

Business Paper

ORDINARY COUNCIL MEETING

**ALBY SCHULTZ MEETING CENTRE,
COOTAMUNDRA**

6:00PM, Tuesday 18th October, 2022

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, 18th October, 2022 at 6:00PM

The agenda for the meeting is enclosed.

Les McMahon
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 27 SEPTEMBER 2022

REPORTING OFFICER	Teresa Breslin, Acting EA to General Manager and Mayor
AUTHORISING OFFICER	Les McMahon, 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 27 September 2022

RECOMMENDATION

The Minutes of the Ordinary Meeting of Council held on Tuesday 27 September 2022 be confirmed as a true and correct record of the meeting.

Minutes

ORDINARY COUNCIL MEETING

COUNCIL CHAMBERS, GUNDAGAI

6:00PM, TUESDAY 27TH SEPTEMBER, 2022

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, GUNDAGAI
ON TUESDAY, 27 SEPTEMBER 2022 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 Abb McAlister, Cr Penny Nicholson.

IN ATTENDANCE: Les McMahon (Interim General Manager), Matt Stubbs (Deputy General Manager - Operations), Linda Wiles (Manager Business), Sharon Langman (Manager Development, Building and Compliance), Andrew Brock (Manager Facilities).

1 ACKNOWLEDGEMENT OF COUNTRY

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

ADJOURN MEETING FOR OPEN FORUM

RESOLUTION 238/2022

Moved: Cr Logan Collins

Seconded: Cr David Graham

Council adjourn for Open Forum.

CARRIED

2 OPEN FORUM

List of Speakers

1. David Ferguson – House Shortage
2. Gordon Lindley – Old Mill Project
3. Lyn Smart – Nangus Water Committee

RESUME OPEN MEETING

RESOLUTION 239/2022

Moved: Cr Leigh Bowden

Seconded: Cr Gil Kelly

Council resume the Open Meeting.

CARRIED

3 APOLOGIES

Nil

4 DISCLOSURES OF INTEREST

Nil

5 CONFIRMATION OF MINUTES**5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 23 AUGUST 2022****RESOLUTION 240/2022**

Moved: Cr Trevor Glover

Seconded: Cr Penny Nicholson

The Minutes of the Ordinary Meeting of Council held on Tuesday 23 August 2022 be confirmed as a true and correct record of the meeting.

CARRIED**5.2 MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD ON TUESDAY 6 SEPTEMBER 2022****RESOLUTION 241/2022**

Moved: Cr Abb McAlister

Seconded: Cr Leigh Bowden

The Minutes of the Extraordinary Meeting of Council held on Tuesday 6 September 2022 be confirmed as a true and correct record of the meeting.

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

Addition to the councillor engagement report: Cr Collins attended the opening of the soroptimist international Cootamundra art show at the Cootamundra Town Hall.

RESOLUTION 242/2022

Moved: Cr David Graham

Seconded: Cr Leigh Bowden

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

CARRIED**7 REPORTS FROM COMMITTEES**

Nil

8 GENERAL MANAGER'S REPORT**8.1 BUSINESS****8.1.1 CGRC ADVERSE EVENTS MANAGEMENT PLAN****RESOLUTION 243/2022**

Moved: Cr Logan Collins

Seconded: Cr David Graham

The Draft CGRC Adverse Events Management Plan, attached to the report, be adopted.

CARRIED

8.1.2 COOTAMUNDRA HERITAGE CENTRE S.355 COMMITTEE MEETING MINUTES**RESOLUTION 244/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Abb McAlister

The Minutes of the Cootamundra Heritage Centre s.355 Committee meetings held 1 August 2022, and 5 September 2022, attached to the report, be received and noted.

CARRIED

8.1.3 STOCKINBINGAL ELLWOOD'S HALL S.355 COMMITTEE MEETING MINUTES**RESOLUTION 245/2022**

Moved: Cr Logan Collins

Seconded: Cr Leigh Bowden

- 1. The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting held 1 September, 2022, attached to the report, be noted.**
- 2. Appropriate council staff provide a written respond to the Committee's recommendations detailed within the attached Minutes.**

CARRIED

8.1.4 COOTAMUNDRA SHOWGROUND USERS GROUP S.355 COMMITTEE MEETING MINUTES**RESOLUTION 246/2022**

Moved: Cr David Graham

Seconded: Cr Trevor Glover

The Minutes of the Cootamundra Showground Users Group s.355 Committee meeting held 17 August 2022 attached to the report, be received, and noted.

CARRIED

8.1.5 THE ARTS CENTRE COOTAMUNDRA S.355 COMMITTEE MEETING MINUTES**RESOLUTION 247/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Penny Nicholson

The Minutes of The Arts Centre Cootamundra s.355 Committee meeting held 18 August, 2022 attached to the report, be received and noted.

CARRIED

8.1.6 BRADMAN BIRTHPLACE S.355 COMMITTEE MEETING MINUTES**RESOLUTION 248/2022**

Moved: Cr Logan Collins

Seconded: Cr Trevor Glover

The Minutes of the Bradman Birthplace s.355 Committee meeting held 25 August 2022 attached to the report, be receive and noted.

CARRIED

8.1.7 ALGWA NSW EXECUTIVE MEETING 10-11 SEPTEMBER 2022**RESOLUTION 249/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Logan Collins

The report by Councillor Bowden in relation to the Australian Local Government Women's Association (ALGWA) NSW Executive Meeting, be received and noted.

CARRIED

8.2 FINANCE**8.2.1 INVESTMENT POLICY****RESOLUTION 250/2022**

Moved: Cr David Graham

Seconded: Cr Les Boyd

The draft Investment Policy, attached to the report, be adopted.

CARRIED

8.2.2 INVESTMENT REPORT - AUGUST 2022**RESOLUTION 251/2022**

Moved: Cr Logan Collins

Seconded: Cr Trevor Glover

The report detailing Council Cash and Investments as at 31st August 2022, be received and noted.

CARRIED

8.3 COMMUNITY AND CULTURE

8.3.1 GUNDAGAI TOURISM ACTION GROUP (ADVISORY COMMITTEE) MONDAY 5TH SEPTEMBER 2022 - MINUTES

RESOLUTION 252/2022

Moved: Cr Abb McAlister

Seconded: Cr Penny Nicholson

The Minutes of the Gundagai Tourism Advisory Group meeting held Monday 5 September 2022, attached to the report, be noted.

CARRIED

8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

8.4.1 DEVELOPMENT APPLICATION APPROVED AUGUST 2022

RESOLUTION 253/2022

Moved: Cr Leigh Bowden

Seconded: Cr Gil Kelly

The information on Development Applications approved in August 2022, be received and noted.

CARRIED

8.4.2 MODIFICATION DA 2020/138, DWELLING AT LOT 12 DP870918 STOCKINBINGAL ROAD, COOTAMUNDRA

RESOLUTION 254/2022

Moved: Cr Abb McAlister

Seconded: Cr Trevor Glover

That Council approve the following development, subject to the consolidated modified consent conditions below (modifications shown in bold and italics):

- Application No.: DA2020/138.2
- Property: Lot 12 DP 870918
Stockinbingal Road
COOTAMUNDRA NSW 2590
- Development: Dwelling – to erect a three (3) bedroom, weatherboard-clad dwelling, and ancillary infrastructure.
Modification – Change of floor plan

ADMINISTRATIVE CONDITIONS

Approved plans

1. The development shall be generally in accordance with the supporting documentation, including, but not limited to, the following:

Following plans prepared by Sowdes				
<i>Number</i>	<i>Version</i>	<i>Title</i>	<i>Dated</i>	<i>Date lodged</i>
0010620-02SITE	A	Site plan	08/12/2020	6/1/2020
0010620-02DEV	A	Development precinct site plan	08/12/2020	6/1/2020
Following plans prepared by Coota design				
1	-	Floor plan and elevations	06/08/2020	04/09/2020
2	-	Elevations and section	24/08/2020	04/09/2020
5	-	Floor plan and elevations	30/03/2022	25/07/2022
6	-	Elevations and section	30/03/2022	25/07/2022
Bush Fire Hazard Assessment report, prepared by Sowdes, dated 8 December 2020, submitted 6th January 2021				
NatHERS Report, prepared by Energy Raters, dated 16th August 2020, submitted 4th September 2020				
NatHERS Report, prepared by Energy Raters, dated 1st July 2022, submitted 25th July 2022				
BASIX Certificate No. 1124798S, prepared by Coota design, dated 26th August 2020, submitted 4th September 2020				
BASIX Certificate No. 1279437S, prepared by Coota design, dated 2nd July, 2022 submitted 25th July 2022				

and as modified by any conditions of this consent.

(as modified by DA 2020/138.2 dated 28th September 2022)

2. No departure from the approved plans and specifications shall be made unless the prior approval of Council has been obtained in writing.

Compliance with relevant legislation

3. The development shall be carried out in accordance with the provisions of the *Building Code of Australia, Environmental Planning and Assessment Act, 1979* and the regulations made thereunder, in accordance with the plans and specifications approved by Council.
4. The issue of this Development Consent does not certify compliance with the relevant provisions of the *Building Code of Australia or National Construction Code Series*.

Utilities

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

PRIOR TO ISSUE OF A CONSTRUCTION CERTIFICATE

Payment of section 7.12 contribution

6. Prior to the issuing of a construction certificate, a contribution is required towards the provision of public amenities and services, in accordance with the Cootamundra–Gundagai Regional Council *Section 7.12 Fixed Developer Consent Levy Contributions Plan 2018*.

Onsite Sewerage Management System

7. Prior to the issuing of a construction certificate, a section 68 approval under the *Local Government Act 1993* shall be obtained for the installation of the onsite sewerage management system.

Solid fuel heater

8. Prior to the issuing of a construction certificate, a section 68 approval under the *Local Government Act 1993* shall be obtained for the installation of the solid fuel heater.

PRIOR TO WORK/CONSTRUCTION COMMENCING

Inspection/Certification

9. Where Cootamundra-Gundagai Regional Council is nominated as the Principal Certifying Authority, the following requirements shall be satisfied before works commence:
- the Principal Certifying Authority Service Agreement shall be completed and signed by the applicant; and
 - terms and conditions of the Principal Certifying Authority Service Agreement shall be satisfied,
 - a minimum of 48 hours' notice prior to any critical stage inspection or any other inspection shall be given.

Signs

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

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

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

Notice of Commencement

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

Builders Toilets

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

Residential Building Work

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

- A. In the case of work for which a principal contractor is required to be appointed:
- the name and licence number of the principal contractor, and
 - the name of the insurer by which the work is insured under Part 6 of that Act.
- B. In the case of work to be done by an owner-builder:
- the name of the owner-builder and,
 - the number of the owner-builder permit (where required).

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

Prior to Building Work Commencing

14. The erection of a building in accordance with the development consent must not commence until:-
- A. A construction Certificate for the building work has been issued by the consent authority, the council (if the council is not the consent authority) or an accredited certifier, and
- B. The person having the benefit of the development consent has:

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

Cut and Fill

15. The applicant shall ensure that any cut or fill on site is appropriately graded, drained, retained and revegetated.

Siting of Building

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

Soil Erosion Control

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

Restricted Public Access

18. It is the responsibility of the applicant 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 WorkCover Regulations.

DURING CONSTRUCTION**Bushfire Construction level**

19. All development shall be constructed to BAL-29 construction standard, in accordance with *Australian Standard AS3959 - Construction of Buildings in Bushfire Prone Areas*, the provisions of Planning for Bush Fire Protection, 2019, and the Bush Fire Hazard Assessment report referenced in Condition 1.

Works to be undertaken in accordance with the approval

20. All proposed works to be undertaken are to be carried out in accordance with the conditions of development consent, approved construction certificate drawings and specifications.
21. The builder shall maintain on the site, at all times a legible copy of the following:
- development consent including plans and related documentation,
 - construction certificate including plans, specifications and certificates.

Hours of Construction Site Works

22. Construction site works including the entering and leaving of vehicles is limited to the following hours, unless otherwise permitted by Council:-
- Monday to Saturday from 7.00am to 7.00pm
 - Sundays and public holidays from 9.00am to 12.00midday
- The applicant is responsible to instruct and control subcontractors regarding hours of work.

Effluent disposal and plumbing and drainage works.

23. The onsite sewerage management system shall be installed and operated in accordance with the section 68 approval.
24. All plumbing works must be undertaken by a licenced plumber or drainer. They must submit their Notice of Work (N.O.W) and pay for any associated inspections 48 hours before the first inspection. They also must submit a correct Sewer Service Diagram (S.S.D) for all works. The Certificate of Compliance (C.O.C) and S.S.D. must be submitted before an Occupation Certificate can be released by the Principal Certifying Authority (P.C.A).

The applicant shall comply with all requirements tabled under any approval issued under section 68 of the *Local Government Act 1993*, NSW Fair Trading and The Plumbing Code of Australia.

Construction waste management

25. Provision shall be made on site for the proper storage waste such that no builders' waste shall be left in the open. Specific attention should be given to items which are subject to relocation by the action of wind, e.g. paper, sheets of iron, ridge capping, cement and lime bags and the like.
26. All construction waste shall be removed from the site and disposed of to a licenced waste disposal facility, on a regular basis.

Termite Protection

27. The building and immediate surrounds shall be treated in accordance with Australian Standard 3660.1 for protection against subterranean termites, and a copy of the guarantee submitted to Council.

NB: If a chemical system is selected for use as a barrier against termite attack, a durable notice shall be attached to the house providing information relating to the treatment supplied and the chemical used. This notice should be affixed permanently in either the electric meter box or at the entrance to the subfloor area.

Whilst the Building Code of Australia (BCA) and AS 3660.1 prescribe measures for protection in relation to the structural elements of a building, there are many other elements which may be susceptible to termite attack. Council therefore, encourages builders and owners to take general protective measures against termite attack according to approved industry standards and practices.

No protective measure is permanent. Owners should therefore, arrange regular inspections of their building by appropriate experts.

Storm Water

28. Storm water from roof and hard stand areas, as well as any overflow from a tank, is to be discharged clear of the building and septic tank disposal area, and in such a position that it does not cause nuisance to neighbours or erosion.
29. Run-off and ground water seepage shall be diverted around the building to the storm water system via a suitable drainage system.

Water Proofing - Wet Areas

30. An owner/builder will not be permitted to provide water proofing membranes to any wet area unless that person holds a Water Proofing Membrane subcontractor's licence with the Department of Fair Trading. The application of water proof membranes to nominated wet areas is a 'Critical Stage Inspection' requiring mandatory inspection by the Council or an accredited Private Certifying Authority. The standards for compliance are AS 3740 2010 for Water Proofing Internal Wet Areas.

Slab on Ground Construction.

31. The following points must be complied with: -
 - internal floor level must be a minimum of 225mm above the external finished surface level adjacent to the building

- external paths and ground surface adjoining the walls of the building must be graded and drained away from the dwelling in such a manner as not to cause a nuisance

Scalding

32. The Hot Water System to the bathroom/ensuite is to be set not to exceed 50°C to prevent accidental scalding of children and the infirm. The licensed Plumber is to complete the attached certificate of compliance for the completed installation.

Smoke Alarms

33. A smoke alarm system complying with *Australian Standard AS3786 Self Contained Smoke Alarms* or listed in the Scientific Services Laboratory (SSL) *Register of Accredited Products - Fire Protection Equipment* shall be installed. The smoke alarm system must be connected to the mains electrical power supply and must have a standby (battery backup) power supply, and where there is more than one smoke alarm installed, all alarms must be interconnected.

PRIOR TO OCCUPATION OR COMMENCEMENT OF USE**Occupation of Building**

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

Compliance Certificates

35. Prior to occupation of the building an Occupation Certificate is to be obtained. If Council is requested to issue the Occupation Certificate, all relevant compliance certificates must be submitted.

BASIX

36. The development is to be carried out in accordance with the current BASIX certificate and schedule of commitments approved in relation to this development.

Prior to an Occupation Certificate being issued, the applicant is to provide certification certificates to the PCA which specifies that all commitments listed in the BASIX Certificate have been completed.

Driveway and Layback

37. A suitably located and constructed vehicle access shall be provided to the site, prior to the issue of an occupation certificate. The vehicle access shall be constructed in accordance with Council's specifications, after making application to and obtaining approval from Council, under Section 138 of the Roads Act 1993.

Property Identification

38. A rural addressing number shall being affixed to the fence adjacent the property entrance, prior to the issuing of an occupation certificate. The rural addressing number shall be allocated upon construction of the access.

DURING OPERATIONS**Ongoing bushfire protection measures**

39. The following bushfire protection measures shall be installed and maintained on site, in accordance with the provisions of Planning for Bush Fire Protection 2019 and the Bush Fire Hazard Assessment report referenced in Condition 1:
- an Asset Protection Zone (APZ) of 25 metres around the development,
 - a minimum of 20,000 litres of water shall be provided to be used exclusively for fire-fighting purposes, fitted with a 65 mm Storz outlet (this shall be in addition to any private supply or storage for drinking water purposes),
 - internal access road.

CARRIED

VOTING RECORD	
FOR RESOLUTION	AGAINST RESOLUTION
Cr Charlie Sheahan (Mayor) Cr Leigh Bowden Cr Les Boyd Cr Logan Collins Cr Trevor Glover Cr David Graham Cr Gil Kelly Cr Abb McAlister Cr Penny Nicholson	Nil
ABSENT	DECLARED INTEREST
Nil	Nil

8.5 REGULATORY SERVICES

Nil

8.6 ASSETS

Nil

8.7 CIVIL WORKS

8.7.1 ROAD SAFETY ACTION PLAN 2022-2026

RESOLUTION 255/2022

Moved: Cr Logan Collins

Seconded: Cr David Graham

The draft Cootamundra-Gundagai Regional Council Road Safety Action Plan 2022-2026, attached to the report, be endorsed.

