423,482	122,453	1,168,466	8,180,772	7,012,306	14.28%	
Interest and investment revenues	163,717	1,008	4,474	2,314	171,512	677,150	505,638	25.33%	
Other revenues	89,915	-	875	-	90,790	399,740	308,950	22.71%	
Operating grants and contributions	1,636,560	-	-	-	1,636,560	10,511,434	8,874,874	15.57%	
Capital grants and contributions	431,376	-	-	-	431,376	13,406,936	12,975,560	3.22%	
Internal Plant hire	414,158	-	-	-	414,158	3,420,000	3,005,842	12.11%	
Internal Overheads	-	-	-	-	-	2,278,576	2,278,576	0.00%	
Internal Easements	-	-	-	-	-	1,464,950	1,464,950	0.00%	
Total revenue	10,685,818	2,134,955	842,171	661,895	14,324,839	53,314,315	38,989,476	26.87%	
Expenditure									
Employee costs	1,973,704	64,531	103,330	74,504	2,216,069	11,954,857	9,738,788	18.54%	
Borrowing costs	18,294	-	-	-	18,294	183,823	165,529	9.95%	
Materials and contracts	2,122,719	95,260	407,738	42,409	2,668,126	14,432,221	11,764,095	18.49%	
Plant hire	305,594	32,489	7,534	4,768	350,386	2,686,202	2,335,816	13.04%	
Other expenses	1,169,935	3,941	35,347	43,388	1,252,610	4,988,112	3,735,502	25.11%	Includes annual expenses such as insurance, rates, subscriptions.
Internal Overheads	-	-	-	-	-	2,278,576	2,278,576	0.00%	
Internal Easements	-	-	-	-	-	1,464,950	1,464,950	0.00%	
Total expenses	5,590,246	196,221	553,949	165,069	6,505,484	37,988,741	31,483,257	17.12%	
Net result	5,095,572	1,938,734	288,223	496,826	7,819,355	15,325,574	7,506,219		


Business Unit Summary - Operating

Period ended 31 August

	Income				Expenditure				Comments
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	
Development, Building and Compliance	93,890	384,120	290,230	24.44%	192,668	1,315,066	1,122,398	14.65%	OK
Regulatory Services	89,435	524,190	434,755	17.06%	145,321	1,099,122	953,801	13.22%	OK
Community and Culture	48,425	267,041	218,616	18.13%	326,065	1,392,227	1,066,162	23.42%	Full year payments already made.
Business Services	325	12,280	11,955	2.65%	418,662	2,125,847	1,707,185	19.69%	PO's raised for full year.
Finance and Customer Services	7,876,160	16,629,290	8,753,130	47.36%	334,365	2,086,194	1,751,829	16.03%	OK
Executive Office	127,703	10,000	(117,703)	1277.03%	1,120,257	6,397,456	5,277,199	17.51%	OK
Operations Management	570,808	5,568,349	4,997,541	10.25%	671,199	1,175,322	504,123	57.11%	Workers comp & Public Liability Insurances for full year.
Facilities	142,021	132,940	(9,081)	106.83%	339,483	1,408,492	1,069,009	24.10%	Full year payments already made.
Recreation	180,515	187,392	6,877	96.33%	411,246	1,720,677	1,309,431	23.90%	Full year payments already made.
Technical Services	760,903	515,991	(244,912)	147.46%	335,957	2,316,033	1,980,076	14.51%	OK
Civil Works	306,150	3,366,180	3,060,030	9.09%	577,284	5,310,993	4,733,709	10.87%	OK
Asset Management	489,484	3,795,080	3,305,596	12.90%	717,739	2,975,691	2,257,952	24.12%	Includes termination payment.
Waste Services	2,134,955	2,426,579	291,624	87.98%	196,221	2,092,687	1,896,466	9.38%	OK
Water	842,171	4,274,632	3,432,461	19.70%	553,949	4,073,219	3,519,270	13.60%	OK
Sewer	661,895	15,220,251	14,558,356	4.35%	165,069	2,499,715	2,334,646	6.60%	OK
Total	14,324,839	53,314,315	38,989,476	26.87%	6,505,484	37,988,741	31,483,257	17.12%	

Capital expenditure

	YTD	Budget	Variance	%	Comments
Capital income					
Proceeds from sale of plant	42,745	696,500	(653,755)	6.14%	
Proceeds from sale of property	209,037	-	209,037	0.00%	
Sports facilities capital income			-	0.00%	
Stormwater capital income			-	0.00%	
Roads capital income			-	0.00%	
Water capital income			-	0.00%	
Sewer capital income			-	0.00%	
Waste capital income			-	0.00%	
Other capital income			-	0.00%	
Total Income	251,781	696,500	(444,719)	36.15%	
Capital expenditure					
Plant and equipment	302,618	2,484,000	(2,181,382)	12.18%	
Office equipment	24,443	40,000	(15,558)	61.11%	Upgrade of expenditure control system. Includes deposit on purchase of property. QBR adjustment will be needed to account for final payment.
Buildings	18,552	50,000	(31,448)	37.10%	
Land improvements	2,930	25,000	(22,070)	11.72%	
Major projects	1,676,292	5,920,226	(4,243,934)	28.31%	
Roads, bridges and footpaths	368,804	4,290,000	(3,921,196)	8.60%	
Stormwater drainage	-	-	-	0.00%	
Recreation assets	-	-	-	0.00%	
Parks and Gardens	3,653	-	3,653	0.00%	
Waste Services	1,960	-	1,960	0.00%	
Water supply network	527,181	4,000,000	(3,472,819)	13.18%	
Sewerage network	173,434	12,856,000	(12,682,566)	1.35%	
Other assets	-	-	-	0.00%	
Total Expenses	3,099,867	29,665,226	(26,565,359)	10.45%	
Net capital expenditure	2,848,086	28,968,726	(26,120,640)		

8.2.3 INVESTMENT REPORT - AUGUST 2019

DOCUMENT NUMBER	312470
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 August, 2019 was \$51,262.49, 16% under the budgeted figure of \$61,345.00.
LEGISLATIVE IMPLICATIONS	Council investments comply fully with Section 625 of the Local Government Act (NSW) 1993, Local Government (General) Regulation 2005 paragraph 212 and Council's Investment Policy.
POLICY IMPLICATIONS	The Investment Policy was adopted on 31 st July 2018 and is due for review on 31 st July 2021.
ATTACHMENTS	1. Investment Report - August 2019 Download

RECOMMENDATION

The Investment Report as at 31st August, 2019 be received and noted.

Introduction

Returns on investments are 16% below budget but above the August, 2019 benchmark.

Discussion

Investments for August, 2019 have produced interest of \$51,262.

Interest rates have been falling consistently this calendar year. Returns are also decreasing as funds reserved for major projects are expended. As detailed in a previous report, the budget was developed when interest rates were higher, and a significant downgrade will be needed in the September, 2019 Quarterly Budget Review.



INVESTMENT REPORT

As at: 31-08-19

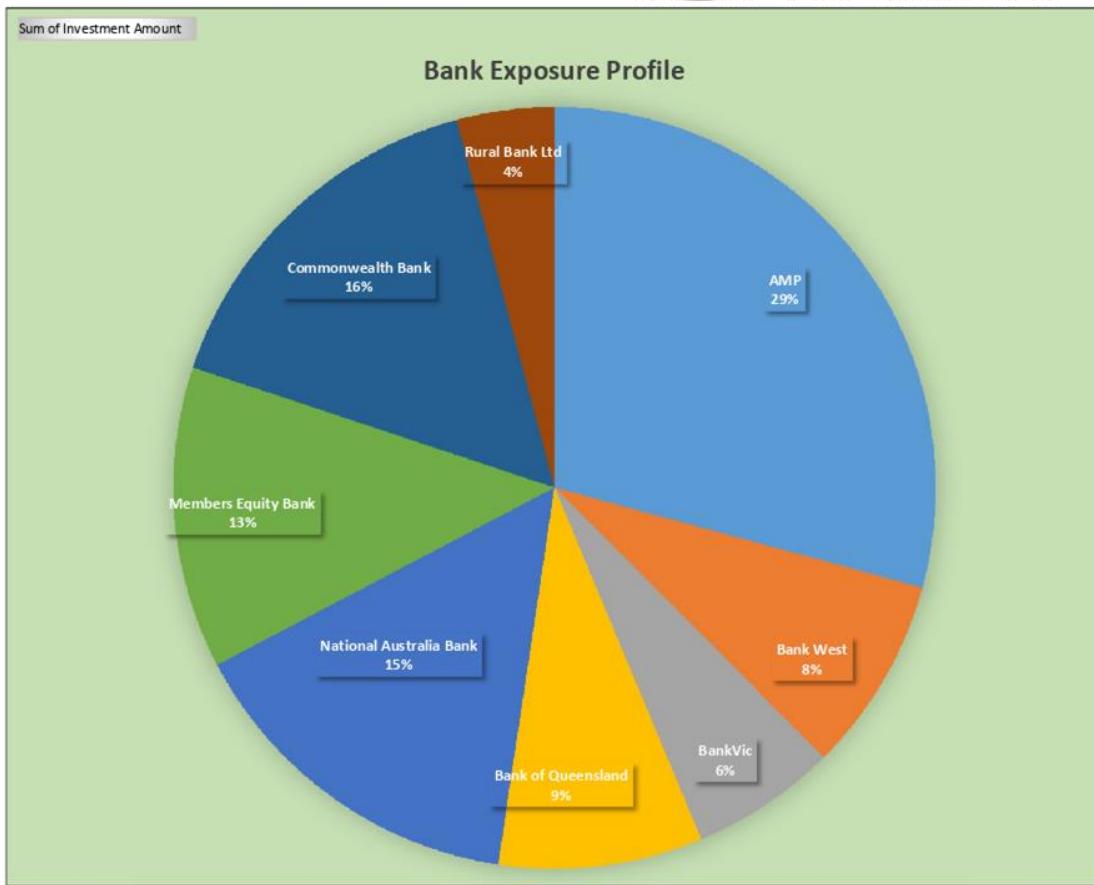
Date Invested	Interest Rate	Term Days	Investment Amount	Held With	Interest	Maturity Date
12 Jun 2019	2.10%	90	\$1,027,700.00	National Australia Bank	\$ 1,832.97	10 Sep 2019
2 Apr 2019	2.75%	183	\$2,000,000.00	AMP	\$ 4,671.23	2 Oct 2019
24 May 2019	2.50%	151	\$2,541,795.76	National Australia Bank	\$ 5,396.96	22 Oct 2019
25 Jul 2019	1.90%	92	\$2,092,364.94	Bank of Queensland	\$ 3,376.45	25 Oct 2019
2 Apr 2019	2.70%	210	\$1,500,000.00	BankVic	\$ 3,439.73	29 Oct 2019
1 May 2019	2.43%	181	\$1,000,000.00	Rural Bank Ltd	\$ 2,063.84	29 Oct 2019
21 Aug 2019	1.70%	90	\$3,100,133.59	Members Equity Bank	\$ 4,476.08	19 Nov 2019
18 Aug 2019	2.05%	182	\$3,041,654.79	AMP	\$ 5,295.81	16 Feb 2020
20 Aug 2019	2.00%	182	\$2,027,616.44	AMP	\$ 3,444.17	18 Feb 2020
		AC	\$3,808,672.16	Commonwealth Bank	\$ 3,611.36	At Call
		AC	\$41,587.17	National Australia Bank	\$ 81.85	At Call
15 Nov 2018	2.00%	AC	\$1,000,000.00	Bank West	\$ 1,698.63	At Call
28 Nov 2018	2.00%	AC	\$1,000,000.00	Bank West	\$ 1,698.63	At Call
Total			\$24,181,524.85			
Matured in Report Month						
13 Feb 2019	2.80%	181	\$3,000,000.00	AMP	\$ 2,991.78	13 Aug 2019
21 Feb 2019	2.80%	180	\$2,000,000.00	AMP	\$ 3,068.49	20 Aug 2019
23 May 2019	2.32%	90	\$3,082,500.00	Members Equity Bank	\$ 4,114.50	21 Aug 2019
				Total	\$ 51,262.49	
				Budgeted Interest for Month	\$ 61,345.00	
				Combined Interest Rate	2.54%	
				BBSW Benchmark Rate	1.1094%	

This report is produced in accordance with
section 625 of the Local Government Act 1993
and all investments have been made in accordance
with the Act, the Regulations and council's investment policy.

Signed

Tim Swan
Responsible Accounting Officer

Investment Report
July 2019



8.2.4 MONTHLY MAJOR PROJECTS PROGRAM REPORT

DOCUMENT NUMBER	312646
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council</p>
FINANCIAL IMPLICATIONS	Recommended changes to the projects budgets as listed 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 - Aug 2019 ↓

RECOMMENDATION

1. That the progress report on project status be received and noted.
2. That 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.

