



COOTAMUNDRA-  
GUNDAGAI REGIONAL  
COUNCIL

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# Business Paper

## ORDINARY COUNCIL MEETING

**ALBY SCHULTZ MEETING CENTRE,  
COOTAMUNDRA**

**6:00 PM, TUESDAY 29TH JUNE, 2021**

**Administration Centres: 1300 459 689**

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

#### NOTICE OF MEETING

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

**Tuesday, 29th June, 2021 at 6:00 PM**

The agenda for the meeting is enclosed.

Phillip McMurray  
General Manager

#### Live Streaming of Meetings

**This meeting is streamed live via the internet and an audio-visual recording of the meeting will be publicly available on Council's website.**

**By attending this meeting, you consent to your image and, or, voice being live streamed and publicly available.**

# AGENDA

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**1 ACKNOWLEDGEMENT OF COUNTRY**

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

**ADJOURN MEETING FOR OPEN FORUM**

**2 OPEN FORUM**

**RESUME OPEN MEETING**

**3 APOLOGIES**

**4 DISCLOSURES OF INTEREST**

## 5 CONFIRMATION OF MINUTES

### 5.1 MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY 2 JUNE 2021

REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Minutes of the Extraordinary Meeting of Council held on Wednesday 2 June 2021

### RECOMMENDATION

**The Minutes of the Extraordinary Meeting of Council held on Wednesday 2 June 2021 be confirmed as a true and correct record of the meeting.**

# Minutes

## EXTRAORDINARY COUNCIL MEETING

**ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA**

**5:30PM, WEDNESDAY 2nd June, 2021**

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL  
EXTRAORDINARY COUNCIL MEETING  
HELD AT THE ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA  
ON WEDNESDAY, 2 JUNE 2021 AT 5:30PM**

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

**IN ATTENDANCE:** Phil McMurray (General Manager), Sharon Langman (Manager Development, Building and Compliance), Andrew Brock (Manager Facilities), Matt Stubbs (Manager Technical Services), Linda Wiles (Business Coordinator)

**1 ACKNOWLEDGEMENT OF COUNTRY**

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

**2 OPEN FORUM**

**OPEN FORUM WAS NOT HELD**

**3 APOLOGIES**

Apology was received from Cr Gil Kelly and leave of absence was granted.

**4 DISCLOSURES OF INTEREST**

No disclosures of interest were declared.

**5 GENERAL MANAGER'S REPORT**

**5.1 DEVELOPMENT, BUILDING AND COMPLIANCE**

**5.1.1 DEVELOPMENT APPLICATION - 62/2021 GUNDAGAI PRESCHOOL REDEVELOPMENT, FIRST AVENUE, GUNDAGAI**

**RESOLUTION 135/2021**

Moved: Cr Doug Phillips

Seconded: Cr Penny Nicholson

**Council approves development application 62/2021 for Centre-based childcare facility - to demolish the existing preschool building and dwelling house, and to construct a new preschool and kindergarten facility, including a new car park, bus stop, landscaping, signage and outdoor play areas on Lot 13 DP 1102375 and Lot 2 DP 574412, 87 and 89 First Avenue, Gundagai, subject to the following conditions:**

**PART A – ADMINISTRATIVE CONDITIONS**

**Compliance with plans**

A1. The developer shall carry out the development generally in accordance with the following plans and documentation:

Statement of Environmental Effects, dated May 2021, prepared by Habitat Planning			
The following plans, prepared by NBRS Architecture:			
<i>Drawing No.</i>	<i>Version</i>	<i>Content</i>	<i>Date of plan</i>
20124-NBRS-A-DA03	3	Site plan	06.05.2021
20124-NBRS-A-DA04	3	Existing and Demolition - Stage 1	06.05.2021
20124-NBRS-A-DA05	3	Existing and Demolition - Stage 2	06.05.2021
20124-NBRS-A-DA10	3	Floor plan	06.05.2021
20124-NBRS-A-DA11	3	Roof plan	06.05.2021
20124-NBRS-A-DA30	3	External building elevations	06.05.2021
20124-NBRS-A-DA31	3	External building elevations	06.05.2021
20124-NBRS-A-DA32	3	External building elevations	06.05.2021
20124-NBRS-A-DA60	3	Materials schedule	06.05.2021
20124-NBRS-A-DA70	3	Finishes Board	06.05.2021

#### **Parameters of consent**

A2. This consent permits the facility to be licenced for a maximum capacity of eighty (80) children.

#### **Compliance with plans and inconsistencies between documents**

A3. In the event of an inconsistency between the documents and/or plans referred to above, the latter documents and/or plans, shall prevail to the extent of the inconsistency.

A4. In the event of an inconsistency between the conditions of this consent and the documents and/or plans referred to above, then the conditions of this consent shall prevail to the extent of the inconsistency.

A5. No departure from the approved plans and specifications shall be made unless the prior approval of Council has been obtained in writing (i.e Section 4.55 modification or new development consent).

#### **Cost of works**

A6. All works associated with the proposal, or required by this consent, will be at no cost to Council.

A7. All works associated with the cost of the retaining walls and fencing shall be by the developer, and not any adjoining or adjacent land owner.

#### **Compliance with legislation**

A8. All building and construction works must be carried out in accordance with the requirements of the:

- Building Code of Australia,*
- Environmental Planning and Assessment Act, 1979, and the Regulations made thereunder, and*
- Education and Care Services National Regulations.*

#### **PART B - PRIOR TO ISSUE OF A CONSTRUCTION CERTIFICATE**

#### **Consolidation of land**

B1. Prior to a construction certificate being issued Lot 13 DP 1102375 and Lot 2 DP 574412, shall be consolidated into a single lot, by way of a plan of consolidation registered with NSW Land Registry Services.

#### **Section 7.12 Contributions**

B2. Prior to the issue of construction certificate, a contribution is required towards the provision of public amenities and services, in accordance with the Cootamundra-Gundagai Regional Council Section 7.12 Fixed Development Consent Levy Contributions Plan 2018.

Section 7.12 contributions are calculated on the estimated cost of development as specified on the Development Application at time of lodgment and may be subject to change with the coming of a new financial year or revised estimated cost of development.

**The contribution payable with respect to this application is 1 % of the cost of the development (\$ 1,500,000), being \$ 15,000.**

#### **Retaining walls**

B3. The retaining walls shall be designed by an appropriately qualified and certified structural engineer, and details shall be submitted to and approved by the Principal Certifying Authority, as part of the application for a construction certificate. Adequate provisions are also to be made for drainage, and specific consideration shall be given to overland flow, as identified in the *Gundagai Floodplain Risk Management Study and Plan* (December 2018).

#### **Stormwater**

B4. A comprehensive stormwater drainage system shall be designed by a suitably qualified practising Civil or Hydraulic Engineer or other suitably qualified professional. The plan shall be submitted to, and approved by, Council, prior to the issue of a construction certificate. The plan shall include, but not necessarily be limited to, the following:

- (a) detailed engineering design plans for the management of stormwater, to collect and treat all stormwater generated by the proposed development (from roofs and hardstand areas),
- (b) specifically addressing run-on and overland flow, as identified in the *Gundagai Floodplain Risk Management Study and Plan* (December 2018),
- (c) stormwater drainage as it relates to the proposed retaining walls,
- (d) the hydraulic requirements, discharge details, pipe sizes, pit details and conveyance and disposal details,
- (e) the risk of water surcharging onto the footpath,
- (f) connection into Council's stormwater drainage system,
- (g) the hydrology and hydraulic calculations shall be based on models described in the current edition of *Australian Rainfall and Runoff*,
- (h) provision of a minimum of a 10,000 litre rainwater tank, incorporating escape paths for overland flow of water in the event of a major rainfall event. The escape paths shall be properly constructed overflow channels for floor relief for the 100 year ARI event.

#### **Sedimentation and erosion controls**

B5. Prior to the issue of a construction certificate, a detailed erosion and sedimentation control plan shall be submitted to, and approved by, Council.

#### **Construction management plan**

B6. A management plan to address demolition and construction activity access and parking is to be prepared to ensure that suitable provision is available on site for all vehicles associated with the construction of the development to alleviate any need to park within, or load/unload from the road reserve of First Avenue. Appropriate signage and fencing is to be installed and maintained to effect this requirement.

#### **Plumbing and drainage approvals**

B7. Prior to a construction certificate being issued, a plumbing and drainage approval for the proposed plumbing works and installation of any liquid trade waste pre-treatment devices (e.g dry basket arrestor in the main kitchen), shall be obtained from Cootamundra-Gundagai Regional Council, in accordance with Section 68 of the *Local Government Act 1993* and *Liquid Trade Waste Regulation Guidelines*.

#### **Landscaping plan**

B8. A detailed landscaping plan shall be submitted to, and approved by Council, prior to a construction certificate being issued.

**PART C - PRIOR TO COMMENCEMENT OF WORK****Asbestos**

- C1. Prior to work commencing on-site, the dwelling and existing preschool building shall be inspected by a suitably qualified person, for the presence of asbestos. In the event of asbestos being discovered, its removal shall be in accordance with the relevant conditions of this consent (see Part D of this consent).
- C2. Prior to work commencing on-site, testing for the presence of naturally occurring asbestos (NOA) shall be undertaken, in accordance with the Council's Asbestos Policy (Section 5.1). In the event that NOA is found, an asbestos management plan shall be prepared in accordance with the requirements of the *Work Health and Safety Regulation 2017*.

**Construction certificate**

- C3. Prior to construction work commencing on-site a Construction Certificate must be obtained from Council or a Registered Certifier.

**Dilapidation report**

- C4. A dilapidation report prepared by a professional engineer, accredited building surveyor or other suitably qualified person must be submitted to the satisfaction of the Principal Certifying Authority prior to commencement of any demolition, excavation or building works.

The dilapidation report shall include the two (2) sheds and ancillary works (e.g concrete slab), located on 88 Punch Street, Gundagai, directly behind 87 First Avenue, Gundagai, and shall detail the current condition and status of the structures (including photographs).

**Sedimentation and erosion controls**

- C5. Prior to work commencing, the measures contained in the approved erosion and sedimentation control plan shall be implemented on-site, and shall be maintained in good working condition, throughout the life of the project.

**Builders Toilet**

- C6. The applicant shall ensure that a suitable builders' toilet is situated on the property prior at the time of the first inspection, prior to commencing construction.

**Site Security**

- C7. Access to the site shall be restricted by way of safety/security fencing and the access point clearly delineated.

**Protection of trees**

- C8. All trees on the site (not approved for removal), and that may be threatened by the works, are to be suitably protected in accordance with *AS 4970-2009 Protection of trees on development sites*, by way of tree guards, barriers or other measures as necessary in order to protect tree root systems, trunks and branches, during construction.

**Construction signage**

- C9. No more than two signs shall be erected at the front of the site to display the following details. At least one of these signs shall have the following minimum information:

- the name of the Principal Certifying Authority, their address and telephone number;
- the name of the person in charge of the work site and telephone number at which that person may be contacted outside working hours;
- that unauthorised entry to the work site is prohibited.

The signs shall be maintained to a tidy and legible standard at all times and must be removed when the work has been completed.

- C10. A notice bearing the lot number and the builders name and license number shall be prominently displayed at the front of the land from the time work commences, until the building is complete, or an occupation certificate is issued.

**PART D – DURING DEMOLITION, CONSTRUCTION AND THE CARRYING OUT OF WORKS****Approved plans to be on-site**

D1. A legible copy of the stamped plans, specifications, a copy of the development consent, the construction certificate and any other certificates to be relied upon shall be available on site at all times during construction.

**Hours of work**

D2. Work on the project shall be limited to the following hours:

- (i) Monday to Friday - 7:00 am to 6:00 pm
- (ii) Saturday - 8:00 am to 5:00 pm
- (iii) Sunday/Public Holidays - No work to be carried out on, without the prior consent of Council.

**Naturally occurring asbestos**

D3. The applicant is advised that the subject land may be affected by naturally occurring asbestos. If naturally occurring asbestos material is encountered during excavation works on site, the works are to cease immediately and Council is to be notified. Interception of any naturally occurring asbestos will require specific processes to be implemented to secure the site and to manage any further works in accordance with the requirements of Safework NSW.

**Demolition**

D4. Demolition of the subject buildings shall be carried out in accordance with the requirements of *Australian Standard AS2601 The Demolition of Structures and Work Health and Safety Act 2011*.

D5. All removal, transport and disposal of asbestos or other contaminated waste materials shall be controlled in accordance with the *Work Health and Safety Act 2011, SafeWork Australia Code of Practice – How to Manage and Control Asbestos in the Workplace* and the *Protection of Environment Operations Act 1997*.

D6. Work involving asbestos removal work (of an area of more than 10 square metres) or friable asbestos removal work must be undertaken by a person who carries on a business of such removal work in accordance with a licence under clause 485 of the *Work Health & Safety Regulation 2011*.

D7. All excavated material or demolition waste to be removed from the site is to be assessed, classified, transported and disposed of in accordance with the NSW Department of Environment and Climate Change's 'Waste Classification Guidelines Part 1: Classifying Waste' publication and disposed of at a lawful waste facility.

D8. Copies of receipts stating the following must be retained and given to the principal certifying authority if requested:

- (a) the place to which waste materials were transported,
- (b) the name of the contractor transporting the materials,
- (c) the quantity of materials transported off-site and recycled or disposed of.

D9. All works are to be carried out so as not to cause damage to adjacent and adjoining properties, including Council's road reserve and nature strip area. Any damage arising from the removal / demolition works is to be made good and any necessary repairs are carried out by the person having the benefit of this consent at no cost to Council.

D10. Whilst work is being undertaken:

- (a) all vehicles entering or leaving the site must have their loads covered, and
- (b) all vehicles, before leaving the site, must be cleaned of dirt, sand and other materials, to avoid tracking these materials onto public roads.

D11. It is the responsibility of the person having the benefit of this consent to notify the adjoining neighbours two (2) days prior to commencing work of the intention to carry out demolition works. The notification shall detail the type of machinery to be utilised, hours of operation, likely duration of works, and safety measures taken to protect property and persons from damage.

D12. Suitable measures shall be taken to ensure that there is no adverse effect to occupants of adjoining buildings and the public by the generation of dust and noise.

D13. Protection shall be afforded to the users of any public place by the provision of fencing and/or hoardings adjacent to any public places.

D14. Where possible, one (1) of the existing water and sewer connections shall be retained for connection of the new development. Where the existing services cannot be reused, they shall be removed, in accordance with the following conditions.

D15. The Developer shall carry out all works associated with the removal of the redundant water and sewer services, as follows:

- the disconnection of water within the site (being on the property side of the water meter), and
- the disconnection of sewerage services within the site (excluding works on the sewer main), with the work being carried out by a licensed plumber where necessary.

D16. Council shall carry out all works associated with the removal of the redundant water and sewer services, including water meters, and capping of the sewer main (including all work on the sewer main), at full cost to the Developer.

#### **Unexpected finds**

D17. If Aboriginal objects are uncovered during earthworks, excavation or disturbance, work in the immediate area must stop immediately and Council and Heritage NSW shall be consulted.

#### **Rainwater tank**

D18. A rainwater tank (minimum size of 10,000 litres) shall be installed to capture roof water. The rainwater tank shall be connected to a minimum of one (1) block of toilets and one (1) outdoor tap.

#### **Shoring and adequacy of adjoining property**

D19. As the development involves an excavation that extends below the level of the base of the footings of a building, structure or work on adjoining land, the person having the benefit of this development consent must, at the person's own expense—

- (a) protect and support the building, structure or work from possible damage from the excavation, and
- (b) where necessary, underpin the building, structure or work to prevent any such damage.

#### **Retaining walls**

D20. All excavations associated with the development must be executed safely in accordance with appropriate professional standards and excavations must be properly guarded and supported to prevent them from being dangerous to life, property or buildings.

Retaining walls, must be provided to support land which is excavated in association with the erection or demolition of a building, to prevent the movement of soil and to support the adjacent land and buildings, if the soil conditions require it. Adequate provisions are also to be made for drainage.

#### **Vehicular access**

D21. All redundant vehicular access points or laybacks to the subject property from First Avenue, shall be removed and the road reserve and kerb and gutter reinstated to match the surrounding roadside landform to Council's specifications.

D22. A suitably constructed vehicle access shall be provided to the service area and the carpark. The vehicle access shall be constructed in accordance with Council's specifications, after making application to and obtaining approval from Council, under Section 138 of the *Roads Act 1993*.

#### **Carpark**

D23. The carpark shall be designed and constructed in accordance with *AS2890.1 - Parking facilities - Off-street car parking*.

#### **Trafficable areas**

D24. All trafficable areas on-site (access, parking and manoeuvring areas) shall be sealed (concrete or bitumen) and shall be drained in an appropriate manner.

#### **Stormwater drainage**

D25. Stormwater shall be collected and discharged in accordance with the approved stormwater plan.

#### **Wastewater drainage and sewer**

D26. All plumbing and drainage work is to comply with the requirements of Australian Standard AS3500 Plumbing and Drainage and the Plumbing Code of Australia and the NSW Code of Practice Plumbing and Drainage.

#### **Liquid trade waste**

D27. Liquid trade waste facilities shall be installed in accordance with the Section 68 liquid trade waste approval, and the *Liquid Trade Waste Management Guidelines*.

#### **Waste management**

D28. All waste generated during the construction stage shall be stored on-site in suitable receptacles, and disposed of to a licensed waste disposal facility.

#### **Storage of materials**

D29. No materials, goods, etc, shall be placed in Council's road reserve during the construction phase.

#### **Food preparation areas**

D30. The fit out of the kitchen and kitchenette is to comply with the Food Act 2003, Food Regulation 2015, and the Food Standards Code.

D31. The mechanical ventilation in the kitchen must comply with AS/NZS 1668.1 and AS 1668.2 if required by the BCA.

#### **Disabled access and facilities**

D32. Access for the disabled must be provided to the whole floor in accordance with *Australian Standard AS1428.1 Design for Access and Mobility – General Requirements for Access – New Building Work*.

D33. Toilet accommodation shall be provided for disabled persons in accordance with the design criteria in *Australian Standard AS1428.1 Design for Access and Mobility – General Requirements for Access – New Building Work*.

D34. Ramps provided for disabled access shall comply with *Australian Standard AS1428.1 Design for Access and Mobility – General Requirements for Access – New Building Work*.

D35. The applicant shall provide all required tactile indicators, audible indicators and signage as required by *Australian Standard AS1428.1 Design for Access and Mobility – General Requirements for Access – New Building Work*.

### **PART E - PRIOR TO OCCUPATION OR COMMENCEMENT OF USE**

#### **Occupation Certificate**

E1. A final Occupation (Completion) Certificate must be issued by the Principal Certifying Authority prior to occupation or use of the development. In issuing an occupation certificate, the Principal Certifying Authority must be satisfied that the requirements of section 6.9 of the *Environmental Planning and Assessment Act 1979* have been satisfied.

#### **Registration as a food premises**

E2. The business shall register as a food premises with Council on the approved form prior to commencement of business.

#### **Liquid Trade Waste**

E3. A liquid trade waste approval shall be obtained from Council.

### **PART F - PRIOR TO THE ISSUE OF AN OCCUPATION CERTIFICATE**

**Arrange issue of Occupation Certificate**

F1. When all conditions of consent have been complied with, the applicant shall notify the PCA to arrange a final inspection and for the issue of a final Occupation (Completion) Certificate.

**Dilapidation report**

F2. A dilapidation report prepared by a professional engineer, accredited building surveyor or other suitably qualified person must be submitted to the satisfaction of the Principal Certifying Authority after completion of all works on site and prior to the issuing of an occupation certificate for the whole development).

The dilapidation report shall include the two (2) sheds and ancillary works (e.g concrete slab), located on 88 Punch Street, Gundagai, directly behind 87 First Avenue, Gundagai, and shall detail the current condition and status of the structures (including photographs).

F3. Any damage caused to the adjacent sheds as a result of the excavation or construction works, shall be repaired, at full cost to the developer.

**Fire Safety Certificates**

F4. A Final Fire Safety Certificate must be issued for the building prior to the issue of an Occupation Certificate. As soon as practicable after a Final Fire Safety Certificate is issued, the owner of the building to which it relates must cause a copy of the certificate (together with a copy of the current fire safety schedule) to be prominently displayed in the building.

**PART G - DURING OPERATIONS****Annual Essential Services Compliance Certification**

G1. The owner shall submit to Council an Annual Fire Safety Statement, each twelve months after the original certificate was issued.

**Hours of operation**

G2. Hours of the operation shall be:

- Monday to Friday – 8:00 am to 6:00 pm

**Waste**

G3. All solid waste and rubbish generated by the use of the buildings, shall be stored in suitable receptacles within the curtilage of the buildings at all times, and shall be disposed of to an authorised landfill site on a regular basis, so as not to create a nuisance in terms of odour, vermin, contamination, or the like.

**Noise**

G4. The use of the property for the approved development, shall not give rise to “offensive noise” as defined in the Protection of the Environment Operations Act 1997, at the closest residence, at any time.

**Amenity**

G5. The business shall not interfere with the amenity of the locality by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, waste water, waste products or grit, oil or otherwise.

G6. The development shall not involve exposure to view from any adjacent premises or from any public place of any unsightly matter.

**Signage**

G7. The business identification sign shall be adequately maintained so as not to lose its cosmetic integrity.

**Food premises**

G8. The premises shall be operated in accordance with the requirements of the Food Act 2003, and Chapter 3 of the Australia New Zealand Food Standards Code, a copy of which is available at the following website: <http://www.foodstandards.gov.au>

G9. The storage of food products shall be in accordance with the Australia New Zealand Food Standards Code. In particular your attention is drawn to the need to store potentially hazardous foods under temperature, and all foods in such a way that they are protected from the likelihood of contamination.

G10. The handling of food products shall be in accordance with Chapter 3 of the Australia New Zealand Food Standards Code.

G11. The food premises shall be subject to payment of an annual registration fee and scheduled and random inspections. Fees and Charges will be charged at the rate nominated in Council's Operational Plan.

#### REASONS FOR THE CONDITIONS:

- To confirm the details of the application as submitted by the applicant and as approved by Council.
- To manage any inconsistencies between the approved plan/documents and conditions of consent.
- To achieve the objectives of section 1.3 of the *Environmental Planning and Assessment Act 1979*, having regard to the relevant matters for consideration contained in section 4.15 of the Act and the Environmental Planning Instruments applying to the land.
- To ensure necessary approvals are applied for and are in force, before the facility operates.
- To protect the amenity of the local environment, residents and adjoining landowners.
- To ensure the development complies with all relevant approvals.

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

CARRIED

## 6 CONFIDENTIAL ITEMS

### 6.1 CLOSED COUNCIL

#### RESOLUTION 136/2021

Moved: Cr Leigh Bowden

Seconded: Cr Charlie Sheahan

1. **Item 6.2 be considered in closed Council at which the press and public are excluded in accordance with the applicable provisions of the Local Government Act, 1993 and related public interest reasons detailed.**
2. **In accordance with section 11 (2) and (3) of the Local Government Act, 1993, the reports, correspondence and other documentation relating to Item 6.2 be withheld from the press and public.**

**6.2 SHERIDAN STREET MAIN STREET UPGRADE (BLOCK 3)****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 publication of all tendered amounts would discourage potential tenderers from submitting commercial information in the future and therefore prejudice Council's ability to secure the optimum outcome for the community.

**CARRIED****6.2 SHERIDAN STREET MAIN STREET UPGRADE (BLOCK 3)****RESOLUTION 137/2021**

Moved: Cr Dennis Palmer  
Seconded: Cr Doug Phillips

1. **The Tender for the Sheridan Street Main Street Upgrade (Block 3) be awarded to Civil & Civic Group Pty Ltd for the amount of \$357,288.00 (ex GST) in accordance with the details contained in the report.**
2. **Council enter into a contract with Civil & Civic Group Pty Ltd to undertake Work Packages 1: Stormwater Drainage; 2: Kerb & Gutter Construction; 3: Footpath – Concrete Subgrade and 4: Footpath Stone Paving**

**CARRIED****6.3 RESUMPTION OF OPEN COUNCIL MEETING****RESOLUTION 138/2021**

Moved: Cr Charlie Sheahan  
Seconded: Cr Dennis Palmer

**The Open Council meeting resume.**

**CARRIED****6.4 ANNOUNCEMENT OF CLOSED COUNCIL RESOLUTIONS**

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

**The Meeting closed at 5:41 PM.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 29 June 2021.**

.....

**CHAIRPERSON**

.....

**GENERAL MANAGER**

**5.2 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 25 MAY 2021**

REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Minutes of the Ordinary Meeting of Council held on Tuesday 25 May 2021

**RECOMMENDATION**

**The Minutes of the Ordinary Meeting of Council held on Tuesday 25 May 2021 be confirmed as a true and correct record of the meeting.**

# Minutes

## ORDINARY COUNCIL MEETING

**COUNCIL CHAMBERS, GUNDAGAI**

**6:00 PM, Tuesday 25th May, 2021**

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, GUNDAGAI  
ON TUESDAY, 25<sup>TH</sup> MAY, 2021 AT 6:00 PM**

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

**IN ATTENDANCE:** Phil McMurray (Cr), Kay Whitehead (Interim Deputy General Manager), Ganesh Ganeshamoorthy (Manager Assets), Mark Ellis (Manager Civil Works), Sharon Langman (Manager Development, Building and Compliance), Andrew Brock (Manager Facilities), Tim Swan (Manager Finance), Glen McAtear (Manager Regulatory Services), Matt Stubbs (Manager Technical Services), Wayne Bennett (Manager Waste, Parks & Recreation Services), Linda Wiles (Coordinator Business)

**1 ACKNOWLEDGEMENT OF COUNTRY**

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

**2 OPEN FORUM**

Nil

**3 APOLOGIES**

Nil

**4 DISCLOSURES OF INTEREST**

Cr Palmer disclosed significant non-pecuniary in item 11.2 Turners Lane Land Sales

**5 CONFIRMATION OF MINUTES**

**5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 27 APRIL 2021**

**RESOLUTION 103/2021**

Moved: Cr Charlie Sheahan

Seconded: Cr Penny Nicholson

**The Minutes of the Ordinary Meeting of Council held on Tuesday 27 April 2021 be confirmed as a true and correct record of the meeting.**

**CARRIED**

## 6 MAYORAL MINUTES

## 6.1 MAYORAL MINUTE - RESIGNATION OF COUNCILLOR CRAIG 'STEWIE' STEWART

## RESOLUTION 104/2021

Moved: Cr Dennis Palmer

Seconded: Cr Gil Kelly

**The Mayoral Minute on the Resignation of Councillor Craig 'Stewie' Stewart be received and noted.****CARRIED**

## 6.2 MAYORAL MINUTE - PROPOSED DEMERGER OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

## RESOLUTION 105/2021

Moved: Cr Abb McAlister

Seconded: Cr Leigh Bowden

1. Council notes the report and content of letters sent to the Premier and Deputy Premier.
2. The community is encouraged to write to the Premier and Deputy Premier in support of a Demerger.
3. Council obtains legal advice with a view to taking action in negligence against the NSW Government and KPMG seeking damages to cover the financial losses incurred as a result of the forced amalgamation.
4. An appropriate increase within legal services budget be included to cover legal costs.

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

**CARRIED**

**6.3 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT FOR APRIL 2021****RESOLUTION 106/2021**

Moved: Cr David Graham

Seconded: Cr Leigh Bowden

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

**CARRIED**

**7 REPORTS FROM COMMITTEES****7.1 MINUTES OF THE COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING HELD ON THURSDAY 13 MAY 2021****RESOLUTION 107/2021**

Moved: Cr Gil Kelly

Seconded: Cr Doug Phillips

**The Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 13<sup>th</sup> May 2021, attached to the report be received and noted.**

**CARRIED**

**7.2 MINUTES OF THE COOTAMUNDRA AERODROME USERS ADVISORY GROUP MEETING HELD ON WEDNESDAY 12 MAY 2021****RESOLUTION 108/2021**

Moved: Cr Charlie Sheahan

Seconded: Cr Gil Kelly

**The Minutes of the Cootamundra Aerodrome Users Advisory Group Meeting held on Wednesday 12 May 2021, attached to the report, be received and noted.**

**CARRIED**

**8 GENERAL MANAGER'S REPORT****8.1 BUSINESS****8.1.1 DOG ON THE TUCKERBOX DRAFT MASTERPLAN STUDY****RESOLUTION 109/2021**

Moved: Cr Penny Nicholson  
Seconded: Cr David Graham

**The Dog on the Tuckerbox Draft Master Plan Study be adopted as exhibited.**

**CARRIED**

**8.1.2 DRAFT 2021/22 OPERATIONAL PLAN AND ASSOCIATED DOCUMENTS****RESOLUTION 110/2021**

Moved: Cr Leigh Bowden  
Seconded: Cr David Graham

**Council resolve that the Draft 2021/22 Operational Plan, inclusive of the Draft Revenue Policy, Draft Fees and Charges, Draft Budget and Draft Long Term Financial Plan, be placed on public exhibition for a period of 28 days.**

**CARRIED**

**8.1.3 DELIVERY PROGRAM/OPERATIONAL PLAN QUARTERLY PROGRESS REPORT****RESOLUTION 111/2021**

Moved: Cr David Graham  
Seconded: Cr Gil Kelly

**The Delivery Program incorporating the Operational Plan 2020/21, quarterly progress report, (3rd Quarter 1 January – 31 March, 2021), attached to the report, be received and noted.**

**CARRIED**

**8.1.4 STOCKINBINGAL ELLWOOD'S HALL S.355 COMMITTEE MEETING MINUTES****RESOLUTION 112/2021**

Moved: Cr Leigh Bowden  
Seconded: Cr Penny Nicholson

**The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting held on 22 April 2021, attached to the report, be received and noted.**

**CARRIED**

**8.1.5 THE COOTAMUNDRA HERITAGE CENTRE MANAGEMENT S.355 COMMITTEE MEETING MINUTES****RESOLUTION 113/2021**

Moved: Cr Doug Phillips

Seconded: Cr Dennis Palmer

**The Minutes of the Cootamundra Heritage Centre Management s.355 Committee meeting held on 12 April, 2021, attached to the report, be received and noted.**

**CARRIED**

**8.1.6 COOTAMUNDRA TOURISM ACTION GROUP S.355 COMMITTEE MEETING NOTES****RESOLUTION 114/2021**

Moved: Cr Leigh Bowden

Seconded: Cr Penny Nicholson

**The Meeting Notes of the Cootamundra Tourism Action Group s.355 Committee Meeting held on 6 May, 2021, attached to the report, be received and noted.**

**CARRIED**

**8.1.7 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE MEETING MINUTES****RESOLUTION 115/2021**

Moved: Cr Charlie Sheahan

Seconded: Cr David Graham

**The Minutes of the Muttama Hall Management s.355 Committee meeting held on 21 April 2021, attached to the report, be received and noted.**

**CARRIED**

**8.1.8 COOTAMUNDRA SHOWGROUND USERS GROUP S.355 COMMITTEE MEETING MINUTES****RESOLUTION 116/2021**

Moved: Cr Doug Phillips

Seconded: Cr Gil Kelly

**The Minutes of the Cootamundra Showground Users Group s.355 Committee Ordinary Meeting held on 21 April, 2021, attached to the report, be received and noted.**

**CARRIED**

### **8.1.9 UPDATED COUNCIL MEETING ACTION REPORT**

#### **RESOLUTION 117/2021**

Moved: Cr Gil Kelly

Seconded: Cr Leigh Bowden

**The Updated Council Meeting Action Report, attached, be noted.**

**CARRIED**

### **8.1.10 INFORMATION BULLETIN**

#### **RESOLUTION 118/2021**

Moved: Cr Leigh Bowden

Seconded: Cr Penny Nicholson

- 1. The correspondence and information attached to the Information Bulletin be received and noted.**
- 2. Council pay the \$200 cost of registration for Cr Bowden to attend the Refugee Welcome Zones Forum 2021.**
- 3. Council encourage nominations for the NSW Inspirational Women's Awards 2021.**

**CARRIED**

## **8.2 FINANCE**

### **8.2.1 MARCH 2021 QUARTERLY BUDGET REVIEW STATEMENT**

#### **RESOLUTION 119/2021**

Moved: Cr David Graham

Seconded: Cr Charlie Sheahan

- 1. The March 2021 Quarterly Budget Review Report be received.**
- 2. The budget variations listed in the report be adopted.**

**CARRIED**

**8.3 COMMUNITY AND CULTURE****8.3.1 DRAFT BALA-YANHI MIYA (MEMORANDUM OF UNDERSTANDING) BETWEEN COOTAMUNDRA ABORIGINAL WORKING PARTY AND COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL****RESOLUTION 120/2021**

Moved: Cr David Graham  
Seconded: Cr Doug Phillips

**The execution of the Bala-yahni Miya (Memorandum of Understanding) between Cootamundra Aboriginal Working Party and Cootamundra-Gundagai Regional Council be endorsed.**

**CARRIED**

**8.3.2 COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL YOUTH STRATEGY 2020-2030****RESOLUTION 121/2021**

Moved: Cr Leigh Bowden  
Seconded: Cr Doug Phillips

**Council endorse the amended draft Cootamundra-Gundagai Regional Council Youth Strategy 2020-2030 be placed on public exhibition for a period of 28 days.**

**CARRIED**

**8.3.3 GUNDAGAI TOURISM ACTION S355 COMMITTEE - MEETING HELD 10TH MAY, 2021****RESOLUTION 122/2021**

Moved: Cr Penny Nicholson  
Seconded: Cr Leigh Bowden

1. The Minutes of the Gundagai Tourism Action Group s.355 Committee meeting held on 10th May, 2021 attached to the report, be received and noted.
2. The membership of Ian Truesdale, Francis Truesdale, and Peter Smith onto the Gundagai Tourism Action Committee, as detailed in the attached minutes, be endorsed.
3. Wier repairs be discussed with relevant authorities and undertaken within existing budget.

**CARRIED**

## 8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

### 8.4.1 DEVELOPMENT APPLICATIONS APPROVED APRIL 2021

#### RESOLUTION 123/2021

Moved: Cr Gil Kelly

Seconded: Cr Charlie Sheahan

**The information on Development Applications approved in April 2021 be received and noted.**

**CARRIED**

### 8.4.2 DEVELOPMENT APPLICATION 2021/53 - 88 MACKAY STREET, COOTAMUNDRA - VARIATION TO DEVELOPMENT CONTROL PLAN

#### RESOLUTION 124/2021

Moved: Cr Dennis Palmer

Seconded: Cr Gil Kelly

That Council approve the following development subject to the consent conditions below:

- Application No: DA2021/53
- Property: Lot A DP449867  
88 Mackay Street  
COOTAMUNDRA NSW 2590
- Development: To construct additions to garage as ancillary to the existing dwelling

#### GENERAL CONDITIONS

##### (1) 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.*

##### (2) GEN Condition - Compliance with Council

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

Document Reference	Description	Author	Date
Plan No. 1.1	All Development Plans	Simple Designs	April 2021
	Building Specifications	Simple Design	April 2021

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

##### (3) GEN Condition - Utilities

Approval is given subject to the location of, protection of, and/or any necessary modifications to any existing public utilities situated within or adjacent to the subject property.

*Reason: To ensure that any public utilities are maintained and protected from damage.*

**(4) Gen Condition – Not certify compliance with BCA or NCC**

The issue of this Development Consent does not certify compliance with the relevant provisions of the Building Code of Australia or National Construction Code Series.

*Reason: This consent does not certify compliance with the BCA or NCC.*

**PRIOR TO COMMENCEMENT OF WORKS****(1) PCW Condition – Prior to Building Work Commencing.**

The erection of a building in accordance with the development consent must not commence until:

1. a construction Certificate for the building work has been issued by the consent authority, the council (if the council is not the consent authority) or an accredited certifier, and
2. the person having the benefit of the development consent has:
  - a. appointed a principal certifying authority for the building work, and
  - b. notified the principal certifying authority that the person will carry out the building work as an owner-builder, if that is the case, and
3. the principal certifying authority has, no later than 2 days before building works commences:
  - a. notified the consent authority and the council (if the council is not the consent authority) of his or her appointment, and
  - b. notified the person having the benefit of the development consent of any critical stage inspections and other inspections that are to be carried out in respect to the building work, and
4. the person having the benefit of the development consent, if not carrying out the work as an owner-builder, has,
  - a. appointed a principal contractor for the building work who must be the holder of a contractor licence if any residential work is involved, and
  - b. notified the principal certifying authority of any such appointment, and
  - c. unless that person is the principal contractor, notified the principal contractor of any critical stage inspection or other inspections that are to be carried out in respect of the building work .

*Reason: To ensure compliance with the requirements of the Environmental Planning and Assessment Regulations.*

**(2) PCW Condition – Signage.**

Site signage shall apply and must be erected on the site in a prominent, visible position for the duration of the construction. The signage must include: -

1. Statement that unauthorised entry to the site is not permitted
2. Show the name of the builder or another person responsible for the site and a telephone number at which the builder or other person can be contacted outside working hours
3. The name, address and telephone contact of the Principal Certifying Authority for the work

Any structures erected to meet the requirements of this condition must be removed when it is no longer required for the purpose for which it was erected.

*Reason: To meet the minimum requirements of the Environmental Planning & Assessment Regulation.*

**(3) PCW Condition – Notice of Commencement.**

Prior to work commencing a 'Notice of Commencement of Building Work and Appointment of Principal Certifying Authority' shall be submitted to Council at least 2 days prior to work commencing.

*Reason: To meet the minimum requirements of the Environmental Planning & Assessment Regulation.*

**(4) PCW Condition – Builders Toilets.**

Provision being made for temporary WC accommodation on site prior to the commencement of excavation or other associated building works.

*Reason: To ensure minimum standards of hygiene for onsite workers.*

**(5) PCW Condition – Residential Building Work.**

Residential building work within the meaning of the *Home Building Act 1989* must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the following information

1. In the case of work for which a principal contractor is required to be appointed:
  - a. In the name and licence number of the principal contractor, and
  - b. The name of the insurer by which the work is insured under Part 6 of that Act.
2. In the case of work to be done by an owner-builder:
  - a. The name of the owner-builder and,
  - b. If the owner builder is required to hold an owner builder permit under the Act, the number of the owner-builder permits.

If arrangements for doing the residential building work are changed while the work is in progress so that the information notified under subclause (1) becomes out of date, further work must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the updated information.

*Reason: Statutory compliance.*

**(6) PCW Condition – Siting of Building.**

The applicant is responsible to ensure that the building is sited on the allotment and constructed to the design levels approved by Council as specified on the approved site plan.

*Reason: To ensure the development is carried out on the correct allotment.*

**(7) PCW Condition – Waste Storage During Construction.**

Provision shall be made on site for the proper storage and disposal of waste such that no builders' waste shall be left in the open. Specific attention should be given to items which are subject to relocation by the action of wind, e.g. Paper, sheets of iron, ridge capping, cement and lime bags and the like.

*Reason: To ensure that the site is not a source of wind-blown litter.*

**(8) PCW Condition – Soil Erosion Control.**

Site erosion control measures shall be incorporated into site management during construction. Seepage and surface water shall be collected and diverted clear of the building site by a drainage system. Care shall be taken to ensure that no nuisance is created to adjoining properties or public space by way of sediment run off.

*Reason: To ensure that adequate measures are in place so that damage from sediment run off to adjoining sites and waterways is minimised.*

**(9) PCW Condition – Underground Services.**

The applicant shall locate and identify all existing underground services prior to commencement of works and ensure there shall be no conflict between the proposed development and existing infrastructure including areas external to the development site where works are proposed.

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

**DURING CONSTRUCTION****(1) DUR Condition – Works to be undertaken in Accordance with the Approval.**

All proposed works to be undertaken are to be carried out in accordance with the conditions of development consent, approved construction certificate drawings and specifications.

*Reason: ensure all works are carried out in accordance with the development consent.*

**(2) DUR Condition – Hours of Construction Site Works.**

Construction site works including the entering and leaving of vehicles is limited to the following hours, unless otherwise permitted by Council:-

Monday to Saturday from 7.00am to 7.00pm

Sundays and public holidays from 9.00am to 12.00pm

The applicant is responsible to instruct and control subcontractors regarding hours of work.

*Reason: So that the development does not reduce the amenity of the area.*

**(3) DUR Condition – Footpath Storage.**

Building materials not to be stored on Council footway or nature strip at any time.

*Reason: To ensure an adequate level of public safety is maintained.*

**(4) DUR Condition – Waste Removal.**

All debris and any waste fill are to be removed from the site and disposed of at Cootamundra Garbage Depot, in the building refuse section of the garbage depot. Please note that a separate fee applies for disposal of waste at Council's waste depot. You should contact Council's Works Operations Manager for an estimate of costs in this regard.

*Reason: To ensure that the amenity and unsightly condition is minimised.*

**(5) DUR Condition - Pipe Replacement.**

Should the proposed building be located over existing vitrified clay sewer pipes then such pipes shall be reinstated in PVC material in the area under the proposed building.

*Reason: To minimise the opportunity for damage to the building as a result of leaking sewage.*

**(6) DUR Condition - BCA Compliance.**

All building work (other than work relating to the erection of a temporary building) must be carried out in accordance with the requirements of the Building Code of Australia (as in force on the date the application for the relevant construction certificate was made).

*Reason: To ensure the building complies with the BCA.*

**(7) DUR Condition – Inspections.**

The Principal Certifying Authority is to be given a minimum of 48 hours' notice prior to any critical stage inspection or any other inspection nominated by the Principal Certifying Authority via the notice issued under Section 91A of the Environmental Planning and Assessment Act 1979.

All building work (other than work relating to the erection of a temporary building) must be carried out in accordance with the requirements of the Building Code of Australia (as in force on the date the application for the relevant construction certificate was made).

*Reason: To ensure that adequate time is given of required inspections.*

**(8) DUR Condition – Storm Water.**

Storm water is to be discharged: -

1. To the roadside gutter, taken through the kerb and the kerb is to be made good or, alternatively, linked to existing storm water drainage which discharges at the roadside gutter

*Reason: To ensure that roof water is disposed of without nuisance to neighbours, without overloading Council's laneways system and so as to minimise input to the ground water system*

**POST CONSTRUCTION****(1) POC Condition – Occupation of Building.**

A person must not commence occupation or use of the whole or any part of the buildings unless an occupation certificate has been issued by the appointed Principal Certifying Authority.

*Reason: So that the development is substantially completed to a safe standard to allow use or occupation of said building.*

**ONGOING USE****(1) USE Condition – Business Use.**

The Garage Addition not being let, adapted or used for separate occupation or commercial purposes.

*Reason: Development consent is required for any activity other than residential.*

**(2) USE Condition – Clean and Tidy.**

The premises are to be maintained in a clean and tidy condition at all times.

*Reason: So that the development does not reduce the amenity of the area.*

**(3) USE Condition –Amenity General.**

The development is to be conducted in a manner that will not interfere with the amenity of the locality by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, oil, by causing interference to television or radio reception or otherwise.

*Reason: So that the development does not reduce the amenity of the area.*

**(4) USE Condition – Non Habitable Use.**

The garage is not to be used for residential occupation without prior consent of Council.

**Reason: Health and safety prohibition.**

**VOTING RECORD**

FOR RESOLUTION	AGAINST RESOLUTION
Cr Abb McAlister (Mayor)	
Cr Dennis Palmer	
Cr Leigh Bowden	
Cr David Graham	
Cr Gil Kelly	
Cr Penny Nicholson	
Cr Doug Phillips	

Cr Charlie Sheahan	
<b>ABSENT</b>	<b>DECLARED INTEREST</b>
Nil	Nil

CARRIED

## 8.5 REGULATORY SERVICES

### 8.5.1 REGULATORY REPORT APRIL 2021

#### RESOLUTION 125/2021

Moved: Cr Dennis Palmer

Seconded: Cr David Graham

**The Regulatory Report for April, 2021 be received and noted.**

CARRIED

## 8.6 ASSETS

Nil

## 8.7 CIVIL WORKS

### 8.7.1 TENDER - WINNING, BLASTING AND CRUSHING OF GRAVEL

#### RESOLUTION 126/2021

Moved: Cr David Graham

Seconded: Cr Dennis Palmer

1. Pursuant to Clause 178 of the Local Government (General) Regulation, 2005 it be noted that two (2) tenders to form a Panel Contract for the Winning, Blasting and Crushing of Gravel were received, of which only one (1) was complying.
2. Due to the number of pits to be serviced under this contract, and in accordance with Clause 178(1)(b) of the Local Government (General) Regulation 2005, Council decline to accept any of the tenders.
3. In view of (1) and (2) above, in accordance with Clause 178(3)(b) and Clause 167 of the Local Government (General) Regulation, 2005, Council invite fresh tenders with a view to enter into the panel contract referred to in (1) above.
4. That both Tenderers, be advised of the above.

CARRIED

**8.7.2 CIVIL WORKS AND TECHNICAL SERVICES REPORT - MAY 2021****RESOLUTION 127/2021**

Moved: Cr Gil Kelly

Seconded: Cr Leigh Bowden

**The Civil Works and Technical Services Report for the month of May, 2021 be received.**

**CARRIED**

**8.8 TECHNICAL SERVICES**

Nil

**8.9 FACILITIES**

Nil

**8.10 WASTE, PARKS AND RECREATION****8.10.1 JUBILEE PARK LANDSCAPE DEVELOPMENT MASTERPLAN****RESOLUTION 128/2021**

Moved: Cr Leigh Bowden

Seconded: Cr Charlie Sheahan

1. The report on the Jubilee Park Landscape Development Masterplan and the NSW Public Spaces Legacy Program Funding Agreement cover Letter - Cootamundra-Gundagai Regional Council, attached to the report, be received and noted.
2. The Jubilee Park Landscape Development Masterplan Report be adopted.
3. The successful grant from the Department of Planning Industry & Environment - NSW Public Spaces Legacy Program - for the sum of \$2Million be accepted in accordance with the Terms and Conditions of the Funding Deed.
4. The sum of \$2Million be allocated for the purpose of implementing the Jubilee Park Landscape Development Masterplan.

**CARRIED**

### 8.10.2 COOTAMUNDRA LANDFILL OPERATING HOUR REVIEW

#### RESOLUTION 129/2021

Moved: Cr Charlie Sheahan

Seconded: Cr Doug Phillips

1. The report on the Cootamundra Landfill operating hours review be received and noted.
2. The revised Cootamundra Landfill operating hours be adopted as follows:
  - Monday to Friday – 7.30am to 3.30pm
  - Saturday to Sunday – 10.00am to 3.00pm
3. The proposed operating hours take effect as from the 1<sup>st</sup> July, 2021.

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

CARRIED

### 8.10.3 TENDER FOR ALBERT PARK - INCLUSIVE PLAYGROUND

#### RESOLUTION 130/2021

Moved: Cr Dennis Palmer

Seconded: Cr David Graham

1. The Open Tendering method for the Inclusive Playground at Albert Park be endorsed.
2. A further report be prepared and submitted for the consideration of Council at the completion of the tendering process.

CARRIED

### 9 MOTION OF WHICH NOTICE HAS BEEN GIVEN

Nil

**10 QUESTIONS WITH NOTICE****10.1 QUESTIONS WITH NOTICE****RESOLUTION 131/2021**

Moved: Cr Penny Nicholson

Seconded: Cr David Graham

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

**CARRIED**

**11 CONFIDENTIAL ITEMS****11.1 CLOSED COUNCIL****RESOLUTION 132/2021**

Moved: Cr Gil Kelly

Seconded: Cr Charlie Sheahan

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

**11.2 TURNERS LANE LAND SALES**Provisions for Confidentiality

Section 10A (2) (d(ii)) – 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 it would prejudice Council's ability to secure the optimum outcome for the community.

**CARRIED**

**11.2 TURNERS LANE LAND SALES**

Note: Having declared a significant non-pecuniary interest in this item Cr Palmer left the room.

**RESOLUTION 133/2021**

Moved: Cr Doug Phillips

Seconded: Cr Gil Kelly

1. **Council approve the sale of Lots 2 and 4 Turners Lane Cootamundra as detailed in the report.**
2. **Council approve the proposed subdivision of Lot 3 Turners Lane, and allow for the sale as detailed in the report.**

**CARRIED**

**11.3 RESUMPTION OF OPEN COUNCIL MEETING****RESOLUTION 134/2021**

Moved: Cr Doug Phillips

Seconded: Cr Charlie Sheahan

**The Open Council meeting resume.**

**CARRIED**

**11.4 ANNOUNCEMENT OF CLOSED COUNCIL RESOLUTIONS**

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

**The Meeting closed at 7:46 PM.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 29 June 2021.**

.....  
**CHAIRPERSON**

.....  
**GENERAL MANAGER**

## 6 MAYORAL MINUTES

### 6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT FOR MAY, 2021

DOCUMENT NUMBER	351692
AUTHORISING OFFICER	Phillip McMurray, General Manager
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
ATTACHMENTS	<ol style="list-style-type: none"> <li>Correspondence - The Returned and Services League of Australia Cootamundra Sub-Branch - Letter of Thanks <a href="#">Download</a></li> <li>Country Mayors Association - 5 March 2021 - Minutes <a href="#">Download</a></li> </ol>

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 Minute and include appropriate correspondence.

#### RECOMMENDATION

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

#### 20<sup>th</sup> May, 2021

Cr Bowden participated in a walk through the Old Cootamundra Hospital with Council staff and interested members of the community.

Cr Bowden attended The Arts Centre Cootamundra s355 Committee meeting.

#### 24<sup>th</sup> May, 2021

I attended a Riverina Eastern Regional Organisation

Cr Bowden attended The Coota District Co-op Steering Committee meeting.

#### 25<sup>th</sup> May, 2021

Cr Palmer (Deputy Mayor), Cr's Bowden, Graham, Kelly, Nicholson, Phillips and Sheahan, Phillip McMurray (General Manager) and I attended a Councillor Workshop in Gundagai.

#### 27<sup>th</sup> May, 2021

Cr Palmer (Deputy Mayor)and I attended the Official Opening of the Adina Court Palliative Care Room in Cootamundra.

#### 28<sup>th</sup> May, 2021

Cr Graham, Nicholson and I attended the farewell of a long serving member of Gundagai staff.

Phillip McMurray and I attended the Country Mayor's Association meeting in Sydney. The Minutes of the meeting are attached.

#### 31<sup>st</sup> May, 2021

Cr's Bowden and Sheahan attended the Coota District Co-op Ltd formation meeting.

2<sup>nd</sup> June, 2021

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

3<sup>rd</sup> June, 2021

Cr Palmer (Deputy Mayor), Cr's Bowden, Sheahan and I attended the media launch of the Jubilee Park Cootamundra development at the invitation of Member for Cootamundra, Steph Cooke, MP.

Cr Bowden attended a Cootamundra Tourism Action Group s355 Committee meeting.

7<sup>th</sup> June, 2021

Cr Palmer (Deputy Mayor) Cr Sheahan attended a Muttama Creek Regeneration Group meeting.

8<sup>th</sup> June, 2021

I attended a Strategic Planning for Residential and Industrial land development /acquisition in Cootamundra and Gundagai Working Party meeting in Cootamundra.

I attended a Cr Sheahan and I attended an Inland Rail presentation.

Cr Palmer (Deputy Mayor), Cr's Graham, Kelly, Phillip McMurray (General Manager) and I attended a Councillor Workshop in Cootamundra.

Cr Palmer (Deputy Mayor) Cr's Graham, Kelly, Nicholson and Sheahan, Phillip McMurray (General Manager) and I attended a Meet the Councillors session for potential candidates considering standing for the Local Government Elections to be held 4<sup>th</sup> September, 2021.

16<sup>th</sup> June, 2021

Cr Bowden attended a Cootamundra Development Corporation Board meeting.

Cr Kelly attended a Cootamundra Showground Users Group s355 Committee meeting.

21<sup>st</sup> -23<sup>rd</sup> June, 2021

Cr Palmer (Deputy Mayor), Phillip McMurray (General Manager) and I attended the Australian Local Government Annual National General Assembly 2021 in Canberra.

21<sup>st</sup> June, 2021

Cr Bowden attended a National Australian Local Government Women's Association Networking Breakfast in Canberra.



## The Returned and Services League of Australia

(New South Wales Branch)  
Cootamundra RSL Sub-Branch

President: G P James  
Secretary: J Vincent OAM, JP  
Treasurer: J Vincent OAM, JP

Cootamundra Gundagai  
Regional Council  
Document Received

All Communications to be addressed to:  
The Secretary  
Post Office Box 113,  
COOTAMUNDRA NSW 2590

23 May 2021

File No. ....

Initials \_\_\_\_\_

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

Dear Abb

I am writing to you thanking you on behalf of the Returned and Services League of Australian (New South Wales Branch) Cootamundra Sub-Branch for supporting our sub-branch for the ANZAC Day Dawn Service, Main Commemoration service at Cootamundra and the service at Stockinbingal. I would like to thank the Deputy Mayor Dennis Palmer for representing the Council at the Cootamundra Service and the march and Councillor Gil Kelly for representing at the Dawn Service.

Our thanks to all of your staff who participated either before the day getting everything prepared at Albert Park and having the gardens and lawns looking immaculate to the assistance with the organisation of the stop sign members and those who erected and dismantled the fencing.

I cannot commend the staff highly enough for their professionalism in going about their duties for this national day of commemoration for our nation and their dedication to performing their tasks. The President and members of the sub-branch are extremely grateful for the full support of the Council.

The sub-branch hopes the members enjoyed ANZAC Day with us in 2021.

Once again thank you for your dedication to the memory of all of our departed comrades.

Yours sincerely

**J VINCENT OAM JP (NSW116683)**  
Secretary/Treasurer/Trustee

P: 0429 693095  
E: [cootamundrasb@rslnsw.org.au](mailto:cootamundrasb@rslnsw.org.au)



# Country Mayors Association of NEW SOUTH WALES

**Chairperson:** Cr Ken Keith OAM  
PO Box 337 Parkes NSW 2870  
02 6861 2333  
ABN 92 803 490 533

## MINUTES

### GENERAL MEETING

FRIDAY, 5 MARCH 2021 CLUB YORK, SYDNEY

The meeting opened at 9.04 a.m.

#### 1. ATTENDANCE:

Albury City Council, Cr Kevin Mack, Mayor  
Armidale Regional Council, Mr James Roncon, General Manager  
Bega Valley Shire Council, Cr Russell Fitzpatrick, Mayor  
Bellinger Shire Council, Cr Dominic King, Mayor  
Bland Shire Council, Cr Brian Monaghan, Mayor  
Bland Shire Council, Mr Ray Smith, General Manager  
Blayney Shire Council, Cr Scott Ferguson, Mayor  
Broken Hill City Council, Cr Darriea Turley, Mayor  
Broken Hill City Council, Mr Jay Nankivell, Acting General Manager  
Cabonne Shire Council, Cr Kevin Beatty, Mayor  
Cabonne Shire Council, Mr Brad Burns, General Manager  
Coolamon Shire Council, Cr Bruce Hutcheon, Deputy Mayor  
Coolamon Shire Council, Mr Tony Donoghue, General Manager  
Cootamundra-Gundagai Regional Council, Cr Abb McAlister  
Cootamundra-Gundagai Regional Council, Mr Phil McMurray, General Manager  
Dubbo Regional Council, Cr Ben Shields, Mayor  
Dubbo Regional Council, Mr Michael McMahon, CEO  
Dungog Shire Council, Cr John Connors, Mayor  
Dungog Shire Council, Mr Gareth Curtis, General Manager  
Forbes Shire Council, Cr Jenny Webb, Deputy Mayor  
Forbes Shire Council, Mr Steve Loane, General Manager  
Glen Innes Shire Council, Cr Carol Sparkes, Mayor  
Goulburn Mulwaree Council, Cr Bob Kirk, Mayor  
Goulburn Mulwaree Council, Mr Warrick Bennett, General Manager  
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor  
Gunnedah Shire Council, Mr Eric Growth, General Manager  
Gwydir Shire Council, Cr John Coulton, Mayor  
Gwydir Shire Council, Mr Max Eastcott, General Manager  
Hilltops Council, Cr Brian Ingram, Mayor  
Kempsey Shire Council, Cr Liz Campbell, Mayor  
Kempsey Shire Council, Mr Craig Milburn, General Manager

*Page 1*

Kiama Municipal Council, Cr Mark Honey, Mayor  
Kiama Municipal Council, Ms Jessica Rippon, Acting General Manager  
Kyogle Council, Cr Danielle Mulholland, Mayor  
Lachlan Shire Council, Cr John Metcalf, Mayor  
Lachlan Shire Council, Mr Greg Tory, General Manager  
Leeton Shire Council, Cr Paul Maytom, Mayor  
Leeton Shire Council, Ms Jackie Kruger, General Manager  
Lithgow City Council, Cr Ray Thompson, Mayor  
Lithgow City Council, Mr Craig Butler, General Manager  
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor  
Liverpool Plains Shire Council, Ms Joanna Sangster, General Manager  
Mid-Western/Mudgee Regional Council, Cr Des Kennedy, Mayor  
Moree Plains Shire Council, Cr Katrina Humphries, Mayor  
Moree Plains Shire Council, Mr Lester Rodgers, General Manager  
Narrabri Shire Council, Cr Ron Campbell, Mayor  
Narrabri Shire Council, Mr Stewart Todd, General Manager  
Narromine Shire Council, Cr Craig Davies, Mayor  
Narromine Shire Council, Ms Jane Redden, General Manager  
Oberon Council, Cr Kathy Sajowitz, Mayor  
Oberon Council, Mr Gary Wallace, General Manager  
Orange City Council, Cr Reg Kidd, Mayor  
Parkes Shire Council, Cr Ken Keith, Mayor  
Port Stephens Council, Cr Ryan Palmer, Mayor  
Port Stephens Council, Mr Wayne Wallace, General Manager  
Queanbeyan-Palerang Regional Council, Mr Tim Overall, Mayor  
Singleton Council, Cr Sue Moore, Mayor  
Snowy Valleys Council, Cr James Hayes, Mayor  
Temora Shire Council, Cr Rick Firman, Mayor  
Temora Shire Council, Mr Gary Lavelle, General Manager  
Tenterfield Shire Council, Cr Peter Petty, Mayor  
Upper Lachlan Shire Council, Cr John Stafford, Mayor  
Uralla Shire Council, Cr Michael Pearce, Mayor  
Uralla Shire Council, Ms Kate Jessep, General Manager  
Walcha Council, Cr Eric Noakes, Mayor  
Walcha Council, Mr Chris Weber, Acting General Manager  
Warren Shire Council, Cr Milton Quigley, Mayor  
Warren Shire Council, Mr Stephen Glenn, General Manager  
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor  
Yass Valley Council, Cr Rowena Abbey, Mayor  
LGNSW, Cr Linda Scott, President  
LGNSW, Mr Scott Phillips, CEO

**APOLOGIES:**

As submitted

**SPECIAL GUESTS:**

Hon Brad Hazzard MP, Minister for Health and Medical Research  
Mr David Salisbury, Executive Manager Engineering and Mr Geoff Burgess, Head of Strategic Council Partnerships, Essential Energy

**2. Welcome**

Chairman Cr Ken Keith welcomed Cr John Medcalf OAM, Mayor and Mr Greg Troy, General Manager, Lachlan Shire Council and Mr Don Murray from the former Premiers team to the meeting

**3. ADOPTION OF MINUTES OF PREVIOUS MEETING:**

RESOLVED that the minutes of the General Meeting held on 6 November 2020 be accepted as a true and accurate record (Tenterfield Shire Council / Kyogle Council).

**4. Matters Arising from the Minutes**

The Road Classification Review final report is due in July 2021 and Country Mayors needs to follow up at that time

**5. Membership**

RESOLVED that Lachlan Shire Council be admitted as a member of the Association (Forbes Shire Council / Broken Hill City Council)

**6. CORRESPONDENCE**

## Outward

(a)Insurance Council of Australia, requesting its members to extend the 12 month period of rental assistance to those residents who have lost their primary dwelling

(b)The Hon David Littleproud MP, Minister for Agriculture, Drought and Emergency Management, asking that the Commonwealth extend rental relief to bushfire affected individuals and families who lost their primary dwelling

(c)The Hon Dr Annabelle Bennett AC SC, Commissioner of the Royal Commission National Natural Disaster Arrangements, regarding the development of emergency management structures, for the future management of natural disasters

(d)The Secretariat of the Electoral Districts Redistribution Panel, requesting that they distinguish between the needs of metropolitan and country electorates when making decisions regarding electoral boundaries

(e)Cr Robert Mustow, Mayor, Richmond Valley Council, advising that Richmond Valley has been admitted as a member of the Association

(f)The Hon Scott Morrison MP, Prime Minister of Australia, requesting that Local Government be represented on the National Cabinet with membership from ALGA

(g)Mr Peter Duncan AM, Independent Panel for the Road Classification Review and Transfer, thanking for his presentation to the 6 November meeting

(h)The Hon Melinda Pavey MP, Minister for Water, Property and Housing, requesting that in respect to essential water security infrastructure such as dams that consideration be given by the State Government to providing respite from NSW Government costs

(i)The Hon Shelley Hancock MP, requesting that when considering the recommendations of the IPART Review that recommendation 34 regarding mining rates not be adopted

(j)The Hon Mick Veitch MLC, Shadow Minister for Industry and Trade, Rural Roads, Rural Affairs and Western Sydney, thanking him for his presentation to the 6 November meeting

(k)Ms Mary O'Kane, NSW Independent Bushfire Inquiry, thanking her for her presentation to the 6 November meeting

(l) The Hon Keith Pitt MP, Minister for Resources, Water and Northern Australia, requesting improved engagement and involvement for projects to be funded under the National Water Infrastructure

NOTED

**7. FINANCIAL REPORT**

RESOLVED That the financial reports for the last quarter were tabled and accepted (Kyogle Council / Coolamon Shire Council)

**8. LGNSW Update Cr Linda Scott, President**

The update outlined Advocacy Wins December 2020 to February 2021, Work Undertaken and Opportunities for Collaboration (Copy Attached)

**9. Issues of Importance to Country Mayors**

The Chairman outlined the process of each items responsibility for implementation he had undertaken with LGNSW which was reviewed by the Executive Committee on Thursday 4 March 2021. A number of implementation alterations had been made which will be conveyed to LGNSW. It is recommended that the areas to receive immediate attention by Country Mayors be Water Security, Access to Health Services and Financial Assistance Grants and Country Mayors will endeavor to invite guest speakers relating to those areas to future meetings

RESOLVED That the Executive Committee continue with the agreed process (Orange City Council / Moree Plains Shire Council)

**10. Financial Assistance Grants**

RESOLVED That the Country Mayors;

1. Call on the Federal Minister for Regional Health, Regional Communications and Local Government the Hon Mark Coulton MP, to repeal Part 1 Sec 6 2b of the Local Government Financial Assistance Act 1995 to avoid the mandatory minimum per capita grant amount, as per the resolution passed at the Australian Local Government Associations National General Assembly in 2019.

