

Business Paper

ORDINARY COUNCIL MEETING

COUNCIL CHAMBERS, GUNDAGAI

6:00PM, Tuesday 22nd November, 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 Council Chambers, Gundagai on:

Tuesday, 22nd November, 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 18 OCTOBER 2022

REPORTING OFFICER	Teresa Breslin, Acting EA to Mayor and General Manager
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 18 October 2022

RECOMMENDATION

The Minutes of the Ordinary Meeting of Council held on Tuesday 18 October 2022 be confirmed as a true and correct record of the meeting.



**COOTAMUNDRA-
GUNDAGAI REGIONAL
COUNCIL**

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

Minutes

ORDINARY COUNCIL MEETING

ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA

6:00PM, Tuesday 18th October, 2022

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA
ON TUESDAY, 18 OCTOBER 2022 AT 6:00PM**

PRESENT: Cr Charlie Sheahan (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), Sally Atkinson (Acting Manager Development, Building and Compliance), Mark Ellis (Manager Civil Works), Zac Mahon (Manager Finance)

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPEN FORUM

Nil

3 APOLOGIES

RESOLUTION 289/2022

Moved: Cr David Graham

Seconded: Cr Logan Collins

Apologies from Cr Leigh Bowden be received and leave of absence granted.

CARRIED

4 DISCLOSURES OF INTEREST

Nil

5 CONFIRMATION OF MINUTES

5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 27 SEPTEMBER 2022

RESOLUTION 290/2022

Moved: Cr Abb McAlister

Seconded: Cr David Graham

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.

CARRIED

6 MAYORAL MINUTES**6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT****RESOLUTION 291/2022**

Moved: Cr Gil Kelly

Seconded: Cr Logan Collins

The information in the Mayoral Minute be received and noted.

CARRIED

6.2 MAYORAL MINUTE - CAN ASSIST IN-KIND DONATION**RESOLUTION 292/2022**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

That the Can Assist Bling it on Ball be supported by Council through an in-kind donation of the hire fees for the Cootamundra Town Hall for the event to be held 19th November 2022.

CARRIED

7 REPORTS FROM COMMITTEES

Nil

8 GENERAL MANAGER'S REPORT**8.1 BUSINESS****8.1.1 AUSTRALIA DAY 2023****RESOLUTION 293/2022**

Moved: Cr David Graham

Seconded: Cr Trevor Glover

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

CARRIED

8.1.2 REQUEST FOR DONATION - GUNDAGAI BUSINESS NETWORK**RESOLUTION 294/2022**

Moved: Cr Logan Collins

Seconded: Cr Abb McAlister

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.

CARRIED

8.1.3 TABLING OF PECUNIARY INTEREST RETURNS

RESOLUTION 295/2022

Moved: Cr Penny Nicholson

Seconded: Cr David Graham

The tabling of pecuniary interest returns from Councillors and designated persons be noted.

CARRIED

8.1.4 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE MEETING MINUTES

RESOLUTION 296/2022

Moved: Cr Trevor Glover

Seconded: Cr Logan Collins

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

CARRIED

8.1.5 THE ARTS CENTRE COOTAMUNDRA S.355 COMMITTEE MEETING MINUTES

RESOLUTION 297/2022

Moved: Cr Les Boyd

Seconded: Cr Gil Kelly

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

CARRIED

8.2 FINANCE

8.2.1 CARRY FORWARD BUDGET

RESOLUTION 298/2022

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

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

CARRIED

8.2.2 FINANCE UPDATE - CAPITAL AND OPERATIONAL EXPENDITURE**RESOLUTION 299/2022**

Moved: Cr Logan Collins

Seconded: Cr David Graham

The finance update report, be received and noted.

CARRIED

8.2.3 INTERIM AUDIT MANAGEMENT LETTER RESPONSE**RESOLUTION 300/2022**

Moved: Cr Abb McAlister

Seconded: Cr Logan Collins

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

CARRIED

8.2.4 SEPTEMBER 2022 QUARTERLY BUDGET REVIEW STATEMENT**RESOLUTION 301/2022**

Moved: Cr Gil Kelly

Seconded: Cr David Graham

1. The September 2022 Quarterly Budget Review be received and noted.

2. The budget variations listed in the report be adopted.

CARRIED

8.2.5 INVESTMENT REPORT - SEPTEMBER 2022**RESOLUTION 302/2022**

Moved: Cr Penny Nicholson

Seconded: Cr David Graham

The report detailing Council Cash and Investments as at 30 September 2022, be received and noted.

CARRIED

8.3 COMMUNITY AND CULTURE

Nil

8.4 DEVELOPMENT, BUILDING AND COMPLIANCE**8.4.1 LOCAL HERITAGE FUND 2022/23****RESOLUTION 303/2022**

Moved: Cr Les Boyd

Seconded: Cr Logan Collins

- 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.**

CARRIED

8.4.2 DEVELOPMENT APPLICATIONS APPROVED SEPTEMBER 2022**RESOLUTION 304/2022**

Moved: Cr David Graham

Seconded: Cr Logan Collins

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

CARRIED

8.5 REGULATORY SERVICES

Nil

8.6 ASSETS

Nil

8.7 CIVIL WORKS**8.7.1 STATE HIGHWAY REHABILITATION WORKS****RESOLUTION 305/2022**

Moved: Cr Gil Kelly

Seconded: Cr Trevor Glover

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.

CARRIED

8.7.2 CIVIL WORKS AND TECHNICAL SERVICES REPORT - SEPTEMBER 2022**RESOLUTION 306/2022**

Moved: Cr Trevor Glover

Seconded: Cr Logan Collins

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

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**MOTION****RESOLUTION 307/2022**

Moved: Cr Logan Collins

Seconded: Cr Penny Nicholson

I would like to acknowledge the loss of Lizzy Britt in the Gundagai community. I hereby move that Council honour miss Britt and her life's work. I request that Council send out a card to her family to pay respects and honour miss Britt.

CARRIED

10 QUESTIONS WITH NOTICE

Nil

11 CONFIDENTIAL ITEMS

Nil

The Meeting closed at 6:21pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 22 November 2022.

CHAIRPERSON

GENERAL MANAGER

5.2 MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD ON TUESDAY 8 NOVEMBER 2022

REPORTING OFFICER	Teresa Breslin, Acting EA to Mayor and General Manager
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 Extraordinary Meeting of Council held on Tuesday 8 November 2022

RECOMMENDATION

The Minutes of the Extraordinary Meeting of Council held on Tuesday 8 November 2022 be confirmed as a true and correct record of the meeting.

Minutes

EXTRAORDINARY COUNCIL MEETING

COUNCIL CHAMBERS, GUNDAGAI

5.30pm, Tuesday 8th November, 2022

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, GUNDAGAI
ON TUESDAY, 8 NOVEMBER 2022 AT 5.30PM**

PRESENT: Cr Charlie Sheahan (Mayor), Cr Les Boyd, Cr Trevor Glover, Cr David Graham, Cr Gil Kelly, Cr Abb McAlister, Cr Penny Nicholson

IN ATTENDANCE: Les McMahon (Interim General Manager), Glen McAtear (Acting Deputy General Manager - Corporate, Community and Dev), Matt Stubbs (Deputy General Manager - Operations), Linda Wiles (Manager Business), Sally Atkinson (Acting Manager Development, Building and Compliance), Janelle Chapman (Acting Manager Regulatory Services), Zac Mahon (Manager Finance)

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPEN FORUM

No Open Forum was held.

3 APOLOGIES

RESOLUTION 308/2022

Moved: Cr Les Boyd

Seconded: Cr Gil Kelly

Apologies from Crs Leigh Bowden and Logan Collins be received and leave of absence granted.

CARRIED

4 DISCLOSURES OF INTEREST

Nil

5 CONFIDENTIAL ITEMS

5.1 CLOSED COUNCIL REPORT

RESOLUTION 309/2022

Moved: Cr Trevor Glover

Seconded: Cr Penny Nicholson

- 1. Item 5.2 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 5.2 be withheld from the press and public.**

**5.2 ENVIRONMENTAL PROTECTION AUTHORITY V COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
2022/00259364**

Provisions for Confidentiality

Section 10A (2) (a) – The Confidential Report contains personnel matters concerning particular individuals (other than councillors); and

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

Public Interest

N/A.

CARRIED

**5.2 ENVIRONMENTAL PROTECTION AUTHORITY V COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
2022/00259364**

RESOLUTION 310/2022

Moved: Cr Trevor Glover

Seconded: Cr Gil Kelly

The General Manager, following receipt of legal advice, be delegated authority to make decisions in regard to Councils plea to the offence, and in the event Council plead guilty, enter into discussion with the EPA to seek to agree to additional facts in respect of the measures that it took after the incident.

CARRIED

5.3 RESUMPTION OF OPEN COUNCIL MEETING

RESOLUTION 311/2022

Moved: Cr Penny Nicholson

Seconded: Cr David Graham

The Open Council meeting resume.

CARRIED

5.4 ANNOUNCEMENT OF CLOSED COUNCIL RESOLUTIONS

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

The Meeting closed at 6.12pm.

The minutes of this meeting were confirmed at the Extraordinary Council Meeting held on 22 November 2022.

CHAIRPERSON

GENERAL MANAGER

6 MAYORAL MINUTES

6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT

DOCUMENT NUMBER	380697
AUTHORISING OFFICER	Charlie Sheahan, Mayor
REPORTING OFFICER	Charlie Sheahan, Mayor
ATTACHMENTS	Nil

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

RECOMMENDATION

The information in the Mayoral Minute be received and noted.

12 October 2022

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

15 October 2022

Cr Bowden attended the Cootamundra Show.

18 October 2022

Crs Nicholson, McAlister, Graham, Collins, Glover, Kelly, Boyd and I attended a Council Workshop and Ordinary Council Meeting.

23-25 October 2022

Cr Bowden, and I attended the Local Government NSW Annual Conference.

28 October 2022

I, Cr Charlie Sheahan, Mayor attended the REROC Annual General Meeting lunch.

31 October 2022

I, Cr Charlie Sheahan, Mayor attended a Meeting with the Interim General Manager.

2 November 2022

Crs McAlister, Nicholson, Glover, and I attended a meeting with the Interim General Manager and the Old Mill Committee.

8 November 2022

Crs Boyd, McAlister, Nicholson, Kelly, Graham, Glover, and I attended a Workshop with Ally Dench and Extraordinary Council Meeting.

I, Cr Charlie Sheahan, Mayor attended several meetings throughout the day with Ally Dench and Cootamundra-Gundagai Regional Council staff.

Cr Glover attended a Muttama Hall Committee meeting.

10 November 2022

Cr Glover attended an Audit Risk and Improvement Committee meeting in Gundagai.

12 November 2022

Cr Bowden attended the Australian Local Government Women's Association (ALGWA) Executive meeting in Sydney.

19 November 2022

Cr Bowden attended the 'Bling it on Ball'.

6.2 MAYORAL MINUTE - WAY FORWARD: ONE ORGANISATION

DOCUMENT NUMBER	380884
AUTHORISING OFFICER	Charlie Sheahan, Mayor
REPORTING OFFICER	Charlie Sheahan, Mayor
ATTACHMENTS	1. One Organisation Letter from Chairman of REROC/JO ↓

RECOMMENDATION

1. That the 'Way Forward: One Organisation' report and attachment be received and noted.
2. That Council endorse the decision to adopt option 4, as outlined in the report, as the preferred method for regional collaboration in the Riverina.