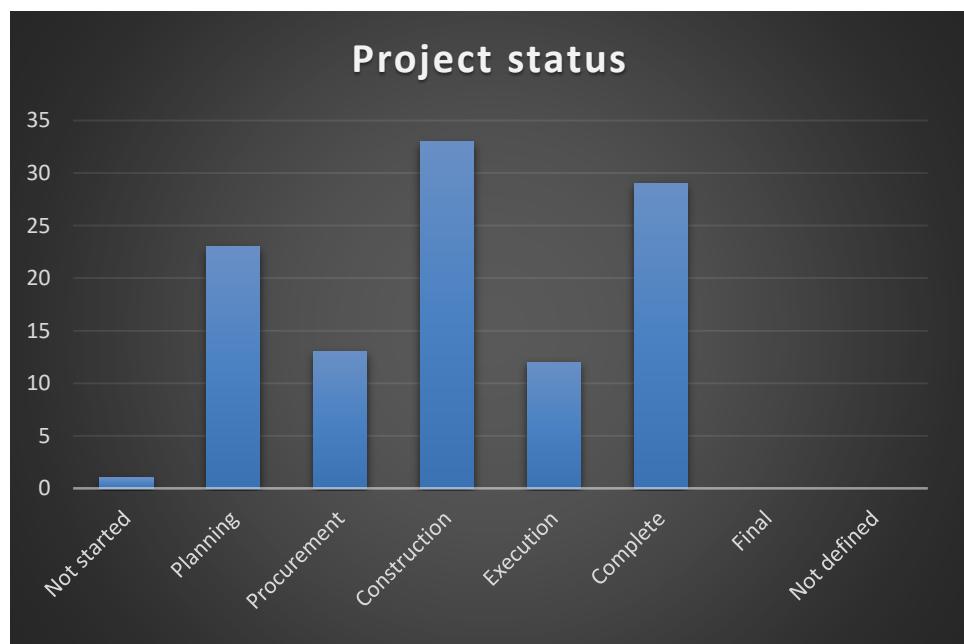
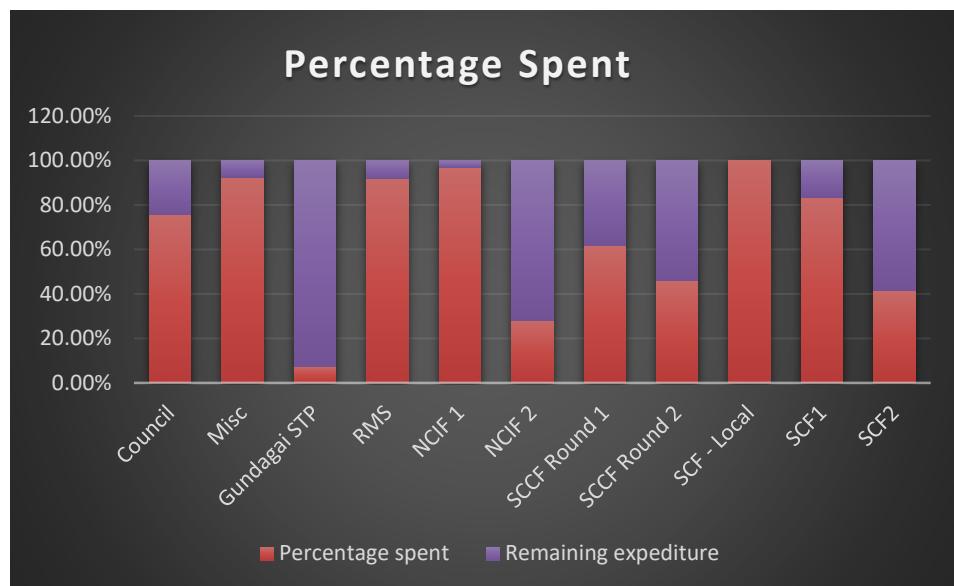
Discussion

Budget variances

Project	Amount	Commentary / Recommendation
Cootamundra Water Mains Replacement	\$2,447,490	To be funded from the Water Reserves until the budgeted loan proceeds are drawn down. The water reserve balance at 30 June 2018 was \$5,872,000

Project expenditure

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





As at 31 August 2019

Project	Funding source	Status	Budget	Total committed expenditure	Percentage spent
Council funded projects					
Gundagai Library Extension	Council	Complete	195,000	188,573	96.70%
Mirrabooka Retaining Wall & Store Room	Council	Complete	-	-	0.00%
Cootamundra depot refurbishments	Council	Planning	900,000	12,424	1.38%
Turners Lane Industrial Land Development	Council	Planning	790,000	56,353	7.13%
Yass Road Service Centre - SW Fuels	Council	Complete	800,000	802,191	100.27%
Sheridan Street Gundagai Redevelopment - Main Street Upgrade	Council	Construction	5,430,490	5,287,096	97.36%
Sheridan and West Streets intersection treatments	Council	Construction	500,000	169,742	33.95%
	Total		8,615,490	6,516,380	75.64%
Council Reserve funded projects					
Waste facility upgrades - Cootamundra - To be informed by waste strategy outcomes	Council Reserve	Planning	1,000,000	20,390	2.04%
Waste facility upgrade - Gundagai - To be informed by waste strategy outcomes	Council Reserve	Planning	400,000	-	0.00%
	Total		1,400,000	20,390	1.46%
Misc grant funded projects					
Truckwash Upgrade - Cootamundra Saleyards	Country Truck Washes	Complete	362,935	371,171	102.27%
Morley's Creek Fishing Pier Replacement	Dept of Fisheries	Complete	61,600	61,600	100.00%
Wallenbeen Strategic Heritage Study & King Street Revitalisation	Heritage Near Me	Execution	95,000	61,300	64.53%
Stan Crowe Oval Gundagai canteen and changerooms construction (CAPREN)	NRL Grants	Complete	240,000	239,035	99.60%
Gundagai Sewerage Treatment Works Plant Replacement	NSW State Govt - Sewer	Construction	13,500,000	1,023,176	7.58%
Old Gaol - completion of repairs and maintenance activities and redesign of drainage (PRMF Grant)	Public Reserves Management Fund	Complete	15,000	14,984	99.89%
Old Primary School and Mens Shed - Renewal of fencing gutters, downpipes, facias and construction of retaining wall	Public Reserves Management Fund	Complete	171,760	148,680	86.56%
Flood damage repairs	RMS	Complete	2,380,365	2,186,431	91.85%
Coolac Recreation Reserve & Public Hall Trust - Solar Panels	SCF - Local	Complete	23,450	23,450	100.00%
Old Gaol masterplan, structural repairs, publicity and Captain Moonlight display (Heritage near me grant)	Heritage Near Me Heritage Activation Grant	Complete	87,605	75,267	85.92%
	Total		16,937,715	4,205,093	24.83%



As at 31 August 2019

Project	Funding source	Status	Budget	Total committed expenditure	Percentage spent
NCIF Round 1					
NCIF Round 1	NCIF 1	Complete	5,000,000	4,841,970	96.84%
			Total	5,000,000	4,841,970
Total NCIF 2					
Gundagai Depot Training Room Construction	NCIF 2	Construction	300,000	277,821	92.61%
Gundagai Admin Refurbishment	NCIF 2	Procurement	100,000	1,200	1.20%
Branding and marketing plan	NCIF 2	Procurement	100,000	45,861	45.86%
Better Community Strategy (ABCS)	NCIF 2	Planning	100,000	-	0.00%
Tourism and Economic development strategic plan	NCIF 2	Execution	150,000	49,955	33.30%
Recreational Needs Study	NCIF 2	Execution	100,000	21,316	21.32%
Consolidation and upgrade of Authority Corporate Software System	NCIF 2	Execution	414,282	121,697	29.38%
GIS Operational Review	NCIF 2	Planning	50,000	-	0.00%
Fees and charges review	NCIF 2	Execution	30,000	-	0.00%
Internal audit committee implementation	NCIF 2	Execution	20,000	-	0.00%
Business continuity and disaster recovery plans	NCIF 2	Planning	50,000	-	0.00%
Rates structure review	NCIF 2	Execution	50,000	-	0.00%
Signage updates	NCIF 2	Planning	250,000	14,690	5.88%
Local environmental plan development	NCIF 2	Planning	200,000	3,530	1.76%
			Total	1,914,282	536,070
SCCF Round 1 projects					
Cootamundra AFL - Demolition of old clubrooms & construction of new clubrooms	SCCF Round 1	Construction	372,800	102,145	27.40%
Gundagai Tigers - Construction of new shed & fitout of gymnasium	SCCF Round 1	Planning	100,000	31,578	31.58%
Cootamundra Racecourse - EXTERNAL repairs to flooring, repainting inside & out, refurbishment of function room, replacement of external cladding & replacement of seating of Grandstand building	SCCF Round 1	Construction	50,000	31,366	62.73%
Gundagai RSL - refurbishment of tennis clubrooms and squash courts - EXTERNAL	SCCF Round 1	Construction	150,000	60,403	40.27%
Coolac to Tumblong Rail Trail Development Plan	SCCF Round 1	Complete	54,600	54,600	100.00%
Nangus - Village Playground & Fitness Infrastructure (CAPREN)	SCCF Round 1	Complete	53,322	53,364	100.08%
Stockinbingal Playground and BMX track	SCCF Round 1	Complete	109,200	111,011	101.66%
Wallendbeen fitness infrastructure, playground and Rage Cage	SCCF Round 1	Complete	216,393	204,397	94.46%



As at 31 August 2019

Project	Funding source	Status	Budget	Total committed expenditure	Percentage spent
Cootamundra Tennis - refurbishment of tennis court surfaces, new line marking including hot shot courts	SCCF Round 1	Complete	183,029	181,848	99.35%
Gundagai Scouts - EXTERNAL Construction & Installion of Climbing Wall	SCCF Round 1	Complete	100,000	88,875	88.88%
Large Scale Teen Playground at Jubilee Park Cootamundra	SCCF Round 1	Procurement	499,900	277,097	55.43%
Gundagai large scale adventure playground & fitness centre	SCCF Round 1	Procurement	1,000,000	582,404	58.24%
		Total	2,889,244	1,779,088	61.58%
SCCF Round 2 projects					
Cootamundra Showground Completion of Multipurpose Pavilion SCCF2	SCCF Round 2	Complete	53,290	33,274	62.44%
Anzac Park South Supporters Toilets - Gundagai	SCCF Round 2	Construction	86,061	23,947	27.83%
Mirrabooka Revivification (SCCF2)	SCCF Round 2	Construction	67,045	57,783	86.19%
Cootamundra Rifle Club Mower, top dressing, building maintenance, storage shed	SCCF Round 2	Construction	63,015	24,613	39.06%
Upgrades to Christ Church hall Cootamundra	SCCF Round 2	Construction	70,273	40,625	57.81%
Cootamundra Squash Court Renovation	SCCF Round 2	Planning	97,655	73	0.07%
Gundagai Pony Club Undercover Arena	SCCF Round 2	Construction	199,151	171,371	86.05%
Gundagai Racecourse and Showground Amenities Block	SCCF Round 2	Construction	215,000	198,957	92.54%
Cootamundra Event Promotion Banners	SCCF Round 2	Procurement	53,841	46,459	86.29%
Gundagai Event Promotion Banners	SCCF Round 2	Procurement	53,841	37,724	70.07%
Gundagai Friendship Park Playground	SCCF Round 2	Planning	60,000	3,606	6.01%
Muttama Hall Re-stumping	SCCF Round 2	Construction	140,707	74,491	52.94%
Gundagai Community Garden	SCCF Round 2	Construction	63,552	6,407	10.08%
Stockinbingal Tennis Court resurfacing - 3 courts	SCCF Round 2	Complete	118,093	118,836	100.63%
Community Safety & Beautification of King Street Wallendbeen	SCCF Round 2	Execution	55,964	73	0.13%
Barry Grace Oval Wallendbeen	SCCF Round 2	Construction	98,397	8,871	9.02%
O'Connor Park - Home of the Cootamundra Strikers Soccer Club - Lighting	SCCF Round 2	Procurement	98,397	33,195	33.74%
Cootamundra Arts Centre Tin Shed Theatre Projection	SCCF Round 2	Complete	61,682	61,755	100.12%
Cootamundra Arts Centre Rehearsal Space	SCCF Round 2	Planning	122,294	10,179	8.32%
Cootamundra Turf Club Irrigation system upgrade	SCCF Round 2	Construction	81,970	34,388	41.95%
Cootamundra Aerodrome Drag Pad and Taxiway for Water Refilling	SCCF Round 2	Construction	160,312	81,131	50.61%
Cootamundra Junior Rugby League Rejuvenation of football field	SCCF Round 2	Planning	60,000	73	0.12%
Upgrade to change rooms at ANZAC park Gundagai	SCCF Round 2	Planning	172,987	-	0.00%
Cootamundra Community Garden	SCCF Round 2	Planning	70,242	2,059	2.93%
		Total	2,323,769	1,069,886	46.04%



As at 31 August 2019

Project	Funding source	Status	Budget	Total committed expenditure	Percentage spent
SCF1 projects					
Gundagai pool tiling and disabled ramp	SCF1	Procurement	300,000	168,720	56.24%
Gundagai Visitors Information Centre redevelopment - disabled ramp and disabled toilet	SCF1	Planning	300,000	11,584	3.86%
Gundagai Netball Courts Masterplan - construction of lighting, storage & shelter	SCF1	Procurement	200,000	35,266	17.63%
Stephen Ward Rooms Outdoor Area construction	SCF1	Construction	200,000	30,234	15.12%
Rathmells Lane - Bitumin seal from Temora St to end	SCF1	Complete	248,451	237,115	95.44%
Footpath renewal	SCF1	Construction	500,000	505,424	101.08%
Cootamundra pool - water park	SCF1	Execution	400,000	37,533	9.38%
Fisher Park Cootamundra sports ground lighting installation	SCF1	Execution	250,000	1,172	0.47%
Pool shade Cloth - Cootamundra and Gundagai	SCF1	Construction	100,000	51,020	51.02%
Extension of Gundagai Water Supply to the Dog on the Tuckerbox site	SCF1	Planning	600,000	38,230	6.37%
Nangus Water Supply Works	SCF1	Procurement	647,500	-	0.00%
Stormwater mitigation	SCF1	Execution	1,000,000	255,979	25.60%
Cootamundra saleyards lighting and electrical upgrade	SCF1	Complete	268,882	224,992	83.68%
Adjungbilly Road reconstruction for B'Doubles	SCF1	Construction	2,100,000	2,045,507	97.41%
Cootamundra water mains replacement project *should be a separate work order for each segment*	SCF1	Construction	2,000,000	4,447,490	222.37%
Investment into Department of Education	SCF1	Not started	594,724	-	0.00%
Construct public toilets - Sheridan St Gundagai	SCF1	Construction	150,000	150,429	100.29%
		Total	9,859,557	8,240,696	83.58%
SCF2 projects					
Yarri Park Youth precinct/Lions Park – Basketball courts and new amenities.	SCF2	Construction	130,000	24,254	18.66%
Gundagai Preschool – Capital works projects to build additional rooms, providing more spaces.	SCF2	Planning	510,000	6,228	1.22%
Coolac Hall & Oval – Project includes relining hall, new kitchen, installation of cricket nets, picket fence, irrigation and seating.	SCF2	Construction	200,000	78,738	39.37%
Gundagai Public School P&C – Installation of soft fall for playground.	SCF2	Complete	75,100	75,099	100.00%
Gundagai Tourism Action Group (s355 Committee) – Gundagai Main Street History walk.	SCF2	Execution	50,000	21,154	42.31%
Ellwood Hall (Stockinbingal) – General repairs and installation of heating and cooling.	SCF2	Complete	60,000	57,787	96.31%