2. Call on LGNSW and ALGA to review their policy positions on the Federal Governments Financial Assistance Grants to reflect the resolution passed at the ALGA 2019 National General Assembly and remove the pre-requisite of additional Call on the NSW Local Government Grants Commission to do everything within its power to ensure that no Council receives less than their 2020 FAGs allocation in the future, and that there be transitional arrangements put in place to ensure that the FAGs are distributed in accordance with the principles of horizontal fiscal equalisation as outlined in the Local Government Financial Assistance Act, should the Australian Government make the proposed changes to remove the minimum per capita grant amount. FAGs funding for any changes in the formula at present.

3. (Kyogle Council / Moree Plains Shire Council)

**11. Solar Farms**

Solar Farms and their affect on agricultural land was discussed

**12. Town Planning Zones**

The State Government proposes to reduce Town Planning zones to three and the criteria will not be released until June

**13. Forced Amalgamations**

The fact that a number of councils want to de-amalgamate was noted but councils need to wait for a review to be able to put their case

**14. Relocating COVID Isolation to Rural Areas**

RESOLVED That Country Mayors oppose the establishment of COVID quarantine accommodation in rural areas (Dubbo Regional Council / Moree Plains Shire Council)

**14. Future Meetings of Country Mayors Association**

RESOLVED That CMA General Meetings commence at 8.30am and conclude at 1.00pm, that guest speakers at General Meetings be limited to two, that additional time be allocated for General Business items, that the President of LGNSW be allocated time at each meeting for updates, and that General Business items be submitted by members in advance with the Chairman having the discretion to accept motions from the floor in an emergency (Tenterfield Shire Council / Kyogle Council)

**15. Hon Brad Hazzard MP, Minister for Health and Medical Research**

The last twelve months have been grueling with severe restrictions. The State is trying to strike a balance between Regions and the City during a 100 year event. Shutdowns or limitation of movement in areas were required and overall the NSW community has respected the concerns and interests. Dealing with the other States in border areas has been stressful to some. The number of General Practitioners has dropped by 15% in regional areas in Australia as doctors do not want to work 24/7 as they want a balance in life and they need to be able to talk medically with others. The State has introduced generalist programs for generalist rural doctors and the additional money allocated to regional hospitals has attracted specialists. An additional \$121 million has been allocated for ambulance stations and \$100 million for better ambulance facilities. Another 8,300 staff across the system are being employed. More is being done through virtual health which saves appointments for minor matters.

**16. Increases in RFS Contributions and Emergency Services Levy**

RESOLVED that Country Mayors calls on the State Government to work with Country Mayors and LGNSW to develop and implement an Emergency Services Levy (Blayney Shire Council / Cabonne Shire Council)

**16. Mr David Salisbury, Executive Manager Engineering and Mr Geoff Burgess, Head of Strategic Council Partnerships, Essential Energy**

Essential Energy covers 86 Local Government areas and is regulated by the Australian Regulator which sets distribution charges. A major challenge is a contestable service. If Essential Energy is unable to provide a service another provider is appointed and that provider has to be supplied with design services etc. Essential Energy is working strategically with Councils regarding energy needs and subdivisions. Renewal Energy Zones have been established to plan for when coal mines close and other energy sources need to be found. During the bushfires Essential Energy lost 3,200 poles and they are trying to transition from timber poles to composite poles but unfortunately at the present time there are few providers

There being no further business the meeting closed at 12.55pm.

## 7 REPORTS FROM COMMITTEES

Nil

## 8 GENERAL MANAGER'S REPORT

### 8.1 BUSINESS

#### 8.1.1 DRAFT 2021/2022 OPERATIONAL PLAN

DOCUMENT NUMBER	350080
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></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	In accordance with section 405 of the Local Government Act, 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Amended - 2021/22 Draft Fees and Charges <a href="#">↓</a>

### RECOMMENDATION

1. The draft 2021/22 Operational Plan, inclusive of the Revenue Policy, Long Term Financial Plan and budget, be adopted, as presented to the Ordinary Meeting held 25<sup>th</sup> May, 2021.
2. The amended 2021/22 draft Fees and Charges (Part 5 of the Operational Plan), attached to the report, be adopted.
3. All submissions received be considered prior to formal adoption of the draft 2021/22 Operational Plan.
4. Council consider any tabled submissions, received after the publication of the June Business Paper, received up until 3pm 29<sup>th</sup> June 2021.

### Introduction

At its ordinary meeting held on Tuesday, 25<sup>th</sup> May, 2021, Council resolved (Min. no.110/2021) to place the draft 2021/22 Operational Plan (inclusive of the draft Long Term Financial Plan/Budget, draft Revenue Policy and draft Fees and Charges) on public exhibition for 28 days, from Wednesday, 26<sup>th</sup> May, 2021 to 3pm Wednesday, 23<sup>rd</sup> June, 2021. However, Council extended the public exhibition period up until 3pm Monday, 29<sup>th</sup> June, 2021.

Following Council's endorsement of the draft 2021/22 Operational Plan for public exhibition, the document was made available for inspection at Council Offices, Libraries and on Council's website.

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

In response to the public exhibition process one, at the time of writing this report, (1) submission was received (as of 23 June 2021) and is reproduced below:

**1. Nina Piotrowicz, Engineering Business Group, 16<sup>th</sup> June, 2021**

**Comment/s:** *The following are comments, and suggested inclusions for actions in the 2021-22 Operational Plan Part 2 (Actions (Projects and Activities)).*

1.1, 1.1a(1) –

- *Help with the promotion of local events through the Council tourism and general Social media channels;*
- *Provide agreed in-kind support to major events such as the Beach Volleyball Carnival, Cootamundra and the Busking Festival, Gundagai;*
- *Seek grants or support other group grant applications as they relate to Events.*

1.1, 1.1a(2) – *The only action is Surveys?? Really?? You can do better!*

1.1, 1.1d(1)

- *Seek grants to enhance the museum collections*
- *Investigate new experiences such as virtual technology, visual media etc to enhance the experience of museum visitors*
- *Investigate a collection exchange or travelling/temporary exhibition options to enhance the attraction of the museums*

1.1, 1.2b(1)

- *Seek a grant for landscaping plans/works at the Wallendbeen Roundabout & Rest Area and South Gundagai Roundabout to enhance the visual "entrances" to our LGA.*

1.1, 1.3b(2)

- *Seek appropriate grants for the refurbishment and associated signage etc of the Big Bat & Stumps at Bradman Oval, Cootamundra.*

2.1, 2.1f(2)

- *Develop a plan with the local Real Estate agents to jointly promote available business opportunities in the LGA*

**Response:** The General Manager ensures that all comments and suggestions will be considered by Council prior to the adoption of the draft 2021/22 Operational Plan .

Amendments to the draft Operational Plan by Council staff

Council staff have made the following amendments to Part 5 of the Operational Plan (Fees and Charges), as follows:

1. Community Group Weekend Hire fee added to the Stephen Ward Rooms Fees and Charges section (page 25).

2. Exhumations, Removal of Grave Bed in Monumental Section – fee corrected to 'At Cost' (Page 29).
3. Exhumations, Preservation of grave bed, headstone etc/Pack on Pallet – fee corrected to 'At Cost' (Page 29).

The changes made, were initially overlooked, and not accurately updated before going on public exhibition.



COOTAMUNDRA-  
GUNDAGAI REGIONAL  
COUNCIL

**Draft  
Fees and  
Charges  
2021-22**



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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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## Cootamundra-Gundagai Regional Council

### ADMINISTRATION

#### ADMINISTRATION AND OFFICE FEES

Interest on overdue rates and charges	7.0% per annum, calculated daily. Per Local Government Act 1193 section 566(3).			
Merchant service fee on credit cards over the counter	0			per transaction
Merchant service fee on credit cards over the phone or internet	No Charge			
Dishonoured cheque or direct debit handling fee	\$10.00	\$0.00	\$10.00	per transaction
Plus bank charge				
Postage		Actual Cost to Council		

#### ACCESSING AND PRINTING INFORMATION

##### Photocopying

A4 Black & White	\$1.09	\$0.11	\$1.20	per page
A3 Black & White	\$1.64	\$0.16	\$1.80	per page
A4 Colour	\$2.59	\$0.26	\$2.85	per page
A3 Colour	\$3.95	\$0.40	\$4.35	per page

##### Printing and publications

All Council documents are free to download from Council's website.

Hardcopy local environment plan and matrix	\$30.00	\$0.00	\$30.00	each
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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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### Printing and publications [continued]

Hardcopy local environment plan maps		\$2 each or \$100 full set		each
Hardcopy development control plan	\$30.00	\$0.00	\$30.00	each

### Document provision

Searching of cemetery records	\$193.00	\$0.00	\$193.00	per hour
Minimum \$50 fee				
Building Statistical Returns	\$30.00	\$0.00	\$30.00	per month
Re-print or re-email of a rates notice or water and sewer notice	\$6.00	\$0.00	\$6.00	per notice copy

### Government information (Public Access) Act 2009

Additional administrative charges may apply subject to determination of application as provided by the Acts. Charges advised by Council upon determination.

Subject to 50% reduction for financial hardship (set by legislation).

Formal Application	\$30.00	\$0.00	\$30.00	each
Application processing charge	\$30.00	\$0.00	\$30.00	per hour
Internal review	\$40.00	\$0.00	\$40.00	

### Property and development information

Information requiring administration or research by council officers	\$120.00	\$0.00	\$120.00	per hour or part hour
Minimum \$50 fee				

Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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### Property certificates

A maximum 5 parcel charge per assessment applies to each property certificate application.

Electronic Service Delivery	\$10.00	\$0.00	\$10.00	
Urgency Fee – 2 day delivery	\$100.00	\$0.00	\$100.00	
Section 10.7(2) planning certificate	\$53.00	\$0.00	\$53.00	per certificate
Section 10.7(2) & (5) planning certificate	\$133.00	\$0.00	\$133.00	per certificate
Copy of a planning certificate	\$20.00	\$0.00	\$20.00	

### Building certificates

Class 1 & 10 buildings	\$250.00	\$0.00	\$250.00	
Class 2-9 buildings with a floor area less than 200m <sup>2</sup>	\$250.00	\$0.00	\$250.00	
Class 2-9 buildings with a floor area between 200m <sup>2</sup> and 2,000m <sup>2</sup>		\$250 plus \$0.50 per m <sup>2</sup> over 200m <sup>2</sup>		
Class 2-9 buildings with a floor area greater than 2,000m <sup>2</sup>		\$1,165 + \$0.075 per m <sup>2</sup> over 2,000m <sup>2</sup>		
Class 2-9 buildings without floor area	\$250.00	\$0.00	\$250.00	
Second & subsequent inspection	\$90.00	\$0.00	\$90.00	
Copy of a building certificate	\$13.00	\$0.00	\$13.00	

### Rates and property information

Rates – Section 603 certificate	\$85.00	\$0.00	\$85.00	per assessment
Statement of water meter readings & water consumption	\$99.00	\$0.00	\$99.00	per meter
Special water meter reading (on request)	\$99.00	\$0.00	\$99.00	per reading

Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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#### Outstanding notices

Section 735A outstanding notices certificate (LG Act)	\$75.00	\$0.00	\$75.00	per certificate
Schedule 5 outstanding notices certificate (EPA Act – formerly 121ZP)	\$75.00	\$0.00	\$75.00	per certificate

#### Copy of large plans and engineering specifications and reports

Property Imagery Map (A3 maximum)	\$24.10	\$0.00	\$24.10	
A4	\$2.60	\$0.00	\$2.60	per page
A3	\$3.95	\$0.00	\$3.95	per page
A2	\$24.10	\$0.00	\$24.10	per page
A1	\$24.45	\$0.00	\$24.45	per page
A0	\$24.10	\$0.00	\$24.10	per page

#### Other conveyancing certificates

Copy of septic registration / approval	\$65.00	\$0.00	\$65.00	
Copy of House Drainage Main and Junction Plan	\$75.00	\$0.00	\$75.00	
Certified copy of a document, map or plan held by Council	\$65.00	\$0.00	\$65.00	

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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## LIBRARIES

### PRINTING AND PHOTOCOPYING

Mobile Library – A4 printing/photocopying (B&W)	\$0.18	\$0.02	\$0.20	per page
Mobile Library – A4 printing/photocopying (colour)	\$0.55	\$0.05	\$0.60	per page
A4 black and white photocopying	\$0.36	\$0.04	\$0.40	per page
A3 black and white photocopying	\$0.73	\$0.07	\$0.80	per page
A4 colour photocopying	\$1.27	\$0.13	\$1.40	per page
A3 colour photocopying	\$2.45	\$0.25	\$2.70	per page
A4 black and white printing	\$0.36	\$0.04	\$0.40	per page
A3 colour printing	\$1.55	\$0.15	\$1.70	per page

### LAMINATING

Business Card Size	\$0.64	\$0.06	\$0.70	each
A5	\$1.82	\$0.18	\$2.00	each
A4	\$3.00	\$0.30	\$3.30	each
A3	\$5.36	\$0.54	\$5.90	each

### FAXING

Local 1st Page	\$2.64	\$0.26	\$2.90	per page
Local each additional Page	\$1.09	\$0.11	\$1.20	per page
Non Local	\$2.64	\$0.26	\$2.90	per page
Receiving	\$1.09	\$0.11	\$1.20	per page

Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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### RIVERINA REGIONAL LIBRARY FEES

Inter Library Loan – Rush Fee	\$47.27	\$4.73	\$52.00	
Inter Library Loan – Express Fee	\$64.09	\$6.41	\$70.50	
Replace lost or damaged CD/DVD case	\$3.30	\$0.00	\$3.30	
Visitor's Fee (non-refundable) – one month	\$33.00	\$0.00	\$33.00	
Visitor's Fee (non-refundable) – three months	\$88.00	\$0.00	\$88.00	
RRL Non-Resident Membership fee for any person not eligible for reciprocal or resident membership – twelve months	\$110.00	\$0.00	\$110.00	
RRL Bookclub Membership fee (per club of up to 10 members)	\$400.00	\$0.00	\$400.00	
Replacement charge for lost or damaged Book Club collection items	\$40.00	\$0.00	\$40.00	
Inter library loan search fee	\$4.00	\$0.40	\$4.40	each
Reservation fee	\$1.00	\$0.00	\$1.00	each
Library bags	\$1.82	\$0.18	\$2.00	each
Library backpacks	\$4.55	\$0.45	\$5.00	each
Library programs	\$2.00 to \$50.00 depending on content			each
Replace member card	\$2.00	\$0.00	\$2.00	each

### OTHER LIBRARY FEES

Professional research fee	\$54.55	\$5.45	\$60.00	per hour
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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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## TOURISM

### BRADMAN'S BIRTHPLACE MUSEUM

Opening hours are 9.00am to 5.00pm 7 days a week.

Local visitors entry fees are waived for their second and subsequent visit within a 12 month period, when they are accompanied by paying visitors.

Children under 16 years are free, and must be accompanied by an adult.

Adults	\$4.55	\$0.45	\$5.00	per person
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### GAOL AUDIO TOURS

Adult	\$4.55	\$0.45	\$5.00	per person
Hire of Audio Headset	\$4.55	\$0.45	\$5.00	each

### TOWN TOUR

Historic Town Guided Tour	\$4.55	\$0.45	\$5.00	per person
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### MARBLE MASTERPIECE

Adults	\$4.55	\$0.45	\$5.00	per person
Pensioners	\$2.73	\$0.27	\$3.00	per person
Child	\$1.82	\$0.18	\$2.00	per person
Family	\$9.09	\$0.91	\$10.00	per family

Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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## BOOKING COMMISSIONS

Service fee	10% (min charge \$20.00)
Charged on all non-commission bookings.	
Coach Booking – Cancellation Fee	\$4.55

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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## COUNCIL FACILITIES

### AERODROME

Recreational User Fee	\$227.27	\$22.73	\$250.00	Annual
Terminal Hire	\$454.55	\$45.45	\$500.00	per day
Runway Hire	\$2,000.00	\$200.00	\$2,200.00	per day
Security deposit for each hire	\$2,000.00	\$200.00	\$2,200.00	per booking
Commercial User Fee			To Be Determined	Annual

### SPORT, RECREATION AND PLAYING FIELD HIRE

#### Swimming Pools

##### Cootamundra Swimming Pool

Multi visit passes will be available for purchase at Council's office. Single entry tickets are available for purchase at the pool.

Pool fees are for entry to the pool during normal pool opening hours as advertised.

The indoor pool will be available outside of normal opening hours for programs, and by arrangement with Council. Hire fees and program costs will be payable.

Learn to Swim programs and other Council organised program costs are charged as advertised.

Replacement / lost card Fee		At Cost	each
Heated pool hire	\$110.00	\$11.00	\$121.00
Includes lifeguard			per hour

##### 4 Month Passes

Adult	\$118.18	\$11.82	\$130.00	
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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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*4 Month Passes* [continued]

Children, pensioners and concession pass holders	\$95.45	\$9.55	\$105.00	
Family	\$236.36	\$23.64	\$260.00	

*Annual passes*

For entry from 1 July to 30 June

Adults	\$236.36	\$23.64	\$260.00	
Children/Concession/Seniors	\$190.91	\$19.09	\$210.00	
Family	\$663.64	\$66.36	\$730.00	

*Multi visit passes*

Adult 10 visit pass	\$32.73	\$3.27	\$36.00	
Child or Pensioner 10 visit pass	\$24.55	\$2.45	\$27.00	

*Single visit entry*

Non-swimming observer		No Charge	per session
Adults	\$3.64	\$0.36	\$4.00
Children/Concession/Seniors	\$2.73	\$0.27	\$3.00
Children 2 and under		No Charge	
Children in school groups	\$2.27	\$0.23	\$2.50

*Gundagai Swimming Pool*

*Multi visit passes*

Adult 10 visit pass	\$47.27	\$4.73	\$52.00	
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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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*Multi visit passes* [continued]

Child or Pensioner 10 visit pass	\$29.09	\$2.91	\$32.00	
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*Season passes*

Family 2 adults and dependents living at same address	\$213.64	\$21.36	\$235.00	
Adult Children/Concession/Seniors	\$104.55	\$10.45	\$115.00	

*Single visit entry*

Adult	\$5.00	\$0.50	\$5.50	per day
Children/Concession/Seniors	\$3.18	\$0.32	\$3.50	per day
Family 2 adults and 2 children, or 1 adult and 3 children	\$16 (Additional \$3 per child)			per day
Additional children at \$3.00 per child				
Non-swimming observer				per day
School Groups	\$1.82	\$0.18	\$2.00	per day
Children age 3 and under	No Charge			
With paying adult				

**Park Rentals**

All parks and sporting grounds free of charge for children only events (children aged 16 and under).

Casual usage	\$120.91	\$12.09	\$133.00	per day
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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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### Additional services

Additional park preparation is charged as an additional fee for labour and hire of Council plant.

Extra garbage bins	\$76.36	\$7.64	\$84.00	per day
Extra Toilet Cleaning	\$76.36	\$7.64	\$84.00	per day
Electricity Access and Usage	\$31.82	\$3.18	\$35.00	per day

### Sporting Fields

Cricket Association season	\$1,034.55	\$103.45	\$1,138.00	per annum
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### Fisher Park

Fees for major events are to be determined by a quorum of the Cootamundra Sporting Groups Advisory Committee.

The Cootamundra Rugby League Club manages bookings for the Frank Smith Grandstand and kiosk.

Rugby League Football Club competition rounds	\$3,428.18	\$342.82	\$3,771.00	per annum
Add electricity and gas charges				
Rugby League semi-finals, exhibitions, and trials	\$427.27	\$42.73	\$470.00	each
Wattle Country Music Club	\$103.64	\$10.36	\$114.00	per annum
Add electricity and gas charges				
Cycle Club	\$186.36	\$18.64	\$205.00	each
Add electricity and gas charges				
Other Users	\$186.36	\$18.64	\$205.00	each
Add electricity and gas charges				
Floodlighting	\$53.64	\$5.36	\$59.00	per hour

Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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#### Albert Park

Casual usage with kiosk	\$142.73	\$14.27	\$157.00	each
Casual usage with kiosk & cricket wicket	\$510.00	\$51.00	\$561.00	each

#### Clarke Oval

Australian Rules Football Club manages the hall

Australian Rules Football Club	\$2,541.82	\$254.18	\$2,796.00	per annum
Casual usage	\$94.55	\$9.45	\$104.00	each

#### Country Club Oval

Rugby Union Football Club	\$1,790.91	\$179.09	\$1,970.00	per annum
Add electricity and gas charges				

#### Gundagai Grounds

Circuses, Travelling Shows, Side Shows – Bond	\$660.91	\$66.09	\$727.00	
Temporary Structures – Rent	\$300.91	\$30.09	\$331.00	

#### Mitchell Park

Cootamundra Soccer Association	\$1,195.45	\$119.55	\$1,315.00	per annum
Add electricity and gas charges				

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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### Nicholson Park

Netball Association season	\$219.09	\$21.91	\$241.00	per annum
Add cost of linemarking				
Touch Football Association	\$1,790.91	\$179.09	\$1,970.00	per annum
Casual usage	\$94.55	\$9.45	\$104.00	each

### Stockinbingal Recreation Ground

Casual usage, including kiosk	\$137.27	\$13.73	\$151.00	each
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### Town Tennis Courts

Town Tennis Club	\$510.00	\$51.00	\$561.00	per annum
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### Wallendbeen Barry Grace Oval

Casual usage, including kiosk	\$137.27	\$13.73	\$151.00	each
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### Sports Stadium

Council run programs and events are charged in accordance with advertised rates.

Casual Organised Sports	\$4.55	\$0.45	\$5.00	1600
Casual court hire	\$45.45	\$4.55	\$50.00	per hour
Organised sport nomination fee	\$22.73	\$2.27	\$25.00	each
Includes trophy prize.				
School groups	\$4.55	\$0.45	\$5.00	per child
Allows use within school opening hours. Indoor sports only. 2 or more weeks advance booking required. Minimum 15 users.				

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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### Sports Stadium [continued]

School groups	\$4.55	\$0.45	\$5.00	per child
Allows use within school opening hours. Indoor sports only. 2 or more weeks advance booking required. Minimum 15 users.				
Excludes use of dressing rooms for field sports.				
Non-sporting use				
Maximum \$480 per day.	\$69.09	\$6.91	\$76.00	per hour

## FACILITIES AND ROOM HIRE

Bookings will only be confirmed when the fee is paid in full.

If a cancellation is made more than 6 weeks prior to the event, a full refund will be given and cancellations received after this time will incur a charge of 50% of the fee.

All breakages and cleaning costs are to be paid for as per Council's hiring agreement.

### Cootamundra Town Hall

Charitable organisations may be eligible for a Council donation of up to 50% of the general usage rate upon written request and approval.

#### General usage during function

Town hall only	\$570.00	\$57.00	\$627.00	per day or part day
Town hall and bar	\$731.82	\$73.18	\$805.00	per day or part day
Town hall and civic hall	\$798.18	\$79.82	\$878.00	per day or part day
Town hall and civic hall and bar	\$930.00	\$93.00	\$1,023.00	per day or part day
Town hall and civic hall and kitchen	\$930.00	\$93.00	\$1,023.00	per day or part day

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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**General usage during function** [continued]

Town hall and civic hall and bar and kitchen	\$1,164.55	\$116.45	\$1,281.00	per day or part day
Civic hall and kitchen	\$570.00	\$57.00	\$627.00	per day or part day
Council office car park closure, or part closure	\$179.09	\$17.91	\$197.00	per day or part day

**General usage to reserve, set-up and rehearse**

General usage where area hired is cleared at end of hire period

*Area hired and cleared at end of hire period*

Town hall only	\$24.55	\$2.45	\$27.00	per hour
Town hall and bar	\$30.00	\$3.00	\$33.00	per hour
Town hall and civic hall	\$36.36	\$3.64	\$40.00	per hour
Town hall and civic hall and bar	\$36.36	\$3.64	\$40.00	per hour
Town hall and civic hall and kitchen	\$36.36	\$3.64	\$40.00	per hour
Town hall and civic hall and bar and kitchen	\$48.18	\$4.82	\$53.00	per hour
Civic hall and kitchen	\$24.55	\$2.45	\$27.00	per hour

*Area hired with equipment set-up / remaining in place*

Town hall only	\$282.73	\$28.27	\$311.00	per day or part day
Town hall and bar	\$367.27	\$36.73	\$404.00	per day or part day
Town hall and civic hall	\$401.82	\$40.18	\$442.00	per day or part day
Town hall and civic hall and bar	\$463.64	\$46.36	\$510.00	per day or part day

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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*Area hired with equipment set-up / remaining in place [continued]*

Town hall and civic hall and kitchen	\$463.64	\$46.36	\$510.00	per day or part day
Town hall and civic hall and bar and kitchen	\$583.64	\$58.36	\$642.00	per day or part day
Civic hall and kitchen	\$287.27	\$28.73	\$316.00	per day or part day
Council office car park closure, or part closure	\$179.09	\$17.91	\$197.00	per day or part day

*Additional services*

Where there are additional requirements in conjunction with the hire of the hall, for example the erection of a marquee, a fee will be charged to cover costs such as cleaning and restoration.

Additional service fee		Private Work Rates	
Piano	\$84.55	\$8.45	\$93.00
Piano usage charged per day on which there is a performance.			per day
Call Out Fee for Caretaker – after hours		Private Work Rates	per hour

*Markets*

Market bookings are taken during winter months, June, July, August. Only one market is allowed to hire Council facilities on any day or weekend. No market bookings will be taken after discos, balls, or other major functions.

Civic hall only 8.00am to 6.00pm	\$846.36	\$84.64	\$931.00	
Town hall only 8.00am to 6.00pm	\$1,458.18	\$145.82	\$1,604.00	
Town and civic halls 8.00am to 6.00pm	\$2,058.18	\$205.82	\$2,264.00	

*Gundagai Council Chambers*

Half day with no kitchen	\$132.73	\$13.27	\$146.00	
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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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### Gundagai Council Chambers [continued]

Half day with kitchen	\$229.09	\$22.91	\$252.00	
Full day	\$371.82	\$37.18	\$409.00	

### Stephen Ward Rooms

Government and commercial hire – daily rate	\$150.00	\$15.00	\$165.00	per day
Community Group Weekend Hire	\$9.09	\$0.91	\$10.00	per hour
Local community service groups and civic functions	\$5.00	\$0.50	\$5.50	per booking
Government and commercial hire – hourly rate	\$53.64	\$5.36	\$59.00	per hour
Maximum charge of \$100 per day.				
Access to wifi	\$10.00	\$1.00	\$11.00	per booking

### Muttama Hall

No charge for rural fire service meetings or natural disaster events.

Hiring Fees	Community Interest Meetings, Council Meetings -No Charge Commercial and Government Meetings e.g. Land Care - \$15/hour Activities e.g. Tai Chi, Active Farmers, The Wired Lab, Playgroup - \$15/hour Morning Tea or Afternoon Tea - \$15 Market Day Stalls - \$15 outside / \$20 inside Private Party – day - \$70 (\$50 bond (refundable)) Private Party – night - \$150 – (\$100 bond (refundable)) Wedding - \$300 (3 days) – (\$100 deposit - \$100 bond (refundable))
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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
<b>Wallendbeen Hall</b>				
Fees set by local committee.				
Dinner Function	\$150.00	\$0.00	\$150.00	
Additional \$50 for cooler months				
Meeting – Day or Night	\$20.00	\$0.00	\$20.00	per meeting
Stalls – Morning Tea – Cool Months	\$50.00	\$0.00	\$50.00	per event
Stalls – Morning Tea – Warm Months	\$40.00	\$0.00	\$40.00	per event
Luncheon Cold Meal – Warm Months	\$55.00	\$0.00	\$55.00	
Luncheon Cold Meal – Cool Months	\$65.00	\$0.00	\$65.00	
Luncheon Hot Meal – Warm Months	\$75.00	\$0.00	\$75.00	
Luncheon Hot Meal – Cool Months	\$85.00	\$0.00	\$85.00	
Dance or Ball	\$80.00	\$0.00	\$80.00	per event
Hire until 11pm (additional \$20 for hire until 1am)				
Dance or Ball – Cool Months	\$100.00	\$0.00	\$100.00	per booking
Hire until 11pm (additional \$50 hire until 1am)				
Trivia Night	\$60.00	\$0.00	\$60.00	per booking
Additional \$20 for Cooler Months				
Private Party	\$200.00	\$0.00	\$200.00	per booking
(additional \$50 for cooler months)				
Wedding	\$200.00	\$0.00	\$200.00	per booking
additional \$50 for cooler months				
School Presentation Night	\$45.00	\$0.00	\$45.00	per booking
Additional \$20 for cooler months				
School Presentation Day	\$30.00	\$0.00	\$30.00	per booking
Additional \$20 for cooler months				

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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### Wallendbeen Hall [continued]

Funeral Refreshments	\$60.00	\$0.00	\$60.00	per booking
Additional \$20 for cooler months				
Furniture Hire		Wooden Tressel: \$5 Each; Wooden Stools: \$2 Each; Blue/Green Chairs: \$5 (for 10); URN: \$10		

### Ellwoods Hall

Commercial Meetings	\$15.00	\$0.00	\$15.00	per hour
Activities	\$15.00	\$0.00	\$15.00	per hour
Morning Tea	\$15.00	\$0.00	\$15.00	each
Market Day – Outside Stalls	\$15.00	\$0.00	\$15.00	each
Market Days – Inside Stalls	\$20.00	\$0.00	\$20.00	each
Private Party – Day (\$50 Refundable Bond)	\$50.00	\$0.00	\$50.00	1/2 day
Private Party – Night	\$150.00	\$0.00	\$150.00	per night
\$100 Refundable Bond				
Post Office Rental	\$30.00	\$0.00	\$30.00	per week
School Presentation Night	\$50.00	\$0.00	\$50.00	per event
Weddings	\$200.00	\$0.00	\$200.00	2 days
\$100 deposit				

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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## CEMETERIES

### LAWN CEMETERIES

Cootamundra and Gundagai North, and cemeteries with non-denominational beams.  
Coolac, Gundagai South, Nangus, Stockinbingal, Tumblong and Wallendbeen - Perpetual Maintenance.

Reservations are not available

First interment grave plot (including ashes), desk, vases, plaque/headstone, soil removal, temporary grave marker	\$4,233.64	\$423.36	\$4,657.00	per plot
Reopening of grave for second or third interment (including ashes), soil removal, additional plaque/headstone inscription & temporary grave marker	\$2,155.45	\$215.55	\$2,371.00	
Maximum 3 interments				
Ceramic Photo on plaque/headstone	\$241.82	\$24.18	\$266.00	
Additional Fee if Plaque/Headstone wording is not finalised within 12 months	\$58.18	\$5.82	\$64.00	

### COLUMBARIUMS/LAWN NICHE

Cootamundra and Gundagai North - Perpetual Maintenance

Single interment of ashes into Wall Niche, includes brass plaque	\$1,356.36	\$135.64	\$1,492.00	
Single interment of ashes into Lawn Niche, desk, vase, headstone, temporary grave marker	\$1,909.09	\$190.91	\$2,100.00	each

### MONUMENTAL CEMETERIES – DENOMINATIONAL SECTIONS

Adjungbilly, Coolac, Cootamundra, Gundagai North, Gundagai South, Mount Adrah, Muttama, Nangus, Stockinbingal, Tumblong, Wallendbeen and Wagragobilly/Darbalara Cemeteries.

Removal of slab to be undertaken by Accredited Monumental Stonemason - COUNCIL WILL NOT PERFORM THIS TASK.

First interment grave plot (including ashes), soil removal, temporary grave marker – Standard Grave Preparation	\$3,497.27	\$349.73	\$3,847.00	
First interment grave plot (including ashes) soil removal, temporary grave marker – Non Standard grave Preparation	\$4,250.91	\$425.09	\$4,676.00	

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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### MONUMENTAL CEMETERIES – DENOMINATIONAL SECTIONS [continued]

Reopening of grave for second or third interment (including ashes) soil removal, temporary grave marker – Standard grave preparation Maximum 3 interments	\$2,155.45	\$215.55	\$2,371.00	
Reopening of grave for second burial, soil removal – Non Standard Grave Preparation Maximum 3 interments	\$2,883.64	\$288.36	\$3,172.00	
Application for Permit to erect a monument, tablet, gravestone, kerbing or fencing to be undertaken by Accredited Monumental Stonemason (No monumental work can be undertaken without Council approval)	\$107.00	\$0.00	\$107.00	per grave
Burial of indigent persons under instruction from institution			Actual cost	

### ADMINISTRATION FEES

Ground penetrating radar			At cost	per plot
Video recording of graveside service	\$236.36	\$23.64	\$260.00	per service
Additional fee for ANY graveplots that are requested to be dug larger than standard where suitable	\$165.45	\$16.55	\$182.00	
Additional fee for Weekend and Public Holiday for ALL burial/interments	\$639.09	\$63.91	\$703.00	

### PRIVATE LAND WITHIN THE COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL AREA

Hire of Council plant and labour are charged as an additional fee if required.

Application for burial on private land	\$177.00	\$0.00	\$177.00	each
Travel for site inspection	\$1.00	\$0.00	\$1.00	per kilometre

### EXHUMATIONS

Erect Visual Screen	\$680.91	\$68.09	\$749.00	
Removal of grave bed in monumental section			At Cost	
Preservation of grave bed, headstone etc / Pack on Pallet			At Cost	

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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**EXHUMATIONS** [continued]

Excavation of Grave if machine dug	\$969.09	\$96.91	\$1,066.00	
Excavation of Grave if hand dug	\$1,456.36	\$145.64	\$1,602.00	
Backfill	\$387.27	\$38.73	\$426.00	
Knock down of screen and reinstatement of area	\$387.27	\$38.73	\$426.00	
Administration and Inspection of Exhumation by Cemetery Manager	\$483.64	\$48.36	\$532.00	

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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## APPROVALS AND ENFORCEMENTS

### SWIMMING POOL

Application request for exemption Section 22	\$250.00	\$0.00	\$250.00	maximum
Swimming pool compliance initial inspection	\$136.36	\$13.64	\$150.00	
Swimming pool compliance follow-up inspections	\$90.91	\$9.09	\$100.00	
Registration of Pool on NSW Register by Council (Section 30(2))	\$9.09	\$0.91	\$10.00	
Section 23 outstanding notices certificate	\$64.90	\$0.00	\$64.90	
Sale of lifesaving signs for private pools	\$31.82	\$3.18	\$35.00	

### FOOD AND HEALTH

#### Food business annual administration charge

Home based food business will be inspected and charge based on risk in accordance with NSW Food Authority Guidelines.

Administration fee (Annual fee and first inspection)	\$165.00	\$0.00	\$165.00	Annual fee
2nd Scheduled inspection (High Risk – 2 inspections/year)	\$120.00	\$0.00	\$120.00	Each
Re-Inspection	\$120.00	\$0.00	\$120.00	Each
Re-inspection (minor matters)	\$70.00	\$0.00	\$70.00	Each
Inspection (community or charity)	\$0.00	\$0.00	\$0.00	Each
Inspection – complaint investigation (non-compliance found)	\$150.00	\$0.00	\$150.00	Each
Pre-opening inspection – Development Consent Compliance	\$120.00	\$0.00	\$120.00	Each
Temporary food event inspection	\$50.00	\$0.00	\$50.00	Each
Improvement Notice (Food Act)	\$330.00	\$0.00	\$330.00	Each

#### Health inspections

Inspection – complaint (non compliance found)	\$150.00	\$0.00	\$150.00	per annum
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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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### Health inspections [continued]

Routine Public Health (Hairdresser, skin penetrations, cooling tower, public swimming pool) Annual Inspection Fee	\$150.00	\$0.00	\$150.00	per annum
Inspection fee (minor & reinspection)	\$70.00	\$0.00	\$70.00	per inspection

Inspections of less than 30 minutes as classified as minor. Excludes scheduled inspections and inspections resulting from a complaint.

### Improvement/Notice/Prohibition Order

Per Public Health Regulation 2012, Part 9, Clause 97-98.

Any other case (Public Health Act)	\$270.00	\$0.00	\$270.00	each
Regulated Systems (Public Health Act)	\$560.00	\$0.00	\$560.00	each

### ENVIRONMENT

Underground Petroleum storage system inspection fee	\$150.00	\$0.00	\$150.00	
Abandoned vehicles – Impounding			cost recovery +10%	
Protection of Environment Operations Act Notices and Orders Admin Fee	\$591.00	\$0.00	\$591.00	

### ON-SITE SEWERAGE MANAGEMENT SYSTEM (OSSM)

OSSM Re-inspection fee	\$120.00	\$0.00	\$120.00	Each
OSSM Administration Charge	\$47.84	\$0.00	\$47.84	Each
S68 Application to install and operate an OSSM (includes 1 inspection)	\$172.00	\$0.00	\$172.00	per application
S68 Application to modify an OSSM	\$75.00	\$0.00	\$75.00	per application
S68 Application to Operate an OSSM	\$75.00	\$0.00	\$75.00	
OSSM Inspection fees (scheduled or complaint investigation (non compliance found))	\$150.00	\$0.00	\$150.00	per inspection

Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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### ACTIVITIES THAT REQUIRE COUNCIL APPROVAL

Section 68 Wood heater Approvals	\$200.00	\$0.00	\$200.00	
Non specified Section 68 (LGA)	\$115.00	\$0.00	\$115.00	per application
Part A(1) Install Manufactured Home (+ LSL Fees)	\$300.00	\$0.00	\$300.00	per application
Amusement device – application to operate	\$45.00	\$0.00	\$45.00	per application
Amusement devices operated by local service clubs	\$30.00	\$0.00	\$30.00	per annum

### Footpath trading

Application fee	\$58.00	\$0.00	\$58.00	per application
Annual Charge	\$50.00	\$0.00	\$50.00	per annum
Busking Permit	\$10.00	\$0.00	\$10.00	each

Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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## DEVELOPMENT

All fees and charges are set in compliance with the Environmental Planning and Assessment Act, 1979.

### DEVELOPMENT APPLICATIONS

#### Erection of a building, the carrying out of work, or demolition of a building

For developments involving the erection of a building, the carrying out of work or demolition of a work or a building, and having an estimated cost within the range specified, the fee is calculated in accordance with the following table.

Up to \$5,000 (Cl.246B)	\$110.00	\$0.00	\$110.00	per application
\$5,001 – \$50,000	\$170 plus an additional \$3 for each \$1,000 (or part of \$1,000) of the estimated cost.			per application
\$50,001 – \$250,000	\$352 plus an additional \$3.64 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$50,000.			per application
\$250,001 – \$500,000	\$1,160 plus an additional \$2.34 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$250,000.			per application
\$500,001 – \$1,000,000	\$1,745 plus an additional \$1.64 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$500,000.			per application
\$1,000,001 – \$10,000,000	\$2,615 plus an additional \$1.44 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$1,000,000.			per application
More than \$10,000,000	\$15,875 plus an additional \$1.19 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$10,000,000.			per application
Additional fee for referral to a design Review Panel (Cl.248)	\$3,000.00	\$0.00	\$3,000.00	per application
Advertising signs (Cl.246B)	\$285 plus \$93 for each advertisement in excess of one			minimum

This is the minimum fee for advertising signs. Or the fee calculated in accordance with the value of works - whichever is greater.

Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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### Dwelling house < \$100,000

Development involving the erection of a dwelling house with an estimated construction cost of \$100,000 or less (Cl.247)	\$455.00	\$0.00	\$455.00	per application
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### Development not involving erection of building

Development not involving the erection of a building, the carrying out of work, the subdivision of land or the demolition of a building or work (Cl.250)	\$285.00	\$0.00	\$285.00	per application
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### Subdivision development

If two or more fees are applicable to a single development application (such as to subdivide land and erect a building on one or more lots created by the subdivision) the maximum fee payable for the development is the sum of those fees.

Subdivision involving the opening of a public road	\$665 + \$65 per newly created lot	per application
Subdivision not involving the opening of a public road (Cl.249)	\$330 + \$53 per newly created lot	per application
Strata subdivision	\$330 + \$65 per newly created lot	per application

### Concurrence

In addition to the fee for a development application, a fee is payable for the referral and provision of advice by other approval bodies.

Processing fee payable to Council (Cl.252A)	\$140.00	\$0.00	\$140.00	per application
Concurrence fee for each concurrence authority (Cl.252A)	\$320.00	\$0.00	\$320.00	per authority

### Integrated development

The designated development fee is payable in addition to the development application fees.

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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#### Integrated development [continued]

Processing fee payable to Council (Cl.253)	\$140.00	\$0.00	\$140.00	per application
Approval fee for each public authority (other than Council.) (Cl.253)	\$320.00	\$0.00	\$320.00	per authority

#### Designated development

Designated development – Additional Fee (Cl.251)	\$920.00	\$0.00	\$920.00	minimum
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#### Development that requires advertising

Designated Development	\$2,220.00	\$0.00	\$2,220.00	per application
Advertised Development (Cl.252)	\$1,105.00	\$0.00	\$1,105.00	per application
Prohibited Development	\$1,105.00	\$0.00	\$1,105.00	per application
Notified Development (EPI)	\$1,105.00	\$0.00	\$1,105.00	per application

#### Review of determination

A further \$620.00 is payable if notice of the application is required to be given by the Act

If DA does not involve erection of building, carrying out of work or demolition (Cl.257)	50% of the original DA fee	per application
If DA involves erection of a dwelling-house valued \$100,000 or less (Cl.257)	\$190.00	\$0.00

#### Review of any other development, with an estimated cost as set out below.

Add \$620 to fees, if notice of the application is required to be given under Division 8.2 reviews.

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
Review of any other development, with an estimated cost as set out below. [continued]				
Up to \$5,000	\$55.00	\$0.00	\$55.00	per application
\$5,001 – \$250,000	\$85 plus an additional \$1.50 for each \$1,000 (or part of \$1,000) of the estimated cost.			per application
\$250,001 – \$500,000	\$500 plus an additional \$0.85 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$250,000.			per application
\$500,001 – \$1,000,000	\$712 plus an additional \$0.50 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$500,000.			per application
\$1,000,001 – \$10,000,000	\$987 plus an additional \$0.40 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$1,000,000.			per application
More than \$10,000,000	\$4,737 plus an additional \$0.27 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$10,000,000.			per application

#### Review of decision to reject a development application

The fee for an application under Division 8.2(1)(c) for a review of a decision is based on the estimated cost of development, as follows.

Less than \$100,000	\$55.00	\$0.00	\$55.00	per application
\$100,000 – \$1,000,000 (Cl.257A)	\$150.00	\$0.00	\$150.00	per application
More than \$1,000,000 (Cl.257A)	\$250.00	\$0.00	\$250.00	per application

Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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### Modification of development consents

#### Modification of consent

Section 4.55(1) Modifications	\$71.00	\$0.00	\$71.00	per application
Section 4.55(1A) or 4.56(1) Modifications	\$645 or 50% of the original DA fee whichever is the lesser			per application

#### Modification of Consent under S.4.55(2) or S.4.56(1)

A further \$760.00 is payable under C115(3) in relation to residential apartments subject to design verification

If DA fee was < \$100	50% of DA fee	per application
If DA fee was \$100 or more and does not involve the erection of a building, the carrying out of work or demolition (Cl.258)	50% of DA fee	per application
If DA fee was \$100 or more and involves erection of a dwelling-house valued 100,000 or less (Cl.258)	\$190.00	\$0.00

#### Any other development, with an estimated cost as set out below

Add an additional \$665 if notice of the application is required to be given under section S.4.55(2) or S.4.56(1)

Up to \$5,000 (Cl.258)	\$55.00	\$0.00	\$55.00	per application
\$5,001 – \$250,000 (Cl.258)	\$85 plus an additional \$1.50 for each \$1,000 (or part of \$1,000) of the estimated cost.			per application
\$250,001 – \$500,000 (Cl.258)	\$500 plus an additional \$0.85 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$250,000.			per application
\$500,001 – \$1,000,000 (Cl.258)	\$712 plus an additional \$0.50 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$500,000.			per application

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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## Any other development, with an estimated cost as set out below [continued]

\$1,000,001 – \$10,000,000 (Cl.258)	\$987 plus an additional \$0.40 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$1,000,000.	per application
More than \$10,000,000 (Cl.258)	\$4,737 plus an additional \$0.27 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$10,000,000.	per application

## Other development application fees

Bushfire Certificate	\$318.18	\$31.82	\$350.00	each
Dwelling Entitlement	\$200.00	\$0.00	\$200.00	per application
Any other fee or any fee determined under part 15 of the Environmental Planning Assessment Regulation 2000				100% of regulated fee

## Refunds of Development Application Fees

After commencement of assessment, but prior to determination.	50%	each
After completion of assessment	0%	each
Prior to Notification and Commencement of Assessment	100%	each

## NSW ePlanning Portal

Application for a BASIX Certificate	\$5.00	\$0.00	\$5.00	Each
Building Information Certificate	\$40.00	\$0.00	\$40.00	Each
Certificate Registration	\$5.00	\$0.00	\$5.00	Each
Applies to:				
<ul style="list-style-type: none"> <li>• Complying Development Certificate</li> <li>• Construction Certificate</li> <li>• Subdivision Works Certificate</li> <li>• Occupation Certificate</li> </ul>				

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
<b>NSW ePlanning Portal [continued]</b>				
Certificate Registration	\$5.00	\$0.00	\$5.00	Each
Applies to:				
• Complying Development Certificate				
• Construction Certificate				
• Subdivision Works Certificate				
• Occupation Certificate				
• Subdivision Certificate				
Construction Certificate	\$40.00	\$0.00	\$40.00	Each
Lodgement of a Planning Agreement	\$5.00	\$0.00	\$5.00	Each
Modification of Development Consent	\$40.00	\$0.00	\$40.00	Each
Occupation Certificate	\$40.00	\$0.00	\$40.00	Each
Payment of Development Contributions	\$5.00	\$0.00	\$5.00	Each
Review of Determination of DA	\$5.00	\$0.00	\$5.00	Each
Site Compatibility Certificate	\$40.00	\$0.00	\$40.00	Each
Subdivision Certificate	\$40.00	\$0.00	\$40.00	Each
Subdivision Works Certificate	\$40.00	\$0.00	\$40.00	Each

## DEVELOPMENT CONTRIBUTIONS

Development contributions are levied for the provision of additional infrastructure as detailed in Council's contribution plans, works programs and capital programs.

Gundagai area development generating heavy vehicle usage of local roads	Variable cost as per plan	
Cootamundra sewer development contribution	\$5,387.36	\$0.00 \$5,387.36
per tenement for all new subdivision in Cootamundra, in accordance with Council's section 64 contributions plan.		
Water supply headworks charge	\$8,597.35	\$0.00 \$8,597.35
		per equivalent tenement

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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## DEVELOPMENT CONTRIBUTIONS [continued]

Water supply headworks charge	\$8,597.35	\$0.00	\$8,597.35	per equivalent tenement
Fee payable by Council to Goldenfields County Council for each new block created. Refer to Goldenfields County Council fees and charges.				
The fee is based on a peak water demand of 4 kilolitres per day = one equivalent tenement = 20mm meter.				
Section 7.12 contributions, development value < \$100,000			No Charge	
Section 7.12 contributions, development value \$100,001 – \$200,000			0.5% of the estimated cost of development	
Section 7.12 contributions, development value > \$200,000			1.0% of the estimated cost of development	

## LOCAL ENVIRONMENTAL PLAN / REZONING

### Planning proposal application

These fees are the minimum upfront fees that will be applied, and may be increased to meet Council's processing costs.

Minor planning proposal =< 1 ha	\$2,500.00	\$0.00	\$2,500.00	
Major planning proposal > 1 ha	\$5,000.00	\$0.00	\$5,000.00	

### Development control plans

These DCP fees are the minimum upfront fees that will be applied, and may be increased to meet Council's processing costs. These fees do not apply to requests to vary the DCP in relation to a specific development application.

Minor DCP amendment	\$250.00	\$0.00	\$250.00	
Amendment of existing control.				
Major DCP amendment	\$500.00	\$0.00	\$500.00	
Includes new chapters or sub chapters.				

Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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## OTHER CERTIFICATION FEES

Builders insurance verification	\$51.82	\$5.18	\$57.00	
Lodgement of Part 6 certificates	\$36.00	\$0.00	\$36.00	per certificate
Received from private certifiers				

## CONSTRUCTION CERTIFICATES

Alternate Solution Assessment	Charged at actual cost to Council (Consultant Required)			
Mandatory inspections	\$118.18	\$11.82	\$130.00	per inspection
The actual number of inspections is to be calculated at the time of the fee quote, depending on building type and construction requirements.				

## Class 1 & class 10 buildings

Fees based on estimated cost of development. Where consent was required but was not in place prior to the erection of the building, the maximum fee that would have been payable if the application for a construction certificate relating to the erection of the building (or part) had been made

Under \$5,000	\$118.18	\$11.82	\$130.00	Each
\$5,001 – \$100,000	\$130 plus an additional \$0.30 for each \$100 in excess of \$5,000 of building costs			per certificate
\$100,001 – \$250,000	\$415 plus an additional \$0.20 for each \$100 in excess of \$100,000 of building costs			
Greater than \$250,000	\$715 plus an additional \$0.10 for each \$100 in excess of \$250,000 of building costs			

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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### Class 1 & class 10 buildings [continued]

Greater than \$250,000	\$715 plus an additional \$0.10 for each \$100 in excess of \$250,000 of building costs	Min. Fee: \$651.00
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### Class 2 to class 9 buildings

Fees based on estimated cost of development. Where consent was required but was not in place prior to the erection of the building, the maximum fee that would have been payable if the application for a construction certificate relating to the erection of the building (or part) had been made

Under \$5,000	\$145.45	\$14.55	\$160.00
\$5,001 – \$100,000	\$160 + \$0.30 per \$100 in excess of \$5,000		Min. Fee: \$446.00
\$100,001 – \$250,000	\$445 + \$0.20 per \$100 in excess of \$100,000		Min. Fee: \$446.00
Greater than \$250,000	\$745 + \$0.10 per \$100 in excess of \$250,000		Min. Fee: \$746.00

### SUBDIVISION CONSTRUCTION WORKS

2 – 5 Lots	\$250 + \$25 for each newly created lot
6 – 20 Lots	\$375 + \$20 for each newly created lot
21 – 50 Lots	\$1,000 + \$15 for each newly created lot
greater than 50 Lots	\$1,500 + \$12.50 for each newly created lot
Subdivision certificate application fee	\$150.00      \$0.00      \$150.00
Includes final inspection fee	

Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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## OCCUPATION CERTIFICATES

Occupation certificate application fee	\$118.18	\$11.82	\$130.00	
Includes final inspection fee				

## COMPLIANCE CERTIFICATES

Same Day where required notice is not given	\$236.36	\$23.64	\$260.00	
Issuing of Compliance Certificate	\$181.82	\$18.18	\$200.00	per certificate
Inspection fee where Council has been nominated as the PCA	\$118.18	\$11.82	\$130.00	per inspection
Inspection fee where Council has not been nominated as the PCA	\$131.82	\$13.18	\$145.00	per inspection

## COMPLYING DEVELOPMENT CERTIFICATE

Subdivisions	\$118.18	\$11.82	\$130.00	
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## Building works

Fees based on estimated cost of development. No refund of Complying Development Certificate Fees are applicable if the application is refused. Where consent was required but was not in place prior to the erection of the building, the maximum fee that would have been payable if the application for consent or complying development certificates had been made.

Under \$5,000	\$118.18	\$11.82	\$130.00	per certificate
\$5,001 – \$100,000	\$130 plus an additional \$0.30 for each \$100 in excess of \$5,000 of building costs			per certificate
\$100,001 – \$250,000			Min. Fee: \$119.10	per certificate

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
<b>Building works [continued]</b>				
\$100,001 – \$250,000	\$415 plus an additional \$0.20 for each \$100 in excess of \$100,000 of building costs	Min. Fee: \$378.19		per certificate
Greater than \$250,000	\$715 plus an additional \$0.10 for each \$100 in excess of \$250,000 of building costs	Min. Fee: \$650.92		per certificate

## PLUMBING AND DRAINAGE

Actual number of inspections to be calculated at the time of the fee quote, depending on building type and sanitary requirements.

Application for new sewer connection	\$156.00	\$0.00	\$156.00	
Plumbing and drainage inspection (per inspection)	\$103.00	\$10.30	\$113.30	
Plumber's Notice of Work / Compliance Booklets	\$13.64	\$1.36	\$15.00	

## ESSENTIAL SERVICES

Lodgement/Registration of Essential Services Certificate	\$40.00	\$4.00	\$44.00	each
Notification of Fire Safety Measure	Fee charged at 100% cost recovery.			each
Registration of Fire Safety Schedule	\$31.82	\$3.18	\$35.00	

Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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## WATER SUPPLY

### WATER ACCESS CHARGES

#### Residential water access charges

Meter size 20mm	\$416.00	\$0.00	\$416.00	Per meter
Meter size 25mm	\$650.00	\$0.00	\$650.00	per meter
Meter size 32mm	\$1,064.96	\$0.00	\$1,064.96	Per meter
Meter size 40mm	\$1,664.00	\$0.00	\$1,664.00	Per meter
Meter size 50mm	\$2,600.00	\$0.00	\$2,600.00	Per meter
Meter size 63mm	\$4,127.76	\$0.00	\$4,127.76	Per meter
Meter size 75mm	\$5,850.00	\$0.00	\$5,850.00	Per meter
Meter size 80mm	\$6,656.00	\$0.00	\$6,656.00	Per meter
Meter size 100mm	\$10,400.00	\$0.00	\$10,400.00	Per meter
Vacant water access charge	\$416.00	\$0.00	\$416.00	Per meter

#### Non-residential water access charges

Meter size 20mm	\$416.00	\$0.00	\$416.00	Per meter
Meter size 25mm	\$650.00	\$0.00	\$650.00	Per meter
Meter size 32mm	\$1,064.96	\$0.00	\$1,064.96	Per meter
Meter size 40mm	\$1,664.00	\$0.00	\$1,664.00	Per meter
Meter size 50mm	\$2,600.00	\$0.00	\$2,600.00	Per meter
Meter size 63mm	\$4,127.76	\$0.00	\$4,127.76	per meter
Meter size 75mm	\$5,850.00	\$0.00	\$5,850.00	
Meter size 80mm	\$6,656.00	\$0.00	\$6,656.00	Per meter
Meter size 100mm	\$10,400.00	\$0.00	\$10,400.00	Per meter
Vacant water access charge	\$416.00	\$0.00	\$416.00	Per meter

Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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## WATER USAGE (CONSUMPTION) FEES

### Water usage (consumption) fees

First 39 kilolitres per quarter	\$2.08	\$0.00	\$2.08	Per Kilolitre
Use above 39 kilolitres per quarter	\$3.12	\$0.00	\$3.12	Per Kilolitre

### Standpipe water

Water Deliveries	\$250.00 per hour + standpipe water	per hour
Standpipe access	\$5.00	\$0.00
Standpipe Key and Tag Deposit	\$60.25	\$0.00

## WATER CONNECTION FEES

Water Meter Reading Fee	\$109.00	\$0.00	\$109.00	
Water Pressure Test	\$153.00	\$0.00	\$153.00	
Water Meter Test	\$153.00	\$0.00	\$153.00	
Water Sampling Test	\$90.00 plus cost to test water			
Back Flow Prevention Device	Cost plus 10%			
Water Flow Pressure (mains)	\$49.00	\$0.00	\$49.00	
Meter connection fee	\$789.00	\$0.00	\$789.00	per connection
Where developer has provided tapping to allotment				
Meter relocation	Private Work Rates			per connection
Disconnection fee	Private Work Rates			
Water flow restrictor	\$145.00	\$0.00	\$145.00	
Service connection location	Private Work Rates			

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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### WATER CONNECTION FEES [continued]

Service connection location	Private Work Rates			
		Min. Fee: \$60.00		
Water meter covers	\$76.36	\$7.64	\$84.00	each
Supply only				
Water supply service connection fee – installation cost	Private Work Rates			

### Tapping fee

Adjacent side of road service, 20 mm diameter including backflow prevention	\$1,174.00	\$0.00	\$1,174.00	per connection
Opposite side of road service, 20mm diameter	\$2,168.00	\$0.00	\$2,168.00	per connection
Larger service at actual cost including backflow prevention	Private Work Rates			

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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## SEWERAGE SERVICES

Residential Sewer Access Charge	\$624.00	\$0.00	\$624.00	per meter
Non-Residential Sewer Access Charge 20mm	\$520.00	\$0.00	\$520.00	per meter
Non-Residential Sewer Access Charge 25mm	\$624.00	\$0.00	\$624.00	per meter
Non-Residential Sewer Access Charge 32mm	\$728.00	\$0.00	\$728.00	per meter
Non-Residential Sewer Access Charge 40mm	\$998.40	\$0.00	\$998.40	per meter
Non-Residential Sewer Access Charge 50mm	\$1,248.00	\$0.00	\$1,248.00	per meter
Non-Residential Sewer Access Charge 63mm	\$1,572.48	\$0.00	\$1,572.48	per meter
Non-Residential Sewer Access Charge 75mm	\$1,872.00	\$0.00	\$1,872.00	per meter
Non-Residential Sewer Access Charge 80mm	\$1,996.80	\$0.00	\$1,996.80	per meter
Non-Residential Sewer Access Charge 100mm	\$2,496.00	\$0.00	\$2,496.00	per meter
Vacant Sewer Access Charge	\$364.00	\$0.00	\$364.00	per meter
Sewer Usage Charge	\$2.76	\$0.00	\$2.76	per kilolitre

## Sewer connection fees

Connection charges	Private Work Rates	
Disconnection charges	Private Work Rates	
Sewer main extension	Private Work Rates	
Subdivider/owner to pay full cost of all main extension and service installation to outlet of boundary trap.		

## LIQUID TRADE WASTE

Trade waste annual fee	\$248.00	\$0.00	\$248.00	per annum
Trade waste usage charge	\$4.00	\$0.00	\$4.00	per kilolitre
Category 2 business				

Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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## STORMWATER MANAGEMENT

Residential stormwater management charge	\$25.00	\$0.00	\$25.00	per assessment
Residential strata stormwater management charge	\$12.50	\$0.00	\$12.50	per assessment
Business (Non-Residential) Stormwater Management	\$25.00 per 350 square metres of land size, or part thereof			per annum
	Min. Fee: \$25.00			
Business (Non-Residential) Strata Stormwater Management	The greater of \$5.00, or the assessment's proportion of the charge that would apply if the total land area was strata'd.			per annum
	Min. Fee: \$5.00			
Business stormwater management charge maximum	\$250.00	\$0.00	\$250.00	

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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## WASTE MANAGEMENT

Domestic waste management – annual charge 1 service per assessment	\$474.24	\$0.00	\$474.24	per annum
Organics/Green Waste	\$80.00	\$0.00	\$80.00	per tonne
Residential Waste Management – Other	\$474.24	\$0.00	\$474.24	per annum
Rural Waste Charge	\$69.68	\$0.00	\$69.68	per annum
Unoccupied (Vacant) Waste	\$69.68	\$0.00	\$69.68	per annum
Commercial Waste Management	\$474.24	\$0.00	\$474.24	per annum

## TIPPING FEES

### Cootamundra landfill

Dead Animals – 0-10kg	\$7.00	\$0.70	\$7.70	each
Dead Animals – 11-20kg	\$20.00	\$2.00	\$22.00	each
Dead Animals – 21kg+	\$140.00	\$14.00	\$154.00	each
Sorted Industrial/Commercial Bulk Waste (Skip Bins etc.)	\$80.00	\$0.00	\$80.00	per tonne
Unsorted Industrial/Commercial Bulk Waste (Skip Bins etc.)	\$150.00	\$0.00	\$150.00	per tonne
Contaminated Soil (Licence compliant only)	\$150.00	\$0.00	\$150.00	per tonne
Weighbridge Hire	\$15.00	\$0.00	\$15.00	per weigh

### Clean Organic (FOGO, Green Waste etc) < 150mm in diameter

Green waste vegetation matter < 150mm in diameter, for loads up to 200kg eg. grass clippings, leaf litter eg grass clippings, leaf litter	\$10.00	\$1.00	\$11.00	minimum
Green waste < 150mm in diameter	\$72.73	\$7.27	\$80.00	per tonne

Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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#### General Waste

Domestic Waste – for loads up to 100kg	\$13.64	\$1.36	\$15.00	minimum
Domestic Waste	\$136.36	\$13.64	\$150.00	per tonne

#### Builders Rubble

Builders rubble is defined as concrete, bricks, treated timber and other non recyclable building material.

Sorted builders rubble, for ratepayers	\$45.45	\$4.55	\$50.00	per tonne
By arrangement >2 tonne.				
Unsorted builders rubble, for ratepayers	\$90.00	\$9.00	\$99.00	per tonne
By arrangement >2 tonne.				
Sorted builders rubble, for waste generated outside the Council area	\$133.64	\$13.36	\$147.00	per tonne
Unsorted builders rubble, for waste generated outside the Council area	\$197.27	\$19.73	\$217.00	per tonne

#### White goods

White Goods including decanted fridges, freezers and airconditioners	\$13.64	\$1.36	\$15.00	each
White Goods with refrigerant gas – decanting fee	\$30.91	\$3.09	\$34.00	each

#### Tyres

Only accepted with compliance to current EPA regulations. A surcharge of \$5.00 applies to any tyres with rims.

Push bikes and motorcycles	\$9.09	\$0.91	\$10.00	each
Light vehicles and cars	\$13.64	\$1.36	\$15.00	each
4WD and light commercial vehicles				
Truck, including Super Singles	\$34.55	\$3.45	\$38.00	each
Small tractor and earthmoving	\$92.73	\$9.27	\$102.00	each

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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**Tyres** [continued]

Medium tractor and earthmoving	\$236.36	\$23.64	\$260.00	each
Large tractor and earthmoving	\$470.91	\$47.09	\$518.00	each

**Asbestos**

Only accepted with compliance to current EPA regulations.

Appointments must be made with Council.

