



COOTAMUNDRA-  
GUNDAGAI REGIONAL  
COUNCIL

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# Business Paper

## ORDINARY COUNCIL MEETING

**ALBY SCHULTZ MEETING CENTRE,  
COOTAMUNDRA**

**6:00PM, Tuesday 24th October, 2023**

**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, 24th October, 2023 at 6:00PM**

The agenda for the meeting is enclosed.

Steve McGrath  
Interim General Manager

#### **Live Streaming of Meetings Statement**

**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. Please refrain from making any defamatory statements.**

# AGENDA

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**1 ACKNOWLEDGEMENT OF COUNTRY**

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

**ADJOURN MEETING FOR OPEN FORUM**

**2 OPEN FORUM**

**RESUME OPEN MEETING**

**3 APOLOGIES**

**4 DISCLOSURES OF INTEREST**

## 5 CONFIRMATION OF MINUTES

### 5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 26 SEPTEMBER 2023

REPORTING OFFICER	Teresa Breslin, Executive Assistant to Mayor and General Manager
AUTHORISING OFFICER	Steve McGrath, Interim 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 26 September 2023

### RECOMMENDATION

**The Minutes of the Ordinary Meeting of Council held on Tuesday 26 September 2023 be confirmed as a true and correct record of the meeting.**

# Minutes

## ORDINARY COUNCIL MEETING

**COUNCIL CHAMBERS, GUNDAGAI**

**6:00PM, Tuesday 26th September, 2023**

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, GUNDAGAI  
ON TUESDAY, 26 SEPTEMBER 2023 AT 6:00PM**

**PRESENT:** Cr Charlie Sheahan (Mayor), Cr Leigh Bowden (Deputy Mayor), Cr Les Boyd, Cr Logan Collins, Cr Trevor Glover, Cr David Graham, Cr Gil Kelly, Cr Penny Nicholson and Cr Abb McAlister via MS-Teams

**IN ATTENDANCE:** Steve McGrath (Interim General Manager), Paul Woods (Interim Deputy General Manager - CCD), Matt Stubbs (Deputy General Manager - Operations), Linda Wiles (Manager Business), Zac Mahon (Manager Finance)

**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**

**3.1 APOLOGIES**

Nil

**3.2 LEAVE OF ABSENCE**

Nil

**4 DISCLOSURES OF INTEREST**

Nil

**5 CONFIRMATION OF MINUTES**

**5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 22 AUGUST 2023**

**RESOLUTION 227/2023**

Moved: Cr Logan Collins

Seconded: Cr Trevor Glover

- 1. The Minutes of the Ordinary Meeting of Council held on Tuesday 22 August 2023 be confirmed as a true and correct record of the meeting.**
- 2. The Confidential Minutes of the Ordinary Meeting of Council held on Tuesday 22 August 2023 be confirmed as a true and correct record of the meeting.**

**CARRIED**

**6 MAYORAL MINUTES****6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT****RESOLUTION 228/2023**

Moved: Cr Charlie Sheahan

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

**CARRIED**

Please note amendments to Councillor engagements:

Business Cootamundra Board Meeting did not take place, therefore Cr Bowden did not attend.

Additional engagements were undertaken by several councillors and will be present in the October Council Meeting report.

**MAYORAL MINUTE - NEIL PARA****RESOLUTION 229/2023**

Moved: Cr Charlie Sheahan

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

**CARRIED**

**7 REPORTS FROM COMMITTEES**

Nil

**8 GENERAL MANAGER'S REPORT****8.1 GENERAL MANAGER OFFICE****8.1.1 ELECTION OF THE MAYOR - SEPTEMBER 2023 - SEPTEMBER 2024****RESOLUTION 230/2023**

Moved: Cr Logan Collins

Seconded: Cr Leigh Bowden

1. If more than one nomination is received, Council determine the method of electing the Mayor as open voting.
2. The election of the Mayor for the period 26 September 2023 to 14 September 2024 proceed.
3. Council determine to elect a Deputy Mayor.

**CARRIED**

**8.1.2 ELECTION OF THE DEPUTY MAYOR SEPTEMBER 2023 - SEPTEMBER 2024****RESOLUTION 231/2023**

Moved: Cr Logan Collins

Seconded: Cr Leigh Bowden

- 1. The election of the Deputy Mayor for the period 26 September 2023 to 14 September 2024 proceed.**
- 2. If more than one nomination is received, Council determine the method of electing the Deputy Mayor as open voting.**

**CARRIED**

The returning officer then assumed control of the election process as follows:

**Mayor**

The returning officer advised that one nomination for the position of Mayor had been received and declared Councillor Charlie Sheahan elected as Mayor for the period 26 September 2023 to 14 September 2024.

**Deputy Mayor**

The returning officer advised that three nominations were received for the position of Deputy Mayor, namely Cr Abb McAlister, Cr Leigh Bowden and Cr Gil Kelly.

Cr Bowden indicated her desire to withdraw her nomination for Deputy Mayor thus leaving 2 candidates.

A ballot was then conducted by way of open voting resulting in Councillor Kelly receiving 5 votes and Councillor McAlister receiving 4 votes.

As a result of the ballot the returning officer declared Cr Gil Kelly elected as Deputy Mayor for the period 26 September 2023 to 14 September 2024.

**8.1.3 RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS (REROC) UPDATED CONSTITUTION****RESOLUTION 232/2023**

Moved: Cr David Graham

Seconded: Cr Leigh Bowden

**That Cootamundra-Gundagai Regional Council resolve to advise the Riverina Eastern Regional Organisation of Councils that it supports the updated Riverina Eastern Regional Organisation of Councils Constitution.**

**CARRIED**

**8.1.4 RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS (REROC) MEETING MINUTES****RESOLUTION 233/2023**

Moved: Cr David Graham

Seconded: Cr Trevor Glover

**The draft Minutes of the Riverina Eastern Regional Organisation of Councils (REROC) Board Meeting held on 25 August 2023, attached to the report, be received and noted.**

**CARRIED**

**8.2 BUSINESS****8.2.1 DRAFT MODEL ASBESTOS POLICY****RESOLUTION 234/2023**

Moved: Cr Penny Nicholson

Seconded: Cr Gil Kelly

**The Draft Model Asbestos Policy, attached to the report, be adopted.**

**CARRIED**

**8.2.2 DRAFT WORKPLACE SURVEILLANCE POLICY****RESOLUTION 235/2023**

Moved: Cr Penny Nicholson

Seconded: Cr Les Boyd

**The Draft Workplace Surveillance Policy attached to the report, be adopted.**

**CARRIED**

**8.2.3 COOTAMUNDRA HERITAGE CENTRE MANAGEMENT COMMITTEE S.355 MEETING MINUTES****RESOLUTION 236/2023**

Moved: Cr Leigh Bowden

Seconded: Cr Les Boyd

**The Minutes of the Cootamundra Heritage Centre s.355 Committee Meetings held 7 August 2023 and 4 September 2023, attached to the report, be received and noted.**

**CARRIED**

**8.2.4 THE ARTS CENTRE COOTAMUNDRA S.355 COMMITTEE ORDINARY MEETING MINUTES, AGM MINUTES AND MEMBERSHIP****RESOLUTION 237/2023**

Moved: Cr Leigh Bowden

Seconded: Cr Gil Kelly

- 1. The Minutes of the Ordinary meeting held 15 August 2023 and the Minutes of the Annual General Meeting (AGM) held 20 July 2023 of The Arts Centre Cootamundra s.355 Committee, attached to the report, be received and noted.**
- 2. The office bearers and membership of The Arts Centre Cootamundra s.355 Committee as detailed in the report and attached AGM minutes, be endorsed.**

**CARRIED**

**8.2.5 STOCKINBINGAL ELLWOOD'S HALL S.355 COMMITTEE MEETING MINUTES****RESOLUTION 238/2023**

Moved: Cr Gil Kelly

Seconded: Cr Les Boyd

**The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Meetings held on 9 August 2023, 11 August 2023 and 31 August, 2023 attached to the report, be received and noted.**

**CARRIED**

**8.2.6 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE MEETING MINUTES****RESOLUTION 239/2023**

Moved: Cr Trevor Glover

Seconded: Cr David Graham

**The Minutes of the Muttama Hall Management s.355 Committee Meetings held, 13 September 2023, attached to the report, be received and noted.**

**CARRIED**

**8.3 FINANCE****8.3.1 INVESTMENT REPORT - AUGUST 2023****RESOLUTION 240/2023**

Moved: Cr Penny Nicholson

Seconded: Cr David Graham

**The report detailing Council Cash and Investments as at 31 August 2023, be received and noted.**

**CARRIED**

**8.4 SUSTAINABLE DEVELOPMENT**

Nil

**8.5 ENGINEERING COOTAMUNDRA****8.5.1 CGRC ENGINEERING REPORT - SEPTEMBER 2023****RESOLUTION 241/2023**

Moved: Cr Logan Collins

Seconded: Cr David Graham

**The CGRC Engineering Report for the month of September 2023 be noted.**

**CARRIED**

**8.6 ENGINEERING GUNDAGAI****8.6.1 PLANT REPLACEMENT PROGRAM - SMOOTH DRUM ROLLER****RESOLUTION 242/2023**

Moved: Cr Trevor Glover

Seconded: Cr David Graham

1. Council, endorse the sale of Plant 2308, a 2008 Bomag Twin Smooth Drum Roller, model BW120AD-4 to the Gundagai District Cricket Association for the value detailed in the attached letter.
2. Council delegate the authority to dispose of the 2008 Bomag Twin Smooth Drum Roller, identified in the attached letter, to the General Manager, under Section 377(1)h of the Local Government Act 1993.

**CARRIED**

**8.6.2 NATIONAL LOCAL ROADS, TRANSPORT AND INFRASTRUCTURE CONGRESS****RESOLUTION 243/2023**

Moved: Cr David Graham

Seconded: Cr Logan Collins

1. The National Local Roads, Transport and Infrastructure Congress report be received and noted.
2. Correspondence be sent to Australian Local Government Association (ALGA) requesting they focus on roads and road safety at the congress.

**CARRIED**

**8.7 REGIONAL SERVICES GUNDAGAI****8.7.1 REGIONAL SERVICES GUNDAGAI WORKS REPORT FOR SEPTEMBER 2023****RESOLUTION 244/2023**

Moved: Cr David Graham

Seconded: Cr Trevor Glover

The Regional Services Gundagai Report for September 2023 be received and noted.

**CARRIED**

**8.8 REGIONAL SERVICES COOTAMUNDRA****8.8.1 PROPOSED MUTTAMA CREEK PARKLAND MASTER PLAN****RESOLUTION 245/2023**

Moved: Cr Leigh Bowden

Seconded: Cr Les Boyd

1. The Muttama Creek Parkland Master Plan report be received and noted.
2. Council commence the investigation of funding opportunities for the creation of a master plan for Muttama Creek in the 2023/2024 Financial Year.
3. Include in its Operational Plan to seek funding for the development of a Parkland/Environment Master and Management Plan for Muttama Creek.
4. Council extends the area to be incorporated into the Muttama Creek Corridor Master Plan from Temora Street to Lloyd Conkey Avenue, Cootamundra.

CARRIED

#### **8.8.2 REGIONAL SERVICES MONTHLY WORKS REPORT FOR AUGUST 2023**

##### **RESOLUTION 246/2023**

Moved: Cr Gil Kelly

Seconded: Cr Logan Collins

**The Cootamundra Regional Services Department, Monthly Works Report be received and noted.**

CARRIED

#### **9 MOTION OF WHICH NOTICE HAS BEEN GIVEN**

##### **9.1 NOTICE OF MOTION - REQUEST FOR MEETING BETWEEN CGRC AND MINISTER FOR LOCAL GOVERNEMENT, THE HON RON HOENIG MP**

##### **RESOLUTION 247/2023**

Moved: Cr Penny Nicholson

Seconded: Cr Leigh Bowden

**Council contacts the Office of Local Government Minister the Hon Ron Hoenig MP, to request a meeting, to be scheduled as soon as possible, at the Ministers office, between available CGRC Councillors and the Minister to discuss the urgency surrounding the de-merger of CGRC and the implications of the delay.**

CARRIED

#### **9.2 NOTICE OF MOTION - ALLOCATION OF FUNDING FOR CHRISTMAS EVENTS**

##### **RESOLUTION 248/2023**

Moved: Cr Leigh Bowden

Seconded: Cr Penny Nicholson

1. That Council allocates up to \$10,000 each to Cootamundra and Gundagai to assist in facilitating Christmas celebrations in both towns.
2. The \$20,000 be allocated from Tourism and Economic Development Budget, which includes the \$30,000 Business Cootamundra budget previously allocated.

**3. Subject to expression of interest (EOI) reported back to council, for Cootamundra allocation.****CARRIED**

Please note the Notice of Motion – Allocation of funding for Christmas events was jointly submitted by Cr Leigh Bowden and Cr Penny Nicholson.

**9.3 NOTICE OF MOTION - ALLOCATION OF FUNDING FOR DIFIBRILLATORS****RESOLUTION 249/2023**

Moved: Cr Gil Kelly

Seconded: Cr Penny Nicholson

**That Council apply for funding through the Local Sport Defibrillator Grant Program to support the purchase of several defibrillators to be placed in strategic locations, throughout our communities with locations to be determined.**

**CARRIED****10 QUESTIONS WITH NOTICE**

Nil

**11 CONFIDENTIAL ITEMS****11.1 CLOSED COUNCIL REPORT****RESOLUTION 250/2023**

Moved: Cr Leigh Bowden

Seconded: Cr Penny Nicholson

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.**

**CARRIED**

**RESUMPTION OF OPEN COUNCIL MEETING****RESOLUTION 252/2023**

Moved: Cr Gil Kelly

Seconded: Cr Penny Nicholson

**The Open Council meeting resume.**

**CARRIED**

**ANNOUNCEMENT OF CLOSED COUNCIL RESOLUTIONS**

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

**11.2 ANNIE PYERS DRIVE - TENDER****RESOLUTION 251/2023**

Moved: Cr Gil Kelly

Seconded: Cr Trevor Glover

- 1. Council accepts the tender from JSC Pty Ltd for the contract price specified within this report.**
- 2. Council notes and endorses the financial implications within this report.**

**CARRIED**

**The Meeting closed at 7:02pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 24 October 2023.**

**CHAIRPERSON**

**GENERAL MANAGER**

## 6 MAYORAL MINUTES

### 6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT

DOCUMENT NUMBER	399785
AUTHORISING OFFICER	Charlie Sheahan, Mayor
REPORTING OFFICER	Charlie Sheahan, Mayor
ATTACHMENTS	Nil

To keep the community aware of Councillor and my engagements, on behalf of Council I intend to provide regular updates through my Mayoral Minutes.

#### RECOMMENDATION

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

#### 18 August 2023

Cr Collins also attended the Citizenship Ceremony in Cootamundra.

Cr Nicholson also attended the Citizenship Ceremony in Gundagai.

#### 21 September 2023

Cr Nicholson also attended the Official Opening of the Ellwood's Hall New Heritage Room.

I, Cr Sheahan (Mayor) attended the Sir Donald Bradman Birthplace s.355 Committee Annual General Meeting.

#### 26 September 2023

I, Cr Sheahan (Mayor) attended a meeting with the Interim General Manager and Deputy GM.

Crs Bowden (Deputy Mayor), Boyd, Collins, Glover, Graham, Kelly, McAlister, Nicholson and I, Cr Sheahan (Mayor) attended a Workshop and Ordinary Council Meeting in Gundagai.

Cr Bowden attended the Ellwood's Hall s.355 Committee Meeting.

#### 28 September 2023

I, Cr Sheahan (Mayor) attended an Office of Local Government fortnightly meeting with the Interim General Manager.

#### 3 October 2023

I, Cr Sheahan (Mayor) attended a meeting with the Interim General Manager.

Crs Kelly (Deputy Mayor), Boyd, Collins, Glover, Graham, McAlister, Nicholson and I, Cr Sheahan (Mayor) attended a meeting with the Minister for Local Government in Cootamundra.

#### 5 October 2023

I, Cr Sheahan (Mayor) attended a meeting with NSW Telco Authority and the Interim General Manager.

10 October 2023

I, Cr Sheahan (Mayor) attended a meeting with the Interim General Manager and Deputy GMs.

Crs Kelly (Deputy Mayor), Bowden, Collins, Glover, Graham, McAlister, Nicholson and I, Cr Sheahan (Mayor) attended a Workshop in Cootamundra.

12 October 2023

I, Cr Sheahan (Mayor) attended Parliament House in Sydney to attend Question time and meet with several Ministers as coordinated by Riverina Eastern Regional Organisation of Councils (REROC).

I, Cr Sheahan (Mayor) attended an Office of Local Government fortnightly meeting with the Interim General Manager.

Cr Bowden attended The Art Centre Cootamundra (TACC) 20<sup>th</sup> Anniversary Planning Meeting.

**7 REPORTS FROM COMMITTEES**

Nil

**8 GENERAL MANAGER'S REPORT**

## 8.1 GENERAL MANAGER OFFICE

### 8.1.1 DRAFT COUNCILLOR AND STAFF INTERACTION POLICY

DOCUMENT NUMBER	399605
REPORTING OFFICER	Teresa Breslin, Executive Assistant to Mayor and General Manager
AUTHORISING OFFICER	Steve McGrath, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Collaborative and progressive leadership</b></p> <p>4.1 A clear strategic direction that is delivered upon</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 Councillor and Staff Interaction Policy <a href="#">↓</a>

### RECOMMENDATION

**The draft Councillor and Staff Interaction Policy be adopted.**

#### Introduction

The updated Councillor and Staff Interaction Policy is presented to council. This policy was developed from the Office of Local Government 2022 model policy.

#### *Updates:*

- Schedule 1 – list of authorised staff, has been updated
- Part 5 has been reworded to reflect accuracy of current process.
- Addition of ‘Official capacity versus private capacity’ (page 4), and third main goal (page 5).
- Additions of or Changes to – 5.8, 5.14, 5.15. 5.17, 5.18, 6.6, 6.7 and Part 9 – complaints.

Overall, there were only minor additions and changes identified in the 2022 model compared to Council’s policy adopted in September 2021.

#### Discussion

The model policy provides an exemplar approach, incorporating examples of best practice from a diverse range of NSW councils. At its core, the policy has three main goals:

- to establish a framework by which councillors can access the information they need to perform their civic functions, and
- to promote positive and respectful interactions between councillors and staff.
- to advise where concerns can be directed if there is a breakdown in the relationship between councillors and staff.

Financial

No financial implications.

OLG 23a Guideline consideration

Does not conflict with guidelines.



24 October 2023

# COUNCILLOR AND STAFF INTERACTION POLICY



*Policy Approval and Distribution*

Approved by	Council resolution
Responsible Officer	General Manager
Council Service Unit	General Managers Office
Next Review Date	24-October-2025
CSP reference	4. Collaborative and progressive leadership

*Version Control*

Ref	Date	Description	Resolution Number
1.0	31-08-2021	Adopted by Council.	220/2021
1.2	24-10-2023	Presented to Council for Adoption.	TBA

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## Preface

### Positive working relationships between councillors and staff: a council's key asset

Positive, professional working relationships between councillors and staff are a key element of any council's success. If relationships between councillors and staff are functioning effectively, the council is more likely to perform effectively. If these relationships break down, it can lead to dysfunction, create a potential corruption risk<sup>1</sup>, and ultimately the council's performance will suffer.

A good relationship between councillors and staff is based, in large part, on both having a mutual understanding and respect for each other's roles and responsibilities. These are defined in the *Local Government Act 1993* (the LGA) and the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).

In broad terms, a councillor's role is a strategic one. As members of the governing body, councillors are responsible not only for representing the community, but also for setting the strategic direction of the council and keeping its performance under review. A comprehensive outline of the role of a councillor is provided in Part 4 of this Policy.

The role of council staff, under the leadership of the general manager, is to carry out the day-to-day operations of the council and to implement the decisions, plans, programs and policies adopted by the governing body.

### Access to information: the key to the relationship

Councillors need access to information about the council's strategic position and performance to perform their civic functions effectively. The general manager and staff are responsible for providing councillors with this information to facilitate the decision-making process.

Given councillors' role in setting the council's strategic direction and keeping its performance under review, councillors are entitled to request information about a range of issues.

However, in requesting information, councillors should not be seeking to interrogate the minutiae

of the council's operations or to direct or influence staff in the performance of their duties. Councillors should also recognise that a council's resources are finite, and they need to be mindful of the impact of their requests.

Above all, interactions between councillors and staff should be positive, respectful and professional.

### Official capacity versus private capacity

It is also inevitable that councillors and council staff will engage with their council in their private capacity. This can be for something as simple as borrowing a book from a council library, to more complex matters, such as submitting a development application.

In these circumstances, it is vital that councillors and council staff do not seek to use, or appear to use, their position within council to obtain a private benefit. To do so could be seen as an attempt to exert pressure on councillors and/or council staff with a view to obtaining preferential treatment. Such conduct has the potential to undermine both the integrity of a council's decision-making processes, as well as the community's confidence in council, and so must be avoided.

### The development and intent of this policy

This Councillor and Staff Interaction Policy has been developed by the Office of Local Government (OLG) in consultation with councils. It is applicable to councils, county councils and joint organisations.

It provides an exemplar approach, incorporating examples of best practice from a diverse range of NSW councils. At its core, the policy has three main goals:

- to establish a framework by which councillors can access the information they need to perform their civic functions,
- to promote positive and respectful interactions between councillors and staff, and
- to advise where concerns can be directed if there is a breakdown in the relationship between councillors and staff.

<sup>1</sup> As highlighted by the NSW Independent Commission Against Corruption's Operation Dasha <https://www.icac.nsw.gov.au>

The Councillor and Staff Interaction Policy is structured as follows:

<b>Part 1</b>	Introduction
<b>Part 2</b>	Sets out the scope of the policy
<b>Part 3</b>	Describes the policy's objectives
<b>Part 4</b>	Sets out the respective roles and responsibilities of councillors and staff and the principles that should guide their interactions
<b>Part 5</b>	Sets out the administrative framework for a councillor requests
<b>Part 6</b>	Identifies which staff councillors can contact directly
<b>Part 7</b>	Addresses councillors' entitlement to access council buildings
<b>Part 8</b>	Describes appropriate and inappropriate interactions between councillors and staff
<b>Part 9</b>	Provides advice about who complaints can be made to
<b>Schedule 1</b>	Contains a template for a list of staff councillors can contact directly under Part 6 of the policy

### Enforcement

Clause 3.1(b) of the Model Code of Conduct provides that council officials must not conduct themselves in a manner that is contrary to a council's policies. If adopted by a council, a breach of the policy may also constitute a breach of council's code of conduct.

Concerns or complaints about the administration of the council's councillor request process should be raised with the general manager (or the mayor in the case of a complaint about the general manager). If the matter cannot be resolved locally, councillors may raise their concerns with OLG.

### Acknowledgements

OLG wishes to thank Local Government NSW, the NSW Independent Commission Against Corruption, Local Government Professionals, United Services Union, and the councils involved for their invaluable assistance in developing the Model Councillor and Staff Interaction Policy.

### Adoption

While not mandatory, the OLG Model Councillor and Staff Interaction Policy reflects best practice and all councils are encouraged to adopt it. In doing so, they are free to adapt the policy to suit their local circumstances and operating environments or to supplement it with their own provisions.

# Councillor and Staff Interaction Policy

## Part 1 – Introduction

- 1.1 *The Councillor and Staff Interaction Policy* (the Policy) provides a framework for councillors when exercising their civic functions by specifically addressing their ability to interact with, and receive advice from, authorised staff.
- 1.2 The Policy complements and should be read in conjunction with Cootamundra-Gundagai Regional Council *Code of Conduct* (the Code of Conduct).
- 1.3 The aim of the Policy is to facilitate a positive working relationship between councillors, as the community's elected representatives, and staff, who are employed to administer the operations of the Council. The Policy provides direction on interactions between councillors and staff to assist both parties in carrying out their day-to-day duties professionally, ethically and respectfully.
- 1.4 It is important to have an effective working relationship that recognises the important but differing contribution both parties bring to their complementary roles.

## Part 2 – Application

- 2.1 This Policy applies to all councillors and council staff.
- 2.2 This Policy applies to all interactions between councillors and staff, whether face-to-face, online (including social media and virtual meeting platforms), by phone, text message or in writing.
- 2.3 This Policy applies whenever interactions between councillors and staff occur, including inside or outside of work hours, and at both council and non-council venues and events.
- 2.4 This Policy does not confer any delegated authority upon any person. All delegations to staff are made by the General Manager.
- 2.5 The Code of Conduct provides that council officials must not conduct themselves in a manner that is contrary to the Council's policies. A breach of this Policy will be a breach of the Code of Conduct.

## Part 3 – Policy objectives

3.1 The objectives of the Policy are to:

- a) establish positive, effective and professional working relationships between councillors and staff defined by mutual respect and courtesy
- b) enable councillors and staff to work together appropriately and effectively to support each other in their respective roles
- c) ensure that councillors receive advice in an orderly, courteous and appropriate manner to assist them in the performance of their civic duties
- d) ensure councillors have adequate access to information to exercise their statutory roles
- e) provide direction on, and guide councillor interactions with, staff for both obtaining information and in general situations
- f) maintain transparent decision making and good governance arrangements
- g) ensure the reputation of Council is enhanced by councillors and staff interacting consistently, professionally and positively in their day-to-day duties
- h) provide a clear and consistent framework through which breaches of the Policy will be managed in accordance with the Code of Conduct.

## Part 4 – Principles, roles and responsibilities

- 4.1 Several factors contribute to a good relationship between councillors and staff. These include goodwill, understanding of roles, communication, protocols, and a good understanding of legislative requirements.
- 4.2 The Council's governing body and its administration (being staff within the organisation) must have a clear and sophisticated understanding of their different roles, and the fact that these operate within a hierarchy. The administration is accountable to the General Manager, who in turn, is accountable to the Council's governing body.
- 4.3 Section 232 of the *Local Government Act 1993* (the LGA) states that the role of a councillor is as follows:
  - a) to be an active and contributing member of the governing body
  - b) to make considered and well-informed decisions as a member of the governing body
  - c) to participate in the development of the integrated planning and reporting framework
  - d) to represent the collective interests of residents, ratepayers and the local community
  - e) to facilitate communication between the local community and the governing body
  - f) to uphold and represent accurately the policies and decisions of the governing body
  - g) to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.
- 4.4 The administration's role is to advise the governing body, implement Council's decisions and to oversee service delivery.
- 4.5 It is beneficial if the administration recognises the complex political environments in which

<p>elected members operate and acknowledge that they work within a system that is based on democratic governance. Councillors similarly need to understand that it is a highly complex task to prepare information and provide quality advice on the very wide range of issues that Council operations cover.</p>	<p>Council in accordance with the LGA. Councillors need to accept that:</p>
<p>4.6 Council commits to the following principles to guide interactions between councillors and staff:</p>	<ul style="list-style-type: none"> <li>a) responses to requests for information from councillors may take time and consultation to prepare and be approved prior to responding</li> <li>b) staff are not accountable to them individually</li> <li>c) they must not direct staff except by giving appropriate direction to the General Manager by way of a council or committee resolution, or by the mayor exercising their functions under section 226 of the LGA</li> <li>d) they must not, in any public or private forum, direct or influence, or attempt to direct or influence, a member of staff in the exercise of their functions</li> <li>e) they must not contact a member of staff on council-related business unless in accordance with this Policy</li> <li>f) they must not use their position to attempt to receive favourable treatment for themselves or others.</li> </ul>
<p><b>Principle</b></p>	<p><b>Achieved by</b></p>
<p><b>Equitable and consistent</b></p>	<p>Ensuring appropriate, consistent and equitable access to information for all councillors within established service levels</p>
<p><b>Considerate and respectful</b></p>	<p>Councillors and staff working supportively together in the interests of the whole community, based on mutual respect and consideration of their respective positions</p>
<p><b>Ethical, open and transparent</b></p>	<p>Ensuring that interactions between councillors and staff are ethical, open, transparent, honest and display the highest standards of professional conduct</p>
<p><b>Fit for purpose</b></p>	<p>Ensuring that the provision of equipment and information to councillors is done in a way that is suitable, practical and of an appropriate size, scale and cost for a client group of 9 people.</p>
<p><b>Accountable and measurable</b></p>	<p>Providing support to councillors in the performance of their role in a way that can be measured, reviewed and improved based on qualitative and quantitative data</p>
<p>4.7 Councillors are members of the Council's governing body, which is responsible for directing and controlling the affairs of the</p>	<p>4.8 The General Manager is responsible for the efficient and effective day-to-day operation of the Council and for ensuring that the lawful decisions of the Council are implemented without undue delay. Council staff need to understand:</p> <ul style="list-style-type: none"> <li>a) they are not accountable to individual councillors and do not take direction from them. They are accountable to the General Manager, who is in turn accountable to the Council's governing body</li> <li>b) they should not provide advice to councillors unless it has been approved by the General Manager or a staff member with a delegation to approve advice to councillors</li> <li>c) they must carry out reasonable and lawful directions given by any person having the authority to give such</li> </ul>

directions in an efficient and effective manner

- d) they must ensure that participation in political activities outside the service of the Council does not interfere with the performance of their official duties
- e) they must provide full and timely information to councillors sufficient to enable them to exercise their civic functions in accordance with this Policy.

## Part 5 – Councillor requests

- 5.1 Councillors have a right to request information provided it is relevant to councillor's exercise of their civic functions. This right does not extend to matters about which a councillor is merely curious.
- 5.2 Councillors do not have a right to request information about matters that they are prevented from participating in decision-making on because of a conflict of interest, unless the information is otherwise publicly available.
- 5.3 The General Manager may identify Council support staff (EA to Mayor and GM) under this Policy for the management of requests from councillors.
- 5.4 Councillors can:
  - a) request information or ask questions that relate to the strategic position, performance or operation of the Council
  - b) bring concerns that have been raised by members of the public to the attention of staff
  - c) request ICT or other support from the Council administration
  - d) request that a staff member be present at a meeting (other than a meeting of the council) for the purpose of providing advice to the meeting.
- 5.5 Councillors must, to the best of their knowledge, be specific about what information they are requesting, and make their requests respectfully. Where a councillor's request lacks specificity, the General Manager or staff member authorised to manage the matter is entitled to ask the councillor to clarify their request and the reason(s) why they are seeking the information.
- 5.6 Staff must make every reasonable effort to assist councillors with their requests and do so in a respectful manner.

5.7 The General Manager or the staff member authorised to manage a councillor request will provide a response, in accordance with Councils Customer Service Charter. Where a response cannot be provided within that timeframe, the councillor will be advised, and the information will be provided as soon as practicable.

5.8 Requests under clause 5.4 (d) must be made preferably one (1) week before the meeting. The General Manager, or members of staff that are listed at Schedule 1 of this Policy, are responsible for determining:

- whether a staff member can attend the meeting; and
- which staff member will attend the meeting.

Staff members who attend such meetings must be appropriately senior and be subject matter experts on the issues to be discussed at the meeting.

5.9 Councillors are required to treat all information provided by staff appropriately and to observe any confidentiality requirements.

5.10 Staff will inform councillors of any confidentiality requirements for information they provide so councillors can handle the information appropriately.

5.11 Where a councillor is unsure of confidentiality requirements, they should contact the General Manager, or the staff member authorised to manage their request.

5.12 The General Manager may refuse access to information requested by a councillor if:

- the information is not necessary for the performance of the councillor's civic functions, or
- if responding to the request would, in the General Manager's opinion, result in an unreasonable diversion of staff time and resources, or
- the councillor has previously declared a conflict of interest in the matter and removed themselves from decision-making on it, or

d) the General Manager is prevented by law from disclosing the information.

5.13 Where the General Manager refuses to provide information requested by a councillor, they must act reasonably. The General Manager must advise a councillor in writing of their reasons for refusing access to the information requested.

5.14 Where a councillor's request for information is refused by the General Manager on the grounds referred to under clause 5.12 (a) or (b), the councillor may instead request the information through a resolution of the council by way of a notice of motion. This clause does not apply where the General Manager refuses a councillor's request for information under clause 5.12 (c) or (d).

5.15 Nothing in clauses 5.12, 5.13, and 5.14 prevents a councillor from requesting the information in accordance with the *Government Information (Public Access) Act 2009*.

5.16 Where a councillor persistently makes requests for information which, in the General Manager's opinion, result in a significant and unreasonable diversion of staff time and resources the council may, on the advice of the General Manager, resolve to limit the number of requests the councillor may make.

5.17 Councillor requests are state records and must be managed in accordance with the *State Records Act 1998*.

## Part 6 – Access to Council staff

- 6.1 Councillors may directly contact members of staff that are listed in Schedule 1 of this Policy. The General Manager may amend this list at any time and will advise councillors promptly of any changes.
- 6.2 Councillors can contact staff listed in Schedule 1 about matters that relate to the staff member's area of responsibility.
- 6.3 Councillors should as far as practicable, only contact staff during normal business hours.
- 6.4 If councillors would like to contact a member of staff not listed in Schedule 1, they must receive permission from the General Manager.
- 6.5 If a councillor is unsure which authorised staff member can help with their enquiry, they can contact the General Manager or EA to Mayor and GM who will provide advice about which authorised staff member to contact.
- 6.6 The General Manager or a member of the Council's executive leadership team may direct any staff member to contact councillors to provide specific information or clarification relating to a specific matter.
- 6.7 A councillor or member of staff must not take advantage of their official position to improperly influence other councillors or members of staff in the performance of their civic or professional duties for the purposes of securing a private benefit for themselves or for another person. Such conduct should be immediately reported to the General Manager or Mayor in the first instance, or alternatively to the Office of Local Government, NSW Ombudsman, or the NSW Independent Commission Against Corruption.

## Part 7 – Councillor access to council buildings

- 7.1 Councillors are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of Council's buildings during normal business hours for meetings. Councillors needing access to these facilities at other times must obtain approval from the General Manager.
- 7.2 Councillors must not enter staff-only areas of Council buildings without the approval of the General Manager.

## Part 8 – Appropriate and inappropriate interactions

8.1 Examples of appropriate interactions between councillors and staff include, but are not limited to, the following:

- a) councillors and council staff are courteous and display a positive and professional attitude towards one another
- b) council staff ensure that information necessary for councillors to exercise their civic functions is made equally available to all councillors, in accordance with this Policy and any other relevant Council policies
- c) council staff record the advice they give to councillors in the same way they would if it was provided to members of the public
- d) council staff, including Council's executive team members, document councillor requests via the councillor requests process
- e) council meetings and councillor briefings are used to establish positive working relationships and help councillors to gain an understanding of the complex issues related to their civic duties
- f) councillors and council staff feel supported when seeking and providing clarification about council related business
- g) councillors forward requests through the councillor requests process and staff respond in accordance with the timeframes stipulated in this Policy

8.2 Examples of inappropriate interactions between councillors and staff include, but are not limited to, the following:

- a) councillors and council staff conducting themselves in a manner which:
  - i) is contrary to their duties under the *Work Health and Safety Act 2011* and their responsibilities under any policies or procedures adopted by

the Council to ensure workplace health and safety

- ii) constitutes harassment and/or bullying within the meaning of the Code of Conduct, or is unlawfully discriminatory
- b) councillors approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy such as, but not limited to, organisational restructures or outsourcing decisions), grievances, workplace investigations and disciplinary matters
- c) staff approaching councillors to discuss individual or operational staff matters (other than matters relating to broader workforce policy such as, but not limited to, organisational restructures or outsourcing decisions), grievances, workplace investigations and disciplinary matters
- d) subject to clause 5.12, staff refusing to give information that is available to other councillors to a particular councillor
- e) councillors who have lodged an application with the council, discussing the matter with staff in staff-only areas of the council
- f) councillors being overbearing or threatening to staff
- g) staff being overbearing or threatening to councillors
- h) councillors making personal attacks on staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of the Code of Conduct in public forums including social media
- i) councillors directing or pressuring staff in the performance of their work, or recommendations they should make
- j) staff providing ad hoc advice to councillors without recording or documenting the interaction as they

would if the advice was provided to a member of the community

- 8.3 Where a councillor engages in conduct that, in the opinion of the General Manager, puts the health, safety or welfare of staff at risk, the General Manager may restrict the councillor's access to staff.
- 8.4 Any concerns relating to the conduct of staff under this Policy should be raised with the General Manager.

## Part 9 – Complaints

- 9.1 Complaints about a breach of this policy should be made to the General Manager (if the complaint is about a councillor or member of council staff), or the Mayor (if the complaint is about the General Manager).
- 9.2 Clause 9.1 does not operate to prevent matters being reported to OLG, the NSW Ombudsman, the NSW Independent Commission Against Corruption or any other external agency.

## Schedule 1 – Authorised staff contacts for councillors

1. Clause 6.1 of this Policy provides that councillors may directly contact members of staff that are listed below. The General Manager may amend this list at any time.
2. Councillors can contact staff listed below about matters that relate to the staff member's area of responsibility.
3. Councillors should as far as practicable, only contact staff during normal business hours.
4. If councillors would like to contact a member of staff not listed below, they must receive permission from the General Manager or their delegate.
5. If a councillor is unsure which authorised staff member can help with their enquiry, they can contact the General Manager or EA to Mayor and GM who will provide advice about which authorised staff member to contact.
6. In some instances, the General Manager or a member of the Council's executive leadership team may direct a council staff member to contact councillors to provide specific information or clarification relating to a specific matter.

<b>Authorised staff members name</b>	<b>Position</b>
<i>Steve McGrath</i>	<i>Interim General Manager</i>
<i>Teresa Breslin</i>	<i>Executive Assistant to Mayor and General Manager</i>
<i>Matt Stubbs</i>	<i>Deputy General Manager – Operations</i>
<i>Paul Woods</i>	<i>Interim Deputy General Manager – Corporate, Community and Development</i>
<i>Michael Mason</i>	<i>Interim Manager Sustainable Development</i>
<i>Linda Wiles</i>	<i>Manager Business</i>
<i>Zac Mahon</i>	<i>Manager Finance</i>
<i>Mark Ellis</i>	<i>Manager Engineering Cootamundra</i>
<i>Thomas Hogg</i>	<i>Acting Manager Engineering Gundagai</i>
<i>Andrew Brock</i>	<i>Manager Facilities</i>
<i>Wayne Bennett</i>	<i>Manager Waste, Parks and Recreation Services</i>

### 8.1.2 LOCAL GOVERNMENT REMUNERATION TRIBUNAL 2024 ANNUAL REVIEW

DOCUMENT NUMBER	400307
REPORTING OFFICER	Teresa Breslin, Executive Assistant to Mayor and General Manager
AUTHORISING OFFICER	Steve McGrath, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Collaborative and progressive leadership</b></p> <p>4.2 Proactive, practical Council leaders who are aligned with community needs and values</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. LGRT - 2024 - Invitation letter to councils seeking submission</p> <p><a href="#">Download</a></p>

#### RECOMMENDATION

**The Local Government Remuneration Tribunal annual review notification, attached to the report, be received and noted.**

#### Introduction

The Local Government Remuneration Tribunal (the Tribunal) has commenced its review for the 2024 annual determination.

As outlined in section 241 of the Local Government Act 1993 (LG Act), the Tribunal is required to make an annual determination, on the fees payable to Councillors and Mayors. The determination is to take effect from 1 July 2024.

#### Discussion

The Tribunal invites submissions from individual councils as part of this review. It is expected that submissions be endorsed by council. Submissions should be received no later than 21 December 2023.

Considering the significant changes resulting from last year's review, in which CGRC was placed in a new category, it is considered appropriate for Council not to provide a submission to the Tribunal this year.

#### Financial

There are no financial implications associated with this report.

#### OLG 23a Guideline consideration

This report does not conflict with the 23a Guidelines.



# Local Government Remuneration Tribunal

Ref: A7503044

To Mayors/General Managers

via email to Councils

Dear Mayors/General Managers,

I write to advise that the Local Government Remuneration Tribunal has commenced its review for the 2024 annual determination.

As outlined in section 241 of the Local Government Act 1993 (LG Act), the Tribunal is required to make an annual determination, on the fees payable to Councillors and Mayors. The determination is to take effect from 1 July 2024.

The minimum and maximum fee levels for each category will be assessed by the Tribunal as part of the 2024 review process.

## Submissions

The Tribunal invites submissions from individual councils as part of this review. **It is expected that submissions are endorsed by their respective council.**

Any submission that Council may wish to make should be received no later than 21 December 2023 and should be emailed to [remunerationtribunals@psc.nsw.gov.au](mailto:remunerationtribunals@psc.nsw.gov.au) attention Joanne Nava.

## 2023 Annual Determination

In 2023 the Tribunal undertook a review of the categories and the allocation of councils into each of these categories as required under the LG Act. The Tribunal is only required to determine categories at least once every three years and will next consider the model, the criteria applicable to each category and the allocation of councils in detail in the 2026 review.

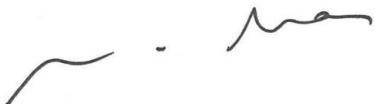
A copy of the Tribunal's 2023 Annual Determination can be found [here](#).

Please note that any material provided to the Tribunal may be made available under the Government Information (Public Access) Act 2009.

As part of the annual review the Tribunal will seek to meet with Local Government NSW, as it does each year, to receive a sector wide view for local government in NSW.

If you require any further information, please email or [joanne.nava@psc.nsw.gov.au](mailto:joanne.nava@psc.nsw.gov.au) telephone on 02 8226 0250.

Yours sincerely



Viv May PSM  
Local Government Remuneration Tribunal  
3 October 2023

## 8.2 BUSINESS

### 8.2.1 EXPRESSION OF INTEREST - COOTAMUNDRA CHRISTMAS CELEBRATIONS

DOCUMENT NUMBER	400714
REPORTING OFFICER	Linda Wiles, Manager Business
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.3 Actively engaged and supportive community
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. Expression of Interest - Coota District Co-op <a href="#">Download</a>

### RECOMMENDATION

**That the Expression of Interest from the Coota District Co-op, attached to the report, be endorsed and funding allocated to hold the Cootamundra Christmas Celebration.**

#### Introduction

At the ordinary meeting of Cootamundra-Gundagai Regional Council held Tuesday 26 September 2023, Councillors resolved to ask Cootamundra Community Organisations to submit Expressions of Interest (EOI) to manage a Cootamundra Christmas Event.

Councillors resolved to allocate funds for the management and completion of the event, subject to the review of EOI's received, with the scope of works to include a Street party, late night shopping in conjunction with local business and community groups, suitable family entertainment and associated activities.

Interested groups were encouraged to submit an EOI by 5pm, Wednesday, 11 October 2023.

#### Discussion

Council received one (1) Expression of Interest to hold the Cootamundra Christmas Event from the Coota District Co-op.

#### Financial

There are no financial implications associated with this report.

#### OLG 23a Guideline consideration

The report purpose does not conflict with guidelines.

11 October 2023

The Interim General Manager  
Cootamundra Gundagai Regional Council

Dear Mr Interim General Manager

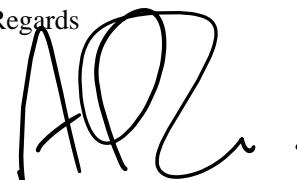
**RE: EOI 2023 COOTAMUNDRA CHRISTMAS CELEBRATIONS**

We at The Coota District Co-op Ltd would like to be considered for the role of managing and completing the 2023 Cootamundra Christmas Celebrations. As you will be aware the stated purpose of the Co-op is to enable local economic and social opportunities in and around the Cootamundra District and, in alignment with this and our values, we are formally presenting an Expression of Interest.

Please find attached a description of The Coota District Co-op Ltd and some direction of how we propose to manage the event.

If we are the successful respondent, we shall advise a co-ordinating contact but, in the meantime, if you or the Council have any questions, please feel free to contact me directly.

Regards



**Andy Tankard**

Co-chair

mail@cootacoop.com.au

0478 906 505

181 Parker Street  
Cootamundra NSW 2590



**Expression Of Interest  
2023  
COOTAMUNDRA CHRISTMAS CELEBRATIONS  
The Coota District Co-op**

**Submitted 11/10/2023**

## **About The Coota District Co-op Ltd**

The Coota District Co-op Ltd (ABN 94 857 104 728) is a distributing consumer co-operative located in Cootamundra, NSW. Established in 2021, it was formed in response to the closure of the Target department store in town in 2020.

With a membership of over 1030, its first major business is the operation of a department store which opened in August 2023.

## **Vision, Purpose, Values and Principles**

Although initially focused on the replacement of the Target department store, the Co-op's purpose and vision are much wider, with an emphasis on the enhancement of the economic and social well-being of the entire Cootamundra District. The Co-op's values emphasise the importance of the co-operative's members, and the community from where they come. In addition, the Co-op uses the 7 principles of the Co-operative movement to guide their activity.

### **Statements of Vision, Purpose, and Values**

The following statements of vision, purpose, and values were generated from the strategic planning workshop undertaken in May 2023. They form an essential foundation of strategic focus for the Coota District Co-op Ltd.

**Statement of Vision** The vision of the Coota District Co-op Ltd. is to make Cootamundra and its surrounding District a place where people want to be.

**Statement of Purpose** The purpose of the Coota District Co-op Ltd. is to enable local economic and social opportunities in and around the Cootamundra District.

**Statement of Values** The values of the Coota District Co-op Ltd are:

- Ethical – we are honest, trustworthy, and transparent.
- Professional – we are accountable, diligent, fair, and sincere.
- Valuing everyone – we are welcoming, inclusive, respectful, interested, and curious.
- Community focused – we help to build our community through investment, engagement, commitment, and patience.
- Attentive to our members – we strive to listen to our members, understand their needs and aspirations, serve them as consumers, and create new services to meet their needs.

## Application of the seven Co-operative Principles

The seven co-operative principles have been the cornerstone of the co-operative enterprise since the foundation of the Rochdale Society of Equitable Pioneers in 1844 (Rochdale Society, 1877). These principles, with only a few changes, have remained a critical set of guiding rules designed to keep the co-operative enterprise focused on its strategic purpose. They are enshrined in the Co-operatives National Law 2012.

In order to assist the Coota District Co-op to effectively pursue its defined purpose, the following principles have been adopted to help guide future activity:

1. **Voluntary & open membership:** Membership is open to any member of our community, which includes people and enterprises located within the Cootamundra District, and other areas, who is willing to commit to the purpose, principles, objects and bylaws of The Coota District Co-op.
2. **Democratic member control:** Governance is based on the principle of one-member-one-vote and the collective ownership of the co-operative by all active members.
3. **Member economic participation:** Members will contribute equitably based upon their capacity to trade with the co-operative and their returns will be paid as rebates in proportion to the value of business done by each member with the co-operative. In addition, members will receive economic value through their participation in the co-operative's retailing and other business operations.
4. **Autonomy & independence:** The co-operative is an independent entity owned by its members who are members of the Cootamundra District community, and the wider communities who embrace our vision, purpose, and values.
5. **Education, training & information:** The co-operative will support the members by providing education, training and information in how to get the best possible value from the services it delivers, and how they can contribute to the economic and social enhancement of the communities within the Cootamundra District.
6. **Cooperation amongst co-operatives:** The co-operative will seek to cooperate with other co-operatives in areas where there are mutually beneficial outcomes for their respective members and the wider community.
7. **Concern for the community:** Our members are part of their local communities, and the Coota District Co-op works with its members to support these communities and to provide social and economic benefits in a manner that is responsible, ethical, and both environmentally and socially sustainable.

These seven principles of the co-operative movement have been operationalised into statements that are consistent with the overall vision and purpose of The Coota District Co-op Ltd. They are within the constitution and are used in conjunction with the purpose statement to help guide future strategy. In addition, they provide a valuable framework that enables the co-operative, its members, potential members, and the general community, to understand the economic and social goals of the co-operative.

## **The Board of Directors**

At this year's AGM, held on 31 July, the following members were elected to the Board.

Leigh Bowden, Chair; Andy Tankard, Vice Chair; Leah Sutherland, Secretary and Julie Cowell, Bookkeeper. Other directors are Amber Wineman, Tom Ochs, Marjory Taprell and Bob Hughes.

The Board meets fortnightly to oversee the running of the Co-operative. There are a number of Board Committees which work on specific areas and report to the Board. They are the Finance Committee, The Audit and Risk Committee, the Marketing Committee, the Governance Committee and the Buying Committee. Each Committee is chaired by a Board member.

Our accounts are managed by Easdowns Accountants and Advisers in Wagga Wagga. Easdowns have vast experience in working with co-operatives.

## **Christmas Event in Cootamundra**

To undertake the management and completion of a Christmas Event, the scope of works to include a Street Party, late night shopping in conjunction with local businesses and community groups, suitable entertainment and associated activities, the Board would form another Committee, made up of both board members and co-op members.

To gauge the viability of The Coota District Co-op taking on the Cootamundra Christmas event, co-operative members were approached to seek their potential involvement.

A preliminary meeting of those who would be willing to be involved and form a Christmas Event Committee was held on the evening of 9 October. They are: Andy Tankard, Co-op Director and Committee Chair, Marjory Taprell, Director and Lions Club member, and the following Co-op members – Cathy Manwaring, CW Jewellers; Chris Williams, CW Jewellers; Julianne Collingridge, Garden Paws; Megan Sawyer, CEO The Cootamundra Ex-Servicemen's & Citizens Memorial Club; Alice Mote, Black Cat Patisserie and Chocolate; Kylie O'Callaghan, The Coota District Co-op Store and Leigh Bowden.

Cathy Manwaring has already organised the annual Shop Local Christmas Giveaway with 24 businesses participating. Cathy plans to draw the ticket on the evening of the Cootamundra Christmas Event

The Christmas Event Committee plans to invite the local dance groups and musicians to perform, to approach the Pacific Islanders who are coming to town to work in the abattoirs to take part, to contact local artisans to have stalls and community groups to showcase their services, e.g. SES, Pinnacle, CanAssist, etc.