As at 31 August 2019

Project	Funding source	Status	Budget	Total committed expenditure	Percentage spent
Gundagai Junior Rugby League – New PA system.	SCF2	Complete	14,753	14,753	100.00%
Battle of the Bidgee – Installation of permanent storage sheds to support to event.	SCF2	Construction	22,449	20,053	89.33%
Town & Country Inc – Disabled toilet.	SCF2	Construction	30,000	30,180	100.60%
Gundagai South Public School – Sensory garden.	SCF2	Planning	60,000	-	0.00%
Adjungbilly Hall – Upgrade tennis courts into multipurpose facility, install community BBQ.	SCF2	Construction	130,000	96,723	74.40%
Tumblong Hall – Community facilities, multipurpose courts and BBQ area.	SCF2	Planning	137,447	97,464	70.91%
Mill Centre – Interactive Tourist Attraction.	SCF2	Procurement	200,000	42,577	21.29%
Owen Vincent Oval - Gundagai	SCF2	Procurement	150,000	120,713	80.48%
Gundagai RSL – Landscaping Anzac Grove, Gundagai.	SCF2	Construction	25,000	16,958	67.83%
Cootamundra Nursing Home – Installation of solar panels	SCF2	Complete	53,227	52,507	98.65%
Cootamundra Mens Shed – Relocation of Mens Shed to Depot 2 on Hovell Street.	SCF2	Planning	100,000	476	0.48%
Cootamundra Arts Centre – Disabled access ramp.	SCF2	Planning	3,142	-	0.00%
Owen Vincent Oval Gundagai – River water pump	SCF2	Complete	40,000	-	0.00%
Cootamundra Rugby Union Club – New dressing room facilities and club room. (CAPNEW)	SCF2	Construction	430,000	420,851	97.87%
Cootamundra Harness Racing – Upgrades and maintenance to track.	SCF2	Construction	52,000	18,368	35.32%
Cootamundra Netball Courts – 4 new netball courts to replace non-complying courts.	SCF2	Procurement	450,000	4,080	0.91%
Cootamundra Country Club – Upgrades to precinct including dam, machinery shed, course, upgrade to building façade.	SCF2	Construction	1,355,000	581,619	42.92%
		Total	4,278,118	1,780,581	41.62%

Status explanation

Not started - project not yet commenced.	Total
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	1,395,296
Construction - on ground works underway.	16,192,183
Execution - project underway for non construction projects	570,178
Complete - Construction/Execution complete pending final project review	10,523,562
Final - ready for acquittal	

8.3 COMMUNITY AND CULTURE

Nil

8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

8.4.1 MODIFICATION APPLICATION DA 2010/1048 - SUBDIVISION, ADELONG CREEK ROAD TUMBLONG

DOCUMENT NUMBER	311264
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>3. Sustainable natural and built environments: we connect with the places and spaces around us</p> <p>3.2 Our built environments support and enhance liveability</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

1. **Council approve the modification of development consent 2010/1048 subject to the following conditions:**

GENERAL CONDITIONS

(1) GEN Condition - Compliance with Council

The Development being completed in accordance with plans stamped by Council and the Statement of Environmental Effects, except where varied by conditions of this consent.

Reason: To confirm the details of the application as submitted by the applicant and as approved by Council.

(2) GEN Condition- Public Land Costs

Costs attributed to all work involved on public land shall be borne by the proponent.

Reason: Need for applicants to be reasonable for costs arising as a result of development work.

(3) GEN Condition- Subdivision Telecommunication Services

The provision of separate telecommunications services to proposed Lots indicated on the sketch plan submitted with the development application, at the full cost of the applicant.

Reason: To ensure that utility services are satisfactory for the proposed development.

(4) GEN Condition – Subdivision Services Consent

The applicant shall obtain consent from the appropriate supply authority relating to water, electricity, gas and telephone where relevant. Work required is to be completed by the applicant in accordance with the consent authority conditions.

Reason: To ensure utility services are protected and satisfactory for the proposed development.

(5) GEN Condition – Subdivision Electrical Supply

The provision of a separate electrical supply line to proposed Lots at the full cost of the applicant.

Reason: To ensure that existing services can be separately metered in the event of separate titles being issued.

PRIOR TO ISSUE OF SUBDIVISION CERTIFICATE

(1) PSC Condition- Formal Plan of Subdivision

A formal Plan of Subdivision is to be prepared in accordance with the plans submitted with the Development Application DA2010/048 dated 25 June 2018 (Ref. 07027) and dated 13 June 2018 (Ref. 07027.2) noting the following:

1. A covenant is to be created over the proposed allotments with common boundary to the road reserve of the Hume Highway to deny access.

Reason: To confirm the details of the application as submitted by the applicant and as approved by Council.

(2) PSC Condition- Subdivision Plan Release - Other Authorities

The requirements of other public utility authorities shall be satisfied prior to Council releasing the Subdivision Plan.

Reason: To ensure that the requirements of public authorities are met prior to work commencing.

(3) PSC Condition- Registration of Subdivision Plans

In accordance with S.109C of the Environmental Planning & Assessment Act; the applicant is required to obtain a subdivision certificate from the consent authority that will authorise the registration of the plan of subdivision under Division 3 of Part 23 of the Conveyancing Act, 1919. The subdivision certificate is in the format supplied to the consent authority upon the plan acceptable to the Registrar General.

Reason: *The legal obligations of Council to administer the Environmental Planning & Assessment Act, 1979.*

(4) PSC Condition- Driveway and Layback

The applicant is required to receive written consent from the Engineers of Council for final approval of the proposed driveway and layback construction standard for the access to Old Hume Highway from proposed allotment 93.

Reason: *To ensure appropriate vehicle access is provided to the development which does not adversely impact on pedestrian traffic or Council's public road infrastructure.*

(5) PSC Condition – All Weather Vehicle Access

All weather gravel road vehicle access is to be constructed as a part of this development to a standard which complies with Rural Fire Service Standards (Planning for Bushfire Protection) and Council's Engineering Standards. Cross Sections and Site Plans are to be approved by Council's Engineers prior to works commencing, with all vehicle access and carriageways to be completed to the satisfaction of Council prior to the issue of the Subdivision Certificate.

Reason: *To ensure that adequate vehicle access and internal movement is achieved and maintained throughout the development*

(6) PSC Non Standard Condition- Boundary Tree Corridors

Vegetation endemic to the site is to be planted along proposed allotment boundaries as shown in the approved subdivision plans and protected from impact from livestock.

Reason: *To minimise visual impact and promote/enhance the rural character of the area.*

DURING CONSTRUCTION

(1) DUR Condition- Undertake Works on Road Reserve

An application to undertake works on the road reserve is required to be lodged and crossing installed to Council Engineers specifications as part of the development, (application attached). Twenty four (24) hours' notice is to be given to Council Works & Services group before placement of concrete to enable formwork to be inspected. Failure to do so may result in rejection of the works and a need for reconstruction.

Reason: *To ensure appropriate vehicle access is provided to the development which does not adversely impact on pedestrian traffic or Council's public road infrastructure.*

ONGOING USE

(1) USE Condition- Access to the Hume Highway

Access directly to the Hume Highway is denied. No gates or entrances may be placed allowing access to the road reserve of the Hume Highway.

Reason: *Road safety and the effect operation of the road network.*

Introduction

This application was considered at the 26 February 2019 meeting of Cootamundra Gundagai Regional Council where the officer's report recommended refusal of the application. The recommendation was not supported and the application was approved by resolution of Council. A consent document with conditions was subsequently issued. The applicant is seeking to modify the consent to remove some conditions of consent pursuant to Section 4.55(1) of the *Environmental Planning and Assessment Act, 1979*. As this determination was a resolution of Council, any modification needs to be by resolution of Council.

Discussion

An application was received by the former Gundagai Council on 16 August 2010 to subdivide lot 22 DP1098374, Lot 270 DP757213 and Lot 8 DP260149 Adelong Creek Road Tumblong into nine lots. The matter was presented to Cootamundra Gundagai Council for determination on 30 January 2018 with the recommendation for refusal. This recommendation was not supported, rather Council resolved that "*Consideration of DA048/2010 be deferred to the Ordinary Council Meeting to be held in February, 2018 to provide the opportunity for the application to address Council.*"

During 2018 the applicant met with Council and the application was subsequently amended to a proposal to subdivide the same parcels into six lots ranging in size from 0.233ha (in two parts) to 37.41ha. The matter was presented to Council again in February 2019 with the recommendation once again being for refusal as it was considered that the application did not generally comply with the Gundagai LEP 1997 (the EPI that was in place at the time the application was lodged and therefore the applicable EPI for assessing the application). Council, at its meeting of 26 February 2019, resolved to approve the application. There was no inclusion in the resolution for the imposition of conditions. Nonetheless conditions were imposed. The applicant has sought to modify the consent pursuant to the provisions of Section 4.55(1) of the *Environmental Planning and Assessment Act, 1979* by removing some conditions. Pursuant to that section, a consent authority may, on application being made, amend a consent to correct a minor error, mis-description or miscalculation. In this instance, and in accordance with legal advice, it is considered that the modification application seeks to amend a miscalculation in the imposition of conditions of consent which was not in accordance with the Council resolution that determined the application.

The submission of a modification application is not an opportunity to revisit the determination nor does it provide the opportunity to impose additional or modify conditions on matters not requested by the applicant. In this instance the applicant has requested that following conditions be removed, staff comments are provided at the end of each removed condition, with reasons supporting the removal of the condition:

GEN Condition - Compliance Standards

Any building and associated works shall comply with the statutory requirements of the Environmental Planning & Assessment Act, Local Government Act, 1993 and the Building Code of Australia (BCA).

Reason: *The legal obligations of the Council to administer the New South Wales building and planning laws in order to provide satisfactory standards of living and development.*

Staff Comment: There are no building works associated with the subdivision, this condition cannot be met and is therefore to be removed.

GEN Condition- Water Supply Rural Subdivision

That a suitable water supply either from Goldenfields Water mains, a rain water tank with a minimum capacity of 60kl capacity or other permanent supply, such as a bore, be provided.

Reason: *Adequate potable water supply is maintained.*

Staff Comment: There is no reticulated water to the lots, this condition cannot be met and is therefore to be removed.

GEN Condition – Subdivision Boundaries

For the subdivision of the land and the creation of a Land Title Plan, the following setbacks are required:

1. From the existing dwelling:
 - a. 50m to rear and side property boundaries
 - b. 30m from the front property boundary facing a road
2. From existing outbuildings, i.e. sheds and the like:
 - a. 10m from all boundaries
3. From on-site sewage management systems, effluent disposal areas:
 - a. 10m from all boundaries

Reason: *Compliance with the Cootamundra LEP and development standards.*

Staff Comment: There was no development control plan, nor precedent for such a condition in the former Gundagai Council area when the application was lodged, this condition is therefore to be removed. Applications are required to be assessed under the applicable environmental planning instruments in place at the time of lodgement not at the time of determination.

USE Condition- Water Storage Rural Subdivisions

The water storage shall be by enclosed storage tanks with a minimum capacity of 60,000L. At least 20,000L shall be dedicated for firefighting purposes with a 38mm Storz water coupling suitable for connection to the local fire brigade water tanker.

Reason: *To ensure that adequate water storage is available for self-sufficiency in fighting fires or a bushfire occurrence adjacent to the house*

Staff Comment: This is a positive covenant rather than a restriction as to user. Such a covenant would be imposed to protect hard infrastructure. As there is no building work

proposed a condition such as this is more appropriately imposed when structures are proposed to be built on the resultant allotments.

In addition to the request to modify the consent by removing the above conditions, the applicant has sought to amend the following conditions as indicated:

GEN Condition - Compliance with Council

The Development being completed in accordance with plans ~~and specifications~~ stamped by Council and the Statement of Environmental Effects, except where varied by conditions of this consent.

Reason: *To confirm the details of the application as submitted by the applicant and as approved by Council.*

Staff Comment: The deletion of the words “***and specifications***” is not unreasonable as there were no specifications lodged with the application nor are there any applicable to the development.

GEN Condition – Subdivision Services Consent

The applicant shall obtain consent from the appropriate supply authority relating to water, electricity, gas and telephone ***where relevant***. Work required is to be completed by the applicant in accordance with the consent authority conditions.

Reason: *To ensure utility services are protected and satisfactory for the proposed development.*

Staff Comment: The addition of the words “***where relevant***” is supported as not all services will be available to the allotments and rather than delete the entire condition the addition of these words allows the flexibility for services to be provided in accordance with the requirements of the appropriate supply authority where such services are available.

GEN Condition – Subdivision Electrical Supply

The provision of a separate electrical supply line to proposed Lots ~~gates as a minimum~~, at the full cost of the applicant.

Reason: *To ensure that existing services can be separately metered in the event of separate titles being issued.*

Staff Comment: The deletion of the words “***gates as a minimum***” allows for the provision of power to any place on the proposed allotments and not necessarily the gate area, which may not be the most appropriate or practical place for power supply to be located. The rewording of this condition allows flexibility for the power to be provided to the most practical place on the proposed allotments.

PSC Condition- Formal Plan of Subdivision

A formal Plan of Subdivision is to be prepared in accordance with the plans submitted with the Development Application DA2010/048 dated 25 June 2018 (**Ref. 07027 and dated 13 June 2018 (Ref. 07027.2)**) noting the following:

1. ~~Proposed building envelopes be removed.~~
2. A covenant is to be created over the proposed allotments with common boundary to the road reserve of the Hume Highway to deny access.

Reason: *To confirm the details of the application as submitted by the applicant and as approved by Council.*

Staff Comment: The inclusion of “**(Ref. 07027 and dated 13 June 2018 (Ref. 07027.2))**” ensures that the correct plans are referenced and used to prepare the plan of subdivision, thereby removing confusion in regards to the plans and lot configuration that have been approved.

The deletion of “**proposed building envelopes be removed**” is supported as it is superfluous given the plans referenced above that do not contain building envelopes.

PSC Condition – All Weather Vehicle Access

All weather **gravel road** vehicle access is to be constructed as a part of this development to a standard which complies with Rural Fire Service Standards (Planning for Bushfire Protection) and Council's Engineering Standards. Cross Sections and Site Plans are to be approved by Council's Engineers prior to works commencing, with all vehicle access and carriageways to be completed to the satisfaction of Council prior to the issue of the Subdivision Certificate.