Introduction

The final steps in the resolution of the One Organisation issue for councils in the eastern Riverina is nearing finalisation.

The JO and REROC Board wrote to all Member Councils at the end of August setting out four options that both Boards had agreed on in relation to the One Organisation question.

The options were as follows:

1. REROC Stand Alone/JO Folds
2. JO Stand Alone/REROC goes into Hiatus
3. REROC Stand Alone/ JO is Operated by Wagga Wagga City operating separately from each other
4. REROC Stand Alone/JO goes into hiatus

On 28 October, both Boards at separate meetings, resolved to adopt **Option 4, REROC Stand Alone/JO goes into hiatus.**

The Boards of both organisations are now seeking endorsement from the Member Councils of the decision to adopt Option 4 and the actions that flow from that decision.

This report is a summarised version of the correspondence received from Rick Firman, Chairman of REROC and the Riverina JO. For a comprehensive overview please review the attachment.



ABN 66 746 462 096
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Phone: 02 6931 9050 | Fax: 02 6931 9040
www.riverinajo.nsw.gov.au

1 November 2022

Cr Charlie Sheahan
Mayor
Cootamundra-Gundagai Regional Council
PO Box 420
COOTAMUNDRA NSW 2590

Via email: les.mcmahon@temora.nsw.gov.au

Dear Charlie,

The Way Forward: One Organisation

I am writing on behalf of the Boards of the Riverina Joint Organisation and REROC to advise that the final steps in the resolution of the One Organisation issue for councils in the eastern Riverina is nearing finalisation.

As you know we wrote to all Member Councils at the end of August setting out four options that both Boards had agreed on in relation to the One Organisation question. The options were as follows:

1. REROC Stand Alone/JO Folds
2. JO Stand Alone/REROC goes into Hiatus
3. REROC Stand Alone/ JO is Operated by Wagga Wagga City operating separately from each other
4. REROC Stand Alone/JO goes into hiatus

Each Member was asked to nominate their first and second preferences in relation to the above options by the end of September, the results of which are contained in **Attachment One**.

A joint meeting of the JO and REROC Boards was held on 14 October to discuss the Member preferences. At that meeting an agreement was reached by the majority of Members that a recommendation be made to the JO and REROC Boards for the adoption of Option 4 (REROC Stand Alone/JO goes into hiatus).

On 28 October, both Boards at separate meetings, resolved to adopt Option 4, REROC Stand Alone/JO goes into hiatus. The resolution of the JO Board was not unanimous with Wagga Wagga City voting against it, the REROC Board resolution was unanimous.

The JO Board's resolution was as follows:

1. From 1 July 2023 the Riverina JO will go into hiatus.
2. After 31 December 2022, the Riverina JO take on no new projects

3. That the Treasurer and CEO prepare a budget for the 2023/24 year based on the JO fulfilling its compliance obligations.
4. The Treasurer and the CEO determine how administrative support will be provided to the JO and the costs involved.
5. That Riverina JO write to each Member Council to formally advise of the decision to adopt Option 4, the outcomes of same and seek formal endorsement of the decision from each Member Council by the end of November.

The REROC Board's resolution was as follows:

1. From 1 July 2023 REROC will deliver the three core functions of the JO:
 - Regional Planning
 - Advocacy and Lobbying and
 - Intergovernmental Relations
2. The Treasurer and CEO prepare a budget for the 2023/24 year based on the budget and assumptions used in the Way Forward decision-making.
3. The Treasurer and the CEO determine how administrative support will be provided to the JO and the costs involved.
4. That REROC write to each Member Council to formally advise of the decision to adopt Option 4, the outcomes of same and seek formal endorsement of the decision from each Member Council by the end of November.

Both Boards agreed that the Joint Organisation should continue to operate until the end of the current financial year to enable it to complete the OLG-funded Capacity Building project. Further, it has been agreed that no new projects will be undertaken by the JO after 31 December 2022 to ensure that there would be no obligations that would need to be fulfilled after 30 June 2023.

As you are aware the move to place the JO in hiatus means that it will continue to "exist", with its current membership in place. Therefore, the JO will be required to fulfil some minimum obligations such as an audit, four meetings a year and compliance obligations such reporting on Pecuniary Interests. The only business to be conducted at the JO Board meetings, will be related to audit and compliance obligations. There will be costs involved in this and the Treasurer and CEO have been charged with determining a budget for the work. In order to avoid duplication, it is anticipated that REROC will undertake the secretariat activities.

From the 1 July 2023 the activities that REROC handed to the JO in October 2018 will revert to the ROC. This means all advocacy and lobbying, regional planning activities and intergovernmental relations will again fall within REROC's area of responsibility.

The Treasurer, the CEO and the REROC Executive will develop a budget for the operation of the ROC which will reflect the structure and budget that was developed to inform the One Organisation discussion.

REROC currently works closely with other JOs and regional organisations in the State for example on the Southern Lights Project, the Best Practice in Aggregated Procurement and the proposed Disaster

Risk Reduction project and we do not anticipate the decision will result in any changes to those relationships.

As you are aware Wagga Wagga City Council and Riverina Water County Council resigned from REROC in 2019 and 2020 respectively. In the light of the One Organisation decision, the REROC Board would welcome both organisations re-joining the ROC, however this is a matter for Wagga Wagga and Riverina Water to address.

The Boards of both organisations are now seeking endorsement from the Member Councils of the decision to adopt Option 4 and the actions that flow from that decision. We are seeking advice from Member Councils by the end of November in order to finalise matters in relation to the One Organisation issue at the JO and REROC Board meetings, to be held on 9 December 2022.

Thank you for your commitment to this extended process that will hopefully reach its final resolution by the end of the year.

Yours sincerely



Cr Rick Firman *OAM*
Chairman
REROC and the Riverina JO

ATTACHMENT ONE

Council Name	Option 1 REROC Stand Alone/JO Folds	Option 2 JO Stand Alone/REROC goes into hiatus	Option 3 REROC Stand Alone/JO Operated by Wagga Wagga City Operating separately from each other	Option 4 REROC Stand Alone/JO goes into hiatus
Bland	2			1
Coolamon	2			1
Cootamundra- Gundagai	Will Support Majority Decision			
Greater Hume	2			1
Junee	2			1
Lockhart			1	2
Temora	1			2
Wagga Wagga			1	
Goldenfields Water	1			2
Riverina Water		2	1	

7 REPORTS FROM COMMITTEES

7.1 MINUTES OF THE COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING HELD ON THURSDAY 10 NOVEMBER 2022

REPORTING OFFICER	Julie Buckley, Operations Support Officer
AUTHORISING OFFICER	Mark Ellis, Manager Civil Works
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 10 November 2022 ↓ Item 4.1 Draft School Bus Route and Bus Stop Policy ↓

RECOMMENDATION

- The Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 10 November 2022, attached to the report, be received and noted.
- Council consider the recommendations detailed in the report, and contained within the Minutes.

The Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held 10 November, 2022 are submitted for the information of Council and the community.

Recommendations for consideration within the Minutes:

- Draft School Bus Route and Bus Stop Policy**
That Cootamundra-Gundagai Regional Council endorse the Draft Cootamundra-Gundagai Regional Council School Bus Route and Bus Stop Policy.
- School Bus Stop Investigations on Kimo Street, Nangus**
That Cootamundra-Gundagai Regional Council proceed with appointing two school bus stop locations on Kimo Street, Nangus.
- Disabled Parking at the Gundagai District Services Club, Gundagai**
That Cootamundra-Gundagai Regional Council correspond with the Gundagai District Services Club located at 254 Sheridan Street, Gundagai regarding the disabled parking arrangements on Sheridan Street.
- Pedestrian Crossing Safety at Sacred Heart School, Cootamundra**
That Cootamundra-Gundagai Regional Council commence campaigns to increase public awareness concentrating on pedestrian safety around school zones and provide support to the Sacred Heart School by means of educational resources.

4.5 Warning Signage for Milbrae Quarry, Cootamundra

That Cootamundra-Gundagai Regional Council consult with Milbrae Quarry regarding ongoing safety issues at the entry and exit of the Quarry at 4892 Olympic Highway, Cootamundra.

4.6 Flood Warning Signage

That Cootamundra-Gundagai Regional Council approve the installation of flood warning signs on the following crossings:

- *Poole Street Causeway, Cootamundra*
- *Thompson Street Causeway, Cootamundra*
- *Hovell Street Causeway, Cootamundra*
- *Adam Street Causeway, Cootamundra*
- *Mount Street, Gundagai*
- *Homer Street, Gundagai*

4.7 Salvo's Toy Run

That Cootamundra-Gundagai Regional Council approve the Salvation Army Toy Run Event in Cootamundra on Saturday, 10 December 2022 subject to satisfactorily supplying additional information.

4.8 Cootamundra Party on Parker - Community Christmas Party

That Cootamundra-Gundagai Regional Council approve the Cootamundra Party on Parker Community Christmas Party in Cootamundra on 15 December 2022 subject to inclusion of interested parties noted on the insurance.

4.9 Schools Coota Beach Volleyball

That Cootamundra-Gundagai Regional Council approve the Schools Coota Beach Volleyball Event in Cootamundra on 17 February 2023 subject to satisfactorily supplying additional information and inclusion of interested parties noted on the insurance.

4.10 Coota Beach Volleyball Carnival

That Cootamundra-Gundagai Regional Council approve the Coota Beach Volleyball Carnival Event in Cootamundra on 17-19 February 2023 subject to satisfactorily supplying additional information and inclusion of interested parties noted on the insurance.

4.11 Haycarters Race

That Cootamundra-Gundagai Regional Council give approval for the Cootamundra Cycle Club to hold the Haycarters Cycle race on Saturday, 20 May 2023 and the Annual Classic on Sunday, 21 May 2023, subject to the following conditions:

- (a) The event organiser complies with any conditions set by Council and the NSW Police*
- (b) That all Traffic Control Plans for the Haycarters Race and Annual Classic are applied in accordance with the 'Traffic Control at Worksites Manual'*
- (c) All traffic controllers must have appropriate traffic control tickets*
- (d) All riders must comply with the Road Licence requirements*
- (e) Signage being placed at all driveways to warn motorists when exiting private property onto the Council Road*

- (f) That consent be received from both Junee and Temora Councils for the event to be held in their municipalities*
- (g) That an updated Certificate of Currency be received as soon as practicable.*
- (h) That Council is advised who is undertaking the placement of signage and approves any new Traffic Guidance Plans 14 days prior to the event.*

4.12 General Business

Vegetation on Parker Street

That all previously approved safety measures be completed as a matter of priority.

2.14 Dates for Future Local Area Traffic Committee Meetings

That Cootamundra-Gundagai Regional Council schedule the dates for the 2023 Local Area Traffic Committee Meetings as provided.