The Coota District Co-op has the personnel to plan the event. If we are successful, a notice would go out to Co-op members (over 1000) to volunteer leading up to the event and on the night.

## **Products and Public Liability Insurance**

The Coota District Co-op Ltd has a current PLI policy which can be extended to cover an evening outdoor event if we are successful.

## Conclusion

We believe we are well placed in the community to provide a practical, cost-effective event which touches the entire population with events, entertainment and Christmas shopping opportunities. You can see from our Vision and Purpose Statements that organising an event like this is well within our purview. It fits well with Co-operative Principle No 7

**7. *Concern for the community***: Our members are part of their local communities, and the Coota District Co-op works with its members to support these communities and to provide social and economic benefits in a manner that is responsible, ethical, and both environmentally and socially sustainable.

## 8.2.2 COMMUNITY DONATIONS POLICY REVIEW

DOCUMENT NUMBER	395501
REPORTING OFFICER	Linda Wiles, Manager Business
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>1. A vibrant, safe, and inclusive community</b></p> <p>2.2 A thriving region that attracts people to live, work and visit</p>
FINANCIAL IMPLICATIONS	The appropriate provision for the budgeting and funding of the Community Donations program be included in the Operational Plan.
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 Community Donations Policy 2023 <a href="#">↓</a>

### RECOMMENDATION

- Council place the reviewed draft Community Donations Policy, attached to the report, on public exhibition for a period of not less than 28 days.**
- The Policy be adopted under delegation should there be no submissions that warrant significant changes to the Policy.**
- The appropriate provision for the budgeting and funding of the Community Donations program be included in the 2024/2025 Operational Plan.**

### Introduction

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.

The purpose of this Policy is to enable Council to support the local initiatives put forward by the organisations that promote these values. 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.

### Discussion

This policy has been reviewed to ensure Council is able to support local initiatives put forward by community organisations.

Financial

The appropriate provision for the budgeting and funding of the Community Donations program be included in the 2024/2025 Operational Plan.

OLG 23a Guideline consideration

Consideration of the 23a Guidelines has been given when updating this policy.



# Community Donations Policy

## Policy Approval and Distribution

Approved by	Council resolution
Responsible Officer	Manager Business
Section/Service Unit	Business
Next Review Date	28 February 2025

## Version Control

Ref	Date	Description	Resolution Number
0.1	28-04-2020	Adopted.	112/2020
0.2	28-02-2023	Presented to Council to facilitate public exhibition process – Adopted thereafter.	029/2023
0.2	25-07-2023	Presented to Council to facilitate public exhibition process – Adopted thereafter.	

## Purpose

Cootamundra-Gundagai Regional Council (CGRC), and the former Cootamundra and Gundagai Shire Councils, have traditionally supported local sporting clubs, schools, 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 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 individual 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, or as required.

## 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.

Council will not approve financial assistance for initiatives or events that generate financial profits for commercial companies and/or individuals.

Council community donations are not to be used in conjunction with any other Council discount.

Applications must be received prior to the advertised closing date. Any application received outside of this period will be considered with the following years applications.

### 8.2.3 DRAFT PUBLIC INTEREST DISCLOSURE (INTERNAL REPORTING) POLICY

DOCUMENT NUMBER	400333
REPORTING OFFICER	Anne Chamberlain, Governance Officer
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Collaborative and progressive leadership</b></p> <p>4.4 Recognised as a premier local government Council that represents and advocates for community needs</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To comply with Public Interest Disclosures Act 2022.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Draft Public Interest Disclosure (Internal Reporting) Policy <a href="#">Download</a>

### RECOMMENDATION

**The Draft Public Interest Disclosure (Internal Reporting) Policy, attached to the report, be adopted.**

#### Introduction

All agencies in NSW are required to have a Public Interest Disclosure (PID) Policy under section 42 of the *Public Interest Disclosures Act 2022* (PID Act). Cootamundra-Gundagai Regional Council takes reports of wrongdoing seriously. We are committed to building a 'speak up' culture where public officials are encouraged to report any conduct that they reasonably believe involves wrongdoing.

This Policy has been updated using the Model Public Interest Disclosure Policy provided by the NSW Ombudsman. The Policy was required to be updated due to the change in legislation from the PID Act 1994 to the PID Act 2022. The new Act is intended to provide greater protection of persons who make Public Interest Disclosures than that currently afforded under the PID Act 1994.

#### Discussion

This policy sets out:

1. how Cootamundra-Gundagai Regional Council will support and protect you if you come forward with a report of serious wrongdoing
2. how we will deal with the report and our other responsibilities under the PID Act
3. who to contact if you want to make a report
4. how to make a report
5. the protections which are available to you under the PID Act.
6. This policy also documents our commitment to building a speak up culture. Part of that speak up culture is having in place a framework that facilitates public interest reporting of wrongdoing by:
7. protecting those who speak up from detrimental action

8. imposing duties on agencies who receive reports of wrongdoing to take appropriate action to investigate or otherwise deal with them.

Financial

There are no financial implications associated with this report.

OLG 23a Guideline consideration

The report purpose does not conflict with guidelines.

**DRAFT**

# Public Interest Disclosure (Internal Reporting) Policy



Approved by	Council resolution
Responsible Officer	Manager Business
Council Service Unit	Governance
Next Review Date	24/10/2024

## Version Control

Ref	Date	Description	Council Resolution
1.0	6/12/2016	Adopted	06/12/2016
1.1	30/01/2018	Revision for Adoption	17/2018
1.2	20/08/2019	Revision of position titles and responsible officer names due to staff changes and org structure changes	N/A
1.3	24/10/2023	This Policy has been updated to reflect the NSW Ombudsman's Model PID policy.	TBA

## References:

- Ombudsman NSW - Developing your Public Interest Disclosure Policy
- Public interest Disclosures Act 2022

# Public Interest Disclosure (Internal Reporting) Policy



## 1 Purpose

All agencies in NSW are required to have a Public Interest Disclosure (PID) Policy under section 42 of the *Public Interest Disclosures Act 2022* (PID Act).

Cootamundra-Gundagai Regional Council takes reports of wrongdoing seriously. We are committed to building a 'speak up' culture where public officials are encouraged to report any conduct that they reasonably believe involves wrongdoing.

Council's integrity relies upon our staff, volunteers, contractors and subcontractors speaking up when they become aware of wrongdoing.

This policy sets out:

1. how Cootamundra-Gundagai Regional Council will support and protect you if you come forward with a report of serious wrongdoing
2. how we will deal with the report and our other responsibilities under the PID Act
3. who to contact if you want to make a report
4. how to make a report
5. the protections which are available to you under the PID Act.

This policy also documents our commitment to building a speak up culture. Part of that speak up culture is having in place a framework that facilitates public interest reporting of wrongdoing by:

- a) protecting those who speak up from detrimental action
- b) imposing duties on agencies who receive reports of wrongdoing to take appropriate action to investigate or otherwise deal with them.

In NSW, that framework is the PID Act.

This policy should be read in conjunction with the:

- [CGRC Code of Conduct, Managing Unreasonable Complainant and Staff Grievance Resolution Policy](#)

## 2 Accessibility of this policy

This policy is available on Cootamundra-Gundagai Regional Council's website.

A copy of the policy is also sent to all Council's staff on their commencement. A hard copy of the policy can be requested from Governance Services.

## 3 Who does this policy apply to?

This policy applies to, and for the benefit of, all public officials in NSW. You are a public official if you are:

1. a person employed in or by Cootamundra-Gundagai Regional Council or otherwise in the service of the Council (e.g. Council employees)
2. a person having public official functions or acting in a public official capacity whose conduct or activities an integrity agency is authorised by another Act or law to investigate (e.g. Councillors)
3. a person providing services or exercising functions on behalf of Cootamundra-Gundagai Regional Council, including a contractor, subcontractor or volunteer

4. an employee, partner or officer of an entity that provides services, under contract, subcontract or other arrangement, on behalf of an agency or exercises functions of an agency, and are involved in providing those services or exercising those functions

The General Manager, other nominated disclosure officers and managers within Cootamundra-Gundagai Regional Council have specific responsibilities under the PID Act. This policy also provides information on how people in these roles will fulfil their responsibilities. Other public officials who work in and for the public sector, but do not work for Cootamundra-Gundagai Regional Council may use this policy if they want information on who they can report wrongdoing to within the City.

#### **4 Who does this policy not apply to?**

This policy does not apply to:

1. people who have received services from Cootamundra-Gundagai Regional Council and want to make a complaint about those services
2. people, such as contractors, who provide services to Cootamundra-Gundagai Regional Council. For example, employees of a company that sold computer software to Council.

This means that if you are not a public official, this policy does not apply to your complaint (there are some circumstances where a complaint can be deemed to be a voluntary PID, see section 1(i) of this policy for more information).

However, you can still make a complaint to Cootamundra-Gundagai Regional Council. For information on complaints, refer to Cootamundra-Gundagai's Complaints and other Feedback Policy.

#### **5 Compliance with the PID Act**

This policy will be reviewed within 12 months of a Local Government General Election. Cootamundra-Gundagai Regional Services Governance Officer is responsible for the review and management of this policy must be adopted by Council resolution. If there is an error within this policy, send an email to [mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au), addressed to the Governance Officer.

#### **6 What is contained in this policy?**

This policy will provide you with information on the following:

1. ways you can make a voluntary PID to Cootamundra-Gundagai Regional Council under the PID Act
2. the names and contact details for Cootamundra-Gundagai Regional Council's nominated disclosure officers
3. the roles and responsibilities of people who hold particular roles under the PID Act and who are Cootamundra-Gundagai Regional Council employees
4. what information you will receive once you have made a voluntary PID
5. protections available to people who make a report of serious wrongdoing under the PID Act and what we will do to protect you
6. Cootamundra-Gundagai Regional Council's processes for dealing with disclosures
7. Cootamundra-Gundagai Regional Council's processes for managing the risk of detrimental action and reporting detrimental action
8. Cootamundra-Gundagai Regional Council's record-keeping and reporting requirements
9. how Cootamundra-Gundagai Regional Council will ensure it complies with the PID Act and this policy.

If you require further information about this policy, how public interest disclosures will be handled and the PID Act you can:

- a) confidentially contact a nominated disclosure officer within Cootamundra-Gundagai Regional Council

- b) contact the PID Advice Team within the NSW Ombudsman by phone: (02) 9286 1000 or email: [pidadvice@ombo.nsw.gov.au](mailto:pidadvice@ombo.nsw.gov.au), or
- c) access the NSW Ombudsman's PID guidelines which are available on its website.

If you require legal advice with respect to the PID Act or your obligations under the PID Act, you may need to seek independent legal advice.

## 6.1 How to make a report of serious wrongdoing

### 6.1.1 Reports, complaints and grievances

When a public official reports suspected or possible wrongdoing in the public sector, their report will be a PID if it has certain features which are set out in the PID Act.

Some internal complaints or internal grievances may also be PIDs, as long as they have the features of a PID. If an internal complaint or grievance is a report of serious wrongdoing, we will consider whether it is a PID. If it is a PID, we will deal with it as set out in this policy, but we will also make sure we follow our Staff Grievance Resolution Policy, Managing Unreasonable Complainant Conduct Policy and Code of Conduct Policy - [Related Policies](#) .

It is important that we quickly recognise that we have received a PID. This is because once a PID is received, the person who has made the report is entitled to certain protections and we have certain decisions that we have to make on how we will deal with the PID and how we will protect and support the person who has made the report.

### 6.1.2 When will a report be a PID?

There are three types of PIDs in the PID Act. These are:

1. *Voluntary PID*: This is a PID where a report has been made by the public official because they decided, of their own accord, to come forward and disclose what they know.
2. *Mandatory PID*: This is a PID where the public official has made a report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.
3. *Witness PID*: This is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

This policy mostly relates to making a voluntary PID and how we will deal with voluntary PIDs. People who make a mandatory PID or a witness PID are still entitled to protection. More information about protections is available in section 6.2 of this policy.

You can find more information about mandatory and witness PIDs in the Ombudsman's guidelines '[Dealing with mandatory PIDs](#)' and '[Dealing with witness PIDs](#)' .

Voluntary PIDs are the kind of PIDs most people have in mind when they think about public interest reporting and 'whistleblowing' .

They involve a public official making a report because they have information that they believe shows (or tends to show) serious wrongdoing, where they are not under a legal obligation to make that report and where it is not an ordinary part of their role to report such wrongdoing.

A report is a voluntary PID if it has the following five features, which are set out in sections 24 to 27 of the PID Act:

1. A report is made by a public official
2. It is made to a person who can receive voluntary PIDs
3. The public official honestly and reasonably believes that the information they are providing shows (or tends to show) serious wrongdoing
4. The report was made orally or in writing

5. The report is voluntary (meaning it is not a mandatory or witness PID)

If the report has all the above five features, it is a voluntary PID.

You will not be expected to prove that what you reported actually happened or is serious wrongdoing. You *do* have to honestly believe, on reasonable grounds, that the information you are reporting shows or tends to show serious wrongdoing.

Even though you do not have to prove the serious wrongdoing happened or provide evidence, a mere allegation with no supporting information is unlikely to meet this test.

If we make an error and do not identify that you have made a voluntary PID, you will still be entitled to the protections under the PID Act.

If you make a report and believe we have made an error by not identifying that you have made a voluntary PID, you should raise this with a nominated disclosure officer or your contact officer for the report. If you are still not satisfied with this outcome, you can seek an internal review, or we make seek to conciliate the matter. You may also contact the NSW Ombudsman. Further information on rights to internal review and conciliation is found in section 11 of this policy.

#### **6.1.3 Who can make a voluntary PID?**

Any public official can make a voluntary PID — see 'Who this policy applies to'. You are a public official if:

1. you are employed by Cootamundra-Gundagai Regional Council
2. you are a contractor, subcontractor or volunteer who provides services, or exercises functions, on behalf of Cootamundra-Gundagai Regional Council, or
3. you work for an entity who is contracted by Cootamundra-Gundagai Regional Council to provide services or exercise functions on behalf of CGRC — if you are involved in undertaking that contracted work.

A public official can make a PID about serious wrongdoing relating to *any* agency, not just the agency they are working for. This means that we may receive PIDs from public officials outside Cootamundra-Gundagai Regional Council. It also means that you can make a PID to any agency, including an integrity agency like the Independent Commission Against Corruption (ICAC) and the NSW Ombudsman. Appendix B of this policy has a list of integrity agencies.

#### **6.1.4 What is serious wrongdoing?**

Reports must be of one or more of the following categories of *serious wrongdoing* to be a voluntary PID (in addition to having the other features set out here). Serious wrongdoing is defined in the PID Act as:

1. *corrupt conduct* — such as a public official accepting a bribe
2. *serious maladministration* — such as systemically failing to comply with proper recruitment processes when hiring staff
3. *a government information contravention* — such as destroying, concealing or altering records to prevent them from being released under a Government Information Public Access application
4. *a local government pecuniary interest contravention* — such as a senior council staff member recommending a family member for a council contract and not declaring the relationship
5. *a privacy contravention* — such as unlawfully accessing a person's personal information on within the City's records systems
6. *a serious and substantial waste of public money* — such as not following a competitive tendering process when contracting with entities to undertake government work.

When you make your report, you do not need to state to Cootamundra-Gundagai Regional Council what category of serious wrongdoing you are reporting or that you are reporting serious wrongdoing.

#### 6.1.5 **Who can I make a voluntary PID to?**

For a report to be a voluntary PID, it must be made to certain public officials.

##### 6.1.5.1 **Making a report to a public official who works for Cootamundra-Gundagai Regional Council**

You can make a report inside CGRC to:

1. The General Manager
2. a disclosure officer (including the disclosure coordinator) for CGRC — a list of disclosure officers for CGRC and their contact details can be found at Appendix A of this policy
3. your manager/leader — this is the person who directly, or indirectly, supervises you. It can also be the person who you directly, or indirectly, report to. You may have more than one manager. Your manager will make sure that the report is communicated to a disclosure officer on your behalf or may accompany you while you make the report to a disclosure officer.

##### 6.1.5.2 **Making a report to a recipient outside of Cootamundra-Gundagai Regional Council**

You can also make your report to a public official in another agency (meaning an agency you do not work for) or an integrity agency. These include:

1. the *head of another agency* — this means the head of any public service agency
2. an *integrity agency* — a list of integrity agencies is located at Appendix B of this policy
3. a *disclosure officer for another agency* — ways to contact disclosure officers for other agencies is in an agency's PID policy which can be found on their public website
4. a *Minister or a member of a Minister's staff* but the report *must be made in writing*.

If you choose to make a disclosure outside of Cootamundra-Gundagai Regional Council, it is possible that your disclosure will be referred to Cootamundra-Gundagai Regional Council so that appropriate action can be taken.

##### 6.1.5.3 **Making a report to a Member of Parliament or journalist**

Disclosures to MPs or journalists are different to other reports. You can only disclose a report of wrongdoing as a voluntary PID to an MP or journalist in the following circumstances:

1. You must have first made substantially the same disclosure (described here as a 'previous disclosure') to someone who can receive disclosures.
2. The previous disclosure must be substantially true.
3. You did not make the previous disclosure anonymously.
4. You did not give a written waiver of your right to receive information relating to your previous disclosure.
5. You did not receive the following from Cootamundra-Gundagai Regional Council:
  - a) notification that CGRC will not investigate the serious wrongdoing and will also not refer the previous disclosure to another agency, or
  - b) the following information at the end of the investigation period:
    - i. notice of CGRC's decision to investigate the serious wrongdoing
    - ii. a description of the results of an investigation into the serious wrongdoing
    - iii. details of proposed or recommended corrective action as a result of the previous disclosure or investigation.

Investigation period means:

- after six months from the previous disclosure being made, or

- after 12 months if you applied for an internal review of CGRCs decision within six months of making the disclosure.

If all the above requirements are met, your disclosure to an MP or journalist may be a voluntary PID.

#### **6.1.6 What form should a voluntary PID take?**

You can make a voluntary PID:

1. *in writing* — this could be an email or letter to a person who can receive voluntary PIDs.
2. *orally* — have a private discussion with a person who can receive voluntary PIDs. This can be face-to-face, via telephone or virtually.
3. *anonymously* — write an email or letter or call a person who can receive PIDs to make a report without providing your name or anything that might identify you as the maker of the report. A report will only be considered anonymous if there is no reasonable or practical way of communicating with the person making the report. Even if you choose to remain anonymous, you will still be protected under the PID Act. It may be difficult, however, for CGRC to investigate the matter(s) you have disclosed if we cannot contact you for further information.

#### **6.1.7 What should I include in my report?**

You should provide as much information as possible so we can deal with the report effectively. The type of information you should include is:

1. date, time and location of key events
2. names of person(s) involved in the suspected wrongdoing, their role, title and how they are involved
3. your relationship with the person(s) involved, such as whether you work closely with them
4. your explanation of the matter you are reporting
5. how you became aware of the matter you are reporting
6. possible witnesses
7. other information you have that supports your report.

#### **6.1.8 What if I am not sure if my report is a PID?**

You should report all wrongdoing you become aware of regardless of whether you think it is serious wrongdoing. It is important for CGRC to understand what is or may be occurring.

We are then responsible for making sure your report is handled appropriately under the PID Act, or if it is not a PID, in line with our other procedures. Even if your report is not a PID, it may fall within another one of CGRCs policies for dealing with reports, allegations or complaints.

#### **6.1.9 Deeming that a report is a voluntary PID**

The General Manager can, in certain circumstances, determine that a report is a voluntary PID even if the report does not otherwise have all the features of a voluntary PID. This is known as the 'deeming power'.

By deeming that a report is a voluntary PID, it ensures that reporters are provided with protections under the PID Act.

If you make a report that has not met all the requirements of a voluntary PID, you can refer your matter to the General Manager to request that they consider deeming your report to be a voluntary PID.

A decision to deem a report to be a voluntary PID is at the discretion of the General Manager. For more information about the deeming power, see the Ombudsman's guideline '[Deeming that a disclosure is a voluntary PID](#)' .

#### **6.1.10 Who can I talk to if I have questions or concerns?**

If you have questions or concerns, you can contact the Disclosure Coordinator on 1300 459 689 or by email at [linda.wiles@cgrc.nsw.gov.au](mailto:linda.wiles@cgrc.nsw.gov.au).

## **6.2 Protections**

#### **6.2.1 How is the maker of a voluntary PID protected?**

When you make a voluntary PID you receive special protections under the PID Act.

We are committed to taking all reasonable steps to protect you from detriment as a result of having made a PID. We are also committed to maintaining your confidentiality as much as possible while the PID is being dealt with.

We will not tolerate any type of detrimental action being taken against you because you have made a report, might make a report or are believed to have made a report.

The maker of a voluntary PID is protected in the following ways:

##### **1. *Protection from detrimental action***

- a) A person cannot take detrimental action against another person because they have made a voluntary PID or are considering making a PID. Detrimental action includes bullying, harassment, intimidation or dismissal.
- b) Once we become aware that a voluntary PID by a person employed or otherwise associated with CGRC that concerns serious wrongdoing relating to CGRC has been made, we will undertake a risk assessment and take steps to mitigate the risk of detrimental action occurring against the person who made the voluntary PID.
- c) It is a criminal offence for someone to take detrimental action against a person because they have made or may make a voluntary PID. It is punishable by a maximum penalty of 200 penalty units or imprisonment for five years or both.
- d) A person may seek compensation where unlawful detrimental action has been taken against them.
- e) A person can apply for a court order (injunction) where detrimental action is threatened or has occurred (for example, an order to prevent dismissal or to require reinstatement).

Note that a person who makes a PID can still be subject to reasonable management action (such as ordinary performance reviews and performance management). Provided such action is not taken because of the PID, it is not detrimental action under the PID Act.

##### **2. *Immunity from civil and criminal liability***

Some public officials are often subject to a duty of confidentiality that prevents them disclosing certain information that they obtain or become aware of at work. Sometimes, in order to make a PID, public officials will need to breach or disregard such confidentiality duties. If that happens, a public official cannot be disciplined, sued or criminally charged for breaching confidentiality.

**3. Confidentiality**

Public officials and agencies must not disclose information tending to identify a person as the maker of a voluntary PID unless doing so is permitted by the PID Act.

**4. Protection from liability for own past conduct**

The Attorney General can give the maker an undertaking that a disclosure of their own past conduct will not be used against them if a person discloses their own wrongdoing or misconduct while making a report. This undertaking can only be given on application by an integrity agency to the Attorney General.

**6.2.2 Protections for people who make mandatory and witness PIDs**

Apart from PIDs that are made voluntarily by public officials, there are other types of reports that are recognised as PIDs under the PID Act:

1. A *mandatory PID*: This is a PID where the public official has made the report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.
2. A *witness PID*: This is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

Protections for makers of mandatory and witness PIDs are detailed in the table below.

Protection	Mandatory PID	Witness PID
Detrimental action — It is an offence to take detrimental action against a person based on the suspicion, belief or awareness that a person has made, may have made or may make a PID.	✓	✓
Right to compensation — A person can initiate proceedings and seek compensation for injury, damage or loss suffered as a result of detrimental action being taken against them.	✓	✓
Ability to seek injunction — An injunction can be sought to prevent the commission or possible commission of a detrimental action offence against a person. For example, an order to prevent dismissal or to require reinstatement.	✓	✓
Immunity from civil and criminal liability — a person will not incur civil or criminal liability if the person breaches a duty of confidentiality while making a disclosure. This means that legal action cannot be taken against a person for: <ul style="list-style-type: none"> <li>• breaching a duty of secrecy or confidentiality, or</li> <li>• breaching another restriction on disclosure.</li> </ul>	✓	✓

**7 Reporting detrimental action**

If you experience adverse treatment or detrimental action, such as bullying or harassment, you should report this immediately. You can report any experience of adverse treatment or detrimental action directly to CGRC (by contacting the Disclosure coordinator or Disclosure Officers), or to an integrity agency. A list of integrity agencies is located at Appendix B of this policy.

## 8 General support

Cootamundra-Gundagai Regional Council will make sure that people who have made a report, regardless of whether it is treated as a PID, are provided with access to any professional support they may need as a result of the reporting process – such as stress management or counselling services.

Access to support may also be available for other staff involved in the internal reporting process where appropriate. Reporters and other staff involved in the process can discuss their support options with the disclosure coordinator.

Cootamundra-Gundagai Regional Council's Employee Assistance Program (EAP) is available to all employees and their immediate family members for wellbeing support through CGRCs provider, **Converge international**. To access their services, call 1300 687 327 or visit their website [Converge International](http://Converge International).

Additionally, you can contact the NSW Ombudsman if you have any questions about the PID Act and reporting generally on (02) 9286 1000 or email: [pidadvice@ombo.nsw.gov.au](mailto:pidadvice@ombo.nsw.gov.au). Additionally access to the NSW Ombudsman's PID guidelines are available on their website at <https://www.ombo.nsw.gov.au/Find-a-publication/publications/guidelines/public-interest-disclosures-2022>.

If you have any concerns, you can contact the Disclosure co-ordinator.

## 9 Roles and responsibilities of Cootamundra-Gundagai Regional Council employees

Certain people within CGRC have responsibilities under the PID Act.

### 9.1 General Manager

#### 9.1.1 The General Manager is responsible for:

1. fostering a workplace culture where reporting is encouraged
2. receiving disclosures from public officials
3. ensuring there is a system in place for assessing disclosures
4. ensuring CGRC complies with this policy and the PID Act
5. ensuring that CGRC has appropriate systems for:
  - a) overseeing internal compliance with the PID Act
  - b) supporting public officials who make voluntary PIDs, including by minimising the risk of detrimental action
  - c) implementing corrective action if serious wrongdoing is found to have occurred
  - d) complying with reporting obligations regarding allegations or findings of detrimental action
  - e) complying with yearly reporting obligations to the NSW Ombudsman.

#### 9.1.2 Disclosure Coordinator

The disclosures coordinator has a central role in CGRCs internal reporting system.

The disclosures coordinator can receive and assess reports, and is the primary point of contact in CGRC for the reporter. The disclosures coordinator has a responsibility to:

1. assess reports to determine whether or not a report should be treated as a public interest disclosure, and to decide how each report will be dealt with (either under delegation or in consultation with the General Manager)
2. deal with reports made under CGRCs Code of Conduct Policy in accordance with CGRCs adopted Code of Conduct Procedures
3. coordinate CGRCs response to a report
4. acknowledge reports and provide updates and feedback to the reporter
5. assess whether it is possible and appropriate to keep the reporter's identity confidential
6. assess the risk of reprisal and workplace conflict related to or likely to arise out of a report, and develop strategies to manage any risk identified
7. where required, provide or coordinate support to staff involved in the reporting or investigation process, including protecting the interests of any officer the subject of a report
8. ensure CGRC complies with the PID Act
9. provide six-monthly reports to the NSW Ombudsman in accordance with section 6CA of the PID Act

#### **9.1.3 Disclosure officers**

Disclosure officers are responsible for:

1. receiving reports from public officials
2. receiving reports when they are passed on to them by managers
3. ensuring reports are dealt with appropriately, including by referring the matter to the Disclosure Coordinator for action
4. ensuring that any oral reports that have been received are recorded in writing.

#### **9.1.4 Managers**

The responsibilities of managers include:

1. receiving reports from persons that report to them or that they supervise
2. passing on reports they receive to a disclosure officer.

#### **9.1.5 All employees**

All employees must:

1. report suspected serious wrongdoing or other misconduct
2. use their best endeavours to assist in an investigation of serious wrongdoing if asked to do so by a person dealing with a voluntary PID on behalf of CGRC
3. treat any person dealing with or investigating reports of serious wrongdoing with respect.
4. All employees must not take detrimental action against any person who has made, may in the future make, or is suspected of having made, a PID.

### **10 How we will deal with voluntary PIDs**

#### **10.1 How Cootamundra-Gundagai Regional Council will acknowledge that we have received a report and keep the person who made it informed**

When a disclosure officer in CGRC receives a report which is a voluntary PID, or looks like it may be a voluntary PID, the person who made the report will receive the following information:

1. You will receive an acknowledgment that the report has been received. This acknowledgement will:
  - a) state that the report will be assessed to identify whether it is a PID
  - b) state that the PID Act applies to how CGRC deals with the report
  - c) provide clear information on how you can access this PID policy
  - d) provide you with details of a contact person and available supports.
2. If the report is a voluntary PID, we will inform you as soon as possible how we intend to deal with the report. This may include:
  - a) that we are investigating the serious wrongdoing
  - b) that we will refer the report to a different agency (if appropriate) to deal with the voluntary PID. If we do this, we will provide you with details of this referral
  - c) If we decide to not investigate the report and to not refer it to another agency for it to be investigated, we will tell you the reasons for this decision. We will also notify the NSW Ombudsman of this decision.
3. If we decide to investigate the serious wrongdoing, we will provide you with updates on the investigation at least every three months. During this time, if you would like more frequent updates, you should contact the contact person who was nominated when you made the report.
  - a) If we investigate the serious wrongdoing, we will provide you with the following information once the investigation is complete:
    - i. a description of the results of the investigation — that is, we will tell you whether we found that serious wrongdoing took place.
    - ii. information about any corrective action as a result of the investigation/s — this means we will tell you what action we took in relation to the person who engaged in the serious wrongdoing or if the serious wrongdoing was by our agency, what we have put in place to address that serious wrongdoing.
  - b) Corrective action could include taking disciplinary action against someone or changing the practices, policies and procedures that we have in place which led to the serious wrongdoing.
4. There may be some details about both the findings made as a result of the investigation and the corrective action taken that cannot be revealed to you. We will always balance the right of a person who makes a report to know the outcome of that report, with other legal obligations we have.
5. If you have made an anonymous report, in many cases we may not be able to provide this information to you.

## 10.2 How Cootamundra-Gundagai Regional Council will deal with voluntary PIDs

Once a report that may be a voluntary PID is received, CGRC will look at the information contained in the report to see if it has the features of a voluntary PID. This assessment is undertaken to identify whether the report is a voluntary PID or another type of disclosure, and to make sure that the right steps are followed. If it is a voluntary PID, we will ensure that we comply with the requirements in the PID Act.

### 10.2.1 Report not a voluntary PID

Even if the report is not a voluntary PID, it will still need to be dealt with in a manner consistent with our Complaints and Other Feedback Policy.

If the report is not a voluntary PID, we will let you know that the PID Act does not apply to the report and how we will deal with the concerns raised in the report.

If you are not happy with this assessment or otherwise disagree with it, you can raise it with the person who has communicated the outcome with you or a disclosure officer/coordinator, request an internal review or request that the matter be conciliated. Cootamundra-Gundagai Regional Council can, but does not have to, request the NSW Ombudsman to conciliate the matter.

#### **10.2.2 Cease dealing with report as voluntary PID**

Cootamundra-Gundagai Regional Council may stop dealing with a voluntary PID because it is not actually a voluntary PID (meaning it does not have all the features of a PID). If CGRC stops dealing with a voluntary PID because it is not actually a voluntary PID, we will inform you and provide the reason for the decision.

#### **10.2.3 Where the report is a voluntary PID**

If the report is a voluntary PID:

1. In most cases an investigation will be conducted to make findings about whether the serious wrongdoing disclosed in the report occurred, who was involved, who was responsible, and whether the people involved, or the agency engaged, in serious wrongdoing. There may be circumstances where we believe an investigation is not warranted — for example, if the conduct has previously been investigated.
2. There may also be circumstances where we decide that the report should be referred to another agency, such as an integrity agency. For example, reports concerning possible corrupt conduct may be required to be reported to the ICAC in accordance with section 11 of the Independent Commission Against Corruption Act 1988.
3. Before referring a matter, we will discuss the referral with the other agency, and we will provide you with details of the referral and a contact person within the other agency.
4. If we decide not to investigate a report and to not refer the matter to another agency, we must let you know the reasons for this and notify the NSW Ombudsman.

### **10.3 How Cootamundra-Gundagai Regional Council will protect the confidentiality of the maker of a voluntary PID**

We understand that people who make voluntary PIDs may want their identity and the fact that they have made a report to be confidential.

Under the PID Act, information tending to identify a person as the maker of a voluntary PID (known as identifying information) is not to be disclosed by a public official or an agency.

There are certain circumstances under the PID Act that allow for the disclosure of identifying information. These include:

1. where the person consents in writing to the disclosure
2. where it is generally known that the person is the maker of the voluntary PID because of their voluntary self-identification as the maker
3. when the public official or CGRC reasonably considers it necessary to disclose the information to protect a person from detriment
4. where it is necessary the information be disclosed to a person whose interests are affected by the disclosure
5. where the information has previously been lawfully published
6. when the information is disclosed to a medical practitioner or psychologist for the purposes of providing medical or psychiatric care, treatment or counselling to the individual disclosing the information
7. when the information is disclosed for the purposes of proceedings before a court or tribunal
8. when the disclosure of the information is necessary to deal with the disclosure effectively
9. if it is otherwise in the public interest to disclose the identifying information.

We will not disclose identifying information unless it is necessary and authorised under the PID Act.

We will put in place steps to keep the identifying information of the maker and the fact that a report has been made confidential. It may not be possible for us to maintain complete confidentiality while we progress the investigation, but we will do all that we practically can to not unnecessarily disclose information from which the maker of the report can be identified. We will do this by:

- a) Limiting the number of people who are aware of the maker's identity or information that could identify them.
- b) If we must disclose information that may identify the maker of the PID, we will still not disclose the actual identity of the maker of the PID, unless we have their consent to do so.
- c) We will ensure that any person who does know the identity of the maker of a PID is reminded that they have a legal obligation to keep their identity confidential.
- d) We will ensure that only authorised persons have access to emails, files or other documentation that contain information about the identity of the maker.
- e) We will undertake an assessment to determine if anyone is aware of the maker's identity and if those persons have a motive to cause detrimental action to be taken against the maker or impede the progress of the investigation.
- f) We will provide information to the maker of the PID about the importance of maintaining confidentiality and advising them how best to protect their identity, for example, by telling them not to discuss their report with other staff.

If confidentiality cannot be maintained or is unlikely to be maintained, CGRC will:

- i. advise the person whose identity may become known
- ii. update the agency's PID risk assessment and risk management plan
- iii. implement strategies to minimise the risk of detrimental action
- iv. provide additional supports to the person who has made the PID
- v. reminding persons who become aware of the identifying information of the consequences for failing to maintain confidentiality and that engaging in detrimental action is a criminal offence and may also be a disciplinary matter.

#### **10.4 How Cootamundra-Gundagai Regional Council will assess and minimise the risk of detrimental action**

CGRC will not tolerate any detrimental action being taken by any person against a person who has made a PID, investigators, witnesses or the person the report is about.

CGRC will assess and take steps to mitigate detrimental action from being taken against the maker of a voluntary PID, the person whose conduct is the subject of a PID, investigators and witnesses.

CGRC will take steps to assess and minimise the risk of detrimental action by:

1. Conducting a risk assessment, and a risk management plan will be created (including reassessing the risk throughout the entirety of the matter)
2. Communicating with the maker to identify risks
3. listing the protections that will be offered, that is, the agency will discuss protection options with the maker which may including remote working or approved leave for the duration of the investigation
4. outlining what supports will be provided.

Detimental action against a person is an act or omission that causes, comprises, involves or encourages detriment to a person or a threat of detriment to a person (whether express or implied). Detiment to a person includes:

- a) injury, damage or loss
- b) property damage
- c) reputational damage
- d) intimidation, bullying or harassment
- e) unfavourable treatment in relation to another person's job
- f) discrimination, prejudice or adverse treatment
- g) disciplinary proceedings or disciplinary action, or
- h) any other type of disadvantage.

Detrimental action does not include:

- i. lawful action taken by a person or body to investigate serious wrongdoing or other misconduct
- ii. the lawful reporting or publication of a finding of serious wrongdoing or other misconduct
- iii. the lawful making of adverse comment, resulting from investigative action
- iv. the prosecution of a person for a criminal offence
- v. reasonable management action taken by someone in relation to a person who made or may make a PID. For example, a reasonable appraisal of a PID maker's work performance.

## **10.5 How Cootamundra-Gundagai Regional Council will deal with allegations of a detrimental action offence**

If CGRC become(s) aware of an allegation that a detrimental action offence has occurred or may occur, CGRC will:

1. take all steps possible to stop the action and protect the person(s)
2. take appropriate disciplinary action against anyone that has taken detrimental action
3. refer any evidence of a detrimental action offence to the Commissioner of Police and the ICAC or the Law Enforcement Conduct Commission (whichever is applicable)
4. notify the NSW Ombudsman about the allegation of a detrimental action offence being committed.

## **10.6 What Cootamundra-Gundagai Regional Council will do if an investigation finds that serious wrongdoing has occurred**

The findings of investigations will be provided to the Disclosure Coordinator, who will assess the recommendations and set a plan to follow-up/address any recommendations within the findings and communicate with the report maker.

If, after an investigation, it is found that serious wrongdoing or other misconduct has occurred, the City will take the most appropriate action to address that wrongdoing or misconduct. This is also known as corrective action.

Corrective action can include:

1. a formal apology
2. improving internal policies to adequately prevent and respond to similar instances of wrongdoing
3. providing additional education and training to staff where required
4. taking employment action against persons involved in the wrongdoing (such as termination of employment, relocation, a caution or reprimand)
5. payment of compensation to people who have been affected by serious wrongdoing or other misconduct.

## 11 Review and dispute resolution

### 11.1 Internal review

People who make voluntary PIDs can seek internal review of the following decisions made by CGRC:

1. that CGRC is not required to deal with the report as a voluntary PID
2. to stop dealing with the report because CGRC decided it was not a voluntary PID
3. to not investigate the serious wrongdoing and not refer the report to another agency
4. to cease investigating the serious wrongdoing without either completing the investigation or referring the report to another agency for investigation.

CGRC will ensure internal reviews are conducted in compliance with the PID Act.

If you would like to make an application for an internal review, you must apply in writing within 28 days of being informed of CGRCs decision. The application should state the reasons why you consider CGRCs decision should not have been made. You may also submit any other relevant material with your application. A request for an internal review is to be sent to the Group Leader Governance Services.

### 11.2 Voluntary dispute resolution

If a dispute arises between CGRC and a person who has made a report which is, or may be, a voluntary PID, we may request the NSW Ombudsman to conciliate the dispute. Conciliation is a voluntary process and will only be suitable for disputes where CGRC and the maker of the report are willing to resolve the dispute.

## 12 Other agency obligations

### 12.1 Record-keeping requirements

CGRC must keep full and accurate records with respect to all information received in connection with the PID Act. This ensures that CGRC complies with its obligations under the *State Records Act 1998*.

### 12.2 Reporting of voluntary PIDs and Cootamundra-Gundagai Regional Councils annual return to the Ombudsman

Each year CGRC provides an annual return to the NSW Ombudsman which includes:

1. information about voluntary PIDs received by CGRC during each return period (yearly with the start date being 1 July)
2. action taken by CGRC to deal with voluntary PIDs during the return period
3. how CGRC promoted a culture in the workplace where PIDs are encouraged.

### 12.3 How Cootamundra-Gundagai Regional Council will ensure compliance with the PID Act and this policy

The Disclosure Coordinator is responsible for establishing systems and ensure compliance with the PID Act and this policy. This could include internal audits and reporting of compliance to the Audit, Risk and Improvement Committee.

## 13 Training

CGRC will ensure that staff are provided training and education to support them in implementing this policy. CGRC will provide the Disclosure Coordinator and Disclosure Officers with training for "Identifying and dealing with PIDs" through CGRCs Learning Management System (LMS).

Managers will be provided PID for people leaders training through CGRCs Learning Management system (LMS). All other staff will be provided information through the induction process and regular communications through CGRCs internal news.



## Appendix A — Cootamundra-Gundagai Regional Councils disclosure officers

NOMINATED DISCLOSURE OFFICERS		
STAFF MEMBER	CONTACT	WORK LOCATION
Steve McGrath – Interim General Manager	<a href="mailto:Steve.McGrath@cgrc.nsw.gov.au">Steve.McGrath@cgrc.nsw.gov.au</a> Ph: 1300 459 689	Cootamundra/Gundagai
Linda Wiles – Manager Business (Disclosure coordinator)	<a href="mailto:Linda.wiles@cgrc.nsw.gov.au">Linda.wiles@cgrc.nsw.gov.au</a> Ph: 1300 459 689	Cootamundra/Gundagai
Katrina Smith - Coordinator Human Resources	<a href="mailto:Katrina.smith@cgrc.nsw.gov.au">Katrina.smith@cgrc.nsw.gov.au</a> Ph: 1300 459 689	Gundagai/Cootamundra
Wayne Bennett - Manager Regional Services Cootamundra	<a href="mailto:Wayne.bennett@cgrc.nsw.gov.au">Wayne.bennett@cgrc.nsw.gov.au</a> Ph: 1300 459 689	Cootamundra
Manager Regional Services Gundagai	Thomas Hogg <a href="mailto:Thomas.hogg@cgrc.nsw.gov.au">Thomas.hogg@cgrc.nsw.gov.au</a>	Gundagai
Mark Ellis - Manager Engineering Cootamundra	<a href="mailto:Mark.ellis@cgrc.nsw.gov.au">Mark.ellis@cgrc.nsw.gov.au</a> Ph: 1300 459 689	Cootamundra
Manager Engineering Gundagai	TBA	Gundagai

Staff holding positions detailed above can be contacted by staff by all internal communication methods.

The above listed officers can be contacted by calling 1300 459 689 and asking to speak to the relevant officer stating that the matter is confidential.

## Appendix B — List of integrity agencies

Integrity agency	What they investigate	Contact information
<b>The NSW Ombudsman</b>	Most kinds of <b>serious maladministration</b> by most agencies and public officials (but not NSW Police, judicial officers or MPs)	<b>Telephone:</b> 1800 451 524 between 9am to 3pm Monday to Friday <b>Writing:</b> Level 24, 580 George Street, Sydney NSW 2000 <b>Email:</b> <a href="mailto:info@ombo.nsw.gov.au">info@ombo.nsw.gov.au</a>
<b>The Auditor-General</b>	<b>Serious and substantial waste of public money</b> by auditable agencies	<b>Telephone:</b> 02 9275 7100 <b>Writing:</b> GPO Box 12, Sydney NSW 2001 <b>Email:</b> <a href="mailto:governance@audit.nsw.gov.au">governance@audit.nsw.gov.au</a>
<b>Independent Commission Against Corruption</b>	<b>Corrupt conduct</b>	<b>Telephone:</b> 02 8281 5999 or toll free on 1800 463 909 (callers outside Sydney) between 9am and 3pm, Monday to Friday <b>Writing:</b> GPO Box 500, Sydney NSW 2001 or faxing 02 9264 5364 <b>Email:</b> <a href="mailto:icac@icac.nsw.gov.au">icac@icac.nsw.gov.au</a>
<b>The Inspector of the Independent Commission Against Corruption</b>	<b>Serious maladministration</b> by the ICAC or the ICAC officers	<b>Telephone:</b> 02 9228 3023 <b>Writing:</b> PO Box 5341, Sydney NSW 2001 <b>Email:</b> <a href="mailto:oiicac_executive@oiicac.nsw.gov.au">oiicac_executive@oiicac.nsw.gov.au</a>
<b>The Law Enforcement Conduct Commission</b>	<b>Serious maladministration</b> by the NSW Police Force or the NSW Crime Commission	<b>Telephone:</b> 02 9321 6700 or 1800 657 079 <b>Writing:</b> GPO Box 3880, Sydney NSW 2001 <b>Email:</b> <a href="mailto:contactus@lecc.nsw.gov.au">contactus@lecc.nsw.gov.au</a>
<b>The Inspector of the Law Enforcement Conduct Commission</b>	<b>Serious maladministration</b> by the LECC and LECC officers	<b>Telephone:</b> 02 9228 3023 <b>Writing:</b> GPO Box 5341, Sydney NSW 2001 <b>Email:</b> <a href="mailto:oilecc_executive@oilecc.nsw.gov.au">oilecc_executive@oilecc.nsw.gov.au</a>
<b>Office of the Local Government</b>	<b>Local government pecuniary interest contraventions</b>	<b>Email:</b> <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>The Privacy Commissioner</b>	<b>Privacy contraventions</b>	<b>Telephone:</b> 1800 472 679 <b>Writing:</b> GPO Box 7011, Sydney NSW 2001 <b>Email:</b> <a href="mailto:ipcinfo@ipc.nsw.gov.au">ipcinfo@ipc.nsw.gov.au</a>
<b>The Information Commissioner</b>	<b>Government information contraventions</b>	<b>Telephone:</b> 1800 472 679 <b>Writing:</b> GPO Box 7011, Sydney NSW 2001 <b>Email:</b> <a href="mailto:ipcinfo@ipc.nsw.gov.au">ipcinfo@ipc.nsw.gov.au</a>

#### 8.2.4 TABLING OF PECUNIARY INTEREST RETURNS

DOCUMENT NUMBER	400086
REPORTING OFFICER	Anne Chamberlain, Governance Officer
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Collaborative and progressive leadership</b></p> <p>4.4 Recognised as a premier local government Council that represents and advocates for community needs</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	In accordance with Section 449 Local Government Act, 1993.
POLICY IMPLICATIONS	To comply with the Code of Conduct.
ATTACHMENTS	Nil

#### RECOMMENDATION

**The tabling of pecuniary interest returns from Councillors and designated persons 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 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

Annual pecuniary interest returns from Councillors and designated persons for the period 1 July 2022 to 30 June 2023 are tabled.

Pecuniary interest return from new designated staff as of 31 July 2023, is tabled.

Register of Annual Pecuniary Interest Returns disclosed, is tabled below:

Designated person	Position	Latest return on file
Charlie Sheahan	Mayor	Annual - 2022/2023
Gil Kelly	Deputy Mayor	Annual - 2022/2023
Trevor Glover	Councillor	Annual - 2022/2023
Abb McAlister	Councillor	Annual - 2022/2023
Logan Collins	Councillor	Annual - 2022/2023
Leigh Bowden	Councillor	Annual - 2022/2023
David Graham	Councillor	Annual - 2022/2023
Penny Nicholson	Councillor	Annual - 2022/2023
Les Boyd	Councillor	Annual - 2022/2023
Steve McGrath	Interim General Manager	Annual – 2022/2023
Paul Woods	Interim Deputy General Manager	Annual – 2022/2023
Matt Stubbs	Deputy General Manager - Operations	Annual - 2022/2023
Linda Wiles	Manager Business	Annual – 2022/2023
Stephen Targett	Manager Engineering - Gundagai	Annual - 2022/2023
Mark Ellis	Manager Engineering - Cootamundra	Annual - 2022/2023
Wayne Bennett	Manager Regional Services - Cootamundra	Annual - 2022/2023
Andrew Brock	Manager Regional Services - Gundagai	Annual - 2022/2023
Nicole Godber	Ranger/ Regulatory Officer	Annual - 2022/2023
Nathan Campbell	Ranger	Annual - 2022/2023
Andrew Wiegold	Ranger	Annual - 2022/2023
Tim Myers	Cemetery Attendant – Ranger Duties	Annual – 2022/2023
Stuart Moorby	Open Space Supervisor – Ranger Duties	Annual – 2022/2023
Jacob Tiernan	Parks and Gardens Attendant – Ranger Duties	Annual – 2022/2023
Luke Izzard	Environmental Health and Building Surveyor	Annual - 2022/2023
Lauren Dawes	Senior Building Surveyor	Annual – 2022/2023
Sally Atkinson	Environmental Health Officer	Annual - 2022/2023
Craig Perrin	Town Planner	Annual - 2022/2023
Laura Schweiger	Town Planner (PPT)	Annual - 2022/2023
James Dawes	Trainee Building Surveyor	Annual – 2022/2023
Maddison Gunter	Town Planner	Annual – 2022/2023
Zac Mahon	Manager Finance	Annual – 2022/2023
Michael Mason	Interim Manager Sustainable Development	New Designated Officer

The code of conduct specifies that a person need not make and lodge a return if they made and lodged a return in the preceding 3 months, or if they have ceased to be a designated person in the preceding 3 months.

#### Financial

There are no financial implications associated with this report.

#### OLG 23a Guideline consideration

The report purpose does not conflict with guidelines.

**8.2.5 THE ARTS CENTRE COOTAMUNDRA S.355 COMMITTEE MEETING MINUTES**

DOCUMENT NUMBER	399658
REPORTING OFFICER	Anne Chamberlain, Governance Officer
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.3 Actively engaged and supportive community
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. TACC Minutes - 21 September 2023 <a href="#">Download</a>

**RECOMMENDATION**

**The Minutes of The Arts Centre Cootamundra s.355 Committee Meeting held 21 September 2023 attached to the report, be received and noted.**

Introduction

The attached Minutes of The Arts Centre Cootamundra s.355 Committee meeting held on 21 September 2023, is submitted for the information of Council and the community.

Financial

There are no financial implications associated with this report.

OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.



# Minutes

THE ARTS CENTRE COOTAMUNDRA  
SECTION 355 COMMITTEE

THE ARTS CENTRE COOTAMUNDRA, 18 WALLENDOON STREET

5.15 PM, THURSDAY 21 SEPTEMBER 2023



# Minutes

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## 1 MINUTES

### 1.1 Attendance and Confirmation of Quorum

**Present:** President/Chairperson:

Vice Chairperson: Julie Cowell

Secretary: Natalie Cowled

Treasurer:

Council Representative:

**General Members:** Rosie Fowler-Sullivan, Eric Steinke, Denise Price, Louise Whitton, Meliyeni Wiggins, Isabel Scott

**Other Attendees:** Lucy Main

**Confirmation of a Quorum:**

There are [11] 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

Peter Beath, Amanda-Lee Boatswain, Shane Kovacs, Leigh Bowden

### 1.3 Disclosure of Interests

There were no disclosures of Interest.