Asbestos – loads up to 100kg	\$109.09	\$10.91	\$120.00	per load
Asbestos – loads of 100kg or greater	\$524.55	\$52.45	\$577.00	per tonne

**Other waste**

Industrial Bulk Waste	\$152.73	\$15.27	\$168.00	per tonne
Clean Sludge	\$22.73	\$2.27	\$25.00	per tonne
Clean soil			No Charge	
Sorted Recyclables			No Charge	
E-waste	\$15.00	\$0.00	\$15.00	each
Computers, TVs, copiers, printers, etc.				
Metal Waste	\$23.64	\$2.36	\$26.00	per tonne
Mattresses (all sizes)	\$30.91	\$3.09	\$34.00	each
Car bodies delivered to waste depot	\$45.45	\$4.55	\$50.00	each
Derelict motor vehicles			Private Work Rates	each
Removal to dump, from within the local government area.				

Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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### Gundagai landfill

Organic bin bags	\$7.27	\$0.73	\$8.00	
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#### Clean Organic (FOGO, Green Waste etc.) < 150mm in diameter

Load delivered by single axle trailers, utes, wagons, car boot loads	\$22.73	\$2.27	\$25.00	per load
Load delivered by bogie axle or large trailers or 1 tonne utilities	\$31.82	\$3.18	\$35.00	per load
Load delivered by single axle trucks (load under 5m cubed)	\$72.73	\$7.27	\$80.00	per load
Load delivered by bogie axle trucks (load over 5m cubed)	\$95.45	\$9.55	\$105.00	per load

### General Waste

Car Boot/240 l. MGB	\$7.27	\$0.73	\$8.00	
Trailer/Utility	\$13.64	\$1.36	\$15.00	
Trailer with high sides (domestic)	\$18.18	\$1.82	\$20.00	
Per Cubic Metre (Commercial Operators)	\$36.36	\$3.64	\$40.00	

### Builders Rubble

Load delivered by single trailers, utes, wagons, car boot loads	\$30.91	\$3.09	\$34.00	per load
Load delivered by bogie axle or large trailers or 1 tonne utilities	\$104.55	\$10.45	\$115.00	per load
Load delivered by single axle trucks (load under 5m cubed)	\$154.55	\$15.45	\$170.00	per load
Load delivered by bogie axle trucks (load over 5m cubed)	\$190.00	\$19.00	\$209.00	per load

### White goods

White Goods including decanted fridges, freezers and airconditioners	\$13.64	\$1.36	\$15.00	each
White Goods with refrigerant gas – decanting fee	\$30.91	\$3.09	\$34.00	each

Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
<b>Tyres</b>				
Only accepted with compliance to current EPA regulations. A surcharge of \$5.00 applies to any tyres with rims.				
<input type="checkbox"/>				
Push bikes and motorcycles	\$9.09	\$0.91	\$10.00	
Light vehicles and cars	\$13.64	\$1.36	\$15.00	
4WD and light commercial vehicles				
Truck, including super singles	\$34.55	\$3.45	\$38.00	
Small tractor and earthmoving	\$92.73	\$9.27	\$102.00	each
Medium tractor and earthmoving	\$236.36	\$23.64	\$260.00	each
Large tractor and earthmoving	\$470.91	\$47.09	\$518.00	each

**Other waste**

Industrial Bulk Waste	\$156.36	\$15.64	\$172.00	
Clean Sludge	\$22.73	\$2.27	\$25.00	per tonne
Clean Soil			No Charge	
Sorted Recyclables			No Charge	
E-Waste	\$15.00	\$0.00	\$15.00	each
Computers, TVs, Copiers, Printers etc.				
Furniture	\$20.00	\$2.00	\$22.00	each
Metal Waste	\$24.55	\$2.45	\$27.00	per cubic metre
Mattresses (all sizes)	\$30.91	\$3.09	\$34.00	each
Car bodies delivered to waste depot	\$45.45	\$4.55	\$50.00	each
Derelict motor vehicles			Private Works Rates	each
Removal to dump, from within the local government area				

Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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### Gundagai area village transfer stations

Key Bond	\$50.00	\$0.00	\$50.00	each
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### Stockinbingal and Wallendbeen landfills

Asbestos, tyres, mattresses and bulk metal waste (such as car bodies) are not accepted at village landfill sites.

Clean soil	No Charge
Sorted Recyclables	No Charge

### Green Waste < 150mm in diameter

Load delivered by single axle trailers, utes, wagons, cars boot loads	\$22.73	\$2.27	\$25.00	per load
Load delivered by bogie axle or large trailers or 1 tonne utilities	\$31.82	\$3.18	\$35.00	per load
Load delivered by single axle trucks (load under 5 m cubed)	\$72.73	\$7.27	\$80.00	per load
Load delivered by bogie axle trucks (load over 5 m cubed)	\$95.45	\$9.55	\$105.00	per load

### General Waste

Minimum Load Charge	\$18.18	\$1.82	\$20.00	minimum
Load delivered by single axle trailers, utes, wagons, cars boot loads	\$18.18	\$1.82	\$20.00	per load
Load delivered by bogie axle or large trailers or 1 tonne utilities	\$24.55	\$2.45	\$27.00	per load
Load delivered by single axle trucks (load under 5 m cubed)	\$53.64	\$5.36	\$59.00	per load
Load delivered by bogie axle trucks (load over 5 m cubed)	\$71.82	\$7.18	\$79.00	per load

### Illegal Dumping Fee

Illegal dumping fee	Cleanup costs charged at private work rates
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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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## ANIMAL CONTROL

### ANIMAL REGISTRATIONS

Companion animal registration fees are set by NSW State legislation. Fees published are correct at the time of printing.

Companion Animal Registration – Desexed Animal	As set by Legislation	
Companion Animal Registration – Desexed Animal owned by an eligible pensioner	As set by Legislation	
Companion Animal Registration – Animal not desexed	As set by Legislation	
Companion Animal Registration – Animal not Desexed (and kept by recognised breeder for breeding purposes)	As set by Legislation	
Companion Animal Registration – Working dog, Assistance animal, Dog in the service of the state (eg Police dog), or greyhound registered under the Greyhound Racing Act	No Charge	

### IMPOUNDING FEES

Destruction of unwanted animals will not be undertaken by Council.

Applicants are advised to take the animal to a vet.

Pound – Impounding Fees: -Companion animals (first offence)	\$34.00	\$0.00	\$34.00	
Companion animals (second & subsequent offence)	\$52.00	\$0.00	\$52.00	
Pound – Maintenance & Sustenance Fee (per day held)	\$24.00	\$0.00	\$24.00	
Pound – Microchipping Fee	\$21.00	\$0.00	\$21.00	
Surrender companion animal	\$104.00	\$0.00	\$104.00	
Euthanasia Fee – includes Vets cost and Pound Release Fee	Vets costs and pound release fee			

### Stock Impounding

Initial callout & time involved in capture & impounding or resolution of situation	Private Work Rates			
Sustenance of impounded sheep	\$7.80	\$0.00	\$7.80	per head per day
Sustenance of impounded cattle and horses	\$20.80	\$0.00	\$20.80	per head per day

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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## COMPANION ANIMAL COMPLIANCE

Compliance Certificate – Restricted or Dangerous Dog	Max fee as determined by Act		
Application for variation to Keeping of Animals Policy	\$52.00	\$0.00	\$52.00

### Dangerous Dog Compliance Items

Dangerous Dog Collar	\$50.00	\$5.00	\$55.00
Dangerous Dog Collar - Item required for compliance for Menacing and Dangerous Dogs			
Dangerous Dog Muzzle	\$40.91	\$4.09	\$45.00
Dangerous Dog Muzzle - required item for Menancing or Dangerous Dog Compliance			
Dangerous Dog Sign	\$40.91	\$4.09	\$45.00
Dangerous Dog Sign - item required for Menacing or Dangerous Dog Compliance			

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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## SALEYARDS

Agents Commission		0.295%	% of gross sale value
Percentage of agent's gross sale.			
Stock Holding Fee -Cootamundra or Gundagai Saleyards	\$6.36	\$0.64	\$7.00 per head per day

## Sheep

Emergency Tags	\$2.36	\$0.24	\$2.60 per head
Facility Fee	\$1.41	\$0.14	\$1.55 per head
Passed in or NCV	\$0.67	\$0.07	\$0.74 per head

## Disposal Fee

Euthanase	\$44.68	\$4.47	\$49.15 per head
Fit to Load	\$23.64	\$2.36	\$26.00 per head

## Yards

Cattle, with weigh – Cootamundra or Gundagai Saleyards	\$7.55	\$0.75	\$8.30 per head
Cattle, no weigh – Cootamundra or Gundagai Saleyards	\$6.64	\$0.66	\$7.30 per head

## Private Weigh

1 to 9	\$75.64	\$7.56	\$83.20
10 to 20	\$7.55	\$0.75	\$8.30 per head
21 to 50	\$5.68	\$0.57	\$6.25 per head
51 and over	\$5.18	\$0.52	\$5.70 per head

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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**TRUCKWASH**

Avdata key purchase – Cootamundra & Gundagai Saleyards	\$56.36	\$5.64	\$62.00	
Usage	\$0.92 per minute - minimum \$5.00			per minute

**DRAFT**

Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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## BIOSECURITY

### WEED CONTROL WORKS

Fees charged for travel to site and works undertaken.

Works in ordinary working hours, excluding chemical	\$114.00	\$0.00	\$114.00	per hour
Works outside ordinary working hours, excluding chemical	\$156.00	\$0.00	\$156.00	per hour

### WEED INSPECTIONS

Reinspection fee after notice	\$145.00	\$0.00	\$145.00	per hour
Reinspection fee minimum charge	\$140.00	\$0.00	\$140.00	each

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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## PRIVATE AND CONTRACT WORKS

### ROADS AND FOOTPATHS

New driveway layback application fee	\$290.58	\$0.00	\$290.58	per linear metre
Kerb & Gutter Contribution				
Culvert Entrances			Private Work Rates	
Temporary Road Closures			Private Work Rates	
All costs related to the temporary road closure, including advertising, signposting and cleanup, are the responsibility of the applicant.				
Preparation of Traffic Management Plans – Standard	\$173.64	\$17.36	\$191.00	each
Preparation of Traffic Management Plans – Designed	\$426.36	\$42.64	\$469.00	each
General Works Inspections – Subdivisions	\$152.00	\$0.00	\$152.00	per hour
Install new driveway laybacks into existing Kerb			Private Work Rates	
Widen existing driveway layback.			Private Work Rates	

### Road opening charges

Road opening charges are as recommended by RMS.

For restoration of private road openings up to 10 sq m, rate calculated per sq m, in accordance with the following rate schedule. The rate per sq m is to be interpreted as meaning a minimum charge/deposit on the final cost. Where the actual restoration costs exceed the calculated charge (by applying the appropriate rate per sq m) by more than \$200, actual costs will be charged and any amount received in accordance with the above scale of rates will be regarded as a deposit on the final cost.

For restoration of road openings over 10 sq m, costs are charged at Council's private works rates.

Several openings made at the one time, less than 50 m apart may be grouped as one, unless otherwise determined by the authority.

# Where earth and gravel shoulders exist adjacent to pavement no.'s 1 & 3 inclusive & restoration by the authority is necessary to the shoulders, the charge shown under no. 4 is to be made additional to the charge for pavement.

Restoration Kerb & Gutter	\$642.00	\$0.00	\$642.00	per linear metre
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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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### Road opening charges [continued]

Road Opening Fee	\$107.00	\$0.00	\$107.00	
Asphaltic concrete with cement concrete base				per square metre
Concrete pavement / footpath				per square metre
Tar and bituminous surface on all classes of base other than cement concrete			Private Work Calculation	per square metre
Earth and gravel, waterbound macadam and all other classes of unsealed pavement or shoulders and grassed footpath areas. #	\$137.27	\$13.73	\$151.00	per square metre

### MAJOR PLANT HIRE

All plant will be hired with a Council operator. The minimum hire for all plant is one hour. Any additional labour costs will be charged and after hours work will incur additional costs for overtime rates. Transport of plant will be charged as an additional cost.

### Private hire rates

Road stabiliser	\$4,802.73	\$480.27	\$5,283.00	per day
Minimum charge 1 day.				
Grader	\$215.45	\$21.55	\$237.00	per hour
Excavator	\$208.18	\$20.82	\$229.00	per hour
Backhoe	\$176.36	\$17.64	\$194.00	per hour
Loader	\$229.09	\$22.91	\$252.00	per hour
Tractor and broom	\$185.45	\$18.55	\$204.00	per hour
Tractor and slasher	\$185.45	\$18.55	\$204.00	per hour
Tractors	\$163.64	\$16.36	\$180.00	per hour
Trucks – heavy rigid	\$235.45	\$23.55	\$259.00	per hour
Trucks – with trailer	\$280.00	\$28.00	\$308.00	per hour
Trucks – medium rigid	\$185.45	\$18.55	\$204.00	per hour

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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
<b>Private hire rates [continued]</b>				
Trucks – light rigid	\$133.64	\$13.36	\$147.00	per hour
Bridge Truck	\$235.45	\$23.55	\$259.00	per hour
Roller – trench	\$137.27	\$13.73	\$151.00	per hour
14t roller – smooth or padfoot	\$179.09	\$17.91	\$197.00	per hour
Float (Low Loader) to be accompanied by consignment note		\$190.00/hr + \$3.49/km		per hour
Water tanker		\$190.00/hr + \$3.49/km		per hour
Lime tanker		\$190.00/hr + \$3.49/km		per hour
Minor Plant used in conjunction with other work	\$38.18	\$3.82	\$42.00	per hour
Water Jetter	\$215.45	\$21.55	\$237.00	per hour
Water Cart	\$146.36	\$14.64	\$161.00	per hour
Patching Truck	\$268.18	\$26.82	\$295.00	per hour
Emulsion and aggregate charged at cost plus 25%.				
Ute		\$32.00/hr + \$1.00/km		per hour
Not for dry hire.				
Skidsteer	\$114.55	\$11.45	\$126.00	per hour
Dozer	\$268.18	\$26.82	\$295.00	per hour
Garbage Compactor	\$180.00	\$18.00	\$198.00	per hour
Elevated Work Platform	\$186.36	\$18.64	\$205.00	per hour
Street Sweeper, includes brooms	\$186.36	\$18.64	\$205.00	per hour
Mowers	\$145.45	\$14.55	\$160.00	per hour
Woodchipper and truck	\$215.45	\$21.55	\$237.00	per hour
Hirer keeps chipping				

## EQUIPMENT HIRE

Cat trap hire	\$22.73	\$2.27	\$25.00	per week
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Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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### EQUIPMENT HIRE [continued]

Cat trap deposit	\$50.00	\$0.00	\$50.00	per hire
Refundable after return of trap.				

### LABOUR AND STORES

Crushed gravel – supply ex pit	\$58.28	\$5.83	\$64.11	per cubic metre
Rural Property Name Signs: -Sign Only	\$177.48	\$17.75	\$195.23	
Rural Property Name Signs: – Sign & Erection	\$431.06	\$43.11	\$474.17	
Rural Addressing Numbers	\$17.41	\$1.74	\$19.15	per set
Wages water & sewer staff – fee for non-ratepayers	\$72.05	\$7.21	\$79.26	per hour
Normal working hours				
Wages water & sewer staff – fee for ratepayers	\$55.00	\$5.50	\$60.50	per hour
Normal working hours				
Council store items	At Current Cost plus 25% + GST			
Labour costs	Current oncosted wages plus 25% plus GST 10%			
Gravel – uncrushed (ex pit)	\$30.01	\$3.00	\$33.01	per cubic metre

### Replacement bins

Available for persons paying garbage rates

Mobile Garbage Bins (120L and 240L MGB)	\$128.00	\$0.00	\$128.00	
Replacement wheel	\$40.00	\$0.00	\$40.00	each
Replacement lid	\$53.00	\$0.00	\$53.00	each
Replacement axle	\$40.00	\$0.00	\$40.00	each

Name	Fee (excl. GST)	Year 21/22 GST	Fee (incl. GST)	Unit
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## OTHER PRIVATE WORKS

Memorial bench/seat includes cost of purchase, installation and memorial plaque	Private Works rate	per seat/bench
Applications required for memorial seats in parks, cemeteries, gardens. In approved locations only. Suitability will be assessed by Council.		
Private weighbridge use	\$5.45	\$0.55
Charge for private use of weighbridge at Cootamundra saleyards or landfill.		

DRAFT

**COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL**

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**Cootamundra Office:**  
81 Wallendoon Street, Cootamundra NSW 2590  
Phone: 1300 459 689  
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**Gundagai Office:**  
255 Sheridan Street, Gundagai NSW 2722  
Phone: 1300 459 689  
Fax: 02 6940 2127



**8.1.2 2021/22 DETERMINATION OF THE LOCAL GOVERNMENT REMUNERATION TRIBUNAL - COUNCILLOR FEES AND ADDITIONAL MAYORAL FEE**

DOCUMENT NUMBER	350003
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<p>1. 2021-22 Determination of the Local Government Remuneration Tribunal - 21-06 <a href="#">🔗</a></p> <p>2. Local Government Remuneration Tribunal - Annual Report and Determination 2021 <a href="#">🔗</a></p>

**RECOMMENDATION**

- The Report on the 2021/22 Determination of the Local Government Remuneration Tribunal, the 2021-22 Determination of the Local Government Remuneration Tribunal - 21-06 and the Local Government Remuneration Tribunal - Annual Report and Determination 2021, attached to the report be received and noted.**
- The proposed 2% increase to the Mayor and Councillors fees as detailed in the Local Government Remuneration Tribunal attached to the report be considered.**

**Introduction**

At its Ordinary meeting 30<sup>th</sup> June, 2020 Council considered the 2020/21 Determination of the Local Government Remuneration Tribunal (LGRT) and resolved (min. no.171/2020) as follows:

*Due to COVID-19, the Councillor annual fee of \$12,160 and the Mayoral (Additional) annual fee of \$26,530 adopted for the 2019/20 financial year (Min. No 185/2019), be adopted for the 2020/21 financial year.*

Pursuant to section 241 of the Local Government Act, 1993, the Local Government Remuneration Tribunal has reviewed Councillor and Mayoral fees effective from 1st July, 2021 and determined an annual fee increase of 2%. The Local Government Remuneration Tribunal – Annual Report and Determination 2021 is attached to the report.

## Discussion

The following table details the maximum and minimum amount of fees to be paid to mayors and councillors in New South Wales for the period 1<sup>st</sup> July, 2021 to 30<sup>th</sup> June, 2022. The table reflects the determination of the (LGRT) that the fees be unchanged from the previous year. It is noted that changes have been made to the General Purpose – Non Metropolitan Councils category with “Regional City” being replaced with “Major Regional City” and the following categories added:

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

Category	Councillor/Member Annual Fee (\$) effective 1 July 2021		Mayor/Chairperson Additional Fee* (\$) effective 1 July 2021		
	Minimum	Maximum	Minimum	Maximum	
General Purpose Councils - Metropolitan	Principal CBD	28,190	41,340	172,480	226,960
	Major CBD	18,800	34,820	39,940	112,520
	Metropolitan Large	18,800	31,020	39,940	90,370
	Metropolitan Medium	14,100	26,310	29,950	69,900
	Metropolitan Small	9,370	20,690	19,970	45,110
General Purpose Councils - Non-Metropolitan	Major Regional City	18,800	32,680	39,940	101,800
	Major Strategic Area	18,800	32,680	39,940	101,800
	Regional Strategic Area	18,800	31,020	39,940	90,370
	Regional Centre	14,100	24,810	29,330	61,280
	Regional Rural	9,370	20,690	19,970	45,140
	Rural	9,370	12,400	9,980	27,060
County Councils	Water	1,860	10,340	4,000	16,990
	Other	1,860	6,180	4,000	11,280

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

The Statutory Provisions contained in Division 5 of the Local Government Act, 1993 require the Council to fix the annual fee for the Mayor and Councillors in accordance with the determination of the Remuneration Tribunal. In addition, the Council may resolve a fee for the Deputy Mayor for such time as they act in the office of the Mayor. The amount of the fee so paid must be deducted from the Mayor's annual fee. The maximum Mayoral and Councillor fees have been allowed for in the Draft Operational Plan for the 2020/21 financial year.

Adoption of the 2021 fees for the Mayor and Councillors as determined by the LGRT would see an increase of \$540 to the Councillor annual fee and an increase of \$530 to the Mayoral annual additional fee.

It is noted that Cr Kelly has submitted a Notice of Motion That Council not Adopt the Proposed 2% Increase to Mayor and Councillor Fees for the 2021/22 financial Year as Determined by the Local Government Remuneration Tribunal Effective from 1<sup>st</sup> July, 2021 for discussion pending the Council's resolution of this report.



<b>Circular Details</b>	21-06 / 12 May 2021 / A768995
<b>Previous Circular</b>	20-23 2020/2021 <i>Determination of the Local Government Remuneration Tribunal</i>
<b>Who should read this</b>	Councillors / General Managers
<b>Contact</b>	Council Governance / (02) 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Councils to Implement

## 2021/22 Determination of the Local Government Remuneration Tribunal

### What's new or changing

- The Local Government Remuneration Tribunal (the Tribunal) has determined an increase of 2% to mayoral and councillor fees for the 2021-22 financial year, with effect from 1 July 2021.
- The Tribunal is required to determine the remuneration categories of councils and mayoral offices at least once every 3 years under section 239 of the *Local Government Act 1993* (the Act). The Tribunal last undertook a significant review of the categories as part of its 2020 review and will next review these categories in 2023.
- The Tribunal found that the allocation of councils into the current categories continued to be appropriate having regard to the 2020 review, the current category model and criteria and the evidence put forward in the submissions received.

### What this will mean for your council

- Sections 248 and 249 of the Act require councils to fix and pay an annual fee to councillors and mayors from 1 July 2021 based on the Tribunal's determination for the 2021-22 financial year.

### Key points

- The level of fees paid will depend on the category the council is in.
- A council cannot fix a fee higher than the maximum amount determined by the Tribunal.
- If a council does not fix a fee, the council must pay the minimum fee determined by the Tribunal.

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**Where to go for further information**

- The Tribunal's report and determination is available [here](#).
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).



**Luke Walton**  
A/Deputy Secretary  
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# Local Government Remuneration Tribunal

Annual Report and  
Determination

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

23 April  
2021

[NSW Remuneration Tribunals website](#)

**Local Government Remuneration Tribunal****Contents**

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## Local Government Remuneration Tribunal

### Executive Summary

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The *Local Government Act 1993* (the LG Act) requires the Local Government Remuneration Tribunal (the Tribunal) to report to the Minister for Local Government by 1 May each year on its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

#### Categories

The Tribunal found the allocation of councils into the current categories appropriate. Criteria for each category is published in Appendix 1. These categories have not changed further to the extensive review undertaken as part of the 2020 review.

#### Fees

The Tribunal determined a 2 per cent increase in the minimum and maximum fees applicable to each category.

**Local Government Remuneration Tribunal****Section 1 Introduction**

1. Section 239 of the LG Act provides that the Tribunal determine the categories of councils and mayoral offices and to place each council and mayoral office into one of those categories.
2. Section 241 of the LG Act provides that the Tribunal determine the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils for each of the categories determined under section 239.
3. Section 242A (1) of the LG Act, requires the Tribunal to give effect to the same policies on increases in remuneration as those of the Industrial Relations Commission.
4. However, the Tribunal can determine that a council be placed in another existing or a new category with a higher range of fees without breaching the Government's wage policy as per section 242A (3) of the LG Act.
5. The Tribunal's determinations take effect from 1 July in each year.

**Section 2 2020 Determination**

6. Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years.
7. The Tribunal undertook an extensive review of the categories and allocation of councils into each of those categories as part of the 2020 review.
8. Like the review undertaken in 2017, the Tribunal examined a range of statistical and demographic data and considered the submissions of councils, Local Government NSW (LGNSW) and Regional Cities NSW.
9. The Tribunal determined to retain a categorisation model which differentiates councils primarily based on their geographic location and the other factors including population, the sphere of the council's economic influence and the degree of regional servicing.
10. The categories of general purpose councils were determined as follows:

<b>Metropolitan</b>	<b>Non-Metropolitan</b>
<ul style="list-style-type: none"><li>• Principal CBD</li><li>• Major CBD</li><li>• Metropolitan Large</li><li>• Metropolitan Medium</li><li>• Metropolitan Small</li></ul>	<ul style="list-style-type: none"><li>• Major Regional City</li><li>• Major Strategic Area</li><li>• Regional Strategic Area</li><li>• Regional Centre</li><li>• Regional Rural</li><li>• Rural</li></ul>

11. Given the impact of the bushfires and the COVID-19 pandemic on the state and federal economies and wellbeing of communities, the Tribunal determined no increase in the minimum and maximum fees applicable to each existing category.
12. The Determination was made on 10 June 2020 in accordance with the Local Government (General) Amendment (COVID-19) Regulation 2020 which extended the

## Local Government Remuneration Tribunal

time for making of the determination to no later than 1 July 2020.

13. On 10 August 2020 the Tribunal received a direction from the Minister for Local Government, the Hon Shelley Hancock MP, to review the categorisation of Bayside Council. The Tribunal found that Bayside met the criteria to be classified as Metropolitan Large – having both a resident and non-resident working population (minimum 50,000) exceeding 200,000.
14. The Tribunal's 2020 determination was amended by the special determination on 17 August 2020 for Bayside Council be re-categorised as Metropolitan Large for remuneration purposes with effect from 1 July 2020.

## Section 3 2021 Review

### 2021 Process

15. The Tribunal wrote to all mayors or general managers and LGNSW in February 2021 to advise of the commencement of the 2021 review and invite submissions. This correspondence advised that the Tribunal completed an extensive review of categories in 2020 and as this is only required every three years, consideration would be next be given in 2023. Submissions received requesting to be moved into a different category as part of the 2021 review would only be considered were there was a strong, evidence-based case.
16. Eighteen submissions were received – seventeen from individual councils and a submission from LGNSW. It was not possible from some submissions to ascertain if they had been council endorsed. The Tribunal also met with the President and Chief Executive of LGNSW.
17. The Tribunal discussed the submissions at length with the assessors.
18. The Tribunal acknowledged difficulties imposed by COVID19 and, on some councils the bushfires and floods.
19. Submissions from councils in regional and remote locations that raised the unique challenges experienced by mayors and councillors which included difficulties with connectivity and the travel required in sometimes very difficult circumstances were also acknowledged.
20. A summary of the matters raised in the received submissions and the Tribunal's consideration of those matters is outlined below.

### Categorisation

21. Nine council submissions requested recategorisation. Four of these requests sought the creation new categories.
22. The Tribunal found that the current categories and allocation of councils to these categories remained appropriate. The Tribunal's finding had regard to the 2020 review, the current category model and criteria and the evidence put forward in the received submissions.
23. A summary of the individual council submissions that sought recategorisation is below.

### Metropolitan Large Councils

24. Blacktown City Council requested the creation of a new category of Metropolitan Large – Growth Area.
25. Penrith City Council requested the creation of a new category Metropolitan Large –

## Local Government Remuneration Tribunal

Growth Centre.

26. Liverpool City Council requested recategorisation to Major CBD.
27. The Tribunal noted that an extensive review of the current category model was completed in 2020 and would be next considered in 2023. The Tribunal noted that the criteria required for recategorisation was not yet met and that current council allocations remained appropriate.

### Metropolitan Small Councils

28. The City of Canada Bay sought recategorisation to Metropolitan Medium. The Tribunal noted that the criteria required for recategorisation was not yet met.

### Major Regional City Councils

29. The City of Newcastle requested review and creation of a new category of "Gateway City" with comparable characteristics to the Major CBD category and a similar fee structure. The Tribunal noted that an extensive review of the current category model was completed in 2020 and would be next considered in 2023.

### Regional Centre

30. Tweed Shire Council requested recategorisation to Regional Strategic Area. The Tribunal noted that the criteria required for recategorisation was not yet met.

### Rural Councils

31. Federation Council requested recategorisation into a new category of Regional.
32. Narromine Shire Council sought recategorisation but did not specify a category for consideration.
33. Yass Valley Council sought recategorisation to Regional Rural.
34. The Tribunal noted that an extensive review of the current category model was completed in 2020 and would be next considered in 2023. The Tribunal noted that the criteria required for recategorisation was not yet met and that current council allocations remained appropriate.

### Fees

35. The Tribunal determined a 2.0 per cent increase in the minimum and maximum fees applicable to each category. A summary of the matters the Tribunal considered when making this determination is outlined below.
36. Submissions that addressed fees sought an increase of 2.5 per cent or greater. These submissions raised similar issues to warrant an increase which included the significant workload, responsibilities, capabilities, duties and expanding nature of mayor and councillor roles. Some submissions also suggested that an increase in remuneration may assist in improving the diversity of potential candidates.
37. The 2021-22 rate peg for NSW Councils was set at 2.0 per cent by the Independent Pricing and Regulatory Tribunal (IPART). The rate peg is the maximum percentage amount by which a council may increase its general income for the year.
38. Employees under the *Local Government (State) Award 2020* will receive a 2.0 per cent increase in rates of pay from the first full pay period to commence on or after 1 July 2021.
39. Section 242A of the LG Act provides that when determining the fees payable in each of the categories, the Tribunal is required to give effect to the same policies on increases in remuneration as the Industrial Relations Commission is required to give effect to under section 146C of the *Industrial Relations Act 1996* (IR Act), when making or

**Local Government Remuneration Tribunal**

varying awards or orders relating to the conditions of employment of public sector employees.

40. The current government policy on wages pursuant to section 146C(1)(a) of the IR Act is articulated in *the Industrial Relations (Public Sector Conditions of Employment) Regulation 2014* (IR Regulation 2014). The IR Regulation provides that public sector wages cannot increase by more than 2.5 per cent. As such, the Tribunal has discretion to determine an increase of up to 2.5 per cent.
41. On 31 March 2021, Premiers Memorandum M2021-09 issued the *NSW Public Sector Wages Policy 2021* reflecting the Government's decision to provide annual wage increases of up to 1.5 per cent. The IR Regulation has not been amended to reflect this position.

**Conclusion**

42. The Tribunal's determinations have been made with the assistance of Assessors Ms Kylie Yates and Mr Tim Hurst.
43. It is the expectation of the Tribunal that in the future all submissions have council endorsement.
44. Determination 1 outlines the allocation of councils into each of the categories as per section 239 of the LG Act.
45. Determination 2 outlines the maximum and minimum fees paid to councillors and mayors and members and chairpersons of county councils as per section 241 of the LG Act.



Viv May PSM

**Local Government Remuneration Tribunal**

Dated: 23 April 2021

**Local Government Remuneration Tribunal****Section 4 2021 Determinations**

**Determination No. 1 - Allocation of councils into each of the categories as per section 239 of the LG Act effective from 1 July 2021**

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

<b>Principal CBD (1)</b>	<b>Major CBD (1)</b>
Sydney	Parramatta
<b>Metropolitan Large (12)</b>	<b>Metropolitan Medium (8)</b>
Bayside	Campbelltown
Blacktown	Camden
Canterbury-Bankstown	Georges River
Cumberland	Hornsby
Fairfield	Ku-ring-gai
Inner West	North Sydney
Liverpool	Randwick
Northern Beaches	Willoughby
Penrith	
Ryde	
Sutherland	
The Hills	
<b>Metropolitan Small (8)</b>	
Burwood	
Canada Bay	
Hunters Hill	
Lane Cove	
Mosman	
Strathfield	
Waverley	
Woollahra	

### Local Government Remuneration Tribunal

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

Major Regional City (2)	Major Strategic Area (1)	Regional Strategic Area (1)
Newcastle	Central Coast	Lake Macquarie
Wollongong		

Regional Centre (24)		Regional Rural (13)
Albury	Mid-Coast	Bega
Armidale	Orange	Broken Hill
Ballina	Port Macquarie-Hastings	Byron
Bathurst	Port Stephens	Eurobodalla
Blue Mountains	Queanbeyan-Palerang	Goulburn Mulwaree
Cessnock	Shellharbour	Griffith
Clarence Valley	Shoalhaven	Kempsey
Coffs Harbour	Tamworth	Kiama
Dubbo	Tweed	Lithgow
Hawkesbury	Wagga Wagga	Mid-Western
Lismore	Wingecarribee	Richmond Valley Council
Maitland	Wollondilly	Singleton
		Snowy Monaro

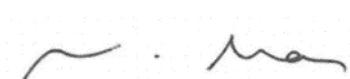
Rural (57)			
Balranald	Cootamundra-Gundagai	Junee	Oberon
Bellingen	Cowra	Kyogle	Parkes
Berrigan	Dungog	Lachlan	Snowy Valleys
Bland	Edward River	Leeton	Temora
Blayney	Federation	Liverpool Plains	Tenterfield
Bogong	Forbes	Lockhart	Upper Hunter
Bourke	Gilgandra	Moree Plains	Upper Lachlan
Brewarrina	Glen Innes Severn	Murray River	Uralla
Cabonne	Greater Hume	Murrumbidgee	Walcha
Carrathool	Gunnedah	Muswellbrook	Walgett
Central Darling	Gwydir	Nambucca	Warren
Cobar	Hay	Narrabri	Warrumbungle
Coolamon	Hilltops	Narrandera	Weddin
Coonamble	Inverell	Narromine	Wentworth

**Local Government Remuneration Tribunal**

Rural (57)	
	Yass

**Table 3: County Councils**

Water (4)	Other (6)
Central Tablelands	Castlereagh-Macquarie
Goldenfields Water	Central Murray
Riverina Water	Hawkesbury River
Rous	New England Tablelands
	Upper Hunter
	Upper Macquarie



Viv May PSM

**Local Government Remuneration Tribunal**

Dated: 23 April 2021

### Local Government Remuneration Tribunal

**Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the LG Act effective from 1 July 2021**

The annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2021 as per section 241 of the *Local Government Act 1993* are determined as follows:

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

Category		Councillor/Member		Mayor/Chairperson	
		Annual Fee (\$) effective 1 July 2021	Minimum	Maximum	Additional Fee* (\$) effective 1 July 2021
General Purpose Councils - Metropolitan	Principal CBD	28,190	41,340	172,480	226,960
	Major CBD	18,800	34,820	39,940	112,520
	Metropolitan Large	18,800	31,020	39,940	90,370
	Metropolitan Medium	14,100	26,310	29,950	69,900
	Metropolitan Small	9,370	20,690	19,970	45,110
General Purpose Councils - Non-Metropolitan	Major Regional City	18,800	32,680	39,940	101,800
	Major Strategic Area	18,800	32,680	39,940	101,800
	Regional Strategic Area	18,800	31,020	39,940	90,370
	Regional Centre	14,100	24,810	29,330	61,280
	Regional Rural	9,370	20,690	19,970	45,140
	Rural	9,370	12,400	9,980	27,060
County Councils	Water	1,860	10,340	4,000	16,990
	Other	1,860	6,180	4,000	11,280

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



Viv May PSM

**Local Government Remuneration Tribunal**

Dated: 23 April 2021

**Local Government Remuneration Tribunal****Appendices****Appendix 1 Criteria that apply to categories****Principal CBD**

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

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

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

**Major CBD**

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

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

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

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

**Local Government Remuneration Tribunal****Metropolitan Large**

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

Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

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

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

**Metropolitan Medium**

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

Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000

Other features may include:

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

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

### Local Government Remuneration Tribunal

#### Metropolitan Small

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

Other features which distinguish them from other metropolitan councils include:

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

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

#### Major Regional City

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These councils:

- are metropolitan in nature with major residential, commercial and industrial areas
- typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development
- provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region
- have significant transport and freight infrastructure servicing international markets, the capital city and regional areas
- have significant natural and man-made assets to support diverse economic activity, trade and future investment
- typically contain ventures which have a broader State and national focus which impact upon the operations of the council.

#### Major Strategic Area

Councils categorised as Major Strategic Area will have a minimum population of 300,000.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Central Coast Council meets the criteria to be categorised as a Major Strategic Area. Its population, predicted population growth, and scale of the Council's operations warrant that it be differentiated from other non-metropolitan councils. Central Coast Council is also a

## Local Government Remuneration Tribunal

significant contributor to the regional economy associated with proximity to and connections with Sydney and the Hunter Region.

### Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 200,000.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of council operations will be greater than Regional Centre councils.

### Regional Centre

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000.

Other features may include:

- a large city or town providing a significant proportion of the region's housing and employment
- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$100M per annum
- the highest rates of population growth in regional NSW
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

**Local Government Remuneration Tribunal****Regional Rural**

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

Other features may include:

- a large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages
- health services, tertiary education services and regional airports which service a regional community
- a broad range of industries including agricultural, educational, health, professional, government and retail services
- large visitor numbers to established tourism ventures and events.

Councils in the category of Regional Rural provide a degree of regional servicing below that of a Regional Centre.

**Rural**

Councils categorised as Rural will typically have a residential population less than 20,000.

Other features may include:

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

**County Councils - Water**

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

**County Councils - Other**

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the *Biosecurity Act 2015*.

### 8.1.3 APPLICATIONS FOR COMMUNITY DONATIONS

DOCUMENT NUMBER	348094
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>1. A vibrant and supportive community: all members of our community are valued</b></p> <p>1.1 Our Community is inclusive and connected</p>
FINANCIAL IMPLICATIONS	The budget allocation for community donations for the 2021/22 financial year is \$30,000
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> <li>CGRC Community Donations Policy <a href="#">↓</a></li> <li>Community Donation Application Form <a href="#">↓</a></li> </ol>

#### RECOMMENDATION

- 1. The Report on the Applications for Community Donation be received.**
- 2. Council consider the Community Donation Applications as detailed in the report.**

#### Introduction

Council advertised through its usual mediums inviting individuals, community groups and local clubs to submit an application for a donation in accordance with its Community Donations Policy, attached to the report.

#### Discussion

Council has advertised through its usual mediums for community groups, groups and individuals to submit their application for a donation to Council by Friday 21<sup>st</sup> May, 2021 for consideration by Council. Due to few applications being submitted the closing date was extended to 18<sup>th</sup> June, 2021. All the applications were provided separately to Council for consideration prior to the meeting due to the requirement in the Personal Information Protection Act, 1998. A summary of each application is included in a table at the end of this report for the information of the community.

The applications had to meet certain criteria to be considered. As such, the applications received are detailed in a table within this report and submitted for the consideration of Council.

Each application will be assessed on its individual merits and successful applications will be included, in a document which will be made available on Council's website for the information of the community.

An overview of the received applications, projects and donation amounts sought are provided below:

Organisation	Amount Requested	Project details
Bling it on Ball	\$3,696	A fundraising ball for approximately 300 guests with Live band. All proceeds of the ball will be given to Cootamundra CanAssist
Busking Championships Gundagai	\$5,000	the busking competition is an inclusive and unique event which welcomes all participants of varied ability to Gundagai. The two day event encourages overnights stays to showcase the LGA and promotion of the area and local businesses.
Cootamundra Amateur Dramatic Arts Society - CADAS	\$7,000	CADAS runs a youth Drama group called CADAS kids which generally has a theatre production every second year. A donation would be used to help fund production costs for a production to be held in 2022. These productions are our main source of revenue which have allowed CADAS to remain self-sufficient for many years. Due to the COVID-19 pandemic CADAS was unable to hold theatre productions in 2020 or 2021 meaning our funds to cover our operating costs are currently well below what they would usually be. Any remaining funds or revenue generated would also be used to help fund productions and fundraising for adult CADAS.
Cootamundra Australian Rules Football Club	\$2,796 (as listed in the Draft fees and charges)	Annual Park Hire for Clarke Oval Cootamundra
Cootamundra District Cricket Association	\$1,250	Toward the cost to service a roller and mower and a new marking frame for Fisher Park.
Cootamundra Girl Guides	\$420	Donation toward the cost of the bi-monthly hire of Fisher Park for Markets that raise money which helps to fund activities and projects for members of the Cootamundra Girl Guides.
Cootamundra Lions Club	\$750	Annual Christmas Fair & Fireworks display. Council receives good advertisement in print, electronic media and on the day of the event.
Cootamundra Riding for the Disabled	\$4,000	RDA Cootamundra is attached to the showground. As they have 8 horses on the RDA grounds there is a need to refurbish the pasture. Currently it has a lot of weed that

		includes marshmallow weed. They need to be slashed, ploughed up, sprayed and resown.
Cootamundra Sports Foundation	\$500	Assist with the provision of financial assistance to local young athletes, junior clubs and schools.
Cootamundra Showground Users Group	\$3,000	The CSUG is asking for a donation to cover the cost of the purchase of one defibrillator unit and required signage by Council. Members group of the CSUG will cover cost of the second unit.
Cootamundra Strikers Soccer Club	\$9490 or \$7040	Levelling of Fields 2 and 3 or Purchase of new Lawn mower
Cootamundra Veterans Week of Golf	\$1,000	The Cootamundra Veterans Golfers week of Golf is a highlight of the golfing calendar at the Cootamundra Country Club. The event, now in its 13th year attracts a significant number of visitors to Coota each year. The overall number of entrants in this tournament averages 123-150 each year. On average 60% are visitors of Coota. The golf event is played over 4 days and a presentation dinner (usually of 100 People) is held on Friday night. The council has generously supported the event in both money terms and Cootamundra merchandise over the past 13 years.
1st Gundagai Scout Group	\$6,000	The full amount received will be used to compensate the Group funds for the Council rates paid during the past 4 years, thereby enabling us to utilise funds on providing fun and healthy activities for our members.
Gundagai Regional Enhancement Group	\$5,000	The GREG Committee has recently carried a motion to redevelop their strategy by becoming a business chamber. GREG will rebrand and join BusinessNSW as a ChamberAlliance Partner. The committee, through their consultation with local business, believe that this will be a fantastic source of support for local business owners. To commence the rebranding and have the ability to serve new members in the best way possible, we are asking for funding to assist with our branding and website development. This website will provide the business community with access to resources, information about news/events and also a

		directory of members to increase networking opportunities.
Gundagai Historical Museum Inc	\$7,563	The Museum would like to purchase a shipping container for the purposes of setting it up as a secure storage area to be used to store items, enabling a rotation of the displays. This will also allow us to facilitate future travelling exhibitions by providing us with the means to make space on the Museum floor. Council support is required to assist with the continued improvements towards our financial sustainability.
Gundagai Neighbourhood Centre	\$7,000	Financial assistance to hold community events.
Muttama Hall Management Committee	\$5,000	The application for funds from the Community Donations programme is sought to cover some of the much-needed repainting of the front of the hall. A professional signwriter and painter will be needed as a signwriter has indicated the hall's signage may have been shadowed in the past, which would ideally be replicated. Additionally, the Statement of Heritage Impact notes the gable end contains some asbestos fibre in the sheeting. Painting the gable was last completed in 2002 and since that time, the impacts of the weather are now quite stark on all components of the front of the hall. Painting the front of the hall will help prevent further deterioration and enhance its appeal, especially now that the renovations and landscaping have already made a positive impact on the hall's appearance.
Stockinbingal – Our Heritage Room	\$300	Printing Cost for a book about the families and Pioneers of Stockinbingal
Wallendbeen Community Association	\$2,000	To assist with the cost of submitting a development application to develop the station master's residence as a viewing platform for silo artwork and a historic walking trail through the Wallendbeen township. This is to develop Wallendbeen as a tourism site.



# Community Donations Policy

## Policy Approval and Distribution

Approved by	Council resolution
Responsible Officer	Manager Community and Culture
Section/Service Unit	Community and Culture
Next Review Date	December after next Ordinary Council election

## Version Control

Ref	Date	Description	Resolution Number
0.1	28-04-2020	Presented to Council for Adoption (as amended)	112/2020

## Purpose

Cootamundra- Gundagai Regional Council (CGRC), and the former Cootamundra and Gundagai Shire Councils, have traditionally supported local sporting clubs, community groups and individuals through the provision of financial, and in kind, support. It is imperative that CGRC continues to provide that support to its communities now and into the future.

The purpose of this Policy is to enable Council to support the local initiatives put forward by the organisations that promote a vibrant and supportive community where all members of the community are valued. In doing so, the Policy aims to:

1. Make provision in Council's budget to provide financial assistance to selected organisations which meet the criteria set out in this Policy and associated procedures.
2. Provide an annual open and transparent decision-making process for requests for donations from Council, and;
3. Ensure an accessible and equitable process for those seeking donations from Council.

## Scope

All community Members belonging to, and/or delivering services/activities to the CGRC Local Government Area and which:

- assist to provide a service that falls within Council's area of responsibility, or;
- benefits or assists a target group or activity identified in one of Council's adopted plans.

## Objectives

To better regulate donations, sponsorships and in kind support of not for profit, community groups, and individuals activities by providing procedures adequately addressing application criteria for appropriate assessment and approval.

## Definitions

In this Policy, *donation* includes 'financial assistance' in providing funds, 'in-kind assistance' by way of assisting with staff, plant or supplies, or general sponsorship and the waiving of fees and charges.

## Legislative Framework

Section 356 of the Local Government Act 1993 prescribes the requirements when councils provide financial assistance to others (including charitable, community and sporting organisations and private individuals). Financial assistance must be for the purposes of exercising the council's functions under the Act.

(See also Office of Local Government Circular 06-32 – Provision of financial assistance under Section 356)

Section 377 (1A) of the Local Government Act states that the power can be delegated and this permission is mirrored in Section 356(3) which, in similar terms, removes the need for 28 days public notice of a proposal to pass a resolution to grant financial assistance prior to doing so where:

- The assistance is part of a specific program which has been included in the council's management plan (the purpose of this policy).
- The program's budget does not exceed 5% of the council's income from ordinary rates for the year and;
- The program is uniformly available to all or a significant group of persons within the area.

## Related CGRC Policies, Procedures and Forms

Community Donations Policy Procedure  
Application Form in above procedure

## Review Period

This document is to be reviewed 3 months after each ordinary Council election to ensure that it remains relevant and meets legislative requirements.

## Policy Statement

Nothing in this Policy restricts Council from making recurrent donations, subject to Council receiving an annual application from the applicant organisation. Funding in any one year will neither preclude nor guarantee funding in any other year.

Council will only provide financial assistance to individuals in exceptional circumstances and only then if the application for assistance is made by an incorporated organisation.

This Policy does not apply to any requests for assistance from s355 Committees of Council, or requests associated with events or economic development initiatives or for capital works and major building repairs.

Council may consider applications for donations for the payment of general rates from organisations that meet a general not-for-profit basis as well as meeting the criteria in the associated procedures document.

Council will not approve financial assistance for initiatives or events that generate financial profits for commercial companies and/or individuals.



## Application for Donation

*For not for profit organisations, community groups, and individuals applying for a donation.*

<b>Applicant Information</b>	
Name of Organisation:	
Organisation Address:	
Organisation website:	
Name of Applicant:	
Applicant Address:	
Phone Contact	
Email address	

<b>Organisation Information</b>		
Is the Organisation a not for profit charity, Association or community service organisation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ABN or ATO No: <i>If you do not have one, attach a copy of the Organisation's adopted Constitution.</i>		
Is the organisation a Government entity with an existing partnership with Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Where do the Organisation's activities occur?		
Are the majority of members residents of the Cootamundra-Gundagai local government area? <b>Please attach evidence of membership if applicable.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do members pay to join the organisation and / or attend an activity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please list the costs associated:		


 AR Bluett Award Winners:  
 1953, 1992 & 2014

Page 1 of 3

Description of Request	
<p>Please describe the activity/event and the justification for Council support.  <i>(attach additional information if necessary)</i></p>	
<p>Date(s) and Time(s) of activity/event  <b>NB: If requesting a donation for the hire of a Council facility, a booking must be made PRIOR to submitting this application.</b></p>	
Where will the activity/event be held?	
How many Cootamundra-Gundagai residents will participate in the event/activity?	
How will this activity/event benefit the Cootamundra-Gundagai community?	
How will the requested donation be spent?	

Financial Request	
<p>Funding will be provided subject to Council Resolution, availability and in accordance with the criteria outlined in the application.</p> <p>Please ensure you have reviewed this application and included any attachments prior to its submission for the consideration of Council.</p>	
Amount Requested:	\$
Have you received funding from, or have you sought funding from any other source for this request?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	

**Payment Information**

Please provide Banking Details to assist prompt payment should your Application be successful.

Bank / Financial Institution	
Account Name	
BSB:	Account No:

**Confirmation and Acknowledgement of Information**

- I have attached Proof of Organisational Status.
- I have attached all requested information and relevant additional information to support my application.
- I certify that the information provided is true and correct.
- I acknowledge that in the event that this request for donation is successful, consideration of future requests will be contingent on meeting or exceeding agreed outcomes.
- The organisation can demonstrate that the funds/in kind support was spent or used wisely to achieve the objective of the request.
- The request will be available for public knowledge via CGRC website.
- If successful this application will be the only request for Council support in the current financial year.
- The organisation has provided and considered a detailed plan on our own financial situation and cannot rely on Council for funds for the success of the application.
- Should the application be successful CGRC will be acknowledged in any advertising, marketing and promotion of an event as a supporter/sponsor.
- The organisation can be contacted by CGRC officer, requesting details arising from Council's support.

Name of Applicant ( <i>Print</i> )	
Position in Organisation (if applicable)	
Signature:	Date:

**8.1.4 AMENDMENT OF THE PROCEDURES FOR THE ADMINISTRATION OF THE CODE OF CONDUCT**

DOCUMENT NUMBER	351197
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.1 Decision-making is based on collaborative, transparent and accountable leadership</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To comply with Sections 440 and 440AA of the Local Government Act 1993.
POLICY IMPLICATIONS	Code of Conduct Policy and Procedures to be in accordance with the Model prescribed by the Office of Local Government.
ATTACHMENTS	1. Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW 2020 <a href="#">Download</a>

**RECOMMENDATION**

**The Procedures for the Administration of The Model Code of Conduct for Local Councils in NSW 2020, attached to the report, be adopted.**

Background

At its Ordinary Meeting on 29<sup>th</sup> September, 2020 Council adopted (Min. no.262/2020) the draft procedures for the administration of the Code of Conduct. These procedures were allegedly created using the Office of Local Governments (OLG's) 2020 Model: *Procedures for the Administration of The Model Code of Conduct for Local Councils in NSW 2020*.

However, it has now been discovered that the adopted version is not in line with the 2020 Model, as it still has elements of the OLG's 2019 Model throughout.

Therefore, it is recommended that the attached Procedures for the Administration of The Model Code of Conduct for Local Councils in NSW 2020, be adopted.

Additionally, the Code of Conduct policies were also checked against the OLG Models for safe measure. These documents were all correct as per the OLG Models.

Procedures for the  
Administration of

# **The Model Code of Conduct**

for Local Councils in NSW

2020



**PROCEDURES FOR THE ADMINISTRATION OF THE MODEL CODE OF  
CONDUCT FOR LOCAL COUNCILS IN NSW**

2020

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## Part 1: Introduction

**Introduction**

These procedures (“the Model Code Procedures”) are prescribed for the administration of the *Model Code of Conduct for Local Councils in NSW* (“the Model Code of Conduct”).

The Model Code of Conduct is made under section 440 of the *Local Government Act 1993* (“the LGA”) and the *Local Government (General) Regulation 2005* (“the Regulation”). Section 440 of the LGA requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct.

The Model Code Procedures are made under section 440AA of the LGA and the Regulation. Section 440AA of the LGA requires every council (including county councils) and joint organisation to adopt procedures for the administration of their code of conduct that incorporate the provisions of the Model Code Procedures.

In adopting procedures for the administration of their adopted codes of conduct, councils and joint organisations may supplement the Model Code Procedures. However, provisions that are not consistent with those prescribed under the Model Code Procedures will have no effect.

**Note:** References in these procedures to councils are also to be taken as references to county councils and joint organisations.

**Note:** In adopting the Model Code Procedures, joint organisations should adapt them to substitute the terms “board” for “council”, “chairperson” for “mayor”, “voting representative” for “councillor” and “executive officer” for “general manager”.

**Note:** In adopting the Model Code Procedures, county councils should adapt them to substitute the term “chairperson” for “mayor” and “member” for “councillor”.

**Note:** Parts 6, 7, 8 and 11 of these procedures apply only to the management of code of conduct complaints about councillors (including the mayor) or the general manager.

## Part 2: Definitions

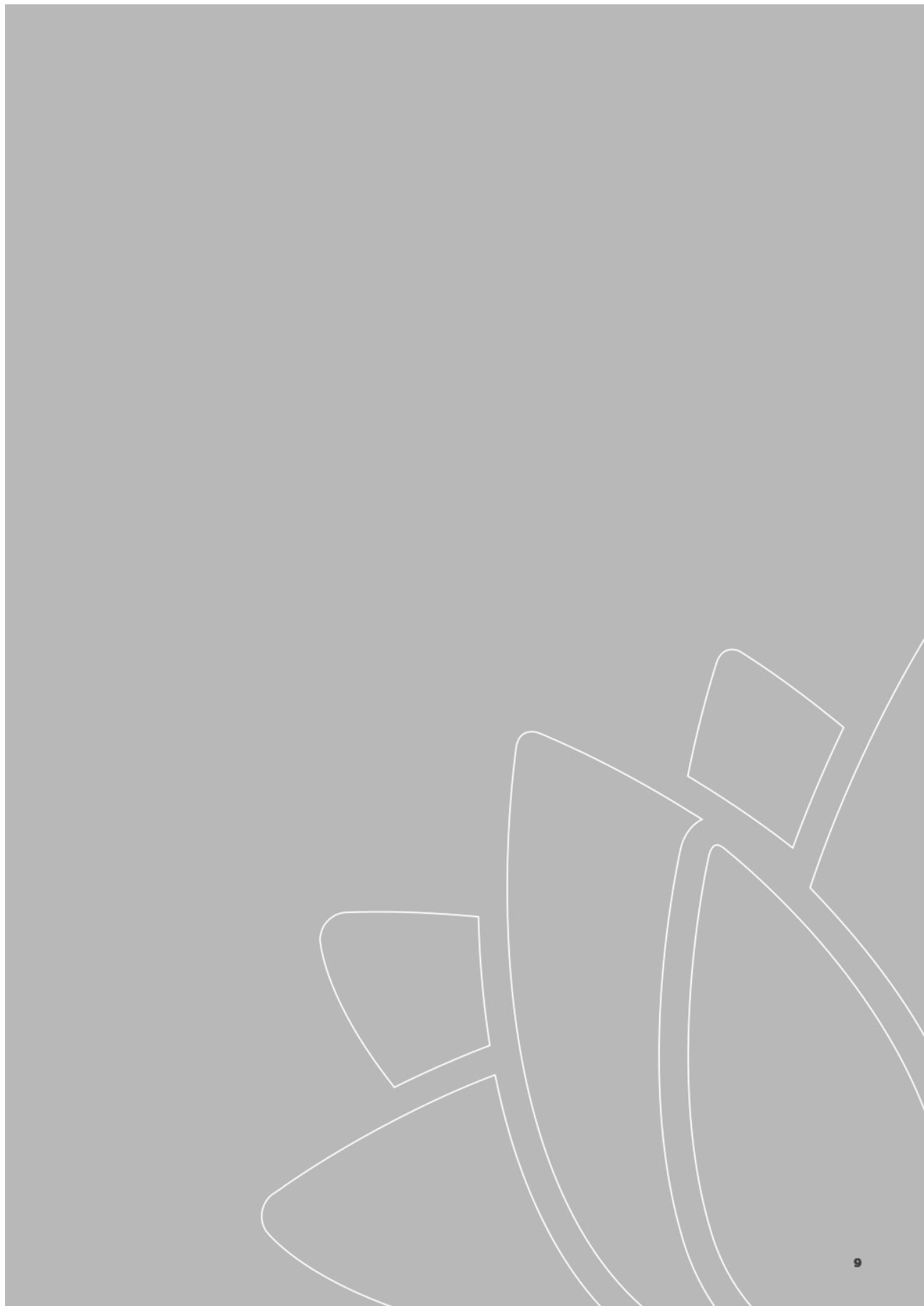
**Definitions**

In these procedures the following terms have the following meanings:

administrator	an administrator of a council appointed under the LGA other than an administrator appointed under section 66
code of conduct	a code of conduct adopted under section 440 of the LGA
code of conduct complaint	a complaint that is a code of conduct complaint for the purposes of clauses 4.1 and 4.2 of these procedures
complainant	a person who makes a code of conduct complaint
complainant councillor	a councillor who makes a code of conduct complaint
complaints coordinator	a person appointed by the general manager under these procedures as a complaints coordinator
conduct reviewer	a person appointed under these procedures to review allegations of breaches of the code of conduct by councillors or the general manager
council	includes county councils and joint organisations
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to and the council's audit, risk and improvement committee
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee, and a person other than a councillor who is a member of the council's audit, risk and improvement committee
councillor	any person elected or appointed to civic office, including the mayor, and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
council official	any councillor, member of staff of council, administrator, council committee member, delegate of council and, for the purposes of clause 4.16 of the Model Code of Conduct, council adviser
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
external agency	a state government agency such as, but not limited to, the Office, the ICAC, the NSW Ombudsman or the police
general manager	includes the executive officer of a joint organisation

**Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW**

ICAC	the Independent Commission Against Corruption
joint organisation	a joint organisation established under section 400O of the LGA
LGA	the <i>Local Government Act 1993</i>
mayor	includes the chairperson of a county council or a joint organisation
members of staff of a council	includes members of staff of county councils and joint organisations
the Office	the Office of Local Government
investigator	a conduct reviewer
the Regulation	the <i>Local Government (General) Regulation 2005</i>
respondent	a person whose conduct is the subject of investigation by a conduct reviewer under these procedures
wholly advisory committee	a council committee that the council has not delegated any functions to



## **Part 3:**

### **Administrative**

### **Framework**

## The establishment of a panel of conduct reviewers

- 3.1 The council must establish a panel of conduct reviewers.
- 3.2 The council may enter into an arrangement with one or more other councils to share a panel of conduct reviewers including through a joint organisation or another regional body associated with the councils.
- 3.3 The panel of conduct reviewers is to be established following a public expression of interest process.
- 3.4 An expression of interest for members of the council's panel of conduct reviewers must, at a minimum, be advertised locally and in the Sydney metropolitan area.
- 3.5 To be eligible to be a conduct reviewer, a person must, at a minimum, meet the following requirements:
  - a) an understanding of local government, and
  - b) knowledge of investigative processes including but not limited to procedural fairness requirements and the requirements of the *Public Interest Disclosures Act 1994*, and
  - c) knowledge and experience of one or more of the following:
    - i) investigations
    - ii) law
    - iii) public administration
    - iv) public sector ethics
    - v) alternative dispute resolution, and
  - d) meet the eligibility requirements for membership of a panel of conduct reviewers under clause 3.6.
- 3.6 A person is not eligible to be a conduct reviewer if they are:
  - a) a councillor, or
  - b) a nominee for election as a councillor, or
  - c) an administrator, or
  - d) an employee of a council, or
  - e) a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or
  - f) a nominee for election as a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or
  - g) a person who has a conviction for an indictable offence that is not an expired conviction.
- 3.7 A person is not precluded from being a member of the council's panel of conduct reviewers if they are a member of another council's panel of conduct reviewers.
- 3.8 An incorporated or other entity may be appointed to a council's panel of conduct reviewers where the council is satisfied that all the persons who will be undertaking the functions of a conduct reviewer on behalf of the entity meet the selection and eligibility criteria prescribed under this Part.
- 3.9 A panel of conduct reviewers established under this Part is to have a term of up to four years.
- 3.10 The council may terminate the panel of conduct reviewers at any time. Where a panel of conduct reviewers has been terminated, conduct reviewers who were members of the panel may continue to deal with any matter referred to them under these procedures prior to the termination of the panel until they have finalised their consideration of the matter.

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**Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW**

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- 3.11 When the term of the panel of conduct reviewers concludes or is terminated, the council must establish a new panel of conduct reviewers in accordance with the requirements of this Part.
- 3.12 A person who was a member of a previous panel of conduct reviewers established by the council may be a member of subsequent panels of conduct reviewers established by the council if they continue to meet the selection and eligibility criteria for membership of the panel.

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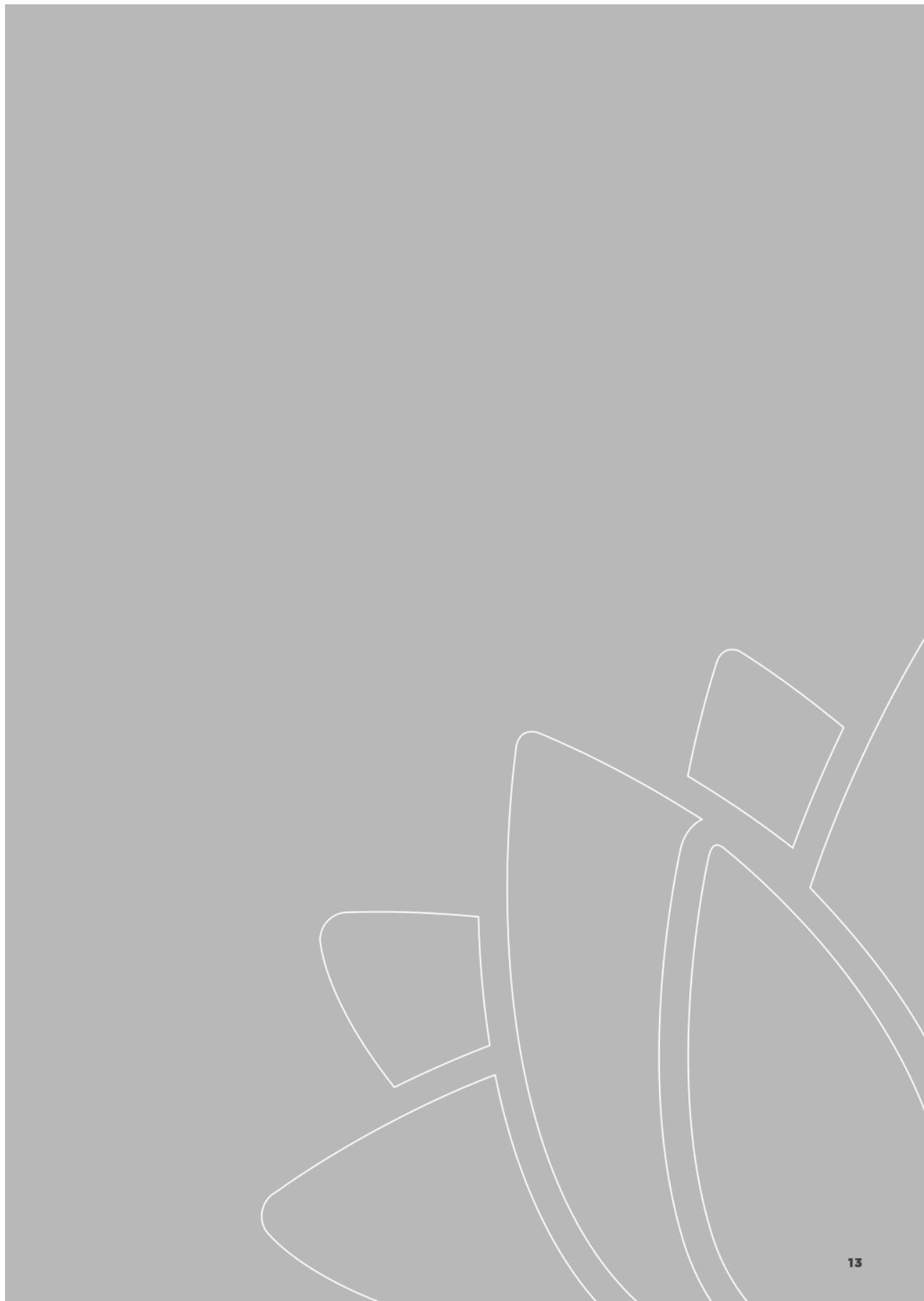
## The appointment of an internal ombudsman to a panel of conduct reviewers

- 3.13 Despite clause 3.6(d), an employee of a council who is the nominated internal ombudsman of one or more councils may be appointed to a council's panel of conduct reviewers with the Office's consent.
- 3.14 To be appointed to a council's panel of conduct reviewers, an internal ombudsman must meet the qualification requirements for conduct reviewers prescribed under clause 3.5 as modified by the operation of clause 3.13.
- 3.15 An internal ombudsman appointed to a council's panel of conduct reviewers may also exercise the functions of the council's complaints coordinator. For the purposes of clause 6.1, an internal ombudsman who is a council's complaints coordinator and has been appointed to the council's panel of conduct reviewers, may either undertake a preliminary assessment and investigation of a matter referred to them under clauses 5.26 or 5.33 or refer the matter to another conduct reviewer in accordance with clause 6.2.
- 3.16 Clause 6.4(c) does not apply to an internal ombudsman appointed to a council's panel of conduct reviewers.