CARRIED

8.7.2 CIVIL WORKS AND TECHNICAL SERVICES REPORT - SEPTEMBER 2022

RESOLUTION 256/2022

Moved: Cr David Graham

Seconded: Cr Logan Collins

The Civil Works and Technical Services Report for the month of September 2022 be noted.

CARRIED

8.7.3 COOTAMUNDRA FLOODPLAIN RISK MANAGEMENT COMMITTEE MEETING MINUTES 3 NOVEMBER 2021**RESOLUTION 257/2022**

Moved: Cr Gil Kelly

Seconded: Cr Logan Collins

1. **The Minutes of the Cootamundra Floodplain Risk Management Committee Meeting held 3 November 2021, attached to the report, be received and noted.**
2. **Council consider the recommendations detailed in the report, and contained within the attached Minutes.**

CARRIED**8.7.4 COOTAMUNDRA FLOODPLAIN RISK MANAGEMENT COMMITTEE MEETING - MINUTES 14 SEPTEMBER 2022****RESOLUTION 258/2022**

Moved: Cr Leigh Bowden

Seconded: Cr David Graham

The Minutes of the Cootamundra Floodplain Risk Management Committee Meeting held on 14 September 2022, attached to the report, be received and noted.

CARRIED**8.7.5 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION 2022 NATIONAL LOCAL ROADS AND TRANSPORT CONGRESS 2-3 NOVEMBER 2022****RESOLUTION 259/2022**

Moved: Cr Leigh Bowden

Seconded: Cr David Graham

The attendance of one (1) councillor and one (1) appropriate staff member, at the Australian Local Government Association 2022 National Local Roads and Transport Congress, be endorsed.

CARRIED**8.8 TECHNICAL SERVICES**

Nil

8.9 FACILITIES

Nil

8.10 WASTE, PARKS AND RECREATION

Nil

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN

Nil

10 QUESTIONS WITH NOTICE

Nil

11 CONFIDENTIAL ITEMS**11.1 CLOSED COUNCIL REPORT****RESOLUTION 260/2022**

Moved: Cr Logan Collins

Seconded: Cr Gil Kelly

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

11.2 RENO ROAD ACQUISITIONProvisions for Confidentiality

Section 10A (2) (g) – The Confidential Report contains advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

Public Interest

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

CARRIED**11.2 RENO ROAD ACQUISITION****RESOLUTION 261/2022**

Moved: Cr Gil Kelly

Seconded: Cr Les Boyd

- 1. The report on Reno Road acquisition be noted.**
- 2. \$30,000 acquisition of the land and creation of a public road corridor be established.**
- 3. The Reno Road be reclassified as a public road and maintained by Council.**

CARRIED

11.3 RESUMPTION OF OPEN COUNCIL MEETING

RESOLUTION 262/2022

Moved: Cr Trevor Glover

Seconded: Cr David Graham

The Open Council meeting resume.

CARRIED

11.4 ANNOUNCEMENT OF CLOSED COUNCIL RESOLUTIONS

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

The Meeting closed at 7.18PM.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 18 October 2022.

CHAIRPERSON

GENERAL MANAGER

6 MAYORAL MINUTES

6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT

DOCUMENT NUMBER	379100
AUTHORISING OFFICER	Les McMahon, Interim General Manager
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 Mayoral Minute be received and noted.

17 September 2022

Crs Bowden (Deputy Mayor), Collins and I attended the Wallendbeen Memorial Hall 100-year Celebration Ball.

19 September 2022

Cr Bowden (Deputy Mayor) attended a meeting with the Acting General Manager.

20 September 2022

Cr Bowden (Deputy Mayor) attended an Inland Rail Community Meeting at Stockinbingal.

21 September 2022

Cr McAlister and I, attended a Zoom meeting with Minister Tuckerman and Minister Cooke.

22 September 2022

Cr Bowden (Deputy Mayor) attended an Ellwood’s Hall s.355 Committee Meeting.

27 September 2022

Cr Bowden (Deputy Mayor) and I attended a Meeting with the Interim General Manager.

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

I, Cr Sheahan (Mayor) attended an airport site meeting with Interim General Manager and Scott Adams.

28 September 2022

I, Cr Sheahan (Mayor) attended an Adina Care Board Meeting.

5 October 2022

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

6 October 2022

I, Cr Sheahan (Mayor) attended a South West Slopes Bush Fire Management Committee Meeting with the Acting General Manager.

Cr Nicholson attended the Captain Moonlite Display launch at Old Gundagai Gaol.

7 October 2022

I, Cr Sheahan (Mayor) attended a meeting with Christian Morris from Local Government NSW.

10 October 2022

Cr Bowden (Deputy Mayor) and I attended a meeting with the Interim General Manager and Local Emergency Management Officer.

11 October 2022

Crs Bowden (Deputy Mayor), Nicholson, McAlister, Graham, Collins, Glover, Kelly, Boyd and I attended a Council Workshop.

12 October 2022

Cr Bowden (Deputy Mayor) attended a Business Cootamundra Annual General Meeting.

Cr McAlister attended a Meeting with the Interim General Manager and the Old Mill Committee.

14 October 2022

Cr Bowden (Deputy Mayor) attended a Riverina Eastern Regional Organisation of Councils (REROC) Meeting.

7 REPORTS FROM COMMITTEES

Nil

8 GENERAL MANAGER'S REPORT

8.1 BUSINESS

8.1.1 AUSTRALIA DAY 2023

DOCUMENT NUMBER	379153
REPORTING OFFICER	Linda Wiles, Manager Business
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	1. A vibrant, safe, and inclusive community 1.2 A welcoming community that cares for and looks after each other
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

The information on Australia Day Awards, 2023 be received and noted.

Introduction

Council proposes to present its annual Australia Day Awards on Thursday, 26th January, 2023, at two distinct ceremonies: one to be held in Gundagai and one to be held in Cootamundra.

Discussion

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

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

Nominations are to be in writing (by letter, or on the form available from Council Offices and website) and received by Council no later than **Friday 18th November 2022**. This will allow for timely consideration and selection of Awardees at workshop held immediately prior to the November, 2022 Ordinary Meeting of Council.

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

Council staff will contact Community representatives who have previously assisted with planning and preparation of Australia Day celebrations and request their assistance for the 2023 Celebrations.

Financial

Council has a small budget allocation to ensure the successful running of each event.

8.1.2 REQUEST FOR DONATION - GUNDAGAI BUSINESS NETWORK

DOCUMENT NUMBER	379204
REPORTING OFFICER	Linda Wiles, Manager Business
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	1. A vibrant, safe, and inclusive community 1.2 A welcoming community that cares for and looks after each other
FINANCIAL IMPLICATIONS	\$2494.69 from Community Donation Budget.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> 1. Gundagai Business Network - Request for Financial Assistance 71022 ↓ 2. Gundagai Business Network - Community Events Program - Rock the Bidgee ↓ 3. Gundagai Business Network - Community Events Program ↓

RECOMMENDATION

Council to approve the Interim General Manager's determination to allocate \$2494.69 from Community Donation Budget to the Gundagai Business Network to cover the cost of Public Liability Insurance for the committee.

Introduction

The Gundagai Business Network (GBN) is a group of business owners and representatives who are passionate about promoting the local community to enhance the growth of both Gundagai and local businesses.

Discussion

Following the dissolution of the Gundagai Regional Enhancement Group (GREG) early this year, no business focused committee has existed in Gundagai. The Gundagai Business Network is a newly formed committee committed to assisting to rebuild the Gundagai Community with successful events, bringing the community together, promote local businesses and the Gundagai community.

The Gundagai Business Network was successful in an Expression of Interest to hold two events under the Community Events Program Grants funding to the value of \$95,000.00, however, being a newly formed Committee, do not have the funds required to obtain the necessary \$20 million public liability insurance.

Financial

The committee has submitted a request for financial assistance to cover the cost of annual Public Liability Insurance to cover committee members in running these events and other functions of the committee. The Interim General Manager authorised payment of the public liability insurance as it

was needed to confirm their acceptance of the grant which was required before the date of the council meeting.



Mr Les McMahon
Interim General Manager
Cootamundra-Gundagai Regional Council
PO Box 34
GUNDAGAI NSW 2722

7th October 2022

Dear Mr McMahon,

Thank you for your time yesterday to discuss the current position the Gundagai Business Network committee is facing in relation to the Reconnecting Regional NSW - Community Events Program.

The Gundagai Business Network is a group of business owners and representatives who are passionate about promoting our local community to enhance the growth of both Gundagai and local businesses. We have been successful in our Expression of Interest for the Community Events Program Grants to host two events to the value of \$95,000.00, however there is a requirement for our committee to have a Public Liability Insurance Policy to the value of \$20 million.

The committee has only recently formed and therefore we currently do not have the funds to cover the public liability insurance which was not highlighted with us as a requirement of the application process for the grant.



The committee is committed to assisting to rebuild the Gundagai community and feel if we are not able to proceed with the events due to not being able to obtain the insurance, this will be detrimental to the Gundagai community. With limited events over the past two years due to COVID 19, this is an opportunity to utilise funding to bring the community together and promote the local businesses and the Gundagai community.

The Gundagai Business Network committee is therefore requesting the support of Council to financially support the costs of the Gundagai Business Network public liability insurance, which includes annual and events cover.

We believe your assistance would be an integral part in assisting to improve not only the relationships between Council and the relationships with businesses but also the community as a whole.

Please feel free to contact myself or any member of the Gundagai Business Network committee if you require any further information.

Sincerely,

Sharon Elworthy

Sharon Elworthy
Committee Member
0408694468
tarrafishing@bigpond.com

COMMUNITY EVENTS PROGRAM GUNDAGAI BUSINESS NETWORK

Date: 29TH May 2022

OVERVIEW

1. Gundagai Business Network

The Gundagai Business Network is a newly formed committee of local business owners & representatives who are passionate about promoting our local community to enhance the growth of both the community and local businesses. We are not incorporated at this stage as we are in the early stages of developing our group.

2. Project Scope

Rock the Bidgee – aims to bring the local community together and promote Gundagai as a destination.

The event will be held Saturday 18th or Saturday 25th March 2023 depending on confirmation of funding and entertainment availability. We aim to provide an opportunity for the community to come together to enjoy live music, great food and reconnect whilst promoting Gundagai at the same time.

The event will be held at the Gundagai Show grounds next to the Murrumbidgee River in line with the event name

3. Objectives

1. Rebuild Local Community – over the past two years there has been limited activities due to COVID 19 and the Gundagai Business Network objective is to encourage locals to support local events and promote Gundagai to friends and family.

The event will be held at the Gundagai Show ground to highlight our local facilities and the Murrumbidgee river. As a business group we are aware of the number of locals attending events in the local surrounding towns and this would demonstrate that Gundagai is also proactive in supporting our community and offering similar opportunities.

There are limited events in Gundagai that do not relate to sport and racing at no cost, with families currently struggling with the cost of living this will provide an opportunity to develop/maintain social connections within the community and demonstrate that Council and community groups can work together cohesively for our community.

Our younger community members have very limited access to entertainment with only two hotels and one club in the town over the past two years due to COVID 19. The Gundagai

Business Network will work closely with the Youth Council to promote the event amongst this peer group with our aim to achieve positive social outcomes.

Gundagai is also a farming community and with the limited events over the past two years and increased mental health issues we aim to encourage our farming community to reconnect to achieve both positive social and mental health outcomes.

*2. **Local Business Support** – the Gundagai Business Network is a newly formed group of interested Business owners or representatives of businesses in our local community who wish to promote Gundagai in the aim to increase business.*

Rock the Bidgee will provide an opportunity for local businesses to promote the event and their local business and encourage local to stay and shop in their local community.

Local businesses will be encouraged to set up a market stalls to offer a shopping opportunity during the event, including food vans and local producers who may wish to highlight their products. We also would seek interest from the Lions Club or local community groups to run a BBQ assisting them to raise funds for their club/group which has been challenging to do over the past two years.

4. Estimated Costs

1. Entertainment - \$50,000.00

Offering live entertainment for all members of the community will allow community cohesion and after several years of uncertainly and limited social connections this aims to have positive social outcomes for our community. For our younger community members this will be an opportunity for them to remain in their local community and interact with their peers and other community members where they normally travel outside our community to access entertainment.

2. Hire – Table and Chair - \$6,000.00

Although we would encourage the community to bring a picnic blanket to relax and enjoy the entertainment, there are members of our community who are unable to sit on the grass area. Hiring tables and chairs will provide the opportunity for all members of the community to comfortably enjoy the event and therefore not disadvantaging any member of the community.

3. Children Rides - \$2,000.00

This will allow us to make this a family friendly event and the offer of fun and free entertainment for families will certainly positive social outcomes for families and the community.

4. Marketing the event - \$10,000.00

Promotion is a key element in an event being successful therefore the Gundagai Business Network would like to implement several marketing strategies to assist in ensuring the event is successful to achieve the objectives.

The strategies range from social media, advertisement in local papers, community radio, paper promotion and flyers.

Estimated Total Event Costs: \$68,000.00

5. Implementation Plan

1. For the event to be successful the Gundagai Business Network would liaise closely with the following organizations to ensure the Rock the Bidgee is a successful community event:

- **Cootamundra – Gundagai Regional Council**

To promote the support for funding received for the event.

To liaise with regarding the joint marketing strategies and any requirements.

- **Local Business & Groups**

To promote and prepare businesses for the event and give them a chance to promote products.

Seek community organizations that may be able to assist with volunteering with set up, activities and ideas for the event.

Liaise with Gundagai Youth Council and farming representatives on how we can ensure we reach these members of the community to be involved to assist us to achieve our objectives.

6. Outcome

If the Council is successful in obtaining the Community Events Program Funding on behalf of the Gundagai Business Network this would allow the group to demonstrate their commitment to rebuilding the Gundagai community. It would assist us to gain a professional approach to the promotion of businesses and assist us to grow the support from the local business community with the aim to continue to build future events to assist and promote our community.

Submitted by:

Gundagai Business Network
Sharon Elworthy
Group Member
0408 69 4469
Email: tarrafishing@bigpond.com

COMMUNITY EVENTS PROGRAM GUNDAGAI BUSINESS NETWORK

Date: 26TH May 2022

OVERVIEW

1. Gundagai Business Network

The Gundagai Business Network is a newly formed committee of local business owners & representatives who are passionate about promoting our local community to enhance the growth of both the community and local businesses. We are not incorporated at this stage as we are in the early stages of developing our group.

2. Project Scope

***Christmas on Sheridan** – aims to bring the local community and surrounds together to support local businesses but also provide a Christmas atmosphere to the whole community. The Gundagai Business Network would like to hold this Christmas carnival event on Thursday 8th December 2022 or Saturday 10th December between 4pm – 10pm based on availability of the entertainment.*

The event would include closure of the main street during this period for the Gundagai Business Network to offer a family friendly event. The aim is to provide live entertainment to attract the community to the event where families can bring their children for free rides, visit Santa Claus and shop from local businesses.

3. Objectives

*1. **Rebuild Local Community** – over the past two years there has been limited activities due to COVID 19 and the Gundagai Business Network objective with this event is to bring the community together at an incredibly special time of year.*

The event being held on Sheridan Street will reinforce the importance of our community and offering a free event with entertainment will aim to increase a positive view of our community whilst supporting local businesses.

There are limited events in Gundagai that are “whole” family events at no cost, with families currently struggling with the cost of living this will provide an opportunity to develop/ maintain social connections within the community and demonstrate that Council and community groups can work together cohesively for our community.

2. Local Business Support – the Gundagai Business Network is a newly formed group of interested Business owners or representatives of businesses in our local community who wish to promote Gundagai in the aim to increase business.

Christmas on Sheridan will provide an opportunity for all businesses to show case their products at a time where people are purchasing gifts for Christmas. We would also invite our trade businesses who may not have a shop front but may wish to promote their business and provides businesses an opportunity to seek interest for any vacancies they may have which would assist with local employment.

4. Estimated Costs

1. Christmas Decorations – \$10,000.00

Feedback from community members and business has focused of the lack of decorations at this time of year. To invest the amount of money will show there is a long-term investment in the community as these decorations can be utilized for many years.

2. Entertainment - \$10,000.00

Offers live entertainment for all members of the community will allow community cohesion and after several years of uncertainly and limited social connections this aims to have positive social outcomes for our community. For our younger community members this will be an opportunity for them to remain in their local community and interact with their peers and other community members where they normally travel outside our community to access entertainment.

3. Children Rides - \$2,000.00

This will allow us to make this a family friendly event and the offer of fun and free entertainment for families will certainly positive social outcomes for families and the community.

4. Marketing the event - \$5000.00

Promotion is a key element in an event being successful therefore the Gundagai Business Network would like to implement several marketing strategies to assist in ensuring the event is successful to achieve the objectives.

The strategies range from social media, advertisement in local papers, community radio and paper promotion, flyers and invitations to all local businesses.

Estimated Total Event Costs: \$27,000.00

5. Implementation Plan

1. For the event to be successful the Gundagai Business Network would liaise closely with the following organizations to ensure the Christmas on Sheridan is a successful community event:

- **Cootamundra – Gundagai Regional Council**

To promote the support for funding received for the event.