### 1.4 Confirmation of previous meeting Minutes

The minutes of the last **The Arts Centre Cootamundra** Section 355 Committee meeting dated 15 August 2023 be confirmed as true and correct. (Appendix A)

*(Moved: Rosie, Seconded: Eric)*

### 1.5 Correspondence in/out:

Correspondence - Isabel email to council (Appendix B) – (Isabel received response – forwarded to committee)

Correspondence – Daya resignation (Appendix C)

### 1.6 WHS

Eric has set up mouse traps in dance studio. 1 caught so far.

### 1.7 Reports:

#### 1.7.1 Financial Report

- Isabel has requested that grant funds are listed in each report

#### 1.7.2 Report for Visual Arts

## COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

- No objections the Thursday open night – Pete to talk to Lucy to advertise open night/friendship group

**1.7.3 Report from Performing Arts**

- Possible 22<sup>nd</sup> or 28<sup>th</sup> for Naomi to run workshop – Eric to confirm.
- Julie to email workshop budget worksheet for Eric to work on costs for above
- Eric to discuss trivia night with Amanda-Lee

**1.7.4 Report for Administration & Movies**

- Steven to meet at TACC next week for tour
- Picnic races cooking fundraiser: Julie to check costs with Wattle hire re: cool room & BBQ. Julie to confirm date and time to find volunteers.
- Clean up green room date – If you're available Thursday 26<sup>th</sup> October at 5pm to help, please come along, we'll be shifting everything out of the green room/Artist in Residents room to Red Shed. Isabel to look into shelving before move date.
- Judy Emery letter – thank you for the support and donation after Chris's passing.

*(Moved: Julie, Seconded: Rosie)*

**1.8 Business Arising from previous Minutes**

- IT – digitising forms (Amanda-lee & Shane) – Event proforma – Suggestion to set up in different layouts and take photos to put online as demos of how the exhibition room can be set up for hire. Nat to speak to photographers & look at dates for next year. Julie to talk to Louise about proforma example for bookings.
- Ladies bathroom – feminine hygiene bin (Natalie) – Leigh to ask council about including TACC in council building rounds.
- Fundraising – Murder Mystery (Eric) – Cancelled
- Celebrate 2024 (Isabel) – Meeting went well, with supporting committee. Isabel to talk to Lynn to confirm exhibition in March. Lucy to clarify with Lynn about work required. Lucy & Isabel to speak about program.
- Reinstating DGR (Julie) – Response is FRRR unlikely to be supportive as we are a 355 related to council. May be able to run grants through ERA – Julie to contact.
- Credit card options for reception (Shane) - WIP
- Membership for centre – create process for renewals – Julie and Nat to discuss
  - Advertising memberships to start, Lucy to create info graph and post online, emails etc
  - Lucy has emailed suggestions push to start next month
- Refresh of facilities – Clean up went well. See Admin report for more & future planning.
- Eric to get quote for vacuum, and floor cleaner this weekend. Shane and Eric to order from Mitre10 on the account. Before the next meeting.
- FibreFest – Nov 11. Lucy to create marketing. Nat to discuss options with Pete about weaving creations. Lucy to email A5 printing to Nat. Nat to talk to Council for banner form. Banner & Core flute to Coota signs for reprinting. Nat to talk to Julie about process.
- Donations/Sponsorships for all schools – Julie to email schools and make offers
- TACC to approach Soroptimists to sponsor award next year – Mel to talk to contact about sponsorship – find out what needs to be done to go forward. \$300 & membership to TACC for local artist prize.
- Subcommittee formed to discuss website, style guide, marketing & social media. First meeting went well, next meeting Thursday 28<sup>th</sup> September.
- Future Planning
  - Calendar ready for filling for 2023/24
  - 1 year plan: compliance (sliding doors, bio box, fireproofing, electrical, egress, etc. see report), roller door in kitchen, clean up, paint, foyer lighting

## COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

- Julie to contact Wayne, Andrew & Steve come to TACC to set handover and book in works
- Fire door required
- Items on hold
  - Bar Upgrade
  - Multimedia/Conferencing space
  - Signage in car park
  - 2 year plan: ceilings, furniture refresh
  - 3 year plan: secure storage, bar area
  - 4 year plan: Men's shed rebuild
  - 10 year plan: theatre rejig

*(Moved: Eric, Seconded: Daya)*

### 1.9 New General Business

- Infrastructure grants for Future Planning items above – Regional Development Grant available. TACC to push to get work done separate from Council as wait is taking too long. Subcommittee formed to drive work & planning– Isabel, Nat, Julie, Mel. Step 1. Seek pro-bono structural engineer/draftsperson/architect. Lucy to make post on FB & mailchimp. Nat to email subcommittee to arrange first meeting.
- Centre manager position (Nat) – Julie willing to step aside to allow for extra hours as she does not have time to do more. Discussion with council if possible for them to hire someone and we pay them. Talk to ERA about subsidies for employees – Julie invite Tim to discuss employees for Arts Centre. All to think of questions to ask Tim.
- Our Voice, Our Heart Documentary Screening (Julie) – Thurs 12<sup>th</sup> Oct. 7 Yay, 1 abstain. Movie to go ahead. Julie to organise.
- Lawns – Monthly hire and volunteers in between. Julie to make contact with local gardeners.
- Annabel organising Viking jewellery workshop – advertised and on website. Need to be booked by 19<sup>th</sup> Oct. Decision then on if we book extra spots for late comers
- Mark Brooker would like to run choir workshop – Isabel to cost and look at booking

### 1.10 Date and Time of Next Meeting

5.15pm 19 October 2023

### 1.11 Time Meeting Closed

6.40pm



**COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL**

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## 8.2.6 BRADMAN BIRTHPLACE S.355 COMMITTEE AGM MEETING MINUTES, MEMBERSHIP AND CHAIRMAN'S REPORT

DOCUMENT NUMBER	399662
REPORTING OFFICER	Anne Chamberlain, Governance Officer
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Good governance: an actively engaged community and strong leadership team</b></p> <p>4.2 Active participation and engagement in local decision-making</p>
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the s.355 Committee Management Manual.
ATTACHMENTS	<ol style="list-style-type: none"><li>1. AGM Minutes - 21 September 2023 <a href="#">Download</a></li><li>2. Chairman's Report - 21 September 2023 <a href="#">Download</a></li></ol>

## RECOMMENDATION

1. The Minutes and Chairman's report of the Bradman Birthplace s.355 Committee Annual General Meeting (AGM) held on 21 September 2023, attached to the report, be received and noted.
2. The office bearers and membership of the Bradman Birthplace s.355 Committee as detailed in the report and attached AGM minutes, be endorsed.

## Minutes

The attached Minutes, Chairman's report and Confirmation of Committee Members of the Bradman Birthplace s.355 Committee Annual General Meeting (AGM) held on 21 September 2023, are submitted for the information of Council.

## Membership

The Bradman Birthplace s.355 Committee conducted their Annual General Meeting (AGM) on 21 September 2023. The details of office bearers and membership is provided for Council's consideration, as follows:

**Chairperson:** Eric Thorburn      **Vice Chairperson:** Graeme Worboys

**Secretary/Treasurer:** Charles Donoghue

**Other Members:** Val White, Ray McDonnell, Ray Hyland, Betti Punnett, Brian Nolan.

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

## Financial

There are no financial implications associated with this report.

OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.

## **Bradman's Birthplace Volunteers AGM**

**21.9.2023 @ 11.30am**

### **Attendance**

Eric Thorburn, Charles Donoghue, Ray McDonnell, Val White, Graeme Worboys, Mayor Charlie Sheahan, Leah Sutherland (CGRC)

### **Apologies**

Ray Hyland, Brian Nolan, Keith Jenkins, Jenny Hockey, Betti Punnett, Councillor Logan Collins

### **Chairman's Report**

Eric Thorburn presented his annual report for the last 12 months (attached). Moved C Donoghue, Seconded Val White. Carried

### **Treasurer's Report**

Report via Paul Burge was read and presented (attached). Balance in account at SWSCU as of 30.6.2023 was \$28367.00.

Paul Burge tendered his resignation as secretary/treasurer of the committee due to ill health. (Paul was thanked in his absence for his work on the committee).

### **Elections**

All positions declared vacant, with Charlie Sheahan overseeing the election.

Chairman: Eric Thorburn

Deputy Chairman: Graeme Worboys

Secretary/Treasurer: Charles Donoghue (elected to replace Paul Burge)

Committee: Val White, Ray McDonnell, Ray Hyland, Betti Punnett.

### **General Business**

1. Vote of thanks given to Eric Thorburn for his dedicated work as Chairman of the committee.
2. Maintenance work needed on buildings. Eric is to obtain quotes for all essential work and pass onto Council for approval with funds being available for this work.

3. Leah Sutherland is the main contact person at Council for the committee.
4. Phone/computer still not working at the Cottage, with Council to prioritise this issue
5. Coffee, tea, biscuits to be provided for volunteers with Graeme to coordinate.
6. Council to store relevant documents from the Cottage eg. volunteer forms, visitor numbers, souvenir sales.
7. Rostering for next three months being finalised once computer system restored.
8. Ray Hyland is coordinating merchandise.
9. All tours to pay by EFT on day of attendance at the Cottage.
10. EFTPOS entry fees and merchandise sales may be linked directly to the Bradman's Birthplace account at the SWSCU instead of going through Council books to save doubling up of work.

**MEETING CLOSED AT 12.25PM**

355

Chairman's Report 21/9/2023.

Section 355 Committee Bradman's Birthplace Museum  
2022-2023.

It is with pleasure that I present my report for the first successful 12 months of this committee.

Firstly, thank you to the volunteers who have been very diligent to their duties and co-operative regarding rostered times.

Unfortunately we have had resignations from Phil Moran, Bob Noble, Bob Moolenaar, & Don Manwaring.

We sincerely thank them for the hours of assistance they have given our committee and the museum.

The resignation of Paul Burge, our Secretary/Treasurer, due to ill health, was a loss. Thank you Paul.

We welcome our new volunteers Jenny Hockey, Ray Hyland, Keith Jenkins, Craig Windsor and David Spencer.

Thank you to Graham Worboys for arranging the monthly rosters and Ray Hyland for ordering the souvenirs.

Prior to our committee forming we were not able to get the number of visitors and money received from Council but now we have all this information to report.

Visitors - 3,304 - Admission \$16,520 - Merchandise Sales - \$12,431-59

It is obvious that the Museum has become the leading Tourist Attraction in Cootamundra.

It is my wish that Bradman's Birthplace Museum is promoted more by the Cootamundra/Gundagai Council.

Eric Thorburn  
E. Thorburn

**8.2.7 MUTTAMA CREEK REGENERATION GROUP S.355 COMMITTEE MEETING MINUTES**

DOCUMENT NUMBER	400309
REPORTING OFFICER	Anne Chamberlain, Governance Officer
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.3 Actively engaged and supportive community
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. MCRG Minutes - 7 August 2023 <a href="#">Download</a>

**RECOMMENDATION**

**The Minutes of the Muttama Creek Regeneration Group s.355 Committee meeting held 7 August 2023, attached to the report be, received and noted.**

Introduction

The attached Minutes of the Muttama Creek Regeneration Group s.355 Committee meeting held on 7 August 2023, is submitted for the information of council and the community.

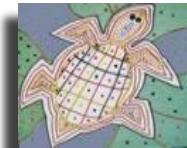
Financial

There are no financial implications associated with this report.

OLG 23a Guideline consideration

The objective of this report does not conflict with guidelines.

## Muttama Creek



### Muttama Creek Regeneration Group

Minutes: Monday August, 2023

### Regeneration Group

**Present:** Graeme Johnson, Di Pearton, Paulina Butler, Doug Butler, Lin Chaplin, Charlie Sheahan, Steve Mills, Isolde Kamerman, Katrina Jones

#### **Apologies:**

**Welcome:** Meeting opened at 5.05 pm. Welcome to new members.

GJ presented the evacuation plan for the building as required prior to every meeting.

GJ read the meeting minutes and they were accepted by Steve Mills, seconded by Paulina Butler

#### **Business Arising:**

- **CCSN Coota Connections Expo :** stall report- Linley and Paulina- a lot of stalls but limited visitors, possibly due to limited advertising, Interest from Brett Seckold from Workforce Australia, Young Community corrections, Sally Atkins- Sunday Markets.
- **Reports from Council meetings-** Linley and Betti on site meeting with Council and DPI, Fisheries and Crown Land- discussed retention ponds south of John Rees Bridge. Concern from the group that removal of exotics may result in erosion. Council needs an overall management plan- MCRG would like to be involved, and ideally engage a natural resource management scientist, like Peter Bacon.

**Di, Graeme and Linley attended 9 May meeting with CGRC and VMA water-** formal presentation on the draft recommendations- very disappointing that the presentation received little regard from the residents attending. Proposals for a number of mitigation works were presented but residents appeared only to be interested in 'clearing of the creek'

- **Working bees:** Casuarina pathway: Flood debris, rubbish and dead plants removed and many plants replaced. Following our working bee Paulina planted 22 plants on the Casuarina pathway, and removed hairy panic.

**Next working bees-** 24 June at 9 am- Mackay St entrance to Casuarina Walk  
15 July at 9 am -Thompson St entrance to Bird Walk

- **Plants-** Redgums and casuarinas for north bank at Apex Park, redgums between the Scout Hall and Caravan Park. GJ has been asking Stuart Moorby for some time for the council to deliver a mound of soil for Casuarina walk behind Pat's seat for landscaping- response is always keen but no delivery.

#### **GENERAL BUSINESS:**

GJ read a letter from Mark Ellis re removal of callistemons in the creek, MCRG planted the callistemons on the bank, but the drain outflow from east drainage pipe has moved them into the

Muttama Creek Regeneration Group Minutes, Monday 5 June 2023

creek bed. Council to remove- concern is for erosion. It is an area of concern as the course of the creek has moved closer to the Drill Hall.

**Cumbungi-** Many community members have claimed that MCRG planted the cumbungi in the creek bed -DP informed the group that a list of grasses planted by the group has never included cumbungi.

**Meeting closed at 6.10 pm.**

**Next Meeting: Monday, 2 October at 5pm, Stephen Ward Rooms**

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

DOCUMENT NUMBER	399952
REPORTING OFFICER	Anne Chamberlain, Governance Officer
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.4 Recognised as a premier local government Council that represents and advocates for community needs
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. Stockinbingal Ellwood's Hall Meeting Minutes - 28 September 2023 <a href="#">Download</a>

**RECOMMENDATION**

**The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting held on 28 September 2023 attached to the report, be received and noted.**

Discussion

The attached Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting held on 28 September 2023 are submitted for the information of Council and the community.

Financial

There are no financial implications associated with this report.

OLG 23a Guideline consideration

The report purpose does not conflict with guidelines



# Minutes

## STOCKINBINGAL ELLWOOD HALL SECTION 355 COMMITTEE

AT ELLWOOD'S HALL STOCKINBINGAL

4.30PM THURSDAY 28 SEPTEMBER 2023

### 1. AGENDA ITEMS

#### 1.1. Attendance and Confirmation of Quorum

Attendance: Chairperson: Carmel Payne

Secretary: Lorna Nixon

Treasurer: Alan Pether

Councillor: Leigh Bowden

General Members: Stephen Neave, Michelle Baldwin, Sue Caldwell, Su Moon, Jim Preston, Robyn Gray

Confirmation of a Quorum: There are 12 Members appointed to this Committee.

Quorum numbers are met.

1.2. Apologies: Wendy Millyn, Sara Williams, Lynn Basham.

1.3. Disclosure of Interests: Nil

1.4. Confirmation of previous meeting Minutes

The minutes of the last Stockinbingal Ellwood's Hall Section 355 Committee meeting dated 31 August 2023 were confirmed as true and correct. Moved: Sue Caldwell Seconded: Alan Pether

#### 1.5. Business Arising from previous Minutes:

- Recreation ground - Donations box & signage at Rec Ground: Committee members will make and install a donations box for the Rec Ground, and a sign made for it as well. Moved: Lorna Nixon Seconded: Alan Pether.
- Toilet Block - Is with the Planning Dept at CGRC.
- WiFi: Has been purchased and ready for use. A Square eftpos to be investigated by Carmel.
- Opening of Heritage Room and Craft room - was very successful and reported in the local Coota Times.
- Painting of front door: Thanks go to Jim Preston. Plans are afoot to paint the rest of the timber work at the front of the building.
- Mowing of hall lawns: Jim Preston will do this as needed for the cost of petrol. (\$10 approx).
- Camp Oven Cook-Up: not able to be organised at this time.

**1.6. Correspondence in/out:**

- August: Invites to opening of Heritage Room and Craft Room opening sent out.
- 07.09.23: To CGRC: re Toilet block - wondering where it is up to? Apparently awaiting approval by Planning Dept before going out to Tender.
- 07.09.23: To Tony Balding in Wagga re Damp Proofing treatment for the hall - will quote when next in the area and have it to us prior to closing of next CGRC Heritage Grants on 16 October. (In addition: coming to quote on Wed 4 Oct).
- 07.09.23: To Wayne Bennett: Re issues at the Stock Rec Ground as yet unresolved - referred to his Office Administrator, Kate Lowe. No reply as yet following email on 7 Sept and follow up by phone on 27 Sept.
- 12.09.23: To Steph Cooke: re normal procedure for funding of grants.
- 12.09.23: Reply from Steph Cooke's Office - community groups get funding up front and they were not sure about council grants since the change of government.

**Question for Council:**

The committee was concerned about the deadlines set down by the SCCFund regarding when building work should commence (within 6 months) and be completed (within three years). The funding was handed over to Council in January 2023 by Steph Cooke. Are we still eligible?

The grant received for work at the Cootamundra Library for almost \$200,000 about three years ago, has still not commenced!! Are there special rules??

- 14.09.23: From CGRC: Steve Lowe offering a heritage style bench seat outside the Hall.
- 22.09.23: To Wayne Bennett: re a caretaker position for Stock rec ground etc like Wallendbeen. This is still being investigated by council.

**1.7. Report from the Treasurer:**

- Opening Balance:\$6,276.58
- Income: 38.90 Donation from St James Church
- Expenses: 304.00..... Telstra - Modem & connection for Hall
- Closing Balance: \$6011.48

Card Account: \$ 410.63

**Alan Pether moved that his report be accepted, seconded Carmel Payne**

**1.8. General Business:**

- 1) **Cabaret Night:** Carmel will organise posters and leaflets to be made for distribution. Ads to be placed on Facebook. Hall to be set up the day before on Friday 20th at 9.00am with fairy lights, candles etc. Small tables and chairs from the Country Club 'throw out' to be used.

**Action:** Committee to assist with above jobs.

- 2) **Twilight Markets:** Carmel & Michelle are taking bookings for the stalls (\$40) to be paid up front; Coffee van is booked; Stockinpiggle will provide food if they can get help; Shelly-Anne Keogh may provide background music outside, singing and playing guitar. Isaac Pratt will be

Santa and Russell and Clydesdales to be asked if they can provide transport for Santa; Sue and Robyn will make up the lolly bags for the kids; School P & C to be asked if they wish to have a BBQ - if they are unable, our hall committee will run it. Grant Little to be asked if he will be MC/announcer; Darryl to be asked if his Mr Whippy van will be available.

**Raffle:** Is a Christmas theme to be drawn at the December Stop & Mingle. Committee members to source items - eg from the local nursery, vouchers from Terese, Stockinpiggle, Coota Co-Op, statue from Robert Munday,

**Action:** Committee members to assist with all of the above.

**3. Tables and Chairs:** The Cootamundra Country Club is replacing its furniture in the Dining Room and we have first offer. Committee have suggested we get 15-20 tables and ?80 chairs. Kerry Edwards will phone us when they need to be collected. Committee members have trailers and utes - Su Moon, Sue Caldwell, Nixons etc.

**Action:** Secretary to contact people when they are available for collection.

**4. Grants:** Carmel applied for the PO Grant. Inland Rail have grant applications closing at the end of October; CGRC Heritage Grants close 16 October - awaiting quote for rising damp treatment.

**5. Mould on Meeting Room ceiling:** Air conditioning experts have checked that the air conditioners are not at fault; new guttering has been installed by CGRC and gutter guard was to be installed - unsure if this has been done?? Also the gutters may need cleaning out which requires someone to get on the roof as access in the neighbour's yard is not easily available! Also the gutters may not have been tested for drainage to the street.

**Action:** Secretary to contact Steve Lowe. Steve has also indicated by phone call that he would look into trimming the large trees at the front of the hall which are touching the building; and also the old pepper tree at the rear of the hall which may be contributing to rubbish on the roof and gutters.

**1.9. Date and Time of Next Meeting:** 4.30pm Thursday 26 October 2023

**1.10. Time Meeting Closed:** 6.10pm

**Signed:**

**Carmel Payne**  
Chairperson

**Lorna Nixon**  
Secretary

**8.2.9 COOTAMUNDRA HERITAGE CENTRE MANAGEMENT S.355 COMMITTEE MEETING MINUTES**

DOCUMENT NUMBER	400731
REPORTING OFFICER	Anne Chamberlain, Acting Governance Officer
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.3 Actively engaged and supportive community
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	1. Cootamundra Heritage Centre Management s.355 Committee Minutes - 8 October 2023 <a href="#">Download</a>

**RECOMMENDATION**

**The Minutes of the Cootamundra Heritage Centre Management s.355 Committee Meeting held 8 October 2023, attached to the report, be received and noted.**

**Introduction**

The attached Minutes of the Cootamundra Heritage Centre Management s.355 Committee meeting held on 8 October 2023, are submitted for the information of Council and the community.

**Financial**

There are no financial implications associated with this report.

**OLG 23a Guideline consideration**

Report purpose does not conflict with guidelines.

**THE REPORT AND RECOMMENDATIONS OF THE COOTAMUNDRA HERITAGE CENTRE  
MANAGEMENT COMMITTEE MONTHLY MEETING HELD AT THE COOTAMUNDRA  
HERITAGE CENTRE ON MONDAY 8 OCTOBER 2023 COMMENCING AT 4.03PM**

**Present:** Geoff Larsen (Chairperson), Yvonne Forsyth, Helen Hamilton, Michele Pigram, Betti Punnett, Ros Wight

**Apologies:** Les Boyd, Craig Stewart, Leah Sutherland

**Disclosure of Interest:** There was no disclosure of interest.

**Minutes from the Previous Meeting:** Moved Betti Punnett, seconded Helen Hamilton that the Minutes be confirmed. **CARRIED**

**Business Arising:** \* Horse & Harness - fan to be installed. Logger purchased, but Cody Hardy to help in its use/installation. Two dehydrators in use. The Elsec put in place by Donna Wilks faulty and may have to be replaced.

\* Vacuum stick offered by Yvonne Forsyth has damaged part which may be possible to replace (Yvonne Forsyth). The possibility of purchasing a Stick Vac from the Post Office was mooted.

\* Arthur Ward exhibits - Geoff Larsen reported that he had spoken to the family. A date in November to be given - family and bowling members to be invited (not a Tuesday). RSVP to be included on invitation.

\* *Australian Railway History* magazines - Betti Punnett reported that she had obtained 2 more copies, but found there were still more articles on the Coota West railway station and would send for them. These had been supplied free of charge (\$10.00 each). The magazines will be available for visitors to read.

\* VIC passports - nothing further at this stage.

\* Orgill exhibits - it was decided to curate a display of Orgill presentations in 2024.

**Financial Report:** Betti Punnett presented the September Monthly Balance and the Financial Report from 4 September - CHC 308 \$469.95 VIC 187 Souvenirs \$198.85 EFTPOS \$117.00 Total \$785.80 Moved Betti Punnett, seconded Michele Pigram **CARRIED**

**Correspondence:** OUT: September Minutes, Agendas

**General Business:** \* South West Credit Union account - it was moved Ros Wight, seconded Michele Pigram that Geoff Larsen and Helen Hamilton be the 2 signatories. **CARRIED**

\* Christmas party - members queried plans for this year along with Bradman Birthplace volunteers. Betti Punnett to consult C/GRC.

\* Changing Curiosity Cabinet display - Betti Punnett suggested using some of new presentations to replace some exhibits which were installed many years ago. A number of objects from exCootamundra District Hospital to be displayed. (Michele Pigram, Betti Punnett).

\* Members were informed of the launch of *Book V111 Cootamundra District A Photographic History* by the Cootamundra Local History Society Inc 26 October Albion Hotel 10.30am

There being no further business the meeting closed at 4.55pm

*Bett Punnett Secretary/Treasurer*      **Next meeting: Monday 6 November 2023**

***Should you have any item/s you wish to place on next month's meeting agenda, please notify me by 31 October.***

***bettipunnett@bigpond.com 69421158***

**8.2.10 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE MEETING MINUTES**

DOCUMENT NUMBER	400742
REPORTING OFFICER	Anne Chamberlain, Governance Officer
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.3 Actively engaged and supportive community
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	1. MHMC Meeting Minutes - 11 October 2023 <a href="#">🔗</a>

**RECOMMENDATION**

**The Minutes of the Muttama Hall Management s.355 Committee Meetings held, 11 October 2023, attached to the report, be received and noted.**

Introduction

The attached Minutes of the Muttama Hall Management s.355 Committee Meeting held, 11 October 2023, attached to the report, are submitted for the information of Council and the community.

Financial

There are no financial implications associated with this report.

OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.



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# Minutes

## MUTTAMA HALL MANAGEMENT COMMITTEE SECTION 355 COMMITTEE

MUTTAMA HALL

6.05 PM, WEDNESDAY, 11 OCTOBER 2023

### 1 MINUTES

#### 1.1 Attendance and Confirmation of Quorum

Present: President/Chairperson: Robert Flint  
Secretary: Hilary Connors  
Treasurer: Lien Puddicombe  
Councillor: Trevor Glover  
General Members: Cathy Last, Sam Puddicombe  
Cootamundra-Gundagai Regional Council representatives: Andrew Brock, Darrell Edwards

Confirmation of a Quorum:

There are 6 Members appointed to this Committee.  
Quorum numbers are met **yes**

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

#### 1.2 Apologies

None.

#### 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 Committee** Section 355 Committee meeting dated **13 September 2023** are confirmed as true and correct.

#### 1.5 Business Arising from previous Minutes:

- Fundraiser: Start BBQ at 4.30 PM to attract local families. Kids' movie to be shown same time in supper room. Amendments to flyer made.
- Apologies received from Andrew Brock for forgetting the skip bin. MHMC members disposed of old appliances and rubbish at the clean up on Saturday 7<sup>th</sup> October.

- Reimbursement of expenses - \$39.05 paid by cheque to Hilary Connors for rubber stoppers and non-perishables for Fundraiser.
- Painting of sign – Hilary contacted Goanna Graphics re the sign, to be completed preferably before 28<sup>th</sup> October. Andrew Brock confirmed funding from the CWMF grant would cover the cost.
- Interpretive sign – Andrew delivered the sign that is to be installed shortly with NSW Government sign to be relocated.
- Hilary contacted Esma Hanlon re cost of fuel for Kerry's mowing. No amount known. Suggested a jerry can of fuel be provided.
- No response from Tennis Club representative re partnership in raffle.

#### **1.6 Correspondence in/out:**

- MHMC members were advised by Andrew Brock of his imminent departure to take up a position in Antarctica. and that Darrell Edwards and Donna will be the contacts in CGRC for matters relating to the hall.

#### **1.7 Report from the Treasurer:**

- \$6766.31

#### **1.8 General Business (List Agenda Items)**

- 1) Community War Memorials Fund Round 2 – applications open Remembrance Day, 11 November 2023

**Action:** Hilary to liaise with Darrell Edwards re possibility of applying for funding for an accessibility path and costs of stabilising the chimneys, sealing the ovens and back room's walls. Darrell to organise quotes and investigate alternative product to Lexon. MHMC to decide if co-funding is to be contributed. Hilary to assist with application.

- 2) Update from Andrew Brock

Andrew provided details about the timeline for his departure and that Darrell Edwards and Donna will be MHMC's contacts for matters relating to the hall. Advice was received that installation of the plumbing, tank, pump and absorption drain is scheduled to start the following week with available funding.

MHMC members expressed their good wishes and their great appreciation for all the works Andrew's overseen on the hall to get it to the usable condition it is now in.

- 3) Clean and set up day for fundraiser

**Action:** Saturday 21<sup>st</sup> October. Hilary to ask Tennis Club to deliver BBQ and chairs beforehand.

- 4) Fundraiser's materials

**Action:** Cathy and Hilary to coordinate provision of the food, drinks and disposables.

- 5) New fridge and water tank

**Motion:** Moved Robert Flint that he and Bill investigate the cost of a small fridge, a galvanised water tank and shelving.

Carried.

- 6) Raffle

**Action:** Cathy to organise prizes. Offers of some items made by members.

- 7) Control of vermin

**Action:** Darrell to see that bait boxes are brought to the hall.

- 8) Kitchen components

Andrew thanked the Last family for the contribution for their kitchen components. Unfortunately they did not fit the dimensions and could not be used. The components were returned to the Last family.

9) Village sign

**The possibility of a village sign was raised. CGRC representatives advised that at this time, no funding would be available.**

**1.9 Date and Time of Next Meeting**

Wednesday, 8<sup>th</sup> November 2023, 6.00 PM

**1.10 Time Meeting Closed**

**6.55 PM**

## 8.3 FINANCE

### 8.3.1 LODGEMENT OF FINANCIAL STATEMENTS

DOCUMENT NUMBER	400347
REPORTING OFFICER	Zac Mahon, Manager Finance
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
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 section 413 of the Local Government Act, 1993.
POLICY IMPLICATIONS	Accounting Policies are detailed within the Financial Statements.
ATTACHMENTS	1. 2023 CGRC Draft Financial Statements <a href="#">↓</a>

### RECOMMENDATION

- The Mayor, Deputy Mayor, Interim General Manager and Responsible Accounting Officer be delegated to sign the Statements by Council and Management for the 2023 General Purpose Financial Statements and 2023 Special Purpose Financial Statements for Cootamundra-Gundagai Regional Council.**
- The Interim General Manager be authorised to lodge the 2023 General Purpose Financial Statements and 2023 Special Purpose Financial Statements for Cootamundra-Gundagai Regional Council to the NSW Office of Local Government.**
- The normalised income statement and sustainable budget result be received and noted.**

### Introduction

The NSW Audit Office has completed the audit of the 2022/23 Financial Statements.

### Discussion

To finalise the audit process and as per legislation, Council is required to delegate the signing of the Statements by Council and Management and authorise the General Manager to lodge the financial statements with the NSW Office of Local Government (OLG).

The financial statements will then be lodged with the OLG before the deadline of 31 October 2023.

At the 28 November 2023 Council Meeting, the Audited Financial Statements and the Auditors Report will be presented to Council, with Mr Brad Bohun, Partner from Crowe Australia (Council's External Auditor) being present. Public notice will be given on, and the Audited statements will be available for public exhibition on Council's website from, 31 October 2023 as per legislative requirements.

### Normalised Income Statement

The normalised result is presented in the table below, with notes to provide further information. The normalised result statement has been presented to remove the effect of abnormal events/transactions.

Income Statement	2023 Revised Final Budget	2023 Actual	Notes	Adjustment	Normalised
<b>Income from continuing operations</b>	<b>\$'000s</b>	<b>\$'000s</b>		<b>\$'000s</b>	<b>\$'000s</b>
Rates & Annual Charges	15,035	18,443	1a		18,443
User Charges & Fees	7,895	12,356	1b	(3,895)	8,461
Other Revenues	2,948	919	1a		919
Grants & Contributions provided for Operating Purposes	12,554	15,805	2a 2b	(2,108) (2,837)	10,860
Grants & Contributions provided for Capital Purposes	5,015	7,357			7,357
Interest & Investment Income	730	861			861
Other Income	-	208	3		208
<b>Total Income from continuing operations</b>	<b>44,177</b>	<b>55,949</b>			<b>47,109</b>
<b>Expenses from continuing operations</b>					
Employee Benefits & Oncosts	12,515	14,124	2b 1b	(737) (1,186)	12,201
Materials & Services	15,250	24,189	2b 1b 2c	(2,100) (2,514) (2,080)	17,495
Borrowing Costs	183	317	4		317
Depreciation, amortization & impairment of non-financial assets	10,536	12,149	5		12,149
Other Expenses	1,488	1,470			1,470
Net loss from the disposal of assets	-	122			122
<b>Total expenses from continuing operations</b>	<b>40,172</b>	<b>52,371</b>			<b>43,754</b>
<b>Net Operating Result for Year – Surplus/(Deficit)</b>	<b>4,005</b>	<b>3,578</b>			<b>3,355</b>

Notes: Net Operating Result for Year was impacted by the following abnormal events/transactions:

1a – The budget and the financial statements categorized income differently between rates and annual charges and other revenues. The finance department is working to streamline the process and ensure consistency between the budget, how authority is setup and how the statements need to be presented to meet the accounting standards.

1b – The state roads ordered works income was 3.895m higher than budgeted for with a corresponding adjustment of 3.7m made to expenditure.

2a – A reducing adjustment of 2.108m has been made to normalize the value of the Financial Assistance Grant, the Council received 8.275m but only 6.167m was applicable to the 2023 financial year.

2b - An adjustment of 2.837m has been made to operational grant income to recognize unexpected grants council received during the year for flood damage and road repairs that are once off in nature, a corresponding adjustment has been made to recognize the expenses council has made to complete these projects, meaning the overall adjustment is zero.

2c – An adjustment of 2,080m has been made to expenditure to recognize an adjustment to the contract asset that is attributable to prior years.

3 – This discrepancy between the budget and actual is due to a code change has led to rental income being considered as other income rather than other revenues. An adjustment will be made to the current budget to ensure that this is streamlined.

4 & 5 – Council is required to recognize a tip remediation provision annually; this wasn't included in the original budget or subsequent quarterly budget reviews. To recognize the provision at 30 June 2023 567k was added to depreciation and 143k was added to borrowing costs. If these costs were added to the March QBR the forecasted result would have been 3.294m surplus leading to a variance of 61k after normalizing the budget for 2023.

### Sustainable Budget Result

The sustainable budget result, below, has been developed to demonstrate how Council has performed in regard to fiscal, funding and sustainability budget results.

	Operating Activities (\$'000)	Capital Activities (\$'000)	Net Result (\$'000)
<b>1 . FISCAL BUDGET RESULT</b>			
Operating Revenues	55,949		
Operating Expenses (Incl Dep)	52,371		
Operating Result	3,578	0	3,578
<i>add back</i>			
Depreciation Expense	12,149		
P&L on Sale	122		
Capex Program (Expenditure)		9,398	
Loan Repayments		1,315	
Asset Sales/Trade Ins (ongoing)		-134	
<b>RESULT Surplus/(Deficit)</b>	<b>15,849</b>	<b>-10,579</b>	<b>5,270</b>

RESULT - A surplus is available for future use as shown below

RESULT - A deficit will need to be funded as shown below

RESULT - A balanced result has no funding implications

	Operating Activities (\$'000)	Capital Activities (\$'000)	Net Result (\$'000)
<b>2. FUNDING BUDGET RESULT</b>			

Fiscal Budget Result (Above)	15,849.00	-10,579.00
------------------------------	-----------	------------

*Internal Reserve Funding*

Net Tfr from/(to)	3,754.00
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*External Reserve Funding*

Net Tfr from/(to) External Reserves	6,825.00
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RESULT Surplus/(Deficit)	15,849.00	0.00	15,849.00
--------------------------	-----------	------	-----------

RESULT - A surplus will increase Available Working Capital

RESULT - A deficit will decrease Available Working Capital

RESULT - A balanced result will leave Available Working Capital unchanged

Operating Activities (\$'000)	Capital Activities (\$'000)	Net Result (\$'000)
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2. [SUSTAINABLE BUDGET RESULT](#)

Funding Budget Result (Above)	15,849.00	0.00
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RESULT Surplus/(Deficit)	15,849.00	0.00	15,849.00
--------------------------	-----------	------	-----------

RESULT - A deficit here indicates Council has not achieved sustainability for the year

OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.

# Cootamundra-Gundagai Regional Council

ANNUAL FINANCIAL STATEMENTS  
for the year ended 30 June 2023



DRAFT

# Cootamundra-Gundagai Regional Council

GENERAL PURPOSE FINANCIAL STATEMENTS  
for the year ended 30 June 2023



## Cootamundra-Gundagai Regional Council

### General Purpose Financial Statements

for the year ended 30 June 2023

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#### Overview

Cootamundra-Gundagai Regional Council is constituted under the Local Government Act 1993 (NSW) and has its principal place of business at:

81 Wallendoon St  
Cootamundra NSW 2590

Council's guiding principles are detailed in Chapter 3 of the LGA and includes:

- principles applying to the exercise of functions generally by council,
- principles to be applied when making decisions,
- principles of community participation,
- principles of sound financial management, and
- principles for strategic planning relating to the development of an integrated planning and reporting framework.

A description of the nature of Council's operations and its principal activities are provided in Note B1-2.

Through the use of the internet, we have ensured that our reporting is timely, complete and available at minimum cost. All press releases, financial statements and other information are publicly available on our website: [www.cgrc.nsw.gov.au](http://www.cgrc.nsw.gov.au).

## Cootamundra-Gundagai Regional Council

### General Purpose Financial Statements

for the year ended 30 June 2023

**Statement by Councillors and Management made pursuant to Section 413 (2c) of the *Local Government Act 1993 (NSW)***

**The attached general purpose financial statements have been prepared in accordance with:**

- the *Local Government Act 1993* and the regulations made thereunder,
- the Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
- the Local Government Code of Accounting Practice and Financial Reporting.

**To the best of our knowledge and belief, these statements:**

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

**We are not aware of any matter that would render this report false or misleading in any way.**

Signed in accordance with a resolution of Council made on 24 October 2023.

Charlie Sheahan  
**Mayor**  
24 October 2023

Leigh Bowden  
**Deputy Mayor**  
24 October 2023

Steve McGrath  
**Interim General Manager**  
24 October 2023

Zac Mahon  
**Responsible Accounting Officer**  
24 October 2023

Cootamundra-Gundagai Regional Council | Income Statement | for the year ended 30 June 2023

## Cootamundra-Gundagai Regional Council

Income Statement  
for the year ended 30 June 2023

Original unaudited budget 2023	\$ '000	Notes	Actual 2023	Actual 2022
<b>Income from continuing operations</b>				
18,190	Rates and annual charges	B2-1	<b>18,443</b>	16,687
7,895	User charges and fees	B2-2	<b>12,356</b>	9,528
1,604	Other revenues	B2-3	<b>919</b>	804
8,519	Grants and contributions provided for operating purposes	B2-4	<b>15,805</b>	11,230
5,015	Grants and contributions provided for capital purposes	B2-4	<b>7,357</b>	8,773
140	Interest and investment income	B2-5	<b>861</b>	152
—	Other income	B2-6	<b>208</b>	88
<b>41,363</b>	<b>Total income from continuing operations</b>		<b>55,949</b>	<b>47,262</b>
<b>Expenses from continuing operations</b>				
13,124	Employee benefits and on-costs	B3-1	<b>14,124</b>	12,223
13,024	Materials and services	B3-2	<b>24,189</b>	15,542
183	Borrowing costs	B3-3	<b>317</b>	262
10,536	Depreciation, amortisation and impairment of non-financial assets	B3-4	<b>12,149</b>	11,194
1,488	Other expenses	B3-5	<b>1,470</b>	1,186
—	Net loss from the disposal of assets	B4-1	<b>122</b>	3,059
<b>38,355</b>	<b>Total expenses from continuing operations</b>		<b>52,371</b>	<b>43,466</b>
<b>3,008</b>	<b>Operating result from continuing operations</b>		<b>3,578</b>	<b>3,796</b>
<b>3,008</b>	<b>Net operating result for the year attributable to Council</b>		<b>3,578</b>	<b>3,796</b>
<b>(2,007)</b>	<b>Net operating result for the year before grants and contributions provided for capital purposes</b>		<b>(3,779)</b>	<b>(4,977)</b>

The above Income Statement should be read in conjunction with the accompanying notes.

Cootamundra-Gundagai Regional Council | Statement of Comprehensive Income | for the year ended 30 June 2023

## Cootamundra-Gundagai Regional Council

### Statement of Comprehensive Income

for the year ended 30 June 2023

\$ '000	Notes	2023	2022
<b>Net operating result for the year – from Income Statement</b>		<b>3,578</b>	<b>3,796</b>
<b>Other comprehensive income:</b>			
Amounts which will not be reclassified subsequently to the operating result			
Gain (loss) on revaluation of infrastructure, property, plant and equipment	C1-7	<b>31,859</b>	73,448
<b>Total items which will not be reclassified subsequently to the operating result</b>		<b>31,859</b>	<b>73,448</b>
<b>Total other comprehensive income for the year</b>		<b>31,859</b>	<b>73,448</b>
Total comprehensive income for the year attributable to Council		<b>35,437</b>	<b>77,244</b>

The above Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

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Cootamundra-Gundagai Regional Council | Statement of Financial Position | for the year ended 30 June 2023

## Cootamundra-Gundagai Regional Council

## Statement of Financial Position

as at 30 June 2023

\$ '000	Notes	2023	2022
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents	C1-1	1,064	8,225
Investments	C1-2	28,006	14,048
Receivables	C1-4	6,521	5,488
Inventories	C1-5	477	446
Contract assets and contract cost assets	C1-6	2,709	5,559
<b>Total current assets</b>		<b>38,777</b>	<u>33,766</u>
<b>Non-current assets</b>			
Receivables	C1-4	25	58
Inventories	C1-5	824	824
Infrastructure, property, plant and equipment (IPPE)	C1-7	686,981	657,499
Intangible assets	C1-8	48	87
<b>Total non-current assets</b>		<b>687,878</b>	<u>658,468</u>
<b>Total assets</b>		<b>726,655</b>	<u>692,234</u>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Payables	C3-1	1,814	3,830
Contract liabilities	C3-2	6,666	4,969
Borrowings	C3-3	1,167	1,315
Employee benefit provisions	C3-4	3,457	3,486
<b>Total current liabilities</b>		<b>13,104</b>	<u>13,600</u>
<b>Non-current liabilities</b>			
Borrowings	C3-3	5,828	6,995
Employee benefit provisions	C3-4	340	341
Provisions	C3-5	4,907	4,259
<b>Total non-current liabilities</b>		<b>11,075</b>	<u>11,595</u>
<b>Total liabilities</b>		<b>24,179</b>	<u>25,195</u>
<b>Net assets</b>		<b>702,476</b>	<u>667,039</u>
<b>EQUITY</b>			
Accumulated surplus		415,967	412,389
IPPE revaluation reserve		286,509	254,650
<b>Council equity interest</b>		<b>702,476</b>	<u>667,039</u>
<b>Total equity</b>		<b>702,476</b>	<u>667,039</u>

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

Cootamundra-Gundagai Regional Council | Statement of Changes in Equity | for the year ended 30 June 2023

## Cootamundra-Gundagai Regional Council

## Statement of Changes in Equity

for the year ended 30 June 2023

\$ '000	Notes	2023			2022		
		Accumulated surplus	IPPE revaluation reserve	Total equity	Accumulated surplus	IPPE revaluation reserve	Total equity
Opening balance at 1 July		412,389	254,650	667,039	408,593	181,202	589,795
<b>Opening balance</b>		<b>412,389</b>	<b>254,650</b>	<b>667,039</b>	<b>408,593</b>	<b>181,202</b>	<b>589,795</b>
Net operating result for the year		3,578	–	3,578	3,796	–	3,796
<b>Net operating result for the period</b>		<b>3,578</b>	<b>–</b>	<b>3,578</b>	<b>3,796</b>	<b>–</b>	<b>3,796</b>
<b>Other comprehensive income</b>							
Gain (loss) on revaluation of infrastructure, property, plant and equipment	C1-7	–	31,859	31,859	–	73,448	73,448
<b>Other comprehensive income</b>		<b>–</b>	<b>31,859</b>	<b>31,859</b>	<b>–</b>	<b>73,448</b>	<b>73,448</b>
<b>Total comprehensive income</b>		<b>3,578</b>	<b>31,859</b>	<b>35,437</b>	<b>3,796</b>	<b>73,448</b>	<b>77,244</b>
<b>Closing balance at 30 June</b>		<b>415,967</b>	<b>286,509</b>	<b>702,476</b>	<b>412,389</b>	<b>254,650</b>	<b>667,039</b>

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

Cootamundra-Gundagai Regional Council | Statement of Cash Flows | for the year ended 30 June 2023

## Cootamundra-Gundagai Regional Council

## Statement of Cash Flows

for the year ended 30 June 2023

Original unaudited budget 2023	\$ '000	Notes	Actual 2023	Actual 2022
<b>Cash flows from operating activities</b>				
<i>Receipts:</i>				
18,190	Rates and annual charges		18,269	16,588
7,895	User charges and fees		10,806	7,356
140	Interest received		697	117
13,534	Grants and contributions		27,564	25,666
1,604	Other income		1,563	528
<i>Payments:</i>				
(13,124)	Payments to employees		(13,922)	(13,175)
(13,024)	Payments for materials and services		(25,956)	(14,642)
(183)	Borrowing costs		(184)	(222)
(1,488)	Other expenses		(903)	(2,146)
<b>13,544</b>	<b>Net cash flows from operating activities</b>	G1-1	<b>17,934</b>	<b>20,070</b>
<b>Cash flows from investing activities</b>				
<i>Receipts:</i>				
–	Redemption of term deposits		47,048	14,034
–	Sale of real estate assets		–	453
–	Proceeds from sale of IPPE		109	1,728
–	Deferred debtors receipts		33	73
<i>Payments:</i>				
2,000	Acquisition of term deposits		(61,006)	(20,070)
(16,420)	Payments for IPPE		(9,963)	(16,998)
–	Purchase of real estate assets		–	(55)
–	Purchase of intangible assets		(1)	1
<b>(14,420)</b>	<b>Net cash flows from/(used in) investing activities</b>		<b>(23,780)</b>	<b>(20,834)</b>
<b>Cash flows from financing activities</b>				
<i>Payments:</i>				
(1,315)	Repayment of borrowings		(1,315)	(1,275)
<b>(1,315)</b>	<b>Net cash flows from/(used in) financing activities</b>		<b>(1,315)</b>	<b>(1,275)</b>
<b>(2,191)</b>	<b>Net change in cash and cash equivalents</b>		<b>(7,161)</b>	<b>(2,039)</b>
–	Cash and cash equivalents at beginning of year		8,225	10,264
<b>(2,191)</b>	<b>Cash and cash equivalents at end of year</b>	C1-1	<b>1,064</b>	<b>8,225</b>
16,420	plus: Investments on hand at end of year	C1-2	28,006	14,048
<b>14,229</b>	<b>Total cash, cash equivalents and investments</b>		<b>29,070</b>	<b>22,273</b>

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

## Cootamundra-Gundagai Regional Council

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## Cootamundra-Gundagai Regional Council

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## A About Council and these financial statements

### A1-1 Basis of preparation

These financial statements were authorised for issue by Council on 24/10/2023. Council has the power to amend and reissue these financial statements in cases where critical information is received from public submissions or where the OLG directs Council to amend the financial statements.

The principal accounting policies adopted in the preparation of these consolidated financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

These general purpose financial statements have been prepared in accordance with Australian Accounting Standards and Australian Accounting Interpretations, the *Local Government Act 1993* (Act) and *Local Government (General) Regulation 2005* (Regulation), and the Local Government Code of Accounting Practice and Financial Reporting. Council is a not for-profit entity. The financial statements are presented in Australian dollars and are rounded to the nearest thousand dollars.

#### ***Historical cost convention***

These financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain infrastructure, property, plant and equipment and investment property.

#### ***Significant accounting estimates and judgements***

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Council's accounting policies. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on the Council and that are believed to be reasonable under the circumstances.

#### ***Critical accounting estimates and assumptions***

Council makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results.

The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year include:

- i. fair values of infrastructure, property, plant and equipment – refer Note C1-7
- ii. asset remediation provisions – refer Note C3-5
- iii. employee benefit provisions – refer Note C3-4.

#### ***Significant judgements in applying the Council's accounting policies***

- i. Impairment of receivables – refer Note C1-4.
- ii. Determination of whether performance obligations are sufficiently specific and whether the contract is within the scope of AASB 15 *Revenue from Contracts with Customers* and / or AASB 1058 *Income of Not-for-Profit Entities* – refer to Notes B2-2 – B2-4.
- iii. Determination of the lease term, discount rate (when not implicit in the lease) and whether an arrangement contains a lease – refer to Note C2-1.

## **Monies and other assets received by Council**

### **The Consolidated Fund**

In accordance with the provisions of Section 409(1) of the *Local Government Act 1993*, all money and property received by Council is held in the Council's Consolidated Fund unless it is required to be held in Council's Trust Fund.

The Consolidated Fund has been included in the financial statements of Council.

Cash and other assets of the following activities have been included as part of the Consolidated Fund:

- General purpose operations
- Water service
- Sewerage service

## A1-1 Basis of preparation (continued)

### **The Trust Fund**

In accordance with the provisions of Section 411 of the *Local Government Act 1993*, a separate and distinct Trust Fund is maintained to account for all money and property received by the council in trust which must be applied only for the purposes of, or in accordance with, the trusts relating to those monies. Trust monies and property subject to Council's control have been included in these reports.

A separate statement of monies held in the Trust Fund is available for inspection at the council office by any person free of charge.

### **Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the taxation authority. In this case it is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the Statement of Financial Position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities that are recoverable from, or payable to, the taxation authority, are presented as operating cash flows.

### **New accounting standards and interpretations issued but not yet effective**

#### **New accounting standards and interpretations issued but not yet effective**

Certain new accounting standards and interpretations have been published that are not mandatory for the 30 June 2023 reporting periods.