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

Minutes

COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING

ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA

10am, Thursday 10th November, 2022

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING
HELD AT THE ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA
ON THURSDAY, 10 NOVEMBER 2022 AT 10AM**

PRESENT: Cr Logan Collins, Local Electorate Representative - Gwen Norman, Paul Matheson (Community & Safety Support Officer Transport for NSW), Paul Kemp - NSW Police Leading Senior Constable

IN ATTENDANCE: Mark Ellis (Manager Civil Works), Stephen Targett (Acting Manager of Technical Services) and Kylie Grybaitis (Road Safety Officer)

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGIES

Matt Stubbs (Deputy General Manager Operations), Community & Greg Minehan (Safety Support Officer Transport for NSW)

3 DISCLOSURES OF INTEREST

Nil

4 REPORTS

4.1 DRAFT SCHOOL BUS ROUTE AND BUS STOP POLICY

RECOMMENDATION

That Cootamundra-Gundagai Regional Council endorse the Draft Cootamundra-Gundagai Regional Council School Bus Route and Bus Stop Policy.

Discussion:

The Local Area Traffic Committee agreed to endorse the Cootamundra-Gundagai Regional Council School Bus Route and Bus Stop Policy.

4.2 SCHOOL BUS STOP INVESTIGATIONS ON KIMO STREET, NANGUS

RECOMMENDATION

That Cootamundra-Gundagai Regional Council proceed with appointing two school bus stop locations on Kimo Street, Nangus.

Discussion:

The Local Area Traffic Committee agreed that both locations on Kimo Street, Nangus should be appointed school bus stops due to regularity of use and number of users. Cootamundra-Gundagai Regional Council will seek future funding opportunities to improve infrastructure at these locations.

4.3 DISABLED PARKING AT THE GUNDAGAI DISTRICT SERVICES CLUB, GUNDAGAI.

RECOMMENDATION

That Cootamundra-Gundagai Regional Council correspond with the Gundagai District Services Club located at 254 Sheridan Street, Gundagai regarding the disabled parking arrangements on Sheridan Street.

Discussion:

The Local Area Traffic Committee deemed the current technical analysis supplied by Cootamundra-Gundagai Regional Council regarding the disabled parking arrangements on Sheridan Street, Gundagai to meet Australian Standard requirements and that there was no further need for a formal review. Cootamundra-Gundagai Regional Council will correspond with the Gundagai District Services Club to discuss alternative options.

4.4 PEDESTRIAN CROSSING SAFETY AT SACRED HEART SCHOOL, COOTAMUNDRA

RECOMMENDATION

That Cootamundra-Gundagai Regional Council commence campaigns to increase public awareness concentrating on pedestrian safety around school zones and provide support to the Sacred Heart School by means of educational resources.

Discussion:

The Local Area Traffic Committee noted that the installation of a pedestrian crossing was not a suitable option at this location. The current traffic arrangements were deemed appropriate and do not require extra signage. It was suggested that a second person, preferably a teacher, be available to monitor the crossing during busy times or when a crossing guard is unavailable. Additional pedestrian safety educational materials and resources will be provided to the school and Cootamundra-Gundagai Regional Council will conduct school zone awareness campaigns.

4.5 WARNING SIGNAGE FOR MILBRAE QUARRY, COOTAMUNDRA

RECOMMENDATION

That Cootamundra-Gundagai Regional Council consult with Milbrae Quarry regarding ongoing safety issues at the entry and exit of the Quarry at 4892 Olympic Highway, Cootamundra.

Discussion:

The Local Area Traffic Committee agreed that there are a number of safety issues that need to be addressed at the entry and exit of Milbrae Quarry, 4892 Olympic Highway. Concerns regarding weather conditions, sight distance and poor visibility were discussed. Cootamundra-Gundagai Council will consult with Milbrae Quarry to discuss possible options including caution signage, flashing lights and/or a change in workplace procedures.

4.6 FLOOD WARNING SIGNAGE**RECOMMENDATION**

That Cootamundra-Gundagai Regional Council approve the installation of flood warning signs on the following crossings:

- Poole Street Causeway, Cootamundra
- Thompson Street Causeway, Cootamundra
- Hovell Street Causeway, Cootamundra
- Adam Street Causeway, Cootamundra
- Mount Street, Gundagai
- Homer Street, Gundagai

Discussion:

The Local Area Traffic Committee approved of the installation of the flood warning signs in these locations. Flood gates will also be considered as per of recent advice from Resilience NSW.

4.7 SALVO'S TOY RUN**RECOMMENDATION**

That Cootamundra-Gundagai Regional Council approve the Salvation Army Toy Run Event in Cootamundra on Saturday, 10 December, 2022 subject to satisfactorily supplying additional information.

Discussion:

Schedule 1 Form for Ambulance and Fire Brigade still to be provided.

4.8 COOTAMUNDRA PARTY ON PARKER - COMMUNITY CHRISTMAS PARTY**RECOMMENDATION**

That Cootamundra-Gundagai Regional Council approve the Cootamundra Party on Parker Community Christmas Party in Cootamundra on 15 December, 2022 subject to inclusion of interested parties noted on the insurance.

Discussion:

Certificate of Currency noting interested parties is still to be provided.

4.9 SCHOOLS COOTA BEACH VOLLEYBALL

RECOMMENDATION

That Cootamundra-Gundagai Regional Council approve the Schools Coota Beach Volleyball Event in Cootamundra on 17 February 2023 subject to satisfactorily supplying additional information and inclusion of interested parties noted on the insurance.

Discussion:

Schedule 1 Form for Ambulance and Fire Brigade is still to be provided.

Certificate of Currency noting interested parties is still to be provided.

4.10 COOTA BEACH VOLLEYBALL CARNIVAL

RECOMMENDATION

That Cootamundra-Gundagai Regional Council approve the Coota Beach Volleyball Carnival Event in Cootamundra on 17-19 February 2023 subject to satisfactorily supplying additional information and inclusion of interested parties noted on the insurance.

Discussion:

Schedule 1 Form for Ambulance and Fire Brigade still to be provided.

Certificate of Currency noting interested parties is still to be provided.

4.11 HAYCARTERS RACE

RECOMMENDATION

That Cootamundra-Gundagai Regional Council give approval for the Cootamundra Cycle Club to hold the Haycarters Cycle race on Saturday, 20 May 2023 and the Annual Classic on Sunday, 21 May 2023, subject to the following conditions:

- (a) The event organiser complies with any conditions set by Council and the NSW Police
- (b) That all Traffic Control Plans for the Haycarters Race and Annual Classic are applied in accordance with the 'Traffic Control at Worksites Manual'
- (c) All traffic controllers must have appropriate traffic control tickets
- (d) All riders must comply with the Road Licence requirements
- (e) Signage being placed at all driveways to warn motorists when exiting private property onto the Council Road
- (f) That consent be received from both Junee and Temora Councils for the event to be held in their municipalities
- (g) That an updated Certificate of Currency be received as soon as practicable.

- (h) **That Council is advised who is undertaking the placement of signage and approves any new Traffic Guidance Plans 14 days prior to the event.**

Discussion:

Schedule 1 Form for Ambulance and Fire Brigade is still to be provided.

Certificate of Currency noting interested parties is still to be provided.

A private traffic control entity must be engaged by the Cootamundra Cycle Club to provide adequate and consistent traffic control across all Local Government Areas.

4.12 GENERAL BUSINESS

11 August 2022 Meeting - Item 2.2 Snowy Valleys Cycle Challenge

NSW Police made comment and have approved the recommendations to hold the Snowy Valley Cycle Challenge as per the recommendation of the 11 August 2022 Committee Meeting.

Hovell Street Pedestrian Crossing Plans

The Local Area Traffic Committee approved of the Hovell Street Pedestrian Crossing Plans. The plans will be submitted to Transport for New South Wales for further comment and approval. Funding will be sought to undertake this project.

Parker Street Roundabout Plans

The Local Area Traffic Committee approved of the plans. Cootamundra-Gundagai Regional Council will seek grant funding for construction.

Parker Lane One Way Plans

The Local Area Traffic Committee have questioned the possibility of making Parker Lane a one-way Shared Zone and reducing the speed limit to 10km per hour. The plans will be updated accordingly and distributed to the Committee members for comment.

West Street Informal Bus Stop Appointment

The Local Area Traffic Committee agrees with the need to appoint the bus stop currently operating on West Street, Gundagai servicing the Gumnut Childcare Centre. Further discussions are required with stakeholders to determine the most suitable location.

Footpath Gutter near Murray Street Pre-school

The damaged kerb has been noted and is on Cootamundra-Gundagai Regional Council's priority list for replacement.

Hedge Obstructing View at the Roundabout Intersection of Parker Street and Hurley Street, Cootamundra.

Private tree. Already trimmed back and no longer affecting visibility. Thank you correspondence will be sent to the owner.

Vegetation on Parker Street

RECOMMENDATION

That all previously approved safety measures be completed as a matter of priority.

Discussion:

The Local Area Traffic Committee strongly recommend immediate action regarding site distance and safety issues due to overgrown vegetation in Parker Street, Cootamundra. Previous adopted recommendations of maximum hedge heights of 500mm and lower branch tree trimming have not been completed and residents are expressing their anger and concerns on social media. The trees located in the middle of the street and the hedge at the roundabout are safety concerns and require immediate attention.

Speed Limit Reductions under consideration with Transport for NSW

Transport for NSW was unable to provide an update on the progress on multiple speed limit reduction requests in and around the Cootamundra area.

2.13 2022 - 2023 UPCOMING EVENTS

RECOMMENDATION

For the Committee's information.

2.14 DATES FOR FUTURE LOCAL AREA TRAFFIC COMMITTEE MEETINGS

RECOMMENDATION

That Cootamundra-Gundagai Regional Council schedule the dates for the 2023 Local Area Traffic Committee Meetings as provided.

The Meeting closed at 12:15pm.

The minutes of this meeting were confirmed at the Cootamundra-Gundagai Regional Council Meeting held on the 22 November 2022.

.....
CHAIRPERSON

.....
GENERAL MANAGER



Draft School Bus Route and Bus Stop Policy

Policy Approval and Distribution

Approved by	Council resolution or GM
Responsible Officer	Road Safety Officer
Council Service Unit	Civil Works
Next Review Date	01-10-2026
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.1 Decision-making is based on collaborative, transparent and accountable leadership

Version Control

Ref	Date	Description	Resolution Number
0.1	XX-XX-20XX	Presented to the LTC for consideration	
0.4	XX-XX-20XX	<i>Presented to Council for Adoption.</i>	TBA

Purpose

This policy was developed to provide Cootamundra-Gundagai Regional Council (CGRC) with the means to assess requests consistently and objectively for rural school bus routes and bus stops.

This policy aims to:

- Ensure consistency and fairness in the manner in which the Council deals with road related infrastructure.
- Ensure compliance with legislative requirements under the Roads Act 1993.
- Promote an integrated framework for dealing with rural school bus routes and stops.
- Promote awareness of the requirements of the Roads Act 1993 with respect to school bus routes and bus stops in rural areas.
- Take appropriate steps to ensure a risk-oriented approach is taken in approving provision of road related infrastructure.
- Make the Council's policies and requirements for rural school bus routes and bus stops readily accessible and understandable to the public.

Scope

This Policy outlines the responsibilities of Cootamundra-Gundagai Regional Council (CGRC), School Bus Operators, Parents/Guardians, Transport for New South Wales (TfNSW), Schools, and the Local Traffic Committee (LTC) in contributing towards the safety of students who use school bus routes and bus stops to travel to and from school within the CGRC Local Government Area (LGA).