Liaise regarding street closure, which may require addition funding or support as we are unsure if these costs are allocated from a different budget e.g., barriers, set up and alcohol-free zone.

To liaise with regarding the joint marketing strategies.

- **Local Business & Groups**

To promote and prepare business for the event to meet community expectations of the shopping experience.

Seek community organizations that may be able to assist with volunteering with set up, activities and ideas for the event.

6. Outcome

If the Council is successful in obtaining the Community Events Program Funding on behalf of the Gundagai Business Network this would allow the group to demonstrate their commitment to rebuilding the Gundagai community. It would assist us to gain a professional approach to the promotion of businesses and assist us to grow the support from the local business community with the aim to continue to build future events to assist and promote our community.

Submitted by:

Gundagai Business Network
Sharon Elworthy
Group Member
0408 69 4469
Email: tarrafishing@bigpond.com

8.1.3 TABLING OF PECUNIARY INTEREST RETURNS

DOCUMENT NUMBER	377640
REPORTING OFFICER	Teresa Breslin, Acting E.A to General Manager and Mayor
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Collaborative and progressive leadership 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	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 2021 to 30 June 2022 are tabled.

Pecuniary interest return from new designated staff as of 13 October 2022, is tabled.

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

Designated person	Position	Latest return on file
Charlie Sheahan	Mayor	Annual - 2021/2022
Leigh Bowden	Deputy Mayor	Annual - 2021/2022
Trevor Glover	Councillor	Annual - 2021/2022
Abb McAlister	Councillor	Annual - 2021/2022
Logan Collins	Councillor	Annual - 2021/2022
Gil Kelly	Councillor	Annual - 2021/2022
David Graham	Councillor	Annual - 2021/2022
Penny Nicholson	Councillor	Annual - 2021/2022
Les Boyd	Councillor	Annual - 2021/2022
Les McMahan	Interim General Manager	Annual - 2021/2022
Matt Stubbs	Deputy General Manager - Operations	Annual - 2021/2022
Glen McAtear	Acting Deputy General Manager - CCD	Annual - 2021/2022
Sharon Langman	Manager Development, Building and Compliance	Annual - 2021/2022
Linda Wiles	Coordinator Business	Annual - 2021/2022
Mark Ellis	Manager Civil Works	Annual - 2021/2022
Ganesh Ganeshamoorthy	Manager Assets	Annual - 2021/2022
Wayne Bennett	Manager Waste, Facilities and Recreation Services	Annual - 2021/2022
Andrew Brock	Manager Facilities	Annual - 2021/2022
Nicole Godber	Ranger/ Regulatory Officer	Annual - 2021/2022
Bruce Webb	Ranger/ Regulatory Officer	Annual - 2021/2022
Nathan Campbell	Ranger	Annual - 2021/2022
Andrew Wiegold	Ranger	Annual - 2021/2022
Luke Izzard	Environmental Health and Building Surveyor	Annual - 2021/2022
Sally Atkinson	Environmental Health Officer	Annual - 2021/2022
Craig Perrin	Town Planner	Annual - 2021/2022
Laura Schweiger	Town Planner (PPT)	Annual - 2021/2022
Catherine Smith	Procurement Officer	Annual - 2021/2022
Zac Mahon	Manager Finance	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

No financial implications.

8.1.4 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	378380
REPORTING OFFICER	Anne Chamberlain, Acting Governance Officer
AUTHORISING OFFICER	Linda Wiles, Manager Business
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Collaborative and progressive leadership 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. Muttama Hall Management Committe Minutes 8 August 2022 ↓

RECOMMENDATION

The Minutes of the Muttama Hall Management s.355 Committee meeting held 9 August 2022 attached to the report, be received and noted.

Introduction

The attached Minutes of the Muttama Hall Management s.355 Committee meeting held 9th August, 2022 is submitted for the information of Council and the community.



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

Minutes

MUTTAMA HALL MANAGEMENT SECTION 355 COMMITTEE

BUCKLEY RESIDENCE, MUTTAMA
18:00, TUESDAY 9TH AUGUST 2022

Sign On in the Volunteer Attendance Register - DONE

Time Meeting Opened – 18:23

ACKNOWLEDGEMENT OF COUNTRY

Cootamundra-Gundagai Regional Council acknowledges the Wiradjuri people as the traditional custodians of the land on which we walk, live and work. We pay our respects to the Elders, past and present. They are the holders of the knowledge, culture, values and hopes of Aboriginal and Torres Strait Islander peoples who contribute to our community.

1 AGENDA ITEMS

1.1 Attendance and Confirmation of Quorum

Attendance: **President/Chairperson:** Robert Flint
Secretary: Faith Morris
Treasurer: Lien Puddicombe
General Members: Bill Buckley, Hilary Connors

Confirmation of a Quorum: There are **5** members appointed to this Committee.
Quorum numbers are met **YES / NO**

Note: If quorum numbers are not met no actions can be made at this meeting. An informal discussion on items on the agenda can only take place. All agenda items from this meeting will be transferred to the next meeting for determination. Notes on the informal discussion can be made for reference at the next meeting. See Section 355 Committee Manual to identify if quorum numbers are met.

1.2 Apologies

Cr Trevor Glover

1.3 Confirmation of previous meeting Minutes

The minutes of the **Muttama Hall Management** Section 355 Committee meetings dated **13 July 2022** be confirmed as true and correct. Moved Faith Morris, seconded by Bill Buckley **CARRIED**

1.4 Disclosure of Interests

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

None

1.5 Correspondence in/out:

- IN:
 - 26th July 2022 – Report from CGRC Heritage Advisor – Noel Thomson re repainting and colour scheme for Muttama Hall – via email
- OUT:
 - 14th July 2022 – Approved June 2022 MHMC Meeting Minutes – to CGRC – via email
 - 14th July 2022 – Reimbursement cheque to Sarah Last – hand delivered to RMB
 - 6th August 2022 – Thank you to Andrew Brock for attending our July 2022 meeting – via email

1.6 Report from the Treasurer:

- Current balance of NAB account - \$6,591.56 as at 31 July 2022
- Reimbursement for Bill Buckley for petrol and jerry can for mowing – Faith Morris to email receipts to Lien Puddicombe for cheque to be raised **FM / LP to action**
- Check with Hilary if she or previous Treasurer have previous paperwork regarding finances – Hilary doesn't have but will check with Leigh Scott **HC to action**
- Discussed transparency of acquittal of grant moneys. For future grant funds it would be beneficial for the committee to have a copy of all contracts, invoices and payments for all moneys, along with all variations to grants. Faith Morris to communicate this to CGRC now, and to be reminded when new grants are applied for

FM to action

Moved by Robert Flint, seconded by Hilary Connors

CARRIED

1.7 Business Arising from previous Minutes:

- Painting of hall façade:
 - Report has now been received from CGRC Heritage Consultant
 - The colours decided on in the 2021 community consultation by majority vote was:
 - a plain white - 1
 - doors & door frames
 - fence
 - verandah frame (sides and front), columns, brackets & beams, rafters, window frames & sashes
 - an Ecu/neutral cream - 2:
 - front wall over awning, gutter and piping, front wall under awning
 - The CGRC Heritage Consultant report has provided an appropriate heritage-sympathetic colour scheme
 - By a show of hands (5 for, 0 against) MHMC have decided on a two-colour scheme of AS2700S N14 for Colour 1, and AS2700S Y34 for Colour 2
- Emergency Exit Light repair – ongoing – update from Bill Buckley – electrician has looked at and is investigating options. Being completed by next week.
- Securing backstage and skillion before booking on 20th August 2022 – Robert Flint to temporarily block off backstage doors with timber, Bill Buckley to arrange electrician to

move light switch to inside hall proper. Bill Buckley has sourced authentic bakelite light switches and powerpoints to be installed by electrician. RF to move stage steps into place.

- For the booking on 20th:
 - skillion can be used for food storage with barriers in place to stop access to unfinished areas)
 - There are no connected powerpoints in the skillion to power the external cool room – they may be able to run power from the RFS shed)
 - Fire pits located between the hall and RFS shed will be OK as long as away from buildings)
 - The old wooden benches in the skillion are NOT safe for use)
 - Please do NOT drag furniture etc over the hall or stage floors) – all to be communicated to the booking party **FM to action**
 - Wheelie bins – were provided by CGRC for the War Memorial Dedication in 2021. As we have no way of emptying them, can we request that CGRC collect them and return them to council as we don't have need of them again **FM to action**
 - Hall to be vacuumed out before party **RF to action**

- Metal chairs – 63 were bought by Bill Buckley approx. 20 years ago and were donated to Muttama Hall. MHMC is happy for the whole Muttama community to have use of the chairs between Muttama Hall and Muttama Tennis Club's buildings, as long as they are all accounted for and cared for accordingly – to be communicated to Muttama Tennis Club **FM to action**

- Rubber stoppers need to be permanently affixed to all chair legs – to be arranged at a future time

1.8 General Business:

- Leigh Scott has offered to donate some chairs from The Cootamundra Arts Centre. Robert Flint to assess quality and usefulness and report back **RF to action**
- Thank you to Bill & Aileen Buckley for the use of their home for this meeting

1.9 Date and Time of Next Meeting:

Tuesday 6th September 2022 – 6pm – Venue – Puddicombe residence

1.10 Time Meeting Closed – 20:08

Sign Off in the Volunteer Attendance Register – DONE

8.1.5 THE ARTS CENTRE COOTAMUNDRA S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	378702
REPORTING OFFICER	Anne Chamberlain, Acting Governance Officer
AUTHORISING OFFICER	Linda Wiles, Manager Business
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Collaborative and progressive leadership 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 15 September 2022 ↓

RECOMMENDATION

The Minutes of The Arts Centre Cootamundra s.355 Committee meeting held 15 September 2022, attached to the report, be received and noted.

Introduction

The attached Minutes of The Arts Centre Cootamundra s.355 Committee meeting held on 15 September 2022, is submitted for the information of Council and the community.



Minutes

**THE ARTS CENTRE COOTAMUNDRA
SECTION 355 COMMITTEE**

THE ARTS CENTRE COOTAMUNDRA, 18 WALLEDOON STREET

5.05PM, THURSDAY 15 SEPTEMBER 2022



Minutes

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1.3	Disclosure of Interests.....	2
1.4	Confirmation of previous meeting Minutes	2
1.5	Business Arising from previous Minutes:	3
1.6	Correspondence in/out:	2
1.7	Report from the WHS/Financial/PA/VA, Movies:.....	3
1.8	General Business (List Agenda Items)	4
1.9	Date and Time of Next Meeting	4
1.10	Time Meeting Closed	4

1 MINUTES

1.1 Attendance and Confirmation of Quorum

Present: **President/Chairperson:** Amanda-lee Boatswain
Vice Chairperson: Julie Cowell
Secretary: Natalie Cowled
Treasurer:
Council Representative:
General Members: Rosie Fowler-Sullivan, Eric Steinke, Bec Hogan, 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

Leigh Bowden, Shane Kovacs, Daya Saraswati, Ollie Carberry, Annette Haines

1.3 Disclosure of Interests

There were no disclosures of Interest.

1.4 Confirmation of previous meeting Minutes

The minutes of the last **Cootamundra Arts Centre Section 355 Committee** meeting dated **28 August 2022**.

(Moved: Julie Cowell, Seconded: Rosie Fowler-Sullivan)

1.5 Correspondence in/out:

- Email - Christine Lott (Appendix B) – Thank you email
- Email - Youth Council (Appendix C)
- Letter - Coota High School (Appendix D) *Motion: Natalie moved that TACC donate \$100 for arts prize grade 7-10. Seconded by Julie. Julie to organise.*

1.6 Reports from the WHS/Treasurer/PA/VA, Movies:

1.6.1 WHS

- House lights in the theatre need repair - outside bio box, east side middle and west side middle. Need electrician as steps make the work very difficult
- Go through the lighting store and make sure everything is in working order and is all there. The intelligent lights also need to come down from the grid and get serviced.
- Also, the subwoofer is worn out and needs to be replaced with something that can handle the demands of movies.
- Leaking toilets and sinks in the block

Action: Eric to organise with Shane who is willing to come in with Eric to adjust lights – to go over with Michael Van Bast.

Action: Julie to chase up Andrew up re: new ladder.

Action: Julie to chase up Andrew re: electrical work

Action: Amanda-lee to speak to Shane about subwoofer

Action: Julie to organise with Andrew to arrange plumber for toilet

Action: Julie to chase Andrew about powerbox changes/repairs

Date: All actions should be finalised by October meeting

1.6.2 CEO Report

- CEO – Good report from Awards Night – Highly commended award for Julie!
- Amanda-lee judging Coota Public Art prize
- TACC clean up in school holidays
- Amanda-Lee seeking VET training through the school – TACC to write supporting letter validating experiences

1.6.3 Financial Report

- Shane was absent, but no questions were raised re: monthly report.

1.6.4 Report for Performing Arts

- 9 shows organised for future hires
- What’s New Pussy Cat – lost money, thank you letter to be sent to George for sponsorship

1.6.5 Report from Visual Arts

- Booze & Brushes for Halloween
- Kids ‘paint and punch’ organised for school holidays.

1.6.6 Report for Administration & Movies

- Fling details in new business

(Moved: Julie Cowell, Seconded: Eric Steinke)

1.7 Business Arising from previous Minutes:

- Membership for centre – (Appendix J)
 - Work to be done on our processes
 - Member card making system to be investigated by Amanda-lee
 - Possibilities of ERA grant for card printer
 - Database to be set up – to track volunteer hours, ticket usage, timetables
- Refresh of facilities
 - Calendar to be hung
 - Bathrooms need a really good scrub
 - 12 days Christmas to be moved down to storage
 - Maroon chairs audit
 - Men’s shed – future use – Meeting to be set with Andrew re: Men’s shed and unsafe spaces. **Action:** Amanda-lee to organise meeting.
- Events updates
 - Calendar or events (Natalie/Julie) – calendar returned to be mounted on wall. Natalie, Eric & Ollie to meet and plan 2023. **Action:** Natalie to organise meeting
 - Marquee/tent (Julie/Eric) – Coota Signs \$200 on top of cost of Marquee. Julie to get quotes for new marquee.
 - Fibrefest (Natalie) – seeking market stall. **Action:** Natalie to put together market stall application forms
- *Update on actions:*

- IT – emails & digitising forms (Amanda-lee & Shane) – still working on it.
- Amanda-lee to write a proposal (Amanda-lee) – in progress
- Changes in signatories on banking (Julie/Shane) – form completed, to be taken to bank
- Dolly for piano (Shane) – welded, to be delivered to TACC in next few weeks
- Tarkett purchase (Julie) – Julie to do thorough search through building
- Screen & gas heater listing (Julie) - listed on gumtree, to be put on ebay too – Julie to contact Stock Hall.
- Bar Upgrade (Julie) – Julie to chase up Andrew
- Multimedia/Conferencing space (Julie) – Amanda-lee looking at quotes for ‘clever trolley’ self-contained system. Amanda-lee to get quote with breakdown.
- Wattle fair/Volunteer expo volunteers (Julie) – Postponed. Volunteer expo may be part of show.
- Fundraising discussion – rather than fundraising seek to run money making events.

(Moved: Bec Hogan, Seconded: Julie Cowell)

1.8 New General Business

- Coota Show Exhibition/Stall – TACC to take up a space – (**Action:** Julie to email show organisers). Space to be organised similar to Festival of lights – volunteers to man the booth.
- Sub Committee for 20th Anniversary Celebrations – Isabel (Appendix K) – set for 2024. Isabel to head up subcommittee and speak to original committee, dance groups, etc.
- Lee Barker Decisions (Appendix L) – Isabel to organise food platters/palettes. Option to have local artists support during breaks etc. Amanda-lee to speak to Clint Perry. Julie confirm bookings & volunteers.
- Julie Holidays – Office & Movie coverage. Monday office closed. Julie to email committee & volunteers to see if anyone can cover.
- Fling Physical Theatre – unsure of launch due to numbers (require minimum 5-10 high school students). Flyer from Gabby to go ERA to be shared throughout Riverina. Grant for \$25K received. Multiple workshops over the year during school holidays. Gabby willing to teach someone local how to run Fling. Gabby will also work with someone (Eric or Amanda-lee) doing the technical side (lights etc). \$5 charge for attendees for performances to manage crowds. Pop up performances in community.

1.9 Date and Time of Next Meeting

October 20th 2022, 5pm

1.10 Time Meeting Closed

6. 37pm



**COOTAMUNDRA-
GUNDAGAI** REGIONAL
COUNCIL

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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



8.2 FINANCE

8.2.1 CARRY FORWARD BUDGET

DOCUMENT NUMBER	379094
REPORTING OFFICER	Zac Mahon, Manager Finance
AUTHORISING OFFICER	Les McMahan, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Collaborative and progressive leadership 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	\$6.825M will be carried forward from prior years budget.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

- 1. The Carry Forward Budget report be received and noted.**
- 2. The budget variations in the report be adopted.**

The Carry forward budget is prepared to transfer the unexpended balance from the prior financial year. The projects listed below have had grant funding allocated in prior years and have actual spend against them in 2023, therefore, the unexpended balance of the grant funding has been rolled forward to cover the budget.

The finance department is still reviewing every prior budget item and there may be further budget to be carried forward and or adjusted.

The following table lists the work order, the work order description and the source(s) of funding and the amount carried forward with a subtotal for capital and operations and a grand total of combined budget to carry forward.