Council has not applied any pronouncements before its operative date in the annual reporting period beginning 1 July 2022.

As at the date of authorisation of these financial statements Council does not consider that any of these new (and still to be applied) standards and interpretations are likely to have a material impact on the Council's future financial statements, financial position, financial performance or cash flows.

#### **New accounting standards adopted during the year**

During the year Council adopted all standards which were mandatorily effective from the first time at 30 June 2023.

None of standards had a significant impact on reported position or performance.

## B Financial Performance

### B1 Functions or activities

#### B1-1 Functions or activities – income, expenses and assets

Income, expenses and assets have been directly attributed to the following functions or activities. Details of those functions or activities are provided in Note B1-2.

\$ '000	Income		Expenses		Operating result		Grants and contributions		Carrying amount of assets	
	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022
<b>Functions or activities</b>										
Vibrant & supportive community	4,772	4,746	7,828	7,038	(3,056)	(2,292)	5,068	4,100	2,108	2,050
Prosperous & resilient economy	2,670	1,674	8,466	4,244	(5,796)	(2,570)	604	489	14,804	14,395
Sustainable natural & built environments	27,371	23,329	29,944	26,710	(2,573)	(3,381)	9,896	8,006	642,694	624,928
Good governance	21,136	17,513	6,133	5,474	15,003	12,039	7,594	7,408	42,836	41,652
Other	–	–	–	–	–	–	–	–	24,213	9,209
<b>Total functions and activities</b>	<b>55,949</b>	<b>47,262</b>	<b>52,371</b>	<b>43,466</b>	<b>3,578</b>	<b>3,796</b>	<b>23,162</b>	<b>20,003</b>	<b>726,655</b>	<b>692,234</b>

## B1-2 Components of functions or activities

**Details relating to the Council's functions or activities as reported in B1-1 are as follows:**

### **Vibrant & supportive community**

1. Our community is inclusive and connected
2. Public spaces provide for a diversity of activity and strengthen our social connections
3. Our community members are healthy and safe

### **Prosperous & resilient economy**

1. The local economy is strong and diverse
2. Strategic land-use planning is co-ordinated and needs based
3. Tourism opportunities are actively promoted
4. Our local workforce is skilled and workplace ready

### **Sustainable natural & built environments**

1. The natural environment is valued and protected
2. Our built environments support and enhance liveability

### **Good governance**

1. Decision making is based on collaborative, transparent and accountable leadership
2. Active participation and engagement in local decision making
3. Cootamundra-Gundagai Regional Council is a premier local government council

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**B2 Sources of income****B2-1 Rates and annual charges**

\$ '000	2023	2022
<b>Ordinary rates</b>		
Residential	4,404	3,785
Farmland	5,166	4,455
Business	1,122	968
Less: pensioner rebates	(213)	(202)
<b>Rates levied to ratepayers</b>	<b>10,479</b>	<b>9,006</b>
Pensioner rate subsidies received	117	112
<b>Total ordinary rates</b>	<b>10,596</b>	<b>9,118</b>
<b>Annual charges (pursuant to s496, 496A, 496B, 501 &amp; 611)</b>		
Domestic waste management services	2,147	2,087
Stormwater management services charge	127	127
Water supply services	2,206	2,122
Sewerage services	2,742	2,629
Waste management services (non-domestic)	683	665
Environmental	78	76
Less: pensioner rebates	(300)	(306)
<b>Annual charges levied</b>	<b>7,683</b>	<b>7,400</b>
Pensioner annual charges subsidies received:		
– Water	52	52
– Sewerage	50	50
– Domestic waste management	62	67
<b>Total annual charges</b>	<b>7,847</b>	<b>7,569</b>
<b>Total rates and annual charges</b>	<b>18,443</b>	<b>16,687</b>

Council has used 2019 year valuations provided by the NSW Valuer General in calculating its rates.

**Accounting policy**

Rates and annual charges are recognised as revenue at the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.

Pensioner rebates relate to reductions in rates and certain annual charges for eligible pensioners' place of residence in the local government council area that are not subsidised by the NSW Government.

Pensioner rate subsidies are received from the NSW Government to provide a contribution towards the pensioner rebates and are recognised within the underlying revenue item based on their substance.

## B2-2 User charges and fees

\$ '000	2023	2022
<b>User charges</b>		
Water supply services	2,750	2,573
Sewerage services	459	487
Waste management services (non-domestic)	7	2
Other	17	17
<b>Total user charges</b>	<b>3,233</b>	<b>3,079</b>
<b>Fees</b>		
Private works – s67	209	181
Planning and building - regulatory	243	362
Regulatory/ statutory fees	13	16
S10.7 certificates (EP&A Act)	32	35
S603 certificates	21	31
Transport for NSW works (state roads not controlled by Council)	7,415	4,515
Caravan park	60	58
Cemeteries	370	307
Aerodrome	29	19
Leaseback fees – Council vehicles	72	50
Library and art gallery	13	22
Saleyards	107	132
Swimming centres	2	2
Tourism	3	7
Waste disposal tipping fees	398	574
Water connection fees	19	51
Sewer connection fees	17	36
Sports stadium	44	12
Other	56	39
<b>Total fees</b>	<b>9,123</b>	<b>6,449</b>
<b>Total user charges and fees</b>	<b>12,356</b>	<b>9,528</b>

## Timing of revenue recognition for user charges and fees

User charges and fees recognised over time	3,233	–
User charges and fees recognised at a point in time	9,123	9,528
<b>Total user charges and fees</b>	<b>12,356</b>	<b>9,528</b>

## Accounting policy

Revenue arising from user charges and fees is recognised when or as the performance obligation is completed and the customer receives the benefit of the goods / services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service or in some cases such as caravan parks, the customer is required to pay on arrival or a deposit in advance. There is no material obligation for Council in relation to refunds or returns.

Where an upfront fee is charged such as joining fees for the leisure centre the fee is recognised on a straight-line basis over the expected life of the membership.

Licences granted by Council are all either short-term or low value and all revenue from licences is recognised at the time that the licence is granted rather than over the term of the licence.

**B2-3 Other revenues**

\$ '000	2023	2022
Fines	20	24
Legal fees recovery	22	24
Commissions and agency fees	30	28
Diesel rebate	79	101
RFS reimbursement	332	194
Sales – miscellaneous	93	73
Sales of Landfill metal scrap	24	81
Workers comp incentive payments	58	157
Insurance rebates	200	83
Other	61	39
<b>Total other revenue</b>	<b>919</b>	<b>804</b>

**Timing of revenue recognition for other revenue**

Other revenue recognised over time	–	–
Other revenue recognised at a point in time	919	804
<b>Total other revenue</b>	<b>919</b>	<b>804</b>

**Accounting policy for other revenue**

Where the revenue is earned for the provision of specified goods / services under an enforceable contract, revenue is recognised when or as the obligations are satisfied.

Statutory fees and fines are recognised as revenue when the service has been provided, the payment is received or when the penalty has been applied, whichever occurs first.

Other revenue is recorded when the payment is due, the value of the payment is notified, or the payment is received, whichever occurs first.

## B2-4 Grants and contributions

\$ '000	Operating 2023	Operating 2022	Capital 2023	Capital 2022
<b>General purpose grants and non-developer contributions (untied)</b>				
Financial Assistance Grant <sup>1</sup>				
Relating to current year	1,679	2,920	–	–
Prepayment received in advance for subsequent year	6,596	4,488	–	–
<b>Amount recognised as income during current year</b>	<b>8,275</b>	<b>7,408</b>	<b>–</b>	<b>–</b>
<b>Special purpose grants and non-developer contributions (tied)</b>				
<b>Cash contributions</b>				
Sewerage services	–	–	–	875
Community care	–	8	891	491
Environmental programs	42	130	–	573
Recreation and culture	655	111	1,723	–
Storm/flood damage	1,403	552	–	–
Other roads and bridges	352	384	2,013	4,763
Roads to recovery	718	1,011	1,240	–
Stronger Country Communities Council projects	–	–	5	–
Transport for NSW contributions (regional roads, block grant)	4,297	918	614	223
Transport (other roads and bridges funding)	–	–	205	–
NSW Rural fire services	63	273	–	–
Other grants	–	239	1	72
OLG grants	–	196	342	1,244
<b>Total special purpose grants and non-developer contributions (tied)</b>	<b>7,530</b>	<b>3,822</b>	<b>7,034</b>	<b>8,241</b>
<b>Total grants and non-developer contributions</b>	<b>15,805</b>	<b>11,230</b>	<b>7,034</b>	<b>8,241</b>
<b>Comprising:</b>				
– Commonwealth funding	8,992	8,507	1,240	1,669
– State funding	6,810	2,100	5,583	6,545
– Other funding	3	623	211	27
	<b>15,805</b>	<b>11,230</b>	<b>7,034</b>	<b>8,241</b>

(1) \$6.596m of the 2023-2024 Financial Assistance Grant from Commonwealth Government was received by Council in June 2023 and hence is reported as 2022-2023 income although it relates to 2023-2024 financial year.

## B2-4 Grants and contributions (continued)

## Developer contributions

\$ '000	Notes	Operating 2023	Operating 2022	Capital 2023	Capital 2022
<b>Developer contributions:</b> <b>(s7.4 &amp; s7.11 - EP&amp;A Act, s64 of the LGA):</b>					
Cash Contributions	G3	–	–	317	532
S 64 – sewerage service contributions		–	–	6	–
<b>Total developer contributions</b>		<b>–</b>	<b>–</b>	<b>323</b>	<b>532</b>
<b>Total grants and contributions</b>		<b>15,805</b>	<b>11,230</b>	<b>7,357</b>	<b>8,773</b>
<b>Timing of revenue recognition for grants and contributions</b>					
Grants and contributions recognised over time		6,929	–	2,478	–
Grants and contributions recognised at a point in time		8,876	11,230	4,879	8,773
<b>Total grants and contributions</b>		<b>15,805</b>	<b>11,230</b>	<b>7,357</b>	<b>8,773</b>

## B2-4 Grants and contributions (continued)

### Unspent grants and contributions

Certain grants and contributions are obtained by Council on the condition they be spent in a specified manner or in a future period but which are not yet spent in accordance with those conditions are as follows:

\$ '000	Operating 2023	Operating 2022	Capital 2023	Capital 2022
Unspent funds at 1 July	844	1,250	6,435	3,366
<b>Add:</b> Funds received and not recognised as revenue in the current year	<b>2,837</b>	204	<b>1,516</b>	6,108
<b>Less:</b> Funds received in prior year but revenue recognised and funds spent in current year	<b>(378)</b>	<b>(610)</b>	<b>(4,588)</b>	<b>(3,039)</b>
<b>Unspent funds at 30 June <sup>1</sup></b>	<b>3,303</b>	<b>844</b>	<b>3,363</b>	<b>6,435</b>

(1) Unexpended grants relate mainly to Stronger Communities Fund, Fixing Local Roads Grants, Local Roads and Community Infrastructure Grants and NSW Department of Planning Grants income. These amounts are expected to be spent during the next financial year.

## B2-4 Grants and contributions (continued)

### Accounting policy

#### Grants and contributions – enforceable agreement with sufficiently specific performance obligations

Grant and contribution revenue from an agreement which is enforceable and contains sufficiently specific performance obligations is recognised as or when control of each performance obligations is transferred.

The performance obligations vary according to the agreement but include passing milestones or meeting outputs. Payment terms vary depending on the terms of the grant, cash is received upfront for some grants and on the achievement of certain payment milestones for others.

Performance obligations may be satisfied either at a point in time or over time and this is reflected in the revenue recognition pattern. Point in time recognition occurs when the beneficiary obtains control of the goods / services at a single time (e.g. completion of the project when a report / outcome is provided), whereas over time recognition is where the control of the services is ongoing throughout the project (e.g. provision of community health services through the year).

Where control is transferred over time, generally the input methods being either costs or time incurred are deemed to be the most appropriate methods to reflect the transfer of benefit.

### Capital grants

Capital grants received by Council under an enforceable contract for the acquisition or construction of infrastructure, property, plant and equipment to identified specifications which will be under Council's control on completion are recognised as revenue as and when the obligation to construct or purchase is completed.

For construction projects, this is generally as the construction progresses in accordance with costs incurred since this is deemed to be the most appropriate measure of the completeness of the construction project.

For acquisitions of assets, the revenue is recognised when the asset is acquired and controlled by the Council.

### Developer contributions

Council has obligations to provide facilities from contribution revenues levied on developers under the provisions of sections 7.4, 7.11 and 7.12 of the *Environmental Planning and Assessment Act 1979* (EP&A Act).

While Council generally incorporates these amounts as part of a Development Consents Order, such developer contributions are only recognised as income upon receipt by Council, due to the possibility that individual development consents may not be acted upon by the applicant and, accordingly, would not be payable to Council.

Developer contributions may only be expended for the purposes for which the contributions were required, but Council may apply contributions according to the priorities established in work schedules for the contribution plan.

### Other grants and contributions

Assets, including cash, received from other grants and contributions are recognised at fair value when the asset is received. Council considers whether there are any related liability or equity items associated with the asset which are recognised in accordance with the relevant accounting standard.

Once the assets and liabilities have been recognised then income is recognised for any remaining asset value at the time that the asset is received.

**B2-5 Interest and investment income**

\$ '000	2023	2022
<b>Interest on financial assets measured at amortised cost</b>		
– Overdue rates and annual charges	86	72
– Cash and investments	775	80
<b>Total interest and investment income (losses)</b>	<b>861</b>	<b>152</b>

**Accounting policy**

Interest income is recognised using the effective interest rate at the date that interest is earned.

**B2-6 Other income**

\$ '000	Notes	2023	2022
<b>Rental income</b>			
Commercial rental		158	57
Residential rental		24	10
Agistment		26	21
<b>Total rental income</b>	C2-1	<b>208</b>	<b>88</b>
<b>Total other income</b>		<b>208</b>	<b>88</b>

### B3 Costs of providing services

#### B3-1 Employee benefits and on-costs

\$ '000	2023	2022
Salaries and wages	11,801	11,387
Employee leave entitlements	1,075	98
Superannuation	1,192	1,108
Workers' compensation insurance	582	707
FBT	100	82
Training costs	126	106
Other	86	23
Less: capitalised costs	(838)	(1,288)
<b>Total employee costs expensed</b>	<b>14,124</b>	<b>12,223</b>

#### Accounting policy

Employee benefit expenses are recorded when the service has been provided by the employee.

All employees of Council are entitled to benefits on retirement, disability or death. Council contributes to various defined benefit plans and defined contribution plans on behalf of its employees.

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

Council participates in a defined benefit plan under the Local Government Superannuation Scheme, however, sufficient information to account for the plan as a defined benefit is not available and therefore Council accounts for its obligations to defined benefit plans on the same basis as its obligations to defined contribution plans, i.e. as an expense when it becomes payable – refer to Note E3-1 for more information.

**B3-2 Materials and services**

\$ '000	Notes	2023	2022
Raw materials and consumables		16,140	10,996
Contractor costs		13,645	17,819
Audit Fees	F2-1	147	95
Councillor and Mayoral fees and associated expenses	F1-2	192	185
Advertising		32	51
Bank charges		52	49
Computer software charges		342	317
Election expenses		—	125
Electricity and heating		385	435
Insurance		1,027	857
Postage		70	69
Printing and stationery		99	138
Street lighting		153	195
Subscriptions and publications		156	118
Telephone and communications		85	102
Tourism expenses		77	68
Valuation fees		55	52
Legal expenses		91	112
Other		1	45
Less: capitalised costs		(8,560)	(16,286)
<b>Total materials and services</b>		<b>24,189</b>	<b>15,542</b>

**Accounting policy**

Expenses are recorded on an accruals basis as Council receives the goods or services.

**B3-3 Borrowing costs**

\$ '000	Notes	2023	2022
Interest on loans		173	215
Discount adjustments relating to movements in Remediation liabilities	C3-5	144	47
<b>Total borrowing costs expensed</b>		<b>317</b>	<b>262</b>

**Accounting policy**

Borrowing costs incurred for the construction of any qualifying asset are capitalised during the period of time that is required to complete and prepare the asset for its intended use or sale. Other borrowing costs are expensed as incurred.

### B3-4 Depreciation, amortisation and impairment of non-financial assets

\$ '000	Notes	2023	2022
<b>Depreciation and amortisation</b>			
Infrastructure, property, plant and equipment	C1-7	<b>12,109</b>	11,152
Intangible assets	C1-8	<b>40</b>	42
<b>Total depreciation and amortisation costs</b>		<b>12,149</b>	<b>11,194</b>
<b>Total depreciation, amortisation and impairment for non-financial assets</b>		<b>12,149</b>	<b>11,194</b>

#### Accounting policy

##### Depreciation and amortisation

Depreciation and amortisation are calculated using the straight line method to allocate their cost, net of their residual values, over their estimated useful lives.

##### Impairment of non-financial assets

Council assets held at fair value that are not held primarily for their ability to generate net cash flow, and that are deemed to be specialised, are not tested for impairment since these assets are assessed on an annual basis to ensure that the carrying amount is not materially different from fair value and therefore an impairment loss would be captured during this assessment.

Intangible assets not yet available for use, are tested annually for impairment, or more frequently if events or changes in circumstances indicate that they might be impaired.

Other non-financial assets that do not meet the criteria above are tested for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

For the purposes of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash inflows that are largely independent of the cash inflows from other assets or groups of assets (cash-generating units).

Impairment losses for revalued assets are firstly offset against the amount in the revaluation surplus for the class of asset, with only the excess to be recognised in the Income Statement.

**B3-5 Other expenses**

\$ '000	2023	2022
Donations, contributions and assistance to other organisations (Section 356)	238	46
Contributions/levies to other levels of government	40	38
– Emergency services levy (includes FRNSW, SES, and RFS levies)	697	525
– Waste levy	290	295
– REROC Contributions	49	51
Other contributions/levies	40	29
Contribution regional library service	116	202
<b>Total other expenses</b>	<b>1,470</b>	<b>1,186</b>

**Accounting policy**

Other expenses are recorded on an accruals basis when Council has an obligation for the expenses.

Impairment expenses are recognised when identified.

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**B4 Gains or losses****B4-1 Gain or loss from the disposal, replacement and de-recognition of assets**

\$ '000	Notes	2023	2022
<b>Gain (or loss) on disposal of property (excl. investment property)</b>			
Less: carrying amount of property assets sold/written off		(169)	(42)
<b>Gain (or loss) on disposal</b>			
		(169)	(42)
<b>Gain (or loss) on disposal of plant and equipment</b>			
Proceeds from disposal	C1-7	109	1,728
Less: carrying amount of assets sold		—	(277)
<b>Gain (or loss) on disposal</b>			
		109	1,451
<b>Gain (or loss) on disposal of infrastructure</b>			
Less: carrying amount of infrastructure assets sold/written off	C1-7	(62)	(4,609)
<b>Gain (or loss) on disposal</b>			
		(62)	(4,609)
<b>Gain (or loss) on disposal of real estate assets held for sale</b>			
Proceeds from disposal – real estate assets		—	453
Less: carrying amount of real estate assets sold/written off		—	(312)
<b>Gain (or loss) on disposal</b>			
		—	141
<b>Gain (or loss) on disposal of term deposits</b>			
Proceeds from disposal/redemptions/maturities – term deposits	C1-2	47,048	14,034
Less: carrying amount of term deposits sold/redeemed/matured		(47,048)	(14,034)
<b>Gain (or loss) on disposal</b>			
		—	—
<b>Net gain (or loss) from disposal of assets</b>			
		(122)	(3,059)

**Accounting policy**

Gains and losses on disposals are determined by comparing proceeds with carrying amount. The gain or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer and the asset is de-recognised.

## B5 Performance against budget

### B5-1 Material budget variations

Council's original budget was adopted by the Council on 28 June 2022 and is not required to be audited. The original projections on which the budget was based have been affected by a number of factors. These include state and federal government decisions, including new grant programs, changing economic activity, environmental factors, and by decisions made by Council.

While these General Purpose Financial Statements include the original budget adopted by Council, the Act requires Council to review its financial budget on a quarterly basis, so it is able to manage the variation between actuals and budget that invariably occur during the year.

**Material variations of more than 10%** between original budget and actual results or where the variance is considered material by nature are explained below.

**Variation Key:** **F** = Favourable budget variation, **U** = Unfavourable budget variation.

	2023 \$ '000	2023 Budget	2023 Actual	2023 Variance	
<b>Revenues</b>					
<b>Rates and annual charges</b>					
	18,190	18,443	253	1%	<b>F</b>
<b>User charges and fees</b>	7,895	12,356	4,461	57%	<b>F</b>
Additional RMCC Ordered and Routine work completed due to heavy rain and flooding damage to State Roads					
<b>Other revenues</b>	1,604	919	(685)	(43)%	<b>U</b>
User Charges and Rental Income Allocated to this line incorrectly in Original Budget, Actual Result increased in comparison to last year due to extra emergency services funding.					
<b>Operating grants and contributions</b>	8,519	15,805	7,286	86%	<b>F</b>
Grants were received during the year that were not budgeted for.					
<b>Capital grants and contributions</b>	5,015	7,357	2,342	47%	<b>F</b>
Council completed more capital grant projects that originally budgeted for					
<b>Interest and investment revenue</b>	140	861	721	515%	<b>F</b>
Interest rate increases led to a greater return on investment for the councils cash portfolio					
<b>Other income</b>	—	208	208	∞	<b>F</b>
In the Original Budget, Rental income budgeted against Other Revenues instead of Other Income					
<b>Expenses</b>					
<b>Employee benefits and on-costs</b>	13,124	14,124	(1,000)	(8)%	<b>U</b>
<b>Materials and services</b>	13,024	24,189	(11,165)	(86)%	<b>U</b>
Material and services cost rose to expend operational grant funding received in 2023					
<b>Borrowing costs</b>	183	317	(134)	(73)%	<b>U</b>
Borrowing costs related to asset remediation were underbudgeted in the initial adoption of the budget					
<b>Depreciation, amortisation and impairment of non-financial assets</b>	10,536	12,149	(1,613)	(15)%	<b>U</b>
Depreciation costs were underbudgeted in the initial adoption of the budget due to indexation and asset remediation processing after the budget was adopted					
<b>Other expenses</b>	1,488	1,470	18	1%	<b>F</b>
<b>Net losses from disposal of assets</b>	—	122	(122)	∞	<b>U</b>

continued on next page

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## B5-1 Material budget variations (continued)

\$ '000	2023 Budget	2023 Actual	2023 Variance	
<b>Statement of cash flows</b>				
<b>Cash flows from operating activities</b>	13,544	17,934	4,390	32% F
Unforeseen events such as natural disaster and other grant opportunities led to Council receiving more grant funding than expected during the financial year.				
<b>Cash flows from investing activities</b>	(14,420)	(23,780)	(9,360)	65% U
Unbudgeted grant funds and the advanced payment of the financial assistance grant led to Council receiving more money than expected during the financial year. This money has been invested.				
<b>Cash flows from financing activities</b>	(1,315)	(1,315)	-	0% F

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**C Financial position****C1 Assets we manage****C1-1 Cash and cash equivalents**

\$ '000	2023	2022
<b>Cash assets</b>		
Cash at bank and on hand	667	4,817
Deposits at call	397	3,408
<b>Total cash and cash equivalents</b>	<b>1,064</b>	<b>8,225</b>

**Reconciliation of cash and cash equivalents**

Total cash and cash equivalents per Statement of Financial Position	1,064	8,225
<b>Balance as per the Statement of Cash Flows</b>	<b>1,064</b>	<b>8,225</b>

**Accounting policy**

For Statement of Cash Flow presentation purposes, cash and cash equivalents include: cash on hand; deposits held at call with financial institutions; other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value; and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the Statement of Financial Position.

## C1-2 Financial investments

\$ '000	2023 Current	2023 Non-current	2022 Current	2022 Non-current
<b>Debt securities at amortised cost</b>				
Term deposits	<b>28,006</b>	—	14,048	—
<b>Total</b>	<b>28,006</b>	—	14,048	—
<b>Total financial investments</b>	<b>28,006</b>	—	14,048	—
<b>Total cash assets, cash equivalents and investments</b>	<b>29,070</b>	—	22,273	—

### Accounting policy

Financial instruments are recognised initially on the date that the Council becomes party to the contractual provisions of the instrument.

On initial recognition, all financial instruments are measured at fair value plus transaction costs (except for instruments measured at fair value through profit or loss where transaction costs are expensed as incurred).

#### Financial assets

All recognised financial assets are subsequently measured in their entirety at either amortised cost or fair value, depending on the classification of the financial assets.

#### Classification

On initial recognition, Council classifies its financial assets at amortised cost.

Financial assets are not reclassified subsequent to their initial recognition.

#### Amortised cost

Assets measured at amortised cost are financial assets where:

- the business model is to hold assets to collect contractual cash flows, and
- the contractual terms give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding.

Council's financial assets measured at amortised cost comprise trade and other receivables and cash and cash equivalents and investments in the Statement of Financial Position.

Subsequent to initial recognition, these assets are carried at amortised cost using the effective interest rate method less provision for impairment.

Interest income, impairment and gains or loss on de-recognition are recognised in the Income Statement.

### C1-3 Restricted and allocated cash, cash equivalents and investments

	\$ '000	2023	2022
(a) Externally restricted cash, cash equivalents and investments			
<b>Total cash, cash equivalents and investments</b>	<b>29,070</b>	<b>22,273</b>	
Less: Externally restricted cash, cash equivalents and investments	<b>(21,638)</b>	<b>(21,679)</b>	
<b>Cash, cash equivalents and investments not subject to external restrictions</b>	<b>7,432</b>	<b>594</b>	
<b>External restrictions</b>			
Specific purpose unexpended grants – general fund	6,666	7,279	
Developer contributions – general	1,038	765	
Water fund	7,462	7,100	
Sewer fund	5,403	5,318	
Stormwater management	262	179	
Domestic waste management	807	1,038	
<b>Total external restrictions</b>	<b>21,638</b>	<b>21,679</b>	

Cash, cash equivalents and investments subject to external restrictions are those which are only available for specific use by Council due to a restriction placed by legislation or third-party contractual agreement.

	\$ '000	2023	2022
(b) Internal allocations			
<b>Internal allocations</b>			
At 30 June, Council has internally allocated funds to the following:			
Plant and vehicle replacement	3,027	2,244	
Employees leave entitlement	1,775	1,858	
Aerodrome bitumen resurfacing	166	166	
Bradman's birthplace	94	95	
Cootamundra caravan park	172	150	
Development	1,183	2,360	
Heritage centre	27	24	
Quarries and pit restoration	570	557	
Southern Phone Proceeds	586	603	
Cemetery	103	45	
Waste Management	500	2,746	
Saleyards	—	18	
<b>Total internal allocations</b>	<b>8,203</b>	<b>10,866</b>	

Cash, cash equivalents and investments not subject to external restrictions may be internally allocated by resolution or policy of the elected Council.

	\$ '000	2023	2022
(c) Unrestricted and unallocated <sup>1</sup>			
<b>Unrestricted and unallocated cash, cash equivalents and investments</b>	<b>(771)</b>	<b>(10,272)</b>	

(1) Council has improved unrestricted cash position since 30 June 2022 by acquitting grants and reallocating funds from internal reserves. Council continuing to implement processes that will ensure unrestricted cash is positive in the future.

**C1-4 Receivables**

\$ '000	2023 Current	2023 Non-current	2022 Current	2022 Non-current
Rates and annual charges	495	—	885	—
Interest and extra charges	157	—	136	—
User charges and fees	5,074	—	3,605	—
Private works	108	—	27	—
Interest on investments	189	—	46	—
Other income accruals	—	—	34	—
Deferred debtors	21	25	21	58
Government grants and subsidies	145	—	—	—
Net GST receivable	337	—	723	—
Other debtors	3	—	19	—
<b>Total</b>	<b>6,529</b>	<b>25</b>	<b>5,496</b>	<b>58</b>
<b>Less: provision for impairment</b>				
User charges and fees	(8)	—	(8)	—
<b>Total provision for impairment – receivables</b>	<b>(8)</b>	<b>—</b>	<b>(8)</b>	<b>—</b>
<b>Total net receivables</b>	<b>6,521</b>	<b>25</b>	<b>5,488</b>	<b>58</b>

**Accounting policy**

Receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment. Receivables are generally due for settlement within 30 days.

**Impairment**

Impairment of financial assets measured at amortised cost is recognised on an expected credit loss (ECL) basis.

When estimating ECL, Council considers reasonable and supportable information that is relevant and available without undue cost or effort. This includes both quantitative and qualitative information and analysis based on Council's historical experience and informed credit assessment, and including forward-looking information.

Council uses the simplified approach for trade receivables where the expected lifetime credit losses are recognised on day 1.

When considering the ECL for rates and annual charges debtors, Council takes into account that unpaid rates represent a charge against the rateable property that will be recovered when the property is next sold.

Credit losses are measured at the present value of the difference between the cash flows due to the entity in accordance with the contract, and the cash flows expected to be received. This is applied using a probability weighted approach.

Council writes off a receivable when there is information indicating that the debtor is in severe financial difficulty and there is no realistic prospect of recovery, e.g. when the debtor has been placed under liquidation or has entered into bankruptcy proceedings.

Where Council renegotiates the terms of receivables due from certain customers, the new expected cash flows are discounted at the original effective interest rate and any resulting difference to the carrying value is recognised in profit or loss.

## C1-5 Inventories

\$ '000	2023		2022	
	Current	Non-current	Current	Non-current
<b>At cost:</b>				
Real estate	—	824	—	824
Stores, materials and trading stock	477	—	446	—
<b>Total inventories</b>	<b>477</b>	<b>824</b>	<b>446</b>	<b>824</b>

\$ '000	Notes	2023		2022	
		Current	Non-current	Current	Non-current
Residential		—	824	—	824
<b>Total real estate for resale</b>		<b>—</b>	<b>824</b>	<b>—</b>	<b>824</b>

<b>Movements:</b>				
Real estate assets at beginning of the year		—	824	—
— Transfer out		—	—	312
— WDV of sales (expense)		—	—	(257)
<b>Total real estate held for sale</b>	B4-1	<b>—</b>	<b>824</b>	<b>(312)</b>
				—
				1,081
				—
				—
				—
				824

### Accounting policy

#### Raw materials and stores, work in progress and finished goods

Raw materials and stores, work in progress and finished goods are stated at the lower of cost and net realisable value. Costs are assigned to individual items of inventory on the basis of weighted average costs. Costs of purchased inventory are determined after deducting rebates and discounts. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

#### Land held for resale

Land held for resale is stated at the lower of cost and net realisable value. Cost is assigned by specific identification and includes the cost of acquisition, and development and borrowing costs during development. When development is completed, borrowing costs and other holding charges are expensed as incurred.

Borrowing costs included in the cost of land held for resale are those costs that would have been avoided if the expenditure on the acquisition and development of the land had not been made. Borrowing costs incurred while active development is interrupted for extended periods are recognised as expenses.

## C1-6 Contract assets and Contract cost assets

### Contract assets

\$ '000	2023		2022	
	Current	Non-current	Current	Non-current
Work relating to grants	2,709	—	5,559	—
<b>Total contract assets</b>	<b>2,709</b>	<b>—</b>	<b>5,559</b>	<b>—</b>

### Accounting policy

#### Contract assets

Contract assets represent Councils right to payment in exchange for goods or services the Council has transferred to a customer when that right is conditional on something other than the passage of time.

Contract assets arise when the amounts billed to customers are based on the achievement of various milestones established in the contract and therefore the amounts recognised as revenue in a given period do not necessarily coincide with the amounts billed to or certified by the customer. Once an invoice or payment claim is raised or the relevant milestone is reached, Council recognises a receivable.

## C1-6 Contract assets and Contract cost assets (continued)

Impairment of contract assets is assessed using the simplified expected credit loss model where lifetime credit losses are recognised on initial recognition.

### **Contract cost asset – costs to fulfil a contract**

Where costs are incurred to fulfil a contract and these costs are outside the scope of another accounting standard, they are capitalised as contract cost assets if the following criteria are met:

- the costs relate directly to a contract
- the costs generate or enhance resources of Council that will be used to satisfy performance obligations in the future and
- the costs are expected to be recovered.

The capitalised costs are recognised in the Income statement on a systematic basis consistent with the timing of revenue recognition.

Refer to B3-4 for the accounting policy for impairment of contract cost assets.

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## C1-7 Infrastructure, property, plant and equipment

By aggregated asset class	At 1 July 2022			Asset movements during the reporting period						At 30 June 2023		
	\$ '000	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount	Additions renewals <sup>1</sup>	Additions new assets	Carrying value of disposals	Depreciation expense	WIP transfers	Revaluation increments to equity (ARR)	Gross carrying amount	Accumulated depreciation and impairment
Capital WIP	5,448	–	5,448	6,521	451	–	–	(1,035)	–	11,385	–	11,385
Plant, equipment, furniture and fittings	21,023	(11,142)	9,881	5	698	(1)	(1,609)	–	–	21,481	(12,508)	8,973
Land	14,736	–	14,736	–	–	(168)	–	–	4,932	19,788	–	19,788
Land improvements	693	(263)	430	–	–	–	(11)	–	–	10	(1)	9
<b>Infrastructure:</b>												
Buildings and other structures	63,847	(34,592)	29,255	108	66	(1)	(1,970)	83	5,171	69,392	(36,557)	32,835
- Roads, bridges and footpaths	429,873	(162,652)	267,221	1,401	90	(61)	(5,652)	501	15,513	447,317	(168,304)	279,013
- Other road assets (incl bulk earthworks)	227,503	–	227,503	–	–	–	(64)	–	–	227,503	(64)	227,439
– Stormwater drainage	27,730	(9,996)	17,734	–	–	–	(340)	–	1,028	28,758	(10,336)	18,422
– Water supply network	40,418	(20,526)	19,892	–	–	–	(568)	–	1,537	41,955	(21,094)	20,861
– Sewerage network	73,483	(25,376)	48,107	–	–	–	(1,050)	–	3,678	77,161	(26,426)	50,735
– Open space/recreational assets	26,572	(12,368)	14,204	77	41	–	(266)	451	–	27,141	(12,634)	14,507
<b>Other assets:</b>												
- Other Assets	40	(23)	17	–	–	–	(12)	–	–	40	(35)	5
- Tip assets	4,233	(1,162)	3,071	505	–	–	(567)	–	–	4,738	(1,729)	3,009
<b>Total infrastructure, property, plant and equipment</b>	<b>935,599</b>	<b>(278,100)</b>	<b>657,499</b>	<b>8,617</b>	<b>1,346</b>	<b>(231)</b>	<b>(12,109)</b>	<b>–</b>	<b>31,859</b>	<b>976,669</b>	<b>(289,688)</b>	<b>686,981</b>

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

## C1-7 Infrastructure, property, plant and equipment

By aggregated asset class	At 1 July 2021			Asset movements during the reporting period								At 30 June 2022			
	\$ '000	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount	Additions renewals <sup>1</sup>	Additions new assets	Carrying value of disposals	Depreciation expense	WIP transfers	Adjustments and transfers	Revaluation decrements to equity (ARR)	Revaluation increments to equity (ARR)	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount
Capital WIP	19,861	–	19,861	–	–	–	–	(14,413)	–	–	–	–	5,448	–	5,448
Plant, equipment, furniture and fittings	20,740	(11,440)	9,300	–	2,359	(280)	(1,495)	(3)	–	–	–	–	21,023	(11,142)	9,881
Land	11,709	–	11,709	–	–	–	–	–	–	–	3,027	–	14,736	–	14,736
Land improvements	693	(252)	441	–	(6)	–	(11)	6	–	–	–	–	693	(263)	430
<b>Infrastructure:</b>															
– Buildings	56,276	(29,114)	27,162	247	–	(3)	(1,413)	241	–	–	3,021	63,847	(34,592)	29,255	
- Roads, bridges and footpaths	383,081	(143,823)	239,258	8,692	–	(1,189)	(5,646)	616	–	–	25,490	429,873	(162,652)	267,221	
– Other road assets incl bulk earthworks	202,991	–	202,991	83	–	–	–	–	–	–	24,429	227,503	–	227,503	
– Stormwater drainage	18,625	(6,682)	11,943	–	618	–	(188)	(7)	–	–	5,368	27,730	(9,996)	17,734	
– Water supply network	36,767	(16,010)	20,757	490	–	(234)	(472)	193	–	(842)	–	40,418	(20,526)	19,892	
– Sewerage network	52,056	(28,239)	23,817	4,296	–	(3,182)	(414)	13,530	–	–	10,060	73,483	(25,376)	48,107	
– Open space/recreational assets	20,687	(9,848)	10,839	1,179	–	(40)	(506)	(163)	–	–	2,895	26,572	(12,368)	14,204	
Other assets	40	(14)	26	–	–	–	(9)	–	–	–	–	40	(23)	17	
– Tip assets	5,193	(164)	5,029	–	–	–	(998)	–	(960)	–	–	4,233	(1,162)	3,071	
<b>Total infrastructure, property, plant and equipment</b>	<b>828,719</b>	<b>(245,586)</b>	<b>583,133</b>	<b>14,987</b>	<b>2,971</b>	<b>(4,928)</b>	<b>(11,152)</b>	<b>–</b>	<b>(960)</b>	<b>(842)</b>	<b>74,290</b>	<b>935,599</b>	<b>(278,100)</b>	<b>657,499</b>	

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

## C1-7 Infrastructure, property, plant and equipment (continued)

### Accounting policy

#### Initial recognition of infrastructure, property, plant and equipment (IPPE)

IPPE is measured initially at cost. Cost includes the fair value of the consideration given to acquire the asset (net of discounts and rebates) and any directly attributable cost of bringing the asset to working condition for its intended use (inclusive of import duties and taxes).

When infrastructure, property, plant and equipment is acquired by Council at significantly below fair value, the assets are initially recognised at their fair value at acquisition date.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to Council and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the Income Statement during the financial period in which they are incurred.

#### Useful lives of IPPE

Land is not depreciated. The property, plant and equipment acquired under finance leases is depreciated over the asset's useful life or over the shorter of the asset's useful life and the lease term if there is no reasonable certainty that the Council will obtain ownership at the end of the lease term. Depreciation on other assets is calculated using the straight-line method to allocate their cost, net of their residual values, over their estimated useful lives as follows:

Plant and equipment	Years	Other equipment	Years
Office equipment	5 to 20	Playground equipment	5 to 15
Office furniture	5 to 30	Benches, seats etc.	10 to 20
Computer equipment	4 to 10		
Vehicles	5 to 20	<b>Buildings</b>	
Heavy plant/road making equipment	5 to 20	Buildings: masonry	50 to 100
Other plant and equipment	5 to 20	Buildings: other	20 to 40
<b>Water and sewer assets</b>		<b>Stormwater assets</b>	
Reservoirs	80 to 100	Drains	70 to 200
Treatment Works	30 to 150	Culverts	100
Reticulation pipes: PVC	70 to 80	Flood control structures	100 to 200
Reticulation pipes: other	25 to 75		
Pumps and telemetry	15 to 20		
<b>Transportation assets</b>		<b>Other infrastructure assets</b>	
Sealed roads: surface	15 to 40	Bulk earthworks	infinite
Sealed roads: structure	75 to 240	Swimming pools	60 to 100
Unsealed roads	20	Other open space/recreational assets	5 to 60
Bridge: concrete	80 to 130	Other land improvement assets	20 to 100
Bridge: other	70 to 100		
Road pavements	100		
Kerb, gutter and footpaths	30 to 60		

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each reporting date.

#### Revaluation model

Infrastructure, property, plant and equipment are held at fair value. Independent comprehensive valuations are performed at least every five years, however the carrying amount of assets is assessed by Council at each reporting date to confirm that it is not materially different from current fair value.

Water and sewerage network assets are indexed at each reporting period in accordance with the Rates Reference Manual issued by Department of Industry (DoI) – Water.

Increases in the carrying amounts arising on revaluation are credited to the revaluation reserve. To the extent that the increase reverses a decrease previously recognising profit or loss relating to that asset class, the increase is first recognised as profit or loss. Decreases that reverse previous increases of assets in the same class are first charged against revaluation reserves directly in equity to the extent of the remaining reserve attributable to the class; all other decreases are charged to the Income Statement.

## C1-7 Infrastructure, property, plant and equipment (continued)

### **Land under roads**

Land under roads is land under roadways and road reserves including land under footpaths, nature strips and median strips.

Council has elected not to recognise land under roads acquired before 1 July 2008 in accordance with AASB 1051 *Land Under Roads*.

Land under roads acquired after 1 July 2008 is recognised in accordance with AASB 116 *Property, Plant and Equipment*.

### **Crown reserves**

Crown reserves under Council's care and control are recognised as assets of Council. While ownership of the reserves remains with the Crown, Council retains operational control of the reserves and is responsible for their maintenance and use in accordance with the specific purposes to which the reserves are dedicated. Where the Crown reserves are under a lease arrangement they are accounted for under AASB 16 Leases, refer to Note C2-1.

Improvements on Crown reserves are also recorded as assets, while maintenance costs incurred by Council and revenues relating to the reserves are recognised within Council's Income Statement.

### **Rural Fire Service assets**

Under Section 119 of the *Rural Fire Services Act 1997 (NSW)*, "all firefighting equipment purchased or constructed wholly or from money to the credit of the Fund is to be vested in the Council of the area for or on behalf of which the firefighting equipment has been purchased or constructed".

Until such time as discussions on this matter have concluded and the legislation changed, Council will not recognise rural fire service assets including buildings, plant and vehicles.

## C1-8 Intangible assets

\$ '000	2023	2022
<b>Software</b>		
<b>Opening values at 1 July</b>		
Gross book value	420	420
Accumulated amortisation	(333)	(290)
<b>Net book value – opening balance</b>	<b>87</b>	<b>130</b>
<b>Movements for the year</b>		
Other movements	1	(1)
Amortisation charges	(40)	(42)
<b>Closing values at 30 June</b>		
Gross book value	420	420
Accumulated amortisation	(372)	(333)
<b>Total software – net book value</b>	<b>48</b>	<b>87</b>
<b>Total intangible assets – net book value</b>	<b>48</b>	<b>87</b>

**Accounting policy**

Software development costs include only those costs directly attributable to the development phase (including external direct costs of materials and services, direct payroll, and payroll-related costs of employees' time spent on the project) and are only recognised following completion of technical feasibility, and where the Council has an intention and ability to use the asset. Amortisation is calculated on a straight-line basis over periods generally ranging from three to five years.

## C2 Leasing activities

### C2-1 Council as a lessor

#### Operating leases

\$ '000	2023	2022
<b>(i) Assets held as property, plant and equipment</b>		
Council provides operating leases on Council land and buildings for the purposes of agistment, staff housing, health and community services.		
Lease income (excluding variable lease payments not dependent on an index or rate)	208	88
<b>Total income relating to operating leases for Council assets</b>	<b>208</b>	<b>88</b>

#### (ii) Maturity analysis of undiscounted lease payments to be received after reporting date for all operating leases:

Maturity analysis of future lease income receivable showing the undiscounted lease payments to be received after reporting date for operating leases:

< 1 year	186	213
1–2 years	182	186
2–3 years	182	182
3–4 years	171	182
4–5 years	7	171
> 5 years	26	33
<b>Total undiscounted lease payments to be received</b>	<b>754</b>	<b>967</b>

#### Accounting policy

When Council is a lessor, the lease is classified as either an operating or finance lease at inception date, based on whether substantially all of the risks and rewards incidental to ownership of the asset have been transferred to the lessee. If the risks and rewards have been transferred then the lease is classified as a finance lease, otherwise it is an operating lease.

When Council has a sub-lease over an asset and is the intermediate lessor then the head lease and sub-lease are accounted for separately. The classification of the sub-lease is based on the right-of-use asset which arises from the head lease rather than the useful life of the underlying asset.

If the lease contains lease and non-lease components, the non-lease components are accounted for in accordance with AASB 15 *Revenue from Contracts with Customers*.

The lease income is recognised on a straight-line basis over the lease term for an operating lease and as finance income using amortised cost basis for finance leases.

## C3 Liabilities of Council

### C3-1 Payables

\$ '000	2023	2023	2022	2022
	Current	Non-current	Current	Non-current
Goods and services	1,509	—	3,245	—
Accrued expenses:				
– Borrowings	17	—	28	—
– Salaries and wages	119	—	(113)	—
Other	63	—	—	—
Prepaid rates	106	—	670	—
<b>Total payables</b>	<b>1,814</b>	<b>—</b>	<b>3,830</b>	<b>—</b>

#### Accounting policy

Council measures all financial liabilities initially at fair value less transaction costs, subsequently financial liabilities are measured at amortised cost using the effective interest rate method.

#### Payables

Payables represent liabilities for goods and services provided to Council prior to the end of financial year that are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

### C3-2 Contract Liabilities

\$ '000	Notes	2023 Current	2023 Non-current	2022 Current	2022 Non-current
Funds to construct Council controlled assets (i)	(i)	3,363	—	4,262	—
Funds received prior to performance obligation being satisfied (upfront payments) - AASB 15 (ii)	(ii)	3,303	—	707	—
<b>Total contract liabilities</b>		<b>6,666</b>	<b>—</b>	<b>4,969</b>	<b>—</b>

#### Notes

(i) Council has received funding to construct assets including sporting facilities and other recreation infrastructure. The funds received are under an enforceable contract which require Council to construct an identified asset which will be under Council's control on completion. The revenue is recognised as Council constructs the asset and the contract liability reflects the funding received which cannot yet be recognised as revenue. The revenue is expected to be recognised in the next 12 months.

(ii) The contract liability relates to grants received prior to the revenue recognition criteria in AASB 15 being satisfied since the performance obligations are ongoing.

#### Revenue recognised that was included in the contract liability balance at the beginning of the period

\$ '000	2023	2022
Funds to construct Council controlled assets	4,588	2,329
Funds received prior to performance obligation being satisfied (upfront payments) - AASB 15	378	501
<b>Total revenue recognised that was included in the contract liability balance at the beginning of the period</b>	<b>4,966</b>	<b>2,830</b>

#### Significant changes in contract liabilities

The value of contract liabilities has remained steady between 2022 and 2023 financial year. The Council is working hard to finalise projects and acquit grants.

#### Accounting policy

Contract liabilities are recorded when consideration is received from a customer / fund provider prior to Council transferring a good or service to the customer, Council presents the funds which exceed revenue recognised as a contract liability.

## C3-3 Borrowings

\$ '000	2023	2023	2022	2022
	Current	Non-current	Current	Non-current
Loans – secured	1,167	5,828	1,315	6,995
<b>Total borrowings</b>	<b>1,167</b>	<b>5,828</b>	<b>1,315</b>	<b>6,995</b>

## (a) Changes in liabilities arising from financing activities

\$ '000	2022	2023	
	Opening Balance	Drawdown/ Repayment of Principal	Closing balance
Loans – secured	8,310	(1,315)	6,995
<b>Total liabilities from financing activities</b>	<b>8,310</b>	<b>(1,315)</b>	<b>6,995</b>

\$ '000	2021	2022	
	Opening Balance	Drawdown/ Repayment of Principal	Closing balance
Loans – secured	9,585	(1,275)	8,310
<b>Total liabilities from financing activities</b>	<b>9,585</b>	<b>(1,275)</b>	<b>8,310</b>

## C3-3 Borrowings (continued)

## (b) Financing arrangements

\$ '000	2023	2022
<b>Total facilities</b>		
Credit cards/purchase cards	39	39
<b>Total financing arrangements</b>	<b>39</b>	<b>39</b>
<b>Drawn facilities</b>		
– Credit cards/purchase cards	18	10
<b>Total drawn financing arrangements</b>	<b>18</b>	<b>10</b>
<b>Undrawn facilities</b>		
– Credit cards/purchase cards	21	29
<b>Total undrawn financing arrangements</b>	<b>21</b>	<b>29</b>

**Breaches and defaults**

During the current and prior year, there were no defaults or breaches of any of the loans.

**Security over loans**

Loans secured over future cash flows.

**Accounting policy**

Council measures all financial liabilities initially at fair value less transaction costs, subsequently financial liabilities are measured at amortised cost using the effective interest rate method.

Fees paid on the establishment of loan facilities are recognised as transaction costs of the loan to the extent that it is probable that some or all of the facility will be drawn down.

Borrowings are removed from the Statement of Financial Position when the obligation specified in the contract is discharged, cancelled or expired. The difference between the carrying amount of a financial liability that has been extinguished or transferred to another party and the consideration paid, including any non-cash assets transferred or liabilities assumed, is recognised in other income or borrowing costs.

### C3-4 Employee benefit provisions

\$ '000	2023		2022	
	Current	Non-current	Current	Non-current
Annual leave	1,151	—	1,305	—
Long service leave	2,306	340	2,181	341
<b>Total employee benefit provisions</b>	<b>3,457</b>	<b>340</b>	<b>3,486</b>	<b>341</b>

#### Current employee benefit provisions not anticipated to be settled within the next twelve months

\$ '000	2023	2022
The following provisions, even though classified as current, are not expected to be settled in the next 12 months.		
Provisions – employees benefits	3,098	3,836
	<b>3,098</b>	<b>3,836</b>

#### Accounting policy

Employee benefit provisions are presented as current liabilities in the Statement of Financial Position if Council does not have an unconditional right to defer settlement for at least 12 months after the reporting date, regardless of when the actual settlement is expected to occur and therefore all annual leave and vested long service leave (or that which vests within 12 months) is presented as current.

#### Short-term obligations

Liabilities for wages and salaries (including non-monetary benefits, annual leave and accumulating sick leave expected to be wholly settled within 12 months after the end of the period in which the employees render the related service) are recognised in respect of employees' services up to the end of the reporting period and are measured at the amounts expected to be paid when the liabilities are settled. The liability for annual leave and accumulating sick leave is recognised in the provision for employee benefits. All other short-term employee benefit obligations are presented as payables.