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## The appointment of complaints coordinators

- 3.17 The general manager must appoint a member of staff of the council or another person (such as, but not limited to, a member of staff of another council or a member of staff of a joint organisation or other regional body associated with the council), to act as a complaints coordinator. Where the complaints coordinator is a member of staff of the council, the complaints coordinator should be a senior and suitably qualified member of staff.
- 3.18 The general manager may appoint other members of staff of the council or other persons (such as, but not limited to, members of staff of another council or members of staff of a joint organisation or other regional body associated with the council), to act as alternates to the complaints coordinator.
- 3.19 The general manager must not undertake the role of complaints coordinator.
- 3.20 The person appointed as complaints coordinator or alternate complaints coordinator must also be a nominated disclosures coordinator appointed for the purpose of receiving and managing reports of wrongdoing under the *Public Interest Disclosures Act 1994*.
- 3.21 The role of the complaints coordinator is to:
  - a) coordinate the management of complaints made under the council's code of conduct
  - b) liaise with and provide administrative support to a conduct reviewer
  - c) liaise with the Office, and
  - d) arrange the annual reporting of code of conduct complaints statistics.



**Part 4:**  
**How May Code of Conduct  
Complaints be Made?**

How May Code Of Conduct Complaints be Made?

## What is a code of conduct complaint?

- 4.1 For the purpose of these procedures, a code of conduct complaint is a complaint that shows or tends to show conduct on the part of a council official in connection with their role as a council official or the exercise of their functions as a council official that would constitute a breach of the standards of conduct prescribed under the council's code of conduct if proven.
- 4.2 The following are not "code of conduct complaints" for the purposes of these procedures:
  - a) complaints about the standard or level of service provided by the council or a council official
  - b) complaints that relate solely to the merits of a decision made by the council or a council official or the exercise of a discretion by the council or a council official
  - c) complaints about the policies or procedures of the council
  - d) complaints about the conduct of a council official arising from the exercise of their functions in good faith, whether or not involving error, that would not otherwise constitute a breach of the standards of conduct prescribed under the council's code of conduct.
- 4.3 Only code of conduct complaints are to be dealt with under these procedures. Complaints that do not satisfy the definition of a code of conduct complaint are to be dealt with under the council's routine complaints management processes.

## When must a code of conduct complaint be made?

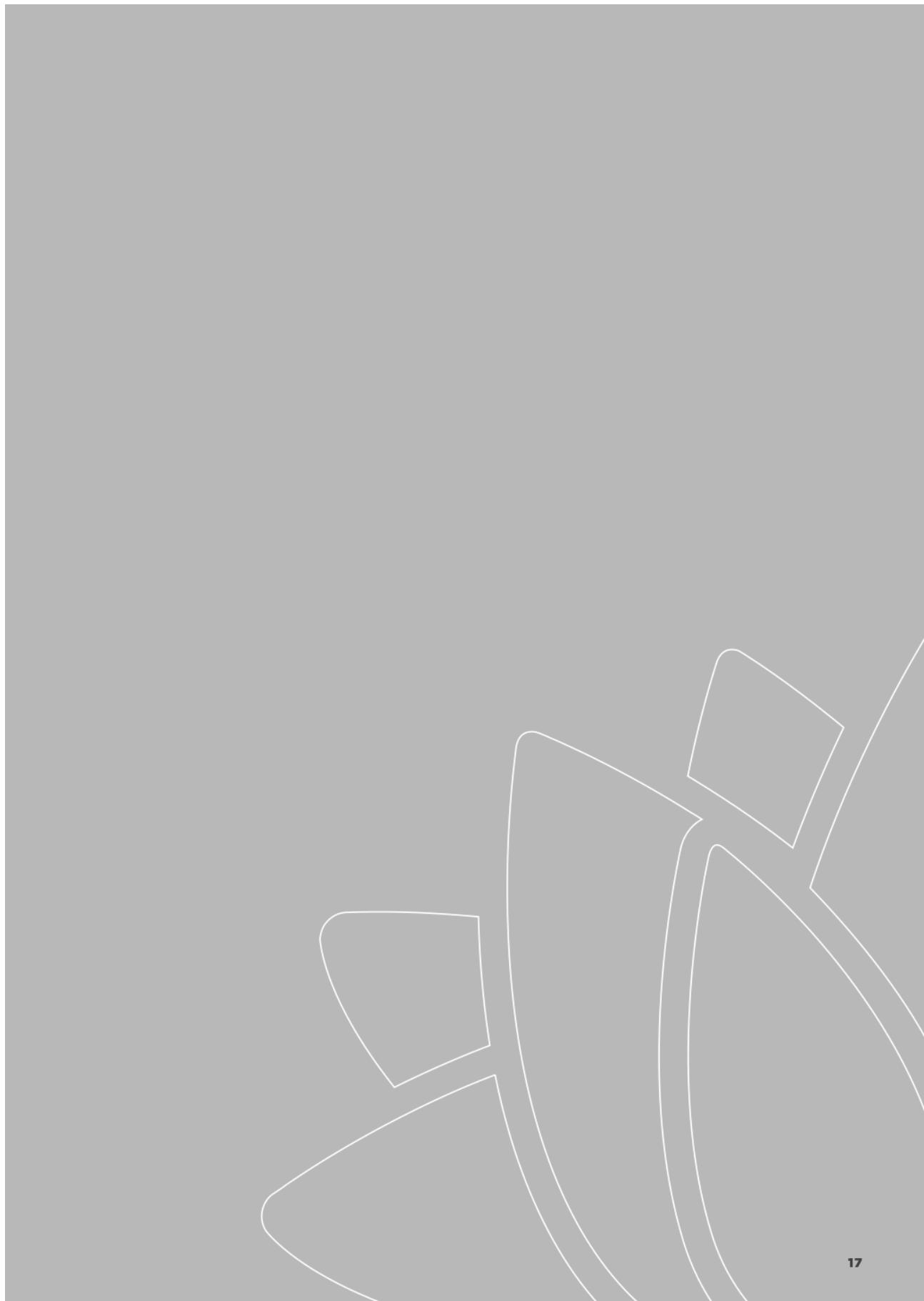
- 4.4 A code of conduct complaint must be made within 3 months of the alleged conduct occurring or within 3 months of the complainant becoming aware of the alleged conduct.
- 4.5 A complaint made after 3 months may only be accepted if the general manager or their delegate, or, in the case of a complaint about the general manager, the mayor or their delegate, is satisfied that the allegations are serious and compelling grounds exist for the matter to be dealt with under the code of conduct.

## How may a code of conduct complaint about a council official other than the general manager be made?

- 4.6 All code of conduct complaints other than those relating to the general manager are to be made to the general manager in writing. This clause does not operate to prevent a person from making a complaint to an external agency.
- 4.7 Where a code of conduct complaint about a council official other than the general manager cannot be made in writing, the complaint must be confirmed with the complainant in writing as soon as possible after the receipt of the complaint.
- 4.8 In making a code of conduct complaint about a council official other than the general manager, the complainant may nominate whether they want the complaint to be resolved by mediation or by other alternative means.
- 4.9 The general manager or their delegate, or, where the complaint is referred to a conduct reviewer, the conduct reviewer, must consider the complainant's preferences in deciding how to deal with the complaint.
- 4.10 Notwithstanding clauses 4.6 and 4.7, where the general manager becomes aware of a possible breach of the council's code of conduct, they may initiate the process for the consideration of the matter under these procedures without a written complaint.

## How may a code of conduct complaint about the general manager be made?

- 4.11 Code of conduct complaints about the general manager are to be made to the mayor in writing. This clause does not operate to prevent a person from making a complaint about the general manager to an external agency.
- 4.12 Where a code of conduct complaint about the general manager cannot be made in writing, the complaint must be confirmed with the complainant in writing as soon as possible after the receipt of the complaint.
- 4.13 In making a code of conduct complaint about the general manager, the complainant may nominate whether they want the complaint to be resolved by mediation or by other alternative means.
- 4.14 The mayor or their delegate, or, where the complaint is referred to a conduct reviewer, the conduct reviewer, must consider the complainant's preferences in deciding how to deal with the complaint.
- 4.15 Notwithstanding clauses 4.11 and 4.12, where the mayor becomes aware of a possible breach of the council's code of conduct by the general manager, they may initiate the process for the consideration of the matter under these procedures without a written complaint.



## **Part 5:**

### **How are Code of Conduct Complaints to be Managed?**

**How are Code of Conduct Complaints to be Managed?**

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## Delegation by general managers and mayors of their functions under this Part

5.1 A general manager or mayor may delegate their functions under this Part to a member of staff of the council or to a person or persons external to the council other than an external agency. References in this Part to the general manager or mayor are also to be taken to be references to their delegates.

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## Consideration of complaints by general managers and mayors

5.2 In exercising their functions under this Part, general managers and mayors may consider the complaint assessment criteria prescribed under clause 6.31.

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## What complaints may be declined at the outset?

5.3 Without limiting any other provision in these procedures, the general manager or, in the case of a complaint about the general manager, the mayor, may decline to deal with a complaint under these procedures where they are satisfied that the complaint:

- a) is not a code of conduct complaint, or
- b) subject to clause 4.5, is not made within 3 months of the alleged conduct occurring or the complainant becoming aware of the alleged conduct, or
- c) is trivial, frivolous, vexatious or not made in good faith, or

- d) relates to a matter the substance of which has previously been considered and addressed by the council and does not warrant further action, or
- e) is not made in a way that would allow the alleged conduct and any alleged breaches of the council's code of conduct to be readily identified.

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## How are code of conduct complaints about staff (other than the general manager) to be dealt with?

5.4 The general manager is responsible for the management of code of conduct complaints about members of staff of council (other than complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct) and for determining the outcome of such complaints.

5.5 The general manager must refer code of conduct complaints about members of staff of council alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct to the Office.

5.6 The general manager may decide to take no action in relation to a code of conduct complaint about a member of staff of council other than one requiring referral to the Office under clause 5.5 where they consider that no action is warranted in relation to the complaint.

5.7 Where the general manager decides to take no action in relation to a code of conduct complaint about a member of staff of council, the general manager must give the complainant reasons in writing for their decision and this shall finalise the consideration of the matter under these procedures.

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- 5.8 Code of conduct complaints about members of staff of council must be managed in accordance with the relevant industrial instrument or employment contract and make provision for procedural fairness including the right of an employee to be represented by their union.
- 5.9 Sanctions for breaches of the code of conduct by staff depend on the severity, scale and importance of the breach and must be determined in accordance with any relevant industrial instruments or contracts.

## How are code of conduct complaints about delegates of council, council advisers and council committee members to be dealt with?

- 5.10 The general manager is responsible for the management of code of conduct complaints about delegates of council and council committee members (other than complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct) and for determining the outcome of such complaints.
- 5.11 The general manager must refer code of conduct complaints about council advisers, delegates of council and council committee members alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct to the Office.
- 5.12 The general manager may decide to take no action in relation to a code of conduct complaint about a delegate of council or a council committee member other than one requiring referral to the Office under clause 5.11 where they consider that no action is warranted in relation to the complaint.

- 5.13 Where the general manager decides to take no action in relation to a code of conduct complaint about a delegate of council or a council committee member, the general manager must give the complainant reasons in writing for their decision and this shall finalise the consideration of the matter under these procedures.
- 5.14 Where the general manager considers it to be practicable and appropriate to do so, the general manager may seek to resolve code of conduct complaints about delegates of council or council committee members, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 5.15 Where the general manager resolves a code of conduct complaint under clause 5.14 to the general manager's satisfaction, the general manager must notify the complainant in writing of the steps taken to resolve the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.16 Sanctions for breaches of the code of conduct by delegates of council and/or council committee members depend on the severity, scale and importance of the breach and may include one or more of the following:
  - a) censure
  - b) requiring the person to apologise to any person or organisation adversely affected by the breach in such a time and form specified by the general manager
  - c) prosecution for any breach of the law

**How are Code of Conduct Complaints to be Managed?**

- d) removing or restricting the person's delegation
- e) removing the person from membership of the relevant council committee.

5.17 Prior to imposing a sanction against a delegate of council or a council committee member under clause 5.16, the general manager or any person making enquiries on behalf of the general manager must comply with the requirements of procedural fairness. In particular:

- a) the substance of the allegation (including the relevant provision/s of the council's code of conduct that the alleged conduct is in breach of) must be put to the person who is the subject of the allegation, and
- b) the person must be given an opportunity to respond to the allegation, and
- c) the general manager must consider the person's response in deciding whether to impose a sanction under clause 5.16.

**How are code of conduct complaints about administrators to be dealt with?**

5.18 The general manager must refer all code of conduct complaints about administrators to the Office for its consideration.

5.19 The general manager must notify the complainant of the referral of their complaint in writing.

**How are code of conduct complaints about councillors to be dealt with?**

5.20 The general manager must refer the following code of conduct complaints about councillors to the Office:

- a) complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct
- b) complaints alleging a failure to comply with a requirement under the code of conduct to disclose and appropriately manage conflicts of interest arising from political donations (see section 328B of the LGA)
- c) complaints alleging a breach of the provisions relating to the maintenance of the integrity of the code of conduct contained in Part 9 of the code of conduct
- d) complaints that are the subject of a special complaints management arrangement with the Office under clause 5.49.

5.21 Where the general manager refers a complaint to the Office under clause 5.20, the general manager must notify the complainant of the referral in writing.

5.22 The general manager may decide to take no action in relation to a code of conduct complaint about a councillor, other than one requiring referral to the Office under clause 5.20, where they consider that no action is warranted in relation to the complaint.

**Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW**

5.23 Where the general manager decides to take no action in relation to a code of conduct complaint about a councillor, the general manager must give the complainant reasons in writing for their decision within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.

5.24 Where the general manager considers it to be practicable and appropriate to do so, the general manager may seek to resolve code of conduct complaints about councillors, other than those requiring referral to the Office under clause 5.20, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.

5.25 Where the general manager resolves a code of conduct complaint under clause 5.24 to the general manager's satisfaction, the general manager must notify the complainant in writing of the steps taken to resolve the complaint within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.

5.26 The general manager must refer all code of conduct complaints about councillors, other than those referred to the Office under clause 5.20 or finalised under clause 5.23 or resolved under clause 5.24, to the complaints coordinator.

## How are code of conduct complaints about the general manager to be dealt with?

5.27 The mayor must refer the following code of conduct complaints about the general manager to the Office:

- complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct
- complaints alleging a breach of the provisions relating to the maintenance of the integrity of the code of conduct contained in Part 9 of the code of conduct
- complaints that are the subject of a special complaints management arrangement with the Office under clause 5.49.

5.28 Where the mayor refers a complaint to the Office under clause 5.27, the mayor must notify the complainant of the referral in writing.

5.29 The mayor may decide to take no action in relation to a code of conduct complaint about the general manager, other than one requiring referral to the Office under clause 5.27, where they consider that no action is warranted in relation to the complaint.

5.30 Where the mayor decides to take no action in relation to a code of conduct complaint about the general manager, the mayor must give the complainant reasons in writing for their decision within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.

**How are Code of Conduct Complaints to be Managed?**

5.31 Where the mayor considers it to be practicable and appropriate to do so, the mayor may seek to resolve code of conduct complaints about the general manager, other than those requiring referral to the Office under clause 5.27, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.

5.32 Where the mayor resolves a code of conduct complaint under clause 5.31 to the mayor's satisfaction, the mayor must notify the complainant in writing of the steps taken to resolve the complaint within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.

5.33 The mayor must refer all code of conduct complaints about the general manager, other than those referred to the Office under clause 5.27 or finalised under clause 5.30 or resolved under clause 5.31, to the complaints coordinator.

**How are complaints about both the general manager and the mayor to be dealt with?**

5.34 Where the general manager or mayor receives a code of conduct complaint that alleges a breach of the code of conduct by both the general manager and the mayor, the general manager or mayor must either:

- delegate their functions under this part with respect to the complaint to a member of staff of the council other than the general manager where the allegation is not serious, or to a person external to the council, or
- refer the matter to the complaints coordinator under clause 5.26 and clause 5.33.

**Referral of code of conduct complaints to external agencies**

5.35 The general manager, mayor or a conduct reviewer may, at any time, refer a code of conduct complaint to an external agency for its consideration, where they consider such a referral is warranted.

5.36 The general manager, mayor or a conduct reviewer must report to the ICAC any matter that they suspect on reasonable grounds concerns or may concern corrupt conduct.

5.37 Where the general manager, mayor or conduct reviewer refers a complaint to an external agency under clause 5.35, they must notify the complainant of the referral in writing unless they form the view, on the advice of the relevant agency, that it would not be appropriate for them to do so.

**Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW**

5.38 Referral of a matter to an external agency shall finalise consideration of the matter under these procedures unless the council is subsequently advised otherwise by the referral agency.

5.42 A request made by a complainant councillor under clause 5.41 must be made at the time they make a code of conduct complaint and must state the grounds upon which the request is made.

## **Disclosure of the identity of complainants**

5.39 In dealing with matters under these procedures, information that identifies or tends to identify complainants is not to be disclosed unless:

- a) the complainant consents in writing to the disclosure, or
- b) it is generally known that the complainant has made the complaint as a result of the complainant having voluntarily identified themselves as the person who made the complaint, or
- c) it is essential, having regard to procedural fairness requirements, that the identifying information be disclosed, or
- d) a conduct reviewer is of the opinion that disclosure of the information is necessary to investigate the matter effectively, or
- e) it is otherwise in the public interest to do so.

5.40 Clause 5.39 does not apply to code of conduct complaints made by councillors about other councillors or the general manager.

5.41 Where a councillor makes a code of conduct complaint about another councillor or the general manager, and the complainant councillor considers that compelling grounds exist that would warrant information that identifies or tends to identify them as the complainant not to be disclosed, they may request in writing that such information not be disclosed.

5.43 The general manager or mayor, and where the matter is referred to a conduct reviewer, the conduct reviewer, must consider a request made under clause 5.41 before disclosing information that identifies or tends to identify the complainant councillor, but they are not obliged to comply with the request.

5.44 Where a complainant councillor makes a request under clause 5.41, the general manager or mayor or, where the matter is referred to a conduct reviewer, the conduct reviewer, shall notify the councillor in writing of their intention to disclose information that identifies or tends to identify them prior to disclosing the information.

## **Code of conduct complaints made as public interest disclosures**

5.45 These procedures do not override the provisions of the *Public Interest Disclosures Act 1994*. Code of conduct complaints that are made as public interest disclosures under that Act are to be managed in accordance with the requirements of that Act, the council's internal reporting policy, and any guidelines issued by the NSW Ombudsman that relate to the management of public interest disclosures.

5.46 Where a councillor makes a code of conduct complaint about another councillor or the general manager as a public interest disclosure, before the matter may be dealt with under these procedures, the complainant councillor must consent in writing to the disclosure of their identity as the complainant.

How are Code of Conduct Complaints to be Managed?

5.47 Where a complainant councillor declines to consent to the disclosure of their identity as the complainant under clause 5.46, the general manager or the mayor must refer the complaint to the Office for consideration. Such a referral must be made under section 26 of the *Public Interest Disclosures Act 1994*.

## Special complaints management arrangements

5.48 The general manager may request in writing that the Office enter into a special complaints management arrangement with the council in relation to code of conduct complaints made by or about a person or persons.

5.49 Where the Office receives a request under clause 5.48, it may agree to enter into a special complaints management arrangement if it is satisfied that the number or nature of code of conduct complaints made by or about a person or persons has:

- a) imposed an undue and disproportionate cost burden on the council's administration of its code of conduct, or
- b) impeded or disrupted the effective administration by the council of its code of conduct, or
- c) impeded or disrupted the effective functioning of the council.

5.50 A special complaints management arrangement must be in writing and must specify the following:

- a) the code of conduct complaints the arrangement relates to, and
- b) the period that the arrangement will be in force.

5.51 The Office may, by notice in writing, amend or terminate a special complaints management arrangement at any time.

5.52 While a special complaints management arrangement is in force, an officer of the Office (the assessing OLG officer) must undertake the preliminary assessment of the code of conduct complaints specified in the arrangement in accordance with the requirements of Part 6 of these procedures.

5.53 Where, following a preliminary assessment, the assessing OLG officer determines that a code of conduct complaint warrants investigation by a conduct reviewer, the assessing OLG officer shall notify the complaints coordinator in writing of their determination and the reasons for their determination. The complaints coordinator must comply with the recommendation of the assessing OLG officer.

5.54 Prior to the expiry of a special complaints management arrangement, the Office may, at the request of the general manager, review the arrangement to determine whether it should be renewed or amended.

5.55 A special complaints management arrangement shall expire on the date specified in the arrangement unless renewed under clause 5.54.

## **Part 6:**

# **Preliminary Assessment of Code of Conduct Complaints About Councillors or the General Manager by Conduct Reviewers**

**Preliminary Assessment of Code of Conduct Complaints About  
Councillors or the General Manager by Conduct Reviewers**

## **Referral of code of conduct complaints about councillors or the general manager to conduct reviewers**

- 6.1 The complaints coordinator must refer all code of conduct complaints about councillors or the general manager that have not been referred to an external agency or declined or resolved by the general manager, mayor or their delegate and that have been referred to them under clauses 5.26 or 5.33, to a conduct reviewer within 21 days of receipt of the complaint by the general manager or the mayor.
- 6.2 For the purposes of clause 6.1, the complaints coordinator will refer a complaint to a conduct reviewer selected from:
  - a) a panel of conduct reviewers established by the council, or
  - b) a panel of conduct reviewers established by an organisation approved by the Office.
- 6.3 In selecting a suitable conduct reviewer, the complaints coordinator may have regard to the qualifications and experience of members of the panel of conduct reviewers. Where the conduct reviewer is an incorporated or other entity, the complaints coordinator must also ensure that the person assigned to receive the referral on behalf of the entity meets the selection and eligibility criteria for conduct reviewers prescribed under Part 3 of these procedures.
- 6.4 A conduct reviewer must not accept the referral of a code of conduct complaint where:
  - a) they have a conflict of interest in relation to the matter referred to them, or
  - b) a reasonable apprehension of bias arises in relation to their consideration of the matter, or
  - c) they or their employer has entered into one or more contracts with the council (other than contracts relating to the exercise of their functions as a conduct reviewer) in the 2 years preceding the referral, and they or their employer have received or expect to receive payments under the contract or contracts of a value that, when aggregated, exceeds \$100,000, or
  - d) at the time of the referral, they or their employer are the council's legal service provider or are a member of a panel of legal service providers appointed by the council.
- 6.5 For the purposes of clause 6.4(a), a conduct reviewer will have a conflict of interest in a matter where a reasonable and informed person would perceive that they could be influenced by a private interest when carrying out their public duty (see clause 5.2 of the Model Code of Conduct).
- 6.6 For the purposes of clause 6.4(b), a reasonable apprehension of bias arises where a fair-minded observer might reasonably apprehend that the conduct reviewer might not bring an impartial and unprejudiced mind to the matter referred to the conduct reviewer.

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- 6.7 Where the complaints coordinator refers a matter to a conduct reviewer, they will provide the conduct reviewer with a copy of the code of conduct complaint and any other information relevant to the matter held by the council, including any information about previous proven breaches and any information that would indicate that the alleged conduct forms part of an ongoing pattern of behaviour.
- 6.8 The complaints coordinator must notify the complainant in writing that the matter has been referred to a conduct reviewer, and advise which conduct reviewer the matter has been referred to.
- 6.9 Conduct reviewers must comply with these procedures in their consideration of matters that have been referred to them and exercise their functions in a diligent and timely manner.
- 6.10 The complaints coordinator may at any time terminate the referral of a matter to a conduct reviewer and refer the matter to another conduct reviewer where the complaints coordinator is satisfied that the conduct reviewer has failed to:
  - a) comply with these procedures in their consideration of the matter, or
  - b) comply with a lawful and reasonable request by the complaints coordinator, or
  - c) exercise their functions in a timely or satisfactory manner.
- 6.11 Where the complaints coordinator terminates a referral to a conduct reviewer under clause 6.10, they must notify the complainant and any other affected person in writing of their decision and the reasons for it and advise them which conduct reviewer the matter has been referred to instead.

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**Preliminary assessment of code of conduct complaints about councillors or the general manager by a conduct reviewer**

- 6.12 The conduct reviewer is to undertake a preliminary assessment of a complaint referred to them by the complaints coordinator for the purposes of determining how the complaint is to be managed.
- 6.13 The conduct reviewer may determine to do one or more of the following in relation to a complaint referred to them by the complaints coordinator:
  - a) to take no action
  - b) to resolve the complaint by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour
  - c) to refer the matter back to the general manager or, in the case of a complaint about the general manager, the mayor, for resolution by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour
  - d) to refer the matter to an external agency
  - e) to investigate the matter.
- 6.14 In determining how to deal with a matter under clause 6.13, the conduct reviewer must have regard to the complaint assessment criteria prescribed under clause 6.31.

**Preliminary Assessment of Code of Conduct Complaints About  
Councillors or the General Manager by Conduct Reviewers**

6.15 The conduct reviewer may make such enquiries the conduct reviewer considers to be reasonably necessary to determine what options to exercise under clause 6.13.

6.16 The conduct reviewer may request the complaints coordinator to provide such additional information the conduct reviewer considers to be reasonably necessary to determine what options to exercise in relation to the matter under clause 6.13. The complaints coordinator will, as far as is reasonably practicable, supply any information requested by the conduct reviewer.

6.17 The conduct reviewer must refer to the Office any complaints referred to them that should have been referred to the Office under clauses 5.20 and 5.27.

6.18 The conduct reviewer must determine to take no action on a complaint that is not a code of conduct complaint for the purposes of these procedures.

6.19 The resolution of a code of conduct complaint under clause 6.13, paragraphs (b) or (c) is not to be taken as a determination that there has been a breach of the council's code of conduct.

6.20 Where the conduct reviewer completes their preliminary assessment of a complaint by determining to exercise an option under clause 6.13, paragraphs (a), (b) or (c), they must provide the complainant with written notice of their determination and provide reasons for it, and this will finalise consideration of the matter under these procedures.

6.21 Where the conduct reviewer refers a complaint to an external agency, they must notify the complainant of the referral in writing unless they form the view, on the advice of the relevant agency, that it would not be appropriate for them to do so.

6.22 The conduct reviewer may only determine to investigate a matter where they are satisfied as to the following:

- a) that the complaint is a code of conduct complaint for the purposes of these procedures, and
- b) that the alleged conduct is sufficiently serious to warrant the formal censure of a councillor under section 440G of the LGA or disciplinary action against the general manager under their contract of employment if it were to be proven, and
- c) that the matter is one that could not or should not be resolved by alternative means.

6.23 In determining whether a matter is sufficiently serious to warrant formal censure of a councillor under section 440G of the LGA or disciplinary action against the general manager under their contract of employment, the conduct reviewer is to consider the following:

- a) the harm or cost that the alleged conduct has caused to any affected individuals and/or the council
- b) the likely impact of the alleged conduct on the reputation of the council and public confidence in it
- c) whether the alleged conduct was deliberate or undertaken with reckless intent or negligence
- d) any previous proven breaches by the person whose alleged conduct is the subject of the complaint and/or whether the alleged conduct forms part of an ongoing pattern of behaviour.

6.24 The conduct reviewer must complete their preliminary assessment of the complaint within 28 days of referral of the matter to them by the complaints coordinator and notify the complaints coordinator in writing of the outcome of their assessment.

6.25 The conduct reviewer is not obliged to give prior notice to or to consult with any person before making a determination in relation to their preliminary assessment of a complaint, except as may be specifically required under these procedures.

## Referral back to the general manager or mayor for resolution

6.26 Where the conduct reviewer determines to refer a matter back to the general manager or to the mayor to be resolved by alternative and appropriate means, they must write to the general manager or, in the case of a complaint about the general manager, to the mayor, recommending the means by which the complaint may be resolved.

6.27 The conduct reviewer must consult with the general manager or mayor prior to referring a matter back to them under clause 6.13(c).

6.28 The general manager or mayor may decline to accept the conduct reviewer's recommendation. In such cases, the conduct reviewer may determine to deal with the complaint by other means under clause 6.13.

6.29 Where the conduct reviewer refers a matter back to the general manager or mayor under clause 6.13(c), the general manager or, in the case of a complaint about the general manager, the mayor, is responsible for implementing or overseeing the implementation of the conduct reviewer's recommendation.

6.30 Where the conduct reviewer refers a matter back to the general manager or mayor under clause 6.13(c), the general manager, or, in the case of a complaint about the general manager, the mayor, must advise the complainant in writing of the steps taken to implement the conduct reviewer's recommendation once these steps have been completed.

## Complaints assessment criteria

6.31 In undertaking the preliminary assessment of a complaint, the conduct reviewer must have regard to the following considerations:

- whether the complaint is a code of conduct complaint for the purpose of these procedures
- whether the complaint has been made in a timely manner in accordance with clause 4.4, and if not, whether the allegations are sufficiently serious for compelling grounds to exist for the matter to be dealt with under the council's code of conduct
- whether the complaint is trivial, frivolous, vexatious or not made in good faith
- whether the complaint discloses prima facie evidence of conduct that, if proven, would constitute a breach of the code of conduct
- whether the complaint raises issues that would be more appropriately dealt with by an external agency
- whether there is or was an alternative and satisfactory means of redress available in relation to the conduct complained of
- whether the complaint is one that can be resolved by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour

**Preliminary Assessment of Code of Conduct Complaints About  
Councillors or the General Manager by Conduct Reviewers**

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- h) whether the issue/s giving rise to the complaint have previously been addressed or resolved
- i) any previous proven breaches of the council's code of conduct
- j) whether the conduct complained of forms part of an ongoing pattern of behaviour
- k) whether there were mitigating circumstances giving rise to the conduct complained of
- l) the seriousness of the alleged conduct (having regard to the criteria specified in clause 6.23)
- m) the significance of the conduct or the impact of the conduct for the council
- n) how much time has passed since the alleged conduct occurred
- o) such other considerations that the conduct reviewer considers may be relevant to the assessment of the complaint.

**Part 7:**  
**Investigations of Code of**  
**Conduct Complaints About**  
**Councillors or the**  
**General Manager**

**Investigations of Code of Conduct Complaints About Councillors or the General Manager**

## What matters may a conduct reviewer investigate?

- 7.1 A conduct reviewer (hereafter referred to as an "investigator") may investigate a code of conduct complaint that has been referred to them by the complaints coordinator and any matters related to or arising from that complaint.
- 7.2 Where an investigator identifies further separate possible breaches of the code of conduct that are not related to or do not arise from the code of conduct complaint that has been referred to them, they are to report the matters separately in writing to the general manager, or, in the case of alleged conduct on the part of the general manager, to the mayor.
- 7.3 The general manager or the mayor or their delegate is to deal with a matter reported to them by an investigator under clause 7.2 as if it were a new code of conduct complaint in accordance with these procedures.

- d) advise the respondent of the requirement to maintain confidentiality, and
- e) invite the respondent to make a written submission in relation to the matter within a period of not less than 14 days specified by the investigator in the notice, and
- f) provide the respondent the opportunity to address the investigator on the matter within such reasonable time specified in the notice.

- 7.5 The respondent may, within 7 days of receipt of the notice of investigation, request in writing that the investigator provide them with such further information they consider necessary to assist them to identify the substance of the allegation against them. An investigator will only be obliged to provide such information that the investigator considers reasonably necessary for the respondent to identify the substance of the allegation against them.

- 7.6 An investigator may at any time prior to issuing a draft report, issue an amended notice of investigation to the respondent in relation to the matter referred to them.

- 7.7 Where an investigator issues an amended notice of investigation, they must provide the respondent with a further opportunity to make a written submission in response to the amended notice of investigation within a period of not less than 14 days specified by the investigator in the amended notice.

- 7.8 The investigator must also, at the outset of their investigation, provide written notice of the investigation to the complainant, the complaints coordinator and the general manager, or in the case of a complaint about the general manager, to the complainant, the complaints coordinator and the mayor. The notice must:

**Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW**

- a) advise them of the matter the investigator is investigating, and
- b) in the case of the notice to the complainant, advise them of the requirement to maintain confidentiality, and
- c) invite the complainant to make a written submission in relation to the matter within a period of not less than 14 days specified by the investigator in the notice.

7.13 Where the respondent accepts the opportunity to address the investigator in person, they may have a support person or legal adviser in attendance. The support person or legal adviser will act in an advisory or support role to the respondent only. They must not speak on behalf of the respondent or otherwise interfere with or disrupt proceedings.

7.14 The investigator must consider all written and oral submissions made to them in relation to the matter.

## **Written and oral submissions**

7.9 Where the respondent or the complainant fails to make a written submission in relation to the matter within the period specified by the investigator in their notice of investigation or amended notice of investigation, the investigator may proceed to prepare their draft report without receiving such submissions.

7.10 The investigator may accept written submissions received outside the period specified in the notice of investigation or amended notice of investigation.

7.11 Prior to preparing a draft report, the investigator must give the respondent an opportunity to address the investigator on the matter being investigated. The respondent may do so in person or by telephone or other electronic means.

7.12 Where the respondent fails to accept the opportunity to address the investigator within the period specified by the investigator in the notice of investigation, the investigator may proceed to prepare a draft report without hearing from the respondent.

## **How are investigations to be conducted?**

7.15 Investigations are to be undertaken without undue delay.

7.16 Investigations are to be undertaken in the absence of the public and in confidence.

7.17 Investigators must make any such enquiries that may be reasonably necessary to establish the facts of the matter.

7.18 Investigators may seek such advice or expert guidance that may be reasonably necessary to assist them with their investigation or the conduct of their investigation.

7.19 An investigator may request that the complaints coordinator provide such further information that the investigator considers may be reasonably necessary for them to establish the facts of the matter. The complaints coordinator will, as far as is reasonably practicable, provide the information requested by the investigator.

**Investigations of Code of Conduct Complaints About Councillors or the General Manager**

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## Referral or resolution of a matter after the commencement of an investigation

7.20 At any time after an investigator has issued a notice of investigation and before they have issued their final report, an investigator may determine to:

- a) resolve the matter by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour, or
- b) refer the matter to the general manager, or, in the case of a complaint about the general manager, to the mayor, for resolution by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour, or
- c) refer the matter to an external agency.

7.21 Where an investigator determines to exercise any of the options under clause 7.20 after the commencement of an investigation, they must do so in accordance with the requirements of Part 6 of these procedures relating to the exercise of these options at the preliminary assessment stage.

7.22 The resolution of a code of conduct complaint under clause 7.20, paragraphs (a) or (b) is not to be taken as a determination that there has been a breach of the council's code of conduct.

7.23 Where an investigator determines to exercise any of the options under clause 7.20 after the commencement of an investigation, they may by written notice to the respondent, the complainant, the complaints coordinator and the general manager, or in the case of a complaint about the general manager, to the respondent, the complainant, the complaints coordinator and the mayor, discontinue their investigation of the matter.

7.24 Where the investigator discontinues their investigation of a matter under clause 7.23, this shall finalise the consideration of the matter under these procedures.

7.25 An investigator is not obliged to give prior notice to or to consult with any person before making a determination to exercise any of the options under clause 7.20 or to discontinue their investigation except as may be specifically required under these procedures.

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## Draft investigation reports

7.26 When an investigator has completed their enquiries and considered any written or oral submissions made to them in relation to a matter, they must prepare a draft of their proposed report.

7.27 The investigator must provide their draft report to the respondent and invite them to make a written submission in relation to it within a period of not less than 14 days specified by the investigator.

7.28 Where the investigator proposes to make adverse comment about any other person (an affected person) in their report, they must also provide the affected person with relevant extracts of their draft report containing such comment and invite the affected person to make a written submission in relation to it within a period of not less than 14 days specified by the investigator.

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7.29 The investigator must consider written submissions received in relation to the draft report prior to finalising their report in relation to the matter.

7.30 The investigator may, after consideration of all written submissions received in relation to their draft report, make further enquiries into the matter. If, as a result of making further enquiries, the investigator makes any material change to their proposed report that makes new adverse comment about the respondent or an affected person, they must provide the respondent or affected person as the case may be with a further opportunity to make a written submission in relation to the new adverse comment.

7.31 Where the respondent or an affected person fails to make a written submission in relation to the draft report within the period specified by the investigator, the investigator may proceed to prepare and issue their final report without receiving such submissions.

7.32 The investigator may accept written submissions in relation to the draft report received outside the period specified by the investigator at any time prior to issuing their final report.

7.35 The investigator's final report must:

- a) make findings of fact in relation to the matter investigated, and,
- b) make a determination that the conduct investigated either,
  - i) constitutes a breach of the code of conduct, or
  - ii) does not constitute a breach of the code of conduct, and
- c) provide reasons for the determination.

7.36 At a minimum, the investigator's final report must contain the following information:

- a) a description of the allegations against the respondent
- b) the relevant provisions of the code of conduct that apply to the alleged conduct investigated
- c) a statement of reasons as to why the matter warranted investigation (having regard to the criteria specified in clause 6.23)
- d) a statement of reasons as to why the matter was one that could not or should not be resolved by alternative means
- e) a description of any attempts made to resolve the matter by use of alternative means
- f) the steps taken to investigate the matter
- g) the facts of the matter
- h) the investigator's findings in relation to the facts of the matter and the reasons for those findings
- i) the investigator's determination and the reasons for that determination
- j) any recommendations.

## Final investigation reports

7.33 Where an investigator issues a notice of investigation, they must prepare a final report in relation to the matter unless the investigation is discontinued under clause 7.23.

7.34 An investigator must not prepare a final report in relation to the matter at any time before they have finalised their consideration of the matter in accordance with the requirements of these procedures.

**Investigations of Code of Conduct Complaints About Councillors or the General Manager**

7.37 Where the investigator determines that the conduct investigated constitutes a breach of the code of conduct, the investigator may recommend:

- in the case of a breach by the general manager, that disciplinary action be taken under the general manager's contract of employment for the breach, or
- in the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the LGA, or
- in the case of a breach by a councillor, that the council resolves as follows:
  - that the councillor be formally censured for the breach under section 440G of the LGA, and
  - that the matter be referred to the Office for further action under the misconduct provisions of the LGA.

7.38 Where the investigator proposes to make a recommendation under clause 7.37(c), the investigator must first consult with the Office on their proposed findings, determination and recommendation prior to finalising their report, and must take any comments by the Office into consideration when finalising their report.

7.39 Where the investigator has determined that there has been a breach of the code of conduct, the investigator may, in addition to making a recommendation under clause 7.37, recommend that the council revise any of its policies, practices or procedures.

7.40 Where the investigator determines that the conduct investigated does not constitute a breach of the code of conduct, the investigator may recommend:

- that the council revise any of its policies, practices or procedures
- that a person or persons undertake any training or other education.

7.41 The investigator must provide a copy of their report to the complaints coordinator and the respondent.

7.42 At the time the investigator provides a copy of their report to the complaints coordinator and the respondent, the investigator must provide the complainant with a written statement containing the following information:

- the investigator's findings in relation to the facts of the matter and the reasons for those findings
- the investigator's determination and the reasons for that determination
- any recommendations, and
- such other additional information that the investigator considers may be relevant.

7.43 Where the investigator has determined that there has not been a breach of the code of conduct, the complaints coordinator must provide a copy of the investigator's report to the general manager or, where the report relates to the general manager's conduct, to the mayor, and this will finalise consideration of the matter under these procedures.

7.44 Where the investigator has determined that there has been a breach of the code of conduct and makes a recommendation under clause 7.37, the complaints coordinator must, where practicable, arrange for the investigator's report to be reported to the next ordinary council meeting for the council's consideration, unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case the report must be reported to the first ordinary council meeting following the election.

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7.45 Where it is apparent to the complaints coordinator that the council will not be able to form a quorum to consider the investigator's report, the complaints coordinator must refer the investigator's report to the Office for its consideration instead of reporting it to the council under clause 7.44.

## **Consideration of the final investigation report by council**

7.46 The role of the council in relation to a final investigation report is to impose a sanction if the investigator has determined that there has been a breach of the code of conduct and has made a recommendation in their final report under clause 7.37.

7.47 The council is to close its meeting to the public to consider the final investigation report in cases where it is permitted to do so under section 10A of the LGA.

7.48 Where the complainant is a councillor, they must absent themselves from the meeting and take no part in any discussion or voting on the matter. The complainant councillor may absent themselves without making any disclosure of interest in relation to the matter unless otherwise required to do so under the code of conduct.

7.49 Prior to imposing a sanction, the council must provide the respondent with an opportunity to make a submission to the council. A submission may be made orally or in writing. The respondent is to confine their submission to addressing the investigator's recommendation.

7.50 Once the respondent has made their submission they must absent themselves from the meeting and, where they are a councillor, take no part in any discussion or voting on the matter.

7.51 The council must not invite submissions from other persons for the purpose of seeking to rehear evidence previously considered by the investigator.

7.52 Prior to imposing a sanction, the council may by resolution:

- a) request that the investigator make additional enquiries and/or provide additional information to it in a supplementary report, or
- b) seek an opinion from the Office in relation to the report.

7.53 The council may, by resolution, defer further consideration of the matter pending the receipt of a supplementary report from the investigator or an opinion from the Office.

7.54 The investigator may make additional enquiries for the purpose of preparing a supplementary report.

7.55 Where the investigator prepares a supplementary report, they must provide copies to the complaints coordinator who shall provide a copy each to the council and the respondent.

7.56 The investigator is not obliged to notify or consult with any person prior to submitting the supplementary report to the complaints coordinator.

7.57 The council is only required to provide the respondent a further opportunity to make an oral or written submission on a supplementary report if the supplementary report contains new information that is adverse to them.

**Investigations of Code of Conduct Complaints About Councillors or the General Manager**

7.58 A council may by resolution impose one of the following sanctions on a respondent:

- a) in the case of a breach by the general manager, that disciplinary action be taken under the general manager's contract of employment for the breach, or
- b) in the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the LGA, or
- c) in the case of a breach by a councillor:
  - i) that the councillor be formally censured for the breach under section 440G of the LGA, and
  - ii) that the matter be referred to the Office for further action under the misconduct provisions of the LGA.

7.59 Where the council censures a councillor under section 440G of the LGA, the council must specify in the censure resolution the grounds on which it is satisfied that the councillor should be censured by disclosing in the resolution, the investigator's findings and determination and/or such other grounds that the council considers may be relevant or appropriate.

7.60 The council is not obliged to adopt the investigator's recommendation. Where the council proposes not to adopt the investigator's recommendation, the council must resolve not to adopt the recommendation and state in its resolution the reasons for its decision.

7.61 Where the council resolves not to adopt the investigator's recommendation, the complaints coordinator must notify the Office of the council's decision and the reasons for it.

## **Part 8:** **Oversight and Rights of Review**

## The Office's powers of review

- 8.1 The Office may, at any time, whether or not in response to a request, review the consideration of a matter under a council's code of conduct where it is concerned that a person has failed to comply with a requirement prescribed under these procedures or has misinterpreted or misapplied the standards of conduct prescribed under the code of conduct in their consideration of a matter.
- 8.2 The Office may direct any person, including the council, to defer taking further action in relation to a matter under consideration under the council's code of conduct pending the completion of its review. Any person the subject of a direction must comply with the direction.
- 8.3 Where the Office undertakes a review of a matter under clause 8.1, it will notify the complaints coordinator and any other affected persons, of the outcome of the review.

## Complaints about conduct reviewers

- 8.4 The general manager or their delegate must refer code of conduct complaints about conduct reviewers to the Office for its consideration.
- 8.5 The general manager must notify the complainant of the referral of their complaint about the conduct reviewer in writing.
- 8.6 The general manager must implement any recommendation made by the Office as a result of its consideration of a complaint about a conduct reviewer.

## Practice rulings

- 8.7 Where a respondent and an investigator are in dispute over a requirement under these procedures, either person may make a request in writing to the Office to make a ruling on a question of procedure (a practice ruling).
- 8.8 Where the Office receives a request in writing for a practice ruling, the Office may provide notice in writing of its ruling and the reasons for it to the person who requested it and to the investigator, where that person is different.
- 8.9 Where the Office makes a practice ruling, all parties must comply with it.
- 8.10 The Office may decline to make a practice ruling. Where the Office declines to make a practice ruling, it will provide notice in writing of its decision and the reasons for it to the person who requested it and to the investigator, where that person is different.

## Review of decisions to impose sanctions

- 8.11 A person who is the subject of a sanction imposed under Part 7 of these procedures other than one imposed under clause 7.58, paragraph (c), may, within 28 days of the sanction being imposed, seek a review of the investigator's determination and recommendation by the Office.
- 8.12 A review under clause 8.11 may be sought on the following grounds:
  - a) that the investigator has failed to comply with a requirement under these procedures, or
  - b) that the investigator has misinterpreted or misapplied the standards of conduct prescribed under the code of conduct, or
  - c) that in imposing its sanction, the council has failed to comply with a requirement under these procedures.

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8.13 A request for a review made under clause 8.11 must be made in writing and must specify the grounds upon which the person believes the investigator or the council has erred.

8.14 The Office may decline to conduct a review, in cases where the grounds upon which the review is sought are not sufficiently specified.

8.15 The Office may undertake a review of a matter without receiving a request under clause 8.11.

8.16 The Office will undertake a review of the matter on the papers. However, the Office may request that the complaints coordinator provide such further information that the Office considers reasonably necessary for it to review the matter. The complaints coordinator must, as far as is reasonably practicable, provide the information requested by the Office.

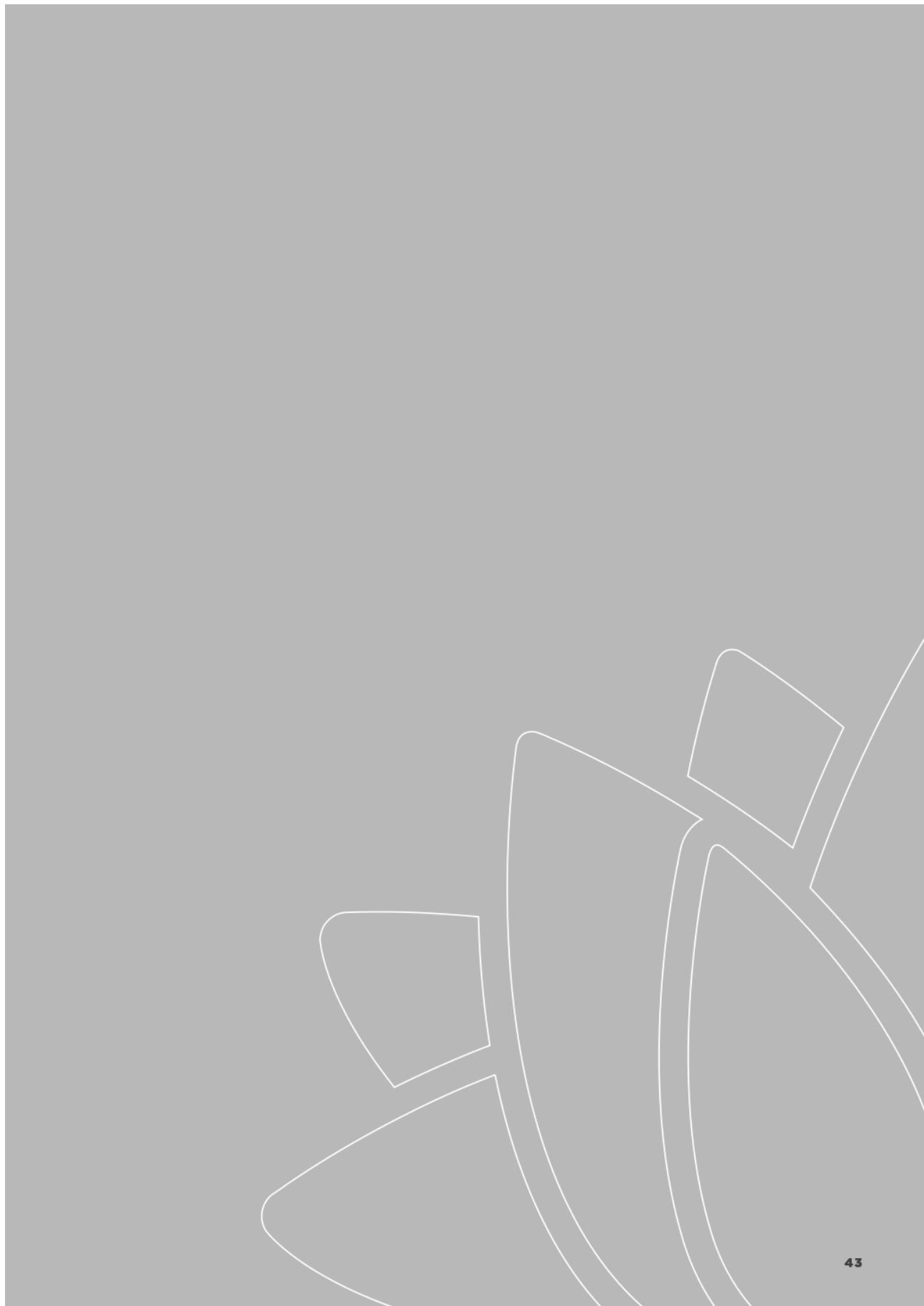
8.17 Where a person requests a review under clause 8.11, the Office may direct the council to defer any action to implement a sanction. The council must comply with a direction to defer action by the Office.

8.18 The Office must notify the person who requested the review and the complaints coordinator of the outcome of the Office's review in writing and the reasons for its decision. In doing so, the Office may comment on any other matters the Office considers to be relevant.

8.19 Where the Office considers that the investigator or the council has erred, the Office may recommend that a decision to impose a sanction under these procedures be reviewed. Where the Office recommends that the decision to impose a sanction be reviewed:

- the complaints coordinator must, where practicable, arrange for the Office's determination to be tabled at the next ordinary council meeting unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case it must be tabled at the first ordinary council meeting following the election, and
- the council must:
  - review its decision to impose the sanction, and
  - consider the Office's recommendation in doing so, and
  - resolve to either rescind or reaffirm its previous resolution in relation to the matter.

8.20 Where, having reviewed its previous decision in relation to a matter under clause 8.19(b), the council resolves to reaffirm its previous decision, the council must state in its resolution its reasons for doing so.



## Part 9: Procedural Irregularities

**Procedural Irregularities**

- 9.1 A failure to comply with these procedures does not, on its own, constitute a breach of the code of conduct, except as may be otherwise specifically provided under the code of conduct.
- 9.2 A failure to comply with these procedures will not render a decision made in relation to a matter invalid where:
  - a) the non-compliance is isolated and/or minor in nature, or
  - b) reasonable steps are taken to correct the non-compliance, or
  - c) reasonable steps are taken to address the consequences of the non-compliance.

## Part 10: Practice Directions

Practice Directions

- 10.1 The Office may at any time issue a practice direction in relation to the application of these procedures.
- 10.2 The Office will issue practice directions in writing, by circular to all councils.
- 10.3 All persons performing a function prescribed under these procedures must consider the Office's practice directions when performing the function.

## **Part 11:**

# **Reporting Statistics on Code of Conduct Complaints About Councillors and the General Manager**

**Reporting Statistics on Code of Conduct Complaints About Councillors and the General Manager**

11.1 The complaints coordinator must arrange for the following statistics to be reported to the council within 3 months of the end of September of each year:

- a) the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period)
- b) the number of code of conduct complaints referred to a conduct reviewer during the reporting period
- c) the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints
- d) the number of code of conduct complaints investigated by a conduct reviewer during the reporting period
- e) without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period
- f) the number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews, and
- g) the total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, including staff costs.

11.2 The council is to provide the Office with a report containing the statistics referred to in clause 11.1 within 3 months of the end of September of each year.

## Part 12: Confidentiality

- 12.1 Information about code of conduct complaints and the management and investigation of code of conduct complaints is to be treated as confidential and is not to be publicly disclosed except as may be otherwise specifically required or permitted under these procedures.
- 12.2 Where a complainant publicly discloses information on one or more occasions about a code of conduct complaint they have made or purported to make, the general manager or their delegate may, with the consent of the Office, determine that the complainant is to receive no further information about their complaint and any future code of conduct complaint they make or purport to make.
- 12.3 Prior to seeking the Office's consent under clause 12.2, the general manager or their delegate must give the complainant written notice of their intention to seek the Office's consent, invite them to make a written submission within a period of not less than 14 days specified by the general manager or their delegate, and consider any submission made by them.
- 12.4 In giving its consent under clause 12.2, the Office must consider any submission made by the complainant to the general manager or their delegate.
- 12.5 The general manager or their delegate must give written notice of a determination made under clause 12.2 to:
  - a) the complainant
  - b) the complaints coordinator
  - c) the Office, and
  - d) any other person the general manager or their delegate considers should be notified of the determination.
- 12.6 Any requirement under these procedures that a complainant is to be provided with information about a code of conduct complaint that they have made or purported to make, will not apply to a complainant the subject of a determination made by the general manager or their delegate under clause 12.2.
- 12.7 Clause 12.6 does not override any entitlement a person may have to access to council information under the *Government Information (Public Access) Act 2009* or to receive information under the *Public Interest Disclosures Act 1994* in relation to a complaint they have made.



**8.1.5 TABLING OF PECUNIARY INTEREST RETURN/S - NEW DESIGNATED PERSON**

DOCUMENT NUMBER	350434
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	In accordance with Section 440AAB Local Government Act, 1993.
POLICY IMPLICATIONS	To comply with the Code of Conduct.
ATTACHMENTS	Nil

**RECOMMENDATION**

**The tabling of a pecuniary interest return from a new designated person be noted.**

Introduction

The Code of Conduct specifies that councillors and designated persons must make and lodge with the general manager a return, disclosing the designated person's or councillors' interests within 3 months after:

**(a) becoming a designated person or councillor, and**

**(b) 30<sup>th</sup> June of each year, and**

**(c) the designated person or councillor becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).**

Returns required to be lodged with the general manager under (a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.

Returns required to be lodged with the general manager under clause (c) must be tabled at the next council meeting after the return is lodged.

Discussion

Pecuniary interest return from new designated staff as of 18 June 2021, is tabled.

Register of disclosed Pecuniary Interest Return/s, listed below:

Designated Person	Position	Return Type	Return received
John Chapman	Interim Manager Finance and Customer Service	New	9 June 2021

**8.1.6 THE ARTS CENTRE COOTAMUNDRA S.355 COMMITTEE MEETING MINUTES**

DOCUMENT NUMBER	350104
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.2 Active participation and engagement in local decision-making</p>
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	<ol style="list-style-type: none"> <li>1. TACC s.355 Committee Meeting Minutes 20 May 2021 <a href="#">Download</a></li> <li>2. TACC s.355 Committee Meeting Minutes 17 June 2021 <a href="#">Download</a></li> </ol>

**RECOMMENDATION**

**The Minutes of The Arts Centre Cootamundra s.355 Committee meetings held on 20 May and 17 June 2021, attached to the report, be received and noted.**

**Introduction**

The attached Minutes of The Arts Centre Cootamundra s.355 Committee Ordinary Meetings held on 20 May and 17 June 2021, are submitted for the information of Council and the community.



# Minutes

THE ARTS CENTRE COOTAMUNDRA  
SECTION 355 COMMITTEE

THE ARTS CENTRE COOTAMUNDRA, 18 WALLENDOON STREET

6.05PM, THURSDAY 20 MAY 2021



# Minutes

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## 1 MINUTES

### 1.1 Attendance and Confirmation of Quorum

Present: President/Chairperson: Andrew Brock  
Secretary: Rosemary Fowler-Sullivan  
Council Representative: Leigh Bowden  
General Members: Julie Cowell, Annabel Marley, Isabel Scott, Eric Steinke, Gwen Norman  
Other attendees: Lucy Main, Amanda Gay (guest-CCSEM Temora CC)

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.

*We acknowledge the Traditional Custodians of the land on which we live, work, and create. We pay respect to Elder's past, present and emerging.*

### 1.2 Apologies

List Members that were unable to attend: **Leigh Scott.**

### 1.3 Disclosure of Interests

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

### 1.4 Confirmation of previous meeting Minutes

The minutes of the last Cootamundra Arts Centre Section 355 Committee meeting dated 15 April 2021.

(Moved: Julie, Seconded: Eric)

### 1.5 Business Arising from previous Minutes:

- **Lyn Angus** – Julie replied to Lyn's concerns & advised that the door was a major job to replace & allow for screen door to be fitted. Council staff will monitor the gutter leak as required .
- **Katie Spicer** – Julie emailed Julie Spicer for confirmation of agreement re storage of instruments & CS concerts.
- **Laneway Exit** – Gwen had reply from Mark Ellis, full inspection to be done by Traffic Committee to be investigated.
- **Uneven Footpath** – Access Committee to investigate further.
- **Discovery NSW Vouchers** - can now be used at TACC for movies, iPad to sign-in is also in use. Gwen to send Lucy info for posters – logos etc. Eftpos is also in use.

(Moved: Gwen, Seconded Isabel)

### 1.6 Correspondence in/out:

- Teresa Breslin – Gwen emailed current user fees to Andrew. He has forwarded to Teresa.

**1.7 Reports from the WHS/Treasurer/PA/VA, Movies:****1.7.1 WHS Report**

- Some mice sightings still
- No other issues reported.

*(Moved: Andrew, Seconded: Gwen)*

**1.7.2 Financial Report**

- Balance as at 19/05/2021 - \$34798.57.

*(Moved: Andrew, Seconded: Rosemary)*

**1.7.3 Report for Performing Arts**

- Robin Cooper informed Eric of the historical play that the Murrumburrah Writer's Group is workshopping.
- Several expressions of interest for various troupes to do performances.
- Damian of Bandaluzia Flamenco seeking regional touring fund to cover travel & accommodation costs, September performance.
- The Beanie group open to date in June, July, or August in 2022. Sourcing grant to subsidise costs. Letter of support has been sent to assist them accessing grant from Create NSW.

*Copy attached. (Moved: Eric, Seconded: Gwen.)*

**1.7.4 Report from Visual Arts**

- Eco Dyeing has been an unrivalled success with an extra class. Merilyn now has insurance through Duck for Cover.
- Kim Shannon oil painting has 6 participants – 3 out of towners attending.
- Dabble Days have had minimal response. Will keep trying to promote.
- Art Exhibition team have announced 2021 Exhibition A Year of Wonder will be held 28<sup>th</sup>-29<sup>th</sup> August. Invitations to participate have been sent out.

*Copy attached. (Moved: Annabel, Seconded: Rosie.)*

**1.7.5 Report for Movies**

- Julie asked if committee would pay extra to employ Eric to check Set Up Procedures are in place for screenings, prior to volunteers doing the projection. Will try for a month & see how it goes.
- New roster has been emailed out to volunteers for June & early July.
- *(Moved: Julie, Seconded Eric)*

## 1.8 General Business (List Agenda Items)

- 1) **Amanda Gay – Community Cultural Services & Events Manager (Temora Council)** spoke to our meeting of her role in Temora as a Council employee, she is on ERA advisory committee. Amanda runs Facilitated, Volunteer & Council Workshops in Temora. These include – sewing, crochet, painting, theatre, light music, chocolate making, bonsai, spinning, macrame, photography, paper pots, landscape design, Women on Wheels, chicken scratching, international cooking & many more. They are held in various locations in town & are well attended. Others include Grandparent's Day, NAIDOC Week, Seniors Week, Local Govt Week, Welcome New Residents. Electronic ticketing provides data to Council of numbers attending, accommodation used & where they come from. Workshops are promoted on postcard size cards/flyers.
- 2) **CAWP** – Peter Beath emailed re NAIDOC Week costing for screening a movie, Gwen has replied. No response yet.
- 3) **Illara Art** – still in doubt, sent personnel information. Gwen to ask for more info.
- 4) **CGRC Isabel's Presentation** – thank you Isabel for your presentation to Council in support of s355 Committee's. Workshop to be held 2 weeks after council meeting.
- 5) **Skye Shannon** – Annabel has been in contact & Skye will come to Dabble Days.
- 6) **Chris Howlett** – celloist has indicated suitable workshop/performance date 18/9/21. Cost \$650 plus accommodation.
- 7) **Discover NSW Vouchers/iPad/Eftpos** – Vouchers are being used by movie patrons; iPad for check in & Eftpos all in use.
- 8) **New movie group** – Julie is working on setting up, subscriptions & promotion.
- 9) **Men's Shed** – electricians are working on new site (2 weeks work), move is getting closer. **Pickled Pantry** – interested tenants withdrew proposal.
- 10) **Banaluzia Flamenco** – no response to phone calls from Eric, he will continue to make contact for more info.
- 11) **The Beanies** – letter of support has been sent from TACC.
- 12) **Movie issues** – the hiccups experienced have been resolved, patronage is steady with good movies being shown.
- 13) **Creative Professional Development ERA** – workshops to be held in Gundagai were cancelled. These will be rescheduled in July.
- 14) **ERA Newsletter** – Lucy has established contact. Will email our events to Kate who will include content if space is available.
- 15) **CanAssist movie fundraiser** – cost \$30, bar will be open, CanAssist will provide food, tea & coffee available. White Ribbon night will be scheduled later.
- 16) **New tables for TACC** – Isabel has a quote for new tables for TACC, Andrew will also provide costing through CGRC. There is a grant opportunity available, Isabel & Gwen will complete & submit.
- 17) **Council Workshop s355** – to provide Council the benefits of s355 committees to Council & the wider community. Andrew's role on s355 committees provides the committees he attends with professional advice & support in their capacity as volunteers operating Council owned facilities.
- 18) **GST Debt** - committee is being made aware of a GST debt, which is under review and further discussions are currently underway with the finance team in relation to clearing this item.
- 19) **Tamara's gift** – Isabel bought wedding gift for former employee Tamara Taylor. TACC will reimburse.
- 20) **AGM** – date has been set for 15/7/21. Lucy will advertise AGM & ask for inclusion in CGRC Newsletter. Rosemary to send Lucy advertising procedure/template.