This amount has been incorporated into the September Quarterly Budget Review and the financial update reports.

The Interim General Manager placed a moratorium on the purchase of plant and fleet for 22/23

The Plant Budget from 2022 has been carried forward to cover purchase orders raised in 2022 but paid in 2023 and \$100,000 has been left in the budget in case there is an out of the ordinary incident such as a vehicle being written off or a new starter who doesn't have any vehicle available.

Capital Expenditure Budget Carry Forwards		
Work Order	Description and Source of Funding	Budget to carry forward
3328	Bridge Replacement 2021/2022 - Lucerndale Road - Moloney Asset #157. Asset #15355 CVR #30301. \$336,000 - 50% Fixing Country Bridges 50% Bridge Renewal Program. Gundagai Operations. Refer M Stubbs 04-05-21.	\$234,465.40
3330	Bridge Replacement 2021/2022 - Carrs Road - Moloney Asset #134. Asset #15317 CVR#30303. \$420,000 - 100% Fixing Country Bridges. Gundagai Operations. Refer M Stubbs 04-05-21.	\$308,904.21
3331	Bridge Replacement 2021/2022 - Brawlin Road - Moloney Asset #380. Asset #26160 CVR #32771. \$396,000 - 50% Bridge Renewal Program 50% Council. Gundagai Operations. Refer M Stubbs 04-05-21.	\$255,570.19
1525	Gundagai Visitors Information Centre redevelopment - disabled ramp and disabled toilet SCF1	\$268,659.81
1641	Gundagai library extension (Funding source to be investigated)	\$5,162.00
2426	Cootamundra Arts Centre Rehearsal Space SCCF2	\$98,056.09
2903	SCCF3-0912 – Indoor Rock-Climbing Wall Cootamundra Stadium Grant (Budget \$250,000)	\$21,837.00
2905	SCCF3-1253 – Stan Crowe Replacement of Turf Wicket Grant (Budget \$96,000)	\$9,720.00
2906	SCCF3-1324 – Pump Track Cootamundra Grant (Budget \$165,000)	\$25,532.00
2907	SCCF3-1159 – Carberry Park Car Park and Toilet Upgrade Grant (Budget \$448,526)	\$446,157.00
3277	Stockinbingal Hall - Footpath & Disabled Ramp (Local Roads and Community Infrastructure (LRCI Rd 2) Budget \$74,990)	\$61,054.00
3362	Cootamundra Driver Reviver Site Upgrade (Dept of Infrastructure)	\$139,333.00
2273	Plant replacement budget	-\$450,000.00
3390	Plant Replacement - Jetmaster - Isuzu FXZ 2606-350 Truck	\$466,586.34
3513	Plant Replacement - 2021 Komatsu Mini-Excavator Water & Sewer Cootamundra - Refer M Stubbs 24-12-2021. Full details TBA.	\$64,107.27
3605	Plant Replacement - 2022 - Kia Sportage RSO - Refer K Grybaitis 27-6-22	\$38,872.39
3637	Plant Replacement - 2022 Nissan Navara 4x4 2.3 DSL Man DC ST - Design Engineer Thomas Hogg (M Stubbs email 07.09.22)	\$48,869.08
1523	Gundagai pool tiling and disabled ramp SCF1	\$439,914.59
1527	Gundagai Netball Courts Masterplan - construction of lighting, storage & shelter SCF1	\$152,738.36
2418	Gundagai Community Garden SCCF2	\$9,628.23

Capital Expenditure Budget Carry Forwards		
Work Order	Description and Source of Funding	Budget to carry forward
2937	Cootamundra Showground - Electrical Upgrade, Solar Panels, Lighting, Painting - Covid19 Funding	\$214.21
3282	Carberry Park Playground Shade Structure (Local Roads and Community Infrastructure (LRCI Rd 2) Budget \$69,990)	\$69,990.00
3283	Lindley Park Playground Carpark (Local Roads and Community Infrastructure (LRCI Rd 2) Budget \$119,987)	\$20,362.00
3285	Sherwood Forest - Landon St Tree removal along walking track & Create green space and off leash dog park (Local Roads and Community Infrastructure (LRCI Rd 2) Budget \$135,980)	\$2,261.63
3349	Cootamundra Showground - Renovation of toilet block-Phase 2B Funding Source-NSW Showgrounds Stimulus Program (Planning, Industry & Environment) \$35,000.00 incl GST	\$19,569.55
3350	Cootamundra Showground - Renovation of Rotunda-Phase 2C Funding Source-NSW Showgrounds Stimulus Program (Planning, Industry & Environment) \$30,000 incl GST	\$34,663.85
2465	Signage Updates NCIF2	\$67,967.74
2992	Mackay Street Rehabilitation - (Fixing Local Roads Program Budget \$823,550) & (FY21 R2R Budget \$186,958) (FY22 R2R Budget \$90,000)	-\$65,792.52
2996	Berthong Rd Rehabilitation - Fixing Local Roads Program (Budget \$294,431)	\$959.09
3001	Mivale Rd Seal Extension - Fixing Local Roads Program (Budget \$259,849)	\$8,114.34
3002	Cooper Lane Rehabilitation - Fixing Local Roads Program (Budget \$251,160) + (FY22 R2R Budget \$50,000)	\$191,201.60
3275	Upgrade of Bourke St Footpath (Local Roads and Community Infrastructure (LRCI Rd 2) Budget \$89,990)	\$15,622.00
3339	French St Rehabilitation - Fixing Local Roads R2 - (Budget \$187,500) + (FY22 R2R Budget \$62,276)	\$193,520.19
3487	Warralong Road - Reconstruction and Sealing - Fixing Local Roads (FLR) R2 - (Budget \$187,000) (incl costs tfrd from W3337) + (FY22 R2R Budget \$32,599)	\$191,960.88
3488	Brawlin Springs Road - Stage 1 - Reconstruction and Sealing - Fixing Local Roads (FLR) R2 - (Budget \$157,500) (incl costs tfrd from W3338) + (FY22 R2R Budget \$22,599)	\$134,906.31
3489	Salt Clay Lane - Rehabilitation & Sealing - Fixing Local Roads (FLR) R3 - \$350,000 (\$315,000 from FLR, \$35,000 from 22/23 R2R)	\$329,444.86

Capital Expenditure Budget Carry Forwards		
Work Order	Description and Source of Funding	Budget to carry forward
3490	Brawlin Springs Road Stage 2 - Rehabilitation & Sealing - Fixing Local Roads (FLR) R3 - \$330,000 (\$301,500 from FLR, \$28,500 from 22/23 R2R)	\$319,490.86
3491	Old Gundagai Road - Rehabilitation & Sealing - Fixing Local Roads (FLR) R3 - \$305,000 (\$274,500 from FLR, \$30,500 from 22/23 R2R)	\$282,578.88
3549	Sutton St Footpath - Muttama Creek to Mackay St Cootamundra (Local Roads and Community Infrastructure (LRCI Rd 3) Budget \$70,000)	\$70,000.00
3551	Poole St Cootamundra - Muttama Creek Flood Warning Lights (Local Roads and Community Infrastructure (LRCI Rd 3) Budget \$70,000)	\$70,000.00
3552	Footpath Replacement Program - Hovell St Cootamundra (Local Roads and Community Infrastructure (LRCI Rd 3) Budget \$25,000)	\$25,000.00
3555	Footpath Replacement Program - Cooper St Cootamundra west side Post Office to Mackay St front of Police Station (Local Roads and Community Infrastructure (LRCI Rd 3) Budget \$37,125)	\$37,125.00
3556	Footpath Replacement Program - Mackay to Scott St Cootamundra (Local Roads and Community Infrastructure (LRCI Rd 3) Budget \$51,000)	\$51,000.00
3557	Footpath Replacement Program - Bourke St Cootamundra North Side Cooper St to Thompson St (Local Roads and Community Infrastructure (LRCI Rd 3) Budget \$24,150)	\$24,000.00
3559	Footpath Extensions - Old Mill Hanley and West St Gundagai (Local Roads and Community Infrastructure (LRCI Rd 3) Budget \$100,000)	\$100,000.00
3563	Shared Pedestrian access Cootamundra - Railway Station to CBD (Bourke St, Cooper - Thompson St (Local Roads and Community Infrastructure (LRCI Rd 3) Budget \$51,750)	\$51,750.00
3564	Shared Pedestrian access Cootamundra - Railway Station to CBD (Bourke St - Thompson St to playground (Local Roads and Community Infrastructure (LRCI Rd 3) Budget \$98,500)	\$92,737.00
3577	Old Gundagai Heritage Trail and Murrumbidgee River Access - BSBR001106 Black Summer Bushfire Recovery Grants Program Budget \$1,055,000 (Capped amounts FY22 \$211,000, FY23 \$738,500, FY24 \$105,500)	\$211,000.00
1515	Extension of Gundagai Water Supply to the Dog on the Tuckerbox site SCF1	\$345,022.58
Various	Road Patching and Resealing Unspent in 2022 to carry forward	\$980,000.00
TOTAL CAPITAL		\$6,519,837.01

Capital Expenditure Budget Carry Forwards		
2419	Cootamundra Rifle Club Mower, top dressing, building maintenance, storage shed (SCCF2)	\$34,059.29
2424	Cootamundra Squash Court Renovation (SCCF2)	\$91,539.99
3578	00003578 - Youth Strategy Implementation - BSBR001062 - Black Summer Bushfire Recovery Grants Program Budget \$154,500 (FY22 \$61,800, FY23 \$46,350, FY24 \$46,350)	\$100,021.04
2927	00002927 - SCF - Youth Initiative	\$77,458.87
1056	Youth Week (Dept of Family & Community)	\$2,093.60
TOTAL OPERATIONAL		\$305,172.79
TOTAL COMBINED		\$6,825,009.80

8.2.2 FINANCE UPDATE - CAPITAL AND OPERATIONAL EXPENDITURE

DOCUMENT NUMBER	379183
REPORTING OFFICER	Zac Mahon, Manager Finance
AUTHORISING OFFICER	Les McMahan, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Collaborative and progressive leadership 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 for the year to date expenses to 30 September 2022 with a comparison to the budget are shown below.

No major issues have been detected but the finance department has highlighted some departments and asset classes that will require further investigation.

Please note that the loan repayments are considered capital and the variance between the quarterly budget review and this budget of \$1.315 million in caused by this.

Operating Expense Finance Update

Department	Actual YTD	Commitments	Total Amount	Budget	Budget Remain \$	Budget Spent %	Performance	Comments
AERODROME	\$36,777	\$0	\$36,777	\$119,700	\$82,923	31%	😊	
ANIMALCONTROL	\$46,294	\$69	\$46,363	\$160,400	\$114,037	29%	😊	
ASSETMANAGEMENT	\$52,920	\$18,102	\$71,023	\$347,700	\$276,677	20%	😊	
BUILDINGPROPERTY	\$261,133	\$2,920	\$264,053	\$1,245,000	\$980,947	21%	😊	
CARAVANPARK	\$4,635	\$0	\$4,635	\$45,400	\$40,765	10%	😊	
CEMETERY	\$58,933	\$16,407	\$75,341	\$358,800	\$283,459	21%	😊	
CIVICLEADERSHIP	\$41,685	\$0	\$41,685	\$211,000	\$169,316	20%	😊	
COMMUNICATION	\$24,652	\$1,504	\$26,155	\$157,100	\$130,945	17%	😊	
COMMUNITYDONATION	\$50,900	\$29,422	\$80,322	\$123,805	\$43,483	65%	😞	Finance to review
COMMUNITYEVENT	\$23,843	\$505	\$24,347	\$62,800	\$38,453	39%	😊	
COMMUNITYSERVICE	\$15,347	\$70,934	\$86,281	\$237,152	\$150,871	36%	😊	
COOTASEWER	\$226,602	\$72,145	\$298,747	\$1,033,900	\$735,153	29%	😊	
COOTAWATER	\$273,478	\$0	\$273,478	\$2,581,846	\$2,308,368	11%	😊	
CUSTOMERSERVICE	\$78,602	\$1,457	\$80,059	\$387,000	\$306,941	21%	😊	
DEVELOPMENTBUILDING	\$234,390	\$29,404	\$263,794	\$1,128,200	\$864,406	23%	😊	
EMERGENCYSERVICES	\$286,975	\$20,290	\$307,264	\$956,300	\$649,036	32%	😊	
EXECUTIVEOFFICE	\$260,615	\$0	\$260,615	\$712,600	\$451,985	37%	😊	
FINANCEMANAGEMENT	\$189,662	\$41,943	\$231,605	\$1,020,700	\$789,095	23%	😊	
GOVERNANCEBUSINESS	\$40,228	\$0	\$40,228	\$233,500	\$193,272	17%	😊	

Department	Actual YTD	Commitments	Total Amount	Budget	Budget Remain \$	Budget Spent %	Performance	Comments
GUNDISEWER	\$144,382	\$25,544	\$169,926	\$552,900	\$382,974	31%	😊	
GUNDIWATER	\$114,248	\$19,928	\$134,176	\$921,700	\$787,524	15%	😊	
HUMANRESOURCE	\$73,866	\$1,842	\$75,709	\$567,500	\$491,791	13%	😊	
INFOTECHNOLOGY	\$171,099	\$12,344	\$183,443	\$922,100	\$738,657	20%	😊	
INTERNALOVERHEADS	\$149,372	\$0	\$149,372	-\$1,259,100	-\$1,408,472	-12%	😞	Finance to review
INTERNALOVERWS	\$39,661	\$0	\$39,661	\$46,100	\$6,439	86%	😞	Finance to review
LANDDEVELOPMENT	\$1,985	\$0	\$1,985	\$4,600	\$2,615	43%	😞	Finance to review
LANDFILLOPERATION	\$192,329	\$407	\$192,736	\$1,411,000	\$1,218,264	14%	😊	
LIBRARY	\$135,043	\$545	\$135,589	\$916,872	\$781,283	15%	😊	
LOCALRURALROAD	\$701,079	\$7,887	\$708,966	\$5,902,700	\$5,193,734	12%	😊	
MUSEUMANDART	\$75,118	\$0	\$75,118	\$229,400	\$154,282	33%	😊	
NOXIOUSWEEDS	\$30,114	\$0	\$30,114	\$143,600	\$113,486	21%	😊	
OPERATIONS	\$250,836	\$1,091	\$251,927	\$1,241,700	\$989,773	20%	😊	
PARK	\$338,029	\$6,427	\$344,456	\$1,450,700	\$1,106,244	24%	😊	
PLANT	\$46,622	\$31,708	\$78,330	-\$274,289	-\$352,619	-29%	😞	Finance to review
PRIVATEWORKS	\$54,457	\$1,265	\$55,723	\$183,000	\$127,277	30%	😊	
PROCUREMENT	\$45,718	\$0	\$45,718	\$143,200	\$97,482	32%	😊	
PUBLICTOILET	\$49,141	\$14,941	\$64,082	\$258,900	\$194,818	25%	😊	

Department	Actual YTD	Commitments	Total Amount	Budget	Budget Remain \$	Budget Spent %	Performance	Comments
QUARRY	\$18,449	\$0	\$18,449	\$129,400	\$110,951	14%	😊	
REGIONALROADS	\$279,349	\$8,998	\$288,347	\$1,205,700	\$917,353	24%	😊	
REGULATORYSERVICE	\$50,456	\$80	\$50,536	\$274,200	\$223,664	18%	😊	
RISKMANAGEMENT	\$393,204	\$6,580	\$399,784	\$382,700	-\$17,084	104%	😊	Insurance paid for 2023
SALEYARD	\$31,575	\$958	\$32,533	\$315,300	\$282,767	10%	😊	
SEWERMANAGEMENT	\$15,764	\$2,500	\$18,264	\$931,961	\$913,697	2%	😊	
SPORTINGGROUND	\$63,136	\$1,730	\$64,866	\$561,400	\$496,534	12%	😊	
SPORTSTADIUM	\$25,005	\$0	\$25,005	\$98,400	\$73,395	25%	😊	
STATEROADS	\$358,291	\$16,165	\$374,456	\$2,550,000	\$2,175,544	15%	😊	
STORMWATER	\$0	\$0	\$0	\$187,000	\$187,000	0%	😞	Finance to review
SWIMMINGPOOL	\$345,935	\$33,208	\$379,143	\$1,286,204	\$907,061	29%	😊	
TOURISMECODEVELOP	\$107,618	\$0	\$107,618	\$471,500	\$363,882	23%	😊	
TOWNVILLAGESTREET	\$279,604	\$530,655	\$810,259	\$3,040,809	\$2,230,550	27%	😊	
TRANSFERSTATION	\$138,787	\$0	\$138,787	\$590,600	\$451,813	23%	😊	
VISITORINFORMATION	\$37,139	\$1,926	\$39,065	\$166,000	\$126,935	24%	😊	
WASTECOLLECTION	\$143,757	\$702	\$144,459	\$1,161,900	\$1,017,441	12%	😊	
WATERMANAGEMENT	\$226,412	\$219,838	\$446,250	\$916,700	\$470,450	49%	😞	Finance to review
WORKHEALTHSAFETY	\$276,382	\$8,266	\$284,648	\$1,220,000	\$935,352	23%	😊	
DEPRECIATION			\$2,402,000					

Department	Actual YTD	Commitments	Total Amount	Budget	Budget Remain \$	Budget Spent %	Performance	Comments
TOTAL	\$7,611,633	\$1,260,637	\$11,274,270	\$39,975,260	\$31,102,990	28%	😊	Overall - Factoring in Depreciation

Capital Finance Update

Asset Class	Total YTD	Sum of Budget	Carry Forwards	Current Budget	Budget Remain \$	Budget Spent %	Performance	Notes
BRIDGES	675,848	390,000	798,940	1,188,940	513,092	57%	😊	
BUILDING	201,858	293,774	1,075,511	1,194,285	1,167,427	17%	😊	
LAND	53,958	-	-	175,000	-53,958	31%	😊	QBR Adjustment entered
PLANT	621,263	550,000	168,435	718,435	97,172	86%	😊	Moratorium on plant replacement for 2022/23
POOLS	2,079	-	439,915	439,915	437,836	0%	😞	Review of Underspend required
RECREATION	238,581	1,880,809	309,428	2,190,237	1,951,656	11%	😞	Review of Underspend required
ROADS	718,658	4,823,300	2,191,586	7,014,886	6,296,228	10%	😞	Review of Underspend required
SEWER	138,261	3,200,000	-	3,200,000	3,061,739	4%	😞	Review of Underspend required
STRUCTURE	377	917,000	211,000	1,128,000	1,127,623	0%	😞	Review of Underspend required
WATER	31,843	3,050,000	345,023	3,395,023	3,363,180	1%	😞	Review of Underspend required
GRAND TOTAL	2,682,725	15,104,883	5,539,837	20,644,720	17,961,995	13%		

8.2.3 INTERIM AUDIT MANAGEMENT LETTER RESPONSE

DOCUMENT NUMBER	379209
REPORTING OFFICER	Zac Mahon, Manager Finance
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Collaborative and progressive leadership 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	1. Interim Management Letter 2022 ↓

RECOMMENDATION

The report detailing the Interim Audit Letter Management Response, be received and noted.