#### Other long-term employee benefit obligations

The liability for long-service leave and annual leave that is not expected to be wholly settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures, and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

#### On-costs

The employee benefit provisions include the aggregate on-cost liabilities that will arise when payment of current employee benefits is made in future periods.

These amounts include superannuation, payroll tax and workers compensation expenses which will be payable upon the future payment of certain leave liabilities which employees are entitled to at the reporting period.

### C3-5 Provisions

\$ '000	2023	2023	2022	2022
	Current	Non-Current	Current	Non-Current
Asset remediation	—	4,907	—	4,259
<b>Asset remediation</b>	<b>—</b>	<b>4,907</b>	<b>—</b>	<b>4,259</b>

### Movements in provisions

\$ '000	Other provisions	
	Asset remediation	Total
<b>2023</b>		
At beginning of year	4,259	4,259
Unwinding of discount	144	144
Additional provisions	504	504
Total other provisions at end of year	<b>4,907</b>	<b>4,907</b>
<b>2022</b>		
At beginning of year	5,172	5,172
Unwinding of discount	47	47
Derecognition of Provision	(960)	(960)
Total other provisions at end of year	<b>4,259</b>	<b>4,259</b>

### Accounting policy

Provisions are recognised when Council has a present legal or constructive obligation as a result of past events, it is probable that an outflow of resources will be required to settle the obligation, and the amount has been reliably estimated.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the present obligation at the reporting date. The discount rate used to determine the present value reflects current market assessments of the time value of money and the risks specific to the liability. The increase in the provision due to the passage of time is recognised as a borrowing cost.

### Asset remediation – tips

Close-down and restoration costs include the dismantling and demolition of infrastructure, and the removal of residual materials and remediation of disturbed areas. Estimated close-down and restoration costs are provided for in the accounting period when the obligation arising from the related disturbance occurs, whether this occurs during the development or during the operation phase, based on the net present value of estimated future costs. Provisions for close-down and restoration costs do not include any additional obligations which are expected to arise from future disturbance. The cost estimates are calculated annually during the life of the operation to reflect known developments, e.g. updated cost estimates and revisions to the estimated lives of operations, and are subject to formal review at regular intervals.

The ultimate cost of environmental remediation is uncertain and cost estimates can vary in response to many factors, including changes to the relevant legal requirements, the emergence of new restoration techniques, or experience at other locations. The expected timing of expenditure can also change, for example in response to changes in quarry reserves or production rates. As a result, there could be significant adjustments to the provision for close down and restoration and environmental clean-up, which would affect future financial results.

Other movements in the provisions for close-down and restoration costs, including those resulting from new disturbance, updated cost estimates, changes to the estimated lives of operations, and revisions to discount rates, are capitalised within infrastructure, property, plant and equipment. These costs are then depreciated over the lives of the assets to which they relate.

## C4 Reserves

### C4-1 Nature and purpose of reserves

#### **IPPE Revaluation reserve**

The infrastructure, property, plant and equipment (IPPE) revaluation reserve is used to record increments and decrements in the revaluation of infrastructure, property, plant and equipment.

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## D Council structure

### D1 Results by fund

General fund refers to all Council activities other than water and sewer. All amounts disclosed in this note are gross i.e. inclusive of internal charges and recoveries made between the funds. Assets and liabilities shown in the water and sewer columns are restricted for use for these activities.

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## D1-1 Income Statement by fund

\$ '000	General 2023	Water 2023	Sewer 2023
<b>Income from continuing operations</b>			
Rates and annual charges	13,590	2,156	2,697
User charges and fees	9,094	2,784	478
Other revenues	910	9	—
Grants and contributions provided for operating purposes	15,755	25	25
Grants and contributions provided for capital purposes	7,088	—	269
Interest and investment income	819	30	12
Other income	208	—	—
<b>Total income from continuing operations</b>	<b>47,464</b>	<b>5,004</b>	<b>3,481</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	13,139	427	558
Materials and services	19,229	3,374	1,586
Borrowing costs	189	78	50
Depreciation, amortisation and impairment of non-financial assets	10,493	593	1,063
Other expenses	1,468	1	1
Net losses from the disposal of assets	122	—	—
<b>Total expenses from continuing operations</b>	<b>44,640</b>	<b>4,473</b>	<b>3,258</b>
<b>Operating result from continuing operations</b>	<b>2,824</b>	<b>531</b>	<b>223</b>
<b>Net operating result for the year</b>	<b>2,824</b>	<b>531</b>	<b>223</b>
<b>Net operating result attributable to each council fund</b>	<b>2,824</b>	<b>531</b>	<b>223</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>	<b>(4,264)</b>	<b>531</b>	<b>(46)</b>

## D1-2 Statement of Financial Position by fund

\$ '000	General 2023	Water 2023	Sewer 2023
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents	1,064	–	–
Investments	15,141	7,462	5,403
Receivables	5,823	396	302
Inventories	465	12	–
Contract assets and contract cost assets	2,709	–	–
<b>Total current assets</b>	<b>25,202</b>	<b>7,870</b>	<b>5,705</b>
<b>Non-current assets</b>			
Receivables	25	–	–
Inventories	824	–	–
Infrastructure, property, plant and equipment	612,229	21,369	53,383
Intangible assets	48	–	–
<b>Total non-current assets</b>	<b>613,126</b>	<b>21,369</b>	<b>53,383</b>
<b>Total assets</b>	<b>638,328</b>	<b>29,239</b>	<b>59,088</b>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Payables	1,813	–	1
Contract liabilities	6,666	–	–
Borrowings	395	384	388
Employee benefit provision	3,457	–	–
<b>Total current liabilities</b>	<b>12,331</b>	<b>384</b>	<b>389</b>
<b>Non-current liabilities</b>			
Borrowings	643	2,517	2,668
Employee benefit provision	340	–	–
Provisions	4,907	–	–
<b>Total non-current liabilities</b>	<b>5,890</b>	<b>2,517</b>	<b>2,668</b>
<b>Total liabilities</b>	<b>18,221</b>	<b>2,901</b>	<b>3,057</b>
<b>Net assets</b>	<b>620,107</b>	<b>26,338</b>	<b>56,031</b>
<b>EQUITY</b>			
Accumulated surplus	349,905	23,492	42,570
Revaluation reserves	270,202	2,846	13,461
<b>Council equity interest</b>	<b>620,107</b>	<b>26,338</b>	<b>56,031</b>
<b>Total equity</b>	<b>620,107</b>	<b>26,338</b>	<b>56,031</b>

## E Risks and accounting uncertainties

### E1-1 Risks relating to financial instruments held

Council's overall risk management program focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of Council.

Council's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital. The finance team manages the cash and Investments portfolio with the assistance of independent advisors. Council has an investment policy which complies with the s 625 of the Act and the Ministerial Investment Order. The policy is regularly reviewed by Council and a monthly investment report is provided to Council setting out the make-up performance of the portfolio as required by local government regulations.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance team under policies approved by the Councillors.

The fair value of Council's financial assets and financial liabilities approximates their carrying amount.

The risks associated with the financial instruments held are:

- interest rate risk – the risk that movements in interest rates could affect returns
- liquidity risk – the risk that Council will not be able to pay its debts as and when they fall due.
- credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument, resulting in a financial loss to Council.

Council manages these risks by diversifying its portfolio and only purchasing investments with high credit ratings or capital guarantees. Council also seeks advice from independent advisers before placing any cash and investments.

#### (a) Market risk – interest rate and price risk

\$ '000	2023	2022
The impact on result for the year and equity of a reasonably possible movement in the price of investments held and interest rates is shown below. The reasonably possible movements were determined based on historical movements and economic conditions in place at the reporting date.		
Impact of a 1% movement in interest rates		
– Equity / Income Statement	250	103

## E1-1 Risks relating to financial instruments held (continued)

### (b) Credit risk

Council's major receivables comprise rates, annual charges, user charges and fees.

Council manages the credit risk associated with these receivables by monitoring outstanding debt and employing stringent debt recovery procedures. Council also encourages ratepayers to pay their rates by the due date through incentives.

The credit risk for liquid funds and other short-term financial assets is considered negligible, since the counterparties are reputable banks with high quality external credit ratings.

There are no significant concentrations of credit risk other than Council has significant credit risk exposures in its local area given the nature of Council activities.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance. The balances of receivables that remain within initial trade terms (as detailed in the table) are considered to be of high credit quality.

The maximum exposure to credit risk at the reporting date is the carrying amount of each class of receivable in the financial statements.

There are no material receivables that have been subjected to a re-negotiation of repayment terms.

#### Credit risk profile

##### Receivables – rates and annual charges

Credit risk on rates and annual charges is minimised by the ability of Council to recover these debts as a secured charge over the land; that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates and annual charges at higher than market rates which further encourages payment.

\$ '000	Not yet overdue	overdue rates and annual charges < 5 years	≥ 5 years	Total
<b>2023</b>				
Gross carrying amount	–	420	75	495
<b>2022</b>				
Gross carrying amount	–	840	45	885

##### Receivables - non-rates and annual charges and contract assets

Council applies the simplified approach for non-rates and annual charges debtors and contract assets to provide for expected credit losses, which permits the use of the lifetime expected loss provision at inception. To measure the expected credit losses, non-rates and annual charges debtors and contract assets have been grouped based on shared credit risk characteristics and the days past due.

The loss allowance provision is determined as follows. The expected credit losses incorporate forward-looking information.

\$ '000	Not yet overdue	Overdue debts			Total
		0 - 30 days	31 - 60 days	61 - 90 days	
<b>2023</b>					
Gross carrying amount	1,942	65	146	72	146
Expected loss rate (%)	0.00%	0.00%	0.00%	0.00%	1.48%
<b>ECL provision</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>2</b>
<b>2022</b>					
Gross carrying amount	399	155	77	1,367	532
Expected loss rate (%)	0.00%	0.00%	0.00%	0.00%	1.48%
<b>ECL provision</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>8</b>

## E1-1 Risks relating to financial instruments held (continued)

### (c) Liquidity risk

Payables, lease liabilities and borrowings are both subject to liquidity risk; that is, the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due.

Council manages this risk by monitoring its cash flow requirements and liquidity levels, and by maintaining an adequate cash buffer. Payment terms can be extended, and overdraft facilities drawn upon in extenuating circumstances.

Borrowings are also subject to interest rate risk: the risk that movements in interest rates could adversely affect funding costs. Council manages this risk through diversification of borrowing types, maturities and interest rate structures.

The finance team regularly reviews interest rate movements to determine if it would be advantageous to refinance or renegotiate part or all of the loan portfolio.

The timing of cash flows presented in the table below to settle financial liabilities reflects the earliest contractual settlement dates. The timing of expected outflows is not expected to be materially different from contracted cashflows.

The amounts disclosed in the table are the undiscounted contracted cash flows for non-lease liabilities (refer to Note C2-1(i) for lease liabilities) and therefore the balances in the table may not equal the balances in the Statement of Financial Position due to the effect of discounting.

\$ '000	Weighted average interest rate	Subject to no maturity	payable in:			Total cash outflows	Actual carrying values
			≤ 1 Year	1 - 5 Years	> 5 Years		
<b>2023</b>							
Payables	0.00%	–	1,964	–	–	1,964	1,814
Borrowings	2.21%	–	1,161	3,794	2,040	6,995	6,995
<b>Total financial liabilities</b>		–	<b>3,125</b>	<b>3,794</b>	<b>2,040</b>	<b>8,959</b>	<b>8,809</b>
 <b>2022</b>							
Payables	0.00%	–	4,087	–	–	4,087	4,087
Borrowings	1.77%	–	1,315	4,069	2,926	8,310	8,310
<b>Total financial liabilities</b>		–	<b>5,402</b>	<b>4,069</b>	<b>2,926</b>	<b>12,397</b>	<b>12,397</b>

## E2-1 Fair value measurement

Council measures the following asset and liability classes at fair value on a recurring basis:

- Infrastructure, property, plant and equipment

The fair value of assets and liabilities must be estimated in accordance with various accounting standards for either recognition and measurement requirements or for disclosure purposes.

AASB 13 *Fair Value Measurement* requires all assets and liabilities measured at fair value to be assigned to a 'level' in the fair value hierarchy as follows:

**Level 1:** Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

**Level 2:** Inputs other than quoted prices included within level 1 that are observable for the asset or liability, either directly or indirectly.

**Level 3:** Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

\$ '000	Notes	Fair value measurement hierarchy								
		Date of latest valuation		Level 2 Significant observable inputs		Level 3 Significant unobservable inputs		Total		
		2023	2022	2023	2022	2023	2022	2023	2022	
<b>Recurring fair value measurements</b>										
<b>Infrastructure, property, plant and equipment</b>										
C1-7										
Plant, equipment, furniture and fittings		30/06/2023	30/06/2022	–	–	8,973	9,881	8,973	9,881	
Operational Land		30/06/2023	30/06/2023	19,788	7,634	–	–	19,788	7,634	
Other Land		30/06/2023	30/06/2023	–	–	9	7,532	9	7,532	
Buildings and other structures		30/06/2023	30/06/2023	–	–	32,835	29,255	32,835	29,255	
Roads, bridges and footpaths		30/06/2020	30/06/2020	–	–	279,013	267,221	279,013	267,221	
Other road assets incl bulk earthworks		30/06/2020	30/06/2020	–	–	227,439	227,503	227,439	227,503	
Stormwater drainage		30/06/2022	30/06/2022	–	–	18,422	17,734	18,422	17,734	
Water supply network		30/06/2022	30/06/2022	–	–	20,861	19,892	20,861	19,892	
Sewerage network		30/06/2022	30/06/2022	–	–	50,735	48,107	50,735	48,107	
Open space/recreational assets		30/06/2023	30/06/2018	–	–	14,507	14,204	14,507	14,204	
Other assets		12/05/2016	12/05/2016	–	–	5	17	5	17	
Tip restoration asset		30/06/2023	30/06/2022	–	–	3,009	3,071	3,009	3,071	
<b>Total infrastructure, property, plant and equipment</b>				<b>19,788</b>	<b>7,634</b>	<b>655,808</b>	<b>644,417</b>	<b>675,596</b>	<b>652,051</b>	
<b>Non-recurring fair value measurements</b>										

### Transfers between level 1 and level 2 fair value hierarchies

During the year, there were no transfers between level 1 and level 2 fair value hierarchies for recurring fair value measurements.

## E2-1 Fair value measurement (continued)

### Valuation techniques

Where Council is unable to derive fair valuations using quoted market prices of identical assets (ie. level 1 inputs) Council instead utilises a spread of both observable inputs (level 2 inputs) and unobservable inputs (level 3 inputs).

The fair valuation techniques Council has employed while utilising level 2 and level 3 inputs are as follows:

#### Infrastructure, property, plant and equipment (IPPE)

##### Level 2 Inputs

###### Office equipment & Furniture & fittings

There is a liquid second hand market for these type of assets, but the market is not liquid enough to qualify the assets as valued at level 1. These assets typically have very short useful lives, are held to the end of their economic life and have no residual value. The written down value reflects their value in use rather than their market value and are therefore valued at written down value and disclosed at fair value.

###### Operational land

There is an active liquid market for most of Council's operational land, however, the subjectivity of pricing has resulted in this land to be classified as level 2. Operational land has been valued as at 30 June 2023 by an external valuer, Australis, taking into consideration the land characteristics, location, zoning, proximity to services and comparable sales.

##### Level 3 Inputs

###### Plant & equipment

It is considered that there is a liquid second hand market for Council's plant & equipment, however, there is subjectivity of prices in this market dependant on the age and condition of the equipment being sold. Plant & equipment are valued at written down value and disclosed at fair value.

###### Community land

Community land has been valued as at 30 June 2023 by an external valuer, Australis, taking into consideration the land characteristics, location, zoning, and proximity to services.

###### Land under roads

Council has elected to only recognise land under roads which was acquired after 30 June 2008. There is no market for land that is currently used for road or road reserve purposes. The NSW Valuer General's valuations of neighbouring land was used to calculate the value of land under roads.

###### Land improvements

There is no active market for sale of land improvements, therefore land improvements are valued at written down value and disclosed at fair value.

###### Buildings & Other structures

Buildings and other structures were valued as at 30 June 2023 by external valuers, Australis. Non-specialised building are valued using a market based approach where an active market could be identified. Other buildings and structures are valued using depreciated replacement cost taking into account the useful lives and condition of the asset.

###### Roads, Bridges, Footpaths, Bulk earthworks & Stormwater drainage

Roads assets were valued using a combination of external valuers and internal professional Council staff. The assets were componentised and valued at the depreciated replacement cost method, taking into account unit rates, useful lives and asset condition.

###### Water supply network & Sewerage network

Council's water and sewer assets were valued by external valuers as at 30 June 2022. The value represents the depreciated replacement cost, taking into account the Crown Lands and Water's (CLAW) reference rates, useful lives, dimension, specification and asset condition. In between full valuations, these assets are indexed annually in accordance with the Rates Reference Manual issued by Crown Lands and Water (CLAW).

## E2-1 Fair value measurement (continued)

### Heritage collection

These assets include memorabilia and collectibles and are valued at written down value based upon cost and are disclosed at fair value.

**There were no changes in valuation techniques from prior years.**

### Fair value measurements using significant unobservable inputs (level 3)

**Significant unobservable valuation inputs used (for level 3 asset classes) and their relationship to fair value.**

The following table summarises the quantitative information relating to the significant unobservable inputs used in deriving the various level 3 asset class fair values.

	Valuation technique/s	Unobservable inputs
<b>Infrastructure, property, plant and equipment</b>		
Community Land	Land values obtained by the NSW Valuer General	VG land value, land area, rate per sq metre
Land under Roads	Land values obtained by the NSW Valuer General	Adjoining land values based upon VG value, rate per sq metre
Land improvements	Depreciated replacement cost used to approximate fair value	Purchase price, useful life
Buildings & other structures	Combination of market value and depreciated replacement cost used to approximate fair value	Cost, unit rates, useful life, asset condition
Roads assets	Depreciated replacement cost used to approximate fair value	Unit rates, useful life, asset condition, replacement cost
Water & sewer	Depreciated replacement cost used to approximate fair value	Unit rates, useful life, asset condition, replacement cost
Heritage collection	Depreciated replacement cost used to approximate fair value	Cost, useful life

**A reconciliation of the movements in recurring fair value measurements allocated to Level 3 of the hierarchy is provided below:**

\$ '000	Total IPP&E 2023	2022
<b>Opening balance</b>	<b>644,417</b>	556,747
<b>Total gains or losses for the period</b>	<b>29,393</b>	72,339
Recognised in other comprehensive income – revaluation surplus		
<b>Other movements</b>		
Transfers from/(to) level 2 FV hierarchy	(7,174)	–
Purchases (GBV)	1,511	26,483
Disposals (WDV)	(230)	–
Depreciation and impairment	(12,109)	(11,152)
<b>Closing balance</b>	<b>655,808</b>	644,417

### Highest and best use

All of Council's non-financial assets are considered as being utilised for their highest and best use.

## E3-1 Contingencies

### Defined benefit superannuation contribution plans

Council is party to an Industry Defined Benefit Plan under the Local Government Superannuation Scheme, named The Local Government Superannuation Scheme – Pool B (the Scheme) which is a defined benefit plan that has been deemed to be a 'multi-employer fund' for purposes of AASB119 Employee Benefits for the following reasons:

- Assets are not segregated within the sub-group according to the employees of each sponsoring employer.
- The contribution rates have been the same for all sponsoring employers. That is, contribution rates have not varied for each sponsoring employer according to the experience relating to the employees of that sponsoring employer.
- Benefits for employees of all sponsoring employers are determined according to the same formulae and without regard to the sponsoring employer.
- The same actuarial assumptions are currently used in respect of the employees of each sponsoring employer.

Given the factors above, each sponsoring employer is exposed to the actuarial risks associated with current and former employees of other sponsoring employers, and hence shares in the associated gains and losses (to the extent that they are not borne by members).

#### *Description of the funding arrangements.*

Pooled Employers are required to pay future service employer contributions and past service employer contributions to the Fund.

The future service employer contributions were determined using the new entrant rate method under which a contribution rate sufficient to fund the total benefits over the working life-time of a typical new entrant is calculated. The current future service employer contribution rates are::

Division B	1.9 times member contributions for non-180 Point Members; Nil for 180 Point Members*
Division C	2.5% salaries
Division D	1.64 times member contributions

\* For 180 Point Members, Employers are required to contribute 8% of salaries for the year ending 30 June 2023 (increasing to 8.5% in line with the increase in the Superannuation Guarantee) to these members' accumulation accounts, which are paid in addition to members' defined benefits.

The past service contribution for each Pooled Employer is a share of the total past service contributions of \$20.0 million per annum for 1 January 2022 to 31 December 2024, apportioned according to each employer's share of the accrued liabilities as at 30 June 2022. These past service contributions are used to maintain the adequacy of the funding position for the accrued liabilities. It is estimated that there are \$37,768.08 past service contributions remaining.

The adequacy of contributions is assessed at each triennial actuarial investigation and monitored annually between triennials.

#### *Description of the extent to which Council can be liable to the plan for other Council's obligations under the terms and conditions of the multi-employer plan*

As stated above, each sponsoring employer (Council) is exposed to the actuarial risks associated with current and former employees of other sponsoring employers and hence shares in the associated gains and losses.

However, there is no relief under the Fund's trust deed for employers to walk away from their defined benefit obligations. Under limited circumstances, an employer may withdraw from the plan when there are no active members, on full payment of outstanding additional contributions. There is no provision for allocation of any surplus which may be present at the date of withdrawal of the Council.

There are no specific provisions under the Fund's trust deed dealing with deficits or surplus on wind-up.

There is no provision for allocation of any surplus which may be present at the date of withdrawal of an employer.

The amount of Council employer contributions to the defined benefit section of the Local Government Superannuation Scheme and recognised as an expense for the year ending 30 June 2023 was \$68,364.70. The last valuation of the Scheme was performed by fund actuary, Richard Boyfield, FIAA as at 30 June 2022.

Council's expected contribution to the plan for the next annual reporting period is \$43,221.60.

### E3-1 Contingencies (continued)

The estimated employer reserves financial position for the Pooled Employers at 30 June 2023 is:

Employer reserves only *	\$millions	Asset Coverage
Assets	2,290.9	
Past Service Liabilities	2,236.1	102.4%
Vested Benefits	2,253.6	101.7%

\* excluding member accounts and reserves in both assets and liabilities.

The share of any funding surplus or deficit that can be attributed to Council is 0.22%

Council's share of that deficiency cannot be accurately calculated as the Scheme is a mutual arrangement where assets and liabilities are pooled together for all member councils. For this reason, no liability for the deficiency has been recognised in Council's accounts. Council has a possible obligation that may arise should the Scheme require immediate payment to correct the deficiency.

The key economic long term assumptions used to calculate the present value of accrued benefits are:

Investment return	6.0% per annum
Salary inflation *	3.5% per annum
Increase in CPI	6.0% for FY 22/23 2.5% per annum thereafter

\* Plus promotional increases

The contribution requirements may vary from the current rates if the overall sub-group experience is not in line with the actuarial assumptions in determining the funding program; however, any adjustment to the funding program would be the same for all sponsoring employers in the Pooled Employers group.

Please note that the estimated employer reserves financial position above is a preliminary calculation, and once all the relevant information has been received by the Funds Actuary, the final end of year review, which will be a triennial actuarial investigation will be completed by December 2023

## F People and relationships

### F1 Related party disclosures

#### F1-1 Key management personnel (KMP)

The aggregate amount of KMP compensation included in the Income Statement is:

\$ '000	2023	2022
<b>Compensation:</b>		
Short-term benefits	902	501
Post-employment benefits	70	30
Other long-term benefits	18	7
Termination benefits	130	214
<b>Total</b>	<b>1,120</b>	<b>752</b>

#### (-1b) Other transactions with KMP and their related parties

Council has determined that transactions at arm's length between KMP and Council as part of Council delivering a public service objective (e.g. access to library or Council swimming pool by KMP) will not be disclosed.

Nature of the transaction	\$ '000	Transactions during the year	Outstanding balances including commitments	Terms and conditions	Impairment provision on outstanding balances	Impairment expense
<b>2023</b>						
Supply of new motor vehicles and motor vehicle servicing		-		At arm's length, normal commercial terms.	-	-
<b>2022</b>						
Supply of new motor vehicles and motor vehicle servicing		75		At arm's length, normal commercial terms.	-	-

**F1-2 Councillor and Mayoral fees and associated expenses**

\$ '000	2023	2022
The aggregate amount of Councillor and Mayoral fees and associated expenses included in materials and services expenses in the Income Statement are:		
Mayoral fee	30	25
Councillors' fees	129	98
Councillors' (including Mayor) expenses	33	62
<b>Total</b>	<b>192</b>	<b>185</b>

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Cootamundra-Gundagai Regional Council | Notes to the Financial Statements 30 June 2023

## F2 Other relationships

## F2-1 Audit fees

\$ '000	2023	2022
<b>Audit and other assurance services: Auditors of NSW Council - NSW Auditor General:</b>		
Audit of financial statements	147	95
<b>Total fees paid or payable to Auditor-General</b>	<b>147</b>	<b>95</b>
<b>Total audit fees</b>	<b>147</b>	<b>95</b>

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## G Other matters

### G1-1 Statement of Cash Flows information

#### Reconciliation of net operating result to cash provided from operating activities

\$ '000	2023	2022
<b>Net operating result from Income Statement</b>	<b>3,578</b>	3,796
<b>Add / (less) non-cash items:</b>		
Depreciation and amortisation	12,149	11,194
(Gain) / loss on disposal of assets	122	3,059
Unwinding of discount rates on reinstatement provisions	144	47
<b>Movements in operating assets and liabilities and other cash items:</b>		
(Increase) / decrease of receivables	(1,033)	(2,677)
(Increase) / decrease of inventories	(31)	175
(Increase) / decrease of contract asset	2,850	5,061
Increase / (decrease) in payables	(1,736)	725
Increase / (decrease) in accrued interest payable	(11)	(7)
Increase / (decrease) in other accrued expenses payable	232	(103)
Increase / (decrease) in other liabilities	(501)	7
Increase / (decrease) in contract liabilities	1,697	602
Increase / (decrease) in employee benefit provision	(30)	(849)
Increase / (decrease) in other provisions	504	(960)
<b>Net cash flows from operating activities</b>	<b>17,934</b>	<b>20,070</b>

## G2-1 Events occurring after the reporting date

Council is aware of the following 'non-adjusting events' that merit disclosure:

### **Cootamundra-Gundagai Regional Council Demerger**

The NSW Government will support Cootamundra-Gundagai Regional Council to demerge providing two councils can be established that are sustainable and financially viable.

A pathway to demerge requires the development of a detailed implementation plan, which will be reviewed by the Boundaries Commission. Should this plan be satisfactory and sound the Minister will dissolve Cootamundra-Gundagai Regional Council and proclaim the creation of two new areas. Upon proclamation by the Governor of NSW, a date will be set for the election of two new councils by their communities.

The financial statements for the year ended 30 June 2023 have been prepared on a going concern basis.

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### G3 Statement of developer contributions as at 30 June 2023

#### G3-1 Summary of developer contributions

\$ '000	Opening balance at 1 July 2022	Contributions received during the year			Interest and investment income earned	Amounts expended	Internal borrowings	Held as restricted asset at 30 June 2023	Cumulative balance of internal borrowings (to)/from
		Cash	Non-cash Land	Non-cash Other					
S7.12 levies – under a plan	587	317	–	–	–	(50)	–	854	–
<b>Total S7.11 and S7.12 revenue under plans</b>	<b>587</b>	<b>317</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>(50)</b>	<b>–</b>	<b>854</b>	<b>–</b>
S64 contributions	178	6	–	–	–	–	–	184	–
<b>Total contributions</b>	<b>765</b>	<b>323</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>(50)</b>	<b>–</b>	<b>1,038</b>	<b>–</b>

Under the *Environmental Planning and Assessment Act 1979*, Council has significant obligations to provide Section 7.11 (contributions towards provision or improvement of amenities or services) infrastructure in new release areas. It is possible that the funds contributed may be less than the cost of this infrastructure, requiring Council to borrow or use general revenue to fund the difference.

#### S7.12 Levies – under a plan

\$ '000	Opening balance at 1 July 2022	Contributions received during the year			Interest and investment income earned	Amounts expended	Internal borrowings	Held as restricted asset at 30 June 2023	Cumulative balance of internal borrowings (to)/from
		Cash	Non-cash Land	Non-cash Other					
<b>CONTRIBUTION PLAN FOR OTHER DEVELOPMENTS</b>									
Community facilities	587	317	–	–	–	(50)	–	854	–
<b>Total</b>	<b>587</b>	<b>317</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>(50)</b>	<b>–</b>	<b>854</b>	<b>–</b>

## G4 Statement of performance measures

### G4-1 Statement of performance measures – consolidated results

\$ '000	Amounts 2023	Indicator 2023	Indicators		Benchmark
			2022	2021	
<b>1. Operating performance ratio</b>					
Total continuing operating revenue excluding capital grants and contributions less operating expenses <sup>1,2</sup>	(3,657)	(7.53)%	(4.98)%	(15.31)%	> 0.00%
Total continuing operating revenue excluding capital grants and contributions <sup>1</sup>	48,592				
<b>2. Own source operating revenue ratio</b>					
Total continuing operating revenue excluding all grants and contributions <sup>1</sup>	32,787	58.60%	57.68%	49.62%	> 60.00%
Total continuing operating revenue <sup>1</sup>	55,949				
<b>3. Unrestricted current ratio</b>					
Current assets less all external restrictions	16,429	6.40x	6.47x	5.00x	> 1.50x
Current liabilities less specific purpose liabilities	2,567				
<b>4. Debt service cover ratio</b>					
Operating result before capital excluding interest and depreciation/impairment/amortisation <sup>1</sup>	8,809	5.40x	6.21x	4.55x	> 2.00x
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)	1,632				
<b>5. Rates and annual charges outstanding percentage</b>					
Rates and annual charges outstanding	652	3.33%	5.77%	5.91%	< 10.00%
Rates and annual charges collectable	19,572				
<b>6. Cash expense cover ratio</b>					
Current year's cash and cash equivalents plus all term deposits	29,070	8.25 months	8.50 months	9.08 months	> 3.00 months
Monthly payments from cash flow of operating and financing activities	3,523				

(1) Excludes fair value increments on investment properties, reversal of revaluation decrements, reversal of impairment losses on receivables, net gain on sale of assets, and net share of interests in joint ventures and associates using the equity method and includes pensioner rate subsidies

(2) Excludes impairment/revaluation decrements of IPPE, fair value decrements on investment properties, impairment losses on receivables, net loss on disposal of assets, and net less on share of interests in joint ventures and associates using the equity method

## G4-2 Statement of performance measures by fund

\$ '000	General Indicators <sup>3</sup>		Water Indicators		Sewer Indicators		Benchmark
	2023	2022	2023	2022	2023	2022	
<b>1. Operating performance ratio</b>							
Total continuing operating revenue excluding capital grants and contributions less operating expenses <sup>1,2</sup>	(10.26)%	(8.24)%	10.61%	33.97%	(1.43)%	(32.26)%	> 0.00%
Total continuing operating revenue excluding capital grants and contributions <sup>1</sup>							
<b>2. Own source operating revenue ratio</b>							
Total continuing operating revenue excluding capital grants and contributions <sup>1</sup>	51.87%	50.56%	99.50%	100.00%	91.55%	74.81%	> 60.00%
Total continuing operating revenue <sup>1</sup>							
<b>3. Unrestricted current ratio</b>							
Current assets less all external restrictions	6.40x	6.47x	20.49x	13.19x	14.67x	17.98x	> 1.50x
Current liabilities less specific purpose liabilities							
<b>4. Debt service cover ratio</b>							
Operating result before capital excluding interest and depreciation/impairment/amortisation <sup>1</sup>	4.35x	5.64x	15.41x	25.25x	21.34x	(9.32)x	> 2.00x
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)							
<b>5. Rates and annual charges outstanding percentage</b>							
Rates and annual charges outstanding	4.43%	7.83%	0.00%	0.00%	0.00%	0.00%	< 10.00%
Rates and annual charges collectable							
<b>6. Cash expense cover ratio</b>							
Current year's cash and cash equivalents plus all term deposits	8.25	8.50	∞	∞	∞	∞	> 3.00
Monthly payments from cash flow of operating and financing activities	months	months					months

1 - Excludes fair value increments on investment properties, reversal of revaluation decrements, reversal of impairment losses on receivables, net gain on sale of assets, and net share of interests in joint ventures and associates using the equity method and includes pensioner rate subsidies

2 - Excludes impairment/revaluation decrements of IPPE, fair value decrements on investment properties, impairment losses on receivables, net loss on disposal of assets, and net less on share of interests in joint ventures and associates using the equity method

**End of the audited financial statements**

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## H Additional Council disclosures (unaudited)

### H1-1 Council information and contact details

**Principal place of business:**

81 Wallendoon Street  
Cootamundra NSW 2590

**Contact details****Mailing Address:**

PO Box 420  
Cootamundra NSW 2590

**Telephone:** 02 6940 2100**Facsimile:** 02 6940 2127**Opening hours:**

9am - 5:00pm  
Monday to Friday

**Internet:** [www.cgrc.nsw.gov.au](http://www.cgrc.nsw.gov.au)**Email:** [mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au)**Officers**

Steve McGrath  
**General Manager**

Zac Mahon

**Responsible Accounting Officer**

**Elected members**

**Mayor**  
Charlie Sheahan

**Councillors**

Leigh Bowden (Deputy Mayor)  
Abb McAlister  
David Graham  
Gil Kelly  
Penny Nicholson  
Logan Collins  
Les Boyd  
Trevor Glover

Cootamundra-Gundagai Regional Council | Notes to the Financial Statements 30 June 2023

## Cootamundra-Gundagai Regional Council

### General Purpose Financial Statements for the year ended 30 June 2023

#### Independent Auditor's Reports:

##### On the Financial Statements (Sect 417 [2])

###### **Independent Auditor's Report**

Please uplift Council's Audit Report PDF (opinion) for inclusion in the GPFS report (via the Home screen).

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Cootamundra-Gundagai Regional Council | Notes to the Financial Statements 30 June 2023

## Cootamundra-Gundagai Regional Council

### General Purpose Financial Statements for the year ended 30 June 2023

#### Independent Auditor's Reports: (continued)

##### On the Financial Statements (Sect 417 [3])

###### **Independent Auditor's Report**

Please uplift Council's Audit Report PDF (commentary) for inclusion in the GPFS report (via the Home screen).

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# Cootamundra-Gundagai Regional Council

SPECIAL PURPOSE FINANCIAL STATEMENTS  
for the year ended 30 June 2023



## Cootamundra-Gundagai Regional Council

### Special Purpose Financial Statements

for the year ended 30 June 2023

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### Background

- i. These Special Purpose Financial Statements have been prepared for the use by both Council and the Office of Local Government in fulfilling their requirements under National Competition Policy.
- ii. The principle of competitive neutrality is based on the concept of a 'level playing field' between persons/entities competing in a market place, particularly between private and public sector competitors.

Essentially, the principle is that government businesses, whether Commonwealth, state or local, should operate without net competitive advantages over other businesses as a result of their public ownership.

- iii. For Council, the principle of competitive neutrality and public reporting applies only to declared business activities.

These include (a) those activities classified by the Australian Bureau of Statistics as business activities being water supply, sewerage services, abattoirs, gas production and reticulation, and (b) those activities with a turnover of more than \$2 million that Council has formally declared as a business activity (defined as Category 1 activities).

- iv. In preparing these financial statements for Council's self-classified Category 1 businesses and ABS-defined activities, councils must (a) adopt a corporatisation model and (b) apply full cost attribution including tax-equivalent regime payments and debt guarantee fees (where the business benefits from Council's borrowing position by comparison with commercial rates).

## Cootamundra-Gundagai Regional Council

### Special Purpose Financial Statements

for the year ended 30 June 2023

#### Statement by Councillors and Management made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached special purpose financial statements have been prepared in accordance with:

- NSW Government Policy Statement, *Application of National Competition Policy to Local Government*
- Division of Local Government Guidelines, *Pricing and Costing for Council Businesses: A Guide to Competitive Neutrality*
- The Local Government Code of Accounting Practice and Financial Reporting
- Sections 3 and 4 of the NSW Department of Planning and Environment, *Water's Regulatory and assurance framework for local water utilities*.

To the best of our knowledge and belief, these statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year,
- accord with Council's accounting and other records; and
- present overhead reallocation charges to the water and sewerage businesses as fair and reasonable.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 24 October 2023.

Charlie Sheahan  
**Mayor**  
24 October 2023

Leigh Bowden  
**Deputy Mayor**  
24 October 2023

Steve McGrath  
**Interim General Manager**  
24 October 2023

Zac Mahon  
**Responsible Accounting Officer**  
24 October 2023

Cootamundra-Gundagai Regional Council | Income Statement of water supply business activity | for the year ended 30 June 2023

## Cootamundra-Gundagai Regional Council

### Income Statement of water supply business activity for the year ended 30 June 2023

\$ '000	2023	2022
<b>Income from continuing operations</b>		
Access charges	2,156	2,061
User charges	2,757	2,591
Fees	27	67
Interest and investment income	30	27
Grants and contributions provided for operating purposes	25	—
Other income	9	5
<b>Total income from continuing operations</b>	<b>5,004</b>	<b>4,751</b>
<b>Expenses from continuing operations</b>		
Employee benefits and on-costs	427	576
Borrowing costs	78	87
Materials and services	1,704	168
Depreciation, amortisation and impairment	593	496
Water purchase charges	1,670	1,576
Net loss from the disposal of assets	—	234
Other expenses	1	—
<b>Total expenses from continuing operations</b>	<b>4,473</b>	<b>3,137</b>
<b>Surplus (deficit) from continuing operations before capital amounts</b>	<b>531</b>	<b>1,614</b>
<b>Surplus (deficit) from continuing operations after capital amounts</b>	<b>531</b>	<b>1,614</b>
<b>Surplus (deficit) from all operations before tax</b>	<b>531</b>	<b>1,614</b>
Less: corporate taxation equivalent (25%) [based on result before capital]	(133)	(404)
<b>Surplus (deficit) after tax</b>	<b>398</b>	<b>1,210</b>
<b>Plus accumulated surplus</b>	<b>22,961</b>	<b>21,347</b>
<b>Plus adjustments for amounts unpaid:</b>		
– Corporate taxation equivalent	133	404
<b>Less:</b>		
<b>Closing accumulated surplus</b>	<b>23,492</b>	<b>22,961</b>
<b>Return on capital %</b>	<b>2.8%</b>	<b>8.3%</b>
Subsidy from Council	250	—
<b>Calculation of dividend payable:</b>		
Surplus (deficit) after tax	398	1,210
<b>Surplus for dividend calculation purposes</b>	<b>398</b>	<b>1,210</b>
<b>Potential dividend calculated from surplus</b>	<b>199</b>	<b>605</b>

Cootamundra-Gundagai Regional Council | Income Statement of sewerage business activity | for the year ended 30 June 2023

**Cootamundra-Gundagai Regional Council****Income Statement of sewerage business activity**  
for the year ended 30 June 2023

\$ '000	2023	2022
<b>Income from continuing operations</b>		
Access charges	2,697	2,588
User charges	460	479
Fees	18	45
Interest and investment income	12	13
Grants and contributions provided for operating purposes	25	—
<b>Total income from continuing operations</b>	<b>3,212</b>	<b>3,125</b>
<b>Expenses from continuing operations</b>		
Employee benefits and on-costs	558	463
Borrowing costs	50	56
Materials and services	1,586	—
Depreciation, amortisation and impairment	1,063	430
Net loss from the disposal of assets	—	3,184
Other expenses	1	—
<b>Total expenses from continuing operations</b>	<b>3,258</b>	<b>4,133</b>
<b>Surplus (deficit) from continuing operations before capital amounts</b>	<b>(46)</b>	<b>(1,008)</b>
Grants and contributions provided for capital purposes	269	1,052
<b>Surplus (deficit) from continuing operations after capital amounts</b>	<b>223</b>	<b>44</b>
<b>Surplus (deficit) from all operations before tax</b>	<b>223</b>	<b>44</b>
<b>Surplus (deficit) after tax</b>	<b>223</b>	<b>44</b>
<b>Plus accumulated surplus</b>	<b>42,347</b>	<b>42,303</b>
<b>Plus adjustments for amounts unpaid:</b>		
Less:		
<b>Closing accumulated surplus</b>	<b>42,570</b>	<b>42,347</b>
<b>Return on capital %</b>	<b>0.0%</b>	<b>(1.9)%</b>
<b>Subsidy from Council</b>	<b>2,142</b>	<b>2,790</b>
<b>Calculation of dividend payable:</b>		
Surplus (deficit) after tax	223	44
Less: capital grants and contributions (excluding developer contributions)	(269)	(1,052)
<b>Surplus for dividend calculation purposes</b>	<b>—</b>	<b>—</b>
<b>Potential dividend calculated from surplus</b>	<b>—</b>	<b>—</b>

Cootamundra-Gundagai Regional Council | Statement of Financial Position of water supply business activity | for the year ended 30 June 2023

## Cootamundra-Gundagai Regional Council

### Statement of Financial Position of water supply business activity as at 30 June 2023

\$ '000	2023	2022
<b>ASSETS</b>		
<b>Current assets</b>		
Investments	7,462	7,100
Receivables	396	665
Inventories	12	19
<b>Total current assets</b>	<b>7,870</b>	<b>7,784</b>
<b>Non-current assets</b>		
Infrastructure, property, plant and equipment	21,369	20,398
<b>Total non-current assets</b>	<b>21,369</b>	<b>20,398</b>
<b>Total assets</b>	<b>29,239</b>	<b>28,182</b>
<b>LIABILITIES</b>		
<b>Current liabilities</b>		
Payables	-	10
Income received in advance	-	204
Borrowings	384	376
<b>Total current liabilities</b>	<b>384</b>	<b>590</b>
<b>Non-current liabilities</b>		
Borrowings	2,517	2,901
<b>Total non-current liabilities</b>	<b>2,517</b>	<b>2,901</b>
<b>Total liabilities</b>	<b>2,901</b>	<b>3,491</b>
<b>Net assets</b>	<b>26,338</b>	<b>24,691</b>
<b>EQUITY</b>		
Accumulated surplus	23,492	22,961
Revaluation reserves	2,846	1,730
<b>Total equity</b>	<b>26,338</b>	<b>24,691</b>

Cootamundra-Gundagai Regional Council | Statement of Financial Position of sewerage business activity | for the year ended 30 June 2023

## Cootamundra-Gundagai Regional Council

### Statement of Financial Position of sewerage business activity as at 30 June 2023

\$ '000	2023	2022
<b>ASSETS</b>		
<b>Current assets</b>		
Contract assets and contract cost assets	—	1,349
Investments	5,403	5,318
Receivables	302	308
<b>Total current assets</b>	<b>5,705</b>	<b>6,975</b>
<b>Non-current assets</b>		
Infrastructure, property, plant and equipment	53,383	50,212
<b>Total non-current assets</b>	<b>53,383</b>	<b>50,212</b>
<b>Total assets</b>	<b>59,088</b>	<b>57,187</b>
<b>LIABILITIES</b>		
<b>Current liabilities</b>		
Payables	1	6
Borrowings	388	382
<b>Total current liabilities</b>	<b>389</b>	<b>388</b>
<b>Non-current liabilities</b>		
Borrowings	2,668	3,056
<b>Total non-current liabilities</b>	<b>2,668</b>	<b>3,056</b>
<b>Total liabilities</b>	<b>3,057</b>	<b>3,444</b>
<b>Net assets</b>	<b>56,031</b>	<b>53,743</b>
<b>EQUITY</b>		
Accumulated surplus	42,570	42,347
Revaluation reserves	13,461	11,396
<b>Total equity</b>	<b>56,031</b>	<b>53,743</b>

## Note – Significant Accounting Policies

A statement summarising the supplemental accounting policies adopted in the preparation of the special purpose financial statements (SPFS) for National Competition Policy (NCP) reporting purposes follows.

These financial statements are SPFS prepared for use by Council and the Office of Local Government. For the purposes of these statements, the Council is a non-reporting not-for-profit entity.

The figures presented in these special purpose financial statements have been prepared in accordance with the recognition and measurement criteria of relevant Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board (AASB) and Australian Accounting Interpretations.

The disclosures in these special purpose financial statements have been prepared in accordance with the *Local Government Act 1993* (Act), the *Local Government (General) Regulation 2021* (Regulation) and the Local Government Code of Accounting Practice and Financial Reporting.

The statements are prepared on an accruals basis. They are based on historic costs and do not take into account changing money values or, except where specifically stated, fair value of non-current assets. Certain taxes and other costs, appropriately described, have been imputed for the purposes of the National Competition Policy.

The Statement of Financial Position includes notional assets/liabilities receivable from/payable to Council's general fund. These balances reflect a notional intra-entity funding arrangement with the declared business activities.

### National Competition Policy

Council has adopted the principle of 'competitive neutrality' in its business activities as part of the National Competition Policy which is being applied throughout Australia at all levels of government. The framework for its application is set out in the June 1996 NSW Government Policy statement titled 'Application of National Competition Policy to Local Government'. *The Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality* issued by the Office of Local Government in July 1997 has also been adopted.

The pricing and costing guidelines outline the process for identifying and allocating costs to activities and provide a standard for disclosure requirements. These disclosures are reflected in Council's pricing and/or financial reporting systems and include taxation equivalents, Council subsidies, and returns on investments (rate of return and dividends paid).

### Declared business activities

In accordance with Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality, Council has declared that the following are to be considered as business activities:

#### Category 1

(where gross operating turnover is over \$2 million)

##### a. Water Supplies

The supply of potable water to the residents of Cootamundra and Gundagai townships.

##### b. Sewerage Treatment

The provision of sewerage facilities and services to the residents of the Cootamundra and Gundagai townships.

#### Category 2

(where gross operating turnover is less than \$2 million)

**Council has no category 2 business activities.**

### Taxation equivalent charges

Council is liable to pay various taxes and financial duties. Where this is the case, they are disclosed as a cost of operations just like all other costs. However, where Council does not pay some taxes, which are generally paid by private sector businesses, such as income tax, these equivalent tax payments have been applied to all Council-nominated business activities and are reflected in special purpose financial statements. For the purposes of disclosing comparative information relevant to the private sector equivalent, the following taxation equivalents have been applied to all Council-nominated business activities (this does not include Council's non-business activities):

#### Notional rate applied (%)

Corporate income tax rate – 25% (21/22 25%)

## Note – Significant Accounting Policies (continued)

Land tax – the first \$969,000 of combined land values attracts **0%**. For the combined land values in excess of \$969,000 up to \$5,925,000 the rate is **\$100 + 1.6%**. For the remaining combined land value that exceeds \$5,925,000 a premium marginal rate of **2.0%** applies.

Payroll tax – **5.45%** on the value of taxable salaries and wages in excess of \$1,200,000.

In accordance with section 4 of Department of Planning and Environment (DPE) – Water's regulatory and assurance framework, a payment for the amount calculated as the annual tax equivalent charges (excluding income tax) must be paid from water supply and sewerage business activities.

The payment of taxation equivalent charges, referred to in the regulatory and assurance framework as a 'dividend for taxation equivalent', may be applied for any purpose allowed under the Act.

Achievement of substantial compliance to sections 3 and 4 of DPE – Water's regulatory and assurance framework is not a prerequisite for the payment of the tax equivalent charges; however the payment must not exceed \$3 per assessment.

### Income tax

An income tax equivalent has been applied on the profits of the business activities.

Whilst income tax is not a specific cost for the purpose of pricing a good or service, it needs to be taken into account in terms of assessing the rate of return required on capital invested.

Accordingly, the return on capital invested is set at a pre-tax level - gain/(loss) from ordinary activities before capital amounts, as would be applied by a private sector competitor. That is, it should include a provision equivalent to the corporate income tax rate, currently 25%.

Income tax is only applied where a gain/ (loss) from ordinary activities before capital amounts has been achieved.

Since the taxation equivalent is notional – that is, it is payable to Council as the 'owner' of business operations - it represents an internal payment and has no effect on the operations of the Council. Accordingly, there is no need for disclosure of internal charges in the SPFS.

The rate applied of 25% is the equivalent company tax rate prevalent at reporting date. No adjustments have been made for variations that have occurred during the year.

### Local government rates and charges

A calculation of the equivalent rates and charges for all Category 1 businesses has been applied to all assets owned, or exclusively used by the business activity.

### Loan and debt guarantee fees

The debt guarantee fee is designed to ensure that Council business activities face 'true' commercial borrowing costs in line with private sector competitors. In order to calculate a debt guarantee fee, Council has determined what the differential borrowing rate would have been between the commercial rate and Council's borrowing rate for its business activities.

#### (i) Subsidies

Government policy requires that subsidies provided to customers, and the funding of those subsidies, must be explicitly disclosed. Subsidies occur where Council provides services on a less than cost recovery basis. This option is exercised on a range of services in order for Council to meet its community service obligations. The overall effect of subsidies is contained within the Income Statements of business activities.

#### (ii) Return on investments (rate of return)

The NCP policy statement requires that councils with Category 1 businesses 'would be expected to generate a return on capital funds employed that is comparable to rates of return for private businesses operating in a similar field'.

Funds are subsequently available for meeting commitments or financing future investment strategies. The rate of return is disclosed for each of Council's business activities on the Income Statement.