## 1.9 Date and Time of Next Meeting – 17 June 2021, 6.00PM

## 1.10 Time Meeting Closed – 9.10 PM



**COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL**

ABN: 46 211 642 339

PO Box 420, Cootamundra NSW 2590

Phone: 1300 459 689

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

[www.cgrc.nsw.gov.au](http://www.cgrc.nsw.gov.au)





# Minutes

THE ARTS CENTRE COOTAMUNDRA  
SECTION 355 COMMITTEE

THE ARTS CENTRE COOTAMUNDRA, 18 WALLENDOON STREET

6.05PM, THURSDAY 17 JUNE 2021



# Minutes

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1.9 Date and Time of Next Meeting .....	4
1.10 Time Meeting Closed .....	4

## 1 MINUTES

### 1.1 Attendance and Confirmation of Quorum

Present: President/Chairperson: Andrew Brock  
Secretary: Rosemary Fowler-Sullivan  
Council Representative: -  
General Members: Julie Cowell, Isabel Scott, Eric Steinke, Gwen Norman, Leigh Scott  
Other attendees: Lucy Main

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.*

*We acknowledge the Traditional Custodians of the land on which we live, work, and create. We pay respect to Elder's past, present and emerging.*

### 1.2 Apologies

List Members that were unable to attend: **Leigh Bowden, Annabel Marley.**

### 1.3 Disclosure of Interests

There were **no** disclosures of Interest.

### 1.4 Confirmation of previous meeting Minutes

The minutes of the last **Cootamundra Arts Centre Section 355 Committee** meeting dated **20 May 2021**.

*(Moved: Rosie, Seconded: Julie)*

### 1.5 Business Arising from previous Minutes:

- **Katie Spicer** – advised that Coota Strings are in recess now. She accepted TACC donation of \$100 and can move the music instruments any time that is required.
- The grant for foldable tables has been submitted.

*(Moved: Julie, Seconded Isabel)*

### 1.6 Correspondence in/out:

- Working with Smartphone – will be running a business workshop SF3.

## 1.7 Reports from the WHS/Treasurer/PA/VA, Movies:

### 1.7.1 WHS Report

- Lucy reported the difficulty of accessing the TACC notice board in Woolies car park.
- Power board trips regularly when sewers are using leads hanging from the ceiling.

*(Moved: Andrew, Seconded: Gwen)*

### 1.7.2 Financial Report

- SWSCU Balance as at 31/05/2021 - \$35,992.46
- Dine & Discover Voucher presentation has been calculated more than \$1,000 (June), May also showed many were presented.

*(Moved: Andrew, Seconded: Gwen)*

### 1.7.3 Report for Performing Arts

- Spooky Men's Chorale performance very well received, over 80 attended.
- Some upcoming workshops, pressure from SF3 to confirm numbers by 15/6. Teen's filmmaking postponed, business workshop still going ahead.
- Freeroam date rescheduled to October holidays, date to be confirmed.

*Copy attached. (Moved: Eric, Seconded: Isabel.)*

### 1.7.4 Report from Visual Arts

- Eco Dyeing was highly successful with 17 participating.
- Sculpture Workshop with Wendy Black is going ahead with 6 participating.
- Emails sent to gauge interest in Printmaking & Kintsugi, so far, no response. Pricing could be a barrier as grant that was applied for was not successful.
- Art Exhibition team have renamed 2021 Exhibition "Renewed Connection", to be held on Saturday 28<sup>th</sup> – Sunday 29<sup>th</sup> August.

*Copy attached. (Moved: Rosie, Seconded: Julie.)*

### 1.7.5 Report for Movies

- Julie's spreadsheet for movie takings showed a healthy result.
- New volunteer roster has been emailed out to volunteers for July.
- New movie group plans are in progress. Suggestions for name invited, otherwise "Flic Clique".

*(Moved: Julie, Seconded Eric)*

## 1.8 General Business (List Agenda Items)

- 1) **Transfer of funds from SWSCU to CGRC – Motion** - Confirmation that a transfer of \$40,000 to be made from SWSCU to CGRC for ongoing wages commencing from 3/2/21. *Moved: Andrew, Seconded: Rosemary.*
- 2) **SWSCU Signatories** – New signatories authorised to approve electronic payments on SWSCU account are - *Julie Cowell, Andrew Brock, Gwen Norman, Maree Twomey, Eric Steinke.*
- 3) **Chris Howlett** – celloist has indicated suitable workshop/performance date 18/9/21. Cost \$650 plus accommodation. Time to be confirmed.
- 4) **Electix Flutes** – flute quartet booked on 17/7/21, venue hire, they take the door.
- 5) **Meeting time change** - to be discussed with new committee after AGM.
- 6) **CDC Business Awards 17/7/21** – TACC has been nominated in the Tourism category. Julie will write response to CDC. Andrew authorised 2 tickets to be purchased for representatives of TACC to attend Presentation Dinner. *Moved: Andrew, Seconded: Isabel.*
- 7) **CanAssist Fundraiser** – 27/6/21 showing movie “Cruella”. Volunteers to provide a plate of food.
- 8) **NSW Sector Support Grant** - is on hold, was due tomorrow & now too late to submit.
- 9) **Drama Friendship Group** – Isabel advised will commence soon.
- 10) **Cart Park Signage** – Leigh Scott advised they are ready to be installed. They look great!
- 11) **Advertising Coota Times** – Lucy advised costing of 1/8<sup>th</sup> page at \$65 fortnight or \$75 per month. Motion: We accept 12 months contract of \$75/month for 1/8<sup>th</sup> page. *Moved: Andrew, Seconded: Rosie.*
- 12) **What's New Pussycat** – performance date 11/9/21. Gwen advised CDC to include in Fields of Gold promotions.

## 1.9 Date and Time of Next Meeting – AGM - 15 July 2021, 6.00PM

## 1.10 Time Meeting Closed – 7.40 PM



**COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL**

ABN: 46 211 642 339

PO Box 420, Cootamundra NSW 2590

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

DOCUMENT NUMBER	350223
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the s.355 Committee Management Manual.
ATTACHMENTS	1. Ellwood's Hall Meeting Minutes 27 May 2021 <a href="#">↓</a>

**RECOMMENDATION**

**The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting held on 27 May 2021, attached to the report, be received and noted.**

**Minutes**

The attached Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting held on 27 May 2021, are submitted for the information of Council and the community.



- 04.05.2021: Notification of receiving the application for Inland Rail. Will be notified late May.
- 06.05.2021: To Steph Cooke checking our eligibility for Round 4 of SCCF.
- 11.05.2021: To Andrew Brock sending the final plan of the Kitchen and advising him of upcoming functions to work around.
- 13.05.2021: To Miriam Crane asking if there is a requirement for co-contribution for the next SCCF.
- 13.05.2021: Reply from Miriam Crane advising that we didn't need to match funding and to be in touch with Andrew Brock regarding our plans to submit applications for the Supper Room and the Toilets.
- 13.05.2021: To Andrew Brock advising above.
- 13.05.2021: Andrew Brock reply.

### 1.7 Report from the Treasurer:

Opening Balance:	\$ 19,111.44
Income:	\$ 1,040.05
Expenses:	\$ 0.00
Closing Balance:	\$ 20,151.49 (This includes the grant for the Kitchen)

**Alan** moved that his report be accepted. **Seconded:** Carmel Payne

**Facilities Manager, Andrew Brock**, outlined what would be happening with the **Kitchen Project**. A slab will be poured on top of the existing concrete, and sloped into the Meeting Room to comply with access requirements; the outside of the corner of the Kitchen will be underpinned and stabilised with concrete and more concrete to extend from Kitchen door to rear area to drain water more efficiently; some repairs to the roof over the Kitchen to be attended to; ceiling of Kitchen to be repaired and stud wall installed and chimney closed off. Still waiting for a second builder's quote.

**The fence neighbouring the Hotel** is also to be completed by council staff (removal of trees) and C & G Engineering (fence). Andrew to supply a letter with the date for this work to be done so committee can try to communicate with the Hotel people.

**Front Doors** for the Storage Room (old Supper Room) have been purchased by council for replacement.

### 1.8 General Business

- 1) **Model Train Weekend:** Another group, Colin McMaster and his brother wish to be part of our model train weekend, at no charge. They have travelled to this area previously and would like to do something for our small community. They have a model called The Yard. There appears to be room to fit them in (measurements supplied). Committee agreed for them to participate.

**Action:** Secretary to notify the Mc Masters of their inclusion.

- 2) **AGM:** To be prior to the next general meeting on 24 June.

**Action:** Secretary to notify CGRC and advertise on local notice boards.

- 3) **Round 4 SCCF:** Due date 25 June 2021.

CGRC will have \$1.6million for the chosen applications. The committee would also like to line the old Supper Room to be used for the Heritage room as the existing room is now too small for its needs. Andrew suggested that the Toilets should be a priority.

It has been suggested that the Toilets be situated where access can be gained from within the Hall, on the eastern side of the building.

Some plans have already been completed for a previous submission and Andrew suggests this may suffice. A DA is required from Council.

Apparently there will be a future Roads & Infrastructure grant to CGRC of \$1.9 million in 2022.

**Action:** Several members of the committee to meet at Sue Caldwell's place on Monday 31 May to begin the submission and delegate jobs.

- 4) **Electrical Check:** During the Trivia Night the power went out and local Electrician, Brendan O'Callaghan was able to replace the main fuse, fortunately. Some of the emergency lights did not illuminate as well.  
**Action:** Brendan has been contacted again to check these issues.
- 5) **Storage Room Clear out:** Steve will begin to sort some of his stored Heritage Room items and committee members will assist in storing them in the upstairs stage Store Room. Other old and unused items will be removed when the old kitchen cupboards are removed.
- 6) **Acoustics:** It has been suggested that improvements to the acoustics of the Hall need to be made. There is a lot of echoing with the use of the microphone. A local gentleman would like to start a Drama Group. Apparently there is acoustic material that can be attached to walls etc.
- 7) **Other Items not discussed:** A door knob that can be opened from both sides is needed on the Meeting Room/Hall door. A straw broom is required. A small electric jug has been donated for small groups to use. The P & C would like to hold a barbecue at the market day later in the year. Decision on how many Market Days to have and when.

#### 1.9 Date and Time of Next Meeting:

AGM - 4.00 pm 24 June 2020

Monthly meeting following AGM.

#### 1.10 Time Meeting Closed

**Signed:**

**Chairperson**  
**Carmel Payne**

**Secretary**  
**Lorna Nixon**

**8.1.8 THE COOTAMUNDRA HERITAGE CENTRE MANAGEMENT S.355 COMMITTEE MEETING MINUTES**

DOCUMENT NUMBER	350235
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.2 Active participation and engagement in local decision-making</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the CGRC s.355 Committee Management Manual.
ATTACHMENTS	<ol style="list-style-type: none"> <li>1. The Cootamundra Heritage Centre Management Committee Meeting Minutes 3 May 2021 <a href="#">↓</a></li> <li>2. The Cootamundra Heritage Centre Management Committee Meeting Minutes 7 June 2021 <a href="#">↓</a></li> </ol>

**RECOMMENDATION**

**The Minutes of the Cootamundra Heritage Centre Management s.355 Committee meeting held on 3 May 2021, and 7 June 2021, attached to the report, be received and noted.**

Introduction

The attached Minutes of the Cootamundra Heritage Centre Management s.355 Committee meeting held 3<sup>rd</sup> May, 2021, and 7<sup>th</sup> June, 2021 are submitted for the information of Council and the community.

**THE REPORT AND RECOMMENDATIONS OF THE COOTAMUNDRA HERITAGE CENTRE  
MANAGEMENT COMMITTEE MONTHLY MEETING HELD AT THE COOTAMUNDRA HERITAGE  
CENTRE ON MONDAY 3 MAY 2021 COMMENCING AT 4.05PM**

**Present:** Geoff Larsen (Chairperson), Betty Brown, Miriam Crane, Yvonne Forsyth, Betti Punnett, Craig Stewart, Ros Wight

**Apologies:** Arthur Ward

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

**Business Arising:** \* Jindalee Church pulpit - members to visit and view the pulpit

\* Mice - traps in place, but no more caught after one in kitchen

\* Driver-Reviver tear drop - hole located!!

\* Khaki weed - sprayed by C/GRC

**Financial Report:** Betti Punnett presented the Financial Report with takings: March CHC 322 20 children \$410.20 VIC 212 \$186.00 Total \$596.20 Moved Betti Punnett, seconded Ros Wight CARRIED

**Correspondence:** IN \* Nil

OUT \* April Meeting Minutes

**General Business:** \* Back verandah - enough netting on hand to enclose last section (*Craig Stewart*)

\* Main street empty shops - brief discussion on possibility of placing museum items in empty shop windows

\* Giant - need to replace wording. (*Betti Punnett to check with Jim Caskie*)

\* Map cabinet - to be relocated. Betty Brown offered to take the maps and list them all. Perhaps the maps could be sent to the appropriate towns.

\* New presentations - photographs from late Jan Ryan (High School teacher)

\* Yvonne Forsyth reported that a school group would be visiting in May from Bathurst

\* Geoff Larsen asked if anything received from Soroptimist Club - nothing further

\* Yvonne Forsyth reported that she submits regular reports on CHC items for C/GRC media

\* Volunteer training - Yvonne Forsyth to conduct 2 training sessions for new volunteers

There being no further business, the meeting closed at 5.01pm.

Betti Punnett      Secretary/Treasurer

**Next Meeting    7 June    4.00pm**

Cootamundra Councillor  
Registered Council  
Document Received

31 MAY 2021

File No. ....

Initials \_\_\_\_\_

**THE REPORT AND RECOMMENDATIONS OF THE COOTAMUNDRA HERITAGE CENTRE  
MANAGEMENT COMMITTEE MONTHLY MEETING HELD AT THE COOTAMUNDRA HERITAGE CENTRE  
ON MONDAY 7 JUNE 2021 COMMENCING AT 4.05PM**

Cootamundra Gundagai  
Regional Council  
Document Received

**Present:** Geoff Larsen, Betty Brown, Yvonne Forsyth, Betti Punnett, Craig Stewart

11 JUN 2021

**Apologies:** Michele Pigram, Arthur Ward

File No. ....

Members expressed concern on the news that member, Arthur Ward, had had a fall recently.

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

**CARRIED**

**Business Arising:** \* Back verandah - Craig Stewart thanked for work in enclosing last of the back verandah. Betti Punnett reported that she had cleaned all the separator pieces, moved them to a better position, but was unable to correctly assemble all the pieces. Tom Meale to be asked to help (Betti Punnett). The Olympic cauldron was also cleaned and moved, but other larger items are too heavy for her to reposition. The other items also needed to be cleaned, some signs to be redone and all items repositioned. Strong helpers needed!

\* The Giant - Miriam Crane has obtained a quote from Cootasigns. Betti Punnett to update the wording for the plaque.

\* Jindalee Church pulpit - Craig Stewart showed photographs of the pulpit and members agreed that it be accepted. Bruce Packham to be asked to restore the pulpit (Craig Stewart). John Ashcroft another possibility.

\* Maps - Betty Brown thanked for listing 49 maps and preparing them for storage. List to be laminated (Betti Punnett)

\* Volunteer training - nothing further

**Financial Report:** Betti Punnett presented the Financial Report with takings since 3 May: CHC 363 18 children 1 bus \$452.25; VIC 246 \$90.00; TOTAL \$542.25 Moved Betti Punnett, seconded Betty Brown.

**CARRIED**

**Correspondence:** IN \* Email - Miriam Crane, re The Giant

\* Cootamundra Business Awards - notice of nomination. Members very pleased to acknowledge this nomination.

\* AMaGA - notice of AGM 9 June 2021; National Awards to be presented at AGM

\* Michele Pigram - report on visit by Margaret Simpson and her husband. They spent over 3 hours viewing the displays and made special mention of the radio (very rare) in the Agriculture Gallery, the Hardy Horse & Harness, the Conkey/UME exhibit, 87 Adams Street Gallery, School photographs and other items. As Margaret Simpson had been very involved in the "Talking Machines" project, she was pleased to see it being played on the loop. She was "effusive" in her praise of the CHC and the people involved. Members were pleased to hear Michele's report and thanked her for taking the trouble to take note of the visitor's comments.

**OUT** \* May Meeting Minutes

**General Business:** \* Can Assist BBQ in front of the Giant - members discussed the request, but felt it not a very suitable area. Bev Luck to be contacted (Betti Punnett).

\* C/GRC representative for CHC - it was decided to leave till after September elections

\* *Herald* negatives - Betty and Ian Brown were commended for their work in setting up shelving in verandah storerooms. It was decided to seek a grant to finance the sorting, labelling, digitalizing of the negatives. MGANSW and other sources of grants to be contacted (Betti Punnett).

\* Repairs - door hinges/locks on front screen door and Horse & Harness Gallery (Craig Stewart)

\* Yvonne Forsyth informed members that she had accepted a noticeboard, labelled "Cootamundra" from West Wyalong and will organize its transport to CHC.

\* 20th Birthday in August - members discussed possible celebrations on 18 August. Betti Punnett suggested Bev/Brian Dwyer be invited to attend. Invitations to be sent Mayor Abb McAlister, Councilmen/women, Gloria

Schultz, Jim Caskie ..... Morning tea to be provided by volunteers. Celebrate new presentations eg Churches Gallery, back verandah, archival areas in verandah storeroom ..... Betti Punnett offered to provide birthday cake.

\* Betty Brown/Betti Punnett reported on visiting Trevor/Jenny Hulford to inspect theatre seats they wish to present to CHC. It was suggested that with expert help (Men's Shed?) 2 seats could be restored for display. Members agreed to accept the seats. The possibility was raised that if space was a problem for CHC, they could be presented to the Cootamundra Arts Centre as a relic from the Cootamundra Roxy Theatre and displayed at the Tin Shed.

\* Yvonne Forsyth queried whether the microfiche reader (stored) was in working order (*Betti Punnett to check*).

\* Betty Brown reported a Jordan family member coming to present a medal won by father in cycling. Cups presented previously.

There being no further business, the meeting closed at 5.28pm.

**Betti Punnett    Secretary/Treasurer    0419 288 100**    **Next Meeting    5 July 4.00pm**

**8.1.9 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE MEETING MINUTES**

DOCUMENT NUMBER	350411
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.2 Active participation and engagement in local decision-making</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	1. Muttama Hall s.355 Committee Meeting Minutes 27 May 2021 <a href="#"><u>↓</u></a>

**RECOMMENDATION**

**The Minutes of the Muttama Hall Management s.355 Committee meeting held on 27 May 2021, attached to the report, be received and noted.**

Introduction

The attached Minutes of the Muttama Hall Management s.355 Committee meeting held on 27<sup>th</sup> May, 2021, is submitted for the information of Council and the community.



# Minutes

MUTTAMA HALL MANAGEMENT SECTION  
355 COMMITTEE

MUTTAMA HALL

6.30PM WEDNESDAY 27 MAY 2021



# Minutes

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## 1 MINUTES

### 1.1 Attendance and Confirmation of Quorum

**Present:** President/Chairperson: Hilary Connors

Secretary: Anne Last

CGRC: Andrew Brock

General Members: Bill Buckley, Robert Flint

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

Quorum numbers were met - yes

### 1.2 Apologies

Leigh Scott, Charlie Sheahan, Bart Groen, Sarah Last

### 1.3 Disclosure of Interests

There were no disclosures of interest.

### 1.4 Confirmation of previous meeting Minutes

The minutes of the last Muttama Hall Management Section 355 Committee Meeting dated Wednesday 21 April 2021 were confirmed via email on 4 May 2021 as true and correct, except by one member. The details of what that member does not confirm/agree with are not known at this stage. As the member did not attend tonight's meeting, the member's issue with the minutes could not be discussed and resolved. A discussion ensued about the committee's decision making and the members present confirmed there has been no arbitrary decision making.

### 1.5 Business Arising from previous Minutes:

1. Art and Archival's delivery of the Roll of Honour Boards – Hilary thanked Bill and Leigh for assisting Kim Morris with the installation of the boards. Kim suggested covering the boards and this has partially been done.

2. DVA grant – Hilary provided an update. The landscape works, additional name on the Honour Board and the interpretive sign have all been completed. At this stage, two fence rails need to be replaced and the flagpoles installed.

3. Signwriting and painting for the front gable. Sarah was unable to provide a quote from a signwriter. Darrell Edwards organised a quote from:

- Joe Morton (Goanna Graphics), to hand paint the 'Muttama Hall 1925' sign on the front gable, similar to the existing lettering with shadow.
- Quote: \$1,260.00 (exc GST).

## COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

**Action:** Andrew to follow up with Daniel about a quote for the painting of the front gable. Quote not received yet.

3. Suitable colours of the era for the Hall façade and digital mock-ups of colours for the hall's façade. Sarah to report.

**Action:** Sarah's email of 27 May 2021 at 2.22pm mentioned that she had been in contact with Ray Christison but as yet he had not responded with examples of a colour scheme. Accordingly, no mock-ups were presented for discussion by the committee.

4. Opening/Dedication of the Roll of Honour Boards – proposed for 10.00am on a Saturday in the Spring School holidays 2021 and Remembrance Day - 2.00pm on Thursday 11 November 2021 - the members agreed to proceed with the support of the Gundagai Sub Branch of the RSL to ensure these services are possible and to assist in the arrangements.

**Action:** Anne to speak to Keith Wood from the Gundagai Sub Branch of the RSL. Hilary will contact Michael McCormack and Steph Cooke's offices, and coordinate with Andrew, once dates are finalised.

5. Parking and Traffic Movement for the Muttama Hall – Hilary and Andrew reported that Darrell had emailed Mark Ellis and Anthony Carroll, the Local Traffic Committee requesting Parking and Traffic Movement for the Muttama Hall but as yet a response has not been received.

6. Lee Hillam's response to the fit out plan for the skillion – The email supplied by Sarah from Lee confirmed the \$1600 would cover 10-12 hours work but that would probably not cover the list of works that the MHMC proposed. The members felt that answering Lee's questions was beyond their capabilities.

**Action:** Andrew said that Council would look at Lee's comments/questions.

7. Fixture of interpretive sign – The members agreed unanimously that the sign would be placed on the front right-hand side of the hall, centered between the window and the end of the building.

**Action:** It will be fixed to the wall after the painting is completed.

8. CGRC's Community Donations funding – applications closed 21 May. Hilary applied for \$5K for signwriting and painting. Copy saved in Google Drive folder.

**1.6 Correspondence in:**

- Email from Sarah Last – received Thursday 27 May 2021 at 2:22 pm
- Attached to Sarah's email was Lee Hillam's response to Sarah's list proposed to Lee on MHMC's behalf.

**1.7 Report from the Treasurer:**

Leigh reported via email that there is \$4622.11 in the MHMC NAB account. There has been neither income nor expenditure since the last report.

**1.8 General Business**

- 1) NSW Office of Veterans Affairs – Community War Memorials Fund – this application was successful and the paper work is now with Council. Andrew is presently seeking additional quotes for the back wall of the Hall with a focus on the windows, doors and stairs.
- 2) CGRC – report to council, discussing roles of staff and S355 committees. Andrew explained that this came about due to a budgetary/financial concern of the Councillors. Councillors felt that Council staff should be paid by committees to attend meetings. However, CGRC staff believes that it is important to maintain communication between themselves and committees and to cover attendance at these meetings within their own budgets.
- 3) In Kind Donations received from Hilary Connors \$183.69 and Anne Last \$177.10 for primer (used on the new fence), turps, silicone, keys, potting mix (for Rosemary plantings), foot mat, rubber stoppers for chairs.
- 4) Village Signage – Miriam Crane has contacted MHMC with a funding extension until June 30. The members felt that there was not enough time to do this well nor adequate information in regard to the sign's placement, funds available etc.

**Action:** Hilary to email Miriam to ask for further information.

- 5) NSW Government Community War Memorial Grant – closes 26 July - \$10K
  - The members considered the following:
    - Painting the front of the Hall and fascia boards,
    - Repairing or replacing and painting the windows facing the fire shed,
    - Path along the eastern side of the hall, matching the path at the front,
    - General building repairs – internal and external,
    - Wall lining for the skillion,
    - Upgrade the lighting.

**Action:** Darrell to gain quotes for the path and painting, as these were deemed priorities. Hilary to prepare the application in conjunction with Andrew.

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- 6) Andrew mentioned that Stronger Country Communities Fund 4 could be a funding option for MHMC.
- 7) Bill has electrical work owed to him by electricians and asked if it would be appropriate to give it to the hall as an In Kind Donation for additional lighting in the hall. Andrew assured him that it would be appreciated.

**1.9 To be confirmed.**

**1.10 Time Meeting Closed: 7.50pm**

The minutes of this meeting were confirmed as true and correct by the members present, via email, on Tuesday 1 June 2021.



**MUTTAMA HALL MANAGEMENT COMMITTEE**

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**8.1.10 MUTTAMA CREEK REGENERATION GROUP S.355 COMMITTEE MEETING MINUTES**

DOCUMENT NUMBER	350643
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	1. Muttama Creek Regeneration Group Meeting Minutes 12 April 2021 <a href="#"><u>↓</u></a>

**RECOMMENDATION**

**The Minutes of the Muttama Creek Regeneration Group s.355 Committee meeting held on 12 April 2021, attached to the report, be received and noted.**

**Introduction**

The attached Minutes of the Muttama Creek Regeneration Group s.355 Committee meeting held on 12<sup>th</sup> April, 2021, is submitted for the information of Council and the community.

Muttama Creek

Regeneration  
Group

## Muttama Creek Regeneration Group

Minutes Monday, 12 April, 2021

**Present:** Graeme Johnson, Di Pearton, Norma Clarke, Lin Chaplin, Steve Mills, Win Main, Charlie Sheahan, Betti Punnett

**Apologies:** Belinda Smith

**Welcome:** Meeting opened at 5.05 pm

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

**Business Arising:**

- **Water Quality testing-** GJ Carried over: Bernie Barnes has not got back to G.-still to be followed up.
- **Flood planning committee-** Steve Mills reported that the flood planning report has been done – the next catchment modelling result was accepted by council and now the council will decide which steps they can do for best value, for maximum flood mitigation. All options considered, including State gov't buying properties most likely to be in the danger of flooding, possibly building levees, or rerouting of creek levee banks.  
This is a work in progress.

**GENERAL BUSINESS**

- **Exotics-**
- **Callistemons/River redgums** – Ask WM to advise on plant species- the group can let Charlie S. know what we need and he may be able to get some from a bulk supplier- Steve Hamil, Landcare nursery at Tumut.
- **Casuarina Walk-** Extension of the garden into the north corner, what is happening, is council on board to help?
- **Working bee-** Bird Walk Thompson St, Sat April 24<sup>th</sup> at 9:00am  
Bird Walk Thompson 29 May 9:00am

**Next Meeting: 5pm, 7 June 2021 at Stephen Ward Rooms**

**Meeting closed at 5:10pm**

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

DOCUMENT NUMBER	351055
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.2 Active participation and engagement in local decision-making</p>
FINANCIAL IMPLICATIONS	Potential monies to be spent are detaild in the recommendations submitted for the consideration of Council.
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 Meeting Minutes 3 June 2021 <a href="#">Download</a>

**RECOMMENDATION**

- 1. The Minutes of the Cootamundra Tourism Action Group s.355 Committee Ordinary Meeting held on 3 June 2021, attached to the report, be received and noted.**
- 2. Council consider the Committee recommendation included in the report and detailed in the Ordinary Meeting Minutes.**

**Introduction**

The attached Minutes of the Cootamundra Tourism Group s.355 Committee ordinary meeting and AGM held on 3<sup>rd</sup> June, 2021, is submitted for the information of Council.

**Committees Recommendations to Council from the Ordinary Meeting held on 3<sup>rd</sup> June, 2021**

**That any required preparatory planning work needed be undertaken to enable the expansion and renovation of the Cootamundra Heritage Centre – Visitors Information Centre project so as to be “grant ready”. Furthermore, that applications be prepared for this project and submitted in any appropriate upcoming grant programs.**



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# Minutes

## COOTAMUNDRA TOURISM ACTION GROUP SECTION 355 COMMITTEE

STEPHEN WARD ROOMS, WALLENDOON STREET  
4.30PM, THURSDAY 3<sup>RD</sup> JUNE 2021

### AGENDA ITEMS

#### 1.1 Attendance and Confirmation of Quorum

**Attendance:** President/Chairperson: Nina Piotrowicz  
**Secretary:** Leah Sutherland  
**Treasurer:** Not Needed  
**Councillor:** Leigh Bowden  
**General Members:** Yvonne Forsyth, Lorna Nixon, Brian Nolan, Elizabeth Brown, Hans Brultzman  
**Other:** Betti Punnett, Jan Hudson

**Confirmation of a Quorum:** Quorum numbers are met [yes]

#### 1.2 Apologies & Disclosure of Interests

Apologies were received from Annie Jacobs.

#### 1.3 Minutes of Previous Meeting

As there was no quorum at the last meeting, the notes from the 5 May 2021 were noted. The Committee confirmed the minutes of Meeting 1<sup>st</sup> April 2021 (Moved: Leah Sutherland, Seconded: Lorna Nixon. Carried)

#### 1.4 Discussion items

- Update on Committee Recommendations, Actions & Council Mtg items of Interest*  
The Bills Troughs have been tidied as requested.

No response from Council re requests on RV Friendly sign installation or access to the Wiradjuri Windows Final input provided to Dr Amy Clarke for her Big Things book. Publishing expected later this year.

A one lane temporary bridge is expected in the next 3 months at Wallendbeen. Council is still waiting to hear whether the Stockinbingal Road will be designated an official detour route and therefore also receive some government funded upgrades to cope with the load. The Chair had written to Council re the business situation due to the detour at Stockinbingal and this was well received and the ideas discussed at the Traffic Committee.

\$2million grant received for Jubilee Park. This grant was originally sought for the Old Fuel Depot site but was re-assigned to Jubilee Park. Some discussion of including a statue of Eddie Gilbert bowling to Don Bradman. Work should start in December in stages.

- *Visit Cootamundra - Social Media/Website/Brochure*

Casey Poulson has redesigned the visitor's info booklet. Draft copies were sent to Nina and Leah and most changes suggested have been accommodated. Unfortunately, broader CTAG consultation on this draft was not plausible due to tight print turn-around times. However, CTAG has provided feedback over the past 18 months via the Marketing and Branding strategy and the Agritourism strategy and members will see this reflected in the new brochure. The new brochures are bright, very inclusive and inviting. We commend Casey on a fantastic job.

- *Grants*

Grant applications have been submitted for marketing projects, Driver Reviver refurbishment and Pioneer Park. No announcements of successful applicants have been made as yet.

- *Wallenbeen Silo Painting project – no update.*

- *Beach Volleyball Competition*

Leigh has spoken with members of the current committee about their intention to organise the carnival for 2022. Leigh also raised the issue at the May council meeting. Council do not have the funds to organise & co-ordinate the entire carnival but will commit to with the setting up/packing down as they have in previous years. Cr Doug Phillips a committee member since inception of the carnival assured the meeting that the carnival will go ahead. L & R group, the manager of the pool and stadium, have expressed an interest in assisting with the carnival. Other community members have also expressed interest. Leigh will continue to liaise with the committee with the hope of organising a meeting with the current committee and interested community members to ensure the carnival goes ahead.

- *Tourism Forum*

Tourism/Business forum is being planned for October as part of Small Business Month. Guest speaker is yet to be arranged. The aim of the forum is to educate the local businesses of the value of any kind of tourism in our LGA and the ripple effect of tourism.

- *Other*

The Heritage Centre/VIC is reporting strong visitation numbers, with 400+ each month over the past few. Whilst the marriage of the two functions is complimentary, the Heritage Centre is fast running out of space to house the growing collection and there is inadequate space to host the VIC functions. Yvonne Forsyth spoke to a plan that has been discussed with some Council Staff, to extend at the back of current Heritage Centre/VIC site to allow the collections to be re-arranged which would then allow the front entrance room to be a dedicated VIC space, with room for brochures, souvenirs, and local products etc. The building is owned by ARTC and permission would be required for this work. However, ARTC recently inspected the building and complimented the Heritage Centre volunteers on how the space is maintained. CTAG is in full support of this proposal. (Recommendation Moved: Yvonne Forsyth, Seconded: Lorna Nixon. Carried)

**Recommendation to Council:**

That Council undertake any preparatory planning work needed to enable the expansion and renovation of the Heritage Centre/VIC project to be "grant ready". In addition, that Council includes this project in any appropriate upcoming grant programs/applications.

Cr Bowden noted that the Council will be considering projects for Round 4 of the Stronger Communities Fund. *Action:* The Chair to write to the General Manager & Miriam Crane to recommend the projects

supported by CTAG being, the upgrades at the Ellwood's Hall, the Heritage Centre/VIC project and the viewing platform needed at Wallendbeen to enable the Silo painting to proceed.

Jan Hudson raised issues with the current state of Pioneer Park. There is a lack of upkeep, the paths have become over-grown and not easily followed, signage is lacking and fencing between the park and the shooting range is also in disrepair. She also expressed she felt Cootamundra lacked good walking paths/areas beyond the town streets. The Chair noted two activities – the first is the Council allocation at the start of the year of approx. 170K to undertake works on the entrance drive and parking areas at the Park – she will write to Wayne Bennett to check on any updates. The second is as previously mentioned, Council is waiting on announcement as to whether it has been successful in a 450K grant application for the Park. If successful, this will go a long way to covering most of Jan's concerns with the funds to be used to fix the paths, signage and include toilet facilities at the Park. Jan was encouraged to write to Council to express her concerns and to get in contact with the Friends of Pioneer Park group.

### **1.5 What has been happening/Good news?**

- The Cootamundra Business Awards received a great range of nominations for this year's Awards.
- Ellwood's Hall will be hosting their Model Train show on the 24<sup>th</sup> – 25<sup>th</sup> July, this year featuring a model of the Bethungra Spiral!
- The Co-op venture has received the green light from Fair Trading. It now has 6 months to raise the funds required and will start collecting funds from next week.
- Yvonne Forsyth now prepares a popular Facebook segment on items from the Heritage Centre that is shared fortnightly on the CGRC Facebook page.
- Yvonne Forsyth also attended a zoom meeting with representatives from other VICs in the Riverina Murray area – these are held quarterly, and Yvonne has found them rewarding and very informative.
- Brian Nolan noted he had heard construction was to begin soon on the service station site at Wallendbeen. He also expressed hope for a Subway outlet to be housed there.
- Hans advised of an energy provider called E-Nova that has been established in Byron Bay – they currently have several grants on offer. The information will be shared to CTAG.

### **1.6 Next Meeting**

Thursday 1<sup>st</sup> July @ 4.30pm.

Meeting Closed 5.30pm.

**8.1.12 COOTAMUNDRA SHOWGROUND USERS GROUP S.355 COMMITTEE MEETING MINUTES**

DOCUMENT NUMBER	351583
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.2 Active participation and engagement in local decision-making</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the s.355 Committee Management Manual.
ATTACHMENTS	1. Cootamundra Showground Users Group s.355 Meeting 16.06.2021 - Minutes <a href="#"><u>↓</u></a>

**RECOMMENDATION**

**The Minutes of the Cootamundra Showground Users Group s.355 Committee Ordinary Meeting held on 16 June 2021, attached to the report, be received and noted.**

**Discussion**

The Minutes of the Cootamundra Showground Users Group s.355 Committee Ordinary Meeting held on 16<sup>th</sup> June, 2021, attached to the report, are submitted for the information of Council and the community.



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# MINUTES

## COOTAMUNDRA SHOWGROUD USERS SECTION 355 COMMITTEE

ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA  
7PM, WEDNESDAY 16 JUNE, 2021

### 1 AGENDA ITEMS

**Meeting Opened 7.05pm**

#### 1.1 Attendance and Confirmation of Quorum

Attendance: Chairperson: Andrew Brock (Manager Facilities),  
Nominated Members: Rod Jones, John Collins, David Manwaring,  
Bec Medhurst, Trish Taylor, Alice Crawford  
Other Attendance: Doreen, Gil Kelly, Joan Collins, Darren  
Absolom, Wayne Eschbank,

Confirmation of a Quorum:

There are [6] Members appointed to this Committee.  
Quorum numbers are met **[yes/no]**

#### 1.2 Apologies

Abb McAlister, Paul Clancy

#### 1.3 Disclosure of Interests

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

#### 1.4 Confirmation of previous meeting Minutes

The minutes of the Showground Users Group Section 355 Committee ordinary meeting dated 17 February 2021 be confirmed as true and correct.

Moved: John Collins

Seconded: Rod Jones

### 1.5 Business arising from previous Minutes-Action List

Item/Discussion	Action	Status
Update on Electrical work/solar	Andrew received JRC quote \$30K to carry out Essential Energy works. Essential Energy has asked for additional work. Andrew is chasing this up. RIIC Electrics have been asked to quote. Initial design consultation came to site twice. EE have changed from above ground to below now want to it to come from across the road. Once finalised 30 days notification required to surrounding neighbours	Ongoing
Tree Removal at RDA site & grounds spraying	Job is on list. Spraying has not been able to be undertaken due to weather, Still on to do list	Ongoing
Road Patching work requested	Simon Aware	Ongoing
Metal Rubbish Removal near Covered Yards		
Loading Ramp/Arena Railing	Completed. Looks great	Completed
Camping Area Water	Still ongoing. Trying to avoid 3 <sup>rd</sup> meter onto site.	
Tree Pruning	Undertaken in camping area	Completed
Speaker Wire Damage	Ben Tregear aware	
Camping Signage	To be put up	
SCCF Funding Application	Care takers cottage, new toilet block & luncheon pavilion	
Master Plan	To be addressed	
Sprayer Unit	Order sent and invoice paid.	
Amenities Block Camping Area – Grant Work	Andrew has tapware, paint still to be delivered, rain water tank quote has been received.	ongoing
Section 355 Structure – Council Concerns CSUG Meetings?	Addressed & agreed upon in principal. Awaiting formal letter	
Colin Morrow Pavilion – Shearing Facilities	General Business-Grant funding to be sourced	

Rubbish Removal – Tree Branches & Concrete	Completed	Completed
Septic Pump Out	Waiting for other council tanks requiring pump out	
Lighting Luncheon Pavilion	Grant/scheme to replace old globes with new style	
Camping Amenities Building – Dripping Taps	Has been addressed	Completed
Covered Arena Access & Surface	General business-Sand to be purchased and installed once suitable storage area is found for panels	
Grant for Arena Sprinkler System	Not discussed	
Defibrillator for Grounds	General business-Community grant application to be submitted. Propose Showground purchase 1 unit & council to supply 2 <sup>nd</sup> unit	

#### 1.6 Correspondence in/out:

- Incoming correspondence:

S30K for rotunda  
 Cootamundra Show  
 Society Suggestions for  
 Grant Applications

Outgoing Correspondence  
 Funding Deed for Rotunda

Moved: David Manwaring  
 Second: Trish Taylor

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

Treasurer's report held over this month.

#### 1.8 General Business:

- Grants – Andrew
- Rotunda, Toilet Block and electrical upgrades received in the last 2 years. SCCF fund is 50% Female sport funding. Minimum \$50k for 1 project. Thinking is perhaps Crown Lands Funding is the way to go.
- Priority projects to be applied for: caretakers' cottage and luncheon pavilion. Andrew to get plans, quotes and lodge grant application. Applications close 25 June 2021.
- RDA Need volunteers for Mondays-Andrew to contact Linda/Maxine to assist with communication to wider community.

- Swap Meet awaiting to hear about Event management plan from Council.
- There are 20 bins at the grounds. They need an additional 15 bins. Advise Andrew a few weeks prior to arrange extra bins.

Swap Meet will donate camping fees collected to cover electricity usage for the Meet.

- Pony Club thank you to Caretaker for cleaning up the grounds they look fantastic.
- PC gymkhana now Sunday 26 September just the 1 day not 2 days now.
- Next PC committee meeting Tuesday 6 July 2021. PC do not require Andrew to attend. PC require a new clubhouse and would like to be able to seat 200 with a kitchen similar to what Young has.
- Rod - Defibrillator – Andrew has applied for a grant and was unsuccessful. He is currently chasing new quotes and will get back to committee.
- David – Showground/cattle equipment is currently in the covered arena and can be relocated after swap meet in September. Main concern is theft and as such, it is currently undercover and out of sight. Portable yards set up for horse section to remain in place in case they are required for August show. Will be dismantled after this date.
- Horse Show on weekend had 103 horses in attendance. All stables, covered yards and portable yards set up in covered arena were used. Many traveling from outside the area and either camping, staying in motels and utilising shops and food venues over the weekend. 103 horses mean's at least 200 people to the event.
- Application to council for donation towards 2 x defibs and Andrew Brock costs for attending meetings.
- Caretaker Report  
David is going to sheet the window to the old caretakers building, so the caretaker can keep small equipment under lock and key. Reported blower machine was stolen from main tractor shed.

### 1.9 Date and Time of Next Meeting

The next meeting is scheduled for Wednesday 21 July 2021 7pm Alby Schultz Meeting Centre.

Time Meeting Closed at 8.15pm

**8.1.13 INFORMATION BULLETIN**

DOCUMENT NUMBER	351768
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> <li>1. Country Mayors Association - Press Release dated 28.5.2021 Emergency Services Levy <a href="#">Download</a></li> <li>2. Correspondence received 27.04.2021 - AAA 2021 NAIDOC Week School Initiatives Proposal <a href="#">Download</a></li> <li>3. Circular 21-22 dated 12.05.2021 - Determination of the Local Government Remuneration Tribunal <a href="#">Download</a></li> <li>4. Circular 21-07 dated 27.05.2021 - Commencement of Local Government Amendment Act 2021 <a href="#">Download</a></li> <li>5. Circular 21-08 dated 28.05.2021 - Draft Model Social Media Policy and Model Councillors and Staff Interaction Policy <a href="#">Download</a></li> <li>6. Correspondence received 14.06.2021 - artFacts — Arts &amp; Cultural news from Eastern Riverina Art <a href="#">Download</a></li> <li>7. Correspondence Dated 06.06.2021 - Minister for Minister for Transport <a href="#">Download</a></li> <li>8. Correspondence Dated 08.06.2021 - Minister for Local Government - Response to Mayoral Letter <a href="#">Download</a></li> <li>9. Correspondence dated 09.06.2021 - Keep Australia Beautiful Awards. <a href="#">Download</a></li> <li>10. Correspondence dated 09.06.2021 - Riverina Local Land Services <a href="#">Download</a></li> <li>11. Correspondence dated 10.06.2021 - An invitation from the National President, LG Professionals Australia <a href="#">Download</a></li> <li>12. Correspondence dated 16.06.2021 - Member for Cootamundra - Councillor and Community Workshop <a href="#">Download</a></li> <li>13. Correspondence dated 16.06.2021 - Member for Cootamundra <a href="#">Download</a></li> <li>14. Circular 21-13 - Review of General Manager and Senior Staff Remuneration - dated 21.06. 2021 <a href="#">Download</a></li> <li>15. Correspondence received 11.06.2021 - Mrs James of Temora <a href="#">Download</a></li> </ol>

	<ul style="list-style-type: none"><li>16. Circular 150/9 dated 9.06.2021 - Financial Assistance Grants <a href="#">↓</a></li><li>17. Issues Paper - Local governments and natural disasters Published 5.06.2020 <a href="#">↓</a></li><li>18. Ministerial Letter dated 15.06.2021 - Regarding the Increase to the Emergency Services Levy 2021-22 Financial Year <a href="#">↓</a></li><li>19. Ministerial Release dated 07.06.2021 - More Cash for Local Road Upgrades in the Bush <a href="#">↓</a></li><li>20. Ministers Message dated 22 June 2021 <a href="#">↓</a></li><li>21. Correspondence dated 14.06.2021 - Personal Invitation to the Launch of The Coota Co-op Ltd <a href="#">↓</a></li><li>22. Transport for NSW dated 17.06.2021 - Wallendbeen Bridge Solution in Sight <a href="#">↓</a></li></ul>
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## RECOMMENDATION

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

Council receives correspondence and information from a variety of sources on a regular basis. The attached correspondence and information is attached for the interest of Council and the community.

The link below will take you to an ABC Story on the record breaking tree planting marking the beginning of the softwood industry's fire recovery in the Tumut and Tumbarumba areas following the devastating bushfires of 2020. Whilst this devastation was not directly felt by Cootamundra-Gundagai communities, many people in this area, including Council staff, assisted with fire fighting and providing support to the affected neighbouring communities.

[https://www.abc.net.au/news/2021-06-16/record-breaking-tree-planting-marks-beginning-of-fire-recovery/100208392?utm\\_campaign=news-article-share-control&utm\\_content=mail&utm\\_medium=content\\_shared&utm\\_source=abc\\_news\\_web](https://www.abc.net.au/news/2021-06-16/record-breaking-tree-planting-marks-beginning-of-fire-recovery/100208392?utm_campaign=news-article-share-control&utm_content=mail&utm_medium=content_shared&utm_source=abc_news_web)

# PRESS RELEASE



## Country Mayors Association of NEW SOUTH WALES

**Chairman:** Cr Ken Keith OAM  
PO Box 337, Parkes NSW 2870  
02 6861 2333  
ABN 92 803 490 533

### EMERGENCY SERVICES LEVY

Last week legislation was passed by both Lower House and the Upper House to allow councils to record the Emergency Services Levy as a separate line item on each councils rate notice, and that the levy amount would not affect the rate increase allowed by the Minister for Local Government for a financial year.

Councils have been lobbying for this change for some time as the levy is a State Government levy to finance Fire and Rescue, Rural Fire Services and State Emergency Services. Insurance companies also contribute to the levy.

Cr Ken Keith OAM, Chairman, Country Mayors Association of NSW, stresses that Local Government supports these services in their communities, but councils strongly believe that their ratepayers should be aware, that the levy proceeds are paid to the State Government to provide State Government services, and that the council contribution is payable from the allowable percentage increase in rates each year.

The new legislation means that the levy paid by councils will not have to be paid from the annual rate pegging amount and will be shown on the rate notice separately, the same as insurance companies show the ESL Levy on their renewal notices said Cr Keith

Councils are astounded they have now received notices from the Office of Local Government instructing them to not comply with the legislation.

Cr Keith said that councils are confused as the legislation has been passed but councils told not to implement it without any explanation given. Parliament is scheduled to sit again in June and it is hoped that the confusion will be sorted out and councils able to issue rate notices without disruption said Cr Keith

The Country Mayors has resolved that until the matter is resolved member councils are asked to consider not paying the increased levy said Cr Keith

### MINISTRY OF REGIONAL AND RURAL HEALTH

The Country Mayors Association is calling on the Premier to establish a new Ministry called the Ministry of Regional and Rural Health. The State Government has already established a Ministry for Regional Transport and Roads that gives specific attention to those resources.

Cr Ken Keith OAM, Chairman of the Country Mayors Association of NSW says that recent surveys of its members has identified health as a major issue for rural communities. There are large differences between health services provided to large cities compared to regional centres and between regional centres and smaller country towns and remote areas says Cr Keith.

A Ministry of Regional and Rural Health could work within the government framework to drive urgent improvements to health services in Regional, Rural and Remote NSW and ensure that people living in country NSW receive comparable health services within reason, to their large city counterparts says Cr Keith.

Country residents are urged to get behind this initiative and write to the Premier supporting the proposal.

The End

For further information please contact Cr Ken Keith OAM 0428 669 482

Australian Government  
Department of Health

Firstly, we would like to convey our appreciation for the support that has been provided the initiatives in previous years. It is only through the dedicated partnerships that we can receive such a vast and creative response to the initiatives from students across the LGA.

The 2020 NAIDOC Week School initiatives have again proven to be an overwhelming success even throughout the COVID-19 situation that seen some schools participate through schools online learning. The positive feedback received from many principals and teachers was overwhelming; *"Thank you for providing the opportunity for the students to still engage in the 2020 NAIDOC School Initiatives during this time of COVID and uncertainty", "It is enlightening to see that something as wonderful as the NAIDOC School Initiatives can continue in these worrying times".*

The initiatives annually bring out the best creativity of school students. We are taking the opportunity through our secondary creative initiative this year to ask students to *design a poster that reflects; their own community, NAIDOC Week and thanking our frontline workers (who keep us safe)*. Winning design will be produced into a poster and distributed to show support and appreciation to our frontline workers.

The NAIDOC Week School Initiative Competitions bring a coordinated educational component to the week-long celebrations. The competitions have been overwhelmingly successful and last year was no exception which produced over 204,027 entries from schools who participated in a variety of competitions and we are delighted to announce the "2021 NAIDOC Week" Colouring-in/short story and Creative/Essay writing Competitions. Entry is open to all primary and secondary school students in communities.

**NAIDOC Week 2021      July 4<sup>th</sup> – 11<sup>th</sup>**

The ultimate aim of these initiatives is to provide our kids with a greater understanding on the importance of friendship and cultural diversity. The competitions reflect Aboriginal ancestry and promote the growth of positive attitudes in all students towards Aboriginal people. They are broadly based around each year's national NAIDOC theme. The colouring-in/ Short-Story competitions are open to all primary school students and the creative writing/ Essay Writing competition will be open to all secondary students. The winning students are each year awarded prizes from our major sponsors.

As part of National NAIDOC Week celebrations Koori Kids coordinates, with the support of various government departments and local councils an educational component to provide a link of cultural diversity to our kids with the NAIDOC Week School Initiative Competitions. These competitions have been a successful part of NAIDOC Week and to date we have received over 2,835,914 entries which include colouring-in, short story, creative writing and essay writing. As a result, we have awarded over 545 major prizes including; Computers, Televisions, Mountain Bikes, XBox consoles, DVD Players, MP3 Players, Mini Stereos, and Encyclopedia's. We have presented some 6450 encouragement awards including CDS, DVDS, Movie Tickets and certificates to all participants



This year our highlighted Indigenous role models include a broader spectre recognising Indigenous talent in entertainment and sport and their contribution to

the national identity **Jessica Mauboy (Indigenous Singer)** and **Lance Franklin (Indigenous sportsman)**. Our message this year is that education is knowledge and knowledge is **GOLD**

The logistics of the initiatives involve packages being sent to all school principals inviting students to participate in the competitions. Prizes will be awarded to the winning students along with the "NAIDOC Medal of Excellence" The Prime Minister has annually provided a message of support for the initiatives encouraging students to participate. "The wonderful work of student winners – and indeed all entrants – gives me great confidence for the future and our ability to forge a more united, harmonious and respectful future together in the spirit of reconciliation. We can draw inspiration from their idealism and creativity, and their instinctive sense of possibility and openness to change. That is why I am so delighted to be associated with the successful NAIDOC Week School Initiatives"

The judging of entries last year was adjudicated by a panel including our patron, Aboriginal Elders and Sponsoring agency delegates. The judging this year will take a similar precedent. At an awards presentation held during NAIDOC Week the Minister praised the competitions and their purpose "*The initiative we are here to celebrate today provides a perfect illustration of how public awareness has been raised around these issues in recent times. The NAIDOC School Initiative competitions are a perfect opportunity to bring Australians together. They have clearly done so*".

We acknowledge and appreciate the support of the council last year and seek your involvement again to maintain this year's competitions. We are asking that you assist this year by preparing a report to council and continuing your support to the initiative with a **\$450.00** contribution towards printing and distribution for students within councils LGA. Support last year was recognised by the Prime Minister and Minister – Indigenous Affairs at the NAIDOC Awards presentation held during NAIDOC Week. Logo was displayed on all materials sent to both principals and student's across council's LGA and a proof of the 2021 competition entry forms for your information is attached. Support was also recognised in all media which included the Advertiser, National Indigenous Times, ABC Radio, Local media and ABC TV's Message Sticks.

Presentation of NAIDOC Medals of Excellence were presented to the winning students were held at special school assemblies and I would particularly like to acknowledge; Hon. Sarah Mitchell M.P – Minister for Education & Early Childhood Learning, Ms Jayde Ward (Catholic Schools NSW), Local Mayors and Mayoral Representatives of councils that hosted a winning student recipient; Hornsby Shire Council, City of Canada Bay, Sutherland Shire Council, Snowy Monaro Regional Council, Waverley Council, Queanbeyan-Palerang Regional Council, Albury City Council, Gunnedah Shire Council, Shellharbour City Council, Bayside Council, Cowra Shire Council, Moree Plains Shire Council, Inner West Council, Eurobodalla Shire Council, Kyogle Council, Goulburn-Mulwaree Council, Northern Beaches Council, Bega Valley Shire Council, Lachlan Shire Council, Upper Hunter Shire Council, Cabonne Council.

Without support these initiatives would not have been an overwhelming success and we hope that you will be able to assist us with this small community contribution. For further please contact the co-ordinator on (02) 8088-0791 or send an Email to [director@koorikids.com](mailto:director@koorikids.com)



Warm Regards

**Dylan Williams**  
Executive Director  
NAIDOC Week 2021  
School Initiative Competitions

**'ANNEXURE'****NAIDOC Week 2021 School Initiatives  
Koori Kids – Request for financial partnership**

**Mayor,  
Chief Executive Officer  
CC: Director: Community Services**

**REPORT IN BRIEF**

Koori Kids is a community organisation that engages young people in a range of school initiatives to promote education and awareness of Aboriginal & Torres Strait Islander culture. Each year Koori Kids conducts the NAIDOC Week School Initiative Competitions for school aged children. This is broken up into primary and secondary school categories being colouring-in, short story writing and creative and essay writing. Koori Kids is seeking continued support from council and request consideration of council to be an associate partner with a **\$450** towards the program

**Purpose**

The purpose of this annexure to the proposal is to inform council of the Koori Kids 2021 School Initiatives program. The initiatives are coordinated in partnership with the Department of Education, NSW Department of Education, Department of Health, Transport for NSW, NSW Health, Catholic Schools NSW, and Department of Premier & Cabinet.

Koori Kids has provided a proposal and draft entry forms for the 2021 initiatives. The contribution sought **(\$450)** will be utilised towards the costs for printing and distribution of information packs, posters, and entry forms to schools across councils LGA. These initiatives are designed to educate all students on cultural diversity and involve a whole of community approach in the spirit of reconciliation and bringing us 'all together as one community'.

<b>Costing</b>	<b>Description</b>	<b>Cost</b>
Printing	Entry forms – (LGA Schools)	<b>325.00</b>
Distribution	Postage and Delivery	<b>125.00</b>

**Summary**

This worthwhile cross-cultural initiative has been operating very successfully since 2001 and is aligned with NAIDOC Week, celebrated in July each year. Hundreds of entries are received each year from schools within councils LGA, and the success of the program is due to the support of councils and partner organisations.

**Strategic**

## Strategic Plan – People and Culture

- A harmonious community based on respect and responsibility, where everyone is valued
- Recognition of Aboriginal & Torres Strait Islander heritage
- Cultural and community activity encouraging harmony and reconciliation

**Environmental**

The initiatives will enable participants to explore concepts linking environmental; and social/ cultural issues and foster harmony in the community.

**Social**

The initiatives enable a diverse range of children to benefit from discussion and curriculum topics focused on the development of NAIDOC Week and the broader history of Indigenous culture.

**Recreation**

Each year at some of the winning schools Koori Kids host some 'Healthy Lifestyle Clinics' with visiting celebrity sports persons the aim of these clinics is to encourage an active lifestyle, including nutrition, sportsmanship and skill development. All Students participating are provided a T-Shirt, Water Bottle and Ball.

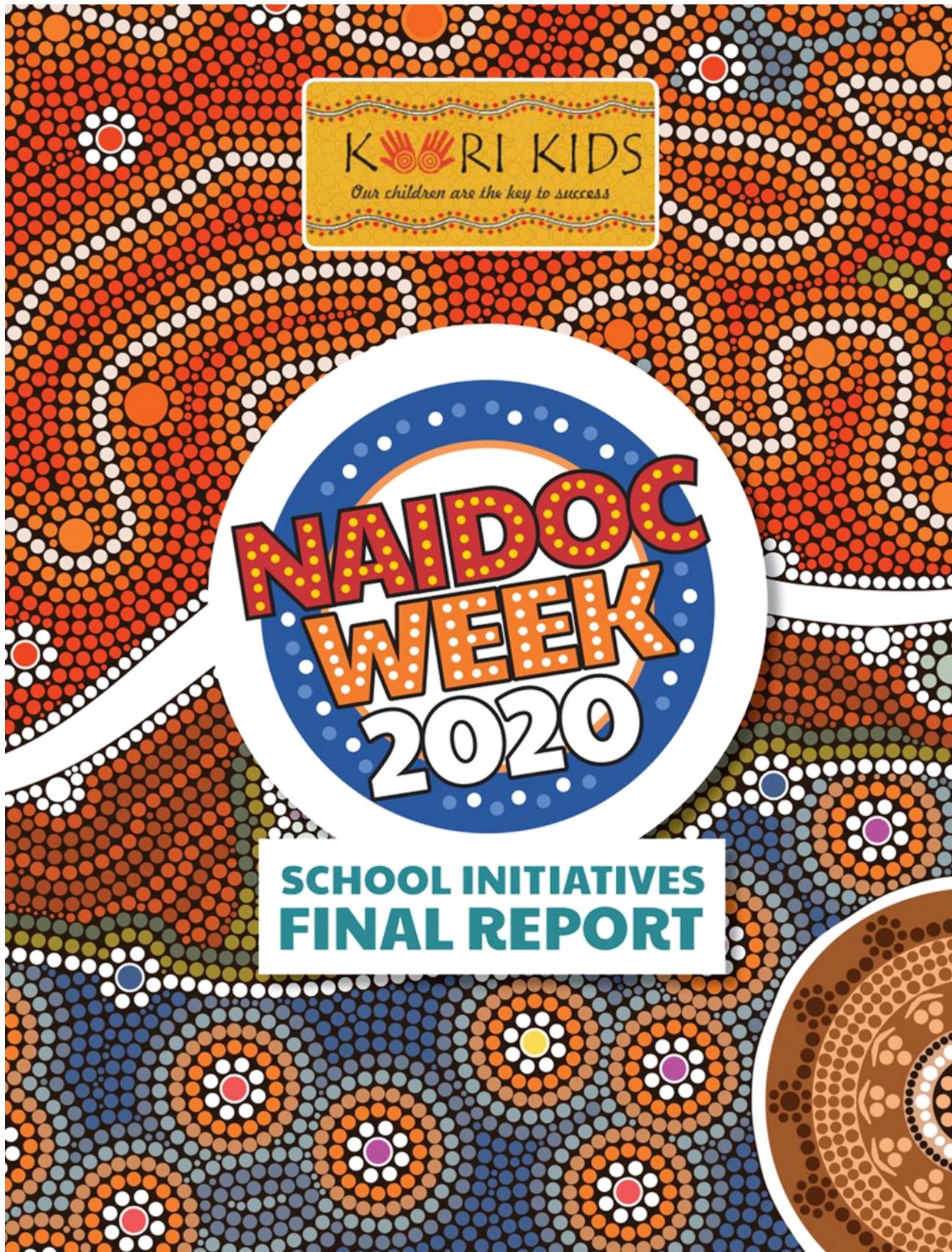
**Council Acknowledgement**

Council is acknowledged through logo inclusion as an associate partner on information packs sent to schools throughout councils LGA. If there is a winner from a school within council LGA, an invitation for the Mayor and or a representative is invited to attend the school, along with Executive Director, NAIDOC Week Initiatives, Director, Social Wellbeing and other dignitaries to make special presentation of the NAIDOC Medal of Excellence and the student's prize. (30+ NAIDOC Medals of Excellence are issued across the state). Media release for the winning school is prepared in consultation with council's media officer. Council is also forwarded a final report.

**Conclusion**

The NAIDOC Week School Initiatives are the only activity throughout NAIDOC Week that provides students with an educational component to NAIDOC Week and Indigenous culture and heritage. Our research and statistics confirm that schools within councils LGA are participating in the initiatives in increased volumes at both state and catholic-independent schools.





Submitted by Executive Director,  
NAIDOC Week School Initiatives

## Introduction

The 2020 NAIDOC Week School initiatives have again proven to be an overwhelming success even throughout the COVID-19 situation that seen some schools participate through schools online learning. The initiatives annually bring out the best creativity of school students across the state. The initiatives were coordinated in April for inception into both public and catholic schools with the aim of providing students with a greater understanding on NAIDOC Week and the importance of friendship and cultural diversity.



The concept was again supported by various state and federal departments who supported the initiatives for the tenth year. Over the years since they were introduced it has been supported by many government agencies including; Department of Prime Minister & Cabinet, Australia Post, Department of Education, Department of Health (OATSIH), Department of Education NSW Aboriginal Land Council, NSW Health, NSW Justice and Transport for NSW. We thank these agencies for the different levels of support they have provided the initiatives.

Two Indigenous Australians were selected; Jessica Mauboy (Indigenous Singer & Actress) & Lance Franklin (Indigenous Sportsperson) as Indigenous Australians to aspire and the message on the entry form to students *"Be Smart, Stay Clean and Live the Dream"*.