Reason: *To ensure that adequate vehicle access and internal movement is achieved and maintained throughout the development.*

Staff Comment: The inclusion of “**gravel road**” clearly articulates the type of road that is to be provided and removes ambiguity. A gravel road had been agreed to in discussions between the applicant and Council engineering staff. The amendment of this conditions reflects the outcome of these conversations.

PSC Non Standard Condition- Boundary Tree Corridors

Vegetation endemic to the site is to be planted along proposed allotment boundaries **as shown in the approved subdivision plans** and protected from impact from **livestock and other environmental risks**.

Reason: *To minimise visual impact and promote/enhance the rural character of the area and Council's concern that the amount of vegetation in the Shire should continue to increase to improve the climate and appearance.*

Staff Comment: The inclusion of “***as shown in the approved subdivision plans***” ensures that the area to be planted is not open to interpretation, rather is clearly shown on the plans. The removal of “***and other environmental risks***” provides clarity to the applicant that protection is to be afforded to the planting to protect them from factors under the control of the applicant, i.e. livestock.

The removal of “and Council’s concern that the amount of vegetation in the Shire should continue to increase to improve the climate and appearance” is superfluous in light of the first part of that reason, i.e. to minimise visual impact and promote the rural character of the area.

8.4.2 EXHIBITION OF DRAFT RURAL LANDS STRATEGY

DOCUMENT NUMBER	312038
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
AUTHORISING OFFICER	Sharon Langman, Manager Development, Building and Compliance
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	Any advertising costs associated with the public exhibition.
LEGISLATIVE IMPLICATIONS	Compliance with the Environmental Planning and Assessment Act 1979.
POLICY IMPLICATIONS	This document, should it be adopted, would be a policy document of Council.
ATTACHMENTS	1. Draft Rural Lands Strategy (under separate cover) ↗

RECOMMENDATION

The Draft Rural Lands Strategy be placed on public exhibition for a period of no less than twenty eight (28) days

Introduction

In 2018, Council began the process of engagement and research to produce a Rural Lands Strategy that would inform the creation of the Cootamundra-Gundagai Regional Council Local Environmental Plan (LEP). The draft Rural Land Strategy is the culmination of this work.

Discussion

The amalgamation of the former Cootamundra and Gundagai Shires necessitates the creation of new planning instruments which cover the entire Cootamundra-Gundagai Regional Council Local Government Area (LGA). The difficulty with amalgamating these instruments is the differences between the two former shires, particularly around the treatment of rural land.

Certain aspects of each of the environmental planning instruments of the former Councils are not considered best practice by the Department of Planning, Industry and Environment. While these aspects work well in individual circumstances, the process of creating a new LGA wide Local Environmental Plan (LEP) mean that the inconsistencies with other agency agendas will result in the LEP not being endorsed by other state agencies.

In order to avoid this, Cootamundra-Gundagai Regional Council (CGRC) embarked on a strategic planning process to provide justification and rationale for how deal with rural land. Thoroughly consulting throughout this process with the community and state agencies as well as conducting extensive research via the production of ten issues papers means that CGRC has a solid rationale on

which to base the drafting of the new CGRC LEP and provide some rationale to retain potentially controversial aspects of land use planning.

The Draft Rural Lands Strategy is a document that draws from the information contained within the Rural Lands Issues Paper. The Issues Paper identified ten issues that were of relevance to the strategic planning of rural land for the CGRC area. The Draft Rural Lands Strategy is also supported by a Rural Lands Direction Paper which is an easy to read snapshot of the issues raised from which the Draft Rural Lands Strategy was developed. The Draft Rural Lands Strategy proposes a series of actions organised under five directions. These directions are:

1. Protect and enhance agricultural land
2. Grow agritourism
3. Encourage diversity of rural industries
4. Promote and encourage value add industries to take advantage of transport links and local resources
5. Increase resource efficiency

In accordance with the draft Community Participation Plan, it is recommended that Council place this draft strategy on exhibition for 28 days to allow the community sufficient opportunity to view and provide comment.

8.4.3 CONTROL OF PUBLIC RESERVE 88379 - LOT 7022 DP94977 - CORNER GUNDAGAI AND JUGIONG ROADS COOTAMUNDRA

DOCUMENT NUMBER	312073
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
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	The financial implications associated with this report include advertising and legal costs as well as an income stream from lease fees
LEGISLATIVE IMPLICATIONS	Compliance with Crown Land Management Act, 2016, Local Government Act, 1993 and associated regulations
POLICY IMPLICATIONS	The outcome of this report will set a precedent for the control of public reserve transfers to Council
ATTACHMENTS	Nil

RECOMMENDATION

- Council accept the appointment of Land Managers of Public Recreation Reserve;**
- An additional purpose for Environmental Protection and Sustainable Grazing as a Reserve Purpose (on the condition that the grazing area is fenced out of environmental protection area) be permitted**

Introduction

Council received a request from Department of Planning Industry and Environment, Crown Land to take over the management of Reserve 88379 comprised in Lot 7022 DP94977. The purpose of the land is Public Recreation Reserve and, under the Local Government Act, 1993, will vest in Council. In order to Council to take over the management of this parcel a resolution of Council is required.

Discussion

Crown Lands have requested Council to take on the management of public reserve 88379; being the lot of land indicated below. The lot is on the corner of Jugiong and Gundagai/Muttama Roads, known as Lot 7022 DP94977. The Crown are looking to call for expressions of interest for a grazing lease over the land, however as it is a reserve for public recreation, it will vest in Council pursuant to the provisions of the Local Government Act, 1993. The correspondence from the Crown Lands has indicated significant interest in the leasing the land. Contact details have been provided to Council for those who have expressed an interest in leasing the land.

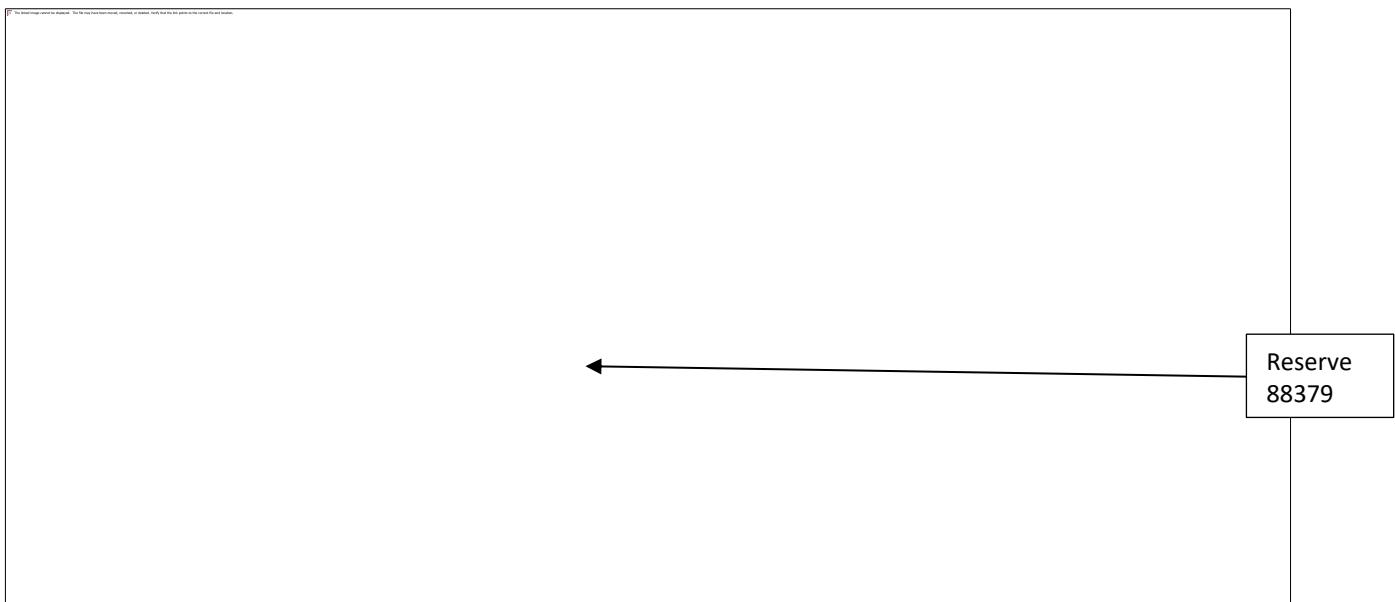


Figure 1 – Reserve 88379. The area of terrestrial biodiversity is in the north east corner.

The land is a currently vacant lot of approximately 22ha. It is zoned RU4 under Cootamundra LEP 2013 where extensive agriculture (grazing/cropping) is permissible without development consent. The site mapped as being affected by Terrestrial Biodiversity (although the type of vegetation is not noted) in the area generally timbered as shown on the north east corner of the lot. If Council were to agree to take on the management a plan of management for the site will need to be developed, including measures for managing the impact of grazing on the biodiversity.

Council will be responsible drafting the plan of management, calling for expressions of interest and legal costs associated with the drafting of lease agreement. However Council will also be able to collect lease fees and have an existing, vacant block of land under active management; including weed control.

8.4.4 REMOVAL OF RESTRICTION ON LAND TO PERMIT A DWELLING - LOT183 DP1078686 - BOURKE STREET GUNDAGAI

DOCUMENT NUMBER	312077
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
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' 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Compliance with Conveyancing Act, 1919, Local Government Act, 1993 and related regulations.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

- Council release the restriction as to user to allow an application to be lodged for the erection of a suitably designed dwelling to be erected on Lot 183 DP1078686 Bourke Street Gundagai**
- That the costs associated with the release of the restriction as to user be borne by those seeking the release**

Introduction

A development application has been lodged with Council for the erection of a dwelling on Lot 183 DP1078686 Bourke Street Gundagai. The allotment contains a restriction as to user imposed under Section 88B of the Conveyancing Act, 1919 which states "*No residence shall be erected upon the land burdened*". Council is the Authority that has the right to release that restriction.

Discussion

A subdivision application was lodged in 2004 by the Gundagai Lions Club Inc. to create two allotments of 760.8m² and 216.4m² (respectively) from a single allotment on the corner of Hanley and Bourke Streets, Gundagai. This subdivision was approved by Council at its meeting of 11 May 2004 subject to the creation of an easement for sewer; a restriction on the title "*that the lot is to be used only for a storage shed*" and each lot shall be separately serviced. The subdivision was registered resulting in Lot 184 (760.8m²) and Lot 183 (216.4m²). The sewer easement was placed over Lot 184 and a restriction as to user was placed on Lot 183 pursuant to the provisions of 88B of the Conveyancing Act, 1919 that reads "*No residence shall be erected upon the land burdened*".

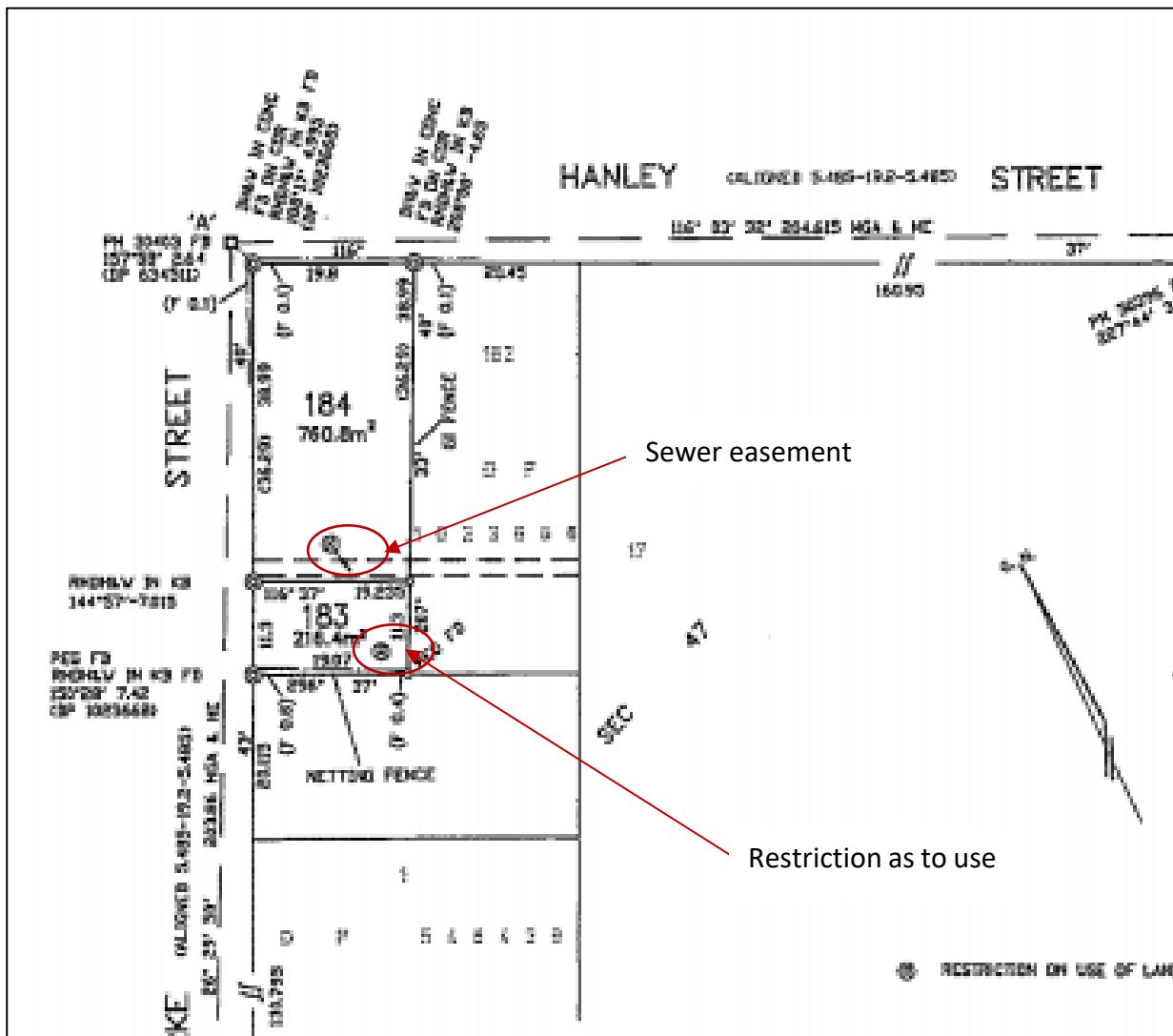


Figure 1: Plan of Subdivision as registered (extract)

In August 2019 a development application was lodged for a single storey, two bedroom dwelling with an attached carport on Lot 183. The dwelling has a floor area of 102.89m² including verandah and carport. Submissions were received in response to the notification of the development application with submission markers pointing out that a restriction as to user had been placed on the allotment denying the ability for a dwelling to be erected upon it; one stating that it was gifted to a local charity and therefore should not have a dwelling erected upon it. Irrespective of the ownership the lot is an existing allotment to which minimum allotment size restrictions for the erection of a dwelling do not apply.