The rate of return is calculated as follows:

#### Operating result before capital income + interest expense

## Note – Significant Accounting Policies (continued)

### **Written down value of I,PP&E as at 30 June**

As a minimum, business activities should generate a return equal to the Commonwealth 10 year bond rate which is 4.02% at 30/6/23.

#### **(iii) Dividends**

Council is not required to pay dividends to either itself as owner of a range of businesses, or to any external entities.

A local government water supply and sewerage business is permitted to pay annual dividends from their water supply or sewerage business surpluses. Each dividend must be calculated and approved in accordance with section 4 of DPE – Water's regulatory and assurance framework and must not exceed 50% of the relevant surplus in any one year, or the number of water supply or sewerage assessments at 30 June 2023 multiplied by \$30 (less the payment for tax equivalent charges, not exceeding \$3 per assessment).

In accordance with section 4 of DPE – Water's regulatory and assurance framework, statement of compliance and statement of dividend payment form and unqualified independent financial audit report are submitted to DPE – Water.

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Cootamundra-Gundagai Regional Council | Special Purpose Financial Statements 2023

**Cootamundra-Gundagai Regional Council**

**Special Purpose Financial Statements**  
for the year ended 30 June 2023

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# Cootamundra-Gundagai Regional Council

**SPECIAL SCHEDULES**  
for the year ended 30 June 2023



## Cootamundra-Gundagai Regional Council

### Special Schedules for the year ended 30 June 2023

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<b>Special Schedules:</b>	
Permissible income for general rates	3
Report on infrastructure assets as at 30 June 2023	5

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Cootamundra-Gundagai Regional Council | Permissible income for general rates | for the year ended 30 June 2023

## Cootamundra-Gundagai Regional Council

## Permissible income for general rates

\$ '000	Notes	Calculation 2022/23	Calculation 2023/24
<b>Notional general income calculation <sup>1</sup></b>			
Last year notional general income yield	a	9,215	<b>10,697</b>
Plus or minus adjustments <sup>2</sup>	b	9	<b>9</b>
<b>Notional general income</b>	c = a + b	<b>9,224</b>	<b>10,706</b>
<b>Permissible income calculation</b>			
Special variation percentage <sup>3</sup>	d	16.00%	<b>5.00%</b>
Plus special variation amount	h = d x (c + g)	1,476	<b>535</b>
<b>Sub-total</b>	k = (c + g + h + i + j)	<b>10,700</b>	<b>11,241</b>
Plus (or minus) last year's carry forward total	i	(1)	<b>2</b>
<b>Sub-total</b>	n = (l + m)	(1)	<b>2</b>
<b>Total permissible income</b>	o = k + n	<b>10,699</b>	<b>11,243</b>
Less notional general income yield	p	10,697	<b>11,242</b>
<b>Catch-up or (excess) result</b>	q = o - p	2	<b>1</b>
<b>Carry forward to next year <sup>6</sup></b>	t = q + r + s	2	<b>1</b>

## Notes

- (1) The notional general income will not reconcile with rate income in the financial statements in the corresponding year. The statements are reported on an accrual accounting basis which include amounts that relate to prior years' rates income.
- (2) Adjustments account for changes in the number of assessments and any increase or decrease in land value occurring during the year. The adjustments are called 'supplementary valuations' as defined in the *Valuation of Land Act 1916 (NSW)*.
- (3) The 'special variation percentage' is inclusive of the rate peg percentage and where applicable, the Crown land adjustment.
- (6) Carry-forward amounts which are in excess (an amount that exceeds the permissible income) require Ministerial approval by order published in the *NSW Government Gazette* in accordance with section 512 of the Act. The OLG will extract these amounts from Council's Permissible income for general rates Statement in the financial data return (FDR) to administer this process.

## Permissible income for general rates

Permissible income for general rates: PLUS PDF inserted here

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## Cootamundra-Gundagai Regional Council

## Report on infrastructure assets as at 30 June 2023

Asset Class	Asset Category	Estimated cost to bring to the agreed level of service set by Council		2022/23 Required maintenance <sup>a</sup> \$'000	2022/23 Actual maintenance \$'000	Net carrying amount \$'000	Gross replacement cost (GRC) \$'000	Assets in condition as a percentage of gross replacement cost				
		Estimated cost to bring assets to satisfactory standard \$'000	Estimated cost to bring to the agreed level of service set by Council \$'000					1	2	3	4	5
<b>Buildings</b>	Buildings - non-specialised	621	621	—	90	8,538	2,895	15.0%	27.0%	24.0%	31.0%	3.0%
	Buildings - specialised	461	461	—	260	24,297	49,019	20.0%	10.0%	29.0%	33.0%	8.0%
	Other structures	19	19	—	24	—	11,933	30.0%	18.0%	41.0%	9.0%	2.0%
	<b>Sub-total</b>	<b>1,101</b>	<b>1,101</b>	<b>—</b>	<b>374</b>	<b>32,835</b>	<b>63,847</b>	<b>21.6%</b>	<b>12.3%</b>	<b>31.0%</b>	<b>28.4%</b>	<b>6.7%</b>
<b>Roads</b>	Sealed roads	109	109	—	4,075	202,444	268,671	67.0%	19.0%	14.0%	0.0%	0.0%
	Unsealed roads	632	632	—	1,574	28,765	37,584	88.0%	6.0%	4.0%	2.0%	0.0%
	Bridges	1,851	1,851	—	68	63,718	77,426	34.0%	42.0%	19.0%	3.0%	2.0%
	Footpaths	44	44	—	—	6,639	8,031	42.0%	43.0%	13.0%	1.0%	1.0%
	Kerb & gutter	808	808	—	—	33,008	38,161	27.0%	37.0%	26.0%	10.0%	0.0%
	Other road assets (incl. bulk earth works)	—	—	—	—	171,878	227,503	100.0%	0.0%	0.0%	0.0%	0.0%
	<b>Sub-total</b>	<b>3,444</b>	<b>3,444</b>	<b>—</b>	<b>5,717</b>	<b>506,452</b>	<b>657,376</b>	<b>73.1%</b>	<b>15.7%</b>	<b>9.9%</b>	<b>1.1%</b>	<b>0.2%</b>
<b>Water supply network</b>	Water supply network	9,688	9,688	—	286	20,861	40,418	19.0%	10.0%	25.0%	27.0%	19.0%
	<b>Sub-total</b>	<b>9,688</b>	<b>9,688</b>	<b>—</b>	<b>286</b>	<b>20,861</b>	<b>40,418</b>	<b>19.0%</b>	<b>10.0%</b>	<b>25.0%</b>	<b>27.0%</b>	<b>19.0%</b>
<b>Sewerage network</b>	Sewerage network	7,519	7,519	—	525	50,735	73,483	37.0%	4.0%	41.0%	12.0%	6.0%
	<b>Sub-total</b>	<b>7,519</b>	<b>7,519</b>	<b>—</b>	<b>525</b>	<b>50,735</b>	<b>73,483</b>	<b>37.0%</b>	<b>4.0%</b>	<b>41.0%</b>	<b>12.0%</b>	<b>6.0%</b>
<b>Stormwater drainage</b>	Stormwater drainage	—	—	—	—	18,422	27,730	29.0%	19.0%	52.0%	0.0%	0.0%
	<b>Sub-total</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>18,422</b>	<b>27,730</b>	<b>29.0%</b>	<b>19.0%</b>	<b>52.0%</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Open space / recreational assets</b>	Other	13	13	—	976	8,560	14,524	14.0%	19.0%	47.0%	19.0%	1.0%
	Swimming Pools	—	—	—	39	5,947	12,048	31.0%	30.0%	18.0%	21.0%	0.0%
	<b>Sub-total</b>	<b>13</b>	<b>13</b>	<b>—</b>	<b>1,015</b>	<b>14,507</b>	<b>26,572</b>	<b>21.7%</b>	<b>24.0%</b>	<b>33.9%</b>	<b>19.9%</b>	<b>0.5%</b>
<b>Total – all assets</b>		<b>21,765</b>	<b>21,765</b>	<b>—</b>	<b>7,917</b>	<b>643,812</b>	<b>889,426</b>	<b>61.1%</b>	<b>14.6%</b>	<b>16.7%</b>	<b>5.6%</b>	<b>2.0%</b>

(a) Required maintenance is the amount identified in Council's asset management plans.

## Infrastructure asset condition assessment 'key'

#	Condition
1	Excellent/very good

Integrated planning and reporting (IP&R) description
No work required (normal maintenance)

continued on next page

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Cootamundra-Gundagai Regional Council | Report on infrastructure assets as at 30 June 2023 | for the year ended 30 June 2023

## Cootamundra-Gundagai Regional Council

### Report on infrastructure assets as at 30 June 2023 (continued)

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2	<b>Good</b>	Only minor maintenance work required
3	<b>Satisfactory</b>	Maintenance work required
4	<b>Poor</b>	Renewal required
5	<b>Very poor</b>	Urgent renewal/upgrading required

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Cootamundra-Gundagai Regional Council | Report on infrastructure assets as at 30 June 2023 | for the year ended 30 June 2023

## Cootamundra-Gundagai Regional Council

### Report on infrastructure assets as at 30 June 2023

#### Infrastructure asset performance indicators (consolidated) \*

\$ '000	Amounts 2023	Indicator 2023	Indicators		Benchmark
			2022	2021	
<b>Buildings and infrastructure renewals ratio</b>					
Asset renewals <sup>1</sup>	<b>9,790</b>	<b>98.79%</b>	340.36%	154.34%	> 100.00%
Depreciation, amortisation and impairment	<b>9,910</b>				
<b>Infrastructure backlog ratio</b>					
Estimated cost to bring assets to a satisfactory standard	<b>21,765</b>	<b>3.32%</b>	3.49%	4.26%	< 2.00%
Net carrying amount of infrastructure assets	<b>655,197</b>				
<b>Asset maintenance ratio</b>					
Actual asset maintenance	<b>7,917</b>	<b>—</b>	∞	∞	> 100.00%
Required asset maintenance					
<b>Cost to bring assets to agreed service level</b>					
Estimated cost to bring assets to an agreed service level set by Council	<b>21,765</b>	<b>2.45%</b>	2.45%	3.08%	
Gross replacement cost	<b>889,426</b>				

(\*) All asset performance indicators are calculated using classes identified in the previous table.

(1) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

Cootamundra-Gundagai Regional Council | Report on infrastructure assets as at 30 June 2023 | for the year ended 30 June 2023

## Cootamundra-Gundagai Regional Council

## Report on infrastructure assets as at 30 June 2023

## Infrastructure asset performance indicators (by fund)

\$ '000	General fund		Water fund		Sewer fund		Benchmark
	2023	2022	2023	2022	2023	2022	
<b>Buildings and infrastructure renewals ratio</b>							
Asset renewals <sup>1</sup>	∞	∞	∞	∞	∞	∞	> 100.00%
Depreciation, amortisation and impairment							
<b>Infrastructure backlog ratio</b>							
Estimated cost to bring assets to a satisfactory standard	0.78%	0.81%	46.44%	48.70%	14.82%	15.63%	< 2.00%
Net carrying amount of infrastructure assets							
<b>Asset maintenance ratio</b>							
Actual asset maintenance	∞	∞	∞	∞	∞	∞	> 100.00%
Required asset maintenance							
<b>Cost to bring assets to agreed service level</b>							
Estimated cost to bring assets to an agreed service level set by Council	0.59%	0.59%	23.97%	23.97%	10.23%	10.23%	
Gross replacement cost							

<sup>(1)</sup> Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

**8.3.2 FINANCE UPDATE - OPERATIONAL INCOME & EXPENDITURE AND CAPITAL EXPENDITURE**

DOCUMENT NUMBER	400519
REPORTING OFFICER	Zac Mahon, Manager Finance
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.1 A clear strategic direction that is delivered upon
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 Finance Update report, be received and noted.**

**Report**

The Finance Update has been reviewed and no issues have been detected.

**Operations**

**Income**

The operational income is at 41% when comparing actual to budget, with the annual rates already being recognised as income but becoming due and payable quarterly throughout the year. The finance department has budgeted and is recording actuals in preparation of the separation between Gundagai and Cootamundra and reports are being developed to report at this level going forward from the next council meeting.

**Expenditure**

The Operational expenditure actual spend to budget is at 27%. The Work Order structure has been setup to report expenses separately and the finance department will develop reports that will present the results from the next council meeting.

**Capital**

Capital expenditure is at 19% of budget as at 30 September 2023. Council is continuing to develop a program of works that will forecast expected capital expenditure to ensure projects are progressing. The Plant & Equipment has not been separated by Cootamundra & Gundagai, I will update and let those responsible under capital know that we need to separate plant between the two budget items depending on what town the asset relates to.

CAPITAL EXPENDITURE to 30 September 2023						
ASSET CATEGORY	BUDGET	ACTUAL YTD	CMTS YTD	TOTAL YTD	% SPENT	RESULT
Bridges - Cootamundra	0	0	0	0	0%	😊
Bridges - Gundagai	920000	36716	9591	46307	5%	😊
Buildings - Cootamundra	1119502	21334	27150	48484	4%	😊
Buildings - Gundagai	790067	16149	0	16149	2%	😊
Land - Cootamundra	0	9614	48086	57700	0%	😊
Land - Gundagai	0	0	0	0	0%	😊
Plant & Equipment - Cootamundra	1240378	426405	978937	1405342	113%	☺
Plant & Equipment - Gundagai	1240378	0	0	0	0%	☺
Cemeteries - Cootamundra	0	0	0	0	0%	😊
Cemeteries - Gundagai	80000	0	0	0	0%	😊
Recreation - Cootamundra	0	114328	15	114343	0%	😊
Recreation - Gundagai	1334805	96012	10659	106670	8%	😊
Roads - Cootamundra	2136550	1025478	63019	1088497	51%	😊
Roads - Gundagai	4071550	545685	2366	548051	13%	😊
Waste - Cootamundra	522000	0	0	0	0%	😊
Waste - Gundagai	520000	0	0	0	0%	😊
Sewer - Cootamundra	2850000	41113	0	41113	1%	😊
Sewer - Gundagai	745000	141827	228715	370543	50%	😊
Water - Cootamundra	1240000	10813	6455	17268	1%	😊
Water - Gundagai	1584000	0	0	0	0%	😊
<b>TOTAL</b>	<b>20394230</b>	<b>2485474</b>	<b>1374993</b>	<b>3860466</b>	<b>19%</b>	<b>😊</b>

### Financial

There are no financial implications associated with this report.

### OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.

### 8.3.3 RESTRICTED CASH RECONCILIATION

DOCUMENT NUMBER	400517
REPORTING OFFICER	Zac Mahon, Manager Finance
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.1 A clear strategic direction that is delivered upon
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 Restricted Cash Reconciliation report, be received and noted.**

#### Report

The restricted cash figures have been reconciled to 30 September 2023 as shown in the below table.

Internally Restricted Reserves	Bal 30 June 2023	Transfers To	Transfers From	Bal 30 Sep 2023
Aerodrome Bitumen Resurfacing	165,588		0	165,588
Bradman's Birthplace	94,337	0	0	94,337
Cootamundra Caravan Park	172,553	19372	(2,336)	189,949
Heritage Centre	27,181	322	0	27,503
Development - Land & Buildings	1,182,693	0	0	1,182,693
Employee Leave Entitlements	1,774,746	0	0	1,774,746
Financial Assistance Grant	0	0	0	0
Quarries & Pit Restoration	570,207	1,556	0	571,763
Plant Replacement	3,026,533	1,132,859	(718,048)	3,441,344
Saleyards	0	0	(8,231)	0
Swimming Pool Pump & Equipment	0	0	0	0
Cemetery	102,989	27,935	(15,087)	115,837
Southern Phone	586,464	0	(0)	586,464
Waste Management	500,000	0	0	500,000
	8,203,291	1,182,044	(743,702)	8,650,224

Externally Restricted Reserves				
Domestic Waste	806,958	501,099	(120,652)	1,187,405
Water Supply	7,462,014	1,115,785	(735,882)	7,841,917
Sewerage Service	5,402,866	819,834	(599,692)	5,623,008
Stormwater Infrastructure Renewal	262,011	31,949	0	293,960
New Council Implementation Fund (2)	0	0	0	0
Developer Contributions	1,037,818	0	0	1,037,818
General Fund Unspent Grants & Contributions	6,665,901	0	(133,471)	6,532,430
	21,637,568	13,072,146	(4,597,108)	22,516,538
<b>TOTALS</b>	<b>29,840,858</b>	<b>20,171,316</b>	<b>(14,677,812)</b>	<b>31,166,766</b>

#### Restricted Cash Reconciliation

Restricted Cash	31,166,766
Cash at 30 September 2023	30,909,177
Unrestricted Balance	(257,589)
Grant Debtors Outstanding	237,704
Balance	(19,885)

#### Financial

There are no financial implications associated with this report.

#### OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.

**8.3.4 INVESTMENT REPORT - SEPTEMBER 2023**

DOCUMENT NUMBER	399997
REPORTING OFFICER	Zac Mahon, Manager Finance
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Collaborative and progressive leadership</b></p> <p>4.1 A clear strategic direction that is delivered upon</p>
FINANCIAL IMPLICATIONS	Council's cash and investment portfolio increased by \$5,774,821.38 from \$25,134,355.71 as at 31st August 2023 to \$30,909,177.09 as at 30 <sup>th</sup> September 2023.
LEGISLATIVE IMPLICATIONS	Council investments comply fully with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2021.
POLICY IMPLICATIONS	Investments comply fully with the Council's Investment Policy.
ATTACHMENTS	Nil

**RECOMMENDATION**

**The report detailing Council Cash and Investments as at 30 September 2023, be received and noted.**

Introduction

A report on Council's Investments is required to be presented for Council's consideration in accordance with Clause 212 of the Local Government (General) Regulation 2021.

Financial

Council's cash and investment portfolio increased by \$5,774,821.38 from \$25,134,355.71 as at 31st August 2023 to \$30,909,177.09 as at 30<sup>th</sup> September 2023.

OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.

**Cash and Investment Portfolio**

Type	Long Rating	Short Rating	Issuer	Frequency	Purchase	Maturity	Days	Rate	Benchmark*	Principal
TD	A+	A2	Macquarie Bank	At Maturity	11/07/2023	10/10/2023	91	4.91	4.14	\$1,000,000.00
TD	AA-	A1+	NAB	At Maturity	11/07/2023	10/10/2023	91	5.05	4.14	\$6,000,000.00
TD	BBB+	A2	Bank of QLD	At Maturity	18/07/2023	17/10/2023	91	5.05	4.14	\$2,000,000.00
TD	A+	A2	Macquarie Bank	At Maturity	1/08/2023	1/11/2023	92	4.98	4.14	\$1,000,000.00
TD	BBB	A2	Beyond Bank	At Maturity	12/09/2023	12/12/2023	91	4.82	4.14	\$4,000,000.00
TD	BBB	A2	AMP Bank	At Maturity	15/08/2023	16/01/2024	154	5.20	4.14	\$4,000,000.00
TD	AA-	A1+	CBA	At Maturity	13/09/2023	13/02/2024	153	4.82	4.14	\$4,000,000.00
TD	AA-	A1+	NAB	At Maturity	13/09/2023	12/03/2024	181	4.95	4.14	\$3,000,000.00
TD	A+	A2	Macquarie Bank	Monthly				4.40	4.10	\$1,999,999.99
CASH	AA-	A1+	CBA	Monthly				4.10	4.10	\$1,770,500.00
CASH	AA-	A1+	CBA	Monthly				4.10	4.10	\$2,024,270.67
CASH	AA-	A1+	NAB	Monthly				4.10	4.10	\$114,406.43
<b>TOTAL:</b>										<b>\$30,909,177.09</b>

\*Benchmarks

On Call - RBA Cash

Floating Rate Deposit - 3m BBSW

Term Deposit - BBSW

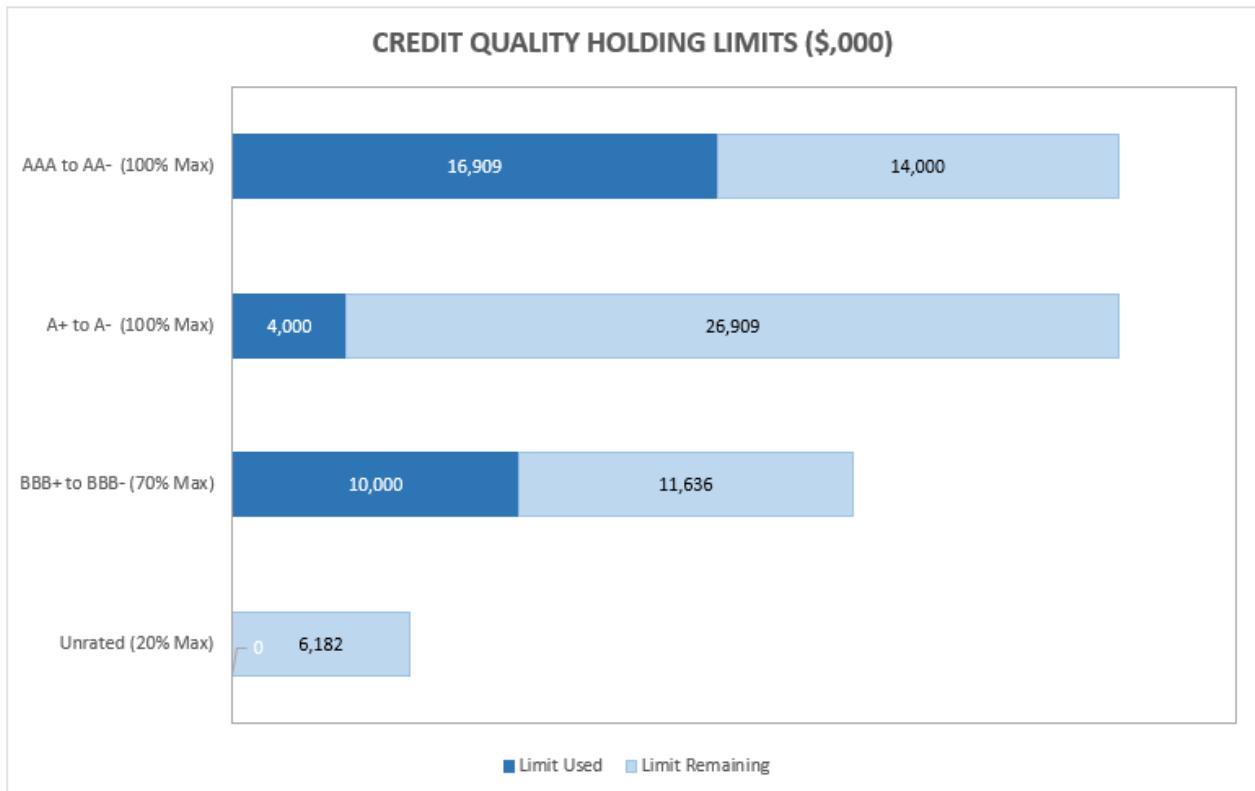
## Performance

Cootamundra-Gundagai Regional Council's investment portfolio outperformed the relevant BBSW Index benchmark by 16.91%. The average weighted yield for September was 4.83%, over an average weighted term of 73 days, with a benchmark of 4.13%.

Total Cost <b>30,909,177</b>	Monthly Interest Received <b>197,010</b>	Weighted Average Term <b>73 Days</b>
Total Value <b>30,909,177</b>	Yearly Interest Received <b>384,076</b>	Weighted Average Yield <b>4.83%</b>

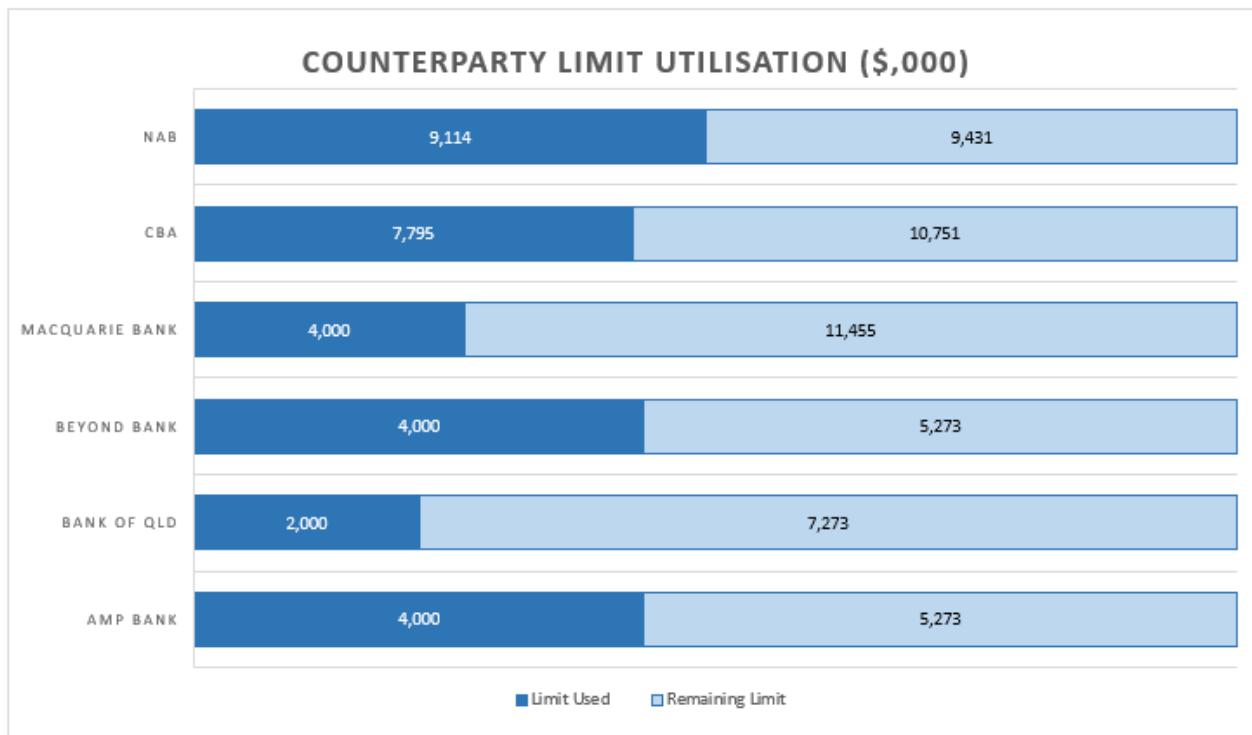
## Credit Quality Compliance

Council's investment portfolio was compliant with policy in terms of S&P long term rating credit quality limits, as displayed below.



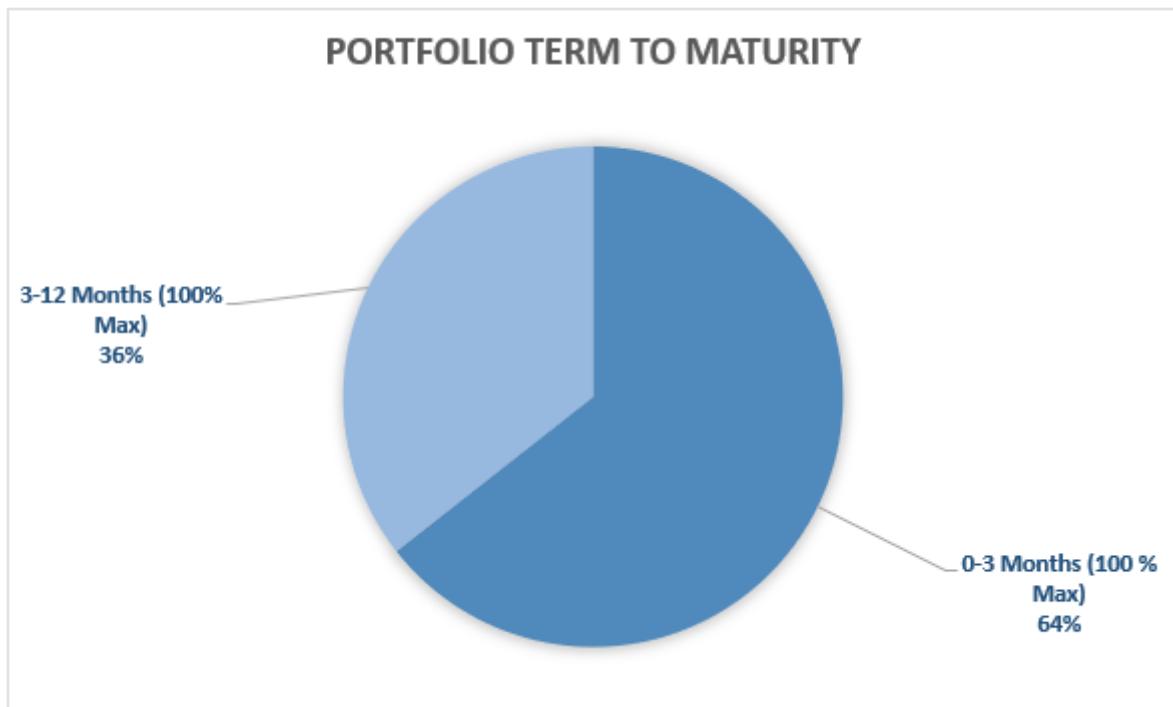
## Counter Party Compliance

As at the end of September, Council was compliant with policy. It is worth noting that capacity limits are affected by changes in the on-call account balance compared to the total portfolio balance.



## Term to Maturity

Council's investment portfolio maturities shown graphically below were also compliant with policy requirements. All of the investments are short term to deal with liquidity and to be prepared for the demerger split.



**Declaration**

I hereby certify that investments listed in the report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2021 and Council's Investment Policy.

Signed

A handwritten signature in black ink that reads "Zac Mahon". The signature is fluid and cursive, with "Zac" on the top line and "Mahon" on the bottom line.

Zac Mahon  
Responsible Accounting Officer

## 8.4 SUSTAINABLE DEVELOPMENT

### 8.4.1 DEVELOPMENT APPLICATION 2023/100 - 601 OLD COOTAMUNDRA ROAD, COOTAMUNDRA

DOCUMENT NUMBER	400476
REPORTING OFFICER	Lauren Dawes, Senior Building Surveyor
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>2. A region for the future</b></p> <p>2.3 A region that can accommodate and support strategic growth</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. Development Assessment Report - DA2023/100 - 601 Old Cootamundra Road, Cootamundra <a href="#">Download</a></p> <p>2. 601 Old Cootamundra Road, Cootamundra - Site Plan 1 <a href="#">Download</a></p>

## RECOMMENDATION

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

- Application No: DA2023/100
- Property: Lot: 13 DP: 1092831, 601 Old Cootamundra Road, Cootamundra
- Erection of a building and carrying out of works for the purpose of additions and alterations to existing dwelling house and use of land and erection of a building and carrying out of works for the purpose a Secondary Dwelling

### General Conditions

- 1 Compliance with Building Code of Australia and insurance requirements under Home Building Act 1989
  1. It is a condition of a development consent for development that involves building work that the work must be carried out in accordance with the requirements of the Building Code of Australia.
  2. It is a condition of a development consent for development that involves residential building work for which a contract of insurance is required under the Home Building Act 1989, Part 6 that a contract of insurance is in force before building work authorised to be carried out by the consent commences.

3. It is a condition of a development consent for a temporary structure used as an entertainment venue that the temporary structure must comply with Part B1 and NSW Part H102 in Volume 1 of the Building Code of Australia.
4. In subsection (1), a reference to the Building Code of Australia is a reference to the Building Code of Australia as in force on the day on which the application for the construction certificate was made.
5. In subsection (3), a reference to the Building Code of Australia is a reference to the Building Code of Australia as in force on the day on which the application for development consent was made.
6. This section does not apply—
  - a. to the extent to which an exemption from a provision of the Building Code of Australia or a fire safety standard is in force under the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021, or
  - b. to the erection of a temporary building, other than a temporary structure to which subsection (3) applies.

Condition reason: Prescribed condition under section 69 of the Environmental Planning and Assessment Regulation 2021.

## 2 Erection of signs

1. This section applies to a development consent for development involving building work, subdivision work or demolition work.
2. It is a condition of the development consent that a sign must be erected in a prominent position on a site on which building work, subdivision work or demolition work is being carried out—
  - a. showing the name, address and telephone number of the principal certifier for the work, and
  - b. showing the name of the principal contractor, if any, for the building work and a telephone number on which the principal contractor may be contacted outside working hours, and
  - c. stating that unauthorised entry to the work site is prohibited.
3. The sign must be—
  - a. maintained while the building work, subdivision work or demolition work is being carried out, and
  - b. removed when the work has been completed.
4. This section does not apply in relation to—
  - a. building work, subdivision work or demolition work carried out inside an existing building, if the work does not affect the external walls of the building, or

- b. Crown building work certified to comply with the Building Code of Australia under the Act, Part 6.

Condition reason: Prescribed condition under section 70 of the Environmental Planning and Assessment Regulation 2021.

### 3 Fulfilment of BASIX commitments

It is a condition of a development consent for the following that each commitment listed in a relevant BASIX certificate is fulfilled—

1. BASIX development,
2. BASIX optional development, if the development application was accompanied by a BASIX certificate.

Condition reason: Prescribed condition under section 75 of the Environmental Planning and Assessment Regulation 2021.

### 4 Notification of Home Building Act 1989 requirements

1. This section applies to a development consent for development involving residential building work if the principal certifier is not the council.
2. It is a condition of the development consent that residential building work must not be carried out unless the principal certifier for the development to which the work relates has given the council written notice of the following—
  - a. for work that requires a principal contractor to be appointed—
    - i. the name and licence number of the principal contractor, and
    - ii. the name of the insurer of the work under the Home Building Act 1989, Part 6,
  - b. for work to be carried out by an owner-builder—
    - i. the name of the owner-builder, and
    - ii. if the owner-builder is required to hold an owner-builder permit under the Home Building Act 1989—the number of the owner-builder permit.

3. If the information notified under subsection (2) is no longer correct, it is a condition of the development consent that further work must not be carried out unless the principal certifier has given the council written notice of the updated information.

4. This section does not apply in relation to Crown building work certified to comply with the Building Code of Australia under the Act, Part 6.

Condition reason: Prescribed condition under section 71 of the Environmental Planning and Assessment Regulation 2021.

### 5 Approved plans and supporting documentation.

Development must be carried out in accordance with the following approved plans and documents, except where the conditions of this consent expressly require otherwise.

Approved plans				
Plan number	Revision number	Plan title	Drawn by	Date of plan

Nil	Nil	Site Plan 1	L. Izzard	12 July 2023
Nil	Nil	Site Plan 2	L. Izzard	12 July 2023
Nil	Nil	Site Plan 3	L. Izzard	undated
Drawing No. 1	Nil	Floor Plan /Elevations	L. Izzard	12 July 2023
Drawing No. 2	Nil	Elevations	L. Izzard	12 July 2023
Drawing No. 3	Nil	Details	L. Izzard	12 July 2023
Drawing No. 4	Nil	Schedule & BASIX Notes	L. Izzard	12 July 2023
Drawing No. 5	Nil	Floor Plan /Elevations	L. Izzard	12 July 2023
Drawing No. 6.	Nil	Section A	L. Izzard	12 July 2023

Approved documents				
Document title	Version number	Prepared by	Date of document	
BASIX Certificate	A503852	L Izzard	31 July 2023	
BASIX Certificate	1410927S	L Izzard	31 July 2023	
Statement of Environmental effects	V2	L Izzard	8 October 2023	

In the event of any inconsistency with the approved plans and a condition of this consent, the condition prevails.

Condition reason: To ensure all parties are aware of the approved plans and supporting documentation that applies to the development.

### Building Work

#### Before issue of a construction certificate

##### 6 Long Service Levy

Before the issue of the relevant construction certificate, the applicable long service levy, must be paid to the Long Service Corporation or Council in accordance with section 34 of the Building and Construction Industry Long Service Payments Act 1986. Evidence of the payment is to be provided to the certifier.

**Advisory Note:** *Cootamundra-Gundagai Regional Council is an authorised agent under the Building and Construction Industry Long Service Payments Act 1986 for the collection of long service levies.*

Condition reason: To ensure the long service levy is paid.

##### 7 Section 7.12 Contributions

Prior to the issue of a Construction Certificate outstanding Section 7.12 contributions must be paid in full.

Where separate or staged Construction Certificates are obtained for the dwelling additions and the secondary dwelling, the required payment may be made for that component of the development subject of the Construction Certificate.

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.

Condition reason: To ensure Section 7.12 Developer Contributions are paid in accordance with Council's Section 7.12 policy as adopted 2018.

**8 Plumbing and Drainage Works**

An application shall be lodged and approved by Cootamundra Gundagai Regional Council under Section 68 of the Local Government Act for proposed water, sewerage and stormwater works prior to the issue of a Construction Certificate.

Condition reason: Statutory Compliance

**9 Approval to Install and/or Alter an Onsite Sewage Management System**

Approval must be obtained for the alteration and/or installation of an On-site Sewage Management System to service the development under Section 68 of the Local Government Act 1993.

Condition reason: To ensure the development is serviced by appropriate on-site sewage management system/s.

**Before building work commences****10 Deliveries**

While site work is being carried out, deliveries of material and equipment must only be carried out between—

- Mondays to Fridays - 7:00am to 6:00pm.
- Saturdays - 8:00am to 1:00pm.
- Not permitted on Sundays and Public Holidays.

Condition reason: To protect the amenity of neighbouring properties.

**11 Erosion and sediment controls in place**

Before any site work commences, the Principal Certifier, must be satisfied that erosion and sediment controls in the erosion and sediment control plan are in place. These controls must remain in place until any bare earth has been stabilized in accordance with 'Managing Urban Stormwater: Soils and Construction' prepared by Landcom (the Blue Book) (as amended from time to time).

Condition reason: To ensure sediment laden runoff and site debris do not impact local stormwater systems and waterways.

**12 Construction Certificate**

A Construction Certificate must be submitted and approved by a nominated Certifier prior to any building works taking place on the subject site. The Construction Certificate must be lodged via the NSW Planning Portal

Condition reason: To ensure compliance with the requirements of the Environmental Planning and Assessment Regulations.

**13 Appointment of a Principle Certifying Authority**

Prior to the commencement of any construction works, the person having benefit of this Development Consent must appoint a Principal Certifier.

Condition reason: To ensure legislative requirements are met

**14 Notice of intention to commence erection of building work**

The proponent must give the Principal Certifier at least 2 days notice of their intention to commence building works. The notice of intention to commence building works must be lodged on the NSW Planning Portal in accordance with Section 6.6 of Environmental Planning and Assessment

**Act 1979 and Section 59 of Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021.**

**Condition reason:** To ensure legislative requirements are met

**During building work**

**15 Discovery of relics and Aboriginal objects**

**While site work is being carried out, if a person reasonably suspects a relic or Aboriginal object is discovered:**

- a. the work in the area of the discovery must cease immediately.
- b. the following must be notified
  - i. for a relic – the Heritage Council; or
  - ii. for an Aboriginal object – the person who is the authority for the protection of Aboriginal objects and Aboriginal places in New South Wales under the *National Parks and Wildlife Act 1974*, section 85.

**Site work may recommence at a time confirmed in writing by:**

- a. for a relic – the Heritage Council; or
- b. for an Aboriginal object – the person who is the authority for the protection of Aboriginal objects and Aboriginal places in New South Wales under the *National Parks and Wildlife Act 1974*, section 85.

**Condition reason:** To ensure the protection of objects of potential significance during works.

**16 Hours of work**

**Site work must only be carried out between the following times –**

- Mondays to Fridays - 7:00am to 6:00pm.
- Saturdays - 8:00am to 1:00pm; and
- No work is permitted on Sundays and Public Holidays.

**Site work is not to be carried out outside of these times except where there is an emergency, or for urgent work directed by a police officer or a public authority.**

**Condition reason:** To protect the amenity of the surrounding area.

**17 Procedure for critical stage inspections**

**While building work is being carried out, the work must not continue after each critical stage inspection unless the principal certifier is satisfied the work may proceed in accordance with this consent and the relevant construction certificate.**

**Condition reason:** To require approval to proceed with building work following each critical stage inspection.

**18 Soil management**

**While site work is being carried out, the Principal Certifier must be satisfied all soil removed from or imported to the site is managed in accordance with the following requirements:**

- a. All excavated material removed from the site must be classified in accordance with the EPA's Waste Classification Guidelines before it is disposed of at an approved waste management facility, the classification and the volume of material removed must be reported to the principal certifier.
- b. All fill material imported to the site must be:
  - a. Virgin Excavated Natural Material as defined in Schedule 1 of the *Protection of the Environment Operations Act 1997*; or

- b. a material identified as being subject to a resource recovery exemption by the NSW EPA; or
- c. a combination of Virgin Excavated Natural Material as defined in Schedule 1 of the *Protection of the Environment Operations Act 1997* and a material identified as being subject to a resource recovery exemption by the NSW EPA.

**Condition reason:** To ensure soil removed from the site is appropriately disposed of and soil imported to the site is not contaminated and is safe for future occupants.

**19 Approved Plans**

A copy of the endorsed plans, specifications, development consent, the Construction Certificate and any other Certificates to be relied upon shall be available on-site, at all times during construction.

**Condition reason:** The ensure compliance with relevant plans and approvals

**20 Restricted Public Access**

It is the responsibility of the proponent to restrict public access to the building site, building works or materials or equipment on the site when building work is not in progress or the site is otherwise unoccupied in accordance with SafeWork NSW Regulations.

**Condition reason:** To ensure public safety is maintained.

**21 Earthworks**

No earthworks are permitted to be undertaken beyond those detailed on the approved plans unless otherwise permitted by the exempt development provisions of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008

**Condition reason:** To ensure that the development is consistent with the approval

**22 Roof Water**

Roof water generated by the development must be directed to rainwater tanks in accordance with the relevant BASIX Certificates and overflow discharged:-

- to the watertable; and
- away from any buildings, structures, property boundaries and effluent disposal area;

The point of discharge from the overflow must be

- protected from being crushed or damaged; and

- provided with scour protection to prevent erosion

**Condition reason:** To ensure that roof water is disposed of without nuisance to neighbours, damage to property or the environment.

**Before issue of an occupation certificate**

**23 Removal of waste upon completion**

**Before the issue of an Occupation Certificate:**

1. all refuse, spoil and material unsuitable for use on-site must be removed from the site and disposed of in accordance with the approved waste management plan; and
2. written evidence of the waste removal must be provided to the satisfaction of the Principal Certifier.

**Condition reason:** To ensure waste material is appropriately disposed or satisfactorily stored.

**24 Repair of infrastructure**

**Before the issue of an Occupation Certificate:**

1. any public infrastructure damaged as a result of the carrying out of work approved under this consent (including damage caused by, but not limited to, delivery vehicles, waste collection, contractors, sub-contractors, concreting vehicles) must be fully repaired to the written satisfaction of Council, and at no cost to Council; or
2. if the works in (a) are not carried out to Council's satisfaction, Council may carry out the works required and the costs of any such works must be paid as directed by Council and in the first instance will be paid using the security deposit required to be paid under this consent.

**Condition reason:** To ensure any damage to public infrastructure is rectified.

**25 Stabilisation of Earthworks**

Prior to the issue of an Occupation Certificate all earthworks must be appropriately retained or battered at a ratio of not less than 1:2 (vertical: horizontal) and vegetated to prevent erosion.

Any retaining wall constructed on-site must comply with the exempt development provisions of State Environmental Planning Policy (Exempt and Complying development Codes) 2007 or have necessary development and construction approval.

**Condition reason:** To ensure earthworks are appropriately protected.

**26 Approval to Operate a On-site Sewage Management System**

Prior to the issue of an Occupation Certificate, Approval to Operate a On-site Sewage Management System must be obtained from Council for the system/s servicing the development.

**Condition reason:** To ensure the development is appropriately serviced by a system installed in accordance with relevant approvals and legislative controls.

**27 Completion of Plumbing & Drainage Works**

Prior to the issue of a Occupation Certificate for the works, all requirements of relevant approvals issued under Section 68 of the Local Government Act 1993 associated with water, sewer and stormwater works must be satisfied. Confirmation that works have been completed in accordance with the requirements of the associated Section 68 application must be obtained from Council.

**Condition reason:** To ensure plumbing and drainage has been undertaken in accordance with relevant requirement.

**Introduction**

This report assesses a development application (DA2023/100), for the construction of a 48m<sup>2</sup> addition to the existing dwelling and the erection of a 277.8m<sup>2</sup> secondary dwelling on Lot 13 DP 1092831, 601 Old Cootamundra Road, Cootamundra.

The application is referred to full Council for determination, as the proponent is a member of council staff, no variation of the Cootamundra Local Environmental Plan (LEP) 2013 or Cootamundra Development Control Plan (DCP) 2013, is sought.

**Discussion**

The assessment of the application has considered all relevant matters under Section 4.15 of the *Environmental Planning and Assessment Act 1979* (the Act) and the requirements of relevant Environmental Planning Instruments and the Cootamundra DCP 2013.

Council staff have delegation to determine developments that comply with the Cootamundra LEP 2013 and DCP 2013, however, delegations do not extend to the determination of developments

where an application relates to land owned or controlled by Council, or Council is the applicant, or where a staff member subordinate to Manager Development, Building & Compliance is the landowner or applicant. In such circumstances, delegations dictate that the application must be refereed to Council for determination.

The development assessment concludes that the development complies with the relevant planning controls and the development is appropriate in the context of the area.

#### Financial

There are no financial impacts to this development.

#### OLG 23a Guideline consideration

There are no impacts or considerations regarding the 23a Guidelines.

# DEVELOPMENT ASSESSMENT REPORT

*Pursuant to the Environmental Planning & Assessment Act 1979  
Section 4.15 (as amended)*

**DATE OF REPORT COMMENCEMENT:**

11 October 2023

**COUNCIL OFFICER COMPLETING DEVELOPMENT ASSESSMENT:**

Lauren Dawes

**DEVELOPMENT REFERENCE:**

DA 2023/100

**DEVELOPMENT ADDRESS:**

601 Old Cootamundra Road COOTAMUNDRA

**DEVELOPMENT LOT / SEC / PLAN:**

Lot: 13 DP: 1092831

**OWNER(S):**

Luke David Izzard  
601 Old Cootamundra Road  
COOTAMUNDRA NSW 2590

**APPLICANT:**

Luke David Izzard  
601 Old Cootamundra Road  
COOTAMUNDRA NSW 2590

**PROPOSED DEVELOPMENT:**

Erection of a building and carrying out additions and alterations to an existing dwelling house and and erection of a building and works for the purpose of a Secondary Dwelling

**SITE:**

The subject site is located within the rural lands North-West of the Cootamundra township. It has direct frontage to Old Cootamundra Road.

The property has an area of 46.11ha and is presently used for residential and recreational purposes, containing a existing small dwelling and outbuildings, an arena and horse yards providing personal recreational use ancillary to the dwelling. The property is also used for grazing.

The property is largely flat, traversed by two intermittent creeks. Along the creek lines there is existing remnant vegetation along with additional plantings. The remainder of the property consists primarily of cleared area land vegetated predominantly by improved pasture.

# DEVELOPMENT ASSESSMENT REPORT

*Pursuant to the Environmental Planning & Assessment Act 1979  
Section 4.15 (as amended)*



**Figure 1 – Creek-lines running through the property**

# DEVELOPMENT ASSESSMENT REPORT

*Pursuant to the Environmental Planning & Assessment Act 1979  
Section 4.15 (as amended)*

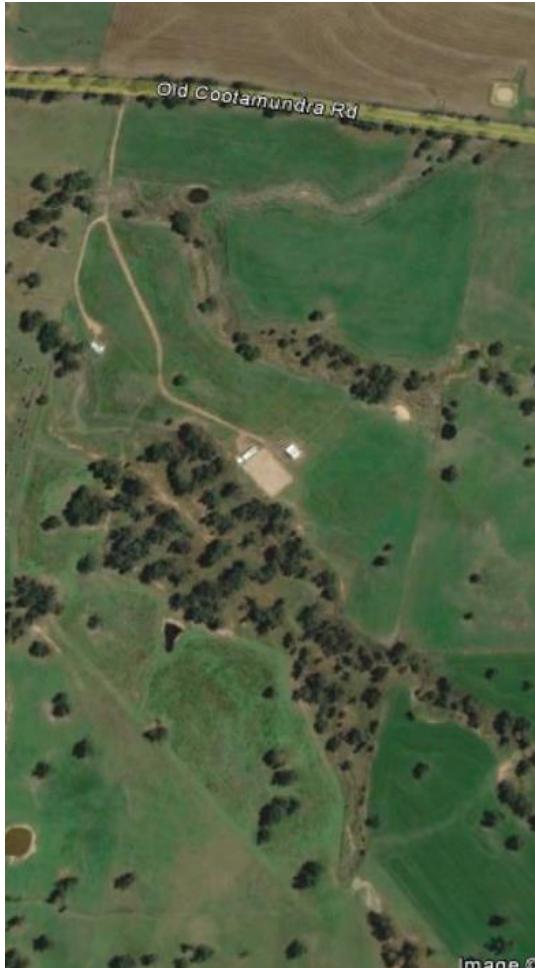


Figure 2 - recent aerial imagery

## PREVIOUS DEVELOPMENT PROPOSALS AND DECISIONS:

Approval for the construction of the existing dwelling was granted under DA2017/95 issued on 14 November 2017. An Occupation Certificate was issued for the dwelling on 3 April 2019.

DA consent was also obtained for the construction of a deck ancillary to the dwelling under DA 2022/122 issued 24 October 2022.

## GENERAL REQUIREMENTS OF THE ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979:

# DEVELOPMENT ASSESSMENT REPORT

*Pursuant to the Environmental Planning & Assessment Act 1979  
Section 4.15 (as amended)*



## 1.7 Application of Part 7 of Biodiversity Conservation Act 2016 and Part 7A of Fisheries Management Act 1994

The development is not a key threatening process under either Act, and the site contains no known threatened species or EECs, has not been declared critical habitat or an area of outstanding biodiversity value, and is not mapped on the Biodiversity Values Map. It is not considered that the development is likely to significantly affect threatened species, populations or ecological communities, as it does not impact on any flora, fauna or their habitat, including terrestrial biodiversity and river systems.