Introduction

Council received the Audit Office Interim Management Letter, attached to the report, on 26 July 2022. The letter outlines:

- matters of governance interest we identified during the current audit
- unresolved matters identified during previous audits
- matters we are required to communicate under Australian Auditing Standards.

Discussion

The issues raised in the management letter are actively being investigated and actioned so that progress can be demonstrated in time for the final audit letter or they can be closed off completely.



Mr Les McMahon
Interim General Manager
Cootamundra-Gundagai Regional Council
PO Box 420
COOTAMUNDRA NSW 2590

Contact: Nirupama Mani
Phone no: (02) 9275 7111
Our ref: D2214349/1734

21 September 2022

Dear Mr McMahon

Management Letter on the Interim Phase of the Audit for the Year Ended 30 June 2022

The interim phase of our audit for the year ended is complete. This letter outlines:

- matters of governance interest we identified during the current audit
- unresolved matters identified during previous audits
- matters we are required to communicate under Australian Auditing Standards.

We planned and carried out our audit to obtain reasonable assurance the financial statements are free from material misstatement. Because our audit is not designed to identify all matters that may be of governance interest to you, there may be other matters that did not come to our attention.

The audit is ongoing and we will inform you if we identify any new matters of governance interest as they arise.

The Management Letter may be sent to the Minister, if the Minister requests it.

We have kept management informed of the issues included in this letter as they have arisen. A formal draft of this letter was provided on 26 July 2022. This letter includes management's formal responses, the person responsible for addressing the matter and the date by which this should be actioned.

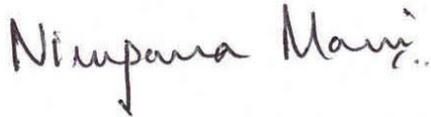
As soon as practicable, we recommend you:

- assign responsibility for implementing the recommendations
- develop an action plan, including a timetable, to implement the recommendations
- nominate an individual or establish a committee to monitor and report on progress.

The Auditor-General may include items listed in this letter in the Report to Parliament. We will send you a draft of this report and ask for your comments before it is tabled in Parliament.

If you would like to discuss any of the matters raised in this letter, please contact me on 02 9275 7111 or Bradley Bohun on 02 6022 0161.

Yours sincerely

A handwritten signature in black ink that reads "Nirupama Mani". The signature is written in a cursive style with a small flourish at the end.

Nirupama Mani
Director, Financial Audit

cc: Cr Charlie Sheahan, Mayor
Mr Tony Donoghue, Chairperson, Audit, Risk and Improvement Committee
Mr Glen McAtear, Acting General Manager
Mr Zac Mahon, Manager Finance



Interim management letter

for the year ended 30 June 2022

Cootamundra-Gundagai Regional Council



FINANCIAL AUDIT

INSIGHTS FOR BETTER GOVERNMENT

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We have rated the risk of each issue as 'Extreme', 'High', 'Moderate' or 'Low' based on the likelihood of the risk occurring and the consequences if the risk does occur.

The risk assessment matrix used is broadly consistent with the risk management framework in [TPP12-03 'Risk Management Toolkit for the NSW Public Sector'](#).

This framework may be used as better practice for councils.

		CONSEQUENCE			
		Low	Medium	High	Very high
LIKELIHOOD	Almost certain	M	M	H	E
	Likely	L	M	H	H
	Possible	L	M	M	H
	Rare	L	L	M	M

The risk level is a combination of the consequences and likelihood. The position within the matrix corresponds to the risk levels below.

RISK LEVELS	MATRIX REFERENCE
Extreme:	E
High:	H
Moderate:	M
Low:	L

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For each issue identified, the principles within the consequence and likelihood tables, which are based on the principles within [TPP12-03](#) have been used to guide our assessment.

Consequence levels and descriptors

When assessing the consequence of each issue, we have regard to the length of time the issue remains unresolved. The lack of timeliness in resolving issues may indicate systemic issues and/or poor governance practices, which warrant an increase in the consequence level. As such, unresolved or unaddressed issues from prior periods are re-assessed annually. This re-assessment may lead to an increase in the risk rating adopted.

Consequence level	Consequence level description
Very high	<ul style="list-style-type: none"> Affects the ability of the entire entity to achieve its objectives and may require third party intervention; Arises from a fundamental systemic failure of governance practices and/or internal controls across the entity or across a critical/significant part of the entity; or May result in an inability for the auditor to issue an audit opinion or issue an unqualified audit opinion, and/or significant management work arounds and substantive tests of details was required in order to issue an unqualified opinion.
High	<ul style="list-style-type: none"> Requires coordinated management effort at the executive level; Arises from a widespread failure of governance practices and/or internal controls affecting most parts of the entity or across a significant/important part of the entity (e.g. as demonstrated through a lack of timely resolution of unresolved/repeat issues); or May result in an inability for the auditor to issue an unqualified audit opinion, and/or significant management workarounds and substantive tests of details was required in order to issue an unqualified opinion.
Medium	<ul style="list-style-type: none"> Requires management effort from areas outside the business unit; or Arises from ineffective governance practices and/or internal controls affecting several parts or a key part of the entity (e.g. as demonstrated through a lack of timely resolution of unresolved/repeat issues).
Low	<ul style="list-style-type: none"> Can be managed within normal management practices; or Arises from isolated ineffective governance practices and/or internal controls affecting a small part of the entity that are largely administrative in nature.

Likelihood levels and descriptors

When assessing the likelihood of each issue, we have regard to the length of time the issue remains unresolved because the longer the risk remains unresolved the greater the chance the weakness could be exploited, or an adverse event or events could occur. As such, unresolved or unaddressed issues from prior periods are reassessed annually. This reassessment may lead to an increase in the risk rating adopted.

Likelihood level	Frequency	Probability
Almost certain	The event is expected to occur in most circumstances, and frequently during the year	More than 99 per cent
Likely	The event will probably occur once during the year	More than 20 per cent and up to 99 per cent

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Possible	The event might occur at some time in the next five years	More than 1 per cent and up to 20 per cent
Rare	The event could occur in exceptional circumstances	Less than 1 per cent

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Summary of issues

Issue	Detail	Likelihood	Consequence	Risk assessment
Prior year matters not resolved by management				
1	Lack of review of manual journals	Almost Certain	High	High
2	Improvement in the legislative compliance framework	Likely	High	High
3	Lack of review of changes to the payroll masterfile	Likely	High	High
4	Lack of review of changes to the creditor masterfile	Likely	High	High
5	Lack of review of changes to the debtor masterfile	Likely	Low	Low
Current year matters				
6	Cyber security training	Possible	Medium	Moderate
7	User access reviews	Possible	Low	Low
8	Outdated Information Technology (IT) policies	Possible	Low	Low
9	Documented review of audit logs of privileged access activities	Possible	Low	Low
10	Timeliness of bank reconciliation reviews	Possible	Low	Low
11	Review of creditor details	Possible	Low	Low

Appendix				
Review of matters raised in prior year management letters.				

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Prior year matters not resolved by management

Issue 1: Lack of review of manual journals (repeat issue)

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Almost Certain	High	No	Operational / Financial Report	 High

Observation

As reported in our management letters since 2019, general journals posted into Civica Authority did not contain any evidence of authorisation by an independent staff member.

In the current year, we noted several instances where there was no evidence of independent review or authorisation of manual journals by another staff member.

As this issue remained unactioned for more than three financial years and poor governance on remediating the issue, the risk rating has been increased from 'Moderate' to 'High'.

Implications

Manual journals can circumvent existing internal controls over key accounting functions and lack of internal control procedures increases the risk that this will occur. The lack of review procedures may result in incorrect or unauthorised journals being processed.

Recommendation

Management should implement a process to ensure manual journal vouchers are signed by both the preparer and reviewer (this should be evidenced by way of a signature and date).

Management response

Agree

Recommendations from past years have been noted. Lack of resources and senior staff turnover / absences / temporary appointment at times have meant there has been no senior or other officer physically present to review, and subsequently then missed in follow-up to have reviewed. Also, there was the issue of transmission of physical documents from persons working away from their normal place of work going direct to file and records systems. These issues are being addressed and controlled by new permanent Manager Finance, and regular review will be undertaken to ensure compliance.

Person responsible:	Date (to be) actioned:
Zac Mahon, Manager Finance	30 September 2022

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Issue 2: Improvement in the legislative compliance framework (repeat issue)

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Likely	High	No	Compliance	 High

Observation

We reported in our management letters since 2019, the following improvement opportunities to strengthen the Council’s legislative framework in line with best practice:

- developing a legislative compliance register to capture and report on the Council’s compliance with key legislation.
- drafting a formal legal compliance policy to capture:
 - the risks associated with non-compliance with the laws, regulations and directives
 - responsibilities for identifying, reporting and recording instances of non-compliance
 - how compliance is to be monitored
 - the role of different committees in ensuring compliance
 - the controls/processes in place to manage compliance
 - accountable officer(s) for ensuring compliance with key legislation
 - a register detailing any instances when laws and/or regulations are breached
 - a reporting structure to notify those charged with governance of instances of non-compliance
 - remedial action(s) to be taken when non-compliance is identified.

As this issue remained unactioned for more than three financial years and poor governance on remediating the issue, the risk rating has been increased from moderate to high.

Implications

Absence of a legislative compliance policy and register increases the risk of non-compliance with key legislative requirements. This may attract penalties and/or result in reputation damage to Council.

Recommendation

Management should develop a legislative compliance register and policy to strengthen the Council’s legislative framework.

Management response

Agree

Legislative Compliance Register will be maintained in Councils Pulse software. Council is waiting on Kell Moore to finalise data for the Pulse Module implementation. Due to the extensive delay, Council is researching alternate solutions.

Person responsible:	Date (to be) actioned:
Linda Wiles, Manager Business	31 December 2022

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Issue 3: Lack of review of changes to the payroll masterfile (repeat issue)

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Likely	High	No	Operational	 High

Observation

Since the 2019 audit, our review of the payroll cycle identified that payroll masterfile changes report were not prepared or reviewed.
 As this issue remained unactioned for more than three financial years and poor governance on remediating the issue, the risk rating has been increased from 'Moderate' to 'High'.

Implications

There is a risk unauthorised changes to the payroll masterfile may go undetected. This can expose Council to a greater risk of incorrect payments.

Recommendation

Management should implement a detective monitoring control over changes to the payroll masterfile (e.g. the review of the payroll masterfile changes report on a monthly basis).
 This should be independently reviewed in a timely manner and evidenced by way of a signature and a date.

Management response

Agree
 Payroll Masterfile audit is completed monthly, signed off/approved by the HR Coordinator and registered in Councils records management system.

Person responsible:	Date (to be) actioned:
Linda Wiles, Manager Business	4 August 2022

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Issue 4: Lack of review of changes to the creditor masterfile (repeat issue)

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Likely	High	No	Operational	 High

Observation

We reported in management letters since 2019 that our review of the expense cycle identified that creditor masterfile changes report were not prepared or reviewed.
 As this issue remained unactioned for more than three financial years and poor governance on remediating the issue, the risk rating has been increased from 'Moderate' to 'High'.

Implications

There is a risk unauthorised changes to the creditor masterfile may go undetected. This can expose Council to a greater risk of incorrect payments.

Recommendation

We recommend that management implement a detective monitoring control, such as the review of the creditor masterfile changes report on a monthly basis. This should be independently reviewed in a timely manner and retained for audit purposes.
 This should be independently reviewed in a timely manner and evidenced by way of a signature and a date.

Management response

Agree
 Creditor Masterfile audit is completed monthly, signed off/approved by the Manager Business and registered in Councils records management system.

Person responsible:	Date (to be) actioned:
Linda Wiles, Manager Business	4 August 2022

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Issue 5: Lack of review of changes to the debtor masterfile (repeat issue)

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Likely	Low	No	Operational	Low

Observation

As reported in our management letter for the year ended 30 June 2021, we noted that there was no process in place to perform a periodic review of changes made to the debtor masterfile. As a result:

- when Council update rates once a year as part of its rate setting process, there is no evidence that rates set in the system have been reviewed by an officer independent to the rating function
- critical rating amendments (i.e. category changes, property and account details, concessions or discounts applied etc.) made to the main billing system are not reviewed by an officer independent of the rating function.

Implications

Lack of independent review over changes in the revenue masterfile would increase the risk of fraud and error.

Recommendation

Management should ensure changes to the masterfile are regularly reviewed by an appropriate officer and approved. Evidence of this process should be maintained.

Management response

Agree

Business Analyst in discussion with contractor to develop audit. Audit to be completed monthly once implemented and approved by appropriate Manager.

Person responsible:	Date (to be) actioned:
Linda Wiles, Manager Business	31 December 2022

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Current year matters

Issue 6: Cyber security training

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Possible	Medium	No	ITGC	Moderate

Observation

During our review of cyber security controls, it was noted that Council has not provided Cyber Security and Awareness training to staff.

Implications

There is an increased risk of cyber security incidents, which may result in data breaches or financial loss for the Council.

Recommendation

Council should provide regular training and awareness programs regarding cyber security and potential cyber security threats including regular updates.

Management response

Agree
 Manger Business in discussion with IT Contractor to develop best practice Cyber Security Training for staff and Councillors.

Person responsible:	Date (to be) actioned:
Linda Wiles, Manager Business	31 December 2022

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Issue 7: User access reviews

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Possible	Low	No	ITGC	Low

Observation

We have been advised that there are no regular review of key system user profiles, currently in place; however, the review is in the process of being implemented.

Implications

Lack of regular review of user access increases the risk of staff having inappropriate system access.

Recommendation

All accounts (user accounts, generic accounts, default accounts, system accounts and super user accounts) for the key systems (e.g. financial system) should be reviewed at least annually to ensure currency and appropriateness. This review should be documented.

Management response

Agree
 Procedure added to Business Analyst function. User accounts reviewed quarterly and approved by Manager Business.

Person responsible:	Date (to be) actioned:
Linda Wiles, Manager Business	31 December 2022

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Issue 8: Outdated Information Technology (IT) policies

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Possible	Low	No	ITGC	Low

Observation

Our review of Information Technology (IT) General controls identified the following corporate policies were not updated and reviewed:

- the IT Security Strategy due for review in December 2021
- the Disaster Recovery and Business Continuity Plan, due for review in May 2021.

Implications

Lack of an updated IT Security Strategy may result in inconsistent IT security practices and an increased likelihood of inappropriate access to key systems.

Lack of an updated Disaster Recovery and Business Continuity Plan increases the risk that critical systems and operations cannot be restored within appropriate timeframes in the event of a significant disruption.

Recommendation

The Council should conduct a review of the IT Security Strategy and Disaster Recover and Business Continuity Plan. Council should continue to perform periodic reviews to ensure policies remain current and address the current environment.

Management response

Agree

IT Security Strategy currently being updated, expected completion November 2022. Funding achieved to development/review CGRC DR&BC Plan, expected completion December 2022.

Person responsible:	Date (to be) actioned:
Linda Wiles, Manager Business	31 December 2022

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Issue 9: Documented review of audit logs of privileged access activities

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Possible	Low	No	Operational	Low

Observation

During our testing to understand the Council's control activities over IT, we noted that audit logs of privileged users are produced on a monthly basis and saved on Council's system, however there is no documented formal evidence that a review has occurred.

Implications

Inappropriate or incorrect privileged system activities may remain undetected and/or uncorrected.

Recommendation

We recommend that Council should ensure privileged access audit logs are reviewed and evidence of this review is documented regularly by a suitably independent and qualified individual, with appropriate action taken when required.

Management response

Agree

Privileged access audit, and evidence is completed monthly. Procedure will include signed off/approval by the Manager Business and registered in Councils records management system.