The applicant for the development application to construct a dwelling has written to Council requesting that the restriction denying the construction of a dwelling on the allotment be removed. In support of this request the owner points out that the block has been vacant for many years and it is possible to construct an aesthetically pleasing dwelling that fits into the streetscape and character of the area. Furthermore, the request states that the land is an existing allotment within 500m of the town centre on a residential street where the zone is R3 medium density residential. Dwellings are permissible in the zone with the zone objectives including *"to provide for a variety of housing types within a medium density residential environment"* and *"to provide for the housing needs of the community within a medium density residential environment"*.

The report to Council in regards this subdivision states that the subdivision was to allow the acquisition of a 220m² allotment by the Lions Club for the construction of a shed. It would appear that the Lions Club did obtain the property, however for whatever reason the construction of a shed did not proceed and the allotment has been vacant since its creation, some 15 years. The property was sold mid 2019 and an application lodged with Council for a dwelling. In order to erect a dwelling on the property the restriction as to user needs to be released, as Council imposed the restriction, Council has the ability to release the restriction. The sale of the property would indicate that it is no longer needed for the use as intended in 2004. It is possible for a dwelling to be designed that is sympathetic to the site constraints. The erection of a dwelling on the allotment would provide additional residential variety and opportunity as well as remove one vacant block in the area that Council has identified is preferred for residential development.

8.4.5 DEVELOPMENT APPLICATIONS APPROVED AUGUST, 2019

DOCUMENT NUMBER	312240
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Compliance with the provisions of the Environmental Planning and Assessment Act, 1979 and related regulations.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

The information on Development Applications approved in August, 2019 be noted

Introduction

This information is presented for Councillor and community information in regard to development applications processed.

Discussion

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

APP. NO.	PROPOSED BUILDING	STREET NAME
DA2019/85	Information Education Centre	Sheridan Lane
DA2019/91	Dwelling	Parker Street
DA2019/92	Change of Use	Hume Highway
DA2019/95	New Ambulant Toilet	Punch Street
DA2019/96	New Shed	Mary Angove Crescent
DA2019/97	New Storage Shed	Coolac Road
DA2019/99	New Shed	Attwood Avenue
DA2019/100	New Dwelling	Burley Griffin Way
DA2019/104	Deck/Patio	Gilmore Place

DA2019/105	Farm Stay Accommodation	Old Gundagai Road
DA2019/106	Change of Use	Parker Street
DA2019/107	Change of Use	Parker Street
DA2019/109	New Carport	Crown Street
DA2019/112	Subdivision	Crown Street
DA2019/113	New Shed	Mary Angove Crescent
CDC2019/19	Dwelling extensions	Berthong Street
CDC2019/20	Dwelling extensions	Thompson Street
CDC2019/22	Demolition	Annie Pyers Drive

VALUE OF WORK REPORTED TO THIS MEETING: \$970,809.00

VALUE OF WORK REPORTED YEAR TO DATE : \$2,782,948.00

THIS TIME LAST YEAR:

VALUE OF WORK –August 2018 - \$ 270,322.00

VALUE OF WORK – YTD 2018 - \$ 652,507.00

8.4.6 EXHIBITION OF DRAFT COOTAMUNDRA 2050 STRATEGY

DOCUMENT NUMBER	312243
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
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	Any advertising costs associated with the public exhibition..
LEGISLATIVE IMPLICATIONS	Compliance with the Environmental Planning and Assessment Act 1979.
POLICY IMPLICATIONS	This document, should it be adopted, would be a policy document of Council.
ATTACHMENTS	1. Draft Cootamundra 2050 Strategy (under separate cover) ↗

RECOMMENDATION

The Draft Cootamundra 2050 Strategy be placed on public exhibition for a period of no less than twenty eight (28) days.

Introduction

Cootamundra-Gundagai Regional Council identified the need to undertake a strategy specifically for Cootamundra. Community engagement and research commenced in May, 2019, with this draft strategy being the culmination of this work.

Discussion

The need for a Cootamundra Town Strategy was identified as being required for the formulation of the new Cootamundra-Gundagai Local Environmental Plan (LEP) and the Cootamundra-Gundagai Local Strategic Planning Statement. As a part of creating the Cootamundra LEP 2013, the former Cootamundra Shire Council undertook some strategic work which looked at existing land uses, particularly industrial land and residential land. The subsequent LEP reflected this strategic work, however there was never any work done to plan Cootamundra into the future, let alone 2050.

Recent changes to the Environmental Planning & Assessment Act, 1979 and Department of Planning Industry and Investment guidelines have emphasised the need for strategic planning, in particular long term planning via the Local Strategic Planning Statements (LSPS). As a merged Council, a single theme or vision for the entire Local Government Area would be unwieldy and not implementable. Because of this, Council is proposing to break their LSPS into four sub areas to better address the diverse needs of its community being:

- The villages,
- Rural lands,

- Cootamundra, and
- Gundagai.

The Cootamundra 2050 Strategy will serve as the background document which will inform the Cootamundra area component of the LSPS, the Cootamundra-Gundagai LEP and the Cootamundra-Gundagai DCP. Good strategic planning is not done in isolation, and in order to ensure the greatest success of this strategy, it has been formulated in line with other strategic plans and considerations.

The Cootamundra 2050 Strategy is an ambitious document which examines six national challenges identified in CSIRO's National Outlook 2019 in the context of Cootamundra to identify opportunities and mitigation measures for existing and emerging issues. Importantly to promote population growth and liveability, Cootamundra 2050 proposed three focus areas which Council and stakeholders can use to focus their resources and effort to achieve maximum impact and effect. These three focus areas are:

1. Cultural hub
2. Centre of medical excellence
3. Inland port

In accordance with the draft Community Participation Plan, it is recommended that Council place this draft strategy on exhibition for 28 days to allow the community sufficient opportunity to view and provide comment.

8.5 REGULATORY SERVICES

Nil

8.6 ASSETS

Nil

8.7 CIVIL WORKS

8.7.1 BITUMINOUS SURFACING TENDER 2019

DOCUMENT NUMBER	312325
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	Acceptance of the quote from Bitupave Ltd
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Bituminous Surfacing Tender Assessment Summary - Confidential (under separate cover)

RECOMMENDATION

- 1. That Council accept the 2019/2021 Bituminous Sealing Contract to Bitupave Ltd (Boral Asphalt)**
- 2. Council approve the option of a 12 month extension with a further report to be submitted for consideration prior to the 2021/2022 financial year.**

Introduction

Council's contract with Bitupave Ltd (Boral Asphalt) for the supply of sprayed bituminous surfacing services has now expired with all options to extend the contract exhausted. Council therefore called for tenders to carry out Council's annual resealing works for the until the 2021/22 financial year.

In accordance

Discussion

Tenders were called for the supply of bituminous surfacing services via Vendorpanel which closed on the 30th August 2019. Tenders were received, attached under separate cover, from the following:

- Bitupave Ltd (Boral)
- Complete Road Seal
- Colas
- Patches Asphalt
- Fulton Hogan Industries
- Downer EDI Workks Pty Ltd

The bitumen sealing tenders are based on a 'schedule of rates' tender subject to the estimated quantities Council is expecting to seal in the next twelve months. This includes resealing on local,

state, and regional roads, town streets and lanes. Council's annual resealing program is based on the Maloney Asset Condition Assessment Report and the priorities detailed in the report. The figures shown in the attachment do not include the estimated primer sealing which is noted as an additional rate.

The comparison of the submitted tenders is detailed under separate cover.

On comparing the submitted tenders, the highest three were ruled out based on price alone.

In addition to the quotes submitted the tender panel had to consider all mitigating factors prior to determining the preferred tender.

The lowest tender, supplied a higher rate to supply primer sealing binder based on estimated volumes in 2019/20 as stated in the attached spreadsheet. Whilst some of the tenders seemed comparable one became expensive when multiplied by the number of visits and availability from Sydney, resulting in a total cost to Council, over the contracted period, being considerably more.

Council believes availability is a crucial factor in appointing a contractor to undertaking sealing works. Previously, companies from further distances have to schedule visits for primer sealing in advance and when availability is compromised, has negative implications on getting a project sealed. The worst case scenario is that the works may have to be reworked and reprepared at extra cost. Bitupave have a proven reliability with previous contracts, have been very considerate of Council's needs and worked in with scheduled programs.

In the previous five (5) years Bitupave Ltd have delivered a high standard of service to Council by constantly meeting all workplace health and safety requirements, providing seal designs and options in addition to providing the standards required for Roads and Maritime Services works programs.

On consideration of all the related issues associated in selecting a tender that delivers best value for money, lowest ongoing maintenance and operational, minimal risk, and best addresses the assessment & evaluation Sheets, Bitupave Ltd was considered best Contractor by the tender panel.

8.7.2 CIVIL WORKS REPORT - SEPTEMBER 2019

DOCUMENT NUMBER	312326
REPORTING OFFICER	Shelley Liehr, Executive Assistant - Operations
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>3. Sustainable natural and built environments: we connect with the places and spaces around us</p> <p>3.2 Our built environments support and enhance liveability</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

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

Introduction

This report provides a detailed update of the Civil Works and Technical Services Departments works undertaken for the month of September, 2019.

Discussion

Maintenance grading has been completed on roads around the Wallendbeen area, Shaftsbury Lane, Parsons Creek, Adjungbilly Village, Stockdale, Tarrabandra, Willis, Brawlin, and Yammatree Roads. Shoulder grading has also been completed on Cullinga and Burra Roads, with the crew currently on Manton's Road and heading to Reno Road and Snowball Creek Road areas next.

The Burra Road bridge side track at Bongolong Creek has been installed in preparation of bridge replacement works which are scheduled for later this month. Three cattle grids have been installed on Willis Road with another one is scheduled for installation on Darbalara Road.

The concreting teams in Cootamundra have now finished the Temora Street footpath between Parker Street and Murray Street which included new pram ramps at Murray Street. This project was funded from the Stronger Communities Fund. The Gundagai concrete team has been working around the Local Government Area (LGA) at Nangus, Tumblong, Coolac, North Gundagai and South Gundagai cemeteries placing concrete beams and laying slabs in preparation for the installation of benches and seats.

Work has commenced on the Thompson Street laneway drainage line. This pipeline has been designed to intercept overland water to prevent flooding of downstream properties and erosion of the laneway surface.

In Gundagai, Stan Crowe Oval carpark has been upgraded in addition to the entrance to Anzac Park. Minor works have been completed at the toilet block at the corner of Sheridan and Byron Streets.

Works are continuing at the intersection of Sheridan and West Streets with culvert installation and kerb preparation being undertaken.

Other general road maintenance, including patching and roadside slashing, has been undertaken around the LGA.

Preliminary investigations and documentation has commenced for the Roads and Maritime Services funded rehabilitation works along the Olympic Highway, in Cootamundra, between Campbell Street and Dirnaseer Road (Gap Bridge project). The first stage of the works will be culvert and drainage works with this expected to commence in November, 2019.

8.7.3 PLANT REPLACEMENT - MOTOR GRADER

DOCUMENT NUMBER	312456
REPORTING OFFICER	Shelley Liehr, Executive Assistant - Operations
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>3. Sustainable natural and built environments: we connect with the places and spaces around us</p> <p>3.2 Our built environments support and enhance liveability</p>
FINANCIAL IMPLICATIONS	36 month lease arrangement
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Grader Tender Assessment Summary - Confidential (under separate cover)

RECOMMENDATION

- 1. Council approve the procurement of the John Deere Grader from Semco through a 36 month lease agreement with an option to purchase the machine at the expiration of the lease.**
- 2. Council approve the existing grader be disposed by auction.**

Introduction

Council recently called for tenders for the replacement of a Caterpillar grader located at the Cootamundra Depot.

Discussion

Tenders were called for the supply and delivery of one Motor Grader through Vendor Panel which closed on the 19th August, 2019. Three tenders were received and are attached under separate cover for the information and consideration of Council.

On considering the machines in the attached Grader Tender Assessment Summary, Council staff have assessed the John Deere grader as being the most suitable and practical machine to undertake the required heavy works. While Council has both model machines across the organisation, it has been observed that the recently acquired John Deere machine in Gundagai has been performing the required tasks at a high standard (noting that the Gundagai machine is six wheel driven while the tendered grader is only 4 wheel driven, however highly satisfactory to our needs). As the John Deere operates a larger engine capacity it drives a higher power output, delivering an advantage as the machine is not required to work as hard to operate which imposes less demand on the engine. The John Deere has a centralised servicing point which makes it easier to perform the regular maintenance reducing operational costs. The John Deere comes with a five (5) year warranty which is superior to the three (3) year warranty of the Caterpillar. Further, the John Deere has better security features to prevent theft.

Council has allocated \$340,000 to 2019/20 financial year's plant replacement program to replace the existing grader. While this allocation is available for a grader, some unexpected plant priorities have been identified. To assist with the costs of these unexpected changeovers, options on lease arrangements have also been considered with the suppliers being requested to provide figures on alternative leaseback arrangements.

The contract for the John Deere grader is for a 3 year leasing arrangement with the view to purchase in 2023. By doing this Council could defer the higher cost of purchasing the grader until the plant replacement program budget was expected to be lower. The leaseback figures for 36 month lease and end of term purchase option are also shown in the Grader Tender Assessment Summary attached under separate cover.

It is worth noting that all ongoing maintenance costs are still at Council's expense which does not differ to an outright purchase. At the expiration of the lease, there is the option to refinance as well as purchase.

Based on the lease options provided in the Grader Tender Assessment Summary, the John Deere Grader proves to be the most financially viable option for Council.