Clearing associated with the proposed development would not exceed allowable threshold of 1ha, applicable for developments where minimum subdivision lot size is 40 ha to less than 1000 ha.

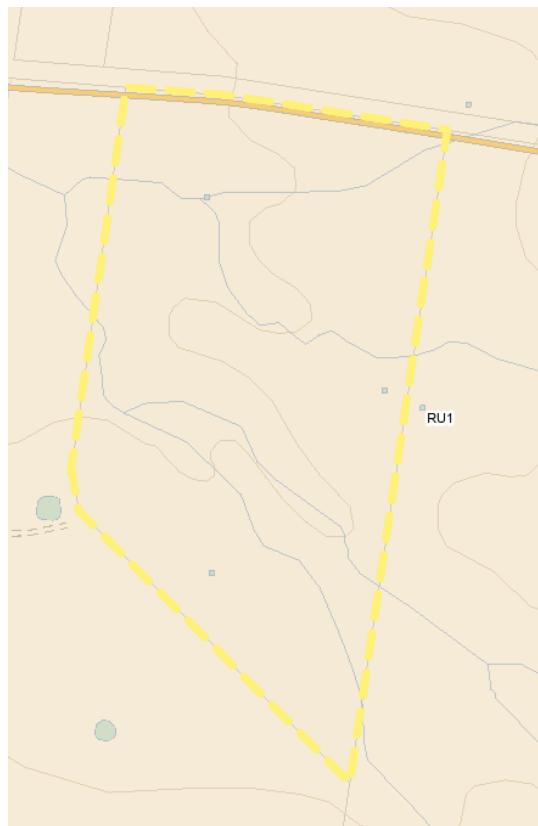


Figure 3 - screenshot of NSW biodiversity mapping (nil applies to subject lot)

## 2.22 Mandatory community participation requirements

# DEVELOPMENT ASSESSMENT REPORT

*Pursuant to the Environmental Planning & Assessment Act 1979  
Section 4.15 (as amended)*



Adopted CPP requires notification of “Buildings less than or equal to 100m from a boundary in a rural (excluding RU5) or environmental zone” Proposed addition is 65m from adjoining property boundary. As per this section and Schedule 1, of the Act, the development was notified in accordance with the CGRC Community Participation Plan (CPP), for a period of fourteen (14) days.

No submissions were received.

## 4.5 Designation of consent authority

The development is not state significant or regionally significant, and therefore Council is the determining authority.

## 4.10 Designated development

Schedule 3 of the EP&A Regulation defines the various types of designated development, but the application does not meet any of the criteria and therefore is not designated.

## 4.13 Consultation and concurrence

Notification not required.

## 4.14 Consultation and development consent—certain bush fire prone land

The land is not bushfire prone and therefore consideration of *Planning for Bush Fire Protection*, is not required.

# DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979  
Section 4.15 (as amended)

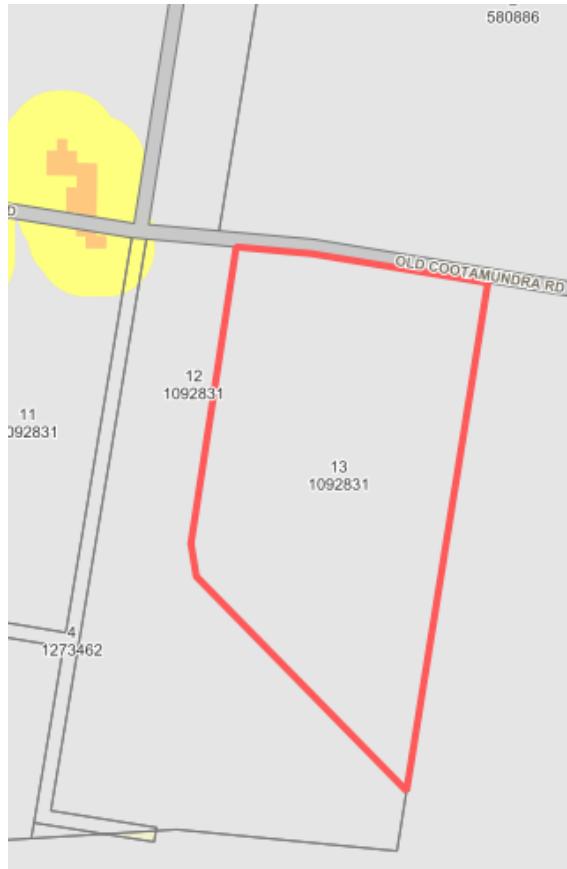


Figure 4 - Adopted bushfire mapping of the property

#### 4.22 Concept development applications

The development is not a concept development (development undertaken in stages).

#### 4.33 Determination of Crown development applications

The development is not a Crown development.

#### 4.36 Development that is State significant development

The development is not State significant development (of a size, type, value or with impacts deemed to be significant).

#### 4.46 Integrated development

The development is not integrated development (requires consent or an approval from another government agency).

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*Pursuant to the Environmental Planning & Assessment Act 1979  
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## 4.55 Modification of consents - generally

Not applicable

### SECTION 4.15 CONSIDERATIONS UNDER THE ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979:

#### 4.15(1)(a)(i) The provisions of any environmental planning instrument:

##### *State Environmental Planning Policies (SEPPs) and deemed SEPP's*

The following SEPPs are relevant to the development.

##### SEPP (Building Sustainability Index: BASIX) 2004

The application is accompanied by two valid BASIX certificates. One for the additions to the existing dwelling (Cert No. A503852) and the other for the proposed secondary dwelling (Cert No. 1410927S).

The plans for the proposed dwelling additions are consistent with the BASIX commitments and accurately reflect the extent of commitments required to be shown at this stage.

The plans for the proposed secondary dwelling are consistent with the BASIX commitments and accurately reflect the extent of commitments required to be shown at this stage.

##### SEPP (Resilience and Hazards) 2021

##### *Chapter 4 – Remediation of land*

Council must not consent to the carrying out of any development on land, unless it has considered whether the land is contaminated, and if contaminated whether it is suitable for the intended use or requires remediation.

The subject property is not identified as being potentially contaminated land in Council's Contaminated Land Register. There is no known historical use of the property that is likely to have resulted in contamination of the site. Further, inspection of the site did not identify any signs or indicators that contaminating activities are or have been undertaken on the site. No further investigation is required.

##### SEPP (Transport and Infrastructure) 2021

##### *Chapter 2 - Infrastructure*

- *Section 2.48 (Determination of development applications—other development) requires referral to the electricity supply authority, for development comprising:*

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Pursuant to the Environmental Planning & Assessment Act 1979  
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- penetration of ground within 2m of an underground electricity power line or an electricity distribution pole or within 10m of any part of an electricity tower,
- development within or immediately adjacent to an easement for electricity purposes
- development immediately adjacent to an electricity substation
- development within 5m of an exposed overhead electricity power line
- installation of a swimming pool any part of which is within 30m of a structure supporting an overhead electricity transmission line, measured horizontally from the top of the pool to the bottom of the structure at ground level,
- installation of a swimming pool any part of which is within 5m of an overhead electricity power line, measured vertically upwards from the top of the pool
- involving or requiring the placement of power lines underground.

The development does not meet this criterion, so no formal referral to Essential Energy/Transgrid, was required.

- *Section 2.77 (Development adjacent to gas pipeline corridors)* requires referral to the pipeline operator, for development compromising:
  - within the licence area of a pipeline for gas
  - within 20m of the centreline of a pipeline
  - within 20m of land the subject of an easement for a relevant pipeline.

The development does not meet this criterion, so no formal referral to APA Group, was required.

- *Division 15, Subdivision 2 Development in or adjacent to rail corridors and interim rail corridors—notification and other requirements*, requires referral to the rail authority, for development compromising:
  - *Section 2.97* - access via a level crossing
  - *Section 2.98* development adjacent a rail corridor that is likely to have an adverse effect on rail safety, places a metal finish on a structure and the corridor is used by electric trains, use of a crane in the air space above the corridor, within 5 m of an exposed overhead power line used for railway purposes and infrastructure,
  - *Section 2.99* – penetration of the ground to a depth of 2 m or greater, within a rail corridor or within 25 metres of a rail corridor

The development does not meet this criteria, so no formal referral to the rail authority, was required.

- *Section 2.100 (Impact of rail noise or vibration on non-rail development)*, requires consideration of the impact of noise and vibration on residential accommodation, a place of public worship, hospital, educational establishment or child care facility, where they are located in or adjacent a rail corridor.

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Pursuant to the Environmental Planning & Assessment Act 1979  
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The development is not for this form of development and/or is not located adjacent a rail corridor, and therefore consideration of this clause is not required.

- **Section 2.119 (Development with frontage to classified road)**, the development does not front a classified road and therefore this clause does not apply to this development.
- **Section 2.120 (Impact of road noise or vibration on non-road development)** does not apply as the AADT volume of the adjacent road is less than 20,000 vehicles, and/or the development is not for residential accommodation, a place of public worship, hospital, educational establishment or childcare facility.
- **Section 2.121 (Excavation in or immediately adjacent to corridors)**, does not apply as the development will not result in the penetration of the ground to a depth of 3 m or greater, within or adjacent the Hume Motorway.
- **Section 2.122 and Schedule 3 (Traffic generating development)** does not apply, as the type/and or scale of the works is not identified in the Schedule.

## SEPP (Housing) 2021

- **Section 50 Application of Part**, Part 1 Secondary dwelling of Chapter 3 Diverse Housing, applies only to secondary dwellings proposed in a residential zone. The provisions of this Part do not apply to the subject application as the proposed development is within a rural zone.

## ***Local Environmental Plan (LEP)***

The applicable LEP is the Cootamundra LEP 2013 (CLEP) and the relevant provisions of the LEP are discussed as follows.

### 1.2 Aims of Plan

The development is not inconsistent with the aims of the LEP.

### 1.4 Definitions

The proposed development is defined as alterations and additions to an existing dwelling house ***dwelling house and the erection of a secondary dwelling***.

***dwelling house means a building containing only one dwelling.***

***Note—***

***Dwelling houses are a type of residential accommodation—see the definition of that term in this Dictionary.***

***secondary dwelling means a self-contained dwelling that—***

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- (a) is established in conjunction with another dwelling (the principal dwelling), and
- (b) is on the same lot of land as the principal dwelling, and
- (c) is located within, or is attached to, or is separate from, the principal dwelling.

*Note—*

*See clauses 5.4 and 5.5 for controls relating to the total floor area of secondary dwellings.*

*Secondary dwellings are a type of residential accommodation—see the definition of that term in this Dictionary.*

There is no definition for a 'principal dwelling'. The definition of a secondary dwelling requires only that it:

(a) 'is established in conjunction with another dwelling (the principal dwelling)', the proposed secondary dwelling has a footprint exceeding that of the existing dwelling (including the proposed additions). However, nothing within the definition or LEP specifies that that size dictates which dwelling is the principal and which is the secondary in rural zones.

(b) is on the same lot of land as the principal dwelling, - the subject dwellings will be on the same lot of land.

(c)'a self-contained dwelling that is located within, or is attached to, or is separate from, the principal dwelling.' The proposal is separate from the principal dwelling, which satisfies this requirement. Further, the dwelling is self-contained, including kitchen, bathroom and laundry amenities in addition to sleeping and living areas.

Giving consideration to the above it is appropriate for the application to be determined based on the proposal as submitted.

1.6 Consent authority

The consent authority for the purposes of this Plan is (subject to the Act) the Council.

1.9A Suspension of covenants, agreements and instruments

The lot is not subject of any covenants, agreements or instruments

2.1 Land use zones

The site is zoned RU1 - Primary Production, and the proposed development is permitted in the zone with consent.

2.3 Zone objectives

The proposed development is not inconsistent with the objectives of the zone.

4.2A Erection of dwelling houses on land in certain rural and residential protection zones

The subject property is less than the 200ha minimum lot size. However, the existing approved dwelling was approved under subclause (3)(b) *is a lot created before this Plan commenced and on which the erection of a dwelling house was permissible immediately before that commencement*, the 45.3 ha allotment met the 40ha

# DEVELOPMENT ASSESSMENT REPORT

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minimum lot size applicable immediately before the commencement of this plan. Nothing within this clause prevents the proposed erection of a further dwelling house for the purpose of a secondary dwelling.

5.4 Controls relating to miscellaneous permissible uses  
The provisions of subclause (9) *Secondary dwellings on land other than land in a rural zone* sets size restrictions for secondary dwellings within zones other than rural zones. Being located within a rural, RU1 Primary Production, nothing within this clause requires a secondary dwelling to meet any size requirements/limitations.

5.5 Controls relating to secondary dwellings on land in a rural zone  
This clause has not been adopted within the Cootamundra LEP 2013 and therefore does not apply.  
It is under the provision of this clause that matters such as any size limitation for secondary dwellings would be specified (where adopted).

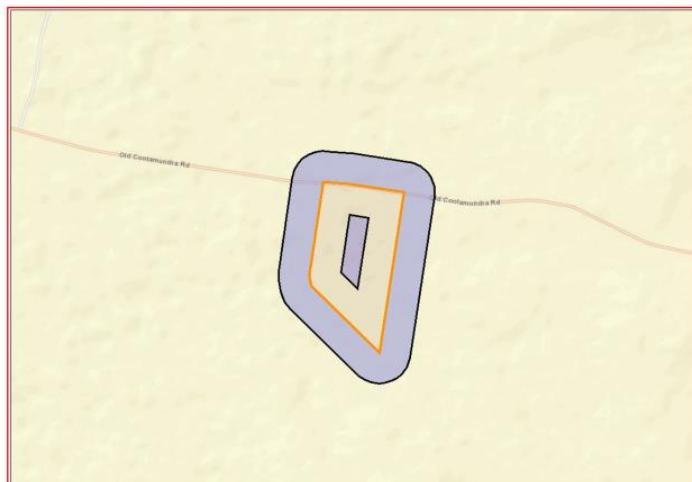
5.10 Heritage conservation  
There are no heritage items on-site (identified on either the SHR or in the LEP), and the site is not located in a Heritage Conservation Area (HCA).  
A AHIMS Search did not identify any known aboriginal sites or places within 200m of the property.

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Pursuant to the Environmental Planning & Assessment Act 1979  
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The context area of your search is shown in the map below. Please note that the map does not accurately display the exact boundaries of the search as defined in the paragraph above. The map is to be used for general reference purposes only.



A search of Heritage NSW AHIMS Web Services (Aboriginal Heritage Information Management System) has shown that:

<input type="checkbox"/>	0 Aboriginal sites are recorded in or near the above location.
<input type="checkbox"/>	0 Aboriginal places have been declared in or near the above location.*

**Figure 5 - AHIMS search result**

**5.16 Subdivision of, or dwellings on, land in certain rural, residential or conservation zones**

The subject property is zoned RU1 – Primary Production. As such, prior to the issue of any development consent for the erection of a dwelling (including erection of the proposed secondary dwelling). The following matters must be taken into account:-

- (a) *the existing uses and approved uses of land in the vicinity of the development –*
- (b) *whether or not the development is likely to have a significant impact on land uses that, in the opinion of the consent authority, are likely to be preferred and the predominant land uses in the vicinity of the development,*
- (c) *whether or not the development is likely to be incompatible with a use referred to in paragraph (a) or (b),*
- (d) *any measures proposed by the applicant to avoid or minimise any incompatibility referred to in paragraph (c).*

Adjoining properties are used for the purpose of extensive agriculture including grazing and cropping. There are existing dwellings located on surrounding rural land.

It is considered unlikely that the provision of an additional dwelling on the property, while providing some intensification of the existing residential use, would result in any adverse impact to existing lawful uses of adjoining properties or result in an

# DEVELOPMENT ASSESSMENT REPORT

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landuse conflict. There is an existing lawful dwelling already on the property. There is no known history of landuse conflict between the existing uses.

The application was neighbour notified, and no submissions were received.

5.21 Flood planning

The land is not in the flood planning area.

6.1 Earthworks

Minimal earthworks are required as part of the proposed development, consisting predominantly of surface scrape. Earthworks, if undertaken, in accordance with the proposal are not likely to have any adverse impact or alter drainage patterns, future use or redevelopment of the land, amenity of adjoining properties, or environmental sensitive areas including riparian land.

No fill material is detailed as proposed to be imported or exported from the site.

The likelihood of disturbing relics during earthworks is low given the location and historical use of the property for extensive agriculture.

It is appropriate for the following conditions to be applied to any consent in order to further minimise and reduce any potential impacts including:-

- Requirements for sediment and erosion controls to be established and remain in place throughout construction works until such time as vegetation cover is re-established;
- Detailing requirements for any fill being imported or exported from the site;
- Processes required in the unlikely event that relics are disturbed.

6.3 Terrestrial biodiversity

This clause applies to land that is identified as biodiversity land on the *Terrestrial Biodiversity Map*, parts of the site are mapped as being affected. The proposed development is located outside of mapped areas. Development would not result in discharge of pollutants or other adverse impacts that would adversely impact the mapped areas of the site.

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Figure 6 - Terrestrial Biodiversity mapping

#### 6.4 Groundwater vulnerability

This clause applies to land that is identified as groundwater vulnerable on the *Groundwater Vulnerability Map*, but the site is not mapped as being affected, and accordingly this clause is not applicable.

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Figure 7 – Groundwater vulnerability map

## 6.5 Riparian land and watercourses

This clause applies to land that is identified as a watercourse on the *Watercourses Map*, or is within 40 metres of a mapped watercourse, but the site is not mapped as being affected, and accordingly this clause is not applicable.



Figure 8 - Riparian land and watercourses map

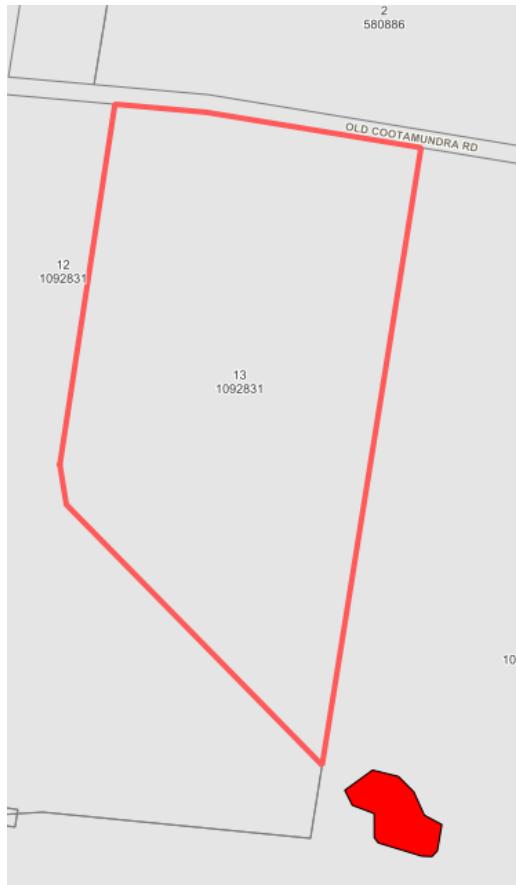
# DEVELOPMENT ASSESSMENT REPORT

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## 6.6 Salinity

This clause applies to land identified as dryland salinity on the *Natural Resources Land Map*, but the site is not mapped as being affected, and accordingly this clause is not applicable.



**Figure 9 - Salinity map**

## 6.7 Highly erodible soils

This clause applies to land identified as high soil erodibility on the *Natural Resources Land Map*, but the site is not mapped as being affected, and accordingly this clause is not applicable.

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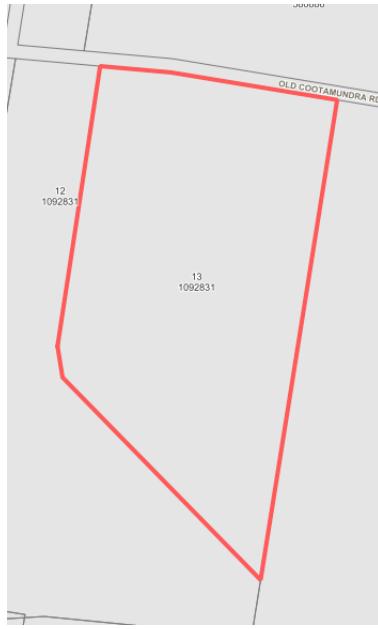


Figure 10 – Highly erodible soils map

6.8 Airspace operations

This clause applies to developments that penetrate the Limitation or Operations Surface of the Cootamundra Airport. Works carried out on the site would not project into the Airport airspace.

6.9 Essential Services

This clause only applies to land that is zoned RU4 Primary Production Small Lots, and R5 Large Lot Residential, and therefore does not apply in this instance.

**4.15(1)(a)(ii) The provisions of any draft environmental planning instrument:**

***State Environmental Planning Policies (SEPPs)***

There are no draft SEPP's which relate to this development.

***Local Environmental Plan (LEP)***

There are no draft LEP's which apply to this land.

**4.15(1)(a)(iii) The provisions of any development control plan:**

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The Cootamundra Development Control Plan (DCP) applies to the land, and the relevant provisions are discussed as follows:

## Chapter 2 – Residential Development

Applies only to zones R1, R3, R5, RU5 and RU4. Provisions of 2.4 Granny Flats (Secondary dwellings) therefore does not apply to the subject development.

## Chapter 6 – Environmental Management

### *6.1 Bushfire Prone land*

As addressed above the subject property is not mapped as bushfire prone.

### *6.2 Flood Prone Land*

Not identified as flood prone

### *6.3 Potentially contaminated land*

Not identified as potentially contaminated.

### *6.4 Buffers to Primary Industry and Infrastructure*

<u>Buffers to primary industry and infrastructure</u>	
<u>Industry</u>	<u>Assessment</u>
Extractive industries	No known extractive industries occurring on properties within 500m of the subject property.
Forestry and carbon sequestration	No known forestry or carbon sequestration activities occurring within the area surrounding the subject site.
Infrastructure assets, including renewable energy generating facilities such as wind farms, solar farms, sewerage treatment plants and waste management facilities	No significant infrastructure assets identified within the area surrounding the subject site.

## **4.15(1)(a)(iii) Any planning agreement or draft planning agreement:**

The developer has not entered into a planning agreement, nor has offered to enter into a draft planning agreement.

## **4.15(1)(a)(iv) Matters prescribed by the Regulations:**

Council has considered the following matters as prescribed by Regulations:

### Section 61 (Additional matters for consideration): -

- A small amount of demolition works would be required as part of proposed addition to existing dwelling. Condition to be applied requiring compliance with AS 2601,

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- the development is not for the carrying out of development on land that is subject to a subdivision order made under Schedule 7 to the Act,
- the development is not located within the local government area of Coonamble, City of Dubbo, Gilgandra or Warrumbungle (to which the Dark Sky Planning Guideline applies),
- the development does not pertain to a manor house or multi dwelling housing (terraces),
- the development is not land to which the Penrith LEP, Wagga LEP or Moree Plans LEP applies to,

Section 62 (Consideration of fire safety)

- the development is not for a change of building use for an existing building.

Section 63 (Considerations for erection of temporary structures)

- the development is not for a temporary structure.

Section 64 (Consent authority may require upgrade of buildings)

- the development involves the extension of an existing building but does not require any upgrades to meet BCA provisions or provide for protection of persons in the event of a fire. The existing dwelling was constructed in accordance with BCA requirements applicable at the time of construction and contains appropriate smoke alarms.

Section 65 (Special provision relating to Sydney Opera House)

- the development does not relate to the Sydney Opera House.

## 4.15(1)(b) The likely impacts of that development:

**Context and Setting:**

Proposed single storey addition to the existing dwelling and proposed single storey secondary dwelling are in keeping with the context and setting of the surrounding area.

**Access, Transport and Traffic:**

Access to the property is obtained from existing lawful and practical access from Old Cootamundra Road. A small increase in traffic is anticipated as a result of the proposed secondary dwelling. This anticipated increase would be minimal and does not require any upgrades to the road or existing access.

**Public Domain:**

The proposed development would not have any significant adverse impact on the public domain.

**Utilities:**

The existing dwelling subject of proposed alterations and additions has existing adequate access/connection to essential services and utilities including:-

- vehicle access
- domestic water supply via existing rainwater tanks

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- electricity via existing solar system

Amendments are required to the existing on-site sewage management system to ensure it can take increased wastewater generated through additional bedroom capacity. Conditions to be applied to ensure necessary consents are obtained.

Proposed additional dwelling as set out by submitted SoEE would have adequate access to services including:-

- vehicle access
- domestic water supply via existing rainwater tanks
- electricity via existing solar system
- new on-site sewage management system

Conditions to be applied to consent to ensure necessary approvals obtained.

#### ***Heritage:***

The property is not located within a Heritage Conservation area, is not identified as a Heritage Listed Item and does not contain/is not located near any known sites of aboriginal significance.

A condition shall be placed on any consent regarding the location or identification of any heritage items during construction.

#### ***Other Land Resources:***

##### ***Water:***

Despite not being identified on the LEP watercourse map there are 2<sup>nd</sup> order streams traversing through the property either side of the proposed secondary dwelling. The proposed dwelling is located approximately 55m to the closest stream outside of the 20m riparian corridor. No controlled activity approval is required for the works under the provisions of the Water Management Act.

The development would not result in the discharge of any water polluting contaminant other than wastewater generated by the development. It is considered that there is adequate area away from the watercourses to provide for an on-site wastewater system to service the dwelling. A condition will be applied requiring s68 approval to be obtained for the on-site system prior to any CC being issued. The s68 application would need to demonstrate that the location and type of system proposed is appropriate to service the development and would not result in adverse environmental impacts.

The existing dwelling is serviced by an approved on-site wastewater management system. A condition shall be applied requiring s68 approval for alterations to the existing on-site wastewater management system to provide for increased capacity prior to the issue of any construction certificate for additions to the existing dwelling.

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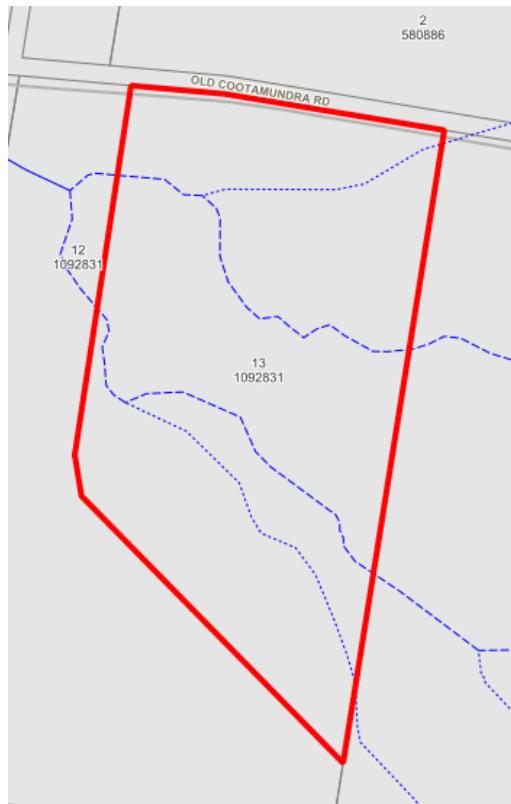


Figure 11 - Watercourse locations

**Soil:**

The proposed development would not result in any significant adverse impacts on the soil.

**Air and Microclimate:**

Proposed development would not result in any significant adverse impacts on air and microclimate.

**Flora and Fauna:**

Proposed development is located away from areas of the site which contain valuable flora, fauna and habitat. Works are within areas of existing improved pasture and would not have any significant adverse impact on flora and fauna.

**Waste:**

Existing arrangements are in place for the disposal of waste generated by existing dwelling and ancillary recreational and agricultural uses. The proposed development would result in a increase in waste generated by the development associated with increased residential use.

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Waste is anticipated to be of a amount/level consistent with general residential use and would not place undue demand of existing council services/infrastructure or adverse impacts to land where waste is appropriately disposed of.

Conditions to be applied to any consent requiring disposal of construction and building materials.

Other legislation applies to the ongoing use/operations and requirements for occupants to undertake appropriate waste disposal.

***Energy:***

Both the existing and proposed dwellings are to be serviced by off-grid solar electricity systems. The systems are of an appropriate size for the existing/proposed residences. The development would not place any demand on existing electricity networks or infrastructure.

***Noise and Vibration***

Noise generated by the development is anticipated to be in keeping with general residential use. Given the location of the existing and proposed secondary dwelling, intensification of the residential use of the site is not anticipated to have any significant adverse impact on the amenity of the area.

Conditions would be applied to any approval providing restricted hours for carrying out of construction works to protect the amenity of the area during construction.

***Natural Hazards:***

The property is not identified as being prone or subject to natural hazards.

***Technological hazards***

No identified technological hazards

***Safety, security and crime prevention***

Proposed development is located within a rural setting away from adjoining allotments and the public domain. It is not anticipated to result in any adverse safety, security or crime impacts. Provision of crime prevention or security measures are not required for the subject development.

***Social Impacts in the Locality:***

The proposed development is not anticipated to result in any adverse social impacts within the locality. Matters such as proximity to other landuses and potential for landuse conflict has been considered elsewhere within this assessment.

***Economic Impact in the Locality:***

The development would provide for a small positive economic impact in the locality as a result of increased housing and construction works and associated economic activity.

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## ***Site Design and Internal Design:***

Site and internal design of the development are appropriate to the location and constraints of the site.

## ***Construction Matters:***

The proposed works are capable of being made to comply with the Building Code of Australia and relevant Australian Standards.

## ***Cumulative impacts***

The development does not provide for any significant adverse cumulative impacts on the environment or surrounding area.

## **4.15(1)(c) - The suitability of the site for the development:**

### ***Does the proposal fit in the locality ?***

Yes

### ***Are the site attributes conducive to development ?***

Yes

## **4.15(1)(d) - Any submissions made:**

Nil submissions received.

## **4.15(1)(e) - The public interest:**

The Riverina Murray Regional Plan 2036 has been developed to plan for future population's needs for housing, jobs, infrastructure and a healthy environment, in the Region. The development is consistent with the Directions in the Plan.

Staff are not aware of any other policy statements from either Federal or State Government that are relevant to this proposal, nor any planning studies or strategies. There is no management plan that is applicable to a development of this nature, and no codes or guidelines. The issue of easements has been discussed above.

Overall, the proposal would not contravene the public interest.

## **OTHER MATTERS:**

### **Section 7.11 and 7.12 Contributions Policies:**

Section 7.12(2) of the EPA Act, states that "*a consent authority cannot impose as a condition of the same development consent a condition under this section as well as a condition under section 7.11*". Accordingly, Council can only require payment of either a 7.11 or 7.12 contributions.

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Pursuant to the Environmental Planning & Assessment Act 1979  
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## Section 7.11 Contributions Plans

There is no section 7.11 plan in force in the former Cootamundra LGA.

## Section 7.12 Contributions Plans

The Cootamundra-Gundagai Regional Council Section 7.12 Fixed Development Consent Levy Contributions Plan 2018, applies to the land and this development, based on the following costings:

Proposed Cost of the Development	Maximum Percentage of the Levy	Contribution payable
Up to \$100,000	Nil	N/A
\$100,001-\$200,000	0.5 %	N/A
\$200,001 +	1 %	To be determined on payment.

## Section 64 water and sewer contributions policies:

Neither the Goldenfields Water s64 water contributions plan or the Cootamundra s64 sewer contributions plan, applies to this development.

## Disclosure of political donations and gifts:

The application and notification process did not result in any disclosure of Political Donations and Gifts.

## FINANCIAL IMPACTS:

Nil impacts for Council

## POLICY IMPACTS:

Nil

## ORGANISATIONAL IMPACT:

Nil

## RISK MANAGEMENT IMPACTS:

Nil

## LEGAL ISSUES:

Nil

## CONCLUSION:

Council has considered all matters under the relevant legislation, and it considers that the proposed development is appropriate having regard to those matters, and that any minor adverse impacts can be managed through appropriate conditions. It is considered that there are no reasonable grounds upon which to refuse the application.

## RECOMMENDATION:

# DEVELOPMENT ASSESSMENT REPORT

*Pursuant to the Environmental Planning & Assessment Act 1979  
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## Determination:

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

- Application No.: DA 2023/100
- Property: Lot: 13 DP: 1092831  
601 Old Cootamundra Road COOTAMUNDRA
- Development Approval: Erection of a building and carrying out of works for the purpose of additions and alterations to existing dwelling house and use of land and erection of a building and carrying out of works for the purpose a Secondary Dwelling.

## Conditions:

**As outlined in the accompanying report**

## REASONS FOR 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; and
- To ensure the development complies with all relevant legislation, Regulations, standards and approvals.

## SCHEDULE 1, DIVISION 4, CLAUSE 20 - REASONS FOR THE DECISION:

This section of the Act requires the public notification of certain decisions, the date of the decision, the reasons for the decision and how community views were taken into account in making the decision. The reasons for the decision and how community views were taken into account, as it relates to this development application are:

- the proposed development is consistent with the objectives of the zone,
- the proposed development is permitted in the zone,
- the proposed development does not compromise the relevant Environmental Planning Instruments,
- the proposal will be compatible with the built form and character, established by existing developments in the area,

# DEVELOPMENT ASSESSMENT REPORT

*Pursuant to the Environmental Planning & Assessment Act 1979  
Section 4.15 (as amended)*



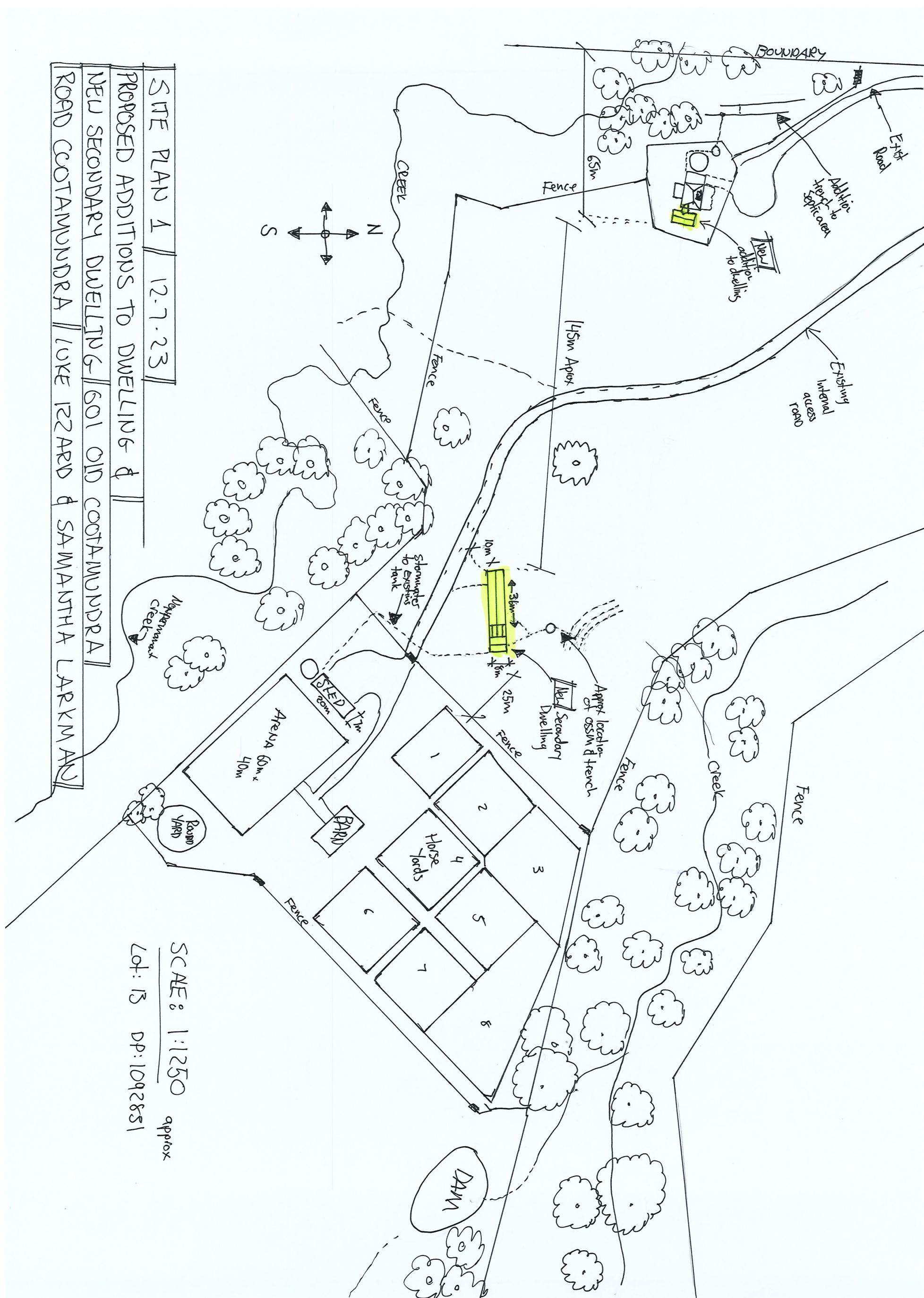
- any potential concerns have been ameliorated by appropriate conditions, that ensure compliance with relevant legislation, Regulations and standards.
- the proposal is consistent with the key planning provisions contained within the applicable environmental planning instruments,
- the proposal will have an acceptable environmental impact, and
- the proposal is consistent with the zone and desired future character of the area.

## DEVELOPMENT ASSESSMENT SIGNING OFFICER:

*Lk. Dawes*

Lauren Dawes

11 October 2023



## 8.5 ENGINEERING COOTAMUNDRA

### 8.5.1 DRAFT WORKPLACE BULLYING POLICY

DOCUMENT NUMBER	400332
REPORTING OFFICER	Madlin Snell, Risk HSE Officer
AUTHORISING OFFICER	Matt Stubbs, Deputy General Manager - Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Collaborative and progressive leadership</b></p> <p>4.4 Recognised as a premier local government Council that represents and advocates for community needs</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To comply with the Work Health and Safety Act 2011, Sect 20 and 21
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Draft workplace Bullying Policy <a href="#">↓</a>

### RECOMMENDATION

**The Draft Workplace Bullying Policy, attached to the report, be adopted.**

#### Introduction

This new Draft Workplace Bullying Policy was created to comply with the Work Health and Safety Act 2011. The Policy outlines Cootamundra-Gundagai Regional Council's commitment to providing a safe and healthy work environment in which all workers are treated fairly, with dignity and respect. Bullying is a risk to the health and safety of the workplace. It is unacceptable and will not be tolerated by the Council.

#### Discussion

This policy outlines the Council's commitment to a safe workplace and is aimed at ensuring, so far as it reasonably can, that employees are not subjected to any form of bullying while at work. It also details the legal responsibilities of the Council and employees in relation to preventing bullying in the workplace. This policy covers all employees of the Council (whether full-time, part-time, or casual) and all persons performing work at the direction of, in connection with, or on behalf of the Council (for example contractors, subcontractors, agents, consultants, volunteers and temporary staff) (collectively "workers"). This Policy extends to all functions and places that are work related, for example, work lunches, conferences, Christmas parties and client functions. This Policy does not form part of any employee's contract of employment. Nor does it form part of any contract for service.

#### Financial

There are no financial implications in this report.

OLG 23a Guideline consideration

Does not conflict with Guidelines.



# Draft Workplace Bullying Policy

## Policy Approval and Distribution

Approved by	Council resolution or GM
Responsible Officer	WHS & Human Resources
Council Service Unit	WHS & HR
Next Review Date	24-10-2027
Relevance to Community Strategic Plan	<b>4. Collaborative and progressive leadership</b> 4.4 Recognised as a premier local government Council that represents and advocates for community needs

## Version Control

Ref	Date	Description	Resolution Number
0.1	18/10/2023	<i>Presented to the GM &amp; Management for review</i>	N\A
0.2	24/10/2023	<i>Presented to Council for Adoption.</i>	TBA

## Purpose

To provide a framework for the ethical, fair and transparent operation of the CGRC Recruitment practices

## Scope

This policy applies to all CGRC Employees

## Definitions

This policy applies to all CGRC Employees

## Legislative Framework

- Work Health and Safety Act 2011, Sections 20 and 21

Work Health and Safety Regulations 2017, clause 43

Related CGRC Documents

NSW Government – Code of Practice – Managing Psychosocial Hazards at Work

CGRC Health & Wellbeing Policy

CGRC Staff Grievance Resolution Policy and Procedure

CGRC Workplace Harassment Policy

## Policy Statement

Cootamundra-Gundagai Regional Council ("Council") is committed to providing a safe and healthy work environment in which all workers are treated fairly, with dignity and respect. Bullying is a risk to the health

and safety of the workplace. It is unacceptable and will not be tolerated by the Council.

This policy outlines the Council's commitment to a safe workplace and is aimed at ensuring, so far as it reasonably can, that employees are not subjected to any form of bullying while at work. It also details the legal responsibilities of the Council and employees in relation to preventing bullying in the workplace.

## Procedures

This policy covers all employees of the Council (whether full-time, part-time, or casual) and all persons performing work at the direction of, in connection with, or on behalf of the Council (for example contractors, subcontractors, agents, consultants, volunteers and temporary staff) (collectively "workers").

This Policy extends to all functions and places that are work related, for example, work lunches, conferences, Christmas parties and client functions. This Policy does not form part of any employee's contract of employment. Nor does it form part of any contract for service.

## Legal responsibilities

Everyone at the workplace has a legal responsibility to prevent bullying from occurring.

Under relevant health and safety legislation (the "Legislation") the Council has the primary duty to eliminate or minimise, as far as reasonably practicable, the risks to health and safety in the workplace. This duty includes the implementation of strategies to prevent workplace bullying. This policy will assist the Council in complying with its legal responsibilities.

Workers are also required under the Legislation to take reasonable care for their own health and safety, as well as that of others at the Council's workplace. They must also comply with any reasonable instruction given by the Council. Compliance with this policy will assist workers in meeting their legal responsibilities.

## What is workplace bullying?

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

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

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

## Examples of workplace bullying

Bullying behaviours can take many different forms, from the obvious (direct) to the more subtle (indirect). The following are some examples of both direct and indirect bullying: -

### Direct bullying:

- abusive, insulting, or offensive language
- spreading misinformation or malicious rumours
- behaviour or language that frightens, humiliates, belittles, or degrades, including over criticising, or criticism that is delivered with yelling or screaming
- displaying offensive material
- inappropriate comments about a person's appearance, lifestyle, their family or sexual preferences
- teasing or regularly making someone the brunt of pranks or practical jokes
- interfering with a person's personal property or work equipment, or

- harmful or offensive initiation practices.

Indirect bullying:

- unreasonably overloading a person with work, or not providing enough work
- setting timeframes that are difficult to achieve, or constantly changing them
- setting tasks that are unreasonably below, or above, a person's skill level
- deliberately excluding or isolating a person from normal work activities
- withholding information that is necessary for effective work performance
- deliberately denying access to resources or workplace benefit and entitlements, for example training, leave
- deliberately changing work arrangements, such as rosters and leave, to inconvenience a particular worker or workers

The above examples do not represent a complete list of bullying behaviours. They are indicative of the type of behaviours which may constitute bullying and are therefore unacceptable to the Council.

A single incident of unreasonable behaviour does not usually constitute bullying. However, it should not be ignored as it may have the potential to escalate into bullying behaviour.

A person's Intention is irrelevant when determining if bullying has occurred. Bullying can occur unintentionally, where actions which are not intended to victimise, humiliate, undermine, or threaten a person actually have that effect.

Bullying in the workplace is harmful not only to the target of the behaviour but damages the Council's culture and reputation. It is unacceptable and will not be tolerated.

### **What does NOT constitute workplace bullying?**

Managing staff does not constitute bullying, if it is done in a reasonable manner. Managers have the right, and are obliged to, manage their staff. This includes directing the way in which work is performed, undertaking performance reviews, and providing feedback (even if negative) and disciplining and counselling staff. Examples of reasonable management practices include:

- setting reasonable performance goals, standards, and deadlines in consultation with workers and after considering their respective skills and experience
- allocating work fairly
- fairly rostering and allocating working hours
- transferring a worker for legitimate and explained operational reasons
- deciding not to select a worker for promotion, following a fair and documented process
- informing a worker about unsatisfactory work performance in a constructive way and in accordance with any workplace policies or agreements
- informing a worker about inappropriate behaviour in an objective and confidential way
- implementing organisational changes or restructuring, and
- performance management processes.

### **What steps will the Council take to prevent workplace bullying?**

The Council will take all reasonable steps to prevent bullying through a risk management process. This process includes:

- identification of bullying risk factors- these are things and situations which could contribute to bullying such as the way in which staff are managed, or organisational change such as redundancies (refer to the common risk factors set out below);
- assessment of the likelihood of bullying occurring from the risk factors identified and their potential impact on the workers or workplace.
- eliminating the risks, as far as reasonably practicable, or controlling, or minimising, them as far as reasonably practicable.
- reviewing the effectiveness of the control methods put in place and the process generally; and
- training workers about bullying, how to deal with it and its impact on the workplace.

### **What are some of the common risk factors which may lead to bullying?**

Bullying can result from a number of different factors in a workplace, from the general culture to poor management skills. Some risk factors which make bullying more likely to occur are:

- Organisational change - i.e., significant change in the workplace that may lead to job insecurity for example, restructure and redundancy, introduction of technology, change in management.
- The culture – the Council's values, views and beliefs can either expressly or implicitly encourage bullying behaviours, for example, when a Council promotes aggressive behaviour as a means of ensuring its workers are performing their roles or adopts a culture in which it is acceptable to ignore such behaviours.
- Negative leadership styles – such as strict, autocratic management styles, which do not allow for flexibility or involvement by employees; or passive, management styles which are characterized by a tendency to avoid decisions, inadequate supervision, and little guidance to workers.
- Inappropriate systems of work – this includes excessive workloads, unreasonable timeframes, uncertainty about roles and how they should be performed, and lack of employee support.
- Poor work relationships – this can be characterized by poor communication between staff and management, or negative relationships with supervisors or colleagues, excessive criticism by manager and the exclusion or isolation of workers.
- Workforce characteristics – a Council's workforce can consist of groups of workers who may be at a higher risk of bullying because of certain characteristics: for example, young workers, new workers, apprentices, injured workers, workers in a minority group because of their race, disability, religion, gender, or sexual preference.

The Council will consider these factors when undertaking its risk management process.

### **Complaint Procedure**

If a worker feels that they have been bullied, they should not ignore it.

The Council has a complaint procedure for dealing with bullying (refer to Grievance Resolution Policy).

### **Management's role**

Managers and supervisors have a key role in the prevention of workplace bullying.

Managers and supervisors must:

- ensure that they do not bully employees, other managers or supervisors, clients, or customers
- ensure that they do not aid, abet, or encourage other persons to engage in bullying behaviour
- ensure all staff who report to them are aware and understand this policy and their responsibility to comply with it
- ensure that all staff who report to them understand that any bullying in any form is unacceptable and will not be tolerated by the Council
- act promptly and appropriately if they observe bullying behaviours
- ensure that all staff who report to them understand that they should report any bullying behaviour
- ensure all staff who report to them are aware and understand the complaint procedures
- act promptly if a complaint is made. If this is not possible, or is inappropriate, inform the General Manager as soon as possible

### **Worker's role**

All workers must:

- understand and comply with this policy
- ensure they do not engage in any conduct which may constitute bullying towards other workers, customers/clients, or others with whom they come into contact through work
- ensure they do not aid, abet, or encourage other persons to engage in bullying behaviour
- follow the Council's complaint procedure if they experience bullying
- report any bullying they see occurring to others in the workplace in accordance with this policy
- maintain confidentiality if they are involved in the incident complained of

### **Breach of this Policy**

The Council takes very seriously its commitment to providing a safe and healthy work environment, free from bullying. All workers are required to comply with this policy.

If an employee breaches this policy, they may be subject to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with the Council terminated or not renewed.

If a person makes a false complaint, or a complaint in bad faith (e.g., making up a complaint to get someone else in trouble, or making a complaint where there is no foundation for the complaint), that person may be disciplined and may be exposed to a defamation claim.

### **More information**

If a worker is unsure about any matter covered by this policy or requires more information about workplace bullying, they should seek the assistance of their manager, or of General Manager. They may also wish to seek external advice from the relevant regulatory authority, such as WorkCover.

### **Review Period**

This document is to be reviewed every Three (3) years to ensure that it remains relevant and meets legislative requirements.

**8.5.2 DRAFT WORKPLACE HARRASSMENT POLICY**

DOCUMENT NUMBER	400331
REPORTING OFFICER	Madlin Snell, Risk HSE Officer
AUTHORISING OFFICER	Matt Stubbs, Deputy General Manager - Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.4 Recognised as a premier local government Council that represents and advocates for community needs
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To Comply with the Work Health and Safety Act 2011, Sect 20 and 21.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Draft Workplace Harrassment Policy <a href="#">↓</a>

**RECOMMENDATION**

**The Draft Workplace Harassment Policy, attached to the report, be adopted.**

Introduction

This new Draft Workplace Harassment Policy was created to comply with the Work Health and Safety Act 2011. This policy applies to all employees and outlines the behaviours that are considered to be workplace Harassment and the ramification of breaching these boundaries.

Financial

There are no financial implications in this report.

OLG 23a Guideline consideration

The report purpose does not conflict with guidelines.