Person responsible:	Date (to be) actioned:
Linda Wiles, Manager Business	4 September 2022

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Issue 10: Timeliness of review of bank reconciliations

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Possible	Low	No	Operational	Low

Observation

During our review of the bank reconciliation process, it was noted that the daily bank reconciliations are not being reviewed in a timely manner.

Implications

The financial statements may be misstated, and fraud or error may not be detected in a timely manner.

Recommendation

Bank reconciliations should be reviewed within two weeks of being prepared.

Management response

Agree
 Being addressed and controlled by new permanent Manager Finance. It was previously (erroneously) understood that bank recs required review and countersigning monthly, in line with sub-ledger balancing (AR, RT, AP etc). Relevant officers will be instructed as to correct procedure, with review and countersigning required daily, and regular review will be undertaken to ensure compliance.

Person responsible:	Date (to be) actioned:
Zac Mahon, Finance Manager	30 September 2022

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Issue 11: Review of creditor details

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Possible	Low	No	Operational	Low

Observation

During our review of creditor payments, it was noted that there was a significant number of creditors within the system that did not contain a valid ABN. We acknowledge that several creditors were brought into the system from the previous system pre-merger. Our testing has confirmed that no payments have been made to these suppliers during the financial year.

Implications

There is an increased risk of fraud or error due to payments being made to suppliers with inaccurate details.

Recommendation

We recommend Council perform a review of creditors, and as a result:

- remove creditors no longer utilised by Council;
- update creditor details within the system to ensure ABN, name and bank details are accurate and complete.

Management response

Agree

A plan and timeline forward has been developed by the new Manager Finance and key staff to:

- expunge obsolete AP accounts inherited via legacy systems, and
- audit the remaining current AP accounts as to accuracy of ABN and other information

Person responsible:	Date (to be) actioned:
Zac Mahon, Finance Manager	30 September 2022

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Appendix

Review of matters raised in prior year management letters

The issues in this appendix were raised in previous management letters. For each of these issues, we have determined how management has addressed the issue in the current year.

Prior issues raised	Risk assessment	Assessment of action taken	Recommendation
Interim Management Letter 2020			
Lack of review of manual journals	 High As this issue has remained unactioned for more than three financial years, the risk rating has been increased from moderate to high.	Matter has not been fully addressed by Management	Refer to Issue 1 .
Improvement in the legislative compliance framework	 High As this issue has remained unactioned for more than three financial years, the risk rating has been increased from moderate to high.	Matter has not been fully addressed by Management	Refer to Issue 2 .
Lack of review of changes to the payroll masterfile	 High As this issue has remained unactioned for more than three financial years, the risk rating has been increased from moderate to high.	Matter has not been fully addressed by Management	Refer to Issue 3 .
Lack of review of changes to the creditor masterfile	 High As this issue has remained unactioned for more than three financial years, the risk rating has been increased from moderate to high.	Matter has not been fully addressed by Management	Refer to Issue 4 .
Interim Management Letter 2020			
Cyber security framework	 Moderate	Matter has been addressed by management	Nil as matter has been addressed
Risk management framework	 Moderate	Matter has been addressed by management	Nil as matter has been addressed
Disaster recovery plan	 Moderate	Matter has been addressed by management	Nil as matter has been addressed

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Final Management Letter 2020

Management of infrastructure, property, plant and equipment	Moderate	Matter to be addressed as part of the year-end audit procedures.	To be followed up as part of our year-end audit.
Financial statement close process	Moderate	Matter to be addressed as part of the year-end audit procedures.	To be followed up as part of our year-end audit.
Excessive annual leave balances	Moderate	Matter to be addressed as part of the year-end audit procedures.	To be followed up as part of our year-end audit.
Expected credit loss model	Low	Matter to be addressed as part of the year-end audit procedures.	To be followed up as part of our year-end audit.
Water billing cycle cut off	Low	Matter to be addressed as part of the year-end audit procedures.	To be followed up as part of our year-end audit.
Accounting for investments	Low	Matter to be addressed as part of the year-end audit procedures.	To be followed up as part of our year-end audit.

Interim Management Letter 2021

Password settings	Moderate	Matter has been addressed by management	Nil as matter has been addressed
Lack of review of changes to the debtor masterfile	Low	Matter has not been fully addressed by Management	Refer to Issue 5 .

Final Management Letter 2021

Rural fire-fighting equipment not recognised in the financial statements	High	Matter to be addressed as part of the year-end audit procedures.	Management should additionally consider further guidance to be provided by the NSW Audit Office. Our report to Parliament tabled 22 June 2022 has important information on this matter.
Revaluation of stormwater drainage assets	Moderate	Matter to be addressed as part of the year-end audit procedures.	To be followed up as part of our year-end audit.
Budget management for capital projects	Moderate	Matter to be addressed as part of the year-end audit procedures.	To be followed up as part of our year-end audit.

8.2.4 SEPTEMBER 2022 QUARTERLY BUDGET REVIEW STATEMENT

DOCUMENT NUMBER	379091
REPORTING OFFICER	Zac Mahon, Manager Finance
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Collaborative and progressive leadership 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Compliance with Clause 203(1) of the Local Government (General) Regulation, 2005 requires that, not later than 2 months after the end of each quarter, excluding the June quarter, the responsible accounting officer must submit a budget review statement to Council. The format of the review must be consistent with the minimum requirements contained in the Quarterly Budget Review Statement Guidelines provided by the Office of Local Government.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. September 2022 Quarterly Budget Review ↓

RECOMMENDATION

- 1. The September 2022 Quarterly Budget Review be received and noted.**
- 2. The budget variations listed in the report be adopted.**

Introduction

The purpose of this report is to present a summary of Council’s financial position at the end of the quarter, and to report on progress made against the original budget adopted by Council in its 2022-23 Operational Plan. A summary of operating budget variances, together with details of capital projects expenditure, are included in the September 2022 Quarterly Budget Review documents attached to the report.

Discussion

Details of the budget variations are included in the attached reports. There has been no adjustments made to the budget that have a financial impact.

Cootamundra-Gundagai Regional Council

Quarterly Budget Review Statement
for the period 01/07/22 to 30/09/22

Table of contents

1. Responsible accounting officer's statement
2. Income & expenses budget review statement's
3. Capital budget review statement
4. Cash & investments budget review statement
5. Key performance indicator (KPI) budget review statement
6. Contracts & other expenses budget review statement
7. Additional statements

Cootamundra-Gundagai Regional Council

Quarterly Budget Review Statement
for the period 01/07/22 to 30/09/22

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Cootamundra-Gundagai Regional Council for the quarter ended 30/09/22 indicates that Council's projected financial position at 30/6/23 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: Zac Mahon

Date: 11/10/2022

Zac Mahon
Manager Finance

Cootamundra-Gundagai Regional Council

Quarterly Budget Review Statement
for the period 01/07/22 to 30/09/22

Income & Expenses

Budget review for the quarter ended 30 September 2022

Income & expenses - Council Consolidated

(\$000's)	Original budget 2022/23	Carry Forwards	Revised budget 2022/23	Variations for this Sep Qtr	Notes	Projected year end result	Actual YTD figures
Income							
Rates and annual charges	18,190		18,190			18190	14,457
User charges and fees	7,895		7,895			7,895	3,913
Other revenues	1,603		1,603			1,603	215
Grants and contributions - operating	8,519	305	8,824			8,824	1,333
Grants and contributions - capital	5,015		5,015			5,015	632
Interest and investment revenue	141		141			141	71
Total income from continuing operations	41,363	305	41,668	0		41,668	20,621
Expenses							
Employee benefits and on-costs	13,124		13,124			13,124	2,161
Borrowing costs	183		183			183	185
Materials and contracts	13,024	305	13,329			13,329	4,962
Depreciation and amortisation	10,536		10,536			10,536	2,634
Other expenses	1,488		1,488			1,488	303
Total expenses from continuing operations	38,355	305	38,660	-		38,660	10,245
Net operating result from continuing operations	3,008	-	3,008	-		3,008	10,376
Discontinued operations - surplus/(deficit)			-			-	
Net operating result from all operations	3,008	-	3,008	-		3,008	10,376
Net Operating Result before Capital Items	(2,007)	-	(2,007)	-		(2,007)	9,744

Cootamundra-Gundagai Regional Council

Quarterly Budget Review Statement

for the period 01/07/22 to 30/09/22

Income & Expenses

Budget review for the quarter ended 30 September 2022

Income & expenses - General Fund

(\$000's)	Original budget 2022/23	Approved Changes Carry forwards	Revised budget 2022/23	Variations for this Sep Qtr	Notes	Projected year end result	Actual YTD figures
Income							
Rates and annual charges	13,361		13,361			13,361	13,287
User charges and fees	4,370		4,370			4,370	3,254
Other revenues	1,596		1,596			1,596	212
Grants and contributions - operating	8,407	305	8,712			8,712	1,333
Grants and contributions - capital	5,015		5,015			5,015	632
Interest and investment revenue	79		79			79	63
Total income from continuing operations	32,828	305	33,133	-		33,133	18,781
Expenses							
Employee benefits and on-costs	12,016		12,016			12,016	3,099
Borrowing costs	54		54			54	185
Materials and contracts	8,959	305	9,264			9,264	4,072
Depreciation and amortisation	9,609		9,609			9,609	2,402
Other expenses	1,489		1,489			1,489	303
Total expenses from continuing operations	32,127	305	32,432	-		32,432	10,061
Net operating result from continuing operations	701	-	701	-		701	8,720
Discontinued operations - surplus/(deficit)			-			-	
Net operating result from all operations	701	-	701	-		701	8,720
Net Operating Result before Capital Items	(4,314)	-	(4,314)	-		(4,314)	8,088

Cootamundra-Gundagai Regional Council

Quarterly Budget Review Statement

for the period 01/07/22 to 30/09/22

Income & Expenses

Budget review for the quarter ended 30 September 2022

Income & expenses - Water Fund

(\$000's)	Original budget 2022/23	Carry forwards	Revised budget 2022/23	Variations for this Sep Qtr	Notes	Projected year end result	Actual YTD figures
Income							
Rates and annual charges	2,177		2,177			2,177	525
User charges and fees	2,839		2,839			2,839	543
Other revenues	7		7			7	3
Grants and contributions - operating	57		57			57	
Grants and contributions - capital	-		-			-	
Interest and investment revenue	36		36			36	6
Total income from continuing operations	5,116	-	5,116	-		5,116	1,077
Expenses							
Employee benefits and on-costs	594		594			594	148
Borrowing costs	78		78			78	
Materials and contracts	2,933		2,933			2,933	537
Depreciation and amortisation	486		486			486	122
Other expenses	-		-			-	
Total expenses from continuing operations	4,091	-	4,091	-		4,091	807
Net operating result from continuing operations	1,025	-	1,025	-		1,025	271
Discontinued operations - surplus/(deficit)			-			-	
Net operating result from all operations	1,025	-	1,025	-		1,025	271
Net Operating Result before Capital Items	1,025	-	1,025	-		1,025	271

Cootamundra-Gundagai Regional Council

Quarterly Budget Review Statement
for the period 01/07/22 to 30/09/22

Income & Expenses

Budget review for the quarter ended 30 September 2022

Income & expenses - Sewer Fund

(\$000's)	Original budget 2022/23	Carry forwards	Revised budget 2022/23	Variations for this Sep Qtr	Notes	Projected year end result	Actual YTD figures
Income							
Rates and annual charges	2,652		2,652			2,652	644
User charges and fees	687		687			687	116
Other revenues			-			-	
Grants and contributions - operating	55		55			55	
Grants and contributions - capital	-		-			-	
Interest and investment revenue	25		25			25	3
Total income from continuing operations	3,419	-	3,419	-		3,419	763
Expenses							
Employee benefits and on-costs	514		514			514	150
Borrowing costs	50		50			50	
Materials and contracts	1,132		1,132			1,132	353
Depreciation and amortisation	441		441			441	109
Other expenses	-		-			-	
Total expenses from continuing operations	2,137	-	2,137	-		2,137	612
Net operating result from continuing operations	1,282	-	1,282	-		1,282	151
Discontinued operations - surplus/(deficit)			-			-	
Net operating result from all operations	1,282	-	1,282	-		1,282	151
Net Operating Result before Capital Items	1,282	-	1,282	-		1,282	151

Cootamundra-Gundagai Regional Council

Quarterly Budget Review Statement

for the period 01/07/22 to 30/09/22

Capital Budget Review Statement

Budget review for the quarter ended 30 September 2022

Capital budget - Council Consolidated

(\$000's)	Original budget 2022/23	Approved Changes Carry forwards	Revised budget 2022/23	Variations for this Sep Qtr	Notes	Projected year end result	Actual YTD figures
Capital expenditure							
New assets							
- Plant & equipment		168	168	386	3.1	554	554
- Land & buildings			-		3.2	-	28
- Other			-			-	47
Renewal assets (replacement)							
- Plant & equipment	550		550	(386)	3.1	164	3
- Land & buildings	294	1,076	1,370			1,370	149
- Roads, bridges, footpaths	5,086	4,182	9,268			9,268	408
- Waste Network	917		917			917	
- Stormwater Drainage	127		127			127	
- Open Space and Recreational	1,881	748	2,629			2,629	79
- Water Network Infrastructure	3,050	345	3,395			3,395	
- Sewer Network Infrastructure	3,200		3,200		3.3	3,200	128
Loan repayments (principal)	1,315		1,315			1,315	328
Total capital expenditure	16,420	6,519	22,939	-		22,939	1,724
Capital funding							
Rates & other untied funding	8,664		8,664			8,664	328
Capital grants & contributions	5,015	6,519	11,534			11,534	842
Reserves:							
- External restrictions/reserves	2,741		2,741			2,741	
- Internal restrictions/reserves			-			-	554
Receipts from sale of assets							
- Plant & equipment			-			-	
- Land & buildings			-			-	
Total capital funding	16,420	6,519	22,939	-		22,939	1,724
Net capital funding - surplus/(deficit)	-	-	-	-		-	-

Cootamundra-Gundagai Regional Council

Quarterly Budget Review Statement
for the period 01/07/22 to 30/09/22

Capital budget review statement
Recommended changes to revised budget

Budget variations being recommended include the following material items:

Notes	Details
3.1	386k moved between new and renewal for plant
3.2	175k moved from buildings to land to cover cost of land purchases
3.3	50k adjusted within sewer capital works caravan park sewage disposal to be completed ty

Cootamundra-Gundagai Regional Council

Quarterly Budget Review Statement

for the period 01/07/22 to 30/09/22

Cash & investments budget review statement

Budget review for the quarter ended 30 September 2022

Cash & investments - Council Consolidated

(\$000's)	Original budget 2022/23	Revised budget 2022/23	Variations for this Sep Qtr	Notes	Projected year end result	Actual YTD figures
Externally restricted ⁽¹⁾						
- Domestic Waste Management	1,341	1,341			1,341	1,038
- Water Fund	1,663	1,663			1,663	4,510
- Sewer Fund	(2,011)	(2,011)	6,390	4.1	4,379	6,176
- Stormwater Management	59	59			59	179
- Developer Contributions - General	1,010	1,010			1,010	637
- Specific Purpose Unexpended Grants - General Fund		5,539			5,539	2,354
Total externally restricted	2,062	7,601	6,390		13,991	14,894
<small>(1) Funds that must be spent for a specific purpose</small>						
Internally restricted ⁽²⁾						
- Cootamundra Aerodrome	166	166			166	166
- Bradmans Birthplace	104	104			104	76
- Cootamundra Caravan Park	166	166			166	130
- Development - Land & Buildings	1,893	1,893			1,893	2,359
- Employee Leave Entitlements	1,892	1,892			1,892	2,000
- Financial Assistance Grant - Prepaid		-			-	
- Quarries & Pit Restoration	319	319			319	557
- Heritage Centre	26	26			26	20
- Plant Replacement	799	799			799	2,244
- Saleyards	15	15			15	18
- Swimming Pool Pump & Equipment	-	-			-	
- Cemetery	59	59			59	293
- Southern Phone	480	480			480	603
- Waste Management	621	621			621	2,036
Total internally restricted	6,540	6,540	-		6,540	10,502
<small>(2) Funds that Council has earmarked for a specific purpose</small>						
Unrestricted (ie. available after the above Restrictions)	22,930	17,391	(6,390)		2,408	(1,064)
Total Cash & investments	22,939	22,939			22,939	24,332

Cootamundra-Gundagai Regional Council

Quarterly Budget Review Statement
for the period 01/07/22 to 30/09/22

Cash & Investments Budget Review Statement

Investments

Investments have been invested in accordance with Council's Investment Policy.

Cash

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this bank reconciliation is 30/09/22

The YTD cash & investment figure reconciles to the actual balances held as follows:

	\$ 000's
Cash at Bank (as per bank statements)	11,336
Investments on Hand	13,048
less: unpresented cheques (Timing Difference)	26
add: undeposited funds (Timing Difference)	(78)
less: receipts not yet updated (Timing Difference)	-
Reconciled cash at bank & investments	24,332
Balance as per Review Statement:	24,332
Difference:	-

Recommended changes to revised budget

Budget variations being recommended include the following material items:

- 4.1 Correction of expected balance in Sewer Fund

Cootamundra-Gundagai Regional Council

Quarterly Budget Review Statement
for the period 01/07/22 to 30/09/22

Key performance indicators budget review statement - Industry KPI's (OLG)

Budget review for the quarter ended 30 September 2022

(\$000's)	Current projection		Original budget 22/23	Actuals prior periods	
	Amounts 22/23	Indicator 22/23		21/22	20/21

NSW local government industry key performance indicators (OLG):

1. Operating performance

Operating revenue (excl. capital) - operating expenses	-2007	-10.0 %	-10.0 %	-15.3 %	-19.4 %
Operating revenue (excl. capital grants & contributions)	19989				

This ratio measures Council's achievement of containing operating expenditure within operating revenue.