Council's current hourly rate for a grader working 38 hours a week, multiplied by four weeks, sees an opportunity to have a monthly income of \$9,880, which is above the quoted rate for any of the leaseback graders, however Council's rate does include maintenance.

It is acknowledged that leasing comes with an actual monthly lease payment which would have to be charged out to works projects no matter what weekly hours are worked by the machine. It would be the intention that this machine is worked to its maximum and is used on all works which attract the above mentioned income such as Roads and Maritime Services projects and other potential external works.

The leaseback option is a new direction for Council to undertake with the higher worked machines where the potential to attract income is available and it is considered that this grader gives Council the opportunity to trial the leasing process.

It is also considered that Council can receive a higher trade in for the outgoing machine through the auction process.

8.7.4 PLANT REPLACEMENT PROGRAM UPDATE - SEPTEMBER 2019

DOCUMENT NUMBER	312465
REPORTING OFFICER	Shelley Liehr, Executive Assistant - Operations
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>3. Sustainable natural and built environments: we connect with the places and spaces around us</p> <p>3.2 Our built environments support and enhance liveability</p>
FINANCIAL IMPLICATIONS	Council Plant Replacement Program
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Plant Replacement Program - September 2019 ↓

RECOMMENDATION

That Council approved the amended plant replacement program as tabled.

Introduction

Council at the March 2019 Council meeting adopted a Plant Replacement Program for 2019/2020. Since that initial program was adopted, several changes to the program have evolved.

Discussion

Several replacement items of plant need to be considered in the current Plant Replacement Program. While trying to work in as close as possible to the adopted program which had a program of replacement valued at \$1,910,000, these changes to the program are now expected to increase in that value \$1,935,000.

However these extra replacement items can be offset by the leasing of the new grader as recommended in the previous report as well as the revaluation of some of the expected trade in values quoted in the March report and extending the life of other items. Initially it was expected the net trade in for those selected vehicles would be \$437,500, this is now expected to be higher at \$496,500, an increase of approximately \$60,000.

The items of plant are:

Plant 3407 Hino Tipper (2010 model with 300,000 Km). This truck was due to be replaced last year, but due to the low plant reserve at the time, it was removed and then overlooked in the current program. This truck is nearing its 8 year operation life with Council and should be replaced ASAP. Current expectations for a replacement is \$140,000 with a trade in of \$80,000.

Plant 3606 Hino Prime mover (2012 model with 206,000 km). While this truck was expecting to go another year before scheduled replacement, it is starting to become tired with increasing maintenance costs. With the coming works program and usage of this truck for its capabilities of hauling a float and water cart it will be essential that it be at optimal operating condition. It is expected a replacement prime mover will be around \$200,000 with the current trade being \$75,000.

Council is expecting a long work program for all of its truck fleet with upcoming RMS works over the next six months and needs these essential items of plant in top condition. While private hire is an option, there is usually no one readily available in Cootamundra. Another major factor to contend with contract hire trucks is the compliance with 'Chain of Responsibility' requirements. The RMS have advised Council that they will be auditing Councils' heavy vehicle fleet on these upcoming RMS projects and being our own sourced plant, we can readily meet the compliance requirements.

Plant 3121 Water Crew Isuzu Crew Cab (2012 model with 200,000 km). This truck is the Cootamundra water crew truck and has reached its useful life. This truck is constantly in use and has had a heavy work demand due to this use. Constantly required to carry heavy spot loads of pipes and water fittings. Also required to tow trailer with water jetter and small excavator. Replacement cost of this truck is estimated to be \$90,000 with a trade value of \$15,000.

Plant 3405 Mitsubishi FK61FH water cart (50,000 km). This truck was not due for replacement until 2021, but recent inspections have revealed the chassis has rusted and will not pass registration. While the truck/engine is still in satisfactory condition, a refit out of the water tank now will allow this vehicle to be held over for several more years instead of 2021 as originally expected. The refit of this truck will cost \$50,000 and should still attract a good trade at a later date. Consideration could also be given to transferring the tank to another cab-chassis.

Being a small water truck, this truck is very versatile and its use is widespread ranging from small water jobs, following slasher when slashing in the fire danger period, flushing drains, dust suppression with concrete grinding and used for water at the race meeting and rodeo. It has also been used to water street trees in the past which is expected to be a continual request with the continual dry conditions. The larger water truck is not suitable for these types of jobs.

Plant 3208 Mitsubishi Canter was listed for replacement this year, but was already replaced in last year's program.

Plant 3214 Hino Tipper, while being scheduled for replacement this year, it is also still in reasonable condition and its replacement could be extended by 3 years. This truck is the Cootamundra cemetery tipper and only works around town.

On consideration of the above information, these items of plant are essential to Council's daily operations as well as undertaking the RMS works bringing in outside income. There is also the potential that the truck usage can be applied to future works from the Inland Rail project and private sub-divisional works over the coming years.

As noted above, all efforts have been made to work with the original budget as per the March 2019 report. While we now have an increase of \$25,000, some variations are still possible with trade values and maybe savings with purchase prices. Any further major changes and deviations will be reported back to Council should they arise.



Plant No	Make	Model	Date Purchased	Replacement date	Repl Purchase Price	Est	Trade-in	REVISED TRADE IN	Benchmark Working Life (Years)	Replacement cost										
										30-Jun-19	30-Jun-20	30-Jun-21	30-Jun-22	30-Jun-23	30-Jun-24	30-Jun-25	30-Jun-26	30-Jun-27	30-Jun-28	
										2,907,839	1,935,000	1,350,000	1,453,000	1,017,854	1,694,000	2,078,000	2,160,000	2,264,000	1,709,000	
Dozer																				
1001	Caterpillar	D6H Dozer (Not replaced)	1/07/91				40,000	70,000	Sell											
Excavator																				
1101	Hitachi	ZX200LC-3 Excavator	12/03/09	31/07/19	230,000	60,000	60,000	10			230,000									
1103	Komatsu	PC30MR_3	1/07/13	29/06/21	60,000				8		-	60,000								
1104	Hyundai	R210LC-9 Excavator	6/12/17	4/12/25	230,000				8		-	-								
1105	Kubota U55	Mini Excavator	1/07/18	29/06/26	84,000				8		82,000	-								
Grader																				
1202	Caterpillar	120M Caterpillar Grader AWD	29/08/11	26/08/21	350,000				10		-	350,000								
1203	Caterpillar	12M Caterpillar Grader	1/02/17	30/01/27	340,000				10		-	-							340,000	
1204	Caterpillar	12H Caterpillar Grader	1/07/06	1/08/19	340,000	120,000	120,000	10			-	-	221,854							
1205	John Deer	2018 John Deere 672GP Grader	8/11/18	5/11/28	475,000				10		457,500	-								
Loaders																				
1302	Volvo	Volvo L110F Loader	10/02/12	7/02/22	290,000				10		-	290,000								
1303	Hyundai	Hyundai HL740 Loader	27/02/18	25/02/28	175,000				10		-	175,000							175,000	
1304	Case	721E Loader	1/07/15	1/08/19	175,000	25,000	25,000	10			145,820	-								
1305	Hyundai	HL730-9 Loader	23/08/18	20/08/28	150,000				10											
Forklifts																				
2001	LTS	Forklift	19/07/16	1/08/19	20,000	2,500	2,500	7			20,000							20,000		
2002		Garbage Tip- Forklift	30/04/16	29/04/23	20,000				7		-	20,000								
2003	Nissan	PH 0289A Forklift	1/07/06	29/06/13	20,000				7											
Backhoes																				
2102	Volvo	BL71B Backhoe	8/08/13	8/08/20	160,000				7		-	160,000							165,000	
2103	Volvo	BL7103A Backhoe	1/07/13	15/03/19	151,000				7		151,000	-						155,000		
Small Loaders																				
2201	Kubota	Skid steer	1/01/18	31/12/22	105,000				5		-	105,000							115,000	
2202	Kubota	Skid steer	30/06/18	29/06/23	105,000				5		-	105,000							105,000	
2203	Kubota	Skid steer	1/08/18	31/07/23	105,000				5		-	105,000								
Rollers																				
2301	Pacific	RP16 Multityred Roller	7/02/13	5/02/23	40,000				10		-	40,000								
2302	Pacific	Multityred Rollpac 20 tonne	9/01/14	7/01/24	40,000				10		-	40,000								
2303	HAMM	HAMM 3414 Roller	1/08/13	30/07/21	145,000				8		-	145,000								
2304	HAMM	3414 VIO Smooth Drum Roller	24/07/15	22/07/23	160,000				8		-	160,000								
2305	HAMM	3414E HT Padfoot Roller	24/07/15	22/07/23	160,000				8		-	160,000								
2306	Ammann	150D Smooth Drum Roller	1/07/12	10/07/20	160,000				8		-	160,000							165,000	
2307	BOMAG	GBW 216-D4	1/07/10	30/08/21	160,000				8		-	160,000								
2308	BOMAG	Bomag Trench Roller	27/11/08	31/07/22	55,000				7		-	55,000								
Street Sweepers																				
3002	Johnston	CN101 FOOTPATH SWEEPER	11/12/17	9/12/24	130,000				7		-	130,000								
3003		SCARAB STREET SWEEPER	11/12/17	9/12/24	315,000				7		-	315,000								
3004	Hako	B120 R WB 700 Scrubber	17/01/19	16/01/24	28,000				5		26,915	-								
Garbage Trucks																				
3101	Iveco	Garbage Compactor	4/04/12	31/07/19	350,000	20,000	20,000	7			350,000							350,000		
3102	Isuzu	FVD 165-300 MLWB/Bucher SLS-18	1/08/18	30/07/25	350,000				7		338,054	-						350,000		
3103	International	Acco Garbage Compactor (On order)	1/01/18	30/12/24	350,000				7		317,863	-						350,000		
Trucks Light																				
3201	Mitsubishi	Fuso Canter	1/01/16	30/12/21	50,000				6		-	50,000							50,000	
3202	Hino	300511A Dual Cab	30/06/18	28/06/24	55,000				6		-	55,000								
3203	Hino	617 Medium 4x2 Cab Chassis	30/07/14	28/																



Plant No	Make	Model	Date Purchased	Replacement date	Repl Purchase Price	Est Trade-in	REVISED TRADE IN	Benchmark Working Life (Years)	Replacement cost									
									30-Jun-19	30-Jun-20	30-Jun-21	30-Jun-22	30-Jun-23	30-Jun-24	30-Jun-25	30-Jun-26	30-Jun-27	30-Jun-28
3401	Hino	FG8J Bridge Truck	22/10/12	20/10/20	110,000			8			110,000							
3402	Hino	300	17/04/14	15/04/22	55,000			8				55,000						
3403	Hino	XZU710R-HKFMTQ3 617 Medium	17/04/14	15/04/22	50,000			8				50,000						
3404	Mitsubishi	FK5040 Water Tanker (11,000l) (Sold)	1/07/07	29/06/15	150,000			8										
3405	Mitsubishi	FK61FH Water Tanker	1/07/05	31/07/20	80,000			8				50,000						
3406	Mitsubishi	FK6101E (HAB)	1/07/04	29/06/12	140,000			8										
3407	Hino	FS 2845-tanks	1/07/10	29/06/18	140,000	20,000	80,000	8				140,000						
3408	Isuzu	NPR75 - Footpath Sweeper Truck	14/03/18	12/03/26	52,000			8										
3409	Hino	616 Auto tipper 300 series	30/05/18	28/05/26	59,000			8										
3410	Isuzu	FXY 240-350 MWB Water Cart	24/10/18	22/10/26	175,000			8										
3411	UD	UD PK 17 280 N6A Condor Tipper	8/01/19	6/01/27	183,000			8										
Trucks Heavy																		
3601	Isuzu	FVD 1000 Tar Spraying Truck	1/01/18	30/12/25	300,000			8								300,000		
3602	Hino	FM2632 Water Cart	10/06/10	31/07/19	300,000	15,000	15,000	8				300,000						160,000
3603	Kenworth	T404SA Prime Mover	19/01/11	31/07/24	155,000			8								155,000		
3604	Hino	SS2848 Air 700 Series Tipper	1/09/15	30/08/23	190,000			8								190,000		
3605	Nissan	off	1/08/18	30/07/26				8										
3606	Hino	2848 - Prime Mover-Jay	1/07/12	1/08/20	200,000	50,000	75,000	8				200,000						200,000
3608	Isuzu	FV21400 - Jetpatcher	19/08/15	17/08/23	300,000			8								300,000		
3609	Mack	Trident	1/07/16	29/06/24	180,000			8								180,000		
3610	Hino	FS 2844 Air Rigid Tipper	1/09/17	30/08/25	190,000			8								190,000		
3611	Hino	FS 2844 Air 700 Serie	1/09/17	30/08/25	190,000			8								190,000		
3612	Mack	Mack Trident truck	28/11/18	26/11/26	210,000			8				207,335						210,000
Tractors																		
4001	John Deere	83354 Tractor	14/05/14	12/05/21	250,000			7					250,000					255,000
4002	John Deere	5083E Tractor	5/05/14	3/05/21	60,000			7					60,000					63,000
4003	John Deere	5080M Tractor	11/07/14	9/07/21	47,000			7						47,000				
4004	John Deere	Compact Utility Tractor - Saleyard	30/06/17	28/06/24	24,000			7								24,000		26,000
4005	Kubota	M95400H Tractor	15/09/17	13/09/24	50,000			7								50,000		53,000
4006	Kubota	Tractor	1/12/17	29/11/24	50,000			7								50,000		53,000
4007	(Showground)	Tractor (Sold)	1/07/09	29/06/16				7										
4008	Kubota	BX2680 Tractor Mower	31/10/18	29/10/25				7				23,181						
Heavy Trailers																		
5001	Lusty	Low Loader	29/11/01	31/07/24	80,000			15								80,000		
5003	2003	Tipping trailer 2003	1/07/03	31/07/24	100,000			15								100,000		
5004	1999	Pig trailer	1/07/99	31/07/24	100,000			15								100,000		
5005	Hamelex	semi tipper	GORSHI super	1/07/99	1/08/19	100,000		15					100,000					
5006	Chris's Body	dog trailer		31/07/24	100,000			15								100,000		
5007	Builders	Hardox Superdog		31/07/24	100,000			15								100,000		
5008	Tieman	Water Tanker	30/05/16	29/05/23	70,000			7								70,000		
5011	Tieman	potable water tanker 1992	Sold	1/07/92	29/06/02			10										
5012	Lime Tanker			29/07/16	27/07/26	85,000		10									85,000	
5013	Brentwood	Float		27/06/17	23/06/32	100,000		15										
6720	Redline	Hydraulic tilt trailer	21/08/18	18/08/28	30,000			10				27,629						
6721	Midland	Semi water cart	1/10/18	28/09/28	117,000			10				115,442						
Attachments																		
6001	Billygoat	Leaf Sucker/mulcher	1/06/14	30/05/22	7,000			7										8,000
6002	Spartan	Soldier Sewer Jetter	18/08/14	30/05/22	32,000			6									35,000	
6006	Jetter	Warrior Sewer Jetter	1/07/14	29/06/20	40,000	5,000	5,000	6				40,000					42,000	
6007	Snorkel	Trailer mounted boom scissor lift	1/07/15	29/06/21	50,000			6				50,000					52,000	
6008	JCB	Telehandler	1/01/16	30/12/23	80,000			8								80,000		
6013	A1 Roadlines	Portable traffic lights	1/07/08	28/06/20	28,000	5,000	5,000	12				28,000						