Initial submissions were presented to the Department of Education, NSW Department of Education and NSW Aboriginal Land Council after negotiation on this year's topics and with the support of these units the initiatives were launched for 2020.

Information packages including entry forms, information sheets detailing conditions of entry and prizes to be won by students and posters were sent around the state to all school principals, Aboriginal education assistants and district office Aboriginal community liaison officers.

The response from schools this year was overwhelming and majority of schools across the state participated in the initiatives with 204,027 entries received for judging, this was an increase of entries that was received last year. **It was enlightening to see so many students to not only be writing about famous Indigenous athletes and entertainers, but to write about their own 'Local Heroes' that including Indigenous doctors, nurses, police officers, Elders and community leaders.**

Presentation of NAIDOC Medals of Excellence were presented to the winning students were held at special school assemblies and were attended by Elders, Executive Director, NAIDOC Week School Initiatives, Director, Social Wellbeing & Community – Koori Kids, local Mayor or representatives, Regional Director of Schools, Delegates from the Department of Education, NSW Aboriginal Land Council's and Australia Post. I would particularly like to acknowledge; Hon. Sarah Mitchell M.P – Minister for Education & Early Childhood Learning, Ms Jayde Ward (Catholic Schools NSW), Local Mayors and Mayoral Representatives; Hornsby Shire Council, City of Canada Bay, Sutherland Shire Council, Snowy Monaro Regional Council, Waverley Council, Queanbeyan-Palerang Regional Council, Albury City Council, Gunnedah Shire Council, Shellharbour City Council, Bayside Council, Cowra Shire Council, Moree Plains Shire Council, Inner West Council, Eurobodalla Shire Council, Kyogle Council, Goulburn-Mulwaree Council, Northern Beaches Council, Bega Valley Shire Council, Lachlan Shire Council, Upper Hunter Shire Council, Cabonne Council and Representatives of the Aboriginal Land Council for taking time out of their schedules to attend the school presentations.

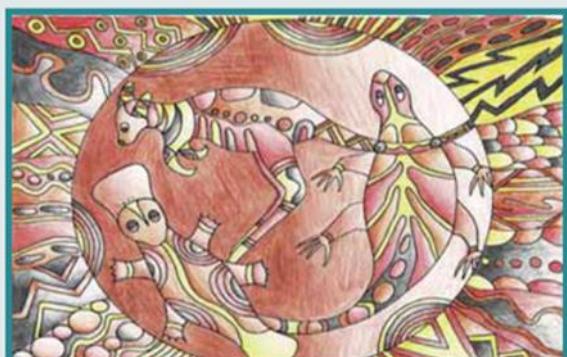
Support of Local Councils and Shires was sought through submission to respective General Managers seeking council's support. The response of local government was overwhelming and involved local council and shires that assisted the initiatives in a variety of ways including monetary support, publicity support for local schools and agreement to display entries received from their respective local government area schools in council chambers and libraries during NAIDOC Week 2020.

## Congratulations to our Winners

The following students were recipients of the NAIDOC Medal of Excellence and prizes in the 2020 NAIDOC Week School initiatives and presentation have or are being scheduled to take place at individual school assemblies with Aboriginal Elders, District School Superintendent, Mayor and or representatives, department delegates and Director – NAIDOC Week School Initiatives; 360+ encouragement awards were also won by students who displayed excellence in their entries.

Colton Hedges	Colouring-In	St James Primary School
Charlie Stone	Colouring-In	Wakehurst Public School
Britney Fowler	Colouring-In	Evans River K-12 School
Audrey Shalala	Colouring-in	All Hallows Primary School
Boris Bek	Colouring-In	St Patrick's Primary School
Eva Celeste Geha	Colouring-In	St Charles Primary School
Caleb West	Colouring-in	Wyalong Public School
Harper Brown	Colouring-In	Windsor Park Public School
Arch	Colouring-In	Avalon Public School
Lucy Neville	Colouring-In	Canowindra Public School
Elwyn Evans	Colouring-In	St Mary's Primary School
Maggie Comerford	Colouring-In	Lumen Christi Catholic College
Matilda Carmody	Colouring-In	St Joseph's Primary School
Sophie Lange	Colouring-In	Holy Trinity Primary School
Brando Bonelli	Colouring-In	St Monica's Primary School
Matthew Chen	Colouring-In	St Ives North Public School
Harlow Cellette	Colouring-In	Wyoming Public School
Lylah Piovesan	Colouring-In	Goulburn East Public School
Elaine Zhou	Colouring-In	Surveyors Creek Public School
Skye Napier	Colouring-In	Berenore Public School
Jaya-Marley Braddick	Colouring-In	Tomerong Public School
Jemma Watson	Short Story	Mawarra Public School
Charlotte	Short Story	Moree Public School
Charlie Wood	Short Story	St Kevin's Catholic Primary School
Bethany Johnston	Short Story	Terrigal Public School
Ynys Familton	Short Story	Kegworth Public School
Jayde Mitchell	Short Story	St Francis Xavier Primary School
Frankie Doherty	Short Story	St Bedel's Primary School
Lacey Reiss	Short Story	St Mary's Primary School
Jaimi-Lee VorNida	Short Story	Griffith North Public School
Oliver Colliers	Short Story	St Joseph's Primary School
Blayne James Predo	Short Story	Kyogle Public School
Joshua Smith	Short Story	Glenroy Public School
Addison Shaw	Short Story	Kendall Public School
Codie Hogan	Short Story	Doubtful Creek Public School
Ammar Syed	Short Story	Thurgoona Public School
Marley	Short Story	Gunnedah Public School
Hudson Beveridge	Short Story	Shellharbour Public School
Gracie Lennard	Short Story	St Patrick's Primary School
Alexandra Jamieson	Short Story	Lumen Christi Catholic College
Taylor Sheehan	Creative Writing	St Raphael's Central School
Angelena Jacob	Essay Writing	St Joseph's High School
Erin Lawrence	Essay Writing	Gorokan High School

**Absolutely Stunning creative work from  
some of our talented competition winners**



## A huge thank you to all our participants in such a testing year

- Born: 16 June 1997 (age 23)
- Height 1.93
- Siblings: Shaquai Mitchell
- 1 kid: Isla
- Wife: Brissie
- Parents Adam Prigley and Patricia Goolagong

"Knock em out"

That is exactly what Latrell has done in his football career. Mitchell played his junior rugby league for the Taree Red Rovers and won player of the day on the Grand Final. Mitchell's older brother, Shaquai, also played in the Sydney Roosters under 20's. Mitchell also changed his name to his fathers' surname in his early teens. He is a great nephew of the former No. 1 female tennis player Evonne Goolagong Cawley. Latrell also played tennis when he was young, but he was not the best.



Football career

Latrell Mitchell started his career with the Roosters for 3 years and has done great things. He has played 130 games and scored 69 times. He has been a noteworthy player for the Rabbitohs in 2020 after leaving the Roosters and joining the legendary South Sydney Rabbitohs.

Connection to country

Latrell is a proud Indigenous man.

Example: Secretary of the Taree Red Rovers, Melissa Gahan is one of Latrell's longest supporters. She says the trip to McDonald Jones Stadium in May was an awe-inspiring experience for young players. "A lot of our kids would probably never get the opportunity to see an NRL game," Ms Gahan told NITV News. "Latrell's just such a down to earth kid, people respond to him. He's not arrogant and he doesn't go looking for attention - half the time he just stands with his Dad and his brother, just to watch the kids play." This is what Melissa Gahan said about Latrell on NITV.

### Bronwyn Bancroft



Imagine an Aboriginal woman who was originally a fashion designer, who is an artist, who is one of the founders of Boonwarru, this artistic icon. & Bronwyn Bancroft. She is an amazing Aboriginal writer and artist who loves to weave her culture into her art and books.

The beginning

Bronwyn Bancroft was born in 1958 in the rural town Tenterfield in NSW. The Irian in her family were talented goldminers except for her dad who was an engineer, in World War II. Her mother was a dressmaker. She was the youngest of seven children who had the paternity of Owen Celi and Joseph Bancroft, who were Aboriginals from the Dharawal clan. During colonisation her can was attacked and Bronwyn's great, great, great grandmother, Yerriau was one of three survivors.

Young adulthood and Boonwarru

Bronwyn started her career as a fashion designer after graduating from the Canberra School of Arts in 1976. She was married and she gave birth to her first child Jack in 1985, then her second child in 1988 and she had her third child Rueyse in 2009. Sadly, Bronwyn's dad died later in the same year. Jack was awarded NSW Young Australian of the Year in 2010 for his work arranging the mentoring of Indigenous school students. In 1987 something amazing happened, a new art gallery opened called Boonwarru with eleven others were the founders of this gallery, which is still open today. In fact, it is just down the road from my school. It is an Aboriginal art gallery and the pieces of work in there are outstanding. Sometimes, the gallery offers local schools the chance to visit to learn more and more about the Aboriginal culture. Bronwyn Bancroft started painting in 1985 and has made a wide range Aboriginal dreamtime paintings such as Entombed (1991), Prevention of AIDS (1992) and many more. The first book Bronwyn published is called An Australian ABC of animals and has written many more since.



In the present day

Bronwyn Bancroft is now 63 years old, very happy and still drawing and writing. She wants everyone's lives to be worthwhile and special, equal and right, happy and healthy. I was even lucky enough to meet her at Boonwarru once and I bought her book 'Art I Love Australia'. She has had a long history of involvement in community activism and has served as a board member for the National Gallery of Australia. She inspired me because her art complements her culture and her creativity flows heartily whilst being a strong independent woman. She is wonderfully artistic and proud to be an Aboriginal female artist.



**Always Was,  
Always Will Be.  
8 - 15 Nov 2020**

**The NAIDOC Week 2020 School Initiative competitions comprised of the following (4) separate competitions;**

**Colouring-in Competition**

*(Illustration of Traditional Indigenous Art)*

(Open to all Primary School Students Years K - 2)

Prizes: MP3 Players DVD Players, DVDs & CDs

**Writing Competition**

*(Write about an Aboriginal or Torres Strait Islander person that inspires you and explain why)*

(Open to all Primary School Students Years 3 - 6)

Prizes: Mini Hi-Fi and DVD Players

**Creative Writing Competition**

*(Write an editorial for an overseas newspaper: Explain the importance that NAIDOC Week plays and its significance to communities across Australia)*

(Open to all Secondary School Students Years 7 - 9)

Prizes: DVD & Blue Ray Players, Sony PlayStation or Digital Camera.

**Essay Writing Competition:**

*(Past Present and Future -Explain developments that have taken place in the areas of Indigenous justice or health)*

(Open to all Secondary School Students Years 10 - 12)

Prizes: Safe Driving Lessons, Apple Macbook, Samsung Phone or Digital Camera

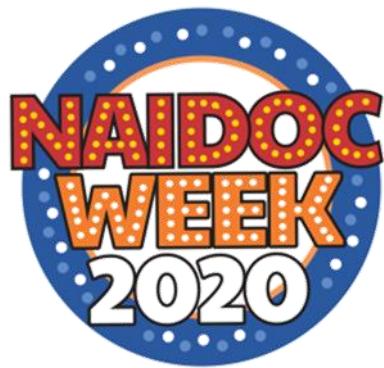
**Encouragement Awards:**

Bicycle Safety helmets, Autographed Football Jerseys, Autographed Balls, VIP Passes to NRL games and meet and greet with players, DVDs, Videos, CDs and Certificates. We also distributed 100s of movie passes to watch 'Toy Story 4'.

Some 204,027 entries were received, and the judging was adjudicated by a panel of judges that included delegates from the Communities, Aboriginal elders, and the coordinator. The judging took place at the Aboriginal Cultural Centre in mid July 2020. Winning schools and students were advised by phone of their successful entries and official NAIDOC Week awards presentations, sporting development events, with visiting sports stars at school assemblies are being coordinated. Presentations took place at individual school assemblies with Elders, District Superintendent of schools, Mayoral representative, Australia Post and Regional Representatives.

The NAIDOC Week 2020 Schools Initiative Competitions are deemed to have been an overwhelming success. The overwhelming response that was received from both the schools and students is an indication that the initiatives achieved its aim in promoting the importance of NAIDOC Week and Cultural Diversity within our community. The calibre of entries received from students in this year's initiatives has been described as outweighing their years.





## SCHOOL INITIATIVES FINAL REPORT

### IN CONCLUSION

These initiatives could not have been possible without the support of both government departments and corporations.

I personally would like to thank Hon. Gladys Berejiklian - NSW Premier, Mark Scott – Director General and Michelle Hall – Executive Director, Connected Communities, Luke Ballard – Aboriginal Education & Communities, NSW Department of Education, Department of Health, Aboriginal Affairs NSW, Transport for NSW, Justice NSW, Jayde Ward Catholic Schools NSW, Douglas Melrose-Rae, NSW-AIS, Karan Taylor, Kerry Mowett, Greg Whitby, Kerry O'Callaghan, Doreen Flanders, Sharon Cooke, Peter Hammill, Mark Askew, Suzanne Fern, and CEO NSW Aboriginal Land Council along with every agency, council or shire for their support and display of respect towards indigenous initiatives and we look forward to your ongoing support towards the initiatives.





NAIDOC Week Celebrations are held across Australia each July to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander Peoples.

# COLOURING-IN COMPETITION

Entry is open to all students in Years K-2



1112

DVD  
PLAYER



## SPONSORS



HUNDRED  
OF MOVIE  
PASSES  
TO SEE  
**PAW**  
**PATROL**  
**THE MOVIE**



Illustration kindly provided by

Name \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_ Year \_\_\_\_\_  
All competitions: Entries must be received by close of business on Closing Date Friday 25th June 2021 at the co-ordination centre, GPO Box 454, Sydney NSW 2001. Judging will take place on 29th June 2021. Winners will be notified through principals, presentations will take place at school assemblies with your local Mayor, Elders and other dignitaries.



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# POEM WRITING COMPETITION

Entry is open to all students in Years 3-6

## WRITE A POEM entitled 'Back in the Dreamtime'

Indigenous Australians to Aspire to



Jessica Mauboy  
Indigenous Recording Artist



Lance Franklin  
Indigenous AFL Player

\*\*Entry must be typed and on A4 Paper. Entries will be judged on quality, meaning and creativity. Please ensure the name grade and class are clearly included on both your story and on the official NAIDOC School Initiatives entry form.

### PRIZES



PORTABLE  
DVD  
PLAYER



MINI HIFI

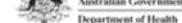


EDUCATION  
PACKS

### SPONSORS



Australian Government  
Department of Education and Training



Australian Government  
Department of Health



Australian Government  
Department of Infrastructure, Regional Development and Cities



NSW Education



NSW Health



NSW Justice



New South Wales  
Aboriginal Land Council



Australian Government  
Department of Agriculture and Water Resources



Transport for NSW



NSW Education



NSW Health



NSW Justice



AUSTRALIA POST



Aboriginal Affairs NSW



Catholic Schools NSW

Name \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_ Year \_\_\_\_\_

All competitions: Entries must be received by close of business on Closing Date Friday 25th June 2021 at the co-ordination centre, GPO Box 454, Sydney NSW 2001. Judging will take place on 29th June 2021. Winners will be notified through principals, presentations will take place at school assemblies with your local Mayor, Elders and other dignitaries.



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# ART COMPETITION

Entry is open to all students in Years 7-9

**DESIGN AN A4 OR A3 POSTER ENTITLED 'MY COMMUNITY' WITH A FOCUS ON INDIGENOUS HEALTH, NAIDOC WEEK AND SAYING THANKS TO OUR HEALTH AND FRONTLINE WORKERS.**

## Indigenous Australians to Aspire to



**Jessica Mauboy**  
Indigenous Recording Artist



**Lance Franklin**  
Indigenous AFL Player

Entries should be completed on A4 or A3 paper.

Please ensure name and grade are clearly included on both your work and on the official NAIDOC School Initiatives entry form.

## PRIZES



**BLU RAY PLAYER**

## CANON DIGITAL CAMERA



**PLAYSTATION 5 CONSOLE**

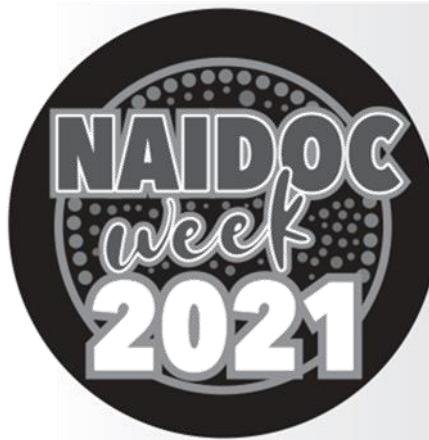


## SPONSORS



Name \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_ Year \_\_\_\_\_

All competitions: Entries must be received by close of business on Closing Date Friday 25th June 2021 at the co-ordination centre, GPO Box 454, Sydney NSW 2001. Judging will take place on 29th June 2021. Winners will be notified through principals, presentations will take place at school assemblies with your local Mayor, Elders and other dignitaries.



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# ESSAY WRITING COMPETITION

Entry is open to all students in Years 10-12

**Aboriginal Australia: Explain the changes that have been made that have assisted in closing the gap between Indigenous and non-Indigenous people (ie; justice and health)**

## Indigenous Australians to Aspire to



**Jessica Mauboy**  
Indigenous Recording Artist



**Lance Franklin**  
Indigenous AFL Player

Maximum of 1500 words

(entries will be judged on knowledge of subject and quality of essay)

\*\*Please ensure name grade are clearly included on both your work and on the official NAIDOC School Initiatives entry form.

## PRIZES

APPLE MAC PRO



SAMSUNG TABLET



**SAFE  
DRIVING  
LESSONS**

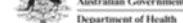


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## SPONSORS



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NSW Health



NSW Justice



AUSTRALIA POST



Aboriginal Affairs NSW



Catholic Schools NSW

Name \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_ Year \_\_\_\_\_

All competitions: Entries must be received by close of business on Closing Date Friday 25th June 2021 at the co-ordination centre, GPO Box 454, Sydney NSW 2001. Judging will take place on 29th June 2021. Winners will be notified through principals, presentations will take place at school assemblies with your local Mayor, Elders and other dignitaries.



<b>Circular Details</b>	21-06 / 12 May 2021 / A768995
<b>Previous Circular</b>	20-23 2020/2021 <i>Determination of the Local Government Remuneration Tribunal</i>
<b>Who should read this</b>	Councillors / General Managers
<b>Contact</b>	Council Governance / (02) 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Councils to Implement

## 2021/22 Determination of the Local Government Remuneration Tribunal

### What's new or changing

- The Local Government Remuneration Tribunal (the Tribunal) has determined an increase of 2% to mayoral and councillor fees for the 2021-22 financial year, with effect from 1 July 2021.
- The Tribunal is required to determine the remuneration categories of councils and mayoral offices at least once every 3 years under section 239 of the *Local Government Act 1993* (the Act). The Tribunal last undertook a significant review of the categories as part of its 2020 review and will next review these categories in 2023.
- The Tribunal found that the allocation of councils into the current categories continued to be appropriate having regard to the 2020 review, the current category model and criteria and the evidence put forward in the submissions received.

### What this will mean for your council

- Sections 248 and 249 of the Act require councils to fix and pay an annual fee to councillors and mayors from 1 July 2021 based on the Tribunal's determination for the 2021-22 financial year.

### Key points

- The level of fees paid will depend on the category the council is in.
- A council cannot fix a fee higher than the maximum amount determined by the Tribunal.
- If a council does not fix a fee, the council must pay the minimum fee determined by the Tribunal.

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**Where to go for further information**

- The Tribunal's report and determination is available [here](#).
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).



**Luke Walton**  
A/Deputy Secretary  
Local Government, Planning and Policy

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<b>Circular Details</b>	21-07 / 27 May 2021 / A767595
<b>Previous Circular</b>	20-42
<b>Who should read this</b>	Councillors / General Managers / Finance & Rating Staff / Corporate Governance & Legal Staff
<b>Contact</b>	Policy Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Council to implement

### Commencement of *Local Government Amendment Act 2021*

#### What's new or changing

- The *Local Government Amendment Act 2021* (Amendment Act) was passed by the NSW Parliament on 13 May 2021 and has come into effect, although some reforms will commence by proclamation, as indicated below.
- This Amendment Act includes reforms to ensure a fairer and more flexible rating system for councils and ratepayers, councillor superannuation and minor changes that relate to council elections and the terms of office of chairs of county councils and joint organisations.

#### What this will mean for your council

- Councillors, general managers and staff should familiarise themselves with the key reforms in the Amendment Act, with a particular focus on those changes that came into effect on commencement, as outlined below.
- Councils created by merger in 2016 that have yet to harmonise their rating structures have more flexible options for their rating structures, including the option to harmonise rates gradually over up to eight years. See key points for merged councils below.

#### Key points

- The Government remains committed to strengthening the performance and sustainability of local government, including councils created by merger in 2016. The Amendment Act delivers key reforms to achieve these outcomes.
- Rating reforms will ensure councils have a stable and reliable revenue base, provide greater flexibility for councils and ratepayers, enabling a fairer distribution of the rating burden. This implements key elements of the Government's response to the Independent Pricing and Regulatory Tribunal's (IPART's) review of the local government rating system.
- The Amendment Act will be subject to a Statutory Review within 2 years.

#### Key points for merged councils

- Importantly, the Act now provides greater flexibility for those councils formed in 2016 as they prepare to harmonise rates from 1 July 2021. These councils can choose, in consultation with their communities:
  - to harmonise their rating structures gradually over up to eight years - councils that take up this option must apply no more than 50% of the total increase in rates for each rating category over the period, in any year;

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- to set separate rates for different residential land within a contiguous urban area, like Greater Sydney and the Central Coast; and
- to set separate rates for farming land based on geographic location.
- It is a matter for each merged council to determine whether or not to take up one or more of these options as they develop a rating structure for their area.
- The Amendment Act also provides a process for councils constituted within the last 10 years to submit a business case with supporting reasons to the Minister for a de-amalgamation of an area. Further information on this process will be provided separately.

#### **Key points about rating changes for all NSW councils**

- Changes to improve flexibility for residential and farmland rates can also be used by all NSW councils.
  - Councils are able to set different residential rates within a contiguous urban area and can choose to set different rates for farmland based on geographic location. These provisions commence on assent.
  - Councils will be able to set business rates based on whether the land is predominantly used for industrial activities. This will commence by proclamation.
  - A new rating category for environmental land will be created for land where meaningful development is constrained by geography or regulation that imposes significant restrictions on use, such as conservation agreements. This provision will commence by proclamation, once regulations are made.
  - The Act now clearly allows for multiple rate pegs to be set, if required, as part of limiting councils' general income each year. This will enable the Government to deliver on its commitment to align councils' general income to population growth in future to help relieve pressure in growing communities. This provision commences on assent. IPART will recommend a proposed rate peg methodology to the Minister.
  - To reduce red tape, the Act will allow councils to levy a new kind of special rate for infrastructure jointly funded with other government entities. These special rates are not limited to funding council functions and resulting income does not form part of councils' general income under the rate peg. This provision will commence by proclamation, once regulations are made.
  - The Act also allows for regulations to be made to specify circumstances under which the rating exemption for land subject to a conservation agreement may be removed. This will not commence until regulations are made following consultation with key stakeholders to ensure incentives for land conservation remain in place.
  - The Act will provide any councils that provide water and sewerage services and levy special rates for that purpose with discretion about whether to exempt certain properties from those rates.
  - Limits will be placed on ratepayers eligible to postpone rates due to a change in the permitted use of their land. This will still allow owner occupiers who would face hardship to apply to council for a postponement of the portion of their rates that have increased due to rezoning.

#### **Key points about other changes**

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- Councils will have the option to make superannuation contribution payments for councillors from 1 July 2022 equivalent in amount to superannuation guarantee payments. The decision to make superannuation contribution payments must be made by resolution at an open meeting.
- Minor amendments have been made to allow the time for the receipt of postal votes to be prescribed by regulation and to allow greater flexibility for the NSW Electoral Commission and other electoral service providers in the administration of countbacks to fill vacancies.
- The term of office of chairpersons of county councils has been extended to two years, aligning it with the terms of office of mayors elected by councillors and chairpersons of joint organisations. Technical amendments have also been made to clarify that the terms of chairpersons of county councils and joint organisations expires on the election day of their member councils.
- Further rating reforms that do not rely on the Amendment Act will be implemented by making changes to regulations and releasing new guidance later this year.
- In part, this includes aligning rating income growth with population growth to help councils provide for growing communities within the rate pegging system while still protecting residents from sudden and excessive rate rises.
- To give effect to this commitment, the Minister has asked IPART to recommend a proposed rate peg methodology that allows the general income of councils to be varied each year in a way that accounts for population growth.
- IPART has been asked to ensure that councils with lower population growth are not disadvantaged, to undertake public consultation and to provide a final report by September.
- There is no change to the requirement for councils to pay an annual Emergency Services Levy (ESL) contribution from within councils' general income.

**Where to go for further information**

- The Local Government Amendment Act 2021 is available at <https://www.legislation.nsw.gov.au>.
- The Government's response to IPART's review of the local government rating system is available at [www.olg.nsw.gov.au/wp-content/uploads/2020/06/IPART-Rating-Review-Government-Response.pdf](http://www.olg.nsw.gov.au/wp-content/uploads/2020/06/IPART-Rating-Review-Government-Response.pdf)
- IPART's final report on the local government rating system is available at [www.ipart.nsw.gov.au/Home/Industries/Local-Government/Reviews/Local-Government-Rating-System/Local-Government-Rating-System](http://www.ipart.nsw.gov.au/Home/Industries/Local-Government/Reviews/Local-Government-Rating-System/Local-Government-Rating-System)



**Luke Walton**  
**Acting Deputy Secretary**  
**Local Government and Planning Policy**

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<b>Circular Details</b>	21-08 / 28 May 2021 / A730741
<b>Previous Circular</b>	19-13 The development of template social media and councillor/staff interaction policies – initial consultation
<b>Who should read this</b>	Councillors / General Managers / All council staff
<b>Contact</b>	Council Governance / (02) 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Response to OLG

## 12-08

### What's new or changing

- The Office of Local Government (OLG) has issued consultation drafts of a *Model Social Media Policy* and *Model Councillor and Staff Interaction Policy*.
- OLG is seeking the views of councils and other stakeholders on the consultation drafts prior to finalising the model policies.
- The model policies have been developed using a "best of breed" approach to existing council policies and reflect what OLG sees as best practice in the sector.
- OLG is also developing a Model Media Policy and is seeking input by councils on their existing media policies.
- The model policies will not be mandatory, and councils will be free to choose whether to use them or to adapt them for their own purposes. If adopted, the policies will operate to supplement the provisions of councils' adopted codes of conduct.

### What this will mean for your council

- OLG is inviting submissions from councils and other stakeholders on the consultation drafts of the Model Social Media Policy and Model Councillor Staff Interaction Policy.
- OLG is also seeking the following from councils to assist in the development of the Model Media Policy,
  - copies of or links to councils' media policies; and
  - suggestions on what issues and behaviours should be addressed in the Model Media Policy.

### Key points

- The draft Model Social Media and Councillor and Staff Interaction Policies are available on OLG's website at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au).
- Information gathered on councils' media policies will be used to develop a draft Model Media Policy. OLG will consult further with the sector on a draft of the Model Media Policy when it is developed.
- Submissions may be made by email to [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)
- Submissions should be labelled either "Model Social Media Policy", "Model Councillor and Staff Interaction Policy", or "Model Media Policy" and marked to the attention of OLG's Council Governance Team.
- Submissions should be made before **Friday 23 July 2021**.

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**Where to go for further information**

- For further information, contact OLG's Council Governance Team on (02) 4428 4100.



**Luke Walton**  
**Deputy Secretary**  
**Acting Local Government, Planning and Policy**

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**Marianne McInerney**

**From:** Leigh Bowden  
**Sent:** Sunday, 14 June 2020 10:54 AM  
**To:** Phil McMurray  
**Cc:** Marianne McInerney  
**Subject:** FW: artFacts — Arts & Cultural news from Eastern Riverina Arts ❤

Dear Phil,

Could we please include this Eastern Riverina Arts newsletter in our Information Bulletin in the Business Papers. CGRC is a member of ERA and I am on the ERA Advisory Committee.

I think it is important the Councillors, and the community, know what is happen re arts and culture in our region. You will see through Platform that a lot is available for and includes people with a disability – a good match with Elouera.

Artstate is coming up in November and is an important event for our region.

With thanks

Regards,

Leigh Bowden  
Councillor  
Cootamundra-Gundagai Regional Council



**P:**

**M:**

**E:** Leigh.Bowden@cgrc.nsw.gov.au

**W:** [www.cgrc.nsw.gov.au](http://www.cgrc.nsw.gov.au)

---

**From:** Eastern Riverina Arts <[communications@easternriverinaarts.org.au](mailto:communications@easternriverinaarts.org.au)>

**Sent:** Friday, 12 June 2020 11:59 AM

**To:** Leigh Bowden <[Leigh.Bowden@cgrc.nsw.gov.au](mailto:Leigh.Bowden@cgrc.nsw.gov.au)>

**Subject:** FW: artFacts — Arts & Cultural news from Eastern Riverina Arts ❤

[View this email in your browser](#)



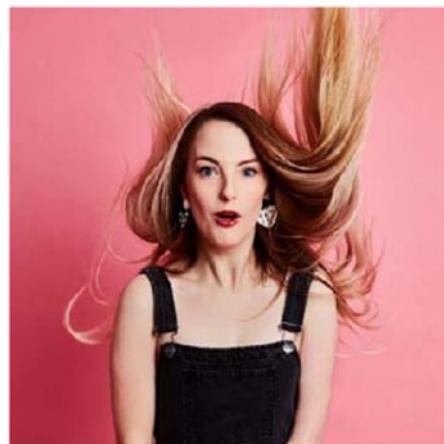
## JUNE...

The Eastern Riverina Arts team has been busy in what they call 'lockdown' - for us it's been more like 'full steam ahead' ;-)

Between grant writing, supporting and representing our artists across Eastern Riverina, and working with Regional Arts NSW on plans for Artsate Wagga Wagga (see below), the team has managed to pull together something pretty exciting, that's coming to you LIVE online on 27 June.



**Streaming LIVE from 2pm Saturday 27 June**



Eastern Riverina Arts invites you to **PLATFORM Live** — an online festival featuring some **Australia's** boldest, funniest, creative, and provocative Deaf and disabled artists and performers.

**PLATFORM Live** is not like anything you have experienced before, it's diverse, it's entertaining, it's informative, thought-provoking.

**IDEAS | STAGE | SCREEN | GALLERY | WORDS**

Head to the website now via the link below, checkout the program and lineup. The event will stream live from the website from 2pm on Saturday 27 June.

## PLATFORM Live

This will event will be supported by audio description, closed captions and Auslan.



Wagga Wagga's favourite winter festival is ON.

Tune in to their quarantine livestream on Saturday 20 June for the best Arts. Eats. Beats. in your backyard with Lost Lanes @Home. Featuring Nina Las Vegas and our very own **ERA MC Marcus Wright**.

Invite your 'iso' mates to gather around your backyard fire bucket and enjoy an evening of virtual fun. There'll be cocktail and campfire-inspired live demos, art installations and a live DJ set dropping the house party beats!

[Details here](#)



**SAVE THE DATES**

Regional Arts NSW is delighted to announce that plans for Artstate Wagga Wagga from **5 – 8 November 2020** are progressing.

Artistic Director Scott Howie and the RANSW team are busy curating the arts program, scheduling the speakers program and working with the local community and key stakeholders to create an event that not only celebrates and showcases the excellence of regional arts and culture, but that gives our industry and the Riverina community something exciting to look forward to.

Rest assured, the planning for Artstate Wagga Wagga will include social distancing measures and other contingencies to ensure the event complies with all COVID-19 related regulations. [More information here](#)



**BOORANGA POETRY**

Three regional poets and one international poet – **John Mukky Burke** (Wagga), **Greg Pritchard** (Wagga), **Keri Glastonbury** (Newcastle) and **Goro Takano** (Japan) – reading selections of their work.

The evening will conclude with an **open-mic** section. Guests will be able to access the event online on **18 June** for free [HERE](#)

## \$10K WINDMILL TRUST

The Windmill Trust, together with the National Association for the Visual Arts (NAVA), is pleased to announce that the 2020 Windmill Trust Scholarship for Regional NSW Artists worth \$10,000 has opened for applications. Closes **19 July**. Info [here](#).

Windmill Trust  
Scholarship for  
Regional NSW  
Artists  
\$10,000

applications close 19 July 2020  
[nava.net.au/nava-grants](http://nava.net.au/nava-grants)

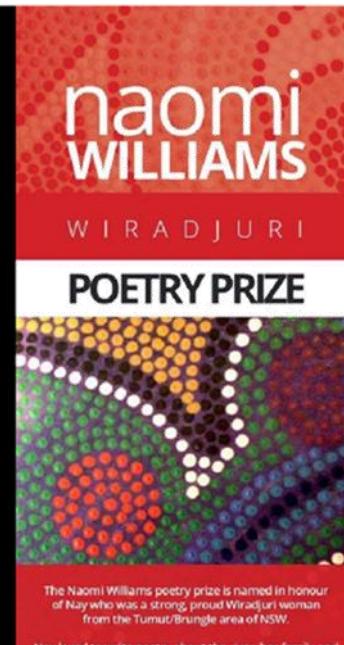


## NAOMI WILLIAMS WIRADJURI POETRY PRIZE

Explore the themes of the Rivers of Wiradjuri, Family & Love through poetry this long weekend. Wiradjuri poets and also those living on Wiradjuri country, the Naomi Williams Wiradjuri Poetry Prize is open for entries.

The prize is named in honour of Nay who was a strong, proud Wiradjuri woman from the Tumut/Brungle area. Entries closes 14 June. Details [here](#)

Winners will be announced at the Gundagai NAIDOC Ball on **25 July 2020**.



## GET BUSY PRINTING

Sign up for **Elaine Camlin Artist's** online workshops. All you do is register and Elaine will send you a link to the online tutorial AND a materials pack for just \$45. You can choose from **TOTES COOL! Repeat Pattern Block Print on Fabric ... OR... WHAT A RELIEF! Foam and String Relief Printing.**

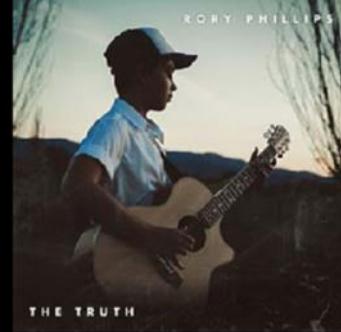


[Email Elaine](#) to get started.

## SINGLE DROPS

Rory Phillips' new single drops 17 June. Rory may be young but he is the brightest young star on the horizon. Hailing from Eastern Riverina, Rory is getting noticed worldwide. He's jammed with the best and has developed his own huge following at Blues, Roots, Country & Folk festivals around the nation.

Co-written with Roger Corbett of The Bushwackers, you can pre-order *The Truth* [here](#)



## WRITING FELLOWSHIP

The **Writing NSW** Varuna Fellowships are awarded to writers who have a work of fiction, creative nonfiction, a play, or a suite of poems ready for the next stage of development.

Two fellowships are available with one for a writer under 30. Applications must be Writing NSW members and must commit to developing their work.

The winners receive a week-long residency at Varuna, the National Writers' House, and manuscript assessment from a participating publisher. Entries close Sunday 5 July 2020. [Enter here](#)





**LOVE LOCKDOWN DANCE?**

Have you had more dance in our life since the COVID-19 lockdown? Would you like to share your positive dance experiences during the COVID-19 lockdown?

Contact Bonnie Curtis, who is a regional artist wanting to chat to people who, since the shift to online, have been able to:

- take more dance classes
- watch performances you wouldn't normally see because of geographical distance/cost/access needs, etc.

Bonnie is collecting positive dance stories for a project she is working on. For more info and to share your stories [Email Bonnie](#).

**ONLINE ARTISTS DIRECTORY**

Check out CREATIVE RIVERINA for information on artists and creators across the region. You can search by category or geographical areas. If you're an artist, add yourself, it's **FREE** and always will be!

**EXPLORE CREATIVE RIVERINA**

## Next issue... grants are coming



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**The Hon Paul Toole MP**  
**Minister for Regional Transport and Roads**

Cootamundra Gundagai  
Regional Council  
Document Received

17 JUN 2021

Our Ref: 01167153  
Your Ref: REC-201214-MMC-120000

Councillor Abb McAlister  
Mayor  
Cootamundra-Gundagai Regional Council  
81 Wallendoon Street  
COOTAMUNDRA NSW 2590

File No. \_\_\_\_\_  
Initials \_\_\_\_\_

Dear Cr McAlister

Thank you for your correspondence about Transport for NSW's Request for Information (RFI) regarding minor civil and roadworks.

I am advised the RFI does not shift road maintenance work from regional Councils to the private sector. The RFI is part of an improvement to streamline the tender process by the creation of a panel that will make it less arduous for those suppliers to gain work and keep employing people. It is about making it easier to employ people in our regions and to create more opportunities for regional businesses. The NSW Government is supporting Councils and local communities through an unprecedented investment in the Regional Road network, including for small infrastructure projects that are 'shovel ready'.

The NSW Government is investing \$500 million through its Fixing Local Roads program to help Councils repair, maintain and seal the Local Roads used by their communities every day to get to work, school and home again. The Australian Government has committed a further \$191 million to this program, ensuring even more communities will benefit, faster. A further \$500 million is being invested in the Fixing Country Bridges program, which will help Councils replace ageing timber bridges in their communities and improve connections in the bush.

Regarding the Road Classification Review and Transfer program, the Independent Panel tasked with overseeing this project provided an interim report to the NSW Government with priority recommendations in early 2021. The full round of submissions is scheduled to open later this year.

Please be assured that for any Councils directly impacted by a transfer, Transport for NSW will work with them to ensure viable road management arrangements are in place. Thank you for taking the time to write.

Yours sincerely

06/06/2021

**THE HON PAUL TOOLE MP**

GPO Box 5341, Sydney NSW 2001



**The Hon. Shelley Hancock MP**  
Minister for Local Government

Ref: A771473

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

Email: Marianne.mcinerney@cgrc.nsw.gov.au

Dear Clr McAlister,

Thank you for your further correspondence of 29 April 2021 and of 17 May 2021 to the Premier, the Hon. Gladys Berejiklian MP and the Deputy Premier, the Hon. John Barilaro MP, regarding Council's resolution regarding the elector boundary proposal for Cootamundra-Gundagai Regional Council and release of the Boundaries Commission reports. The Premier and the Deputy Premier have referred your correspondence to me for my consideration as Minister for Local Government.

I note that I have previously received correspondence from you dated 13 April 2021, regarding the same matter and I provided a response to you on 4 May 2021.

As I advised in that reply, I asked the Boundaries Commission to undertake an examination of the proposal and the Commission has completed its work and submitted its report on the proposal to me. As is required under the *Local Government Act 1993*, I am now giving the Commission's report due consideration. Following this, the Commission's report on the proposal will be released.

In the circumstances, it would not be appropriate for me to comment further about the proposal.

Thank you for taking the time to bring Council's resolution to my attention.

Yours sincerely,

**The Hon. Shelley Hancock MP**  
Minister for Local Government

8 JUN 2021

**From:** [Oliver Batten](#)  
**To:** [Abb McAlister](#)  
**Cc:** [Miriam Crane](#); [Mail](#)  
**Subject:** Be rewarded and showcase your Council's achievements  
**Date:** Wednesday, 9 June 2021 10:04:49 AM  
**Attachments:** [image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)  
[image010.png](#)  
[image011.png](#)  
[image012.png](#)  
[image013.png](#)  
[image014.png](#)  
[KAB NSW Sustainable Communities - Tidy Towns 2021 Application Guide.pdf](#)

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Dear Clr Abb McAlister,

Firstly, let me introduce myself - I'm Oliver, your Community Engagement and Program's contact at Keep Australia Beautiful NSW (KAB NSW). Being relatively new to the KAB NSW team, I am eager to connect with our communities across NSW and share with you some of the amazing programs we deliver to reward and recognise sustainable projects across the state.

The Keep Australia Beautiful NSW (KAB NSW) awards entries are **NOW OPEN**.

Since 1981, we have had the honour of rewarding projects around litter, waste management, recycling, heritage, community spirit and other environmental areas across NSW.

For a full list of award categories, application guide and the entry form visit:

• [Sustainable Communities – Tidy Towns](#)

**\* Applications close Friday 30 July 2021.**

I have also attached a copy of our Application Guide for your convenience.

If you would like to have a Zoom/Teams meeting to ask questions or to discuss our programs further, please send through your availability and I will set up a calendar invitation. I would be more than happy to assist you with this process.

We look forward to seeing the projects entered this year and bringing people together across NSW to celebrate achievements in sustainability.

Kind regards,

Oliver

**Oliver Batten**  
Community Engagement & Program Manager  
Keep Australia Beautiful NSW  
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## Sustainable Communities - Tidy Towns Awards Program 2021 Entry Kit



Entries close **Friday 30 July 2021**

Thank you to our  
awards supporters



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# PROGRAM MANAGER'S MESSAGE

We are absolutely thrilled to be opening entries for the Keep Australia Beautiful NSW (KAB NSW) Sustainable Communities - Tidy Towns Awards for 2021.

Since 1981, KAB NSW has had the honour of rewarding and recognising projects around litter, waste management, recycling, heritage, community spirit and other environmental areas across NSW. It is always fantastic to see the diversity of projects that enter and to be able to showcase the incredible impact of these initiatives within our communities.

This is your opportunity to share with others the amazing stories and sustainable programs that you are involved in. By sharing your projects through our KAB NSW programs, you are providing the opportunity to receive valuable recognition at a regional, state and national level. The winner of most Sustainable Community Tidy Town Award will have the opportunity to attend and represent NSW at the National Awards.

Take this as an opportunity to reflect on all the amazing achievements of your town, council, community group, school or even your individual efforts. Every project counts, not matter how big or small.

I also want to take this opportunity to acknowledge and thank our partners and incredibly experienced judges for their ongoing support of our programs. Without them, these programs simply would not be as meaningful and as impactful as they are.

All the best with your application, and we look forward to showcasing the fantastic projects happening across our state.



Kind regards,

Oliver Batten  
Community Engagement & Program Manager  
Keep Australia Beautiful NSW

# ABOUT KAB NSW



Keep Australia Beautiful NSW (KAB NSW) are the leaders in transforming behaviour to create a less littered and more environmentally sustainable New South Wales.

With a legacy of successful community engagement since 1975, our programs inspire individuals, students, organisations, businesses and government to actively care for their local environment.

Our flagship Sustainable Communities - Tidy Towns and Sustainable Cities awards programs have been running since 1981. They encourage, recognise and reward local communities, councils, businesses and schools for their outstanding efforts to reduce litter, increase recycling and beautify and improve their local environment.

Our Annual Litter Congress is Australia's only dedicated litter conference that shares successful projects, research, knowledge and best practice in area of litter prevention, management and anti-littering strategies.

Our hugely popular EnviroMentors® sustainability education service is a mobile service to schools, reaching every corner of NSW and covering a full suite of environmental modules.

KAB NSW is an apolitical organisation – we are not activists, we work in partnership with local and state governments, industry, schools and the community to protect and improve our state environment.

We work closely with the NSW Government and partner with them on a range of programs to connect with communities across NSW at a grass-roots level. Every year the NSW Premier hosts an annual charity dinner for KAB NSW which brings together business, local government, corporates, community groups and industry.

## WHAT IS THE SUSTAINABLE COMMUNITIES - TIDY TOWNS PROGRAM?



Since 1981, the Sustainable Communities - Tidy Towns Awards Program has been rewarding and giving recognition to projects that reduce litter, minimise waste, encourage recycling, promote heritage and culture, habitat and coastal protection, celebrate community spirit and many other environmental areas.

The Sustainable Communities - Tidy Towns Awards Program provides a place to showcase your achievements and celebrate with others. Show NSW what you have been achieving. We invite you to take part in the 40<sup>th</sup> Keep Australia Beautiful NSW Awards this year.

## FURTHER INFORMATION + CONTACTS

For further information on how to enter and award submissions go to  
<https://www.kabnsw.org.au/sustainable-communities-tidy-towns/>

Alternatively, please contact Keep Australia Beautiful NSW on  
E: [awards@kabnsw.org.au](mailto:awards@kabnsw.org.au) or T: 02 8594 4000

## 2020 OVERALL AWARD WINNER - ALBURY

In March 2021, AlburyCity Council was announced winner of the 2020 Overall Keep Australia Beautiful NSW Sustainable Communities - Tidy Towns Award.

Albury also won awards for our organics recovery operations, renewable energy hub and infrastructure improvements at the Albury Waste Management Centre, our education program Halve Waste along with a highly commended for a social community enterprise the Repair Café.

Council are extremely proud to be building a strong, healthy vibrant community that endorses innovation in the environmental sector, these awards are testament of how Albury works with our partners, the community and the broader region to make sustainability a central focus of our future.

We look forward to hosting Keep Australia Beautiful NSW in Albury in 2021.

Kevin Mack  
Mayor – AlburyCity Council





## KEY DATES

Applications Open online:	<b>Monday 3 May 2021</b>
Applications close:	<b>Friday 30 Jul 2021</b>
Online Judging (for all categories) and on-the-ground assessing (for Overall category only):	<b>Aug - Sep 2021</b>
Winners announced (Sustainable Communities - Tidy Towns Awards Weekend):	<b>Friday 12 - Sunday 14 Nov 2021 @ Albury</b>

We encourage all entrants to attend the awards to celebrate their own and other's achievements. We ask that if you enter the awards that you make yourself available to attend the awards weekend in November.

## AWARDS SPONSORS



### NSW ENVIRONMENT PROTECTION AUTHORITY (EPA)

The NSW Environment Protection Authority (EPA) protects our environment and the community by being a leader, partner and protector. They are the primary environmental regulator for NSW, with a purpose to improve environmental performance and waste management across the State.

EPA NSW leads in protecting our air, waterways, land and the health of the community for the future, working with communities, government and business to reduce their impact on the environment.

[www.epa.nsw.gov.au](http://www.epa.nsw.gov.au)



### RETURN AND EARN

Return and Earn is the largest litter reduction initiative ever introduced in NSW.

Since launching in December 2017, Return and Earn has enabled the collection of clean streams of high-quality recycled materials, meaning that 100% of the drink containers collected through the scheme is recycled. The establishment of Return and Earn has also created new job opportunities in the recycling industry and contributed as a valuable asset to many community's fundraising initiatives.

[www.returnandearn.org.au](http://www.returnandearn.org.au)

# AWARDS CATEGORIES

## Resource Recovery and Waste Minimisation Award



The Resource Recovery and Waste Management Award ([sponsored by the NSW EPA](#)) is for a project or program that tackles a range of waste and recycling problems through:

- Waste minimisation and reduction.
- Effective and innovative waste and recycling programs - including education and infrastructure projects.
- Incentivising behaviour change to improve waste management, recycling and stop illegal dumping.

Projects should demonstrate inventive techniques that specifically address local waste problems, with quantifiable and effective outcomes.

### Examples of eligible projects may include:

- Projects that use recycling and prevent material going to landfill.
- The development of a Waste Management Strategy and Action Plan.
- A local group addressing the problem of food waste in their community.
- The planning and implementation of a program that facilitates appropriate disposal of items, for example, free drop-offs to help tackle illegal dumping or management of event sites.

## Litter Prevention Award



The Litter Prevention Award ([sponsored by the NSW EPA](#)) is for a project or program that reduces or prevents litter. This could include projects that use one or more of these approaches:

- Behaviour change techniques to stop littering.
- New or effective ways to communicate about litter and its impacts.
- Building partnerships or networks to prevent litter.
- Enforcement techniques to reduce litter.
- Create effective infrastructure and place design to reduce litter (signage, bins, other landscaping).
- Utilising the 'Don't be a Tosser' campaign materials.

Projects should demonstrate inventive techniques that specifically address local litter issues, with quantifiable outcomes. Projects that use more than one approach will be highly regarded. Projects can address any form of litter in any environment.

### Examples of eligible projects may include:

- A litter reduction campaign which involves the community.
- A project or program aimed at a specific section of the community - for example, children, young people, culturally and linguistically diverse (CALD) groups, Indigenous communities.
- A project aimed at addressing litter with a long-term solution based on behaviour change techniques.
- Different strategies to target litter for example signage, phasing out plastic bags/bottles etc.

Previous or current Community Litter Grant applicants are encouraged to enter their projects.

## Return and Earn Litter Prevention Award



The [Return and Earn Litter Prevention Award](#) is for a program or project that provides for and encourages the use of the Return and Earn scheme in a local area, through:

- Development and promotion of Return and Earn facilities for the return of beverage containers under the NSW Container Deposit Scheme.
- Community engagement and involvement in the development, design and set up of the system. This includes knowledge sharing with individuals and groups in the community.
- Innovative use of the Return and Earn Scheme to benefit a specific group.

Entries from Individuals, School's, Not for Profit Organisation's and Community Group's qualify for the cash prize.

The KAB NSW winner/s in this category will receive a KAB NSW winner's certificate. In addition, the \$3,000 cash prize will be presented to one winner based on the entrant's ability to demonstrate a high level of commitment to their activities and the sustainable long-term benefits of their activity.

### Examples of eligible projects include:

- Installing infrastructure and systems in consultation with the community that will provide better access to the Return and Earn scheme. Includes the development, promotion, partnering and benefits to their community.
- Developing long term plans to extend systems and facilities in the future, including accessing community feedback and measurements of success.
- Clean-up activities, specifically undertaken to collect beverage containers accepted as part of the Return and Earn Scheme, including data collection about how many containers and types collected.
- An individual or organisation that develops a community engagement and awareness project for Return and Earn that results in measurable success (e.g. a cleaner local environment, increased knowledge and community participation in Return and Earn).

### Habitat and Wildlife Conservation Award



The Habitat and Wildlife Conservation Award is for projects which create, restore and sustain biodiversity of our native flora and fauna in urban environments, creating and/or maintaining wildlife corridors and encouraging habitat conservation, through:

- Leadership and innovation in the promotion and advocacy for conserving local biodiversity.
- Actions which improve the wildlife and habitat in an area, through community participation. For example, Landcare, Bushcare, Dunecare, Land for Wildlife and Marine Rescue.
- Partnerships that support the community to be proactive in the conservation of biodiversity.
- Policy or mission that maintains the protection of local biodiversity in an area.

Examples of eligible projects may include:

- Education programs and projects about local threatened species, habitat and communities and their protection.
- Development or upgrades to community or local nurseries which provide greater access to local provenance species.
- Supporting community participation in projects such as fauna and flora conservation. Includes promotion and education, data collection and mapping, community involvement and feedback.
- Development of or increased involvement by the community in Landcare, Bushcare, Dunecare or other community projects that assist in the reversing of environmental damage to wildlife habitats, including bushland and waterways.

### Heritage and Culture Award



The Heritage and Culture Award is for community projects that enhance and protect either our built heritage, natural heritage or indigenous cultural heritage. Projects may include:

- Commitment to the conservation of built heritage, such as a building and/or other infrastructure restoration.
- Education projects and/or research into an area's heritage.
- Conservation actions which promote and support indigenous heritage.
- Proactive long-term planning that allows an area's Aboriginal heritage to be preserved

Examples of eligible projects may include:

- The restoration of an area, heritage building or other infrastructure.
- An event that recognises the history of an area, such as a cultural festival.
- The protection of significant natural areas that are an integral part of the history of an area.
- A Heritage Centre (or similar) that promotes heritage and facilitates local history documentation in an area.
- Education which provides for the ongoing existence of the Aboriginal heritage of an area. For example, the teaching and preservation of language.

### Young Legend's Award



The Young Legend's Award is for an individual or a group of individuals (25 years and under) who demonstrate outstanding commitment to their environment and show leadership in pursuing environmental outcomes in any of the preceding categories e.g. Litter, wildlife conservation, waste minimisation etc. through:

- Advocating for change in the local area, through participation on committees or clean-up activities, volunteering at community nurseries or Bushcare etc.
- Working in partnership with other organisations to make significant change in relation to the environment.

Projects may be submitted by:

- Individuals.
- A group of young people.

Examples of eligible projects may include:

- An individual who volunteers by growing plants at their local community nursery for planting in a local area of bushland.
- A youth group who advocates the reduced use of plastic litter through active clean-ups, education campaigns and partnering with the local community.
- A pre-school or vacation care group who take part in sustainability or environmental projects.

# AWARDS CATEGORIES

## School's Achievement Award



The School's Achievement Award is for New South Wales schools (public and independent) that can demonstrate sustainability achievements, sustainable practices, reducing their environmental impact and leading the community by example through:

- Programs that encourage mentoring and development of sustainability throughout the school and in the community.
- Environmental programs or sustainability initiatives where students have led or participated in awareness raising campaigns.
- The adoption of sustainable methods in operations such as retrofitting school infrastructure or undertaking of whole of school behaviour change programs.

Projects may be submitted by:

- Schools and Pre Schools.
- Teachers, parents or students.

Examples of eligible projects may include:

- A school who has conducted waste, water and energy audits and are making changes to their behaviour in response to the auditing of these areas.
- A school that has implemented a waste or sustainability project within their school or community.
- School participation in a community or industry program.
- Schools who have consistently taken part in programs such as National Tree Day or Clean Up Australia Day and who have developed a positive culture in relation to these events within their school.

## Waterways and Marine Protection Award



The Waterways & Marine Protection Award (**incorporating Clean Beaches**) is for programs and actions that create, restore and/or enhance our natural waterways and beaches, through:

- Actively advocating coastal and waterway protection through education, action, data collection and partnerships.
- Developing projects that encourage community participation in the protection of waterways and beaches.
- Sustainably managing water resources within the community, through improved infrastructure, systems and planning.
- Improving water quality through reducing litter.
- Sustainable coastal use and development for healthy habitats.
- Protecting the cultural values of the marine estate.
- Sustainable fishing and aquaculture.

Examples of eligible projects may include:

- Building a fish ladder to improve fish movement upstream.
- Caring for a local beach, through community participation. Actions may include clean-ups, education through signage, data collection and improved bin infrastructure.
- Weed control along streams, rivers and dunes.
- Advocacy and action around threats to marine environments, including data collection, projects around minimising the use of single use plastic or fishing line management.

## Communication and Engagement Award



The Communication & Engagement Award is for programs and projects that inspire environmental action, through:

- Education and communication campaigns that raise awareness of environmental sustainability for topics such as energy, water or waste reduction to create empowerment and behaviour change amongst the target audience.
- Developing and building communication partnerships that enable sharing of resources, ideas and knowledge.
- Creating spaces and places for environmental communication programs that demonstrate ideas and practical solutions for the community.

Examples of eligible projects may include:

- A series of education workshops on a range of topics that inspire community to share ideas and learn about environmental issues.
- Regional education programs that specifically target behaviours of a group around a specific issue (for example, wood fire smoke or illegal dumping).
- A council that has implemented an effective communication program, ranging from media campaigns to multi-dimensional campaigns which tackle a problem from different angles.

### Recycled Organics Award



The Recycled Organics Award is for projects and programs that reduce organics going to landfill and supports the community to avoid, reduce and recycle organics through:

- Development of improved technologies for the separation of organics from the waste stream.
- Education and communication programs that support positive behaviour changes in the community, around reduced food waste, composting and worm farming.
- Innovative ideas, action and markets for the use of compost.

Examples of eligible projects may include:

- An enterprise that supports composting/worm farming through education, resourcing and innovative systems.
- A Council that extends its waste collection to a separate green waste collection or for an existing collection to include food organics.
- A business that is avoiding food waste and maximising reuse/recycling of food waste through an on-site composting facility.

### Circular Economy Award



The Circular Economy Award is for any operationally viable projects in the circular economy which do, or could potentially, divert solid materials, fluids or energy from waste streams and return them to the productive economy.

Examples of eligible projects may include:

- A business plan or strategy for a viable project. For example, a Waste Management Strategy which demonstrates how the waste streams are being diverted back into the marketable economy.
- A financed project in pre-commercial development or a scheme in commercial operation.
- A proposal by four or more participants to collaborate on developing a project.

### Renewable Energy Award



The Renewable Energy Award is for programs and projects that progress achievements in developing products or services associated with renewable energy.

Examples of eligible projects may include:

- Developing or improving energy generation or usage within an organisation.
- Reducing reliance on fossil fuels within a community.
- Products, projects or infrastructure that facilitate the use of renewable energy.
- Improving business accountability for and reporting of energy use.
- Long term plans to reduce energy demand, especially energy sourced from fossil fuels.

## CONFIRMING YOUR POPULATION CATEGORY

On your application form, please enter the population of your town only (not the entire population within your Council). To confirm the population of your town, please refer to the most recent Census data.

<b>Population category A:</b>	≤ 1,500
<b>Population category B:</b>	1,501-5000
<b>Population category C:</b>	5001-12,000
<b>Population category D:</b>	12,001-23,000
<b>Population category E:</b>	> 23,001

# AWARDS CATEGORIES

## Community Spirit and Inclusion Award



The Community Spirit and Inclusion Award is awarded to communities that successfully demonstrate strong community spirit and inclusion in the face of ongoing challenges. This award is given to communities that refuse to 'give in' when facing a challenge.

### Examples of eligible projects may include:

- A community coming together to restore and rebuild a community hub.
- Events, programs or festivals that celebrate and promote community spirit and inclusion.
- Activities to promote civic pride, create community awareness, cohesion and wellbeing.
- Innovative approaches to community engagement, such as communications techniques or alternative methods of delivering events, programs or festivals
- A community supporting each other at a time of crisis – such as through the COVID-19 pandemic or in bushfire recovery.

## Response to Climate Change Award



The Response to Climate Change Award is for programs and projects that tackle the effects of climate change and extreme weather events through:

- Providing real and practical solutions to meet the challenges of climate change in an area.
- Planning long term for the management of climate change events, which includes partnerships, collaboration and community engagement.
- Educating communities and building capacity about the causes and effects of climate change and what individuals can do to take action.
- Actions to combat existing weather events and strengthen an areas resilience.

### Examples of eligible projects may include:

- Improving erosion proofing along coastal areas, where rising tides are impacting the coast line.
- Long term planning supporting the likely impacts of climate change and increased extreme weather events.
- Education programs which provide knowledge and support for individuals, students and communities to learn, discuss and voice concerns.
- Research and scholarship projects that look closely at likely impacts and possible solutions.

## Overall Sustainable Communities - Tidy Towns Award



The Overall Award is awarded to a community in a town, village or regional centre that has successfully undertaken projects or actions in multiple areas of environmental sustainability and social inclusion across the range of award categories.

It is recommended that communities entering the overall award have a minimum of four (4) category entries.

Projects submitted by any organisation or individual (including schools) within the town, village or regional centre may contribute towards an Overall entry.

Communities that qualify will be assessed by an on-the-ground assessor who will visit projects in. Exact times and dates will be confirmed with each community before the assessor arrives.

## WHO CAN ENTER?

The Sustainable Communities - Tidy Towns Awards are open to rural, regional and coastal towns and villages across NSW. Category entrants include (but are not limited to) Tidy Towns groups, Individuals, Progress Associations and CWA's, Youth Organisations, Landcare Groups, Chambers of Commerce, Local Authorities/Council's, Tourism Associations, School's, Pre Schools, Businesses, Small Enterprises and Industry, Registered Clubs and Service groups.

**If you or your project, community group, business, school, town or village is based within the following local government areas, you should enter the Sustainable Communities - Tidy Towns Awards Program:**

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

*For projects, community groups, businesses, schools and Council's in the Greater Sydney Metropolitan Area, please refer to the the Sustainable Cities Awards Program.*



# PREPARING AND LODGING YOUR ENTRY

Before you begin completing the online form, we recommend you collate your submission material so that you can simply copy and paste/upload the respective content into the form. Please refer to the list below for the required information.

## 1. APPLICATION DETAILS \* *indicates required fields*

- **Name of project\***  
(max 40 characters including spaces, please enter as you would wish it to appear on any awards)
- **Applicant Name\***  
(please enter as you would wish it to appear on awards)
- **Town\***
- **Population Category\***  
(A: up to 1500; B: 1501-5000; C: 5001-12,000; D: 12,001-23,000; or, E: 23,001+)
- **Which Local Government Area is your Town in?\***
- **Contact at Council (if known)**
- **Are you nominating as a:\***  
Group; Business / Enterprise; Individual; Organisation (NGO, NFP); Local Authority; School
- **Main Contact**
  - Name\*
  - Organisation
  - Postal Addresss
  - Email\*
  - Phone\*
- **Media Contact**
  - Name
  - Phone
  - Email
- **Social Media Tags**
  - Twitter
  - Facebook
  - LinkedIn
  - Instagram
- **Please list your local newspaper(s), radio stations and any other media contacts (it would be very helpful if you can provide their social media tags)**

## 2. ENTRY QUESTIONS \* *all questions are required*

- **Project Overview** 25 words each. *NOTE: This information will be used for awards promotions. No score will be assigned to this section,*
  - What challenge was this initiative seeking to address?
  - How did you go about addressing this challenge (what did you do?)
  - Who were the main stakeholders?
  - What were the key outcomes/achievements?
  - What did you learn/what adjustments would you make if you were to do it again?
- **Hero Image** - Please provide one main image in **LANDSCAPE** format that best encapsulates the spirit of your project. Note, you may supply additional images in the attachment section.
- **What is the history of the project, how was the need identified and addressed?** (Word count 250)
- **How was this project resourced?** (volunteers, staff, grants, sponsorship, fundraising, in kind support, partnerships, etc). (Word count 250)
- **Tell us how you evaluated the overall success of your project** (include any relevant measurement models or statistics that demonstrate your progress, or personal stories about the success of the project (Word Count 250)

- **Category Specific Question (Word count 300)**

Category	Question
Resource Recovery and Waste Minimisation	In what ways will the project lead to long term reduction in waste in your community and increase recycling?
Litter Prevention	In what ways will the project lead to long term litter reduction in your community? (if it was a trial what was learnt; an ongoing program or did it just target a particular issue; a model that could be built upon or tried by other community groups or organisations).
Return and Earn Litter Prevention	Tell us how your Return and Earn project has been developed to support the ongoing use of the scheme in your local area?
Habitat and Wildlife Conservation	Describe how or why your project demonstrates a commitment to the conservation and preservation of habitat and wildlife in your area.
Heritage and Culture	Describe how or why your project demonstrates a commitment to the conservation and preservation of heritage in your area.
Young Legends (under 25)	Describe how the nominated individual or group has demonstrated an ongoing commitment to sustainability and the environment?
Schools Achievement	How do your projects support the school's long-term planning, implementation and outcomes around environmental initiatives? (include any environmental education frameworks that the school uses and how the project/s supports this).
Communication and Engagement	Describe how your project provides long term solutions for your community to continue to learn from and continue in their education about your environmental campaign?
Recycled Organics	Describe how your project embeds a long-term commitment to recycling organics in your area?
Waterways and Marine Protection	Describe how your project supports and achieves long term commitment to the protection of your coastal or waterway area?
Circular Economy	Describe how your project shows a long-term commitment into the diversion of wastes into the productive economy?
Renewable Energy	Describe how your project is committed, in the long term, to the increased use of renewables in your area?
Community Spirit and Inclusion	Describe how your project provides an ongoing solution to the issue being addressed and how this has been embedded in the solution?
Response to Climate Change	Describe how your project is committed to supporting the long-term mitigation of the effects of climate change and extreme weather events in your area?