This policy is applicable to the approval and assessment of all school bus routes and bus stops located on the roads within the CGRC LGA of which Council is the local road authority.

This policy is intended to address the school bus journey only. It is the responsibility of the parents/guardians to ensure their child gets to and from the bus stop safely.

Definitions

Appointed Bus Stop

Appointed bus stops are generally used for all route services but are sometimes established solely for school buses. Appointed bus stops are also referred to as fixed or formal bus stops and generally have one or more *Bus Zone* or *Bus Stop* signs. TfNSW or a bus operator may appoint bus stops but approval of the road authority is required.

Informal Bus Stop

Informal bus stops are stops that are used by school buses only and are in locations where there is no appointed stop. An informal bus stop is a stop that is chosen at the discretion of school bus operators in collaboration with the parents/guardians of the school bus user. Informal bus stops are generally used by a small number of people for a limited period of time. They are not signposted as bus stops and do not require roads authority approval.

Bus Zones

Bus zones are used where the availability of kerb space may be limited due to the demand of on street parking or where several buses are likely to use a bus stop at the same time. Regulatory signs are often provided to define the bus zone length and reinforce parking restrictions.

School Bus Stop Zones

School bus stop zones are special speed limit zones, used on a length of road where the speed limit is indicated by the zone signage.

Road Authority

The road authority in NSW is the Local Council with the following exceptions:

- TfNSW is the road authority for State Roads
- The Minister is the roads authority for Crown Roads
- Roads otherwise declared by the Regulations

Route

A route refers to the road that a school bus travels on to transport school aged children to and from their nearest bus stop at their school. The route does not include the roads travelled on before picking up and dropping off any passengers.

Responsibilities

Council

It is the responsibility of Council to assess and approve requests for new school bus route and school bus route extensions with consultation from the Local Traffic Advisory Committee and TfNSW. Council is also responsible for maintaining adequate road safety signage for appointed school bus stops.

The maintenance of informal bus stops is not the responsibility of Council however, if Council receives a complaint in regard to safety, Council will conduct a risk assessment and notify the school bus operator of the outcome.

Council will consider requests for road maintenance along any road within the shire. If works are required, it will be prioritised and scheduled into the works program to be undertaken when resources and conditions permit.

School Bus Operators and Drivers

School bus operators must ensure that they obtain approval for all routes from Council prior to lodging an application for funding with TfNSW.

School bus operators must only operate on approved routes using a bus of approved size. The operation of a non-approved route may breach the contract conditions that the operator has established with TfNSW.

Where the approved route is not an all-weather road, the onus is on the bus operator to determine whether the road surface is safe for use on any particular day or at any particular time.

Informal school bus stops are to be chosen with care by the operators in collaboration with the parents/guardians of the bus user. A risk assessment should be undertaken in the consideration of any potential informal stop locations. Operators must ensure all stops are safe to use and take appropriate action if not. Operators can seek assistance of Council when assessing the safety of informal stops.

Parents/Guardians

It is the responsibility of parents/guardians to ensure their child is safe when travelling to and from school bus stops. Furthermore, parents/guardians are responsible for their child's safety whilst at a bus stop prior to boarding and directly after disembarking a school bus. While a passenger on the school bus, the child's safety is the responsibility of the operator.

Parents or guardians must also ensure that their child is aware of and adheres to the TfNSW *Code of Conduct for Travel by Bus and Rail* (link provided in reference materials) when travelling on a school bus.

Transport for NSW

Transport for NSW is responsible for the funding of the school bus system. This Ministry contracts individual operators to provide bus services in both rural and urban locations for the purpose of transport to and from school.

TfNSW only contracts operators provided there is proof of route approval from the relevant road authority. Once this evidence has been received by TfNSW the funding for the proposed service or service modification will be determined.

If TfNSW is funding the proposed service then the relevant route that has been approved by Council must be included in the service contract with the operator.

Schools

Schools are responsible for the safety of students immediately after disembarking the school bus in the morning and prior to boarding the school bus in the afternoon.

It is strongly encouraged that local schools liaise with school bus operators and parents/guardians in regard to bus safety education and the minimisation of risky behaviour.

Local Traffic Committee

The Local Traffic Committees comprises of representatives from Council, the NSW Police, TfNSW and the local state member of Parliament or their nominee. The main role of a LTC is to provide technical advice and recommendations in relation to implementation of prescribed traffic control devices. Bus zone signs are prescribed traffic control devices.

Local Traffic Committees can also provide advice on other traffic and safety matters, including school bus stops.

Assessment and Approval Process

School Bus Routes

The relevant local road authority is tasked with the assessment and approval of a new school bus route or the modification of an existing route and in most cases, this will be Council.

Once Council has assessed and approved a route, TfNSW then makes the decision as to whether the route or bus stop will receive funding approval.

All requests for a new route or modification to an existing route must be lodged by the school bus operator (Refer to Appendix 1 – Application for Approval of a New School Bus Route or Bus Route Extension).

In determining the suitability of the route, Council will consider the proposed use as well as the ability of the bus to manoeuvre and, where required, turn around. In the case of a route that includes a road that is not all-weather, a warning should be included as part of approval conditions as well as identification of an alternative route wherever possible. As previously stipulated, the onus is on the operator to determine whether the road surface is safe for use given the conditions at the time.

The applicant will be notified of the outcome once the assessment is finalised.

Appointed Bus Stops

In NSW the approval of appointed bus stop locations is administered according to *Section 104* of the *Passenger Transport Regulation 2017*.

The Regulation states:

1. *The Director-General may appoint bus stops, to be indicated by signs erected or displayed with the approval of the roads authority for the road concerned and on which the words "BUS STOP", "BUS STAND" or "BUS ZONE", or some suitable pictorial representation, appear.*

2. *An operator of a bus service may appoint bus stops, but only in accordance with a prior written approval of the roads authority for the road concerned.*
3. *If times are specified on a sign referred to in this clause, the sign operates only during those times, but if no times are so specified the sign operates at all times.*
4. *In this clause, roads authority has the same meaning as it has in the Roads Act 1993.*

Even on TfNSW managed roads (except freeways), appointed bus stops require Council approval; approval of appointed bus stops is a road authority function.

Council Assessment Procedures for School Bus Routes

General

Approval requests for new school bus routes, as well as those for the modification of existing school bus routes, should be carefully evaluated with the purpose of ensuring the safety of school children using the service as well as that of other road users. Furthermore, the interference to traffic flow along the included roads will be considered when evaluating such requests.

When determining the suitability of a proposed school bus route the following factors will be considered:

- Road geometry
- Pavement width
- Pavement surface
- Carrying capacity of the route, including road structures
- Grade
- Climatic conditions
- Number of school bus services using route
- Use of route by heavy vehicles and/or tourist vehicles
- General traffic volumes

The maximum bus size that can safely utilise the route should be determined during the assessment process. The operator should then be advised so as to allow them to operate any sized bus up to and including the maximum approved for the route. Operators should be made aware that the proposed use of a vehicle in excess of the advised carrying capacity will impact on the route's approval.

Signage

Given sound risk management assessment techniques and procedures have been applied, signage is not warranted on school bus routes.

School bus warning signs should not be used to justify unsafe routes.

Bus Turnaround Point

The school bus turnaround point should be located in an area where the safety of the bus occupants and other road users is not compromised.

It is best practice for the bus turnaround point to be separate from bus stops in order to prevent children waiting in the vicinity whilst the bus manoeuvres.

Sufficient visibility for approaching drivers should be maintained along the road in the vicinity of the turnaround point. The condition of this section of road should be satisfactory.

Where suitable bus turnaround areas cannot be provided within the road reserve, operators may seek approval for an alternative turnaround area in an adjoining property.

Council Assessment Procedures for School Bus Stops

General

TfNSW or a bus operator may appoint bus stops. The roads authority for the road approves appointed bus stops. The approval of the Roads Authority is required whether appointed by TfNSW or a bus operator. The roads authority in NSW is the Local Council with the following exceptions:

- TfNSW is the roads authority for State Roads
- The Minister is the roads authority for Crown Roads
- Roads otherwise declared by the Regulations

Even on TfNSW managed roads (except freeways), appointed bus stops require council approval; approval of appointed bus stops is a roads authority function.

Signage

Bus stop signs are regulatory signs but are not prescribed traffic control devices and can be approved by Council without reference to the Local Traffic Committee.

TfNSW has authorised Local Councils to use bus zone signs on Council managed roads under its Delegation to councils for the regulation of traffic. Before exercising this authority, Councils are required to refer to their local traffic committee for advice on the intended use of any prescribed traffic control device. Bus zone signs on State Roads must be authorised by TfNSW.

Informal bus stops are not signposted as bus stops and do not require roads authority approval.

School bus warning signs should not be used to justify unsafe bus stops along school bus routes.

Bus Stop Location Audits

The location and design of both formal and informal bus stops should be carefully selected and evaluated to optimise the safety of school children using the facility as well as that of other road users.

A safety and risk analysis should be performed for all bus stop locations. Road safety risk assessments of proposed school bus stop locations in accordance with Austroads Guide to Road Design is recommended (link provided in reference materials).

Assessment of the proposed bus stop location should include:

- traffic composition or proportion of heavy vehicles
- traffic volumes
- vehicle speeds
- road shoulders
- frequency of bus stop usage
- pedestrian access and waiting areas
- the bus pull-off area
- safe intersection sight distance
- crossing sight distance
- driver reaction times
- proximity to intersections
- proximity to other bus stops
- potential weather conditions
- review of the past five years crash data

In assessing any potential site for a school bus stop, sound risk management assessment techniques and procedures should always be applied. Further information in regard to measuring appropriate sight distances is provided by the Centre of Roads Safety document *Advice for choosing locations of informal school bus stops 2016* (link provided in reference materials).

Policy Statement

This policy has been developed to specifically address the process of determining safe operation of school bus routes and bus stops within the Cootamundra-Gundagai Regional Council Shire.

The objective of this policy is to ensure that all responsible stakeholders are aware of their responsibilities when assessing the suitability of school bus routes and bus stops in order to ensure the safety of the service users.

Approval requests for new school bus routes, or a modification of an existing route, must be lodged with Council by the bus operator (Refer to Appendix 1 - Application for Approval of a New School Bus Route or School Bus Route Extension).

Operators must ensure all stops are safe to use and risk assessment audits of informal stop locations undertaken prior to use (Refer to Appendix 2- Safety Considerations when Choosing Locations of Informal Bus Stops as provided by the Centre for Road Safety, December 2016). Operators can seek assistance from Council if required when assessing the safety of informal stops.

Legislative Framework

Roads Act 1993
Roads Transport Act 2013
Passenger Transport Act 2014
Passenger Transport (General) Regulation 2017
NSW Road Rules 2014

Review Period

This document is to be reviewed every four (4) years to ensure that it remains relevant and meets legislative requirements.