Plant No	Make	Model	Date Purchased	Replacement date	Repl Purchase Price	Est Trade-in	REVISED TRADE IN	Benchmark Working Life (Years)
Mowers								
6201	Kubota	F3680 Outfront Mower	16/10/08	15/10/12	35,000			4
6202	Toro	GroundMaster Mower	5/04/12	4/04/16	55,000			4
6203	Iseki	2004 Mower Wallendbeen (Sold)	1/07/04	30/06/08				4
6204	Toro	Groundmaster mower P&G	1/07/12	1/08/19	150,000	15,000	15,000	4
6205	Iseki	2008 Outfront mower (Scrapped)	1/01/18	31/12/21				4
6206	Walker	Ride on mower - Parks	1/01/18	31/12/21	55,000			4
6207	Walker	Ride on mower parks	14/07/17	31/07/19	55,000	15,000	4,000	4
6208	Toro	Groundmaster GM360 mower Parks	1/07/16	29/06/21	55,000			4
6209	Husqvarna	POOL	1/01/18	31/12/21	5,000			4
6211	John Deere	1575 Terrain Out Front Mower	1/01/18	31/12/21	55,000			4
6213	Toro	GroundMaster GM40110 - P&G	1/01/18	31/12/21	97,000			4
6214	Walker	Mower Tractor MT25i	1/01/18	31/12/21	55,000			4
6215	Kubota	F3690 Mower - cabin	1/10/18	30/09/22	50,000			4
6216	Kubota	F3690 Mower	1/10/18	30/09/22	30,000			4
6217	Kubota	F3690 Mower	1/10/18	30/09/22	30,000			4
6218	Kubota	F3690 Mower - cabin	1/10/18	30/09/22	50,000			4
6219	Toro	GM360 Mower	23/10/18	22/10/22	63,000			4
6220	Humus	Hydraulic side shift mulcher	12/12/18	11/12/22	22,000			4

437,500	496,500
Est Trade-in	REVISED TRADE IN
March 19	TRADE IN Sept
19	

Replacement cost									
30-Jun-19	30-Jun-20	30-Jun-21	30-Jun-22	30-Jun-23	30-Jun-24	30-Jun-25	30-Jun-26	30-Jun-27	30-Jun-28
	-	-	-	38,000	-	-	-	38,000	-
	-	-	-	58,000	-	-	-	58,000	-
	-	150,000	-	-	-	-	68,000	-	-
	-	-	-	-	-	-	-	-	-
	-	-	55,000	-	-	-	-	-	58,000
	-	55,000	-	-	-	58,000	-	-	58,000
	-	-	55,000	-	-	-	58,000	-	-
	-	-	-	5,000	-	-	58,000	-	-
	-	-	-	55,000	-	-	58,000	-	-
	-	-	-	97,000	-	-	58,000	-	-
	-	-	-	55,000	-	-	58,000	-	-
	46,613	-	-	-	50,000	-	-	-	50,000
	27,988	-	-	-	30,000	-	-	-	30,000
	27,988	-	-	-	30,000	-	-	-	30,000
	46,613	-	-	-	50,000	-	-	-	50,000
	60,088	-	-	-	63,000	-	-	-	63,000
	19,922	-	-	-	22,000	-	-	-	22,000

8.8 TECHNICAL SERVICES

Nil

8.9 FACILITIES

8.9.1 ELECTRICITY PROCUREMENT

DOCUMENT NUMBER	312453
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

1. **Council acknowledge that there are extenuating circumstances surrounding the procurement of electricity due to the 2-day validity of offers from electricity retailers where anything longer than this is likely to include a price risk component and as such Council should be excused from the tendering requirements under S55(3)(i) of the Local Government Act, 1993 for the procurement of electricity for small tariff sites, large contract sites and street lighting which are due to commence on 1st January, 2020.**
2. **Council delegate authority to the General Manager to execute the contracts for the supply of electricity for small tariff sites, large contract sites and street lighting.**
3. **Council contribute 20% of Council's electricity load to a renewable energy Power Purchase Agreement where the pricing is financially advantageous.**
4. **Council advise Riverina Eastern Region Organisation of Councils (REROC) of its decision**

Introduction

REROC made its first aggregated procurement for electricity in 1998, when the market was first opened to competition for large sites. REROC continued to provide this service to Member Councils until 2014 when changes in the market meant that our small electricity load coupled with the need to execute supply agreements within forty eight (48) hours meant it was no longer viable for REROC to continue.

Member Councils took a decision to use Local Government Procurement services, however feedback has been mixed in relation to the services provided. This year the opportunity arose to join an aggregated procurement of electricity with Central NSW Joint Organisation (CENTROC), the REROC Board agreed to pursue that opportunity. Since then, Tamworth Regional Council has joined

the procurement. In addition Southern Sydney Region Organisation of Councils (SSROC), with over 30 participating councils, has agreed to go to tender at the same time.

The REROC's Participating Councils in the 2019 procurement are Bland, Coolamon, Cootamundra-Gundagai, Greater Hume, Junee and Temora whose energy costs were:

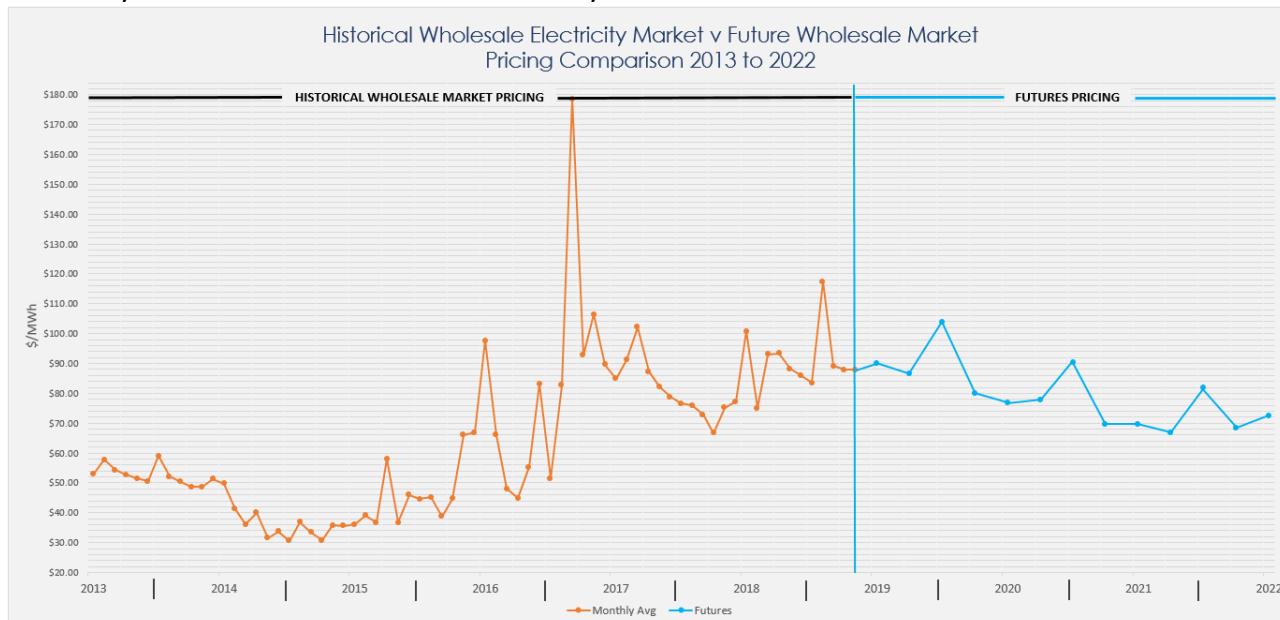
Bland Shire Council	\$328,163
Coolamon Shire Council	\$171,816
Cootamundra-Gundagai Regional Council	\$659,526
Grater Hume Council	\$335,137
Junee Shire Council	\$233,637
Temora Shire Council	\$345,797

Discussion

2019 Retail Electricity Procurement

The procurement of electricity is complex and challenging for councils, for example the short timeframes to accept prices offered by retailers is typically 2 business days which is outside council meeting timeframes for even an extraordinary meeting. Reasons around the short timeframe are that retail offers are based on a fast-moving futures' market. If councils were to seek a longer timeframe for the acceptance of offers, a large risk component is likely to be added to the price by the retailer.

The following chart which shows historical and potential future price action of the NSW wholesale electricity market demonstrates that volatility:



The current LGP retail energy contracts for small tariff sites (< 100MWh p.a.), large contract sites (> 100MWh p.a.) and street lighting expire on 31st December, 2019. Council must now participate in a new procurement process for the supply of electricity for contracts to commence on 1st January, 2020. *Sourced Energy* has been engaged to conduct this process on behalf of the REROC participating councils. *Sourced Energy* has considerable experience in the field having delivered electricity procurements for SSROC for approximately six (6) years.

Councils now have the opportunity to include a renewable energy Power Purchase Agreement (PPA) in the procurement process for the supply of electricity. At a recent workshop on electricity procurement the Participating Councils agreed that councils would consider a minimum of 20% of the load would go to a renewable energy PPA, where financially advantageous to Council.

Mechanics of the Procurement

The procurement will be conducted in two stages:

- Stage 1 – an *RFX will call for tender/quotation from energy suppliers to provide quotes for the provision of baseload and green energy. The proposals will be evaluated and shortlist of suppliers created;
- Stage 2 – The shortlisted suppliers will be asked to:
 - Address any terms and conditions in the contract this will occur immediately after the short-listed suppliers are decided on and normally would be resolved within 2-3 days; and
 - Provide a Best and Final Offer (BAFO) – the request will be made based on *Sourced Energy*'s determination of the best time to go to the market. At this point the thinking is the third week in October. Suppliers will provide their BAFOs within 48 hours.

It is expected that the tender will be for a period of 3 years, however the time period will depend on the offers received. Typically, renewable energy PPAs are long-term agreements of around 7 - 10+ years, however the 'regular grid electricity' contracts are much shorter agreements ranging from 12 months to 36 months. *Sourced Energy* has indicated to the market that councils are looking for shorter PPA terms of around 5 years.

Limiting the proposed purchase of renewable energy to only 20% of overall electricity load is a risk management based decision. It recognises that the renewable energy price may decline (it is currently in a long and consistent downtrend as a result of technology advancement) and although it may be in parity or slightly cheaper than regular grid power now, it may be possible to purchase a larger portion of renewable energy in later years at an even cheaper price.

The timeline for the procurement is as follows:

10 September	RFX for the procurement released on Tenderlink (advertised concurrently with the SSROC procurement)
1 October	RFX closes
2-3 October	<i>Sourced Energy</i> reviews the proposals to makes recommendations to the Evaluation Committee
4-5 October	Evaluation Committee considers recommendations and agrees on short-listed suppliers
7-10 October	Shortlisted suppliers asked for clarifications in contract terms and conditions
7 – 17 October	Depending on what is happening in the market, at a point within this period shortlisted suppliers will be asked to provide their BAFOs
Third – Fourth Week of October	Suppliers will respond to the request for a BAFO within 48 hours, after which <i>Sourced Energy</i> will make a final evaluation and recommendation to be considered by the Evaluation Committee and then given to councils to sign.

Within a 48 hour period	
--------------------------------	--

*RFX - is one of the most common acronyms in the strategic sourcing and procurement landscape, is a catch-all term that captures all references to Request for Information (RFI), Request for Proposal (RFP), Request for Quote (RFQ), and Request for Bid (RFB).

There is one Evaluation Committee for the CENTROC/REROC/Tamworth procurement, which is being convened by CENTROC. The REROC representatives on the Committee are: Julie Briggs, David Smith (Greater Hume) and Tony Donoghue (Coolamon). REROC has the smallest load purchase with most of our load being in small market sites. The weighting for the evaluation is as follows:

Large Market and Street lighting Evaluation Criteria (evaluated together):

Criterion	Score (Total=100%)
Price – the average cost of electricity and LGCs per MWh over the period (see Footnote to Table)	60%
Electricity Supply Agreement - ability to incorporate mandatory and desired requirements	10%
Account Management – proposed method of invoicing, account management services, billing portal and other value-added services / products	10%
Term duration and risk management of the model offered	10%
Feed-in-Tariff	5%
Financial stability and capability to deliver	5%
Total	100%

Small Market Evaluation Criteria:

Criterion	Score (Total=100%)
Price – the average cost of electricity and LGCs per MWh over the period (see Footnote to Table)	60%
Electricity Supply Agreement - ability to incorporate mandatory and desired requirements	10%
Account Management – proposed method of invoicing, account management services, billing portal, metering management and other value-added services / products	20%
Feed-in-Tariff	5%
Financial stability and capability to deliver	5%

Total	100%
--------------	-------------

The challenge is obtaining council sign-off to the contract within an extremely short space of time, less than 48 hours.

Proposed Process for Executing the Agreement

REROC and the General Managers from the Participating Councils have discussed the process for acceptance of the price. We have had the benefit of CENTROC's advice on the course of action they took for their 2016 tender which they will use again this year.

Section 55(3)(i) of the Local Government Act, 1993 states that tendering requirements do not apply to:

- (i) a contract where, because of extenuating circumstances, remoteness of locality or the unavailability of competitive or reliable tenderers, a council decides by resolution (which states the reasons for the decision) that a satisfactory result would not be achieved by inviting tenders.