2. Own source operating revenue

Operating revenue (excl. ALL grants & contributions)	27829	66.8 %	67.3 %	49.6 %	56.9 %
Total Operating revenue (incl. capital grants & cont)	41668				

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants & contributions.



3. Unrestricted current ratio

Current assets less all external restrictions	9438	2.05	11.12	5.10	2.90
Current liabilities less specific purpose liabilities	4596				

To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.

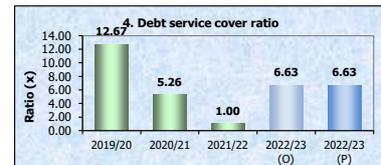


NSW local government industry key performance indicators (OLG):

4. Debt service cover ratio

Operating result before interest & dep. exp (EBITDA)	8712	6.63	6.63	1.00	5.26
Principal repayments + borrowing interest costs	1315				

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments.



6. Cash expense cover ratio

Current year's cash & cash equivalents (incl. term deposits)	22939	9.10	9.10	6.66	10.59
Operating & financing activities cash flow payments	2520				

This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.



Cootamundra-Gundagai Regional Council

Quarterly Budget Review Statement
for the period 01/07/22 to 30/09/22

Contracts budget review statement

Budget review for the quarter ended 30 September 2022
Part A - Contracts listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract value	Start date	Duration of contract	Budgeted (Y/N)	Notes
Iberdrola Australia	Electricity Supply	Approx 550k pa	01/01/23	7 years	Y	

Notes:

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
3. Contracts for employment are not required to be included.

Cootamundra-Gundagai Regional Council

Quarterly Budget Review Statement
for the period 01/07/22 to 30/09/22

Consultancy & legal expenses budget review statement

Consultancy & legal expenses overview

Expense	YTD expenditure (actual dollars)	Budgeted (Y/N)
Consultancies	85,523	Y
Legal Fees	10,775	Y

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Comments

Expenditure included in the above YTD figure but not budgeted includes:

Details

N/A

8.2.5 INVESTMENT REPORT - SEPTEMBER 2022

DOCUMENT NUMBER	379083
REPORTING OFFICER	Zac Mahon, Manager Finance
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Collaborative and progressive leadership 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	Council's cash and investment portfolio increased by \$1,444,674.36 from \$22,939,146.47 as at 31 August 2022 to \$24,383,820.83 as at 30 September 2022
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 2022, 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.

Discussion

Cash and Investment Portfolio

Type	Long Rating	Short Rating	Issuer	Frequency	Purchase	Maturity	Days	Rate	Benchmark*	Principal
TD	AA-	A1+	NAB	At Maturity	21/09/2021	4/10/2022	378	0.35	3.06	\$2,000,000.00
TD	A+	A1	Macquarie Bank	At Maturity	30/08/2022	29/11/2022	91	3.20	3.06	\$1,000,000.00
TD	A+	A1	Macquarie Bank	At Maturity	6/09/2022	6/12/2022	91	3.20	3.06	\$1,000,000.00
TD	A+	A1	Macquarie Bank	At Maturity	1/03/2022	24/01/2023	329	0.95	3.06	\$1,000,000.00
TD	BBB	A2	AMP Bank	At Maturity	22/03/2022	21/02/2023	336	1.25	3.06	\$1,011,009.65
TD	A+	A1	Macquarie Bank	At Maturity	1/03/2022	1/03/2023	365	0.95	3.06	\$1,000,000.00
TD	BBB+	A2	Members Equity Bank	At Maturity	1/03/2022	1/03/2023	365	0.85	3.06	\$1,002,243.84
TD	BBB	A2	AMP Bank	At Maturity	20/09/2022	21/03/2023	182	4.10	3.06	\$2,000,000.00
TD	BBB	A2	AMP Bank	At Maturity	14/06/2022	13/06/2023	364	3.85	3.06	\$2,027,812.73
TD	BBB+	A2	Members Equity Bank	At Maturity	19/07/2022	18/07/2023	364	4.05	3.06	\$1,006,129.61
CASH	AA-	A1+	CBA	Monthly				1.85	2.35	\$7,161,381.48
CASH	AA-	A1+	CBA	Monthly				1.85	2.35	\$4,121,615.11
CASH	AA-	A1+	NAB	N/A				0.00	2.35	\$53,628.41
TOTAL:										\$24,383,820.83

*Benchmarks

On Call - RBA Cash

Floating Rate Deposit - 3m BBSW

Term Deposit - BBSW

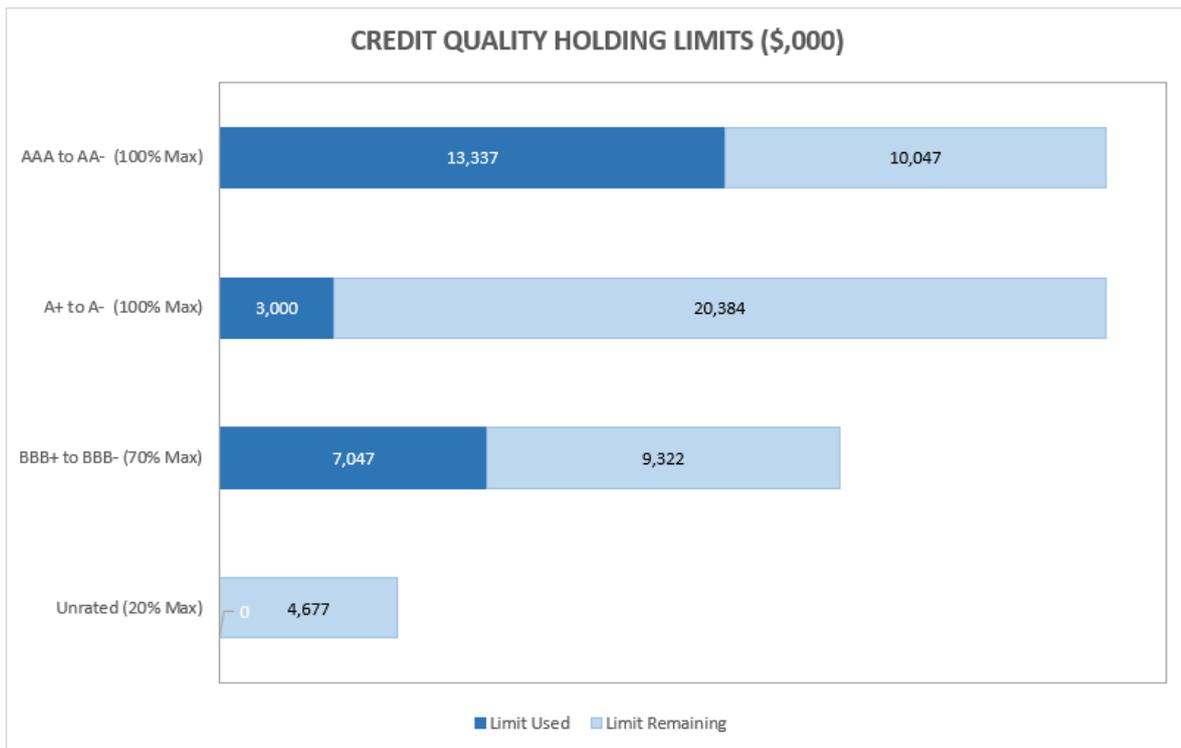
Performance

Cootamundra-Gundagai Regional Council’s investment portfolio underperformed compared to the relevant BBSW Index benchmark by 26.27%. The average weighted yield for September was 2.30%, over an average weighted term of 82 days, with a benchmark of 3.06%. The reason for the underperformance being the rapid increase in rates in the past six months and the large amount of cash held. To improve performance, cash held will be invested with an ADI offering higher rates without having to lock the money in and maturing deposits will be invested with a focus on short term to deal with the current uncertainties. This process was not completed in September due to staff being on leave and will be completed in October.

Total Cost 24,383,820	Yearly Interest Received 39,067	Weighted Average Term 82 Days
Total Value 24,383,820	Monthly Interest Received 21,547	Weighted Average Yield 2.30%

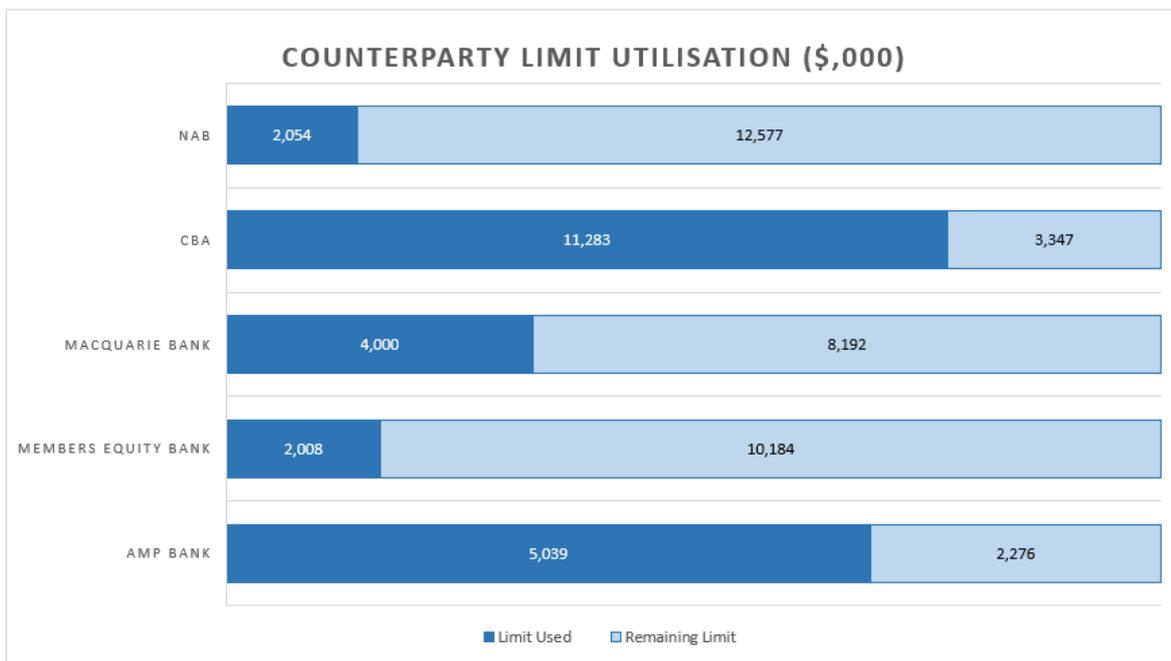
Credit Quality Compliance

Council’s investment portfolio was compliant with policy in terms of S&P long term rating credit quality limits, as displayed below.



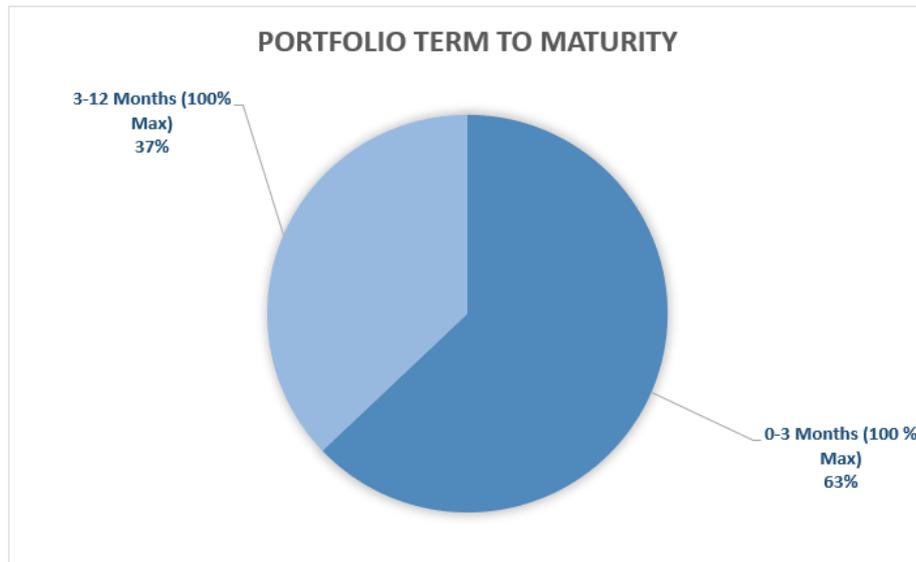
Counter Party Compliance

As at the end of September, Council was compliant with policy in terms of individual financial institution capacity limits. 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.



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

Zac Mahon
Responsible Accounting Officer

8.3 COMMUNITY AND CULTURE

Nil

8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

8.4.1 LOCAL HERITAGE FUND 2022/23

DOCUMENT NUMBER	378955
REPORTING OFFICER	Craig Perrin, Town Planner
AUTHORISING OFFICER	Sharon Langman, Manager Development, Building and Compliance
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Protected and enhanced environment 3.2 We have attractive towns and villages
FINANCIAL IMPLICATIONS	It is proposed to allocate \$9,250 to grant projects. The 2022/23 budget is \$11,000 - (\$5,500 from NSW Government Heritage grant funding and \$5,500 from Council funding).
LEGISLATIVE IMPLICATIONS	Any grant funding is on the proviso that development consent, if required, will be obtained prior to works commencing.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> 1. LHF - Heritage Advisor Report ↓ 2. LHF - Assessment Report ↓ 3. LHF - Application Summary ↓

RECOMMENDATION

1. Council award funding through the Local Heritage Fund program to the following projects:
 - (a) 30 Martin Street, Stockinbingal - \$5,000
 - (b) 12 George Street, Wallendbeen - \$4,250
2. The \$1,750 unspent budget amount from the program be returned to general funds.

Introduction

The Local Heritage Fund program provides funding to encourage the conservation of heritage items within the local government area. Projects can include structural work through to repairs, maintenance, and painting.

Applications to the grant program opened Fri 15/07/22 and closed 9.30am Mon 22/08/22.

Projects must be completed by the end of April 2023.

Payment of grant money will not be made until the projects have been completed and final reports from Council's heritage advisor have been received. Successful applicants are required to provide matching finance to the awarded grant amount.

Discussion

The Local Heritage Fund program provides financial assistance to promote a positive community attitude to heritage conservation. Funding is available to projects relating to local heritage items or

buildings within a heritage conservation area identified in the Gundagai or Cootamundra Local Environmental Plans.

For the 2022/23 financial year, three applications were received before the closing date. The applications received were for projects as follows:

- To construct/create heritage room at Ellwood's Hall, Stockinbingal;
- New concrete paving & accessible entry to St. Paul's Church, Nangus;
- Upgrade and external painting to residence, Stockinbingal.

It is noted that one application, being the project at Nangus, did not provide owners consent for work to be carried out. Therefore, this application is ineligible for funding this round.

Council's heritage advisor has reviewed each of the applications and provided the following advice:

- **2022-23/01 To construct/create Heritage Room at Ellwood's Hall, Stockinbingal**
Submission from applicant (Ellwood's Hall Committee - Lorna Nixon) for the proposed creation and construction at the Hall to create a new heritage room to this locally listed Heritage Item (I82) "Ellwood's Hall", 30 Martin St, Stockinbingal. On review the works proposed suits the criteria of the local heritage fund, with Council approval needed under LEP Clause 5.10 (3). Recommendation is for the upgrade and new construction at the Hall for the new heritage room to be undertaken in accordance with heritage advisor recommendations with funding of \$4,250 (incl GST) from Council's LHF acceptable for this project.
- **2022-23/02 New concrete paving & accessible entry to St Paul's Church, Nangus**
Submission from parishioner/applicant (Kerry Taylor) regarding the new concrete paving & accessible entry to St Paul's Church and although not a locally listed Heritage Item, on review the works proposed suits the criteria of the local heritage fund. Discussion with applicant after submission noted that the Owners approval has not been received for the project and unfortunately the project is ineligible for funding.
- **2022-23/03 Upgrade & external painting to Residence, 12 George St, Wallendbeen**
Submission from Owner (Anne Chamberlain) for the proposed timber repairs and repainting to this locally listed Heritage Item (I85) "Federation period brick house, fence, trees" at 12 George St, Wallendbeen. On review the works proposed suits the criteria of the local heritage fund, with Council approval needed under LEP Clause 5.10 (3). Recommendation for the external painting to the residence to be funded from Council's LHF as it's an important project that will improve the streetscape appearance. The works are to be undertaken to Heritage Advisor recommendations with funding of \$5,000 (incl. GST) acceptable for this project.

The heritage advisor's report and assessment forms are under separate attachment to this Council report.

Financial

The Local Heritage fund 2022/23 budget is \$11,000 which comprises \$5,500 from the NSW Government and \$5,500 Council funding.

It is proposed for Council to allocate \$9,250 as per the heritage advisors report recommendations. This will leave \$1,750 unspent from this year program budget. As the CGRC has been deemed to demerge, the unspent amount should be returned to general funds.