Reference Materials

Austroads Guide to Road Design
[Guide to Road Design | Austroads](#)

TfNSW Guide to Appointed School Bus Stops
[Guide to Appointed School Bus Stops \(nsw.gov.au\)](#)

Centre for Road Safety (2016), Advice for choosing locations of informal school bus stops.
[Document title - Subtitle \(nsw.gov.au\)](#)

NSW Legislation (2017), Passenger Transport (General) Regulation, Section 104.
[Passenger Transport \(General\) Regulation 2017 - NSW Legislation](#)

Roads and Maritime Services (2017), Safety Management System (SMS) Handbook.
[A Guide for Bus and Coach Operators May 2017 \(nsw.gov.au\)](#)

Roads and Maritime Services (2014), School Bus Safety.
[Documents & forms - Buses - Business & Industry - Roads and Waterways – Transport for NSW](#)

Bus Safety Community Advisory Committee, Inquiry into school bus safety in Rural and Regional NSW.
[School Bus Safety Community Advisory Committee Inquiry into School Bus Safety in Rural and Regional NSW](#)

TfNSW Code of Conduct for Travel by Bus and Rail
[Transport for New South Wales Code of Conduct \(nsw.gov.au\)](#)



Appendix 1

Application for Approval of a New School Bus Route or School Bus Route Extension

Applicant Details

Applicant's Name: _____

Bus Company Name: _____

Address: _____

Contact Phone Number: _____

Email Address: _____

School Bus Route

Bus Route Name/Number: _____

List of Road Names or Extension Details: _____

A map of the route is to be submitted along with the application. Has the map been attached:

☐ Yes

☐ No

Anticipated Number of Stops: _____ Anticipated Number of Users: _____

Type of Bus to be used on route: _____

Passenger Capacity: _____ Bus Length: _____

Nominate alternative routes for any sections of the route that are not all-weather roads:

Please provide the location of any school bus stop that requires Council to conduct a safety risk assessment: _____

OFFICE USE: Received __/__/__

Document ID: _____

Appendix 2

Safety Considerations when Choosing Locations of Informal Bus Stops as provided by Centre for Road Safety, December 2016

Issue	Considerations	Guidance	Observed Site Conditions
Sight line for vehicles approaching from behind the bus.	<ul style="list-style-type: none"> All school bus stops should be sited so that they are clearly visible to motorists. The better the sight line, the greater chance of motorists slowing in the vicinity of a bus with its lights flashing and taking action if pedestrians are on the road. Higher speed zones need a longer sight line for motorists to make judgements, take action and stop when necessary. Curves and crests, and roadside vegetation can all reduce sight lines. The stopping distance is greater, and requires a longer sight line: <ul style="list-style-type: none"> on a down grade on unsealed roads where there are frequent trucks, on curves with close roadside vegetation or other sight line obstructions. Estimating sight lines by timing approaching vehicles is a simple task that can be safely undertaken from the roadside. It involves using a stopwatch to time how long vehicles are visible on the approaches to a bus stop. Estimating or measuring sight lines in metres is more complex, and requires careful Work Health and Safety planning by the organisation and people involved. 	<p>Minimum seconds that a vehicle approaching at the speed limit needs to be visible from beside the roadway:</p> <p>100 km/h speed zones</p> <ul style="list-style-type: none"> Estimate 250m 9 seconds on flat roads add 1-3 s on a down grade add 2 s on curves with frequent trucks add 1 s on unsealed roads <p>80 km/h speed zones</p> <ul style="list-style-type: none"> Estimate 180m 8 seconds on flat roads add 1-2 s on a down grade add 1 s on curves with frequent trucks add 1 s on unsealed roads <p>60 km/h speed zones</p> <ul style="list-style-type: none"> Estimate 125m 7 seconds on flat roads add 1-2 s on a down grade add 1 s on curves with frequent trucks add 1 s on unsealed roads 	
Sight line for vehicles approaching from in front of the bus	<ul style="list-style-type: none"> As above. For traffic approaching from in front of the bus, the bus itself may block the line of sight to school students at the roadside 	<ul style="list-style-type: none"> As above. 	
Road shoulder width for a bus to stop clear of traffic.	<ul style="list-style-type: none"> NSW Road Rules require that, outside a built up area, heavy vehicles (including buses) must only stop on a road shoulder. Outside a built-up area, the Road Rules prohibit stopping by any vehicles near curves or crests, on a road or road shoulder, where an approaching motorist cannot see them for at least 100 metres. When a bus stops in a traffic lane or on a narrow unmarked road, the sight line from oncoming vehicles to school students approaching or crossing a road from behind the bus can be very much reduced. If a bus stops close to a double barrier line or on a curved road with no centre-line, it may force passing traffic onto the wrong side of the road in a dangerous situation. The width, shape and condition of the shoulder must be suitable for safe pull-off and re-entering traffic. 	<p>Buses should stop clear of traffic lanes, on the road shoulder or verge.</p> <p>Buses should not stop near crests or curves, where an approaching motorist cannot see them for 100 metres.</p> <p>The condition of the shoulder must be considered, both for safe pull-off and re-entering traffic.</p> <p>It is not appropriate to stop within 3 metres of a double barrier centre line.</p> <p>It is not appropriate to stop on curves or curve approaches, on a narrow-unmarked road.</p>	

7.2 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) MEETING HELD ON THURSDAY 10 NOVEMBER 2022

REPORTING OFFICER	Linda Wiles, Manager Business
AUTHORISING OFFICER	Paul Woods, Acting Deputy General Manager - CCD
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 Audit, Risk and Improvement Committee (ARIC) Meeting held on Thursday 10 November 2022

RECOMMENDATION

The Minutes of the Audit, Risk and Improvement Committee (ARIC) Meeting held on Thursday 10 November 2022, attached to the report, be received and noted.

Minutes

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

COUNCIL CHAMBERS, GUNDAGAI

2pm, Thursday 10th November, 2022

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, GUNDAGAI
ON THURSDAY, 10 NOVEMBER 2022 AT 2PM**

PRESENT: Chairperson Tony Donoghue, Ms Courtney Armstrong, Cr Trevor Glover

IN ATTENDANCE: Linda Wiles (Manager Business), Les McMahon (Interim General Manager), Zac Mahon (Manager Finance) Ian Roberts (via Zoom) Anne Chamberlain (Acting Governance Officer)

1 APOLOGIES

COMMITTEE RESOLUTION

Moved: Ms Courtney Armstrong

Seconded: Cr Trevor Glover

Apologies from Cr David Graham be received and leave of absence granted.

CARRIED

2 CONFIRMATION OF MINUTES

2.1 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) MEETING HELD ON TUESDAY 12 JULY 2022

COMMITTEE RESOLUTION

Moved: Ms Courtney Armstrong

Seconded: Cr Trevor Glover

The Minutes of the Audit, Risk and Improvement Committee (ARIC) Meeting held on Tuesday 12 July 2022 be confirmed as a true and correct record of the meeting.

CARRIED

3 REPORTS

3.1 COMMERCIAL LEASES & PROPERTY MANAGEMENT AUDIT

COMMITTEE RESOLUTION

Moved: Cr Trevor Glover

Seconded: Ms Courtney Armstrong

The Commercial Leases & Property Management Audit be, received and noted.

CARRIED

3.2 INTERIM AUDIT MANAGEMENT LETTER RESPONSE

COMMITTEE RESOLUTION

Moved: Cr Trevor Glover

Seconded: Ms Courtney Armstrong

- 1) A copy of the 22 November 2022 council meeting report titled extension for lodgement of financial statements and its attachment containing the response from the Office of Local Government, be circulated to the ARIC with the minutes.**
- 2) The report detailing the interim Audit Letter Management Response, be received and noted.**

CARRIED

3.3 RURAL FIRE SERVICE (RFS) ASSETS RECOGNITION UPDATE

COMMITTEE RESOLUTION

Moved: Ms Courtney Armstrong

Seconded: Cr Trevor Glover

The Rural Fire Service (RFS) Assets Recognition update report, be received and noted.

CARRIED

3.4 FINCH CONSULTING - FINANCIAL REVIEW REPORT & ACTION PLAN

COMMITTEE RESOLUTION

Moved: Cr Trevor Glover

Seconded: Ms Courtney Armstrong

The Finch Consulting Financial review report and action plan, be received and noted.

CARRIED

3.5 FINCH CONSULTING - ARIC PERFORMANCE

COMMITTEE RESOLUTION

Moved: Ms Courtney Armstrong

Seconded: Cr Trevor Glover

- 1) The Chairperson, Tony Donoghue provide a written report in response to Finch Consulting ARIC performance report.**
- 2) A policy schedule indicating last review date and next review date be provided to Council and the ARIC.**
- 3) The Finch Consulting ARIC performance report, be received and noted.**

CARRIED

Note: The written response to the Finch Consulting ARIC performance report from Chairman, Tony Donoghue, is affix to the end of these minutes.

3.6 ROADS TO RECOVERY - INDEPENDENT AUDITOR'S REPORT 2022**COMMITTEE RESOLUTION**

Moved: Cr Trevor Glover

Seconded: Ms Courtney Armstrong

The Roads to Recovery - Independent Auditor's Report 2022, be received and noted.

CARRIED

3.7 ARIC RECOMMENDATIONS REGISTER**COMMITTEE RESOLUTION**

Moved: Cr Trevor Glover

Seconded: Ms Courtney Armstrong

The updated ARIC Recommendations Register, be received and noted.

CARRIED

3.8 NOTIFICATION OF INCIDENTS (ICAC, OMBUDSMAN, CODE OF CONDUCT)**COMMITTEE RESOLUTION**

Moved: Ms Courtney Armstrong

Seconded: Cr Trevor Glover

The verbal notification from the interim General Manager regarding the following incidents, be received and noted.

- (a) Independent Commission Against Corruption (ICAC) Investigation.
- (b) Two ombudsman enquiries.
- (c) A Code of Conduct complaint.
- (d) EPA enquiry.

CARRIED

The Meeting closed at 3:47pm.

The minutes of this meeting are to be confirmed at the Audit, Risk and Improvement Committee Meeting held on 7 March 2023.

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CHAIRPERSON

.....

GENERAL MANAGER

CHAIRMAN'S RESPONSE TO THE SUPPLEMENTARY REPORT ON THE COOTAMUNDRA-GUNDAGAI ARIC

In accordance with report 3.4 of the ARIC Agenda – 'The Financial Report and Action Plan from Finch Consulting' was presented. This review was based on an assessment of Cootamundra-Gundagai Regional Council's (CGRC) financial position and 17 Recommendations were provided. Two of these recommendations (Numbers 13 and 14) relate to the Audit Risk & Improvement Committee (ARIC).

Whilst this Financial Review is a clinical assessment of the finances, and this is very important to allow decisions to be made in regard to the financial position of the Organisation. It was felt that this report did not give context to the situation which goes some way to explain where the CGRC ARIC currently is today.

Since the merger of Cootamundra and Gundagai Councils, there have been a significant number of external and internal factors that the organisation has had to deal with. Not only was there a requirement to merge two accounting systems, (undertaken initially by administrators and then transitioned to an Elected Council) but also with constant changes within senior staffing, funding increases, Covid implications, and the historical implications any merger faces.

Initially there was no Audit process and in 2018 the then General Manager approached the Audit Alliance for help in this regard.