It is reasonable for Council to decide the procurement of retail electricity as an 'extenuating circumstance', due to the extremely short timeframe for acceptance of offers which will be less than 48 hours, and to resolve to delegate the acceptance of the recommended offer to the General Manager.

Council should note that Stage One, the RFX, is an open and competitive call for suppliers to provide pricing and that Stage 2 is for short-listed suppliers who responded to Stage 1. Therefore, the market has been effectively tested prior to accepting the final offer.

*RFX - is one of the most common acronyms in the strategic sourcing and procurement landscape, is a catch-all term that captures all references to Request for Information (RFI), Request for Proposal (RFP), Request for Quote (RFQ), and Request for Bid (RFB).

8.10 WASTE, PARKS AND RECREATION

Nil

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN**9.1 NOTICE OF MOTION - THE LIGHTING SCHEDULED FOR REPLACEMENT AT FISHER PARK BE
DONATED TO THE COOTAMUNDRA RODEO ASSOCIATION**

DOCUMENT NUMBER	311550
REPORTING OFFICER	Gil Kelly, Councillor
AUTHORISING OFFICER	Phil McMurray, Acting General Manager

The following Notice of Motion signed by Councillor Gil Kelly was submitted on 5 September, 2019.

I hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 24 September, 2019:

MOTION

The lighting scheduled for replacement at Fisher Park be donated to the Cootamundra Rodeo Association.

Note from Councillor

The lighting at Fisher Park are scheduled for replacement with funding secured through Stronger Community Funds and are not being considered for reuse by Council. The Cootamundra Rodeo Association previously expressed an interest, to Council, in the Fisher Park lighting should they be replaced.

As the Cootamundra Rodeo Association is undertaking the upgrade of the grounds with the hope of reviving the rodeo circuit in the area, particularly after seeing the success of such in Harden, the installation of lighting has the potential to significantly increase the use of ground. The Association has expressed a keen interest to hold twilight events should lighting be installed at the grounds.

The Committee has not indicated that they expect Council to bear the cost of installing the lights, in fact to the contrary only, the donation of the lights. From a tourism viewpoint this activity has the potential to bring much needed income to the town's economy. Council could further assist the committee by assisting with grant opportunities, as they present, for the work at the grounds to continue.

**9.2 NOTICE OF MOTION - COOTAMUNDRA-GUNDAGAI LOCAL AREA TRAFFIC COMMITTEE
DEVELOP DRAFT GUIDELINES FOR ROADSIDE TRAILER ADVERTISING**

DOCUMENT NUMBER	312356
REPORTING OFFICER	Charlie Sheahan, Councillor
AUTHORISING OFFICER	Phil McMurray, Acting General Manager

The following Notice of Motion signed by Councillor Cr Charlie Sheahan was submitted on 16 September, 2019.

I hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 24 September, 2019:

MOTION

“Council request Cootamundra-Gundagai Regional Council Local Traffic Committee develop a draft policy guidelines paper to regulate the use of advertising trailers across the local government area. Once the draft policy guidelines to regulate the use of advertising trailers has been completed a report will be prepared and submitted for the consideration of Council. The policy guidelines should commit to:

- a) Present a degree of fairness, reflecting Council’s ongoing support for the promotion of local businesses,
- b) Regulate appropriate sites to protect public access and safety,
- c) The proposal of a fee to cover the cost of administration of the regulation of the policy guidelines, and
- d) Ensure the proposed fee reflect fair commercial advertising costs”

Note from Councillor

Changes to the Transport Corridor Outdoor Advertising and Signage Guidelines, State Environmental Planning Policies (SEPP) 64, which sets out certain rules in relation to outdoor advertising and signage came into effect on 1st March, 2018.

Under clause 27A of SEPP 64 in relation to Advertising Signage:

Advertisements on parked trailers can be issued with a fine Clause 27A of SEPP 64 prohibits any advertisement on trailers parked on a road, or road-related area (as defined in the Road Transport Act 2013 (the Act)) and requires development consent for the display of signage on a trailer where displayed on private land that is visible from a road or road-related area.

The penalty does not apply to parked trailers if:

- *the advertisement is ancillary to the dominant purpose of the trailer, for example, a trailer used for a gardening or delivery service*
- *the trailer is erected by RMS for road safety or traffic management purposes.*

Further, under SEPP 64 advertising and signage has been banned on parked trailers on roads, road shoulders, footpaths and nature strips and such signage now requires consent for the display of signage on trailers parked on private land in view from roads, road shoulders, footpaths and nature strips. Private land, includes council owned land, and it is this area that I request Council explore options as both a building community business relationships exercise, as a priority to a potential revenue source for Council.

It is expected that the general public are unaware of the changes which came into effect on 1st March 2018. In the interest of fostering positive community relations, I request Council to focus on liaising with advertisers and to investigate where trailer advertising is able to be situated whilst adhering to compliance of the Act.

9.3 NOTICE OF MOTION - COUNCIL DISREGARD THE TRIAL PERIOD OF THE COOTAMUNDRA MAIN STREET TREE ENHANCEMENT LIGHTING PROGRAM AND APPROVE ITS IMPLEMENTATION IN FULL

DOCUMENT NUMBER	312597
REPORTING OFFICER	Gil Kelly, Councillor
AUTHORISING OFFICER	Phil McMurray, Acting General Manager

The following Notice of Motion signed by Councillor Gil Kelly was submitted on 18 September, 2019.

I hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 24 September, 2019:

Motion

That Council disregard the trial period of the Cootamundra Main Street Tree Enhancement Lighting Program and approve its implementation in full.

Note from Councillor

The Main Street Tree Enhancement Lighting trial can be viewed as a great success with the amount of positive feedback I have received from residents and visitors in relation to how appealing the lighting is and how it improves the appearance of Parker Street at night.

There are sixteen (16) suitable trees remaining to have the enhancement lighting installed and complete the avenue effect at night.

The estimated costs to purchase and install lighting on the remaining 16 trees of the street tree enhancement lighting program, as provided in the report submitted by Wayne Bennett, Manager Waste, Parks and Recreation to Council at the meeting held on 30th July, 2019, is \$20,000. The lights are a new budget item and they are not included in the 2019/20 budget.

Council is soon to review its energy supply contract and undertake the tender process at the end of September, 2019 for a new energy supply contract. The new contract is presumed to result in a substantial saving to Council's energy charges and, as such, I propose Council fund the cost of the lighting through the existing 2019/20 Street Light allocation.

Originally, it was proposed to use solar lighting to reduce power costs, however, as power is easily accessible for the lighting it was decided utilise the power source as there will be less ongoing maintenance and the lighting will come on and off with the existing street lighting.

10 QUESTIONS WITH NOTICE

10.1 QUESTIONS WITH NOTICE

DOCUMENT NUMBER	312384
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:

Charlie Sheahan – When is the micro phish system at the Cootamundra Library going to be repaired and updated?

Response from Council Officer – The system camera has been updated in an attempt to get it working but that was not successful. We are now talking to the suppliers in America with one last option to try and get it working. Ultimately the system may need to be replaced at a cost of some \$30,000.

Charlie Sheahan – Given the dire outlook for good rain in the near future and the very real likelihood of water shortage and future water restrictions, has Goldenfields Water indicated when possible restrictions could be introduced?

Response from Council Officer – In terms of delineation of responsibility Goldenfields Water County Council (GWCC) is responsible for the extraction, treatment and distribution of drinking water through to the inlet of the Cootamundra water reservoirs. CGRC is responsible for water quality and the reticulation of water once it enters the Cootamundra Reservoirs. Council's current position is that Cootamundra adopts the water usage restrictions of Goldenfields Water. There is no policy for such restrictions in the Cootamundra reticulation area. GWCC are considering a report on water restrictions at their October, 2019 Board meeting. If GWCC do impose a restriction, then Council is obligated under those bulk water arrangements to enact it. If no restrictions are applicable from GWCC, and a restriction position is the desire of Council, Council can consider the introduction of a Policy in regards to the Cootamundra reticulation area (there is nothing to prevent that local policy), and it may be prudent if that is the desire of Council, to follow the same regime as adopted for the Gundagai Local Water Utility. Gundagai is currently on Level 2 restriction. Refer to the table which follows the questions below.

Charlie Sheahan – Will Goldenfields member councils consider earlier restrictions to avoid what happened at the last drought going direct to Level 5, so as to better educate the community in water saving measures?

Response from Council Officer – It would be prudent for Council to await on the outcome of Goldenfields October, 2019 Board meeting prior to adopting a position on the matter of implementing water restrictions. In the meantime, Council through its various media and newsletter arrangements, has arranged for information on voluntary water conservation and drought management to be advertised through its usual mediums.

Penny Nicholson – As a matter of urgency, can a report on the refurbishment of the Gundagai Administration Centre with the inclusion of a scope of works be prepared for the information and consideration of Council

Response from Council Officer – An allocation of funds was provided for the Gundagai office refurbishment through the New Council Implementation Fund. That funding will not cover all the work required for the administration building. A report containing a scope of works will be prepared and submitted for the consideration of Council as soon as all the information has been obtained.

Abb McAlister – Every year Essential Energy undertakes a tree maintenance program in the Cootamundra and Gundagai townships pruning back trees which are encroaching on power lines. Is it feasible for Parks and Gardens staff to work with Essential Energy contractors to ensure the trees are pruned with care for the health and longevity of the tree, and aesthetics, and not butchered and left in the unattractive state in which they currently are by the Essential Energy contractors?

Response from Council Officer – As detailed in a report to Council and as part of the Street Tree Management Plan, Council and Essential Energy will, in the future, be working towards corrective tree pruning practices and the development of a tree management plan for all trees located under existing powerlines. This will involve the corrective works to rectify previous poor tree structure and shape. This has begun with many of the smaller trees which required minimal corrective works. Due to the short timeline between Council adopting the Street Tree Policy and the contractor moving into the area, existing resources and planning of works schedules was too short to allow for the corrective pruning of the larger trees to be undertaken immediately. This work has now been included into the future street tree maintenance works program and works will commence over the coming months to manage the larger trees. These works involve a lot of work to bring the trees back to some sort of acceptable form. All endeavours will be made to have works completed as soon as possible, however, costs will need to be monitored as such works have not technically be funded and will need to be funded from the general street maintenance budget at this stage.

Gil Kelly – What was the outcome of the waste amnesty trial which was resolved at the Ordinary Meeting held on Tuesday, 11th December, 2018?

Response from Council Officer – This will be addressed as part of the waste strategy for future consideration.

APPENDIX 1**WATER RESTRICTION LEVELS**

The following restrictions are for all domestic, commercial and industrial consumers in the Gundagai LWU.

Level 1**Voluntary**

- no watering with fixed hoses or sprinklers between restriction times
- Washing of vehicles on lawns with a hose provided the use of a hose with a trigger cut off nozzle
- Water runoff onto roads or gutters banned
- Council Ranger will advise and warn anyone not co-operating.

Level 2**Mandatory**

- Fixed hoses and sprinklers banned between restriction times*
- Fixed hoses and sprinklers to be on a timer
- Washing of vehicles on lawns with a hose permitted provided the use a trigger cut off nozzle
- Hosing of paths and driveways banned
- Water runoff onto roads or gutters banned

Level 3**Mandatory**

- Fixed Hoses and sprinklers banned
- Odds and evens relating to street number and date. No watering on 31st.
- One hand held hose per property before or after restriction times*
- Fixed micro sprays and dripping systems maximum of 15 minutes before or after restriction times*
- Washing of vehicles on lawns with a hose permitted provided the use a trigger cut off nozzle before or after restriction times*. Washing with bucket at other times.
- Hosing of paths and driveways banned
- Water runoff onto roads or gutters banned
- Filling or topping up of Swimming Pools only permitted if cover is fitted

Level 4**Mandatory**

- Fixed Hoses and sprinklers banned
- Odds and evens relating to street number and date. No watering on 31st.
- One hand held hose per property before or after restriction times* for a maximum of ½ hour
- Fixed micro sprays and dripping systems maximum of 15 minutes before or after restriction times*
- Washing of vehicles on lawns with buckets.
- Hosing of paths and driveways banned
- Water runoff onto roads or gutters banned
- Filling or topping up of Swimming Pools banned.

Level 5**Mandatory**

- Outside use of hoses banned
- Bucket watering only
- Washing vehicles banned
- Limitations placed on commercial and industrial usage

Level 6**Mandatory**

- No outside use of town water
- Use of recycled grey water, rainwater tank water or bore water only for outside use
- Limitations placed on internal domestic use
- Limitations placed on commercial and industrial use.

*Restriction Times

1 October to 31 March 9am to 6pm

1 April to 30 September 9am to 4pm

11 CONFIDENTIAL ITEMS

11.1 CLOSED COUNCIL REPORT

DOCUMENT NUMBER	311696
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, Acting General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.2 Active participation and engagement in local decision-making</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To facilitate compliance with sections 10 and 11 of the Local Government Act 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

Note

Council's Code of Meeting Practice allows members of the public present to indicate whether they wish to make representations to the meeting, before it is closed to the public, as to whether that part of the meeting dealing with any or all of the matters listed should be closed.

RECOMMENDATION

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

11.2 COOTAMUNDRA AERODROME LANDS FARMING AND GRAZING LICENCE FOR PART LOT 3 DEPOSIT PLAN 1243629

Provisions for Confidentiality

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

Public Interest

It is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as, by providing commercial in confidence information, the applicant has facilitated the full consideration of the matter by Council. The release of that information by Council may discourage the provider of such information, or others, from doing so in the future,

and therefore prejudice Council's ability to appropriately resolve the matter without negatively impacting the community..

11.3 LEASE OF ROAD RESERVE BETWEEN LOT 5 DP1092838 AND LOTS 60,61 AND 62 DP753604 COOTAMUNDRA.

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

11.4 REVIEW OF LEGAL PROCEEDINGS OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

Provisions for Confidentiality

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

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

Public Interest

It is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as, by providing commercial in confidence information, the applicant has facilitated the full consideration of the matter by Council. The release of that information by Council may discourage the provider of such information, or others, from doing so in the future, and therefore prejudice Council's ability to appropriately resolve the matter without negatively impacting the community..