- **Describe how you have used your learnings from this project to promote improvements for future projects, events or similar programs. Include any collaboration with partners, other organisations or sharing within communities. (Word count 500)**

### 3. SUPPORTING ATTACHMENTS

- **To support your entry you may upload up to 10 attachments.** These may be photographs or documents (e.g. reports). It will assist the judges if you reference any attachments within your Entry Questions and we encourage you to upload photos and videos as these can be used to promote your project through KAB NSW and other channels. All photos submitted to Keep Australia Beautiful NSW may be used for promotion and marketing purposes and you must ensure that you have permission from all individuals featured in any photographs prior to submitting your entry.
- You may also upload or provide links to videos. This can be used to answer ALL OF THE CRITERIA as set out by the online portal.

Now that you are prepared, visit  
<https://www.kabnsw.org.au/sustainable-communities-tidy-towns/>  
 to start your submission



## ENTRY CRITERIA

All towns and suburbs are invited to participate, through community groups, schools, councils, individuals, businesses and other organisations undertaking new or ongoing beautification, environment enhancement or community development projects.

You can enter as many or as few categories as you wish and multiple entries (for different projects) within a category are permitted.

Your application can be about large or small projects, but most importantly you will need to show how the work you are doing is innovative, delivering best value, and improving outcomes for your community.

**IMPORTANT:** While projects may be ongoing, they must have recent or continued expansion and additional significance with results shown over the 2020/2021 financial year.

Previous overall and category award winners are welcome to enter again, but projects must have progressed from the previous entry, and those new achievements or outcomes must be demonstrated clearly in the application.

## TERMS + CONDITIONS

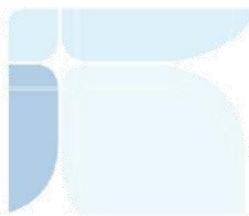
1. Entry is free and open to both KAB NSW members and non-members.
2. Entries must be based in New South Wales.
3. All guidelines should be addressed in your online nomination. Supporting documents and photographs should be attached to your nomination if relevant.
4. By entering the Awards the entrant gives permission to KAB NSW to publish, exhibit and promote the content of the submission, including supporters of the Awards, where their use of submission content is specifically related to their promotion of their involvement in the Awards.
5. Entrants agree to media publicity and promotion associated with the Awards nomination, including any photos submitted or taken at the Awards Presentation ceremony.
6. All entrants must be prepared to submit further material for exhibition and publication if required, such as additional photography.
7. Entries close on 30 July 2021.
8. Entrants should endeavour to attend the Awards Weekend on 12 – 14 November 2021. (Inability to attend does not disqualify entry.)
9. 2020 Overall winners are not eligible to enter the Overall Award category for 2021.
10. By entering, the main contact declares that they are authorised to submit the project, and that they have obtained appropriate releases and authorities in writing from project clients, collaborating organisations, copyright holders for entry submission materials, licensees, photographers. In particular where images of children or
11. By entering this program, the entrant agrees to absolve the Organiser from any liability relating to confidentiality or intellectual property issues that may be raised by any party.
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Thank you to our awards supporters





**Riverina Local Land Services**  
Building 24, Darnell-Smith Drive  
Charles Sturt University  
PO BOX 513  
WAGGA WAGGA NSW 2650  
Tel: 6923 6300  
[www.lls.nsw.gov.au/riverina](http://www.lls.nsw.gov.au/riverina)  
CM9 ref: DOC21/105876

9 June 2021

Phil McMurray  
General Manager  
Cootamundra Gundagai Regional Council  
PO Box 420  
Cootamundra NSW 2590  
E: [mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au)

Dear Phil

**Consultation on proposed Riverina TSR management pilot**

We are seeking feedback from Local Government and other groups and individuals with an interest in travelling stock reserves (TSRs) on our proposed changes to TSR management in the central and eastern portions of the Riverina region.

The initiative proposes to create seven defined grazing regions made up of travelling stock reserves, routes and the council roads. These regions will be made available for grazing through a tender application process.

Local Land Services understands the rich and long history that TSRs have provided in our region and the close association our ratepayers and community have endured with them.

For this reason, we are inviting your feedback on this pilot proposal. Public consultation opened on Monday 7 June 2021 and **closes midnight Sunday 4 July 2021**.

A number of public meetings are also in planning, with details to be announced shortly.

**We invite your feedback on the link below:**

<https://bit.ly/3fXlz2D>

Your views will help us tailor the new initiative to meet community expectations, while working towards a sustainable and equitable TSR management program.

Regards

A handwritten signature in black ink, appearing to read 'Ray Willis'.

**Ray Willis**  
General Manager

**From:** [President](#)  
**To:** [Mail](#)  
**Subject:** An invitation from the National President, LG Professionals Australia  
**Date:** Thursday, 10 June 2021 3:34:25 PM  
**Attachments:** [image001.png](#)

---

Dear Phil McMurray

I would like to formally invite you to Canberra for the return of our sector's premier learning and networking opportunity, the *2021 National Congress & Business Expo*.

Everything we do at the National Office is underpinned by a commitment to our professionals in local government. That is why I am reaching out more directly to you as a valued part of the Local Government Professionals network to ensure you are involved in this opportunity for personal and professional development on 23-25 August.

Not just a learning opportunity, it will also be a celebration of what we have achieved across Australia, so this invitation extends to the famous Gala Dinner & Awards Night returning alongside the conference.

After the year that has been, we are revitalising our approach to the conference with renewed focus on not just our organisations but on you as a leader and an individual.

*RE:NEW* takes on Mental Health, Disaster Mitigation & Recovery, the Future of Work, Embracing Diversity, and Infrastructure with the latest in best practice and innovative thinking to inspire a renewed you.

It is most importantly a chance for you to network with your peers in-person once again now that this is possible, and in some of Australia's finest institutions including the National Portrait Gallery and the National Museum of Australia.

You can find more detail including the provisional program and tickets on our website:  
<https://lgprofessionalsaustralia.org.au/events-and-programs/national-congress-business-expo/>

With Canberra continuing to remain open as the safest destination in Australia, I ask that you to invest in your career, your team, and your council this year.

I look forward to seeing you in the capital.

Kind Regards,





Our Ref: SC56113/JL  
(in reply please quote)

Cr Abb McAlister  
Mayor  
Cootamundra-Gundagai Regional Council  
93 William Street  
GUNDAGAI 2722  
mail@cgrc.nsw.gov.au

Dear Cr McAlister *Abb,*

I refer to earlier correspondence regarding the lack of interest in a workshop held in Gundagai for community members interested in standing at the 2021 council elections.

You may recall I wrote informing you I had made representations on your behalf to the Minister for Local Government, the Hon Shelley Hancock MP. A response from the Minister has been received, a copy of which is attached for your information.

I appreciate you taking the time to bring your concerns to my attention. Please do not hesitate to stay in touch should you require any further assistance.

Yours sincerely

Steph Cooke MP  
Member for Cootamundra

16.6.21.



## Steph Cooke MP, Member for Cootamundra

Young Office: 140 Boorowa Street (PO Box 350) Young NSW 2594 Phone: 6382 2399 Fax: 6382 3144

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[/StephCookeMP](https://www.facebook.com/StephCookeMP) [@StephCookeMP](https://twitter.com/StephCookeMP) [cootamundra@parliament.nsw.gov.au](mailto:cootamundra@parliament.nsw.gov.au) [www.stephcooke.com.au](http://www.stephcooke.com.au)



**The Hon. Shelley Hancock MP**  
Minister for Local Government

Ref: A771916  
Your Ref: SC56113/JL

Ms Steph Cooke, MP  
Member for Cootamundra  
140 Boorowa Street  
YOUNG NSW 2594

[cootamundra@parliament.nsw.gov.au](mailto:cootamundra@parliament.nsw.gov.au)

Dear Ms *Steph Cooke*,

Thank you for your correspondence of 12 May 2021 on behalf of the Mayor of Cootamundra-Gundagai Regional Council, Clr Abb McAlister, about the lack of interest in a workshop held in Gundagai for community members interested in standing at the 2021 council election.

It is very disappointing to hear that the Council's candidate workshop was poorly attended. I am pleased to advise however that the Government is investing significant resources to encourage candidates from all walks of life to put their hand up to serve on their local council and to increase the diversity of representation on councils. Among other things:

- the Government has contributed \$50K to fund the Australian Local Government Women's Association NSW branch to hold 30 workshops and \$100K for Women For Election Australia to run 7 workshops across the State to equip and inspire more women to run this September
- a social media campaign will be rolled out to encourage participation in the elections and promote greater diversity of candidates
- a campaign will be conducted targeting Aboriginal communities to encourage participation in local government
- a Candidate Guide has been issued providing information for those considering becoming a councillor
- an online training tool will be launched to assist candidates to better understand the role of a councillor and what will be expected of them if elected
- these and other resources for candidates will be published on a dedicated webpage for the September 2021 elections on the Office of Local Government's website.

These resources are designed to complement councils' efforts to hold candidate information sessions to encourage members of their communities to stand for election in September 2021. The Office of Local Government has issued *Councillor Induction and Professional Development Guidelines* which provide guidance to councils on how to conduct candidate information sessions. The Guidelines are available on the Office of Local Government's webpage at <https://www.olg.nsw.gov.au/councils/councillors/councillor-induction-and-professional-development-guidelines/>

I hope the Council persists in its efforts to encourage members of its community to stand for election in September and I hope this information will be of some assistance to it. Thank you for taking the time to bring this matter to my attention.

Yours sincerely

**The Hon. Shelley Hancock MP**  
Minister for Local Government

8 JUN 2021



Our Ref: SC56114/JL  
(in reply please quote)

Cr Abb McAlister  
Mayor  
Cootamundra-Gundagai Regional Council  
93 William Street  
GUNDAGAI 2722  
mail@cgrc.nsw.gov.au

Dear Cr McAlister *Abb,*

I refer to earlier correspondence regarding the Cootamundra-Gundagai Regional Council merger and your request to meet with the Premier to discuss the impact this merger.

I have had the following response from the Premier's office:

I hope you will appreciate that the Premier receives a significant number of diary requests and she is unable to accept them all. On this occasion, the Premier will be unable to accept your meeting request.

As your meeting request is relevant to the Minister for Local Government, The Honourable Shelley Elizabeth Hancock MP, I have forwarded a copy of your invitation to their Office for consideration. The relevant contact in the Minister's office is copied into this email.

Thank you for writing to the Premier.

I continue to advocate on behalf of the Cootamundra and Gundagai communities.

Yours sincerely

Steph Cooke MP  
Member for Cootamundra

16.6.21.



## Steph Cooke MP, Member for Cootamundra

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[/StephCookeMP](https://www.facebook.com/StephCookeMP) [@StephCookeMP](https://twitter.com/StephCookeMP) [cootamundra@parliament.nsw.gov.au](mailto:cootamundra@parliament.nsw.gov.au) [www.stephcooke.com.au](http://www.stephcooke.com.au)



<b>Circular Details</b>	21-13 / 21 June 2021 / A772309
<b>Previous Circular</b>	N/A
<b>Who should read this</b>	Councillors / General Managers / All council staff
<b>Contact</b>	Council Governance Team / (02) 4428 4100/ <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Response to OLG

### Review of general manager and senior staff remuneration

#### What's new or changing

- The Minister for Local Government has announced a review of general manager and senior staff remuneration.
- A consultation paper has been issued to seek the views of the local government sector, other stakeholders and the broader community. The consultation paper is available on the Office of Local Government's (OLG) website at [here](#).

#### What this will mean for your council

- Submissions on the consultation paper may be made by email to [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).
- Submissions should be labelled 'Review of General Manager and Senior Staff Remuneration' and marked to the attention of OLG's Council Governance Team.
- Submissions should be made before 9 August 2021.

#### Key points

- Currently, councils are free to determine the remuneration they pay to their general managers and senior staff based on a range of considerations including the skills and experience applicants bring to the role, the size and operational complexity of the council, market conditions and industry benchmarks.
- Councils are required to publicly report on the remuneration they pay to their general managers and senior staff in their annual reports.
- The consultation paper examines how executive remuneration is set in other jurisdictions and at other levels of government. It considers a range of options from maintaining the status quo through to introducing greater regulation of the remuneration councils may pay to their general managers and senior staff.

#### Where to go for further information

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

Luke Walton  
Acting Deputy Secretary  
Local Government, Planning and Policy

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Boorowa and Gundagai  
Regional Council  
Document Received

11 JUN 2021

File No. \_\_\_\_\_  
Initials. \_\_\_\_\_

"HAZELWOOD"  
133 SCHUNKES ROAD  
REEFTON, NSW 2666.

DEAR CR. MC ALISTER,

THANK YOU SO MUCH FOR YOUR  
MESSAGE OF CONDOLENCE ON BEHALF OF  
YOURSELF, COUNCIL, PHILIP MCMURRAY AND  
COUNCIL STAFF ON THE PASSING OF PETER  
JAMES FORMER LOCAL GOVERNMENT MEMBER  
OF THE TEMORA SHIRE COUNCIL.

YOUR KIND WORDS & THOUGHTS  
WERE GREATLY APPRECIATED BY MYSELF  
& OUR FAMILY.

REGARDS

Lyn JAMES.



<b>Circular Details</b>	GC150 / 9 June 2021 / A772326
<b>Previous Circular</b>	GC 149
<b>Who should read this</b>	Councillors / General Managers / Finance Managers
<b>Contact</b>	Helen Pearce – 02 4428 4131 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Information

## 2021-22 Financial Assistance Grants (FAGs) – advance payment

### What's new or changing

- The Commonwealth Minister for Regional Health, Regional Communications and Local Government, the Hon. Mark Coulton MP has announced that the Federal Government will again bring forward the first two instalments of the estimated 2021-22 FAGs.
- The advance payment will represent approximately 50% of the amount council is entitled to. Further adjustments will need to be made to the remaining payments to take into account:
  1. the determination by the Commonwealth Treasurer of the final adjustments for 2020-21,
  2. the Grants Commission's recommendations for 2021-22.
- The Commission is currently finalising the 2021-22 FAGs recommendations and will advise councils of the outcome when they have been adopted.

### What this will mean for your council

- The advance payment amount, as set out in the attached schedule, was paid to councils on 8 June 2021.
- The balance of the grants will be paid with a corresponding reduction to the quarterly instalments during 2021-22.
- The first quarterly instalment is expected to be paid to councils in mid-August 2021, with subsequent instalments in November 2021, February 2022 and May 2022.
- All councils will be advised by letter of individual councils' estimated entitlements for 2021-22 FAGs.

### Key points

- The grants are paid under the provisions of the *Local Government (Financial Assistance) Act 1995* (Cwlth).

**Where to go for further information**

- Updates about the transition and general information are available on the Office of Local Government Website:  
<https://www.olg.nsw.gov.au/commissions-and-tribunals/grants-commission>
- Please contact Helen Pearce, Executive Officer, if you require any further information.

*Helen Pearce*

**Helen Pearce**  
**Executive Officer**  
**Grants Commission**

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
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The Royal Commission into National Natural Disaster Arrangements was established on 20 February 2020 in response to the extreme bushfire season of 2019-20 which resulted in devastating loss of life, property and wildlife, and environmental destruction across the nation.

The Letters Patent for the Royal Commission set out the terms of reference and formally appoint Air Chief Marshal Mark Binskin AC (Retd), the Honourable Dr Annabelle Bennett AC SC and Professor Andrew Macintosh as Royal Commissioners.

This paper was published on 5 June 2020.

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The terms under which the Coat of Arms can be used are detailed on the Department of the Prime Minister and Cabinet website.

**Terms of Reference (a), (b) and (f):**

- (a) the responsibilities of, and coordination between, the Commonwealth and State, Territory and local Governments relating to preparedness for, response to, resilience to, and recovery from, natural disasters, and what should be done to improve these arrangements, including with respect to resource sharing;
- (b) Australia's arrangements for improving resilience and adapting to changing climatic conditions, what actions should be taken to mitigate the impacts of natural disasters, and whether accountability for natural disaster risk management, preparedness, resilience and recovery should be enhanced, including through a nationally consistent accountability and reporting framework and national standards; ...
- (f) ways in which Australia could achieve greater national coordination and accountability – through common national standards, rule-making, reporting and data-sharing – with respect to key preparedness and resilience responsibilities, including for the following ...
  - (iii) land-use planning, zoning and development approval (including building standards), urban safety, construction of public infrastructure, and the incorporation of natural disaster considerations

## Local governments and natural disasters

Local governments – cities, shires, towns and municipalities – play a central role in preparing for, responding to, and recovering from natural disasters. The roles and responsibilities of Australia's 537 local governments differ between jurisdictions and depend in part on the geography of the area, the demographics and unique needs of the communities they serve, and sometimes the particular natural disasters they face. Between 60 and 70 percent of local governments are regional or rural.<sup>1</sup>

Local governments will often have a more detailed understanding of their local communities and resources than other levels of government. They may be a key source of information for their communities. Emergency response services also commonly rely on the knowledge, support and expertise of local governments.

Local governments will also understand their local infrastructure and generally have primary responsibility for restoring community infrastructure after a disaster, with the support of Australian, state and territory governments. They may also lead the delivery of community services, such as evacuation centres, relief centres and safe places, during and after a natural disaster.

Along with state and territory emergency services, local governments are an integral part of the emergency planning process, and play an important role in risk mitigation, land-use planning and land management. The quality of the information they rely on is critical to the effectiveness of both their plans and their response to emergencies more generally.

Natural disasters do not respect state and territory borders, much less local government boundaries. The 2019-20 bushfire season highlighted that coordination within and between all levels of government is fundamental to effective planning for, responding to and recovering from natural disasters.

This paper poses a number of questions on which the Royal Commission invites comment by **18 June 2020**. The Commission particularly encourages local governments to provide their views. To comment, please use the response form on the Commission's website: <https://rcndasubmissions.lawinorder.com.au/>

<sup>1</sup> In the Australian Capital Territory, the responsibilities usually handled by local government are administered by a department of the territory government: Australian Local Government Authority, *Local Government Key Facts and Figures* <<https://alga.asn.au>>.

**Question 1**

- a. What information do local governments have access to and rely on in preparing natural disaster management plans, conducting risk assessments and in otherwise preparing for natural disasters?
- b. What information do local governments rely on in assessing the impact of natural disasters?
- c. How can the information available to, and relied on by, local governments be improved to assist their role in planning for, responding to and recovering from natural disasters?
- d. To what extent is the information referred to in (a) and (b) shared or coordinated with other local governments and with the community?

**Question 2**

- a. What is the responsibility of local governments for communicating with, and educating their communities about, natural disaster risks, preparedness, response and recovery?
- b. How is this put into effect?
- c. How could this communication and education be improved?

**Question 3**

Are local governments provided with sufficient guidance, training and standards to perform their role in relation to natural disaster mitigation, preparedness, response and recovery?

**Question 4**

How can local governments ensure accountability for, and compliance with, land-use planning or hazard management obligations designed to mitigate and increase resilience to natural hazard risks?

**Question 5**

- a. What is the responsibility of local governments for evacuation, evacuation centres and safe places?
- b. How could these arrangements, including with respect to coordination between local governments, be improved?

**Question 6**

- a. What is the responsibility of local governments for assisting the community with relief and recovery from natural disasters?
- b. How do local governments coordinate relief and recovery assistance with other local governments, Australian, state and territory governments, charities and community groups?
- c. How could these arrangements be improved?

## Next Steps

Submissions in response to this paper will inform the Royal Commission's consideration of the role of local governments in natural disaster management. Responses will also assist with the panels on local government that the Commission intends to hear from later in June 2020.

The Royal Commission continues to gather information and analyse evidence, and will not make findings or draw conclusions until it has completed this process.

This paper does not seek to cover every issue relevant to local government that the Royal Commission may consider. Further issues may be explored in relation to local governments and natural disasters.



**The Hon. Shelley Hancock MP**  
Minister for Local Government

Ref: A775420

Clr Abb McAlister  
Mayor  
Cootamundra-Gundagai Regional Council  
PO Box 420  
COOTAMUNDRA NSW 2590  
Email: mail@cgrc.nsw.gov.au

15 June 2021

Dear Mayor

The NSW Government is committed to continuing to support councils and their communities throughout the multiple challenges our state has faced, including bushfires, floods, the ongoing COVID-19 pandemic and mouse plague.

Since 2011 this Government has provided more than \$11.3 billion in financial support to councils to deliver and improve infrastructure, services and facilities for their local communities. We moved quickly to provide an unprecedented \$395 million COVID-19 support package, and have worked closely with councils and their residents to provide rate relief and support the ongoing recovery effort.

I am pleased to inform you that in addition to this support, the NSW Government is providing a one-off payment to fully fund the increase in FY21-22 local government Emergency Services Levy (ESL) contributions.

This payment will ensure that your council pays the same amount in FY21-2022 as it did in the 2019-20 financial year pre COVID-19, and brings the total funding provided to councils to cover increases in ESL contributions to more than \$50 million since 2019, \$291,453 of which has been to Cootamundra-Gundagai Regional Council, recognising the difficult operating environment for councils and their communities.

The funds will be paid to council by means of electronic funds transfer in the coming days. Council will receive a remittance advice with the reference OLG Emergency Services Levy payment 2021-22. Should you or your staff have any questions regarding the ESL payment for 2021-22, please contact Steve Walker, Manager Program Delivery on 02 4428 4166.

The Government is continuing to explore options to better manage the impacts of ESL contributions on councils' budgeting cycles, and I encourage all councils to actively engage with the responsible Ministers, the Treasurer and Minister for Emergency Services, regarding the ESL into the future.

Yours sincerely

**The Hon. Shelley Hancock MP**  
Minister for Local Government

Cc General Manager, Mr Phil McMurray



11

Search



## More cash for local road upgrades in the bush

7 June 2021

A new round of funding to help regional councils fix local roads is set to drive safer, smoother journeys and support thousands of jobs in the bush.

Deputy Premier and Minister for Regional NSW John Barilaro said applications were now open for round three of the NSW Government's \$500 million Fixing Local Roads Program which is helping regional councils repair, maintain and seal priority local roads in their communities.

"Our councils in the bush have a mammoth task in providing for their communities and maintaining infrastructure," Mr Barilaro said.

"That's why the highly successful Fixing Local Roads program is so important - it's giving councils a helping hand to address their maintenance backlog and repair, maintain or seal the local roads that really matter to their communities.

"This funding will make a real difference to regional communities, supporting about 3500 jobs statewide, and helps us to build a safer, stronger regional NSW."

Minister for Regional Transport and Roads Paul Toole said the NSW Government had turbocharged the rollout of the program with an additional \$191 million of funding from the Australian Government.

"Together, we've delivered more than \$393 million for 361 Fixing Local Road projects across 91 regional Local Government Areas in rounds one and two from Cobar to Coffs Harbour," Mr Toole said.

"Communities are already starting to see the benefits of this program, with more than 55 of these projects open to traffic, another 28 projects close to finished and another 106 are in delivery.

"We know how much better roads mean in the bush - and projects like these are creating hundreds of jobs and helping regional communities recover from the impact of floods, bushfires, drought and the COVID-19 pandemic."

In round three, councils will be able to apply for up to \$3 million for a single road project and up to \$1 million for packages of small road projects.

6/21/2021 More cash for local road upgrades in the bush - Minister's releases - Media releases - News & events - About us - Roads and Waterways ...

"We want to ensure councils are geared up and able to deliver these projects so communities are seeing the benefits of this investment every time they get behind the wheel. Even small projects can make a big difference on the roads people use every day," Mr Toole said.

All successful projects will commence construction within six months of receiving funding and be completed within two years to ensure local communities see the benefits as quickly as possible. Information for councils on how to apply for funding, as well as the Program Guidelines for Round 3 of the Fixing Local Roads Program, can be found on the [Fixing Local Roads Program \(/business-industry/partners-suppliers/lgr/grant-programs/fixing-local-roads.html\)](#) page.

<https://roads-waterways.transport.nsw.gov.au/about/news-events/news/ministerial/2021/20210607-more-cash-for-local-road-upgrades-in-the-bush.html> 2/2

6/22/2021

Minister's message - 22 June 2021

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## Message from Minister Hancock

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22 June 2021



### NSW Budget supports local councils and communities

The NSW Government is committed to supporting our local councils to deliver key infrastructure, facilities and services to their local communities, particularly in these challenging times.

That's why the 2021-22 NSW Budget will continue to strengthen the local government sector by helping councils deliver for their residents.

Local councils are still recovering from the impacts of bushfires, floods and the COVID-19 pandemic, and this Budget will help them

direct more of their resources towards recovery efforts and supporting their communities.

The Budget reflects the vital role the local government sector plays in stimulating the NSW economy.

Our councils are spending more than \$12 billion annually on the infrastructure,

6/22/2021

Minister's message - 22 June 2021

facilities and services our local communities want and need, as well as creating jobs and employing 48,000 people.

I sincerely thank council staff and councillors across the state for their efforts in supporting their local communities during these very challenging times.

Since 2011, the NSW Government has provided more than \$11.3 billion in financial support to our councils to deliver and improve infrastructure, services and facilities for their local communities.

### **Elections**

The Budget continues the NSW Government's commitment to hold full attendance voting at the Local Government Elections on September 4 and provide additional funding to meet the cost of holding the poll in compliance with COVID-19 requirements.

The NSW Government backed councils' calls for full attendance voting, announcing a total funding package of \$56.8 million last year to reduce the financial burden of elections on local communities.

Unfortunately, if COVID-19 is still impacting our communities, the cost of holding elections in a full attendance model will significantly increase to meet a substantial rise in the electoral staff and polling booths needed to comply with physical distancing and sanitising requirements.

The Government will provide the NSW Electoral Commission with additional funding to hold COVID-Safe elections if required so councils will only be billed for the cost of holding elections in a normal environment.

### **Pensioner rebates**

Helping to ease cost-of-living pressures is a top priority of this Government.

Today's Budget provides \$78.5 million to help local councils provide pensioner discounts on rates and charges.

Since 2011, the NSW Government has invested \$844.2 million to help pensioners make ends meet through subsidising council rates and charges.

### **Coastal management**

The NSW Government is committed to helping local councils ensure we have thriving and resilient communities living and working on a healthy coast now and into the future.

That's why we provided \$83.6 million towards coastal management. This included \$72.7 million in grants and support to local councils to complete and

6/22/2021

Minister's message - 22 June 2021

implement coastal management programs and restore bushfire-affected coastal waterways.

Since 2016, \$7.8 million was paid to projects underway and 189 new grants totalling \$39.79 million have been awarded.

Therefore, \$20 million remains for councils to undertake coastal and estuary planning projects and implement works under the Coastal and Estuary Grants Program.

### **Companion animals**

The NSW Government is committed to promoting responsible pet ownership and strengthening animal welfare standards.

Today's Budget will provide \$5.8 million from the Companion Animals Fund for councils to manage pet cats and dogs in their local communities.

This funding helps pay for council pounds and shelters, ranger services, dog exercise areas, and education and awareness programs.

The Budget also includes an additional \$500,000 from the Digital Restart Fund towards the design and development of a new database for the NSW Pet Registry.

The new Pet Registry platform will make it even easier for pet owners to interact with the system, and improve the user experience for councils and animal welfare organisations.

### **Infrastructure support**

The NSW Government is committed to supporting councils to meet the infrastructure needs of their local communities.

The Budget provides \$5.7 million under the Local Infrastructure Renewal Scheme to help councils pay for loans for much-needed upgrades and maintenance of infrastructure.

The NSW Government has committed \$120 million to June 2025 under the Local Infrastructure Renewal Scheme, supporting local government infrastructure projects worth about \$821 million.

Under the scheme, 167 projects from 97 councils were approved. To date, 156 projects have been completed, and approximately \$95 million has already been paid to councils.

Today's Budget also includes \$4.1 million under the Low-Cost Loans Initiative to help provide low interest loans to councils to invest in infrastructure to address housing affordability.

Under the program, the Government has so far invested approximately \$21.1 million to kick start nearly \$571 million worth of essential infrastructure to support growing communities across metropolitan and regional NSW.

### ePlanning

The Budget will also see councils in regional areas benefit from \$4.8 million in grants to help them process development applications online.

Each of the 96 regional councils will receive \$50,000 under the Regional NSW Planning Portal Grant program to assist them transition to the digital ePlanning system.

The NSW Government's ePlanning platform offers an online tool where people can access planning services and lodge and track the progress of applications from anywhere, at any time.

All NSW councils are required to be using the NSW Planning Portal to lodge development applications and complying development certificates by July 1.

Please click here to [unsubscribe](#) from our mail list.

14 June 2021



On behalf of the Board of Directors of  
The Coota District Co-op Ltd I have much  
pleasure in inviting you to attend the official launch of our newly registered and  
formed co-operative, The Coota District Co-op Ltd.

The launch will be held on

**Tuesday, 6 July at 5.30 for 6.00pm**

**at the Auditorium, Cootamundra Ex-Servicemen's & Citizens' Memorial Club  
299 Parker St, Cootamundra**

The Board members and the members of former Steering Committee, who have been meeting weekly since August 2020, are looking forward to celebrating this milestone. Equally excited are the members of our community who applaud this move to create a retail replacement business for the former Target store. People are beginning to sign up to become Coota District Co-op members and to invest in the business. We all know how important it is to keep our shopping dollars local.

The evening will provide an opportunity to hear about the next steps in the establishment of The Coota District Co-op Ltd.

We hope that you will be able to join us on the evening of July 6. The Board looks forward to welcoming you to this celebration and encourages your support of The Coota District Co-op.

RSVP: 2 July, Richard Turnbull, Secretary, email: [info@cootacoop.com.au](mailto:info@cootacoop.com.au); call 0414 574 393 or 0405 381 038

Warm regards

Leigh Bowden  
Chair  
The Coota District Co-op Ltd



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Search



## Wallendbeen Bridge solution in sight

17 June 2021

Work will start next week to build a temporary crossing to replace the demolished road over rail bridge at Wallendbeen, saving drivers a 40-minute detour.

Member for Cootamundra Steph Cooke said the replacement crossing of the rail corridor along Burley Griffin Way at Wallendbeen was required after the overbridge was damaged by heavy rain in March and needed to be demolished.

"We are conscious of how much extra travel time is required to divert around this gap in our road network and have been working hard on both short and long-term solutions to help the freight industry and ensure locals are able to reduce their time spent on the road," Ms Cooke said.

"As someone who is constantly on our local roads I know how much of an inconvenience this has been and I thank everyone for their patience."

"Work is about to get underway on a temporary single-lane, pre-fabricated structure that will allow us to re-open traffic over this section of the Burley Griffin Way and cut out the need for a 40 minute detour."

"This replacement structure is comprised of pre-fabricated parts and will be installed on site, over a period of about three months – a fraction of the time it would take to build a permanent crossing."

Minister for Regional Transport and Roads Paul Toole said Transport for NSW was also progressing the designing and planning work for a new, permanent structure that will meet better the needs of locals and the freight sector.

"We want the local community to rest assured that this process is under way and we will be keeping all stakeholders updated on progress," Mr Toole said.

"We thank the community for its patience so far, and while this temporary bridge is installed."

Work will take three months, with the bridge expected to be open to traffic in September.

Construction will be carried out from Monday between 6.30am and 5.30pm weekdays.

6/21/2021 Wallendbeen Bridge solution in sight - Minister's releases - Media releases - News & events - About us - Roads and Waterways – Transp...

Burley Griffin Way will remain closed at the railway line and motorists should continue to use the detour via the Olympic Highway and Goldfields Way.

Motorists are advised to drive to the conditions, plan ahead, and follow the directions of signs and traffic control.

For the latest traffic updates, download the Live Traffic NSW App and visit [livetraffic.com](http://livetraffic.com) or call 132 701

## 8.2 FINANCE

### 8.2.1 2021/22 RATES AND ANNUAL CHARGES

DOCUMENT NUMBER	351620
REPORTING OFFICER	Phillip Chapman, Accounting Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.1 Decision-making is based on collaborative, transparent and accountable leadership</p>
FINANCIAL IMPLICATIONS	The Financial implications associated with this report are listed in the body of the report.
LEGISLATIVE IMPLICATIONS	In accordance with the provisions of Section 535 of the <i>Local Government Act, 1993</i> .
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

### RECOMMENDATION

#### 1. ORDINARY RATES

In accordance with the provisions of Section 535 of the *Local Government Act 1993* Cootamundra Gundagai Regional Council hereby resolves to make the following rates for the 2021/22 rating year:

- a) Farmland Category Rate of 0.25229 cents in the dollar, with a base amount of \$368.50 per assessment, for all rateable land within the Farmland Category in Council's area, as defined in Section 515 of the *Local Government Act 1993*, based upon the land value at a base valuation date of 1 July 2019. The base amount for the Farmland Category is estimated to realise 10.57% of the total yield in this category.
- b) Residential Category Rate of 0.58574 cents in the dollar, with a base amount of \$368.50 per assessment, for all rateable land within the Residential Category in Council's area, as defined in Section 516 of the *Local Government Act 1993*, based upon the land value at a base valuation date of 1 July 2019. The base amount for the Residential Category is estimated to realise 45.61% of the total yield of this category.
- c) Business Category Rate of 1.44101 cents in the dollar, with a base amount of \$368.50 per assessment, for all rateable land within the Business Category in Council's area, as defined in Section 518 of the *Local Government Act 1993*, based upon the land value at a base valuation date of 1 July 2019. The base amount for the Business Category is estimated to realise 19.57% of the total yield of this category.
- d) Mining Rate of 0.25229 cents in the dollar, with a base amount of \$368.50 per assessment, for all rateable land within the Mining Category in Council's area, as defined in Section 517 of the *Local Government Act 1993*, based upon the land value at a base valuation date of 1 July 2019.

## 2. WASTE MANAGEMENT CHARGES

In accordance with the provisions of Sections 535, 496 and 501 of the Local Government Act 1993 Council hereby resolves to make the following domestic waste management and waste management charges for the 2021/22 rating year:

- a) Domestic Waste Management Charge of \$474.00 per annual service for each parcel of rateable residential land within the Gundagai, Cootamundra, Stockinbingal & Wallendbeen Scavenging Areas for which the service is available, excluding vacant and unoccupied land. The levying of such charge is to entitle the ratepayer to a regular weekly service of one 120 litre bin for domestic rubbish and a fortnightly service of one 240 litre bin for recyclable domestic rubbish.
- b) Green Waste/Organics Charge of \$62.00 per annual service for each parcel of rateable residential land within the Gundagai, Cootamundra, Stockinbingal & Wallendbeen Scavenging Areas for which the service is available, excluding vacant and unoccupied land. The levying of such charge is to entitle the ratepayer to a regular fortnightly service of one 240 litre bin for green domestic waste.
- c) Residential Waste Management – Other Charge of \$474.00 per annual service for each assessment of residential land outside of the Gundagai, Cootamundra, Stockinbingal & Wallendbeen Scavenging Areas, for which the service is available and required. The levying of such charge is to entitle the ratepayer to a regular weekly service of one 140 litre bin for domestic rubbish, a fortnightly service of one 240 litre bin for recyclable domestic rubbish. (Ratepayers for whom this service is requested and available, may also elect to be provided with a Green Waste/Organics service subject to the charge as noted in d) below.)
- d) Green Waste/Organics Charge – Other Charge of \$62.00 per annual service for each assessment of residential land outside of the Gundagai, Cootamundra, Stockinbingal & Wallendbeen Scavenging Areas, for which the service is available and required. The levying of such charge is to entitle the ratepayer to a regular fortnightly service of one 240 litre bin for domestic green waste.
- e) Rural Waste Charge of \$70.00 on each parcel of rateable land outside the Gundagai, Cootamundra, Stockinbingal & Wallendbeen Scavenging areas, and for which there is no service being provided as noted in c) above.
- f) Commercial Waste Management Charge of \$474.00 per service for the removal of waste (one 240 litre general waste pickup per week and one 240 litre recyclable waste pickup per fortnight) from Non-Residential properties for which the service is requested and available. Multiple services will be charged for multiple bins and/or collections per week.
- g) Unoccupied (Vacant Land) Waste Charge of \$70.00 on each parcel of rateable land within the Gundagai, Cootamundra, Stockinbingal & Wallendbeen Scavenging areas for which a domestic waste management service is available, but the land is vacant and unoccupied.

## 3. STORMWATER MANAGEMENT SERVICE CHARGE

In accordance with the provisions of Section 535, 496A and 510A of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following annual stormwater management service charges, in respect of occupied rateable land within the urban area of Cootamundra, excepting Council owned or controlled parks, land and buildings, or other land exempt as per Section 496A(2) of the *Local Government Act 1993*, for the 2021/22 rating year:

- a) Residential Stormwater Management Charge of \$25.00 per annum per residential assessment of occupied rateable land within the townships of Gundagai & Cootamundra, excepting Council owned or controlled parks, lands and buildings, or other land exempt as per Section 496A(2) of the *Local Government Act 1993*, and excluding land that is part of a residential strata allotment.
- b) Residential Strata Stormwater Management Charge of \$12.50 per annum per residential Strata assessment within the townships of Gundagai & Cootamundra, excepting Council owned or controlled parks, lands and buildings, or other land exempt as per Section 496A(2) of the *Local Government Act 1993*.
- c) Business (Non-Residential) Stormwater Management Charge of \$25.00 for each 350 square meters of area of land or part thereof of land categorised as business, subject to a minimum of \$25.00 per annum per assessment and a maximum charge of \$250.00 per annum per assessment within the townships of Gundagai & Cootamundra, excepting Council owned or controlled parks, lands and buildings, or other land exempt as per Section 496A(2) of the *Local Government Act 1993*.
- c) Business (Non-Residential) Stormwater Management Charge being the greater of \$5.00, or the assessment's proportion of the charge that would apply if the total land area was not strata'd, per annum per business strata assessment within the townships of Gundagai & Cootamundra, excepting Council owned or controlled parks, lands and buildings, or other land exempt as per Section 496A(2) of the *Local Government Act 1993*.

#### 4. ON-SITE SEWERAGE MANAGEMENT ADMINISTRATION CHARGE

In accordance with the provisions of Sections 535 and 501 of the Local Government Act 1993 Council hereby resolves to make the following domestic waste management and waste management charges for the 2021/22 rating year:

On-Site Sewerage Management Administration Charge of \$48.00 per annum for properties for which on-site sewerage services are available and connected.

#### 5. WATER CONSUMPTION CHARGES

In accordance with the provisions of Section 535 and 502 of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following water consumption charges for the 2021/22 rating year:

- a) Water Usage Charge of \$2.08 per kilolitre for usage up to and including 39 kilolitres per quarter, and thereafter \$3.12 per kilolitre for water usage exceeding 39 kilolitres per quarter, for all land connected to the water supply, excepting that land as identified as subject to the charges in 5.b) below.
- b) Non-Residential Community Water Usage Charge of \$1.56 per kilolitre for usage up to and including 39 kilolitres per quarter, and thereafter \$2.34 per kilolitre for usage exceeding 39 kilolitres per quarter, for land to which the water supply is available and connected and whereby Council has by resolution identified the assessment as being subject to Non-Residential Community Water Usage charges.

#### 6. NON-RESIDENTIAL SEWER USAGE CHARGES

In accordance with the provisions of Section 535 and 502 of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following non-residential sewer usage charges for the 2021/22 rating year:

Non-Residential Sewer Usage Charge of \$2.76 per kilolitre of the volume of sewerage discharged. The volume of sewerage discharged shall be calculated by multiplying the volume of water measured at the water meter(s) connected to the property, based on actual usage per kilolitre, by the sewerage discharge factors (SDF) for the predominant use of the land as follows:

PROPERTY USE	SDF %
Concrete Plant, Park Watering	2
Pool	10
Bowling Green, Clubhouse	20
Caravan Park	60
Community use (as defined in Community Based Not For Profit Organisations)	50
Hospital, Motel	85
General business, RLPB, Pharmacy, Medical Centre, Bakery, Restaurant/Hotel/Club, Takeaway food, McDonalds, Service Station, Dentist, Butcher, Hairdresser, Supermarket, Carwash	95
Sewer Well	100

## 7. WATER ACCESS CHARGES

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

In accordance with the provisions of Section 535 and 501 of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following annual water access charges for the 2021/22 rating year:

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

Water Meter Size	Annual Charge
20mm	\$416.00
25mm	\$650.00
32mm	\$1,065.00
40mm	\$1,664.00
50mm	\$2,600.00
63mm	\$4,128.00
75mm	\$5,850.00
80mm	\$6,656.00
100mm	\$10,400.00

b) Residential Strata Water Access Charge of \$416.00 per annum per residential Strata assessment for which the water supply is available and connected.

c) Non-Residential Water Access Charge in respect of non-residential land to which the water supply is available and connected, excluding land that is part of a strata allotment and that land that is identified as liable for charges outlined in 7.e) below, in accordance with the number

and size of water service meters connected to the parcel as follows (excluding fire service meters):

Water Meter Size	Annual Charge
20mm	\$416.00
25mm	\$650.00
32mm	\$1,065.00
40mm	\$1,664.00
50mm	\$2,600.00
63mm	\$4,128.00
75mm	\$5,850.00
80mm	\$6,656.00
100mm	\$10,400.00

- d) Non-Residential Strata Water Access Charge of \$416.00 per annum per non-residential Strata assessment for which the water supply is available and connected.
- e) Non-Residential Community Water Access Charge in respect of non-residential land to which the water supply is available and connected, and whereby Council has by resolution identified the assessment as being subject to Non-Residential Community Water Access charges, in accordance with the number and size of water service meters connected to the parcel as follows (excluding fire service meters):

Water Meter Size	Annual Charge
20mm	\$208.00
25mm	\$325.00
32mm	\$532.50
40mm	\$832.00
50mm	\$1,300.00
80mm	\$3,328.00
100mm	\$5,200.00

## 8. VACANT WATER ACCESS CHARGES

In accordance with the provisions of Section 535 and 501 of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following annual vacant water access charges for the 2021/22 rating year:

- a) Vacant Residential Water Access Charge of \$416.00 per annum per residential assessment to which the water supply is available but not connected.
- b) Vacant Non-Residential Water Access Charge of \$416.00 per annum per non-residential assessment to which the water supply is available but not connected.
- c) Vacant Non-Residential Community Water Access Charge of \$208.00 per annum per non-residential assessment whereby Council has by resolution identified the assessment as being subject to the Vacant Non-Residential Community Water Access Charge.

## 9. SEWER ACCESS CHARGES

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

In accordance with the provisions of Section 535 and 501 of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following annual sewer access charges for the 2021/22 rating year:

- a) Residential Sewer Access Charge of \$624.00 per annum per residence to which sewerage services are available and connected.
- b) Non-Residential Sewer Access Charge in respect of non-residential land to which sewerage services are available and connected, excepting land identified as liable for the charges as outlined in 9.c) below, in accordance with the number and size of the water service meters connected to the land as follows (excluding fire service meters):

Water Meter Size	Annual Charge
20mm	\$520.00
25mm	\$624.00
32mm	\$728.00
40mm	\$998.00
50mm	\$1,248.00
63mm	\$1,572.00
75mm	\$1,872.00
80mm	\$1,996.00
100mm	\$2,496.00

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

Water Meter Size	Annual Charge
20mm	\$260.00
25mm	\$312.00
32mm	\$364.00
40mm	\$499.00
50mm	\$624.00
80mm	\$998.00
100mm	\$1,248.00

## 10. VACANT SEWER ACCESS CHARGES

In accordance with the provisions of Section 535 and 501 of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following annual vacant sewer access charges for the 2021/22 rating year:

- a) Vacant Residential Sewer Access Charge of \$364.00 per annum per residential assessment to which the water supply is available but not connected.
- b) Vacant Non-Residential Sewer Access Charge of \$364.00 per annum per non-residential assessment to which the water supply is available but not connected.
- c) Vacant Non-Residential Community Sewer Access Charge of \$182.00 per annum per non-residential assessment to which sewerage services are available but not connected, and

whereby Council has by resolution identified the assessment as being subject to Vacant Non-Residential Community Access Charges.

### **11. LIQUID TRADE WASTE CHARGES**

The annual trade waste charges as identified below are charged bi-annual in arrears. In accordance with the provisions of Section 535 and 502 of the Local Government Act 1993, Council hereby resolves to make the following trade waste charges for the 2021/22 rating year:

- a) Trade Waste Annual Fee on non-residential land connected to the sewerage service of \$240.00 where liquid trade waste is discharged.
- b) Trade Waste Usage Charge on (Category 2) non-residential land connected to the sewerage service of \$4.16 per kilolitre of the estimated volume of liquid trade waste discharged to the sewerage system with prescribed pre-treatment. The volume of liquid trade waste discharged shall be calculated by multiplying the volume of water measured at the water meter(s) connected to the property, based on actual usage per kilolitre, by the trade waste discharge factors (TWDF) for the predominant use of the property as follows:

PROPERTY USE	TWDF %
Concrete Plant, Park Watering & Sewer Well	1
Pool, Bowling Green, Clubhouse & General Business	10
RLPB, Pharmacy, Medical Centre	20
Caravan Park, School & Bakery, Community use (as defined in Community Based Not For Profit Organisations)	25
Motel, Restaurant, Hotel, Club	30
Takeaway food	50
McDonalds	62
Service Station	70
Dentist	80
Hospital	85
Butcher, Hairdresser, Supermarket, Carwash	90

### **12. INTEREST ON OVERDUE RATES & CHARGES**

Interest on overdue rates and charges for the 2021-22 rating year has been set by Council at the maximum rate of interest payable as determined by the Minister of Local Government of 6.0% per annum, calculated daily, in accordance with Section 566 of the Local Government Act 1993.

### **13. COMMUNITY BASED NOT FOR PROFIT ORGANISATIONS**

Cootamundra-Gundagai Regional Council hereby resolves to make the assessments shown below as being those assessments to which Non-Residential Community Water Access Charges, Non-Residential Community Sewer Access Charges, Non-Residential Community Water Usage Charges, and Community Use Sewerage and Trade Waste Discharge Factors shall apply as follows:

<u>Assessment</u>	<u>Name of Owner/Occupier</u>	<u>Use of Land</u>
<u>Religious Organisations</u>		
10001451	Sacred Heart Parish	Convent and Place of Worship
10001477	Catholic Church Trustees	Place of Worship
10001485	Catholic Church Trustees	Minister's Residence/Place of Worship

10008142	Presbyterian Church	Place of Worship
10013340	Jehovah's Witnesses Congregations	Place of Worship
10013423	Salvation Army	Minister's Residence/Place of Worship
10015444	Church Of The Foursquare Gospel	Place of Worship
10015832	Baptist Church Of NSW	Place of Worship
10017119	Anglican Church Property Trust Diocese	Minister's Residence/Place of Worship
10017135	Anglican Church Of Australia	Place of Worship
10029445	Uniting Church	Church Hall and Place of Worship
10029478	Uniting Church	Place of Worship
10039766	Australasian Conference Association Ltd	Place of Worship
11011715	Anglican Church Property Trust Dc & G	Place of Worship
11017787	Saint Davids Uniting Church	Place of Worship
11018389	Anglican Church Property Trust Dc & G	Place of Worship
11019627	Roman Catholic Church	Place of Worship

Local Sporting, Charitable & Community Groups

10006328	Society of St Vincent de Paul	Public Charity
10008399	Boy Scouts Association	Community Group
10008431	Cootamundra Ex-Servicemen's and Citizens Club	Community Facility
10008837	Australian Red Cross Society	Public Charity
10008845	Australian Red Cross Society	Public Charity
10009660	Showground Users Committee	Community Facility
10010320	The Cootamundra Country Club Ltd	Community Facility
10010882	CADAS Coota West	Community Group/Facility
10011955	Southern Cross Care - Retirement Village	Community Facility
10012060	Elouera Association Incorporated	Public Charity/Community Organisation
10015725	Cootamundra Wattle Guides	Community Group/Facility
10017556	Cootamundra Squash Assoc	Community Sporting Facility
10018877	Elouera Association Incorporated	Public Charity/Community Organisation
10030450	Town Tennis Club	Community Sporting Facility
10030468	Cootamundra Rugby League Club	Community Sporting Facility
10033223	Cootamundra Preschool Incorporated	Community Facility
10035780	Cootamundra Lions Club	Community Group
10039246	Coota Health Care Co-Op - Nursing Home	Community Facility
10039865	Elouera Cootamundra Assn Pty Ltd	Public Charity/Community Organisation
10045698	Cootamundra Strikers Soccer Club	Community Sporting Facility
10046159	Elouera Association Incorporated	Public Charity/Community Organisation
11011905	Gundagai Pre-School Kindergarten	Community Facility
11011913	Gundagai Pre-School Kindergarten	Community Facility
11015922	Gundagai Common Trust	Community Group/Facility
11016136	Gundagai Racecourse and Showground Land	Community Sporting & Rec Facility
11019452	Gundagai District Services Club Ltd	Community Facility
11019460	Gundagai District Services Club Ltd	Community Facility
11019569	Valmar Support Services Ltd	Community Facility
11019965	Gundagai District Services Club Ltd	Community Facility
11019973	Gundagai District Services Club Ltd	Community Facility
11021318	Gundagai Scout Group	Community Group/Facility
11021730	Gundagai District Services Club Ltd	Community Facility
11032836	Gundagai Historic Bridges Committee Inc.	Community Group/Facility
11037132	South Gundagai Common Trust	Community Group/Facility

### Introduction

Section 535 of the *Local Government Act, 1993* requires that rates and charges must be made by resolution of Council.

### Discussion

The provisions of Section 532 of the Local Government Act, 1993 specify that a council must not make a rate or charge until it has given public notice (in accordance with Section 405(3)) of its Draft Operational Plan for the year for which the rate or charge is to be made and has considered any matters concerning the Draft Operational Plan (in accordance with Section 405(5)).

Council has fulfilled the public notice obligation and the rates and charges for 2020-21 must be made by resolution of Council.

On 14 May 2021, the NSW Independent Pricing and Regulatory Tribunal (IPART) approved a Special Rate Variation for Cootamundra-Gundagai Regional Council consisting of the following annual and cumulative increases to Council's general income, to remain permanently in Council's general income, inclusive of the annual rate pegging increase approved by IPART (2.0% for the 2021-22 financial year).

<b>Year</b>	<b>Annual Increase in General Income</b>	<b>Cumulative Increase in General Income</b>
2021-22	20.0%	20.0%
2022-23	16.0%	39.2%
2023-24	5.0%	46.2%
2024-25	5.0%	53.5%

The Special Rate Variation previously approved for the former Gundagai Shire Council will be retained in Council's general income base for 10 years from June 2014, and from 1 July 2024, Council's general income will be reduced by the amount of that expiring Special Rate Variation.

### **8.3 COMMUNITY AND CULTURE**

Nil

## 8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

### 8.4.1 DEVELOPMENT APPLICATIONS APPROVED MAY 2021

DOCUMENT NUMBER	350752
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>3. Sustainable natural and built environments: we connect with the places and spaces around us</b></p> <p>3.2 Our built environments support and enhance liveability</p>
FINANCIAL IMPLICATIONS	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 legislation.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

### RECOMMENDATION

**The information on Development Applications approved in May 2021 be received and noted.**

#### Introduction

The Development Applications Approved in May, 2021 report is submitted for the information of Council regarding development applications processed.

#### Discussion

The following development applications were approved by Cootamundra Gundagai Regional Council in May, 2021.

APP. NO.	PROPOSED DEVELOPMENT	PROPERTY DESCRIPTION
018.2021.9	Alterations & additions to dwelling	Lot 499 DP753601 132 Hurley St Cootamundra
010.2021.66	New Shed	Lot 9 DP1092957 27 Mary Angove Cres Cootamundra
010.2021.65	Alterations & additions to dwelling	Lot 303 DP753625 Muttama Rd Cootamundra
010.2021.61	New Single Dwelling	Lot 3 DP1237342 307 Back Brawlin Rd Cootamundra
010.2021.58	Alterations & additions to dwelling	Lot 10 DP1037605 6 O'Donnell St Cootamundra
010.2021.57	New Shed	Lot 1 DP355434 18 Poole St Cootamundra

010.2021.56	New Shed	Lot 11 DP866100 14 Fuller Dr Cootamundra
018.2021.8	New Shed	Lot 33 DP1092957 24 Mary Angove Cres Cootamundra
010.2021.55	New Shed	Lot 379 DP753622 1 Bridge St Muttama
010.2021.54	New Shed	Lot 2 DP315409 344 Parker St Cootamundra
010.2021.53	New Garage	Lot A DP449867 88 Mackay St Cootamundra
010.2021.52	New Carport & Back Veranda	Lot 2 DP625430 10 Nicholls Ave Gundagai
010.2021.51	New Garage	Lot 1 DP819587 131 Back Brawlin Rd Cootamundra
010.2021.50	New Dwelling with attached Garage	Lot 306 DP753601 370 Temora St Cootamundra
010.2021.47	New Dwelling with attached Garage	Lot 306 DP753601 370 Temora St Cootamundra
010.2021.45	New Rear Veranda and Shed	Lot 53 DP707561 4 Allumba Pl Cootamundra
010.2021.44	New Single Dwelling	Lot 3 DP667058 7 Centenary Ave Cootamundra
010.2021.43	Relocated Dwelling and New Shed	Lot 14 DP1121080 1 Luke St Gundagai

**VALUE OF WORK REPORTED TO THIS MEETING:** **\$2,448,136.00**

**VALUE OF WORK REPORTED YEAR TO DATE:** **\$16,121,726.00**

**THIS TIME LAST YEAR:**

**VALUE OF WORK –May 2020:** **\$642,300.00**

**VALUE OF WORK – YTD 2020:** **\$12,191,394.00**

#### 8.4.2 CATEGORISATION OF COUNCIL MANAGED CROWN LAND

DOCUMENT NUMBER	351549
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.2 Active participation and engagement in local decision-making</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Initial Categorisation of Council Managed Crown Land <a href="#">Download</a>

#### RECOMMENDATION

1. The report on the Categorisation of Council Managed Crown Land and the Initial Categorisation of Council Managed Crown Land, attached to the report, be received and noted.
2. Council endorse the initial Categorisation of Council Managed Crown Land as provided in the Initial Categorisation of Council Managed Crown Land, attached to the report.
3. The Minister for Water, Property and Housing be advised in writing of the initial categorisation of Council Managed Crown Land as provided in the Initial Categorisation of Council Managed Crown Land, attached to the report.

#### Introduction

The Crown Land Management Act 2016 provides that Council Crown Land Managers must assign Crown Land one, or more, community land categories as soon as practicable after becoming the manager for the land. Council must advise the Minister of the assigned initial categorisation in writing in the approved form and set out justification for the initial categorisation provided. Initial categorisation is only required for Crown Land that is classified as community land for which Council has been appointed as Land Manager.

#### Discussion

The Crown Land Management Act 2016 (CLM Act) authorises Councils that are appointed Crown Land Managers for reserves or dedicated Crown Land to manage that land as if it were public land under the Local Government Act (LG Act). The LG Act requires that all public land must be classified as either operational or community land.

Section 3.23 of the CLM Act provides that Council must assign one or more community land categories to Council Managed Crown Land. The categories for community land are as contained in Section 36 of the LG Act and are as follows:

- a. Natural Area (sub-category: watercourse, bushland, escarpment, wetland and foreshore)
- b. Sportsground
- c. Park
- d. Area of Cultural Significance
- e. General Community Use

Council is required to provide an initial categorisation that most closely matches the purpose for which the land is dedicated or reserved, and the categories should not materially harm the use of the land for its existing reserve purpose. It is important to note that a categorisation cannot be assigned to cover future or proposed use of the land; this can be applied for when a plan of management is prepared for the land. Assigning an initial categorisation is the first step in managing Crown Land under the 2016 CLM Act, upon acknowledgement from the Minister of the initial categorisation Council will then prepare a Plan of Management.

In assigning a categorisation to community land Council must consider:

- a. the purposes for which the land was reserved or dedicated;
- b. the existing use of the reserve;
- c. the characteristics of the land if a category of 'natural area' or 'area of cultural significance' is proposed;
- d. if the management of the reserve under the assigned category is likely to result in a material harm.

Accordingly, all Council Managed Crown Land has had the above considerations applied and been provided with an initial categorisation as outlined in the Attachment to this report "Initial Categorisation of Council Managed Council". This attachment is now presented to Council for endorsement and resolution to forward to the Minister.

It should be noted that Crown Land managed by Councils as public land must be managed as it if were community land unless the minister has given written consent to classify the land as operational land. In assigning categories to land where Cootamundra Gundagai Regional Council has been appointed as land manager it has been discovered that some of the reserves or dedicated land is not appropriate to be managed as community land and it is more appropriate to manage the land as operational land. In these instances paperwork has been completed to present to the minister to change the land to operational land and is noted as such on the Attachment – Initial Categorisation of Council Managed Crown Land. Land that is identified as being more appropriate managed as operational land include the sewer treatment plants, quarries, cemetery and Council depot.



## Crown land managed by council Crown land managers Form

### Written notice of assigned categorisation

Council Crown land managers should use this form to notify the minister administering the *Crown Land Management Act 2016* of the initial categorisation assigned to Crown land, as referred to in section 36 of the *Local Government Act 1993*.

### Important information

Please refer to the accompanying *Guideline—initial categorisation of Crown land managed by council Crown land managers* for further information.

### Contact us

For more information, please contact us at:

NSW Department of Industry—Lands & Water  
PO Box 2155  
DANGAR NSW 2309

Phone: 1300 886 235

Fax: 02 4925 3517

Email: [council.clm@crownland.nsw.gov.au](mailto:council.clm@crownland.nsw.gov.au)

Web: [reservemanager.crownland.nsw.gov.au/who-we-are/who-manages-crownland/council-crown-land-manager](http://reservemanager.crownland.nsw.gov.au/who-we-are/who-manages-crownland/council-crown-land-manager)

### Lodgement

Email the completed form to: [council.clm@crownland.nsw.gov.au](mailto:council.clm@crownland.nsw.gov.au)

or

Mail to:

NSW Department of Industry  
Attn: Council Crown land management  
PO Box 2155  
DANGAR NSW 2309



## Crown land managed by council Crown land managers Form

### Applicant details

Table 1. Applicant details

Council Crown land manager	Cootamundra Gundagai Regional Council
Postal address	PO Box 420 Cootamundra NSW 2594
Contact	Sharon Langman
Email	mail@cgrc.nsw.gov.au

### Declaration

- I Sharon Langman, Manager Development, Building & Compliance, in accordance with section 3.23 of the Crown Land Management Act 2016, hereby provide written notice of initial categorisation applied to Crown land under the management of the above Crown land manager as listed in the below schedule.
- I declare and affirm that the information provided on this form is accurate to the best of my knowledge and belief.
- I declare that I am authorised by the Council to make this application.

Name:	Sharon Langman
Position:	Manager Development, Building & Compliance
Signature:	Date:

### Schedule

#### Particulars of reserves

Council is required to assign a category or categories that most closely relates to the reserve purpose. Council should provide detailed description of the activities and characteristics of the land in the table below to justify the assigned categorisation. Where multiple categories are assigned, please provide a map, delineating the areas of the reserve to which the categories will apply.