The CGRC ARIC currently operates in conjunction with a Regional Audit Alliance made up of 6 Councils that commenced a shared model. This model is compliant with the current OLG requirements. The Audit Alliance are working toward transitioning to the draft model by the 2024 deadline and a review will be conducted on how members wish to proceed. **(Attachment 1).**

Whilst I do not have access to the report presented to CGRC, I have the one presented to Coolamon that indicated the involvement of CGRC and the decisions around the operations of the ARIC in 2020 and development of a new Charter for all to use. **(Attachment 2).**

The Recommendations from 13 and 14 of the report insinuated a lack of appropriateness and effectiveness and were then further extrapolated with an additional report specifically aimed at the ARIC performance. This report was presented as Agenda Item 3.5 to the ARIC Committee.

In order to provide context to the issues around ARIC performance, a lengthy discussion was held at the November Meeting around the history, philosophy and make-up of the ARIC. The additional column has been provided to the table that allows the ARIC Committee to provide a comment on each of the identified shortcomings noted in this Supplementary Finch Report.

RESPONSIBILITY	COMMENT	ARIC COMMENT
<p>4.1 Review whether management has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of business and financial risk including fraud.</p>	<p>A Fraud Control Plan was adopted by Council on 27 August 2019 following consideration by the ARIC in July 2019. The plan was due for review in August 2021.</p> <p>We noted initial workshop training in 2019, but did not sight any evidence that the Plan had been effectively implemented and monitored. We also noted that the induction program for new staff made no mention of the Fraud Control Plan.</p> <p>With regard to “financial risk” we noted that there had been no oversight of the budget preparation and reporting framework or consideration of Council’s financial sustainability during a period when Council was incurring significant operating deficits and capital project over expenditures.</p>	<p>Noted.</p> <p>CGRC has an ERM and a Fraud Control Plan. They are to be reviewed and reported in due course.</p> <p>CGRC Council had a revolving door of finance staff and were not in a position to provide information in a timely manner to not only the ARIC, but the Audit Office and the OLG. Extensions of time were applied for and provided.</p> <p>Currently it is not the position of the ARIC to change the decisions and direction of the Elected Council.</p>
<p>4.1 Review whether a sound and effective approach has been followed in developing strategic risk management plans for the major projects or undertakings.</p>	<p>Enterprise Risk Management (ERM) Policy and Plan was approved by the General Manager in May 2021 after consideration by the ARIC in March 2021.</p> <p>(The minutes of this ARIC Meeting were not tabled at a subsequent Council Meeting). The ERM Plan requires that Managers develop appropriate Risk Registers and observe relevant reporting guidelines. Our discussions with Managers indicate that this program has not been implemented. Under the Policy, the ARIC is required to review and report on the level of compliance with the ERM.</p>	<p>Noted and will be followed up. Also noting that at the time of writing the Finch Report, there have only been 3 meetings since consideration by Council.</p> <p>This time has included the termination of the General Manager and the placement of two Interim GM’s into this position.</p>
<p>4.2 Review whether management has in place relevant policies and procedures, and these are periodically reviewed and updated. Progressively review whether appropriate processes are in place to assess whether policies and procedures are complied with.</p>	<p>Many policies are overdue for review and in some cases the policies have not been effectively implemented.</p>	<p>All Councils have a responsibility to consider all policies during the term of a Council. We are currently in the first term of a new Council. The ARIC has now asked for a schedule of all policies and a date of last review.</p> <p>The policy review topic occurred for the Audit Alliance</p>

		Councils prior to CGRC joining. (2017).
4.3 Satisfy itself that the annual financial reports comply with applicable Australian Accounting Standards and supported by appropriate management sign-off on the statements and the adequacy of internal controls. Review the external audit opinion, including whether appropriate action has been taken in response to audit recommendations and adjustments.	Annual Financial Statements and associated audit opinions and management reports were not considered by the ARIC until November 2021.	<p>The Annual Financial Statements for last FY were not prepared and made available to the Auditor and the OLG prior to this time. They were reviewed by the ARIC Committee once they had been finalised.</p> <p>As of November 2022 the current FY statements had also not been finalised. The Interim Management letter was presented at the November Meeting, with an extension of time granted for the end of year Financial Statements.</p>
4.5 Review the internal audit coverage and internal Audit Plan, ensure the plan has considered the Risk Management Plan and approve the plan.	The internal audit plans are those adopted by the six member Council alliance for internal audit services. At the last Alliance meeting of 31 March 2022, CGRC was represented by the General Manager, so the ARIC had no apparent contribution to the decision making. Whilst the audits conducted over recent years appear appropriate for the Alliance as a whole, they do not necessarily reflect the risk facing CGRC.	This is incorrect. At the Internal Audit Alliance Meeting two members of the CGRC ARIC sit on the Audit Alliance Meeting being the Chair and the Independent Panel Member. This is in addition to the General Manager. Part of being within the Audit Alliance is an Agreement that Internal Audit topics will be decided by the majority. This is undertaken annually and a review of all past audits and proposed audits is conducted regularly. This has the input of both the General Manager of CGRC and the Chairman of the CGRC ARIC.
4.5 Periodically review the performance of Internal Audit.	The minutes of the ARIC make no mention of reviewing the performance of the Internal Auditor.	A review of the Internal Auditor is conducted at the Audit Alliance Meeting. This is undertaken annually.
4.6 Provide input and feedback on the financial statements and performance audit coverage proposed by external audit, and provide feedback on the external audit services provided.	Consideration of the reports from the External Auditor was not apparent until November 2021 and the Audit Office's Annual Engagement Plan was never considered by the ARIC.	<p>The External Auditors Report was provided at the first meeting after it was released.</p> <p>As mentioned later in this report, the maturity of the CGRC audit process was being developed.</p>
5. At the first Committee meeting after 30 June each year, Internal Audit will provide a performance report of the performance of Internal Audit for the financial year as measured against agreed key performance indicators.	The tabling of a Performance Report was not apparent in the ARIC minutes.	The performance of the Internal Audit is dealt with as part of the Audit Alliance Committee Meetings.
6.1 The Committee will meet at least four times per year.	The ARIC has only met half yearly.	During the last year, the Audit Alliance met to discuss the implications of continuing to undertake Internal Audits during the COVID pandemic.

		<p>It was thought unwise that the Internal Auditor would visit each of the six Councils and move around these communities when the rest of the State was in lockdown. It was decided by the Alliance that the most appropriate and responsible way to deal with the pandemic conditions was to suspend the Internal Audits.</p> <p>This is the only reduction in meetings since CGRC joined the Audit Alliance.</p>
6.2 A quorum will consist of a majority of Committee members, including at least one independent member.	With only four members, several meeting with only two members in attendance did not satisfy the quorum requirements.	There were only two meetings that did not satisfy quorum since July 2019. At these meetings the quorum matter was discussed and it was decided that the meeting would be held and the Minutes provided to the Council for acknowledgement. A list of attendees and apologies for these meetings has indicated that one Council representative did not attend any meetings. Only one independent board member apologised for non-attendance, once.
6.2 A representative of the Contract Internal Auditor will be invited to attend each meeting..... as well as the external auditor.	The ARIC minutes suggest that the External Auditor has never attended an ARIC meeting.	<p>The Internal Auditor is invited to all meetings that they report to. They attend on the majority of occasions.</p> <p>The External Auditor has been invited to the meetings where the External Audit is presented.</p>
6.3 The independent external members will be appointed annually, after which they will be eligible for extension or reappointment following a formal review of their performance.	This requirement has not been followed.	The Independent External members of the ARIC are reviewed and appointed from the Audit Alliance Meeting. There was a view to rotate Independent Chair people biannually, however the decision was made against rotating with the knowledge that CGRC were in a position that required some consistency in regard to general oversight.
6.4 Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.	The ARIC agenda and minutes make no mention of declarations of conflicts of interest.	There have been no conflicts advised for declaration. Should it occur it will be minuted, as required. If this is requesting that it be a standard agenda item – this can be arranged.

6.6 The Chairperson of the Committee will initiate a review of the performance of the Committee at least once every two years. The review will be conducted on a self-assessment basis.	The minutes do not record any self-review process.	The way these Committees and the Audit Alliance are working within Councils, is regularly discussed at the Audit Alliance Meetings. All six Councils in the Alliance are maturing their ARIC processes as a result of the Alliance.
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As can be seen from the comments above, there are several factors that have not been considered:

CGRC Staffing

During the timeframe of the Finch Finance Report, CGRC was in Administration, had 5 General (or Acting) Managers, had a series of Financial Officers, as well as numerous occasions between different personnel attending ARIC Meetings. The current position is not conducive to attracting staff and this has been acknowledged by Council and the GM. This is definitely not a reflection on individuals that attend, but goes to the continuity of the Organisation and how the finance and governance was prioritised. There was severe upheaval at this time within CGRC.

Not only was the financial information not provided to the ARIC on time, it was also provided late to the Auditor and the OLG. Extensions were approved and this information provided to the ARIC when available.

Even at this most recent meeting (November 2022) it was re-enforced by staff about the workload and implications of the decision to now demerger, was having on staff – with the associated problems of recruiting, outputs, moral, consistency etc.

The pandemic occurred during 2020 and 2021, hampering the operations and meetings of both Council and the ARIC. It may seem weird now but even the change to an electronic meeting format required changes to the Act and OLG model provisions. Zoom meetings are now the norm, but they previously were not.

- **Audit Alliance**

The Audit Alliance is made up of 6 Councils that co-operate to provide ARIC support, compliant with the requirements of OLG.

As with any Alliance of Councils, there are differing levels of maturity in regard to Auditing and in CGRC case the initial discussions about joining were for a cost effective model that acknowledged developing and progressing the Internal Audit provisions at CGRC.

The report from Finch seems to benchmark the current CGRC ARIC against the recently adopted draft OLG guidelines and charter without acknowledging the growth and improvement at CGRC from the original position of having no audit oversight at all.

The Audit Alliance meetings discuss and review the Audit topics and how the collective are to achieve and transition to the new standards due in 2024. These are decisions based

on the majority wishes after considering all inputs.

The Alliance have discussed the relationship between a Council and the ARIC. It is from these discussions that formed the opinion that the Elected Councillors set the budget and Council and Management sign off on the Statements to ensure that they meet Accounting Standards. The ARIC's role is to provide oversight and question policies and procedures about the operations and governance of Council, and should not have the role of changing the financial decisions of the Elected Council.

CGRC were aware of this process upon deciding to join the Alliance.

SUMMARY

As Chairman of the Audit, Risk & Improvement Committee for the CGRC, I think it is appropriate that we advise the Council of the actions that were, are, and will be taken in regard to the audit of the CGRC.

The Finch report was a desktop audit that was a reflective perspective on the current draft ARIC model and did not consider the real time decisions that were needed to juggle not only the historical position, but the external and internal factors that needed to weigh up the cost of operation to Risk Management. The Audit Alliance was made available to CGRC as a cost effective method of commencing an audit compliance process and allowed for the organisation to mature its processes throughout this course of time. At the joining of the Audit Alliance, it was an unrealistic position to take, that CGRC could have proceeded to full compliance with the ARIC standards without first undertaking steps to achieve this.

As is always the way in the Audit Alliance, as Councils mature in their Audit, Risk & Improvement processes, they are free to seek their own relevant and complying ARIC's that suit their individual needs. At this point in time CGRC had not resolved to do so.