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**COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
LOCAL HERITAGE FUND
ASSESSMENT FORM 2022-2023**

Project Name		Project No.			
HERITAGE ROOM AT ELWOOD'S HALL 30 MARTIN ST, STOCKINBINGAL		2022-23/01			
		Score 100	Assessor	Specialist	Comments
My Project is for	Assess the heritage listing for the proposed project application	40			
	SHR Heritage listed item/s	15		-	
	LEP Heritage listed item/ Conservation Area	12		12	HERITAGE MEM JB2 IN
	Main Street / Heritage Study Area	8		-	COOTAMUNDRA LEP.
	Other significant item	5		-	
Sub Total				12	
Priorities	Assess the project against your Council's local heritage fund priorities for this funding round	23			
Priority 1	Commercial properties within the Main Street Conservation Areas and/or Heritage Item identified:- a) Repair of original features; b) Painting in period colour and styles; c) Replacement of advertising signage with appropriate style advertising signage d) Works to meet BCA requirements for new uses eg. Disabled access.	15		15	
Priority 2	Buildings outside the Main Street or Heritage Study areas that are identified by Council's Heritage Advisor as having heritage significance:- a) Painting in period colours; b) Repair/restoration of heritage features; c) Restoration of period front fences; d) Works to meet BCA requirements for new uses	8		-	
Sub Total				15	

Project Name		Score	Assessor	Specialist	Comments
Common Selection Criteria	Assess the project against ALL of these criteria	17			
Sustainable long term benefits	Long term plan in place to manage heritage item/s	6		4	
Public benefit & enjoyment	Increase opportunities for learning about & access	4		3	
Capacity & Commitment	Time, financial & management skills	3		3	
	Complete within funding timeframe	4		4	
		Sub Total		14	
Project	Assess the quality and completeness of the project application	20			
	Project scope	5		5	
	Project costings	5		5	
	Photos	5		5	
	Greater than \$ for \$ contribution	5		5	
		Sub Total		20	
		TOTAL		61	ADJUSTED TOTAL
Funding	Assess the funding requested				
	Total Project Cost		\$	\$ 20,040	
	Requested amount		\$	\$ 5,000	
	Applicant Contribution		\$	\$ 15,040	
	Recommended amount		\$	\$ 5,000	
Assessors summary comments					
Name NOEL THOMSON CGRC HERITAGE ADVISOR			Date 25 AUGUST 2022		
<p>THE WORKS TO PROVIDE A NEW HERITAGE ROOM AT ELLWOOD'S HALL IS APPROPRIATE FOR HERITAGE FUNDING</p>					
<p>If approved, any special project funding conditions (to be added to the Funding Agreement)</p> <p>eg Heritage Specialist required for this project</p> <p>eg To confirm paint colour scheme before proceeding</p> <p>eg Approvals required: Local Government / Heritage Act</p>					
<p>THE NEW HERITAGE ROOM REQUIRES COUNCIL APPROVAL AS PER LEP CLAUSE 5.10 (3) PRIOR TO WORKS COMMENCING ON SITE.</p>					



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COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
LOCAL HERITAGE FUND
ASSESSMENT FORM 2022-2023

Project Name		Score 100	Assessor	Specialist	Comments
ACCESSIBLE RAMP TO ENTRY OF ST PAUL'S CHURCH, KIMO ST, NANGUS					
Project No.		2022-23/02			
My Project is for	Assess the heritage listing for the proposed project application	40			
	SHR Heritage listed item/s	15		1	
	LEP Heritage listed item/ Conservation Area	12		1	
	Main Street / Heritage Study Area	8		1	
	Other significant item	5		5	
Sub Total				5	
Priorities	Assess the project against your Council's local heritage fund priorities for this funding round	23			
Priority 1	Commercial properties within the Main Street Conservation Areas and/or Heritage Item identified:- a) Repair of original features; b) Painting in period colour and styles; c) Replacement of advertising signage with appropriate style advertising signage d) Works to meet BCA requirements for new uses eg. Disabled access.	15		1	
Priority 2	Buildings outside the Main Street or Heritage Study areas that are identified by Council's Heritage Advisor as having heritage significance:- a) Painting in period colours; b) Repair/restoration of heritage features; c) Restoration of period front fences; d) Works to meet BCA requirements for new uses	8		8	
Sub Total				8	

Project Name		Score	Assessor	Specialist	Comments
Common Selection Criteria	Assess the project against ALL of these criteria	17			
Sustainable long term benefits	Long term plan in place to manage heritage item/s	6		2	
Public benefit & enjoyment	Increase opportunities for learning about & access	4		4	
Capacity & Commitment	Time, financial & management skills	3		3	
	Complete within funding timeframe	4		2	
		Sub Total		12	
Project	Assess the quality and completeness of the project application	20			
	Project scope	5		5	
	Project costings	5		5	
	Photos	5		5	
	Greater than \$ for \$ contribution	5		5	
		Sub Total		20	
		TOTAL		45	ADJUSTED TOTAL
Funding	Assess the funding requested				
	Total Project Cost		\$	\$5,500	
	Requested amount		\$	\$2,750	
	Applicant Contribution		\$	\$2,750	
	Recommended amount		\$		
Assessors summary comments			* 29 SEPT 2022		
Name	NOEL THOMSON CURC HERITAGE ADVISOR		Date	25 AUGUST 2022	
<p>THE PROJECT IS TO PROVIDE ACCESSIBLE ENTRY TO THE NALLAUS CHURCH WHICH SUITS CRITERIA FOR HERITAGE FUNDING TO THIS IMPORTANT 'RURAL' CHURCH.</p> <p>* IT IS NOTED THAT THE CHURCH IS NOT HERITAGE BUT IS RECOMMENDED FOR FUTURE LISTING, HOWEVER, OWNERS (CHURCH) CONSENT HAS NOT BEEN PROVIDED, SO PROJECT INELIGIBLE</p>					
<p>If approved, any special project funding conditions (to be added to the Funding Agreement)</p> <p>eg Heritage Specialist required for this project</p> <p>eg To confirm paint colour scheme before proceeding</p> <p>eg Approvals required: Local Government / Heritage Act</p>					



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**COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
LOCAL HERITAGE FUND
ASSESSMENT FORM 2022-2023**

Project Name		EXTERNAL PAINTING TO RESIDENCE AT 12 GEORGE ST, WALLENDBEEL		Project No.		2022-23/03	
		Score 100		Assessor	Specialist	Comments	
My Project is for	Assess the heritage listing for the proposed project application	40					
	SHR Heritage listed item/s	15		-		COOTAMUNDRA SHIRE	
	LEP Heritage listed item/ Conservation Area	12		12		LEP ITEM 105	
	Main Street / Heritage Study Area	8		-		"FEDERATION PERIOD BRICK	
	Other significant item	5		-		HOUSE, FENCE, TREES"	
Sub Total					12		
Priorities	Assess the project against your Council's local heritage fund priorities for this funding round	23					
Priority 1	Commercial properties within the Main Street Conservation Areas and/or Heritage Item identified:- a) Repair of original features; b) Painting in period colour and styles; c) Replacement of advertising signage with appropriate style advertising signage d) Works to meet BCA requirements for new uses eg. Disabled access.	15			15		
Priority 2	Buildings outside the Main Street or Heritage Study areas that are identified by Council's Heritage Advisor as having heritage significance:- a) Painting in period colours; b) Repair/restoration of heritage features; c) Restoration of period front fences; d) Works to meet BCA requirements for new uses	8			-		
Sub Total					15		

Project Name		Score	Assessor	Specialist	Comments
Common Selection Criteria	Assess the project against ALL of these criteria	17			
Sustainable long term benefits	Long term plan in place to manage heritage item/s	6		4	
Public benefit & enjoyment	Increase opportunities for learning about & access	4		4	
Capacity & Commitment	Time, financial & management skills	3		3	
	Complete within funding timeframe	4		4	
		Sub Total		15	
Project	Assess the quality and completeness of the project application	20			
	Project scope	5		5	
	Project costings	5		5	
	Photos	5		5	
	Greater than \$ for \$ contribution	5		5	
		Sub Total		20	
		TOTAL		62	ADJUSTED TOTAL
Funding	Assess the funding requested				
	Total Project Cost		\$	\$ 8500	
	Requested amount		\$	\$ 4250	
	Applicant Contribution		\$	\$ 4250	
	Recommended amount		\$	\$ 4250	
Assessors summary comments					
Name NOEL THOMPSON CCIRC HERITAGE ADVISOR			Date 29 SEPTEMBER 2022		
<p>THE EXTERNAL UPGRADE TO TIMBERS + REPAINTING TO THIS HERITAGE LISTED RESIDENCE MEETS CRITERIA FOR HERITAGE FUNDING AND WILL ENHANCE ITS STREETSCAPE APPEARANCE</p>					
<p>If approved, any special project funding conditions (to be added to the Funding Agreement) eg Heritage Specialist required for this project eg To confirm paint colour scheme before proceeding eg Approvals required: Local Government / Heritage Act</p>					
<p>THE PAINTING OF THE RESIDENCE REQUIRES COUNCIL APPROVAL AS PER LEP CLAUSE 5.10 (3) PRIOR TO WORKS COMMENCING</p>					



**Local Heritage Grant Applications
Summary 2022/23**

(available funds = \$12,100 incl GST)

Number	Property Address	Applicant	Conservation Works	A heritage item or an item included in a heritage conservation area	Total \$ Estimate Value of Project	Funding Requested	Funding Recommended	Applicant's Contribution	DA Required Yes/No	Rating	Ranking
2022-23/01	30 Martin St, Stockinbingal	Ellwood,s Hall Committee Lorna Nixon (0427 974 140)	To construct/create Heritage Room at Ellwood's Hall	Yes - Heritage item, I82, Schedule 5 - Cootamundra LEP	\$20,040.00	\$5,000.00	\$5,000.00	\$15,040.00	No - however approval as per Clause 5.10 (3) of LEP	61	2
2022-23/02	Kimo St, Nangus	Kerry Taylor (0409 922 426)	New concrete paving & accessible entry to St Paul's Church	No	\$5,500.00	\$2,750.00	Nil	Nil	No	No	No
2022-23/03	12 George St, Wallendbeen	Anne Chamberlain (0428 725 003)	External upgrade and painting to Residence	Yes - Heritage item, I85, Schedule 5 - Cootamundra LEP	\$8,500.00	\$4,250.00	\$4,250.00	\$4,250.00	No - however approval as per Clause 5.10 (3) of LEP	62	1
					\$34,040.00	\$12,000.00	\$9,250.00	\$19,290.00	incl GST		

8.4.2 DEVELOPMENT APPLICATIONS APPROVED SEPTEMBER 2022

DOCUMENT NUMBER	379022
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Protected and enhanced environment 3.1 A natural environment is valued and protected
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

The information on Development Applications approved in September 2022, be received and noted.

Introduction

The Development Applications approved in September 2022 report, is submitted for the information of Council regarding development applications processed.

Discussion

The following development applications were approved by Cootamundra-Gundagai Regional Council in September 2022.

APP. NO.	PROPOSED DEVELOPMENT	PROPERTY DESCRIPTION
10.2022.125.1	Alterations & Additions to Commercial Premises (Cootamundra Preschool)	Lot 5-6 DP226915 Francis St Cootamundra
10.2022.123.1	Retaining Wall & New Pool	Lot 2 DP1085024 Mount St Gundagai
10.2022.107.1	New Shed	Lot 363 DP753601 Bradman St Cootamundra
10.2022.106.1	New Dwelling	Lot 7 Sec G DP2203 Congou St Cootamundra
10.2022.105.1	New Gazebo, Pergola & Fence Height	Lot 12 DP35306 Thompson St Cootamundra
10.2022.104.1	New Shed	Lot 1 DP109394 Berthong St Cootamundra
10.2022.88.1	New Dwelling	Lot 225 DP753630 Wallendoon Lne Wallendbeen
10.2021.73.1	2 x Lot Subdivision	Lot 1 DP1279531 Bundarbo Rd Gobarralong

10.2020.138 MOD 1	Modification – New Dwelling – Change of Floor Plan	Lot 12 DP870918 Stockinbingal Rd Cootamundra
18.2022.11.1	New Swimming Pool	Lot 4 Sec 68 DP758785 Francis Ave Gundagai
18.2022.10.1	New Shed	Lot 30 DP4571 Parker St Cootamundra
18.2022.9.1	New Swimming Pool	Lot 14 DP262920 Donaldson St Cootamundra
18.2022.7.1	New Swimming Pool	Lot 16 DP1270489 Keith Taylor Cres Cootamundra

VALUE OF WORK REPORTED TO THIS MEETING: \$ 1,201,334.00
VALUE OF WORK REPORTED FINANCIAL YEAR TO DATE \$ 8,256,684.00

THIS TIME LAST YEAR:
 VALUE OF WORK – SEPTEMBER 2021 \$ 2,180,482.00
 VALUE OF WORK – YTD 2021 \$ 26,880,924.00

Financial

The value of approved applications is less than the same period last year, however this is something that is outside of the control of Council.

8.5 REGULATORY SERVICES

Nil

8.6 ASSETS

Nil

8.7 CIVIL WORKS

8.7.1 STATE HIGHWAY REHABILITATION WORKS

DOCUMENT NUMBER	379238
REPORTING OFFICER	Julie Buckley, Operations Support Officer
AUTHORISING OFFICER	Mark Ellis, Manager Civil Works
RELEVANCE TO COMMUNITY STRATEGIC PLAN	5. Integrated and accessible region 5.2 Easily accessible from major cities and other regional towns
FINANCIAL IMPLICATIONS	Project funded by TfNSW
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

That Council give approval for the Interim General Manager and Mayor to approve contractors to undertake the proposed rehabilitation works under the Roads Maintenance Council Contract on the State Roads.

Introduction

Discussions have taken place with Transport for NSW in relation to repair works along the State Highways with works expected to commence by the end of October.

Discussion

In the last few weeks Council has been in discussion with Transport for NSW about repair works to sections of waterlogged road pavement along the State Highways, especially the Olympic Highway. At the time of writing the determination of works scope is still being finalised but will require significant pavement excavation and rebuilding.

Presently, there are three separate projects proposed and for Council to undertake this work it will require contractor engagement as the works are outside the scope of Council’s works ability and the works will be undertaken at the same time Council’s works crews will be engaged with the annual heavy patching program on the State roads.

Due to the scope of these works, they will exceed Council’s procurement/tender limits. Since expectations are that these works will be requested to commence by the end of October it will mean that Council does not have time to follow standard procurement procedures to source appropriate tenders from suitably qualified contractors.

When the final scope of works is determined, Council staff will source quotes from suitable contractors who are available to undertake the works with a recommendation being made to the Interim General Manager and Mayor.

Financial

Funded by Transport for NSW.

8.7.2 CIVIL WORKS AND TECHNICAL SERVICES REPORT - SEPTEMBER 2022

DOCUMENT NUMBER	379084
REPORTING OFFICER	Julie Buckley, Operations Support Officer
AUTHORISING OFFICER	Mark Ellis, Manager Civil Works
RELEVANCE TO COMMUNITY STRATEGIC PLAN	5. Integrated and accessible region 5.2 Easily accessible from major cities and other regional towns
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

The Civil Works and Technical Services Report for the month of September 2022 be noted.

Introduction

The Civil Works and Technical Services Report for the month of September 2022 is submitted for the information of Council and the community.

Discussion*Fixing Local Roads Projects:*

The Warralong Road (Cootamundra) project has seen the open table drain work now completed, ready for pavement works to commence when weather permits.

Works in Cooper Lane (Cootamundra) have now seen the gas mains and connections lowered in preparation for the kerb and gutter installation.

Local Roads & Community Infrastructure (LRCI) Program:

The replacement asphalt footpath has been completed in Hovell Street (Cootamundra) in front of the Salvation Army Store and the pedestrian crossing across Cooper Street (Cootamundra) at the Bourke Street intersection has also been resurfaced.

Ramps have been completed on Mackay and Sutton Streets (Cootamundra) with the new footpath progressing along Sutton Street (Cootamundra) between Muttama Creek and Hurley Street.

State Roads:

Repair works are ongoing on the Olympic Highway north of Cootamundra. Due to continual wet weather a couple of short sections of road are under speed restrictions and traffic control. Council is awaiting confirmation with Transport for NSW about pending pavement designs for the repairs to these sections of roadway.

Bridge Renewal Program:

Construction has been completed on the Brawlin Road Bridge with Council crews completing abutment works this week.

General Works:

Works crews were deployed following the rain event of the 6th October. Cootamundra crews were deployed to close Old Wallendbeen Road (Stockinbingal), Muttama Road and the Cootamundra town crossings at Poole, Adams, Thompson and Hovell Streets as well as clearing debris. Road closures and debris removal activity has been undertaken in response to flooding around the Gundagai area with numerous Council assets affected. Several roads have experienced some pavement deterioration and structural damage to culverts which will need to be rectified.

Wearing surface repairs have been completed on Old Gundagai Road (Cootamundra) and heavy patching works have been completed on Muttama Road.

Culvert cleaning has been carried out on Muttama Road, Old Wallendbeen Road, Silo Road, Milvale Road and Yeo Yeo/Hampstead Roads.

The continual wet weather is creating extensive deterioration of the bitumen road network with crews continuing to undertake reactive maintenance patching as conditions permit.

A section of Gundagai Road between Turners Lane and Jugiong Road (Cootamundra) has been stabilised to repair several bad pavement defects.

Financial

Projects funded from various funding sources, as noted above.

Maintenance works funded from the General Fund.

8.8 TECHNICAL SERVICES

Nil

8.9 FACILITIES

Nil

8.10 WASTE, PARKS AND RECREATION

Nil

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN

Nil

10 QUESTIONS WITH NOTICE

Nil

11 CONFIDENTIAL ITEMS

Nil