Table 2. Categorisation

Reserve/Dedication	Purpose(s)	Categorisation	Justification for assigned category
e.g. R14935	e.g. Public Recreation and Environmental Protection	e.g. Park and Natural Area Bushland	
R98015 Cootamundra Showground	Public Recreation Showground	General Community Use	The land has historically been used for a variety of activities and is available to the public at large. The use of the area does not satisfy the guidelines under clauses 102-105 for categorisation as a natural area, a sportsground, a park or an area of cultural significance. The site is not in a natural state, nor does it contain representative floristic or structure of the natural vegetation of the area



## Crown land managed by council Crown land managers Form

Reserve/Dedication	Purpose(s)	Categorisation	Justification for assigned category
R93536 Gobarralong Swimming Reserve	Public Recreation	Natural Area (bushland)	Council is not actively managing or using this land, it has been allowed to remain in its natural state. This area also provides access to, but does not include, the Murrumbidgee River
R76885 Sandy Falls Reserve	Public Recreation	Natural Area (bushland)	Council is not actively managing or using this land, it has been allowed to remain in its natural state. It provides direct access to the Murrumbidgee River and is accessible by the public.
R32139 Waragobilly Reserve	Public Recreation	Natural Area (bushland)	Council is not actively managing or using this land, it has been allowed to remain in its natural state
R34353 Fernhill Cemetery	Preservation of Graves	Application to Minister for reclassification as operational Land	There are graves located on this site
R64028 Adjungbilly Recreation Reserve	Public Recreation	Natural Area (bushland)	Council is not actively managing or using this land, it has been allowed to remain in its natural state. This area provides access to, but does not include, Adjungbilly Creek. The area is readily accessible by the public and able to be used for passive recreation
R85245 Bongongo School Reserve	Public Recreation	Natural Area (bushland)	Council is not actively managing or using this land, it has been allowed to remain in its natural state. The area is readily accessible by the public and able to be used for passive recreation
R89508 Bangus Quarry	Quarry	Application to Minister for reclassification as operational Land	This area is an active quarry and has approval from Crown Lands to be rehabilitated by landfilling
R88380 (Old Hume Highway Tumblong)	Public Recreation	Natural Area (bushland)	Council is not actively managing or using this land, it has been allowed to remain in its natural state. This area provides direct access to the Murrumbidgee River, contains a natural drainage line and is easily accessible to the public
R88710 Mundarlo TSR (Old Hume Highway Mundarlo)	Public Recreation	Natural Area (bushland)	Council is not actively managing or using this land, it has been allowed to remain in its natural state. This area provides access to the Murrumbidgee River
R88819 (Muttama Rd, Coolac)	Public Recreation	Natural Area (bushland)	Council is not actively managing or using this land, it has been allowed to remain in its natural state



## Crown land managed by council Crown land managers Form

Reserve/Dedication	Purpose(s)	Categorisation	Justification for assigned category
R90035 Jessops	Public Recreation	Natural Area (watercourse)	Council is not actively managing or using this land, it has been allowed to remain in its natural state. This area contains a backflow area for the Murrumbidgee River, it is readily accessed by the public
R35992 Old Cricket Ground South Gundagai	Public Recreation	General Community Use	The land has historically been used for grazing purposes due to its location on floodprone land. The use of the area does not satisfy the guidelines under clauses 102-105 for categorisation as a natural area, a sportsground, a park or an area of cultural significance. The site is not in a natural state, nor does it contain representative floristic or structure of the natural vegetation of the area
R61306 Swimming Reserve	Public Recreation	Park	Public Recreation – Swimming Reserve, this area is managed by Council as parkland. This area also provides access to the Murrumbidgee River
R84857 Gundagai River Caravan Park	Public Recreation	Community Use	The land has historically been used for a caravan park and passive recreation activities and is available to the public at large. The use of the area does not satisfy the guidelines under clauses 102-105 for categorisation as a natural area, a sportsground, a park or an area of cultural significance. The site is not in a natural state, nor does it contain representative floristic or structure of the natural vegetation of the area
R84801	Sewage Farm	Application to Minister for reclassification as operational Land	Sewage Farm
R89324 Heydon Memorial Park	Public Recreation	Park	The area forms part Council's managed parkland and includes passive and active recreation facilities which are readily accessible to the public. It is in a modified state and does not contain representative floristic or structure of the natural vegetation of the area.
R220061 Jones Creek	Access, Public Recreation	Park	River Access and Passive public recreation. It is in a modified state and does not contain representative floristic or structure of the natural vegetation of the area



## Crown land managed by council Crown land managers Form

Reserve/Dedication	Purpose(s)	Categorisation	Justification for assigned category
R1003015 Old Gundagai Gaol	Heritage Purposes	Area of cultural significance	The site contains an item of historical significance because of the importance of an association or position of the land in the evolving pattern of Australia cultural history. The site is listed as an item of State Significance.
R91248 Old Primary School & Mens Shed	Community Purposes	Community Use	The site houses the Gundagai Men's Shed and is available for general community use. The use of the area does not satisfy the guidelines under clauses 102-105 for categorisation as a natural area, sportsground, park or area of cultural significance. The site is in a modified state and does not contain representative floristic or structure of natural vegetation of the area
R24689 Mt Parnassus Lookout/Asbestos Hill	Public Recreation	Natural Area (bushland)	This area is accessible to the public as a natural area that provides, amongst other things passive recreation area, picnic and look out over Gundagai
R84441 Rotary Park	Resting Place	Community Use	The site has a historic use as a roadside rest area. The use of the area does not satisfy the guidelines under clauses 102-105 for categorisation as a natural area, a sportsground, a park or an area of cultural significance. The site is not in a natural state, nor does it contain representative floristic or structure of the natural vegetation of the area
R17001 Pioneer Park	Public Recreation, Rural Services (Gazette S121A)	Natural Area, (bushland)	The site is predominated by high value biodiversity with some access and walking tracks scattered throughout. It is valued by the community for its aesthetic, recreational (passive), educational and environmental features.
R17880 Cootamundra Treatment Plant	Sewage Farm	Application to Minister for reclassification as operational Land	Sewage Farm
R87238 Council No 2 Depot	Municipal Purposes	Application to Minister for reclassification as operational Land	Council's Works Depot
R6861 Mitchell Park	Public Recreation	Sportsground	This site is actively used by the community for soccer and cricket



## Crown land managed by council Crown land managers Form

Reserve/Dedication	Purpose(s)	Categorisation	Justification for assigned category
R76844 Thompson Street Reserve	Public Recreation	Park	This area is flood prone which also contains Muttama Creek and is managed by Council as parkland for passive recreational use
R220064 Old Cootamundra Hospital	Community Purposes	Community Use	The site has a historic use as a variety of community activities. The use of the area does not satisfy the guidelines under clauses 102-105 for categorisation as a natural area, a sportsground, a park or an area of cultural significance. The site is not in a natural state, nor does it contain representative floristic or structure of the natural vegetation of the area
R87487 Muttama Creek Reserve Beside Simpson Bridge	Parking, public recreation	Park	This area is flood prone which also contains Muttama Creek and is managed by Council as parkland for passive recreational use
R7220 Clarke Oval	Public Recreation	Sportsground	This area is actively used by the public as a skate park, AFL and cricket oval
R87407 Cootamundra Swimming Pool	Public Baths	Sportsground	This land contains the Cootamundra Swimming Pool Complex and is actively used by the community as such
R61208 Nicholson Park	Public Recreation	Sportsground	This land contains netball courts, tennis courts, football fields and is actively used by the community for these sporting activities
R89113 Fisher Park	Public Recreation	Sportsground	This land contains sporting fields which are actively used by the community for rugby league, touch football and cricket
R620012 Albert Park	Public Recreation	Sportsground	This land is actively used by the community for cricket and little athletics as well as gym training
R620013 Council Chambers	Town Hall	Application to Minister for reclassification as operational Land	Council offices, town hall and Council chambers
R220003 Railway Siding Near Ryans Lane	Drainage	Application to Minister for reclassification as operational Land	This land is not accessible to the public as it is landlocked and surrounded by private land and railway land. Its use is for drainage purposes for the railway
R59205 Milvale Rd	Resting Place	Natural Area (bushland)	This area is still within its natural state and not heavily modified, it is accessible, although not heavily used by, the public



## Crown land managed by council Crown land managers Form

Reserve/Dedication	Purpose(s)	Categorisation	Justification for assigned category
R57500 Jubilee Park	Public Recreation	Park (Lots 701 & 702) Shown Blue below	The area forms part Council's managed parkland and includes passive and active recreation facilities which are readily accessible to the public. It is in a modified state and does not contain representative floristic or structure of the natural vegetation of the area
R57500 Jubilee Park	Public Recreation	Community Use (Lot 59) Shown Purple Below	The site has a historic use as a caravan park, under Council's management. The use of the area does not satisfy the guidelines under clauses 102-105 for categorisation as a natural area, a sportsground, a park or an area of cultural significance. The site is not in a natural state, nor does it contain representative floristic or structure of the natural vegetation of the area
Map of Reserve R57500 – Jubilee Park showing areas of park and community use			
R56923	Gravel Pit	Application to Minister for reclassification as operational land	This parcel is landlocked, is not being controlled by Council and has not been accessed by Council for over 30 years. It appears it is managed by the adjoining landowner as part of their holding.



## Crown land managed by council Crown land managers Form

Reserve/Dedication	Purpose(s)	Categorisation	Justification for assigned category
R84798 Wallendbeen Recreation Ground	Public Recreation	Park	This area is actively managed and maintained as parkland. It does contain a cricket oval, however this is rarely used for such activities. Predominately the area is used for passive recreation activities
R530050 Wallendbeen Tennis Courts	Public Recreation	Sportsground	This area is actively used by the community for tennis and is maintained by Council accordingly
R49142	Night Soil Depot	Natural Area (bushland)	This area was historically used for night soil disposal and is capable of being returned to its natural state. This site is not readily accessible by the public
R12915 Bushland Milvale	Access	Natural Area (bushland)	This area is not actively managed by Council and is in not a highly modified state
R87201 Stockinbingal Recreation Ground	Public Recreation, Racecourse	Park	This area forms part of Council's managed parkland and is actively used by the community for a variety of recreation purposes.
R81607 Dudauman Creek Reserve Behind Wood St	Drainage	Natural Area (watercourse)	This area contains Dudauman Creek and Council has undertaken flood mitigation works in this area.
R620037 Adjungbilly Fire Shed	Adjungbilly RFS Shed	Community Use	The site contains a shed for the Rural Fire Service with the entire site being used for the purposes of rural fire service activities. The use of the area does not satisfy the guidelines under clauses 102-105 for categorisation as a natural area, a sportsground, a park or an area of cultural significance. The site is not in a natural state, nor does it contain representative floristic or structure of the natural vegetation of the area
R1000444 Town Hall Park	Addition Town Hall Site	Park	This land is adjacent Council's administration building and contains landscaped park area.
R84582 Mundarlo Reserve	Public Recreation	Natural Area (bushland)	Council is not actively managing or using this land, it has been allowed to remain in its natural state. This area provides access to the Murrumbidgee River



## Crown land managed by council Crown land managers Form

Reserve/Dedication	Purpose(s)	Categorisation	Justification for assigned category
R61633 Stockinbingal Tennis Courts	Public Recreation	Sportsground (Lots 8 & 9) Shown orange below Park (Lots 7 & 16) Shown blue below	This area contains tennis courts and children's play area

Map of Reserve R61633 – Stockinbingal Tennis Courts showing areas of sportsground and park



R85449 Muttama Transfer Station	Rubbish Depot	Natural Area (bushland)	Lot was not the site of landfill operations. Transfer Station is not on this lot. This lot is being managed as natural area and is used in conjunction with the TSR – not under Council control. The transfer station site will require consultation with Local Lands Services to formalise access, management and control of the facility.
R89483 Muttama Creek Reserve Behind Ex Services Club	Parking, Public Recreation	Part Community Use Shown purple below Part Natural Area Shown green below	Part of this area is used for car parking and part forms a section of maintained floodprone land



## Crown land managed by council Crown land managers Form

Reserve/Dedication	Purpose(s)	Categorisation	Justification for assigned category
Map of Reserve R89483 – Muttama Creek Reserve showing areas of community use and natural area			
<i>Insert rows as required</i>			

© State of New South Wales through Department of Industry 2018. The information contained in this publication is based on knowledge and understanding at the time of writing (May 2018). However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Department of Industry or the user's independent adviser.

## 8.5 REGULATORY SERVICES

### 8.5.1 REGULATORY REPORT MAY 2021

DOCUMENT NUMBER	351149
REPORTING OFFICER	Glen McAtear, Manager Regulatory Services
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council</p>
FINANCIAL IMPLICATIONS	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 Regulatory Report for May, 2021 be received and noted.**

#### Introduction

The following report details the main activities that were undertaken by the Regulatory staff during May, 2021.

#### Saleyard Activities

Sheep Sales held – Cootamundra: 2 - Yarding information: Total sheep sold: 3401 head.

Total amount of sales - \$636,964.20 Top price: \$244.60, Average Price: \$187.29

Cootamundra yards were cleaned and maintained with minor gate repairs and weed spraying of yards and grounds. Gundagai yards had trough repairs undertaken and were cleaned with general maintenance carried out in readiness for the upcoming June, 2021 Store Cattle Sale. Cootamundra Truck wash maintenance including tank flushing and manure removal from pit.

Cattle Sales held – Gundagai: 0

Truck wash Registered Users: Cootamundra Saleyards: 22 - Amount received \$3,124.80

Gundagai Saleyards: 22 - Amount received \$2,537.51

Transit Fees Received Cootamundra Yards: 0. Gundagai Yards: 94hd - \$658.00

### Cemetery Activities

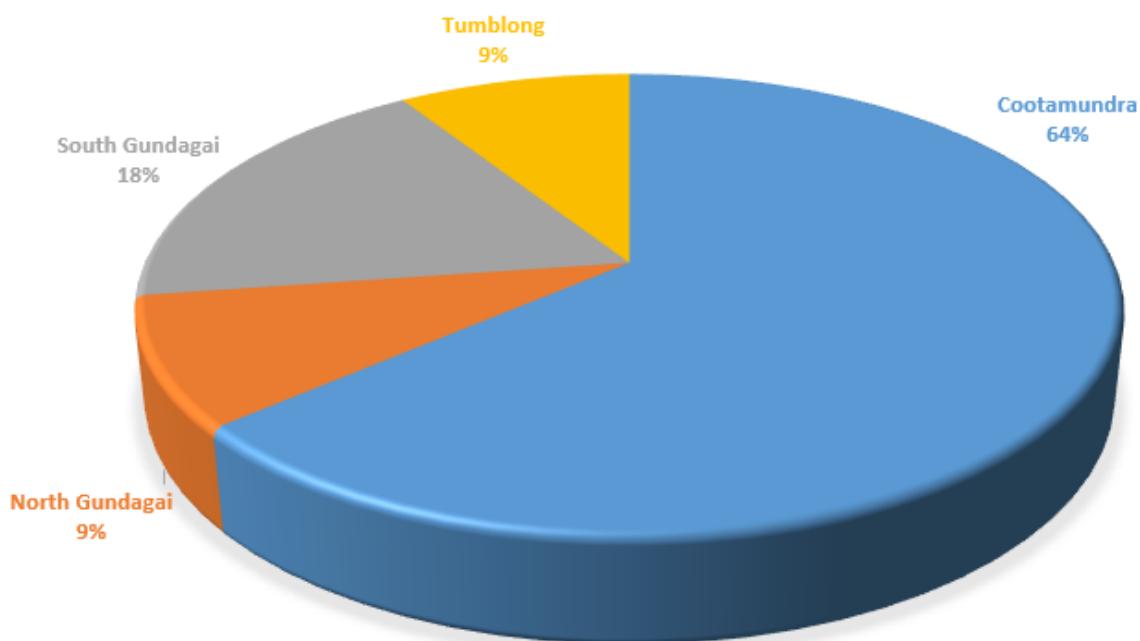
Burial enquiries - Locate grave, provide maps and information for family research: 48.

All 13 Cemeteries were mowed, weeds sprayed, trees watered, and plants and hedges pruned and sprayed, and tree litter was removed. General grave maintenance including backfilling, feral animal holes, topping up graves and irrigation repairs were undertaken. Fencing repairs are currently being made at Coolac, Muttama and South Gundagai Cemeteries.

Burial/Interments: 11

Cemetery Locations: Cootamundra 7, Gundagai North 1, South Gundagai 2 & Tumblong 1

### **MAY 2021 - BURIALS**



### Biosecurity Activities

CGRC roadsides, town lanes and RMS roads were inspected and sprayed and concentrated spraying on Coolatai grass and Tussock control was undertaken. Staff have been liaising with the LLS regarding CRIF funding and future weed control programs. 8 Property Inspections were carried out for the Month, working with farmers to control Coolatai and Illyrian Thistles.

Biosecurity Officers attended Macquarie Valley Weeds Committee Meeting in Lightning Ridge and a Field Day in Young to discuss the latest research and what action is being undertaken when new incursions occur and how they manage these.

### Ranger Activities

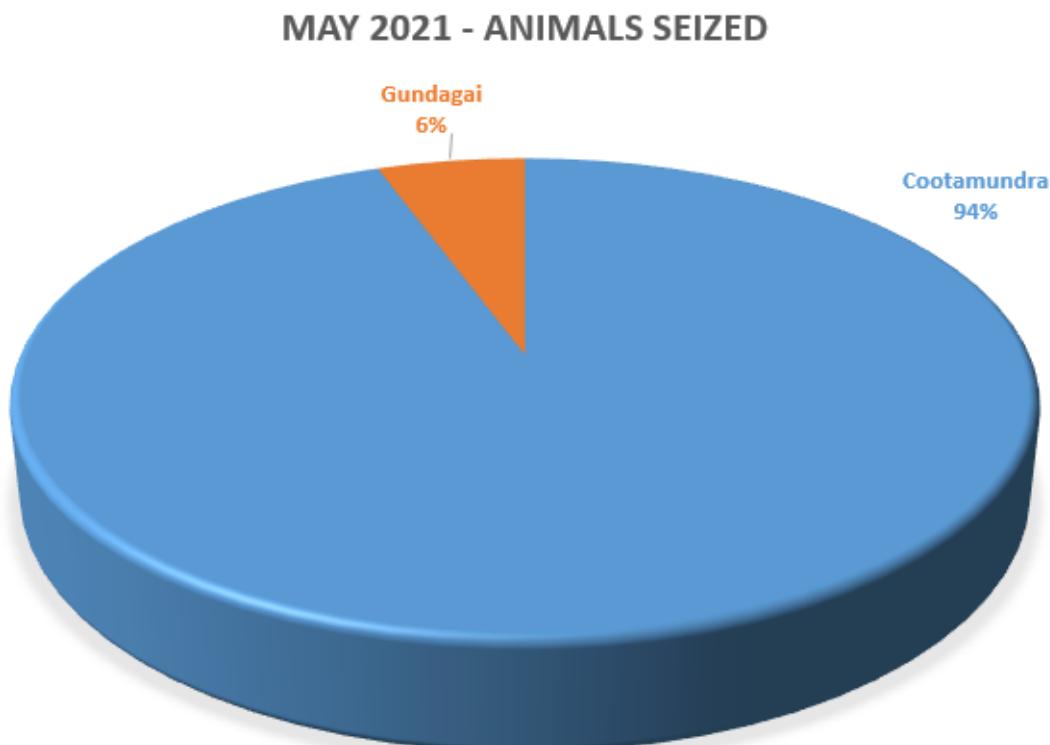
The Animal Care Facility was cleaned, mowed, whipper snipped and maintained, along with continued baiting for mice and rats.

The Rangers attended to several complaints, 9 Nuisance Dog issues, predominantly barking issues, 2 illegally parked unregistered motor vehicles and 1 illegal dumping incident and clean up. No Penalty Infringement Notices were issued.

Dog Waste Stations were refilled with bags in all parks and further Waste Stations continue to be installed around Cootamundra and Gundagai to encourage better behaviour from dog owners regarding picking up after their dogs. Drone flights were carried out in Tor Street Gundagai.

Rangers have been continuing with the Companion Animal Audit to assist with responsible pet ownership, explaining the two-step process of Microchipping and Lifetime Registration. Rangers have undertaken follow ups compliance checks on Menacing Dogs.

NSW Companion Animal Registrations: 53, amount received for May, 2021: \$5,323.00  
Dog Attack Incidents across the LGA: 0 - Dogs and Cats Seized across the LGA: 18 -  
Seizure Locations: Cootamundra 17 and Gundagai 1



## 8.6 ASSETS

### 8.6.1 RECYCLED WATER MANAGEMENT POLICY

DOCUMENT NUMBER	351599
REPORTING OFFICER	Ganesh Ganeshamoorthy, Manager Assets
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>3. Sustainable natural and built environments: we connect with the places and spaces around us</b></p> <p>3.1 The natural environment is valued and protected</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Draft Recycled Water Policy <a href="#">Download</a>

#### RECOMMENDATION

1. The Recycled Water Policy Report and the Draft Recycled Water Policy, attached to the report be received and noted.
2. The Draft Recycled Water Policy, attached to the report be adopted.

#### Introduction

Cootamundra-Gundagai Regional Council uses recycled water for irrigation of Golf Course and Municipal open spaces at both town centres Cootamundra and Gundagai. Cootamundra-Gundagai Regional Council need to comply with relevant statutory requirements to use recycled water.

#### Discussion

Cootamundra-Gundagai Regional Council supplies recycled water for irrigation of local golf courses and some open recreational spaces. Supplying recycled water for irrigation requires approval from Department of Planning, Industry and Environment and NSW Environmental Protection Authority the relevant regulatory authorities through an approved Recycled Water Management Program in compliance with Section 60 of the Local Government Act.

Additionally, ongoing monitoring of irrigated areas and reporting via annual License returns against the Environmental Protection Licenses held by Cootamundra Gundagai Regional Council also required.

The Recycled Water Policy broadly outlines the requirements.



# Recycled Water Policy

## Policy Approval and Distribution

Approved by	Council resolution
Responsible Officer	Manager, Assets
Council Service Unit	Assets
Next Review Date	25 June 2025

## Version Control

Ref	Date
1.0	25 June 2021

### Purpose

The purpose of this policy is to support the provision of Cootamundra-Gundagai Regional Council's recycled water supply by outlining how Council will effectively manage the risks to the supply and use of recycled water for irrigation of green spaces.

### Scope

All managers, supervisors, employees, and end users involved in the supply and use of recycled water are responsible for understanding, implementing, maintaining and continuously improving the Recycled Water Management Systems.

### Definitions

Term	Definition
Recycled water	Treated wastewater that is to be used for irrigation of municipal open spaces. It cannot be used for drinking or personal use.

### Legislative Framework

The Policy ensures Council is compliant with Section 60 of the Local Government Act, 1993 (the Act) and Water Management Act, 2000 and Public Health Act, 2010.

### Review Period

This document is to be reviewed every four (4) years to ensure that it remains relevant and meets legislative requirements.

## Policy Statement

Council is committed to responsible management of recycled water supply to provide a safe and quality product that meets the requirements of the appropriate recycled water management system guidelines developed in accordance with the Australian Guidelines on Water Recycling and other regulatory requirements.

To achieve this, Council will implement and maintain a Recycled Water Management System to effectively manage the risks in treating and supplying recycled water. Those being:

- To ensure that the protection of public and environmental health is integrated in into the management of recycled water system from Sewage Treatment Plant to the irrigation sites.
- To engage appropriate scientific expertise in developing efficient recycled water schemes.
- By using a risk-based approach in which potential threats to recycled water quality or public exposure are identified and controlled.
- To ensure that employees and any contractors involved in the supply and use of recycled water understand their responsibility and are appropriately trained to implement the Recycled Water Management System.
- To establish regular monitoring of control measures and recycled water quality and establish effective reporting mechanisms to provide relevant timely information and promote confidence in the recycled water supply and its management.
- To develop appropriate contingency planning and incident response capability.
- To consider the needs and expectations of recycled water users, communities and stakeholders, regulators and employees in the planning process.
- To attain continuous improvement of systems and procedures by assessing performance against criteria stated in the Recycled Water Management System.

### 8.6.2 PLANT REPLACEMENT PROGRAMME

DOCUMENT NUMBER	351611
REPORTING OFFICER	Ganesh Ganeshamoorthy, Manager Assets
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.2 Active participation and engagement in local decision-making</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Plant Replacement Programme Financials. <a href="#">↓</a>

#### RECOMMENDATION

1. **The Plant Replacement Report and the Plant Replacement Programme Financials, attached to the report be received and noted.**
2. **The Plant and Fleet Replacement Program attached to the report to be adopted.**

#### Introduction

Several measures have been identified to manage and control the plant fund. Some of these measures have been implemented and others are yet to be implemented.

#### Discussion

Income levels need to be achieved in the plant fund to provide for the forecast expenditure for replacement of plant and fleet vehicles.

The replacement programme has been reviewed by operational staff and managers to ensure accuracy in timing of replacement and forecast replacement costs and sale value. The Programme will be amended as new information becomes available.

Plant income has improved during the previous two financial years and during 2019/20 and 2020/21 achieving \$3.7 M and \$3.8M (up to 30<sup>th</sup> May, 2021) thus exceeding the forecast values of \$3.6M and \$3.8 M, respectively.





Plant No	Make	Model	Date Purchased	Progr Repl Date	Replacement date	Repl Purchase Price	Est	Trade-in	Benchmark Working Life (Years)	Replacement cost									
										30-Jun-22	30-Jun-23	30-Jun-24	30-Jun-25	30-Jun-26	30-Jun-27	30-Jun-28	30-Jun-29	30-Jun-30	30-Jun-31
<b>Trucks Medium</b>																			
3401	Hino	FG8J Bridge Truck XZU720R-QKFMTQ3 617 Long Crew	22/10/12	20/10/20	20/10/20	110,000	15,000	8		-	-	-	-	-	-	-	-	-	-
3402	Hino	300	17/04/14	15/04/22	15/04/22	55,000	15,000	8		55,000	-	-	-	-	-	-	-	-	55,000
3403	Hino	XZU710R-HKFMTQ3 617 Medium	17/04/14	15/04/22	15/04/22	50,000	15,000	8		50,000	-	-	-	-	-	-	-	-	55,000
3404	Mitsubishi	FK5040 Water Tanker (11,000) (Sold)	1/07/07	29/06/15	29/06/15	150,000	20,000	8		-	-	-	-	-	-	-	-	-	50,000
3405	Mitsubishi	FK61FH Water Tanker	1/07/05	29/06/13	31/07/20	80,000	15,000	8		-	-	-	80,000	-	-	-	-	-	-
3407	Hino	FS 2845- tankys	1/07/10	29/06/18	29/06/18	140,000	20,000	8		-	-	-	-	150,000	-	-	-	-	-
3408	Isuzu	NPR75 - Footpath Sweeper Truck	14/03/18	12/03/26	12/03/26	52,000	15,000	8		-	-	-	-	52,000	-	-	-	-	-
3409	Hino	616 Auto tipper 300 series	30/05/18	28/05/26	28/05/26	59,000	12,000	8		-	-	-	-	59,000	-	-	-	-	-
3410	Isuzu	FXY 240-350 MWB Water Cart	24/10/18	22/10/26	22/10/26	175,000	20,000	8		-	-	-	-	175,000	-	-	-	-	-
3411	UD	UD PK 17 280 N6A Condor Tipper	8/01/19	6/01/27	6/01/27	183,000	20,000	8		-	-	-	-	183,000	-	-	-	-	-
3412	Fuso	Fuso Fighter 1627 Crane Truck	29/03/19	27/03/26	27/03/26	154,735	15,000	7		-	-	-	-	154,735	-	-	-	-	-
3413	Hino	2020 Hino GH18 28 500 Serier	29/09/20	28/09/27	28/09/27	154,735	15,000	7		-	-	-	-	154,735	-	-	-	-	-
<b>Trucks Heavy</b>																			
3601	Isuzu	FVD 1000 Tar Spraying Truck	1/07/09	28/06/22	28/06/22	400,000	25,000	13		400,000	-	-	-	-	-	-	-	-	-
3602	Hino	FM2632 Water Cart	10/06/10	8/06/18	31/07/19	300,000	15,000	8		-	-	-	-	160,000	-	-	-	-	-
3603	Kenworth	T4045A Prime Mover	19/01/11	17/01/19	31/07/24	155,000	20,000	8		-	-	-	155,000	-	-	-	-	-	-
3604	Hino	SS2848 Air 700 Series Tipper	1/09/15	30/08/23	30/08/23	190,000	50,000	8		-	-	190,000	-	-	-	-	-	-	-
3606	Hino	2848 - Prime Mover-Jay	1/07/12	29/06/20	1/08/20	200,000	50,000	8		-	-	-	-	200,000	-	-	-	-	-
3608	Isuzu	FVZ1400 - Jetpatcher	19/08/15	17/08/23	17/08/23	300,000	75,000	8		-	-	300,000	-	-	-	-	-	-	-
3609	Mack	Trident	1/07/16	29/06/24	180,000	50,000	8		-	-	180,000	-	-	-	-	-	-	-	-
3610	Hino	FS 2844 Air Rigid Tipper	1/09/17	30/08/25	30/08/25	190,000	50,000	8		-	-	-	190,000	-	-	-	-	-	-
3611	Hino	FS 2844 Air 700 Serie	1/09/17	30/08/25	30/08/25	190,000	50,000	8		-	-	-	190,000	-	-	-	-	-	-
3612	Hino	2018 Mack Trident Prime Mover	28/11/18	26/11/24	26/11/24	207,335	50,000	6		-	-	207,335	-	-	-	-	-	-	-
3613	Hino	2020 Hino SS 700 Prime Mover	11/07/14	9/07/20	9/07/20	210,000	10,000	6		-	-	-	50,000	-	-	-	-	-	-
3614	Hino	2020 Hino	9/04/20	8/04/26	8/04/26	194,285	50,000	6		-	-	-	194,285	-	-	-	-	-	-
4001	John Deere	83354 Tractor	14/05/14	12/05/21	12/05/21	250,000	35,000	7		-	-	-	-	255,000	-	-	-	-	-
4002	John Deere	5083E Tractor	5/05/14	3/05/22	3/05/22	60,000	15,000	8	60,000	-	-	-	-	63,000	-	-	-	-	-
4003	John Deere	5080M Tractor	11/07/14	9/07/20	9/07/20	60,000	10,000	6		-	-	-	-	-	-	-	-	-	-
4004	John Deere	Compact Utility Tractor - Saleyard	30/06/17	28/06/24	28/06/24	24,000	3,000	7		-	-	24,000	-	-	26,000	-	-	-	-
4005	Kubota	M9540DH Tractor	15/09/17	13/09/24	13/09/24	50,000	10,000	7		-	-	-	50,000	-	-	53,000	-	-	-
4006	Kubota	Tractor	1/12/17	29/11/24	29/11/24	50,000	10,000	7		-	-	-	50,000	-	-	53,000	-	-	-
4008	Kubota	BX2680 Tractor Mower	31/10/18	29/10/24	29/10/24	25,000	5,000	6		-	-	-	25,000	-	-	-	-	-	-
<b>Heavy Trailers</b>																			
5001	Lusty	Low Loader	29/11/01	25/11/16	31/07/24	80,000	12,000	15		-	-	-	80,000	-	-	-	-	-	-
5003		Tipping trailer 2003	1/07/03	27/06/18	27/06/18	100,000	10,000	15		100,000	-	-	-	-	-	-	-	-	-
5004	Pig trailer 1999	Pigtrailer 1999	1/07/99	27/06/14	31/07/24	100,000	1,000	15		-	-	100,000	-	-	-	-	-	-	-
5005	Hamelex semi tipper 1999	Semitrigger 1999	1/07/99	27/06/14	1/08/19	100,000		15		-	-	-	-	-	-	-	-	-	-
5006	GORSHI super dog trailer			27/12/14	31/07/24	100,000	10,000	15		-	-	-	100,000	-	-	-	-	-	-
5007	Chris's Body Builders	Hardox Superdog	27/12/14	31/07/24	100,000	10,000	15		-	-	-	100,000	-	-	-	-	-	-	-
5008	Tieman	Water Tanker	30/05/16	29/05/23	29/05/23	70,000		7		70,000	-	-	-	-	-	-	-	70,000	-
5012	Lime Tanker		29/07/16	27/07/26	27/07/26	85,000	15,000												



Plant No	Make	Model	Date Purchased	Prog Repl Date	Replacement date	Repl Purchase Price	Est	Trade-in	Benchmark Working Life (Years)
6207	Walker	Ride on mower parks	14/07/17	13/07/21	31/07/19	55,000	15,000		4
6208	Toro	Groundmaster GM360 mower Parks	1/07/16	30/06/20	29/06/21	55,000	15,000		4
6209	Husqvarna	POOL	1/01/18	31/12/21	31/12/21	5,000	-		4
6211	John Deere	1575 Terrain Out Front Mower	1/01/18	31/12/21	31/12/21	55,000	15,000		4
6213	Toro	GroundMaster GM40110 - P&G	1/01/18	31/12/21	31/12/21	97,000	15,000		4
6214	Walker	Mower Tractor MT25i	1/01/18	31/12/21	31/12/21	55,000	15,000		4
6215	Kubota	F3690 Mower - cabin	1/10/18	30/09/22	30/09/22	50,000	10,000		4
6216	Kubota	F3690 Mower	1/10/18	30/09/22	30/09/22	30,000	5,000		4
6217	Kubota	F3690 Mower	1/10/18	30/09/22	30/09/22	30,000	5,000		4
6218	Kubota	F3690 Mower - cabin	1/10/18	30/09/22	30/09/22	50,000	10,000		4
6219	Toro	GM360 Mower	23/10/18	22/10/22	22/10/22	63,000	10,000		4
6220	Humus	Hydraulic side shift mulcher	12/12/18	11/12/22	11/12/22	22,000	5,000		4
		Airport Mower	12/08/20	11/08/24	11/08/24	50,000	10,000		4

Replacement cost										
30-Jun-22	30-Jun-23	30-Jun-24	30-Jun-25	30-Jun-26	30-Jun-27	30-Jun-28	30-Jun-29	30-Jun-30	30-Jun-31	
-	-	58,000	-	-	-	-	58,000	-	-	
-	-	-	58,000	-	-	-	58,000	-	-	
5,000	-	-	-	58,000	-	-	-	58,000	-	
55,000	-	-	-	58,000	-	-	-	58,000	-	
97,000	-	-	-	58,000	-	-	-	58,000	-	
55,000	-	-	58,000	-	-	-	-	58,000	-	
-	50,000	-	-	-	50,000	-	-	-	50,000	
-	30,000	-	-	-	30,000	-	-	-	30,000	
-	30,000	-	-	-	30,000	-	-	-	30,000	
-	50,000	-	-	-	50,000	-	-	-	50,000	
-	63,000	-	-	-	63,000	-	-	-	63,000	
-	22,000	-	-	-	22,000	-	-	-	22,000	
-	-	55,000	-	-	-	-	55,000	-	-	

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
<b>Operating income</b>											
Leaseback fees	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Diesel fuel rebate	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Insurance reimbursements	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Plant hire	3,600,000	3,800,000	3,857,000	3,914,855	3,973,578	4,033,181	4,093,679	4,155,084	4,217,411	4,280,672	4,344,882
Other income											
<b>Total operating income</b>	<b>3,761,500</b>	<b>3,961,500</b>	<b>4,018,500</b>	<b>4,076,355</b>	<b>4,135,078</b>	<b>4,194,681</b>	<b>4,255,179</b>	<b>4,316,584</b>	<b>4,378,911</b>	<b>4,442,172</b>	<b>4,506,382</b>
<b>Operating expenditure</b>											
Salaries and wages	420,250	430,756	441,525	452,563	463,877	475,474	487,361	499,545	512,034	524,835	537,956
Materials purchased	765,075	772,726	780,453	788,258	796,140	804,102	812,143	820,264	828,467	836,751	845,119
Fuel	734,472	741,817	749,235	756,727	764,295	771,937	779,657	787,453	795,328	803,281	811,314
Insurance	198,920	200,909	202,918	204,947	206,996	209,066	211,157	213,269	215,401	217,555	219,731
Registration	106,090	107,151	108,223	109,305	110,398	111,502	112,617	113,743	114,881	116,030	117,190
Office expenses											
Depot expenditure	40,804	41,212	41,624	42,040	42,461	42,885	43,314	43,747	44,185	44,627	45,073
<b>Total operating expenditure</b>	<b>2,265,611</b>	<b>2,294,571</b>	<b>2,323,978</b>	<b>2,353,840</b>	<b>2,384,167</b>	<b>2,414,967</b>	<b>2,446,249</b>	<b>2,478,022</b>	<b>2,510,295</b>	<b>2,543,079</b>	<b>2,576,382</b>
<b>Net operating surplus / (deficit)</b>	<b>1,495,889</b>	<b>1,666,929</b>	<b>1,694,522</b>	<b>1,722,515</b>	<b>1,750,911</b>	<b>1,779,714</b>	<b>1,808,930</b>	<b>1,838,563</b>	<b>1,868,615</b>	<b>1,899,093</b>	<b>1,930,000</b>
<b>Capital income</b>											
Sale of plant - Heavy	215,000	380,000	150,500	383,000	392,000	527,000	373,000	406,050	260,000	200,000	125,000
Sale of plant - Leaseback	323,000	188,000	86,000	349,000	213,000	86,000	349,000	213,000	62,000	363,000	223,000
Sale of plant - Commercial	60,000	72,000	72,000	77,000	182,060	69,000	72,000	72,000	112,000	172,060	82,000
Sale of Plant - Other						330,000	330,000				
Transfer from other reserve											
Interest on reserve	10,000	12,000	20,000	20,000	15,000	15,000	15,000	12,000	12,000	12,000	12,000
<b>Total capital income</b>	<b>608,000</b>	<b>652,000</b>	<b>328,500</b>	<b>829,000</b>	<b>1,132,060</b>	<b>1,027,000</b>	<b>809,000</b>	<b>703,050</b>	<b>446,000</b>	<b>747,060</b>	<b>442,000</b>
<b>Capital expense</b>											
Heavy plant purchase	1,669,735	2,161,000	815,000	1,570,000	2,490,335	1,590,020	1,502,000	2,169,635	1,962,000	1,779,000	1,521,000
Light plant purchase - Leaseback	585,000	347,288	119,693	585,000	299,288	159,693	585,000	299,288	119,693	650,000	280,000
Light plant purchase - Commercial	130,000	127,000	200,523	194,500	256,500	130,000	127,000	200,523	194,500	256,500	140,000
Equipment purchase	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
<b>Total capital expense</b>	<b>2,424,735</b>	<b>2,675,288</b>	<b>1,175,216</b>	<b>2,389,500</b>	<b>3,086,123</b>	<b>1,919,713</b>	<b>2,254,000</b>	<b>2,709,446</b>	<b>2,316,193</b>	<b>2,725,500</b>	<b>1,981,000</b>
<b>Net capital expenditure</b>	<b>(1,816,735)</b>	<b>(2,023,288)</b>	<b>(846,716)</b>	<b>(1,560,500)</b>	<b>(1,954,063)</b>	<b>(892,713)</b>	<b>(1,445,000)</b>	<b>(2,006,396)</b>	<b>(1,870,193)</b>	<b>(1,978,440)</b>	<b>(1,539,000)</b>
<b>Fund surplus/(deficit)</b>	<b>(320,846)</b>	<b>(356,359)</b>	<b>847,806</b>	<b>162,015</b>	<b>(203,152)</b>	<b>887,001</b>	<b>363,930</b>	<b>(167,833)</b>	<b>(1,578)</b>	<b>(79,347)</b>	<b>391,000</b>
Opening plant reserve	(34,775)	(355,621)	(711,980)	135,827	297,841	94,689	981,690	1,345,620	1,177,787	1,176,209	1,096,862
Transfer to / (from) reserve	(320,846)	(356,359)	847,806	162,015	(203,152)	887,001	363,930	(167,833)	(1,578)	(79,347)	391,000
Closing plant reserve	(355,621)	(711,980)	135,827	297,841	94,689	981,690	1,345,620	1,177,787	1,176,209	1,096,862	1,487,862



	Original purchase price	Benchmark Working Life (Years)	Replacement cost									
			30-Jun-22	30-Jun-23	30-Jun-24	30-Jun-25	30-Jun-26	30-Jun-27	30-Jun-28	30-Jun-29	30-Jun-30	30-Jun-31
<b>Leaseback vehicles</b>												
7004	2018 Ford Ranger XL	35,398	3	347,288	119,693	585,000	299,288	159,693	585,000	299,288	119,693	650,000
7007	2017 Toyota Corolla Ascent ZRE182 Sedan	19,409	3			36,000			36,000			36,000
7008	2017 Toyota Corolla Ascent ZRE182 Sedan	19,409	3		20,000			20,000			20,000	
7016	2015 Ford Fiesta (Sold) Coota Depot Pool Vehicle	15,683	3		20,000			20,000			20,000	
7020	2017 Ford Everest Ambiente(sold)	43,333	3									
7021	2016 Ford Escape 4X4 Coota Office Pool Vehicle	27,867	3									
7023	2017 Holden Colorado	32,054	3		30,000		30,000			30,000		
7026	2017 Holden Caprice V8 (Sell no replacement)	44,143	3									
7027	2017 Ford Everest Titanium(Sold no replacement)	59,843	3									
7029	2017 Toyota Hiace	51,237	3									
7030	2017 Toyota Prado GXL (sold)	52,035	3		38,000		40,000			40,000		40,000
7031	2017 Toyota Prado GXL	52,041	3			52,000			52,000		52,000	
7032	2017 MY18 Holden Captiva LTZ (Sold)	30,104	3			31,000			31,000		31,000	
7033	2018 Holden Equinox LS FWD (sold)	24,892	3									
7034	2018 Holden Equinox LS FWD	24,892	3		30,000		25,000			25,000		30,000
7035	2018 Holden Equinox LS FWD Gund. Pool Vehicle	24,892	3			25,000			25,000		30,000	
7036	2018 Holden Colorado LT 4x4 Dual Cab Utility(sold)	35,406	3									
7037	2018 Holden Colorado LT 4x4 Dual Cab Utility(sold)	35,806	3									
7038	2018 Toyota Fortuner GX 2.8L TD Auto Wagon	39,288	3		39,288		39,288			39,288		40,000
7039	2018 Holden Colorado LTX 4x4 Utility	37,380				40,000			40,000		40,000	
7040	2019 Subaru Forester 2.5i AWD(written off)	30,435	3			35,000			35,000		35,000	
7041	2018 Holden Calais	31,570	3			35,000			35,000		35,000	
7042	2018 Ford Ranger Raptor 4 x 4	67,182	3		65,000		65,000			65,000		65,000
7043	2019 Ford Ranger Wildtrak 2.0 L TD 4x4		3		50,000		50,000			50,000		50,000
7044	2019 Toyota RAV 4, AWD Hybrid(Written off)	45,000	3									
7045	2019 Holden Astra	25,000	3		25,000		25,000			25,000		25,000
7046	2018 Ford Escape ZG ST - Line AWD	35,850	3			35,000			35,000		35,000	
7047	2019 Toyota RAV 4, Hybrid Cruiser AWD	45,000	3			45,000			45,000		45,000	
7538	2019 Volkswagen Amarok Core 4 Mot TDI550	50,385	3			51,000			51,000		51,000	
7048	2020 Ford Ranger XLS 4x4 Double Cab Utility	41,693	3			41,693			41,693		41,693	
7049	2020 Ford Everest Ambient	50,000	3				50,000			50,000		50,000
7050	2020 Ford Ranger Wildtrak 4x4 Dual Cab	50,000	3				50,000			50,000		50,000
7051	2020 CX-9k a Auto Sport AWD	45,000					45,000			45,000		45,000
7052	2020 Subaru Outback 2.5i AWD Wagon	35,000					35,000			35,000		35,000
7053	2020 Ford Ranger Double PU XLS Utility	45,000					45,000			45,000		45,000
7054	2020 Nissan Navara 4x4 Dual Cab Utility	45,000					45,000			45,000		45,000



	Original purchase price	Benchmark Working Life (Years)	Replacement cost									
			30-Jun-22	30-Jun-23	30-Jun-24	30-Jun-25	30-Jun-26	30-Jun-27	30-Jun-28	30-Jun-29	30-Jun-30	30-Jun-31

Commercial work vehicles			127,000	200,523	194,500	256,500	130,000	127,000	200,523	194,500	256,500	140,000
7501	2011 Toyota V8 Traytop Utility (Sold)	50,327	5	-	-	-	-	-	-	-	-	
7502	2012 Toyota Hilux 4x2 Single Cab Utility	24,544	5	-	-	-	-	25,000	-	-	-	25,000
7503	2012 Toyota Hilux Traytop 4X2 Utility (sold)	25,362	5									
7504	2013 PX Ford Ranger Super Cab (sold)	38,840	5									
7505	2013 PX Ranger Std Cab Utility	29,887	5			30,000				30,000		
7507	2013 Amarok Singlecab 6sp Utility	32,980	5			34,000				34,000		
7508	2015 Toyota Hilux 4x4 Utility (sold)	34,591	5									
7510	2015 Ford Ranger Single Cab 2.2L 4x4 Utility	-	5			32,000				32,000		
7511	2015 Mazda BT50 3.2L Freestyle XT 4x4 Utility	33,453	5				35,000				40,000	
7514	2014 Holden Colorado LX (SOLD)	31,142	5									
7515	2014 Holden Colorado LX	29,648	5			32,000				32,000		
7517	2010 Ford Ranger (Sold)	-	5									
7518	2013 Ford Ranger	-	5			30,000				30,000		
7519	2012 Toyota Hilux (SOLD)	32,638	5									
7520	2015 Ford Ranger (Sold)	-	5									
7521	2011 Holden Combo	17,711	5			18,000				20,000		
7522	2017 Ford Ranger SR	31,909	5	32,000			32,000					
7523	2018 Ford Ranger SR	30,360	5	32,000			32,000					
7524	2014 Ford Ranger	20,179	5			22,000				25,000		
7525	2017 Holden Colorado LS Space Cab 4x4 Tipper	35,197	5									
7526	2017 Toyota Hilux Workmate - P&G	25,586	5	26,000			26,000					
7527	2017 Holden Colorado	30,370	5	32,000			32,000					
7528	2017 Ford Ranger XL	28,760	5	30,000			30,000					
7529	2014 Ford ranger Super Cab Chassis (sold)	33,998	5									
7530	2018 Toyota Landcruiser Military GXL Single C/Chas	62,120	5	63,000			63,000					
7531	2018 Holden Colorado LS	-	5	30,000			30,000					
7532	2018 Ford Ranger XL 4x2 Hi-Rider Single Cab-P&G	26,583	5	27,000			27,000					
7533	2018 Holden Colorado LS 4x4 Space C/Chassis Tipper	36,727	5		37,000			37,000				
7534	2018 Ford Ranger XL 4x2 Supercab Utility	33,665	5		34,000			34,000				
7535	2018 Ford Ranger XL Single C/Chassis (CBD Ute)	28,633	5		29,000			29,000				
7536	2018 Holden Colorado 4x4 C/Chassis (workshop)	33,362	5		34,500			34,500				
7537	2019 Landcruiser LC Military GX Nox Weed	55,523		55,523			55,523					
7539	2019 Mazda BT-50 3.2 L Single C/Chassis	31,412	5		30,000			30,000				
7540	2019 Holden Colorado LS 4 x 4 Crew C/Chassis	35,669	5		30,000			30,000				
7541	2019 Holden Colorado LS 4x4 Crew Cab Utility	34,084	5		35,000			35,000			35,000	
7542	2019 Holden Colorado LS 4x4 Crew C/Chassis	37,001	5		37,000			37,000			37,000	
7543	2019 Ford Ranger 4x2 Hi-Rider Single C/Chassis	29,859	5		30,000			30,000			30,000	
7544	2020 Mazda BT-50 XT 2.2L 4x2 C/Chassis	26,495	5		26,500			26,500			26,500	
7545	2020 Ford Ranger Super CC XL Ranger Coota	37,296	5		38,000			38,000			38,000	
7546	2020 Ford Ranger Super CC XL Ranger Coota	37,596	5		38,000			38,000			38,000	
7547	2020 Ford Ranger Single CC Water & Sewer Coota	29,696	5		30,000			30,000			30,000	

## 8.7 CIVIL WORKS

### 8.7.1 CIVIL WORKS AND TECHNICAL SERVICES REPORT - JUNE 2021

DOCUMENT NUMBER	351294
REPORTING OFFICER	Julie Buckley, Operations Support Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Sustainable natural and built environments: we connect with the places and spaces around us</b> 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

### RECOMMENDATION

**The Civil Works and Technical Services Report for the month of June, 2021 be received.**

#### Introduction

This report provides a detailed update of the Civil Works and Technical Services Department's works undertaken for the month of June, 2021 and is submitted for the information of Council and the community.

#### Discussion

##### *Fixing Local Roads Projects*

Mackay Street works in Cootamundra have now seen gas and Telstra services lowered. This will now allow the replacement of the kerb to commence between Onley and Poole Streets Cootamundra and the construction of new kerb alongside the Country Club Oval. It is expected these works will commence by July, 2021.

Works are well underway on the reconstruction of a section of Old Gundagai Road, Cullinga, near Harris's Lane. This work involves some minor lowering of the existing road crest, then pavement stabilisation and road base overlay before the bitumen seal.

Works have been completed on the Adjungbilly Road, Adjungbilly widening and realignment project with pavement works finalised and the primer seal applied. The final seal coat will be applied in summer time.

##### *REPAIR and Roads to Recovery Programs*

The pavement reconstruction works on Muttama Road, Brawlin near Brawlin Road have been sealed. Guidepost and signage have also been reinstated, with line marking scheduled for July,

2021. The final pavement stabilisation works involved both Cootamundra and Gundagai crews. This project was funded from both the Regional Road ‘REPAIR’ Program and Roads To Recovery funds.

#### *Local Roads Community Infrastructure Program*

Work on the Rosehill Road, Cootamundra bridge replacement is progressing, although recent rain has slowed progress. The new box culverts have been installed with reinstatement of the road pavement expected over the next month. Currently traffic is passing the site via a detour track.

#### *Wallendbeen Railway Bridge*

Advice from John Holland Rail and Transport for NSW has been received that a temporary one lane bridge will be installed over the railway line to enable traffic including trucks to travel along the Burley Griffin Way at Wallendbeen.

Works on setting up a construction site for the assembly of the temporary bridge will commence in late June. Once the bridge is ready to be lifted into place, further road closures will be required for a few days to enable this to proceed. It is expected that this bridge will be in place by September, 2021.

While the bridge is closed and no formal detour has been approved to use Stockinbingal Road, some of our roads around the Cootamundra area including Stockinbingal, Old Cootamundra and Silo Roads are experiencing additional traffic and as such some road damage is being experienced. Transport for NSW have indicated they will cover any such repairs, so this work is continually being monitored.

In regard to Silo Road, Wallendbeen the residents have advised that it is being used by numerous heavy vehicles. In order to restrict this action, temporary 15 Tonne Load limit signs will be installed in order to limit these heavy vehicles travelling along Silo Road.

#### *Timber Haulage Projects:*

Works have been completed on Nanangroe Road, Adjunbilly with drains cleared and shoulder preparation completed. This work will resume when weather conditions are more suitable in springtime.

Work is ongoing on Adjungbilly Road, Adjunbilly with tree clearing, drain cleaning and batter works underway in the Grahams Road area.

#### *Works*

With the continual wet weather, the bitumen roads are experiencing surface deterioration and potholing. Patching crews have been undertaking repairs as required and when conditions permit. Crews have also been attending to drainage issues around various town streets and the rural road network.

Kerb and Gutter replacement has been completed on West Street between Sheridan and Punch Streets, Gundagai.

Maintenance grading has been completed on Hopewood Road, Gobarralong and crews are continuing on Bundarbo and Hopewood Roads. This section has had some gravel resheeting and also new culverts being installed to assist drainage. Edge repair works and table drain maintenance has been completed on Gobarralong Road between Darabala and Hopewood Roads, Gobarralong. Grading crews will then continue onto Cooneys Creek Road, Coolac, the Old Hume Highway, Redhill Road, Adjunbilly, Fairview Road, Tumorrama and Wee Jasper Road, Tumorrama.

Other routine maintenance is ongoing around the Local Government Area on an as needed basis.

## 8.8 TECHNICAL SERVICES

### 8.8.1 TENDER FOR DESIGN & CONSTRUCT FIVE (5) BRIDGES PROJECT

DOCUMENT NUMBER	350346
REPORTING OFFICER	Catherine Smith, Procurement Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.1 Decision-making is based on collaborative, transparent and accountable leadership</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To comply with the tendering conditions of the Local Government Act, 1993 and (General) Regulation, 2005.
POLICY IMPLICATIONS	To comply with Council's Procurement Policy and Guidelines.
ATTACHMENTS	Nil

#### RECOMMENDATION

- The Open Tendering method for the Design & Construct portion of the Five (5) Bridge Replacement Project be endorsed.**
- A further report be prepared and submitted for the consideration of Council at the completion of the tendering process.**

#### Introduction

Council's works program includes the replacement of Five (5) Bridge Structures for the 2021/22 Financial Year. These replacements are funded through the Federal Government Bridge Replacement Program (BRP), the State Government Fixing Country Bridges Program (FCB) and Council's General Fund.

A condition imposed under the FCB Program requires Council enter into an MOU with Yass Valley Council (YVC) for the delivery of the three (3) nominated structures within this program. It is intended to also include the two (2) BRP structures and the one (1) bridge located within YVC to this open tender to provide both convenience and efficiency benefits for both organisations whilst meeting the requirements of the FCB Program.

#### Discussion

Part 3, Division 1, Section 55 (1)(e) of the Local Government Act, 1993 (the Act) states that councils must invite tenders before entering into any number of contracts, such as a contract for the provision of goods or materials, for amounts over \$250,000 (inc. GST) or contracts expected to exceed two (2) years. Further, Part 7, Division 2, Section 166 of the Local Government (General)

Regulation 2005, states that whenever a council is required to invite tenders under the Act, before entering into a contract, the council must decide which method of tendering is to be used.

The following methods may be chosen:

- (a) The open tendering method by which tenders for the proposed contract are invited by public advertisement;
- (b) The selective tendering method by which invitations to tender for a proposed contract are made following a public advertisement asking for expressions of interest; and
- (c) The selective tendering method by which recognised contractors, selected from a list prepared or adopted by the council, are invited to tender for proposed contracts of a particular kind.

In this instance, open tendering is seen to be the most beneficial and fair method in the case of procuring a suitably qualified contractor for the Design & Construct portion of the Five (5) Bridge Replacement Project.

## 8.8.2 FIXING LOCAL ROADS ROUND THREE PROJECT NOMINATIONS

DOCUMENT NUMBER	351564
REPORTING OFFICER	Matt Stubbs, Manager Technical Services
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>3. Sustainable natural and built environments: we connect with the places and spaces around us</b></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	Nil

### RECOMMENDATION

- 1. The Fixing Local Roads Round Three (3) Project Nominations report be received.**
- 2. The project list recommended within the Fixing Local Roads Round Three (3) Project Nominations report for nomination under Round Three (3) of the Fixing Local Roads funding program be endorsed.**

### Introduction

Council's External Grant Policy stipulates that formal Council resolution is required prior to grant funding being applied for amounts over \$50,000 that are not specifically detailed in the Delivery Program / Operational Plan.

Fixing Local Roads is a \$500 million NSW Government program, providing funding to councils to assist in reducing the local roads maintenance backlog. Councils can apply for funding to assist in repairing, patching, maintaining or sealing existing priority council roads.

### Discussion

Council has received funding from the first two rounds of the Fixing Local Roads Program as detailed below:

#### Fixing Local Roads Round 1

Project	FLR Funding
Mackay St Rehabilitation	\$823,550
Nanangroe Rehabilitation	\$584,850
Adjungbilly Rd Rehabilitation	\$408,750

Old Hume Hwy Seal Ext	\$354,900
Berthong Rd Rehabilitation	\$294,431
Edwardstown Rd	\$281,250
Kilrush Rd	\$278,361
Old Gundagai Rd	\$276,850
Rosehill Rd	\$259,975
Millvale Rd Seal Extension	\$259,849
Cooper Ln Rehabilitation	\$251,160

### Fixing Local Roads Round 2

Project	FLR Funding
Warralong Rd Reconstruction and Sealing	\$187,500
French St Rehabilitation	\$187,500
Brawlin Rd Reconstruction and Sealing	\$157,500

It should be noted that the first two rounds of the program resulted in only a selection of the nominated projects being approved by Transport for NSW (TfNSW) at their discretion. Round Three of the program requires Council to set its own priority order to hopefully assist with ensuring that higher priority projects are a greater chance of being successful.

In determining the ranking of the nominated projects below, Council's engineering staff have referred to the Moloney Asset System condition ratings whilst also applying some individual judgement to produce the order suggested. The decision process involved discussions around workload and other commitments to ensure that works would be deliverable within the timeframes nominated by the program (which requires commencement within 6 months of the funding announcement and delivery within 24 months).

### Fixing Local Roads Round 3 Recommended Project Nominations:

Project	Cost Estimate	Priority Order
West and Punch Streets Intersection Reconstruction	\$450,000	1
West and Hanley Streets Intersection Reconstruction	\$520,000	2
Salt Clay Lane Rehabilitation	\$300,000	3
Old Gundagai Road Rehabilitation	\$300,000	4
Old Hume Highway Rehabilitation	\$300,000	5
Brawlin Road Seal Extension (Following Stage 2)	\$300,000	6

It should be noted that the above cost estimates are for the full scope of works and Council co-contributions are given favourable consideration in the TfNSW weighted evaluation criteria. It is proposed that this co-contribution amount is 10% and to be sourced from the relevant department's capital allocation if successful.

## 8.9 FACILITIES

### 8.9.1 TENDER FOR THE GUNDAGAI PRESCHOOL KINDERGARTEN INC REDEVELOPMENT, FIRST AVENUE, GUNDAGAI

DOCUMENT NUMBER	351105
REPORTING OFFICER	Catherine Smith, Procurement Officer
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.1 Decision-making is based on collaborative, transparent and accountable leadership</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To comply with the tendering conditions of the Local Government Act, 1993 and (General) Regulation, 2005.
POLICY IMPLICATIONS	To comply with Council's Procurement Policy and Guidelines.
ATTACHMENTS	Nil

#### RECOMMENDATION

1. **The report on the Tender for the Gundagai Preschool Kindergarten Inc Redevelopment, first Avenue, Gundagai be received.**
2. **The Open Tendering method for the Gundagai Pre-School redevelopment be endorsed.**
3. **A further report be prepared and submitted for the consideration of Council at the completion of the tendering process.**

#### Introduction

At its Extraordinary Meeting of 2<sup>nd</sup> June, 2021 Council resolved (Min. no.135/2021) to approve Development Application 62/2021 (Centre-based childcare facility - to demolish the existing preschool building and dwelling house, and to construct a new preschool and kindergarten facility, including a new car park, bus stop, landscaping, signage and outdoor play areas on Lot 13 DP 1102375 and Lot 2 DP 574412, 87 and 89 First Avenue, Gundagai).

The next phase of this project is to seek competitive pricing from the market. This project is being delivered in partnership with the Gundagai Pre-School and Council Staff are now preparing Tender documentation to progress this project.

#### Discussion

Part 3, Division 1, Section 55 (1)(e) of the Local Government Act, 1993 (the Act) states that councils must invite tenders before entering into any number of contracts, such as a contract for the provision of goods or materials, for amounts over \$250,000 (inc. GST) or contracts expected to exceed two (2) years. Further, Part 7, Division 2, Section 166 of the Local Government (General)

Regulation 2005, states that whenever a council is required to invite tenders under the Act, before entering into a contract, the council must decide which method of tendering is to be used.

The following methods may be chosen:

- (a) The open tendering method by which tenders for the proposed contract are invited by public advertisement; or
- (b) The selective tendering method by which invitations to tender for a proposed contract are made following a public advertisement asking for expressions of interest; or
- (c) The selective tendering method by which recognised contractors, selected from a list prepared or adopted by the council, are invited to tender for proposed contracts of a particular kind.

In this instance, open tendering is seen to be the most beneficial and fair method in the case of procuring suitably qualified Contractor/s to bring this project to life.

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

Nil

**9 MOTION OF WHICH NOTICE HAS BEEN GIVEN****9.1 NOTICE OF MOTION - THAT COUNCIL NOT ADOPT THE PROPOSED 2% INCREASE TO MAYOR AND COUNCILLOR FEES FOR THE 2021/22 FINANCIAL YEAR AS DETERMINED BY THE LOCAL GOVERNMENT REMUNERATION TRIBUNAL EFFECTIVE FROM 1ST JULY, 2021**

DOCUMENT NUMBER	351612
REPORTING OFFICER	Gil Kelly, Councillor
AUTHORISING OFFICER	Phillip McMurray, General Manager

The following Notice of Motion signed by Councillor Cr Gil Kelly was submitted on 18 June, 2021.

I hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 29 June, 2021:

**MOTION**

**Council not adopt the proposed 2% increase to Mayor and Councillor fees for the 2021/22 financial year as determined by the Local Government Remuneration Tribunal Effective from 1st July, 2021.**

**Note from Councillor**

At the Ordinary Meeting held 30<sup>th</sup> June, 2020 Council resolved (Min. no.171/2020) to not adopt the increase to the annual Mayor and Councillor fees for the 2020/21 financial year due to the impact of the COVID-19 pandemic on the local economy and maintain the annual fees as resolved for the 2019/20 financial year.

On 8<sup>th</sup> February, 2021 Council submitted an application for a Special Rate Variation (SRV) of 53.5%, to be implemented over a period four (4) years, to the Independent Pricing and Regulatory Tribunal for its consideration. The SRV was approved in May, 2021 and will be permanently retained as the base rate.

As such I move the Motion that, due to the harmonisation of fees and charges undertaken and approved by Council for the 2020/21 financial year, the lingering effects of COVID-19 on the local economy, and now the SRV to be implemented from 1<sup>st</sup> July, 2021, that Council not incur a further financial burden to the ratepayers of the Cootamundra-Gundagai Regional Council local government area by adopting the 2% increase proposed by the LGRT and maintain the current annual Mayor allowance of \$26,530 and Councillor annual fee of \$12,160 for the 2021/22 financial year.

**9.2 NOTICE OF MOTION - THAT COUNCIL WRITES TO MINISTER OF LOCAL GOVERNMENT TO ENSURE THAT THE CURRENT PROPOSAL OF DE-AMALGAMATION, INCLUDING BUSINESS CASE AS PREVIOUSLY SUBMITTED, IS CONSIDERED IN LINE WITH THE NEW SECTION 218CC OF THE LOCAL GOVERNMENT ACT, 1993**

DOCUMENT NUMBER	351894
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager

The following Notice of Motion signed by Councillor Leigh Bowden was submitted on 24 June, 2021.

I hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 29 June, 2021:

**MOTION**

**That Council writes to Minister of Local Government to ensure that the current proposal of de-amalgamation, including Business Case as previously submitted, is considered in line with the new Section 218CC of the Local Government Act.**

**Note from Councillor**

Councillors, general managers and staff should familiarise themselves with the key reforms in the Local Government Amendment Act 2021, with a particular focus on those changes that came into effect on commencement on 13 May 2021.

The Amendment Act provides a process for councils constituted within the last 10 years to submit a business case with supporting reasons to the Minister for a de-amalgamation of an area.

Although CGRC is already under consideration of a de-amalgamation proposal which has been considered by the Boundaries Commission, it may be prudent to now write again to the Minister noting the newly passed legislation and attach the business case in support of a de-amalgamation (as previously supplied). We can leave no stone unturned.

This may ensure that the matter is treated with respect to new Section 218CC of the Local Government Act, which sets out the specific requirements related for a proposal for de-amalgamation.

There is a mandated timeframe for release of the report of the Boundaries Commission, and requirements to fully fund a de-amalgamation, contained within that legislation.

**10      QUESTIONS WITH NOTICE**

Nil

## 11 CONFIDENTIAL ITEMS

### 11.1 CLOSED COUNCIL REPORT

DOCUMENT NUMBER	351642
REPORTING OFFICER	Marianne McInerney, Executive Assistant to the General Manager
AUTHORISING OFFICER	Phillip McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council</p>
FINANCIAL IMPLICATIONS	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. Item be considered in closed Council at which the press and public are excluded in accordance with the applicable provisions of the Local Government Act, 1993 and related public interest reasons detailed.
2. In accordance with section 11 (2) and (3) of the Local Government Act, 1993, the reports, correspondence and other documentation relating to Item be withheld from the press and public.

### 11.2 RFQ2021/18 - WATER MAIN REPLACEMENT - WEST STREET GUNDAGAI

#### 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 publication of all tendered amounts would discourage potential tenderers from submitting commercial information in the future and therefore prejudice Council's ability to secure the optimum outcome for the community.