# Draft Workplace Harassment Policy

## Policy Approval and Distribution

Approved by	Council resolution or GM
Responsible Officer	WHS & Human Resources
Council Service Unit	WHS & HR
Next Review Date	24-10-27
Relevance to Community Strategic Plan	<p><b>4. Collaborative and progressive leadership</b></p> <p>4.4 Recognised as a premier local government Council that represents and advocates for community needs</p>

## Version Control

Ref	Date	Description	Resolution Number
0.1	18-10-2023	<i>Presented to the GM &amp; Management for review</i>	N\A
0.2	24-10-2023	<i>Presented to Council for Adoption</i>	TBA

## Purpose

- emphasise that harassment is unlawful and constitutes misconduct, and that it undermines the integrity of the employment relationship, service delivery and the reputation of Council.
- prevent/remedy sexual harassment, racial vilification or other offensive behaviours being experienced by Council employees, customers or the public.
- provide an avenue of redress in cases where harassment occurs.
- to determine what constitutes harassment in the workplace and its services, establish how Council views harassment and provide all councillors and staff with information on their responsibilities.

## Scope

This policy applies to all CGRC Employees

## Legislative Framework

Work Health and Safety Act 2011, Sections 20 and 21

Work Health and Safety Regulations 2017, clause 43

Related CGRC Documents

NSW Government – Code of Practice – Managing Psychosocial Hazards at Work

CGRC Health & Wellbeing Policy

CGRC Staff Grievance Resolution Policy and Procedure  
CGRC Workplace Bullying Policy

## Policy Statement

1. Council considers sexual harassment, racial vilification and other types of harassment as an unacceptable form of behaviour, which will not be tolerated under any circumstances.
2. This policy applies to all employees.
3. Harassment, in general, is unsolicited and unwelcome behaviour which may cause offence or distress to its recipients, and which creates an intimidating, hostile or offensive work environment.
4. Wherever possible, complaints will be handled at the workplace level.
5. If complaints are substantiated and remedial action is required, the General Manager will take the appropriate action. Disciplinary action will be taken against any Council employee found to be perpetrating harassment of Council employees.
6. Harassment, in any form, will not be tolerated; Council has banned certain types of behaviours in the workplace. These are:
  - sex at work
  - touching anyone else's sexual parts
  - initiation rites
  - referring to a person who is transgender by their previous name or gender, or calling him or her "it"
  - downloading pornography from the Internet
  - the display or presence of any pornographic or sexual material or magazines or naked pictures anywhere in the workplace
  - stalking another employee, customer, client or workplace
  - showing X-rated videos at the workplace
  - strip-o-grams, or any other form of striptease, or naked display of sexual parts of a person's body
  - indecent or sexual assault.

7. Harassment is any type of behaviour that the other person does not want and does not return, offends, embarrasses, or scares them and is either sexual or targets them because of their race, sex, pregnancy, marital status, transgender (actual or presumed), homosexuality (actual or presumed), disability, age or any other reason that is against the law.
8. Special note should be taken that it is against the law for any employee to harass:
  - a job applicant.
  - another employee.
  - a customer or client; or
  - any visitor to the workplace.

**Note:** Under the Commonwealth Sex Discrimination Act (1984) and NSW Anti-Discrimination Act (1977) sexual harassment is unlawful. Under the NSW Anti-Discrimination Act racial vilification is unlawful.

9. Harassment often happens when people use power wrongly. The power may be related to:
  - position (for example a supervisor over someone they are in charge of).
  - cultural difference (for example, men over women in a work area where men hold most of the power, or a white person over a coloured person in a work area where white people have most of the power); or
  - number (for example, women over men in a workplace where most of the workers are women).
10. Workplace harassment may occur:
  - between co-workers at a workplace
  - between supervisor and subordinate, where one tries explicitly or implicitly to exercise some form of influence or “control” over the other
  - between an employee and a member of the public
  - between an employee and a councillor.
11. Usually, people in the groups with the least workplace power are the ones specifically targeted for harassment. In general, any of the following groups are the ones most likely to be subjected to workplace harassment:
  - women
  - people from non-English speaking backgrounds
  - Aborigines and Torres Strait Islanders
  - gays/lesbians
  - people who are transgender
  - young and inexperienced workers
  - older workers
  - those with disabilities
12. At the same time, there have been cases of male-to-male sexual harassment, female to male sexual harassment, female to female sexual harassment and racist harassment by members of minority racial groups against those from majority racial groups. While these types of harassment may be less frequent, they are just as much against the law as the more common forms of harassment.
13. Harassment (including bullying) also has the potential to threaten the safety of the workplace and may be in breach of the Workplace Health and Safety Act.

14. There are many types of verbal's, non-verbal and physical behaviour that could amount to harassment. The basic rule is that if someone else finds it harassing, confronting, embarrassing or offensive, then it could be harassment.
15. Policy procedures are applicable to a complaint of harassment by or against an employee at any level in the organisation and elected members.
16. Managers and Supervisors of staff at **all** levels of the organisation are required to ensure that all employees are:
  - treated fairly and equitably
  - are not subject to harassment
  - complainants and witnesses are not victimised in any way
17. Any reports of harassment will be dealt with seriously, sensitively, sympathetically, quickly and impartially and will be treated confidentially to protect the rights of both complainants and alleged offenders.
18. Information on Council's Harassment Policy will be included in induction. Education on the issue of harassment to be included in seminars on EEO.
19. In cases where the offender is an employee, disciplinary action may be needed if informal resolution is inappropriate or has been unsuccessful. In cases where the offender is a member of the public, it may be necessary to involve the police, but only as a last resort.
20. If the investigation results in the transfer or relocation of an employee or employees, the complainant will not be relocated or transferred without his or her agreement.
21. If it is found that an employee has been sexually harassed in the workplace or in a way associated with the workplace, the employee's employment status with Council shall not be disadvantaged in any way.
22. If an employee, found to have been sexually harassed in the workplace, needs treatment, or leave of absence for the benefit of their physical or mental health, Council (or its agents for such purposes) will provide appropriate treatment and/or allow the employee to take leave from their accumulated sick leave.
23. Council will maintain confidentiality for complainants, in order to protect them, and for alleged offenders, in order to minimise the risk of their instigating a defamation or similar action and to protect them. Complainants will be given as much protection as possible. Council will do its best to ensure that complainants are not victimised in any way for making a harassment complaint.
24. The Council will maintain a work environment free from any forms of harassment and will:
  - reject any behaviour recognised as harassment as being contrary to the rights of employees and
  - ensure all grievances are thoroughly investigated.

25. The Councillors will:

- act as role models and not engage in any behaviour which could be interpreted as harassment; and
- fully support the content of this policy to ensure that its aims, in preventing and effectively dealing with instances of harassment, are achieved.

26. All managers and supervisors will:

- act as role models and not engage in any behaviour which could be interpreted as harassment.
- ensure that staff under their control (and particularly new staff) are aware of and understand this policy.
- ensure that staff are aware that harassment will not be tolerated.
- intervene, as necessary, if conduct causes any member of staff embarrassment or distress, creates an intimidating or offensive work environment, adversely affects a person's prospects for employment or advancement, results in resignations or requests for transfer of employees subjected to harassment.
- refer any grievance related to harassment immediately to the General Manager; and
- ensure that complainants are not victimised or disadvantaged.

27. All Council employees should:

- never do or get involved in any of the behaviours banned in this workplace.
- respect other people, recognising that we are all different and have the right to work in an environment, free from harassment, that not only recognises those differences but values them.
- be thoughtful, careful and considerate in dealings with others; and
- immediately report any instances of harassment you either suffer or witness.

28. In general, an employer is legally liable for any harassment by an employee (as well as any harassment he or she commits), unless they can show that they took "all reasonable steps" to prevent the harassment from happening.

29. If you suffer any form of harassment and you are unable to sort the problem out with the person causing the harassment you should use the Council's grievance procedure. This has been established to provide a framework to resolve genuine employee grievances in a fair and timely manner to promote a harmonious working environment.

30. Persons found to be guilty of harassment will be counselled and/or disciplined and in the case of staff, may be dismissed depending on the seriousness of the offence. In addition, there is a very real possibility that they could find themselves subject to legal action under anti-discrimination, human rights and/or equal opportunity legislation.

31. At the same time, the Council will not tolerate allegations, which are frivolous, vexatious, malicious or contrived. In such cases, the complainant (and any other persons involved in the allegation such as witnesses) may be counselled and/or disciplined and in the case of staff, may be dismissed depending on the seriousness of the offence.

32. It is an offence under the Commonwealth Crimes Act (1914) to make harassing telephone calls. The Act says:

"852E A person shall not knowingly or recklessly:

- a) Use a telecommunications service supplied by a carrier to menace or harass another person.  
or
- b) Use a telecommunications service supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all the circumstances, offensive.

Repeated incidents may need to become a Police matter.

33. If an incident of sexual, racial or other harassment results in physical or sexual assault the incident should be regarded as a Police matter and be reported to them.

34. Counselling should be sought for any such incident. Sexual assault counselling is available on contact telephone number 202111 or through the free call number to the Rape Crisis Centre 1800424017

35. Breaches of confidentiality of harassment complaints are unacceptable and may be subject to separate disciplinary action.

36. A staff member who raises a grievance is protected against any action for defamation by the defence of qualified privilege, provided the staff member raises the grievance in accordance with established procedures and does not intentionally make a malicious or substantially frivolous complaint.

37. A staff member who carries out grievance resolution in accordance with established procedures, or a staff member who is required to prepare a report concerning another staff member, is protected against any action for defamation by the defence of qualified privilege provided that:

- They act in accordance with those established procedures.
- They are not motivated by malice.
- They do not publish such material to persons who have no legitimate interest in receiving it.

38. If information is required about harassment, you may contact the General Manager or Department Directors.

39. Alternatively, you may contact the:

NSW Anti-Discrimination Board  
Level 4  
181 Lawson Street  
REDFERN 2016  
Ph: (02) 9318 5400  
Fax (02) 9310 2235  
TTY (02) 9310 2376  
Toll Free 1800 670 812

**DEFINITIONS:**

**Sexual harassment** is unsolicited and unwelcome sexist or sexual behaviour or practice which may cause offence or distress to the recipients, and which creates an intimidating, hostile or offensive work environment. Acts or behaviour, which may appear to be humorous or insignificant to one person, may be disturbing and intimidating to another. Harassment occurs when the behaviour or language in question is found to be offensive by the person to whom it is directed. Behaviour that neither party finds offensive is not harassment as defined under legislation.

Examples of sexual harassment in the workplace are:

- personally offensive verbal comments or gestures
- sexual, "dirty" or smutty jokes
- repeated comments or teasing about a person's alleged sexual activities or private life
- persistent, unwelcome social invitations or telephone calls from workmates at work or at home
- being followed home from work
- offensive hand or body gestures
- physical contact such as patting, pinching, touching, or putting an arm around another person's body at work
- provocative posters with a sexual connotation
- sexual assault and rape.
- staring, leering, patting, pinching, slapping, touching or unnecessary and unwanted familiarity.
- persistent sexual propositions or demands for sexual favours or outings.
- sexual taunts derogatory comments or insults.
- sexually explicit or offensive material or written messages that are displayed in a public place or put in your work area or belongings.
- sexually explicit or offensive telephone calls.

**Harassment** is uninvited and/or unwelcome attention.

**Racial vilification** is a racist act or action that happens publicly (as opposed to privately) and that could encourage others to have serious contempt for, or severely ridicule a person or group of people, because of their race, colour, nationality, ethnic or national background.

As Council is a public service organisation, Council workplaces would be considered public places for the purposes of the above definition.

Depending on the circumstances racial vilification **might** include:

- writing racist graffiti.
- making racist speeches or statements in public.
- abusing someone in a racist way in public.
- making racist statements or remarks in a newspaper or journal or on the radio or television.
- wearing racist symbols (such as badges) or clothing with racist slogans in public.
- making racist gestures in public.
- distributing material that you know expresses or promotes racial hatred.
- putting up racist posters in public.
- publishing racist material.

Racial vilification provisions are not intended to unnecessarily limit **free speech**. Examples of free speech which are **not** limited by the provisions are:

- a fair report by the media of an act of racial vilification.
- acts of racial vilification that are done "reasonable and in good faith" for academic, artistic, scientific or research purposes" in the public's interest.
- material in parliamentary, court or tribunal proceedings or other government inquiries.

Examples of the types of behaviours, which could constitute verbal, non-verbal and physical harassment, are set out below:

#### *Examples of Verbal Harassment*

- sexual or suggestive remarks
- making fun of someone because of their race, disability, age, sex, sexuality, etc.
- imitating someone's accent or disability
- unwanted sexual propositions
- repeated, unwelcome invitations to go out with someone
- spreading sexual rumours about someone
- obscene or racist, sexist, anti-gay, etc. language or illustrations in any work sponsored publication
- offensive jokes
- repeated, unwelcome questions about someone else's personal life
- sexual, sexist, racist, anti-gay, etc. threats or insults
- the use of language that is not suitable in the workplace.

#### *Examples of Non-Verbal Harassment*

- putting sexually suggestive, offensive, or degrading/insulting material on walls, computer screen savers, faxes, e-mail, etc.
- suggestive looks or leers
- unwelcome practical jokes
- displaying or circulating racist, sexist, etc. cartoons or literature
- mimicking someone with a disability
- ignoring someone, not sharing information with someone, or being particularly cold or distant with them
- offensive hand or body gestures
- unnecessarily leaning over someone or standing too close to them
- wolf whistling
- continually ignoring or dismissing someone's contribution in a work meeting or discussion.

#### *Examples of Physical Harassment*

- unnecessary physical contact
- pushing, shoving, or jostling
- initiation rites
- putting your hand or object into someone's pocket.

## Procedures

1. If you experience sexual, racial, or other harassment there are some alternative approaches you can take. These are:
  - tell the alleged offender that the behaviour is unwelcome, you object to it and do not want it repeated. Tell them you want the behaviour to stop.
  - write to the alleged offender detailing the behaviour which is unwelcome, you object to it, and you request that it stop.
  - keep notes, a copy of written documents or a diary record of all incidents and your response/statements including date, time, place, witnesses and what was said or done; or
  - make a formal complaint about the harassment.
2. In-house investigations and redress in cases of sexual harassment should be regarded as alternatives to formal legal investigations or processes. If the allegation(s) are reported for formal external investigation it may be inappropriate for in-house procedures to continue.
3. The person who receives the complaint of sexual harassment has the following responsibilities:
  - to discuss the allegation with the complainant in order to decide, with the complainant's agreement, whether or not the matter can be resolved at the immediate workplace level
  - to assure the complainant that the nature and content of the complaint will remain confidential and will not be disclosed outside the investigation process.
4. The person who handles the complaint (not necessarily the person who receives the complaint) has the following responsibilities:
  - to discuss the allegation(s) with the complainant and assure them that the matter will be treated confidentially
  - to inform the alleged offender that a complaint has been received, the kind of investigative process that has been decided upon and their rights of representation or advice
  - to advise the alleged offender not to approach the complainant directly or indirectly about the allegation(s)
  - to assure the alleged offender that no prejudicial action, or action which could be interpreted as disciplinary, will be instigated without their having the opportunity to be heard
  - to assure the alleged offender that the nature and content of the complaint will be treated confidentially and will not be disclosed outside the investigation process
  - to keep factual notes of discussions, meetings and interviews with the complainant and the alleged offender.

A complaint may be resolved at the workplace level as a result of informal discussion. Usually this means that the offender has promised to behave better. The complainant may also need to do this.

5. Under these circumstances no further action is warranted. Documentation, usually only the notes of discussions, will be held under confidential cover and access will be restricted to the General Manager (or duly authorised agent).

6. If the complaint cannot be resolved informally at the workplace level, or if the alleged offender disputes the allegation(s), or if the allegations involve serious or aggravated harassment, a formal internal investigation process must be initiated without delay.
7. The General Manager may choose to nominate a person or panel to investigate the matter, to facilitate a resolution and to recommend remedial action. In making this choice, the General Manager should take into account procedural risks relating to protection and confidentiality. If the General Manager decides in favour of a panel, it should comprise:
  - the General Manager's representative, who will chair the panel
  - a nominee of the complainant
  - a nominee of the alleged offender.
8. The investigation process, whether conducted by a single person or by a panel, should be guided by the following:
  - meetings will be held only in camera
  - the complainant will be required to appear and may be questioned
  - the alleged offender will be required to appear and may be questioned
  - statements may be taken
  - information from sources believed to be relevant may be sought
  - relevant inquiries may be made
  - confidentiality outside the investigative process will be guaranteed to anyone who is interviewed or who provides information.
  - Council will provide the necessary support services to the formal investigation process.
  - The major responsibilities of the formal investigation process, whether conducted by an individual or by a panel, are to:
    - consider the facts and determine whether or not the allegations have been substantiated
    - facilitate a resolution by conciliation or agreement
    - indicate, if appropriate, formal actions necessary to bring about resolution
    - recommend to the General Manager actions, as appropriate, which will eliminate or minimise the prospect of recurrence.
9. Documentation, including the report of the investigation, must be held under confidential cover, with access restricted to the General Manager (or duly authorised agent).
10. These records may be required should a complainant choose to go to the Anti-discrimination Board.
11. During the period of investigation, alternative work arrangements will be made at the direction of the General Manager or will be considered at the request of the complainant or the alleged offender.

## Review Period

This document is to be reviewed every three (3) years to ensure that it remains relevant and meets legislative requirements.

### 8.5.3 CGRC ENGINEERING - OCTOBER 2023

DOCUMENT NUMBER	400542
REPORTING OFFICER	Julie Buckley, Operations Support Officer
AUTHORISING OFFICER	Matt Stubbs, Deputy General Manager - Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>5. Integrated and accessible region</b></p> <p>5.2 Easily accessible from major cities and other regional towns</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 CGRC Engineering Report for the month of October 2023 be noted.**

#### Introduction

The CGRC Engineering Report for the month of October 2023 is submitted for the information of Council and the community.

#### Discussion

##### Fixing Local Roads

The French Street (Cootamundra) reconstruction project has now been sealed.

Works on the Salt Clay Lane (Cootamundra) Project have seen the culverts installed with construction of the deck underway.

##### Regional and Local Roads REPAIR Program

As part of the identified work in the RLRRP program, heavy patching works are underway on Burra Road. Additionally, shoulder widening and reconstruction is being completed on Burra Road under the Roads to Recovery program.

##### Local Roads and Community Infrastructure Program (LRCI)

New footpath construction works are underway on West Street from the Gundagai Public School crossing to O'Hagan Street, as prioritised under the LRCI program. Funding for Round 4 and a supplementary round has recently been announced, with proposed projects being determined for Council consideration.

##### Natural Disaster Repairs

Works are continuing to progress on outstanding significant roads maintenance projects from the January 2021, AGRN1001 event including isolated pavement repairs and tree works throughout the Council region.

Roads affected by the AGRN1001 claim include, Adelong Creek Road, Back Station Creek Road, Bannisters Lane, Burra Road, Carberry Road, Caulderwood Road, Chandlers Road, Coggans Road, Cooba Road, Cooininee Road, Cooneys Creek Road, Corkhills Road, Finlays Lane, Hoares Lane, Jerusalem Road, Kangaroo Vale Road, Lockhart Road, Long Tunnel Road, Maryvale Road, Mingay Road, Nangus Tip Road, Readfords Road, Red Hill Road, Reef Creek Road, Reno Road, Riverview Road, Sandy Creek Road, Sandy Falls Road, Snowball Road, Somerset Road, Tarrabandra Road and Threeways Road.

Following approval of funds, removal of fallen trees and clean-up of debris from the December 20 and January storm events is underway in the Cootamundra area. This involves clean up along Old Gundagai, Berthong, Cullinga, Forsyth's, West Jindalee, Stockinbingal, Muttama and Kilrush Roads. The crew is currently working in the Wallendbeen area and has another 3 weeks work to finish the clean-up and removal.

#### *State Highways*

The shoulder widening works have been finished on the Olympic Highway between the Old Gundagai Road and Wallendbeen. Placement of guardrail along this section of work is pending Transport for NSW funding.

Heavy patching works on prioritised failures along the Olympic Highway are currently underway. At the time of writing the works were north of Wallendbeen and working south towards Cootamundra. The full program of this work on both the Olympic Highway and Burley Griffin Way is expected to take up to the end of November to complete.

#### *Muttama Creek*

All practical works on clearing debris and exotic vegetation from either side causeways and bridges has been completed within the Cootamundra township area. Some more hand trimming/removing of vegetation will take place as accessibility improves. Regular inspections will be undertaken to identify any obstructions which occur following high creek flows.

#### *General works*

Patching crews are once again working hard repairing bitumen roads throughout the Council area and endeavouring to maintain their condition through the winter period. Maintenance grading and sheeting is underway in the Adjungbilly region, and has been completed on Black Springs (Wallendbeen) and Racecourse Road (Cootamundra). Shoulder grading has been completed on North Berthong and Old Gundagai Roads in preparation for the upcoming resealing.

#### *Water and Sewer*

Crews have attended to water main breaks and sewer chokes as required.

The Royal Well Pump Station project has had electrical services connected and is ready for commissioning.

Tenders have been advertised for the upgrade of the Cootamundra Sewerage Treatment Plant and the tender for the hydraulic assessment of the Cootamundra Water and Sewer network is currently being assessed. The tender for the design of the Cootamundra sewer rising main has been assessed and will be awarded to GHD Pty Ltd.

#### *Financial*

Projects funded from various funding sources, as noted above.

Maintenance works funded from the General Fund.

OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.

## 8.6 ENGINEERING GUNDAGAI

### 8.6.1 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE FUNDING

DOCUMENT NUMBER	400334
REPORTING OFFICER	Stephen Targett, Acting Manager Engineering Gundagai
AUTHORISING OFFICER	Matt Stubbs, Deputy General Manager - Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Protected and enhanced environment</b> 3.2 We have attractive towns and villages
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 allocation of the Local Roads and Community Infrastructure (LRCI) funding of \$985,552 for Phase 4 Part A and \$568,488 for Phase 4 Part B be endorsed by council, split between the projects detailed in the body of this report.**

#### Introduction

The Local Roads and Community Infrastructure funding totalling \$750 million state wide has been released. This included Part A for Local roads and community infrastructure and Part B, \$250 million state-wide targeted to improve rural, regional, and outer urban roads. Projects need to be nominated in coming months with completion prior to 30 June 2025. Councils' allocation for Phase 4 included \$985,552 for local roads and community infrastructure and \$568,488 for local roads.

#### Discussion

The operational team split the projects based on a number of considerations including:

- Projects rolled over from Phase 3,
- Projects where council has existing commitments to the community, they need to meet,
- Projects currently under construction with outstanding stages of work,
- Prioritising condition of existing local roads and infrastructure.

#### Financial

As indicated, the funding was split into two rounds, Part A to be spent on Local Roads and Community Infrastructure and Part B to be spent on Local Roads only. The breakdown of the funding between the proposed projects for Part A are outlined in Table 1 and Part B are outlined in Table 2.

**Table 1 LRCI Funding – Phase 4 Part A**

<b>Local Roads and Community Infrastructure</b>	
West Street Footpath and Retaining Walls	\$160,360.00
Gundagai, First Avenue, Pavement Rehabilitation and Footpaths, Stage 1	\$114,140.00
Gundagai, Cricket Club, netting and turf	\$25,000.00
Gundagai, Sherwood Forest, footpaths, landscaping and irrigation	\$135,000.00
Cootamundra, Bourke Street (Cooper Street - Thompson Street), Footpath Replacement	\$113,276.00
Cootamundra, Cooper Street (Wallendoon St - Mackay Street), Footpath Replacement	\$173,276.00
Cootamundra, Nicholson Park, Sports Field, Drainage Replacement	\$264,500.00
<b>Sum</b>	<b>\$985,552.00</b>

**Table 2 LRCI Funding – Phase 4 Part B**

<b>Local Roads</b>	
Gundagai, First Avenue, Pavement Rehabilitation and Footpaths, Stage 1	\$314,140.00
Cootamundra, Parker Street, Blister Island and Kerb Replacement	\$130,000.00
Cootamundra, Poole Street, Kerb and Gutter	\$124,348.00
<b>Sum</b>	<b>\$568,488.00</b>

OLG 23a Guideline consideration

Allocation of additional budget to projects that could cross the demerger period. Each project is allocated to a clearly defined location in either Cootamundra or Gundagai.

## 8.7 REGIONAL SERVICES GUNDAGAI

### 8.7.1 REGIONAL SERVICES GUNDAGAI WORKS REPORT FOR OCTOBER 2023

DOCUMENT NUMBER	400580
REPORTING OFFICER	Andrew Brock, Manager Regional Services Gundagai
AUTHORISING OFFICER	Matt Stubbs, Deputy General Manager - Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Protected and enhanced environment</b> 3.4 Greater efficiency in the use of resources
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

**Regional Services Gundagai Report for October 2023, be received and noted.**

#### Introduction

The report for October 2023, is a comprehensive summary of Gundagai Regional Services performance during the previous month and intends to give an update on the ongoing works being conducted.

#### Discussion

In particular, this report focuses on the divisions work and achievements as we progress and complete projects, target weed incursion and continue to conduct routine duties.

#### **1. Gundagai Parks & Gardens Section – Parks, Reserves, Sporting Fields and Playgrounds.**

##### **Achievements for the month of September include:**

- Spraying and mowing of walking track to the Dog on the Tucker Box.
- Tree planting at Sherwood Forest.
- The installation of irrigation to Stan Crowe, Owen Vincent, and the mini/mod fields has been completed.

#### **2. Cemeteries**

##### **Cemetery achievements include:**

- New fencing has been erected at Muttama Cemetery.
- The completion of additional beam

- Completion of a tree safety audit at Gundagai North & South, Coolac, Muttama, Mount Adrah, Darbarlara, Tumblong.
- Meeting with Conservation authority at Muttama to identify the needs of this area and inspect the area as per WAP Funding requirement.

### 3. Biosecurity Section:

#### News and Achievements include:

- Normal weed control continues to be a major priority with qualified staff carrying out successful spot spraying and follow up work is an ongoing commitment.
- Spray activity along O'Briens Road, Nangus Road, and Tumut Road.

Below are the spray records for the previous month.

Spray Records for the month of September 2023				
Date	Chemical	Quantity	Location	Weeds
10/09/23	Glyphosate	3L	Muttama Rd	Thistles/Patterson Curse
	Shatter	20gms		
40/09/23	Glyphosate	9L	Nangus Rd	General
	Shatter	60gms		
60/09/23	Glyphosate	18L	Coolac	General
	Surfactant	2.4L		
	Metsulfuron	120gms		
70/09/23	Glyphosate	6L	STP	General
	Surfactant	1.2L		
	Metsulfuron	60gms		
80/09/23	Glyphosate	7L	Sheridan Ln/Middleton Dr	General
	Surfactant	1.2L		
	Metsulfuron	60gms		
110/09/23	Glyphosate	9L	Obriens Rd	Various
	Shatter	60gms		
120/09/23	Glyphosate	9L	Mill Park/Museum	General
	Metsulfuron	120gms		
	Wetter	1.2L		
140/09/23	Glyphosate	9L	West & William St/Springflat Dr	General
	Wetter	1.2L		
	Metsulfuron	120gms		
190/09/23	Glyphosate	9L	Gundagai Saleyards	General
	Metsulfuron	140gms		
	Trimac	300gms		
200/09/23	Glyphosate	9000ml	Railway Station	General
	Metsulfuron	120g		
210/09/23	Glyphosate	9000ml	Town areas	General
	Metsulfuron	120g		
250/09/23	Glyphosate	9000ml	Gundagai Nth Cemetery	Various
	Metsulfron	100g		
260/09/23	Glyphosate	9000ml	Sporting fields	All Weeds
	Metsulfuron	120g		
27/09/2023	Glyphosate	20000ml	Tumut Rd	Various
	Goal	500ml		
	Dicamba 500	1000ml		

Henty Farm Machinery Field Days a joint LLS & Murray and Riverina Council's Weed Shed was held 18 - 21 September with 2 Gundagai & 1 Cootamundra staff attending which served to both cover our WAP Funding requirement and as an educational tool for the staff members.

Even with the warmer weather crowds were still keen to visit the Weeds Shed, an estimated 1,157 people attended the weeds shed with visitors requiring answers and/or advice-giving staff the opportunity to participate and network with other Councils and LLS Coordinators.

The weeds shed is manned by a minimum of two council biosecurity officers from each region, as well as other council officers who attend fill in answer and respond to queries from their various regions. Both regional coordinators of Local Land Services are in attendance to advise, inform and educate.

Day	Estimated Attendance	Substantial Interactions
Day 1	317	139 NSW + 11 Victoria
Day 2	706	289 NSW + 63 Victoria
Day 3	230	90 NSW + 22 Victoria
Engagements	1157	518 NSW + 96 Victoria



LLS reports that "Henty Field Days is part of capacity building and community education and facilitated ongoing support from LCAs is essential."

"One thing of note this year was that a larger number of customers were more interested in the legislative requirements of General Biosecurity Duty and responsibilities than previously noted, and the messaging regarding "noxious weeds" no longer existing in NSW has been received and is being understood that the terminology of "prohibited weeds" is now in use."



#### 4. Gundagai Public Facilities:

- Completion of Muttama Hall Signage brings this project to completion.



**5. Gundagai Waste:****Landfill/Transfer Station Operations**

- Signage has been updated at the Gundagai transfer station.

**Gundagai Landfill/ Transfer Station**

Transaction Report Date	Income Amount
01/09/23 - 30/09/23	\$5,398.91

**6. Compliance:**

- This month the Regulatory team have dealt with several barking dog complaints, stray dog reports, stock on road, illegal dumping, and removal of an abandoned car.
- There have been many notices issued regarding failure to register a companion animal in the required time.

**7. Gundagai Saleyards:**

Routine spraying and general maintenance conducted.

**8. Gundagai RV/Free Camping Areas:****Gundagai RV/ Free Camping Park Donations**

Transaction Report Date	Income Amount
01/09/23 - 30/09/23	\$442.65

**Financial**

There are no financial implications as all work has been carried out as per the approved 23/24 budget allocations.

**OLG 23a Guideline consideration**

There are no implications to the guidelines.

## 8.8 REGIONAL SERVICES COOTAMUNDRA

### 8.8.1 UTILISATION OF BRADMAN STREET WORKS DEPOT

DOCUMENT NUMBER	397890
REPORTING OFFICER	Wayne Bennett, Manager Regional Services Cootamundra
AUTHORISING OFFICER	Matt Stubbs, Deputy General Manager - Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Collaborative and progressive leadership</b></p> <p>4.1 A clear strategic direction that is delivered upon</p>
FINANCIAL IMPLICATIONS	There are financial implications associated with this report. The proposed \$73,000 required to fulfill the recommendations of this report will be funded from Depot 2 Gas Work Site Rehabilitation \$35,000. (WO No. 3591) & Depot 1 Store Refurbishment \$38,000 (WO No. 3590).
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

### RECOMMENDATION

- 1. The report on the proposed Utilisation of the Bradman Street Depot, be received and noted.**
- 2. That Council approve the temporary move of outdoor staff associated with operations, to the Bradman Street Depot until such time as a permanent single depot site can be established.**
- 3. The \$73,000 associated with the temporary move to Bradman Street depot be funded from budgets allocated to Gas Work Site Rehabilitation \$35,000. (WO No. 3591) & Depot one Store Refurbishment \$38,000 (WO No. 3590).**
- 4. A future report to Council be provided that identifies a strategy and action plan for a single works depot location.**

### Introduction

This report is to inform Council of issues raised by operational staff, and the actions proposed to be taken by management to address such concerns. Staff have raised concerns in respect of working conditions associated with the existing three Works Depots located at Bradman Street, and depots one (1) and two (2) located along Hovell street. Management has expressed the view that the provision of amenities and other conditions in the current three depots in Cootamundra requires review.

## Discussion

The issues raised relate to the inadequate conditions of all three Works Depots, located at Bradman & Hovell streets, which have been the subject of discussion and listed for review for some 7 years. At a recent outdoor staff meeting, the matter was once again raised by staff, highlighting the non-action by management and council to address staff concerns over past years. There are approximately 46 outdoor staff plus supervisors working from the 3 main depots concerned.

Some of the issues raised included, but are not limited to the following:

- Lack of adequate and acceptable staff amenities.
- Lack of appropriate areas for the storage of essential materials associated with work activities.
- Lack of a suitable Works Store.
- No meeting/training room/s.
- Lack of appropriate storage areas for all plant and equipment.
- Poor security.
- High risk areas throughout the depots.
- Perception of great amenities for office staff, lack of for outdoor staff.
- Divided staff/operations representing ineffective and inefficient management of staff & equipment.
- Staff feel that they are not considered a priority when it comes to working conditions.
- Little to no weather protection for staff.
- No areas/locations for managers and supervisors to carry out their day-to-day paperwork and planning.

In summary, Depot One (1) Hovell Street, has few if any all-weather facilities for staff to go about carrying out their day-to-day responsibilities. Little room to store plant, equipment, and related materials. Limited store capabilities to service the needs of a very busy and active work force. In the past, it has been suggested that the construction of temporary facilities to accommodate some of the issues raised by staff may be appropriate. This is considered to be a poor allocation of funds for the perceived benefits gained.

Depot two (2) owned by Crown lands, is similar to Depot One, but far more restricted in size and availability of facilities. The site, which was the old Gas Works, is considered contaminated and unable to be sold.

Depot Three (3), Bradman Street, has all the required facilities expected from a Works Depot, but the site is considered too small to contain/service/house the current Cootamundra outdoor staff works operation and associated plant, equipment, and materials in its entirety. This depot is currently being used and operated by Council's Water and Sewerage operations staff. Bradman Depot also used to contain the full operations of the Regulatory Operations Division of Council. Bradman Street Depot has also been considered to be disposed of in the past.

The dilemma management and council has is the same as always, no available funds to address the concerns of the staff, with a single long-term solution. There have been over past years, preliminary investigations to identify all the related issues and opportunities that may be available to address the issues in a proactive and positive manner, but to date with little result.

As a result of the last staff meeting, management agreed to establish a working group to review past investigations, look at the options and opportunities, with the intent to bring a detailed report back to Council in the near future outlining all possible options and recommendations.

While this review/investigation is being undertaken, management has proposed an intermediate solution as to address some of the concerns of staff for the short term.

**Stage (1)** – It is proposed that all Cootamundra outdoor staff utilise some of the facilities located at Bradman Street Depot until such times as an alternative long-term solution can be identified and reported on.

These changes would amount to:

- the existing store be moved to Bradman Depot to be located within one of the existing buildings, that would be appropriate for a works Store's operations. This would require Council to purchase a second-hand Forklift valued at \$20,000. There would also be a requirement to construct a service counter estimated at \$8,000 and to supply appropriate shelving for a Stores operation at a cost of \$25,000. This shelving would be of a transportable type, to allow for relocation once a permanent site is constructed.
- all future staff meetings be held within one of the existing buildings giving staff a protected and more acceptable location for organised gatherings.
- staff be given access to the existing offices and all associated facilities, to give staff suitable facilities to have meals, rest breaks and to carry out management activities where necessary.
- all management and operation associated with plant and equipment be retained at their current locations in Hovell Street.

There will be a requirement to undertake a substantial clean-up of facilities as they have been neglected for many years. Some areas will require a repaint and facelift.

**Stage (2)** – Once Stage (1) has been bedded down and considered to be operating well, the Working Group would commence with investigations to find possible long-term solutions to the delivery of suitable outdoor staff facilities and delivery of a modern, effective, and efficient Works Depot.

Various options will be investigated and reported further to Council to enable an informed strategy and action plan to be developed for a long-term solution of co-locating all Cootamundra based depot operations, either in a revised current site/s or a greenfield site.

The intent is to follow up with a detailed report back to Council at a date yet to be determined. This will consist of a detailed Business Plan outlining all options, associated costs, preliminary designs, and timelines.

### Financial

The estimated costs associated with the temporary move to Bradman Street Depot is:

- Second-hand Forklift \$20,000. (relocatable)
- Installation of a Customer Service Counter \$8,000.
- Transportable Shelving \$25,000. (relocatable)
- Painting \$10,000.
- Winter Heating \$5,000. (relocatable)
- Site/facilities clean-up \$5,000.

**Total \$73,000.**

### OLG 23a Guideline consideration

There is currently no impact associated with the Terms & Conditions of the OLG23a.

## 8.8.2 REGIONAL SERVICES COOTAMUNDRA WORKS REPORT FOR OCTOBER 2023

DOCUMENT NUMBER	400451
REPORTING OFFICER	Steven Lowe, Open Spaces Coordinator
AUTHORISING OFFICER	Matt Stubbs, Deputy General Manager - Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>2. A region for the future</b></p> <p>2.2 A thriving region that attracts people to live, work and visit</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 Cootamundra Regional Services Department, Monthly Works Report be received and noted.**

#### Introduction

This report has been prepared to inform Council of the activities undertaken by the Cootamundra Regional Services Department over the month of September 2023.

#### Discussion

This report outlines the Cootamundra Regional Services Department's routine field work activities and Capital Works Program progress for September 2023. These works are in addition to all the works associated with the Departments office administration and delivery of diverse and important community services, such as waste, street trees, sport fields and recreational administration, including customer/counter inquiries, facility bookings etc.

#### **1 Cootamundra Parks & Gardens Section**

With the Spring weather in the air works have consisted in most part of mowing and pruning gardens and streetscapes whist maintaining the urban and village public open spaces and associated facilities. Staff have been actively managing community complaints/requests, dealing with vandalism, pest and weed control.

#### **2 Cootamundra Sports Field Unit**

As a result of the warmer weather and recent rainfall the sporting areas are starting to grow quite rapidly. Staff have continued with the change over from winter to summer sports for 2023.

#### **3 Cootamundra Urban Street Tree Unit**

Council continues to receive large numbers of community requests for action on urban street trees. Staff have now commenced working through the substantial back log of customer requests, with actions based on priorities.

#### **4 Cootamundra Public Facilities Unit**

Staff are carrying out the routine maintenance of Council's open space facilities e.g., public toilets, BBQ's, playgrounds etc. This Unit also carries out Council's regulated safety inspection of all Cootamundra playgrounds, sport fields and carries out minor repairs to local street and park furniture, vandalism, litter bins etc.

#### **5 Cootamundra Recreation Section**

L & R Group have continued having good numbers at both the Cootamundra aquatic centre and the sports stadium. There were several activity programs being offered over the school holiday period which were well attended. The Outdoor pool is currently being prepared for opening for the summer season on November 1.

#### **6 CGRC Waste Section.**

##### **6.1 Landfill/Transfer Station Operations Unit**

The EPA conducted an inspection of the Cootamundra Landfill on 11 September 2023. At the time of the inspection the relevant operating conditions of the licence were being complied with. No non-compliance was determined.

Waste staff continue to manage applications and bin allocations for the new *Domestic Rural Waste Initiative*.

A new hardstand pad has been created by using the road base material that had been deposited at the landfill from other jobs. The internal roads within the landfill have been graded and rolled making access for the public.

We have conducted weed spraying at the tip in readiness for the upcoming fire season. This included the compost piles and fire trails.

There was a fire in the compactor trailer at the domestic pit on 20 September. The fire brigade along with Council staff responded efficiently and were able to control the fire quickly. Besides some burnt paint on the side of the compactor trailer there was no damage caused. It is noted that the water pressure at the fixed fire hose near the compactor was extremely poor. We are working on a report to design and install new main lines to rectify this safety issue. It is proposed to submit this report to Council in November.

##### **6.2 Southwest Regional Waste Management Group (SWRWMG)**

SWRWMG interviewed one applicant for the position of Manager South-West Regional Waste Management Group. This role is responsible for the administration of the group, planning and management of the group's infrastructure and services provided to the group Councils in accordance with legislation, sustainability principles, industry best practice and community expectations.

Bald Hill has decided to cease the acceptance of weekend deliveries as the landfill is unattended with a concern there may be a fire risk. Realistically this will have a minimal affect Cootamundra-Gundagai Regional Council. The majority of the time the compactor trailers are picked up and replaced with an empty trailer during weekday operations. On the odd occasion that a compactor trailer is swapped out on the weekend the full compactor is taken away with the truckdrivers and isn't delivered to Bald Hill until Monday morning.

##### **6.3 REROC Waste Group**

REROC are hosting the "No time to Waste" – Rural & Regional Waste Management Conference" held at Wagga Wagga on September 18-20.

## 7 Regulatory

### 7.1 Bio Security Weeds Control Program

Staff attended Henty Field Days to fulfill WAP funding requirements, supplying weeds that affect our region. A good day to work with the regional committee on Bio Security issues and to promote Bio Security on a larger scale accessible to the public.

Staff have been implementing a spray program as the season ramps up, weed growth has been noticeable due to the favourable season that has occurred.

Roadside spraying continues as required and to attend to the Glyphosate resistant Rye grass, using alternate chemical to achieve the desired result.

Bio Security inspections on LLS land and road reserves have determined a program to be undertaken to control Riverina Pear (Opuntia species) similar to prickly pear in its nature of invasiveness. This will be implemented in early October.

Roadside Spraying										
SEPTEMBER										
Date	Location	Application	Land Use	Weed	Chemical/s	Quantity	Amount of Spray Mix	Operator	Comments	
28/08/2023	Stockinbingal Road/ Lewins Lane	Spot Spray	Roadside	Horehound/Box Thorn/ Tree Saplings	Woody	3l	2 x 600ml			
					Wetter	600ml	2 x 600ml			
29/08/2023	Stockinbingal Road	Spot Spray	Roadside	African Box/ Horehound/Various weeds	Woody	2l	400l			
					Wetter	400ml				
29/08/2023	Muttama Road	Side Jet	Roadside	Rye Grass	Glyphosate	15.5l	600l			
31/08/2023	Olympic Highway	Side Jet	Roadside	Various Weeds	Glyphosate 540	20l	600l			
					Kamba M & Clopyralid	1.5l & 1l				
					Wetter TX	1.5l				
1/09/2023	Olympic Highway	Side Jet	Roadside	Various Weeds	Glyphosate 540	20l	600l			
					Kamba M & Clopyralid	1.5l & 1l/100l				
					Wetter TX	1.5l/100l				
5/09/2023	Olympic Highway	Side Jet	Roadside	Various Weeds	Glyphosate 540	20l	600l			
					Kamba M & Clopyralid	1.5l & 1l				
					Wetter TX	1.5l				
5/09/2023	Stockinbingal/ Jindalee Roads	Spot Spray	Roadside	Coolatai Grass	Glyphosate 570	3l	300l			
6/09/2023	Olympic Highway	Side Jet	Roadside	Various Weeds	Glyphosate 540	20l	600l			
					Kamba M & Clopyralid	1.5l & 1l				
					Wetter TX	1.5l				
6/09/2023	Muttama Road	Side Jet	Roadside	Rye Grass	Glufosinate	15.5l	600l			
7/09/2023	Olympic Highway	Side Jet	Roadside	Various Weeds	Glyphosate 540	20l	600l			
					Kamba M & Clopyralid	1l & 1.5l				
					Wetter TX	1.5l				
8/09/2023	Various Lanes	Spot Spray	Roadside	Horehound + Briar	Woody	1.5l	300l			
					Wetter TX	300ml				
11/09/2023	Muttama Road	Side Spray	Roadside	Various Weeds	Glyphosate	10l	300l			
					Clopyralid	600ml				

					Wetter TX	750ml			
11/09/2023	Old Gundagai Road	Side Spray	Roadside	Annual Rye	Glufosinate	9l	300l		
					Wetter TX	300ml			
11/09/2023	Stockinbingal Road	Spot Spray	Roadside	African Box + Various Weeds	Woody	3l	600l		
					Wetter	600ml			
12/09/2023	Stockinbingal/Back Brawlin Roads	Spot Spray	Roadside	Hoarehound/Box Thorn/Saplings	Woody	3l	1.5 x 600l		
					Wetter	60ml			
13/09/2023	Back Brawlin/Frampton Road	Spot Spray	Roadside	Hoarehound/ Box Thorn/Saplings	Woody	3l	2 x 600l		
					Wetter	600ml			
14/09/2023	Frampton Road	Spot Spray	Roadside	Saplings/Hoarehound	Woody	3l	600l		
					Wetter	600ml			
14/09/2023	Berthong Road	Side Jet	Roadside	Various Weeds	Glyphosate	10l	600l		
					Clopyralid	1.5l	600l		
					Wetter	1.5l	600l		
15/09/2023	Old Gundagai Road	Side Jet	Roadside	Rye Grass	Glufosinate	15.5l	600l		
					Wetter TX	600ml			
15/09/2023	Old Gundagai Road	Side Jet	Roadside	Various Weeds	Glufosinate	8l	300l		
					Wetter TX	300ml	300l		
19/09/2023	Saleyards/Truck wash	Spot Spray	Industrial	Rye Grass/General knockdown	Glyphosate	5l	600l		
					Glufosinate	3l			
					Wetter TX	1.2l			
22/09/2023	Fontenoy Lane	Spot Spray	Roadside	St John Wort/Briar/Other	Woody	3l	600l		
					Metsulfuron	60g			
					Wetter TX	600ml			
22/09/2023	Coota Depots	Spot Spray	Industrial	Various Weeds	Glyphosate	5l	600l		

## 7.2 Rangers

1 dog has been seized and returned to owner

1 dog surrendered and re-homed

1 cat surrendered and re-homed

1 cat seized, held for 7 days, re-homed

Total registrations paid \$2,148.00

2 dog incidents have been reported

1 menacing dog intention issued

2 Penalty infringement notices issued

Council Rangers attended 5 barking dog issues.

Council Rangers reported 8 illegal dumping incidents.

Education programs running for Cleaning up after your dog and keeping dogs on leash.

Poo bag stations regularly being filled up

## 7.3 Truckwash

99 trucks used the truckwash for September – Totalling \$6,863.27

## 7.4 Cootamundra Saleyards

NSW is currently transitioning to mandatory individual electronic identification for sheep and goats. This mandatory processor eID scanning and upload system is due to be implemented into all saleyards by 30th June 2024. The system will track the movements of every sheep and farmed goat from the farm, through saleyards, and all the way to the meat processing industry. Council will be able to apply for grant funding for up to \$45,000 to assist with implementing this transition. Staff are currently seeking quotes to determine the financial implications associated with this transition. At the last sheep sale held on 27<sup>th</sup> September 2023, Council staff met with agents and a representative from DPI at the Cootamundra saleyards to see how the sale operated and talk to the agents about the upcoming requirements.

It is intended that once all the information is gathered, a detailed report will be submitted to Council.

### 7.4.1 Sheep Sales

30/08 – 2947 yarded - high price \$126 Avg \$61.90

14/09 - 2062 yarded - high price \$210 Avg \$134.96

27/09 - 1632 yarded - high price \$123 Avg \$61.54

## 7.5 Cemetery

Cootamundra Lawn Cemetery - 13 burials / interment of ashes.

## 8 Cootamundra Facility Maintenance

Facility staff have had to set up for two large events at the Town Hall in the past month. The Hall was also utilised for the referendum voting.

Ellwood Hall has some drainage issues relating to the gutters and stormwater. Plumbers have been engaged to investigate and quote for the cost to rectify the issues.

## **9 2022/2023 Capital Works Program**

### **9.1 Jubilee Park Redevelopment Budget \$2M**

The 5 stages of the project have all been completed with additional works still being carried out by Council staff. There are a couple of drainage issues that are currently being addressed and some additional plantings to be added to some garden beds. The new light posts have been painted black and is more aesthetically pleasing amongst the surroundings.

### **9.2 Pioneer Park Stage (2)**

The majority of this project has been completed. The bollards require painting and additional signage and markers still need to be installed for the walking and bike trails. This work should be finalised and completed this month.

### **9.3 Ellwood Hall New Toilet Block**

Staff have been working with the Ellwood Hall committee and the draftsman to ensure all the paperwork is correct. The design and specification are ready to go out to tender to get this project off the ground.

### **9.4 The Arts Centre Cootamundra**

Following on from the fire services report that was undertaken at the Arts Centre Cootamundra a scope of works has been identified to rectify the major issues highlighted in the report. Staff have been engaging with the staff and volunteers at the centre and also met with electrical contractors onsite to provide quotes for moving the mains power supply to an external wall of the building. Other quotes have been requested for fireproofing areas within the building as determined in the report. The intention is to correct these identified fire issues as a priority.

#### **Financial**

Currently there are no negative financial consequence to Councils adopted operational or capital budgets and approved programs.

#### **OLG 23a Guideline consideration**

All works and budgets detailed within this report align with the OLG 23a guidelines and Councils 2022/2023 Financial and Operational Plans.

**9 MOTION OF WHICH NOTICE HAS BEEN GIVEN**

Nil

**10 QUESTIONS WITH NOTICE**

Nil

## 11 CONFIDENTIAL ITEMS

### 11.1 CLOSED COUNCIL REPORT

DOCUMENT NUMBER	400582
REPORTING OFFICER	Teresa Breslin, Executive Assistant to Mayor and General Manager
AUTHORISING OFFICER	Steve McGrath, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>4. Collaborative and progressive leadership</b></p> <p>4.1 A clear strategic direction that is delivered upon</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To facilitate compliance with sections 10 and 11 of the Local Government Act 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

#### Note

Council's Code of Meeting Practice allows members of the public present to indicate whether they wish to make representations to the meeting, before it is closed to the public, as to whether that part of the meeting dealing with any or all of the matters listed should be closed.

#### RECOMMENDATION

1. **Items 1.2 and 1.3 be considered in closed Council at which the press and public are excluded in accordance with the applicable provisions of the Local Government Act, 1993 and related public interest reasons detailed.**
2. **In accordance with section 11 (2) and (3) of the Local Government Act, 1993, the reports, correspondence and other documentation relating to Items 1.2 and 1.3 be withheld from the press and public.**

### 11.2 GUNDAGAI SWIMMING POOL 23/24 SEASON-EXPRESSION OF INTEREST

#### Provisions for Confidentiality

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

#### Public Interest

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

### **11.3 CLARON ESTATE DEVELOPMENT PROJECT**

#### 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

Contains documents that are not for public disclosure.