As Chair of the Audit, Risk & Improvement Committee, the members were fully aware of the position CGRC was in and were managing this position whilst also undertaking appropriate measures to review the operations of CGRC.

Any insinuation that the Actions and Operation of the CGRC ARIC are negligent or imply that the current position CGRC find themselves in financially is due to the ARIC, are refuted.

Attachment: 1

Summary of changes to the proposed new risk management and internal audit framework in response to submissions

Audit, Risk and Improvement Committees (ARIC)

- More 'principles-based' approach to reduce prescription and assist councils and ARICs to focus on desired outcomes
- New tiered ARIC model for metropolitan, regional and rural/remote councils and joint organisations and county councils with reduced prequalification requirements to better reflect the different needs of councils and their ability to attract ARIC members
 - enables a mix of prequalified, non-prequalified, independent and councillor members
 - new eligibility criteria for non-prequalified and councillor members
- More flexibility in ARICs' role:
 - ARIC provides limited assurance rather than full assurance – role and reporting terminology changed to reflect this
 - ARIC reviews all matters listed in s428A of the *Local Government Act 1993* over the council term, rather than annually, and focuses on systems/controls in place
 - more flexibility for councils to shape ARICs' role depending on council needs
- More information about ARICs' new assurance role in relation to integrated planning and reporting, service delivery and performance measurement
- Clearer links between the ARIC and the governing body to ensure the governing body receives maximum value from ARIC's expertise:
 - workplans developed by ARIC and noted by the governing body
 - new annual and four-yearly assurance meetings between the ARIC and governing body to discuss ARIC opinions, workplans, charter, terms of reference etc
 - councils can appoint a non-voting councillor member to their ARIC (optional)
- Reduced ARIC costs:
 - ARIC member fees at council's discretion
 - reduced external review requirements
- Revised term limits to make it easier to appoint ARIC members:
 - ARIC member terms coincide with council terms
 - longer maximum terms
 - possible exemption from term limits where a tier 1 council can't find new ARIC members
- New information about ARICs' role and key relationships with other stakeholders
- ARIC members can have more local government experience:
 - some independence requirements reduced
 - new ability to allow local community perspective/knowledge as a criteria for appointment to an ARIC
- Stronger ARIC member appointment and induction processes
- Enhanced leadership role for the chair over the ARIC and ARIC meetings
- More flexibility for councils regarding confidentiality of ARIC agendas and minutes
- ARIC given unrestricted access to general manager and senior staff only – access to other staff requires general manager's approval

- New 'further resources' section that provides examples/templates/information regarding implementation of ARICs

Risk management

- More 'principles-based' approach to remove prescription and assist councils to focus on desired outcomes
- Clarification on how risk management requirements apply to joint organisations and county councils, and the role of internal audit and ARICs in risk management
- New ability for shared arrangements for county councils and joint organisations to reduce costs
- More flexibility in implementation and workforce resourcing:
 - risk management refocused as a 'function' rather than a dedicated position so it can be shared with other council roles and fit into council's existing organisational structure
 - general manager can delegate risk management to any staff member
 - removed need for responsibilities to be included in senior staff contracts
- More accountability by the council to the governing body and ARIC for risk management:
 - ARIC reviews risk management framework each council term – highest risks reviewed as required
 - effectiveness of risk management framework formally discussed with the governing body and ARIC annually and each council term
- New 'further resources' section that provides examples/templates/information regarding risk management implementation

Internal audit

- More 'principles-based' approach to remove prescription and assist councils to focus on desired outcomes
- Clarification of dual reporting line to the ARIC and general manager
- More flexibility to implement the internal audit function within council's existing organisational structure and attract internal audit staff:
 - new tiered model for in-house and outsourced internal audit functions to reflect practical requirements of councils and the varied roles required of the head of internal audit function in different councils
 - specific role title for the head of the internal audit function removed
 - internal audit function can report to a staff member other than the general manager
 - detailed eligibility criteria for internal audit staff replaced with requirement that they be able to fulfil their role
 - ability to combine head of internal audit function role with any other role in council provided safeguards are met
- Shared arrangements simplified:
 - oversight by councillor committee and administrative committee removed
 - prescription of practical arrangements removed
- New ability for ARIC Chair to refuse a person's future access to internal audit information where they make unauthorised disclosures of internal audit information

- Performance review process streamlined to reduce costs:
 - removed annual review report by head of internal audit function to ARIC
 - ARIC conducts annual and four-yearly strategic assessment of internal audit function
- New 'further resources' section provides templates, examples, checklists, tools etc that can be used when performing audits and assessing the performance of the internal audit function

Attestation

- Annual attestation to key non-negotiable requirements of the Guidelines
- General manager to consult with ARIC on annual attestation before it is published (co-signing removed)
- Increased accountability and transparency:
 - Department of Planning, Industry and Environment's response to attestation exemption to be published in annual report
 - ARIC member details to be published in attestation certificate
 - Attestation certificate template clarifies what councils are attesting to

Implementation timeline

- All councils must appoint an ARIC from 4 June 2022
- All councils have until 2024 to establish their risk management framework and internal audit function – attestation commences 2024
- Councils have until 2027 to ensure ARIC membership complies with the Guidelines, allowing councils to transition into the new membership requirements as and when membership of existing ARICs expire – attestation commences 2027

Attachment: 2

**CS2) INTERNAL AUDIT & AUDIT, RISK & IMPROVEMENT COMMITTEE (A.12-02
SC35)**

Tony Donoghue and Courtney Armstrong conducted a meeting with representatives from the Member Councils of the Internal Audit Alliance (Bland, Cootamundra-Gundagai, Junee, Lockhart and Temora) to review the current year's internal audit performance and confirm the internal audit plan for the coming year. The topics completed in the current financial year were Payroll/HR and Section 355 Committee. During the recent COVID-19 restrictions, Council deferred it's contract Internal Auditor from performing on-site work, this has resulted in the proposed report on Records Management being delayed.

As a result of the deferral of the Ordinary Election of Councillors until September 2021, the legislative requirement to have in place an Audit, Risk and Improvement Committee is now due in March 2022. The Office of Local Government released a discussion paper on a new risk management and internal audit framework in September last year to which both Council and REROC made submissions. To date no further guidance has been provided by the Office of Local Government. It was therefore decided at the Alliance Meeting to continue the current internal audit arrangements for the next 12 months.

The Alliance Members discussed a number of possible areas that could be subject to an internal audit for the coming year and it was decided that the Records Management audit should be completed along with auditing Grant Management and Depot Inventory Management. Members also discussed the possibility of engaging another suitably qualified provider to undertake a Cyber Crime audit and it was thought appropriate that this could be considered a project by either REROC or RivJO. It was also decided that recommencing the Records Management audit now would not leave enough time to undertake the appropriate field work and preparation of a report for the usual July meeting of each Council's committee meetings and that it would be more appropriate to present both the Records Management and Grants Management reports to a November meeting of the Committees and that the scheduled July meeting not be held.

- ➔ Council staff have also undertaken a review of the Internal Audit Committee Charter (originally adopted by Council in December 2009) to reflect that the Committee has matured to now have responsibilities with regards to risk management, control framework, external accountability, legislative compliance and external audit as well as internal audit and have prepared the attached Draft Audit, Risk & Improvement Committee Charter. **Attachment No. 8**
-

Recommendation

- 1) That Council endorse the 2020/2021 Internal Audit Plan encompassing the Audits of Records Management, Grants Management & Depot Inventory Management.
- 2) That Council adopt the Audit, Risk & Improvement Committee Charter.

RESOLVED on the motion of Cllr Crocker and seconded by Cllr Hutcheon: 111/06/2020

- 1) That Council endorse the 2020/2021 Internal Audit Plan encompassing the Audits of Records Management, Grants Management & Depot Inventory Management, and
- 2) That Council adopt the Audit, Risk & Improvement Committee Charter.

COOLAMON SHIRE COUNCIL

DRAFT AUDIT, RISK & IMPROVEMENT COMMITTEE CHARTER

1. Objective

The objective of the Audit, Risk & Improvement Committee (Committee) is to provide independent assurance and assistance to the Coolamon Shire Council on risk management, control, governance and external accountability responsibilities.

2. Authority

The Council authorizes the Committee, within the scope of its role and responsibilities, to:

- Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information).
- Discuss any matters with the external auditor or other external parties (subject to confidentiality considerations).
- Request the attendance of any employee or councilors at Committee meetings.
- Obtain external legal or other professional advice considered necessary to meet its responsibilities.
- Maintain the integrity and security of confidential documents and information for which the committee and its members are responsible for.

3. Composition and Tenure

The Committee will consist of:

3.1 Members (voting)

- Independent external Chairperson (General Manager of a member Council of the Internal Audit Alliance)
- Independent external member (Director or equivalent of a member Council of the Internal Audit Alliance)
- Two Councillors (an alternate will also be appointed by Council on an annual basis)

3.2 Attendee (non-voting)

- General Manager
- Executive Manager, Corporate & Community Services
- Finance Manager

3.3 Invitees (non-voting) for specific Agenda items

- Representatives of the external & internal auditor.
- Other officers may attend by invitation as requested by the Committee.

The independent external members will be appointed annually, after which they will be eligible for extension or re-appointment following a formal review of their performance.

The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operations of Coolamon Shire Council. At least one member of the Committee shall have accounting or related financial management experience, with understanding of accounting and auditing standards in a public sector environment.

4. **Role and Responsibilities**

The Committee

The Committee has no executive powers, except those expressly provided by the Council.

In carrying out its responsibilities, the Committee must at all times recognize that primary responsibility for management of Council rests with the Council and the General Manager as defined by the Local Government Act.

The responsibilities of the Committee may be revised or expanded by the Council from time to time. The Committee's responsibilities are:

4.1 Risk Management

- Review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud;
- Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings;

- Review the impact of the risk management framework on its control environment and insurance arrangements; and
- Review whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically.

4.2 Control Framework

- Review whether management has adequate internal controls in place, including over external parties such as contractors and advisors;
- Review whether management has in place relevant policies and procedures, and these are periodically reviewed and updated;
- Progressively review whether appropriate processes are in place to assess whether policies and procedures are complied with;
- Review whether appropriate policies and procedures are in place for the management and exercise of delegations; and
- Review whether management has taken steps to embed a culture which is committed to ethical and lawful behavior.

4.3 External Accountability

- Satisfy itself that the annual financial reports comply with applicable Australian Accounting Standards and supported by appropriate management sign-off on the statements and the adequacy of internal controls.
- Review the external audit opinion, including whether appropriate action has been taken in response to audit recommendations and adjustments.
- To consider contentious financial reporting matters in conjunction with Council's management and external auditors.
- Review the processes in place designed to ensure financial information included in the annual report is consistent with the signed financial statements.
- Satisfy itself there are appropriate mechanisms in place to review and implement, where appropriate, relevant State Government reports and recommendations.
- Satisfy itself there is a performance management framework linked to organizational objectives and outcomes.

4.4 Legislative Compliance

- Determine whether management has appropriately considered legal and compliance risks as part of risk assessment and management arrangements.
- Review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

4.5 Internal Audit

- Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit.
- Review the internal audit coverage and internal Audit Plan, ensure the plan has considered the Risk Management Plan, and approve the plan.
- Consider the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved Internal Audit Plan.
- Review all audit reports and consider significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices.
- Monitor the implementation of internal audit recommendations by management.
- Periodically review the Internal Audit Charter to ensure appropriate organizational structures, authority, access and reporting arrangements are in place.
- Periodically review the performance of Internal Audit.

4.6 External Audit

- Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit.
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit, and provide feedback on the external audit services provided.
- Review all external plans and reports in respect of planned or completed external audits and monitor the implementation of audit recommendations by management.

- Consider significant issues raised in relevant external audit reports and better practice guides, and ensure appropriate action is taken.

4.7 Reference from Council and the General Manager

- To consider, investigate and report on any matter referred to the Committee by Council or the General Manager.
- Any Councillor may refer any matter at any time to the Char, and if thought fit, the matter shall be referred to the Committee to consider, investigate and report. Protected disclosures of any type shall be forwarded in accordance with legislation.

4.8 Other Matters

- The Committee may, at any time, consider any other matter it deems of sufficient importance to do so. In addition, at any time an individual Committee member may request a meeting with the Chairperson of the Committee.

Members

Members of the Committee are expected to:

- Understand the relevant legislative and regulatory requirements appropriate to Coolamon Shire Council.
- Contribute the time needed to study and understand the papers provided.
- Apply good analytical skills, objectivity and good judgement.
- Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

5. **Reporting**

At the first Committee meeting after 30 June each year, Internal Audit will provide a performance report of:

- The performance of Internal Audit for the financial year as measured against agreed key performance indicators.
- The approved Internal Audit Plan of work for the previous financial year showing the current status of each audit.
- Minutes of the Committee meetings will be supplied to the next Council meeting after approval by the Chairperson.

6. Administrative Arrangements

6.1 Meetings

The Committee will meet at least four times per year, with one of these meetings to include review and endorsement of the annual audited financial reports and external audit opinion.

The need for any additional meetings will be decided by the Chairperson of the Committee, though other Committee members may make requests to the Chairperson for additional meetings.

A forward meeting plan, including meeting dates and agenda items, will be agreed by the Committee each year. The forward meeting plan will cover all Committee responsibilities as detailed in this Audit Committee Charter.

6.2 Attendance at Meetings and Quorums

A quorum will consist of a majority of Committee members, including at least one independent member. Meetings can be held in person, by telephone or by video conference.

A representative of the Contract Internal Auditor will be invited to attend each meeting unless requested not to do so by the Chairperson of the Committee. The Committee may also request the Executive Manager, Corporate & Community Services or any other employees to participate for certain agenda items, as well as the external auditor.

6.3 Secretariat

The Committee has appointed the Executive Manager, Corporate & Community Services to provide secretariat support to the Committee. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, at least one week before the meeting, and ensure minutes of the meetings are prepared and maintained. Minutes shall be approved by the Chairperson and circulated to each member within three weeks of the meeting being held.

6.4 Conflicts of Interest

Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chairperson of the Committee.

6.5 Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

6.6 Assessment Arrangements

The Chairperson of the Committee will initiate a review of the performance of the Committee at least once every two years. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chairperson), with appropriate input from management and any other relevant stakeholders, as determined by the Chairperson.

6.7 Review of Audit, Risk & Improvement Committee Charter

At least once every two years the Audit, Risk & Improvement Committee will review this Charter.

The Audit, Risk & Improvement Committee will refer any proposed changes to this Charter to Council.

Council agrees not to approve any changes to this Charter without prior consideration by the Committee. Council has the ultimate power to make changes to the Charter of the Committee with or without the Committee's approval.

Approved: Audit Committee Meeting Date:

8 GENERAL MANAGER'S REPORT

8.1 BUSINESS

8.1.1 AUSTRALIA DAY 2023

DOCUMENT NUMBER	380831
REPORTING OFFICER	Linda Wiles, Manager Business
AUTHORISING OFFICER	Paul Woods, Acting Deputy General Manager - CCD
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	As detailed in the report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

1. Information on Australia Day Awards 2023 be received and noted.
2. The submission of the Australia Day 2023 Community Grant be 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 have 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 closed Friday, 18 November 2023.

The National Australia Day Council, with the assistance of the Australian Government, has made available grants of:

- between \$10,000 - \$20,000 (GST exclusive), for the purpose of assisting eligible event organisers to ensure Australia Day 2022 events proceed despite the social and economic difficulties that have been experienced as a result of COVID-19 (events must proceed in keeping with relevant COVID health directions); and

- up to an additional \$10,000 (GST exclusive) where the event includes strong recognition of Aboriginal and/or Torres Strait Islander peoples, through the Australia Day 2022 Community Grants Program (Program)

The intended outcomes of this grant opportunity are to provide funding for Australia Day 2023 events that:

- enable Australia Day events/activities to proceed in a COVID safe environment regardless of last-minute changes to COVID public health restrictions
- encourage community participation in Australia Day events/activities
- reflect, respect and celebrate Aboriginal and / or Torres Strait Islander people's histories and cultures
- create or retain local employment
- support local communities, regions and industries affected by the economic impacts of COVID-19
- promote the messaging of 'Reflect. Respect. Celebrate. We're all part of the story

Financial

Council staff have applied for the maximum \$30,000 funding allocation to allow Australia Day 2023 festivities and for the development of events in conjunction with local Aboriginal Groups. Cultural Walk and Art Display are proposed, following discussion and concurrence with local Elders.

8.1.2 ANNUAL REPORT 2021/2022

DOCUMENT NUMBER	380829
REPORTING OFFICER	Anne Chamberlain, Acting Governance Officer
AUTHORISING OFFICER	Linda Wiles, Manager Business
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	To comply with Section 428 of the <i>Local Government Act 1993</i> (the Act), and the <i>Local Government (General) Regulation 2021</i> .
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Draft 21/22 Annual Report ↓ 2. Disability Inclusion Plan ↓

RECOMMENDATION

1. The draft 21/22 Annual Report, attached to the report, be received and noted.
2. Council to note that the audited Financial Statements are not available at this time and are to be submitted to Council for endorsement when the audit is complete.
3. The draft 21/22 Annual Report be updated with the missing and relevant financial information once the audited Financial Statements are finalised and available.
4. A further report be presented to council for endorsement of the updated draft 21/22 Annual Report.
5. A copy of the draft 21/22 Annual Report be uploaded to Councils website and provided to the Minister of Local Government.
6. A copy of Council's Disability Inclusion Action Plan, attached to the report, be provided to the Minister for Disability Services.

Introduction

Under Section 428 of the Local Government Act, 1993 (the Act), councils must prepare an annual report within five months after the end of the financial year. Council must upload a copy of the annual report, (including financial statements*) to its website and provide a copy to the Minister for Local Government (the Minister) and such other persons and bodies as regulations apply and provided a copy of Council's Disability Inclusion Action Plan provided to the Minister for Disability Services.

The Annual Report is the key reporting document for Council to keep the community informed as to what was achieved in the financial year, in addition to reporting against a number of statutory reporting requirements.

*Council has applied for an extension for the lodgement of the 2022 Financial Statements. This extension was approved by the Office of Local Government but only to 15 December 2022. Council

is in the process of applying for another extension to February 2023 as this timeframe is not feasible due to auditor unavailability and still waiting on the revaluation of stormwater assets.



COOTAMUNDRA-
GUNDAGAI REGIONAL
COUNCIL

DRAFT

Annual Report 2021/2022



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ACKNOWLEDGMENT OF COUNTRY

Acknowledgement of Country

Cootamundra-Gundagai Regional Council acknowledges the Wiradjuri people, the Traditional Custodians of the Land and pays its respects to Elders, both past and present, of the Wiradjuri Nation and extends that respect to other Aboriginal people.

MESSAGE FROM THE MAYOR – CHARLIE SHEAHAN

On behalf of Cootamundra-Gundagai Regional Council, I am pleased to present the Annual Report 2021-22.

The Annual Report is our way of being accountable to our community ensuring we achieve the goals we have set out to achieve in our Strategic Plans.

It has been a year that has seen significant change for our Local Government Region (LGA). The past year has been a rewarding, challenging and resourceful one. We continued with COVID-19 impacts in the first half of the financial year, our staff rose to the challenge and continued to offer services to our communities, whilst in lockdown during August and September 2021. While we have resumed to a “somewhat normal” regime, the effects of the pandemic and the way we can do business now has opened opportunities and challenges as we negotiate our way forward.

The Council elections held in December 2021 saw the election of three new Councillors. Councillors Les Boyd, Logan Collins and Trevor Glover have joined the team representing our communities. I was elected as Mayor and Cr Leigh Bowden as Deputy Mayor, this change in leadership has been inspiring and gratifying. I applaud Councillor Abb McAlister and former Councillor Dennis Palmer for their many years of service to our communities in these leadership roles.

Council continued throughout the year to deliver and commence many projects that will further enhance the livability of our region and benefit the young and not so young. It has been a privilege to witness these projects come to life.

The fiscal position for Council has been challenging, and a constant vigil. Hard decisions had to be made and we have been very mindful of the impact on our residents, services, and staff.

The decision to de-merge our Council has been made. It has been a long and arduous struggle with business cases to the Office for Local Government (OLG), financial statements prepared and presented, community consultation undertaken, submissions from residents and hearings all combining to again present our case to the Minister for Local Government the Hon. Wendy Tuckerman MP.

We are looking forward to the year ahead, the challenge to successfully and justly de-merge these communities to their former Council areas lies ahead.

It is my privilege to lead Cootamundra-Gundagai Regional Council as your Mayor, I acknowledge the great work of both Councillors and staff who work tirelessly to deliver results to our communities.

Charlie Sheahan
Mayor



MESSAGE FROM THE INTERIM GENERAL MANAGER – LES MCMAHON

Council is required by law to produce an Annual Report which contains the achievements and activities for that year and Council's objectives and goals going forward. I am pleased to present the report which covers the financial year 1 July 2021 to 30 June 2022.

I am immensely proud to have stepped into the role as Interim General Manager for Cootamundra-Gundagai Regional Council and I have great pleasure in penning you my message for the 2021 - 2022 Annual Report.

As will be evident within this Annual Report Council have achieved a significant amount against both our Delivery Program and our Operational Plan.

It has been a year of significant change for the Cootamundra-Gundagai Regional Council and the Local Government Area (LGA). The COVID-19 pandemic changed the way we worked, and made us all think outside the box, whilst continuing to deliver services to residents. It has disrupted every one of us in some way or another. It was an additional unbudgeted and significant expense for Council, business owners and individuals. We all had to compromise in some respect, and in this regard, I not only thank our residents, but congratulate them on their resilience throughout the "lock-down period" and beyond.

There have been major adjustments in staffing and leadership throughout the year, with the new Council and Councillors being elected, and changes to management roles within the organisation. The weather this year has been unpredictable, these circumstances combined has seen some delays in the delivery of many projects. However, I can assure residents our staff are working extremely hard to bring these projects in on time and on budget.

The stability of the organisation with the de-merger situation has put increased pressure on Councillors and in particular staff. I'm amazed that with everything thrown at it over the last 12 months, this organisation and the staff have been resilient, reliable, and robust.

Whilst we work our way through the de-merger process, I can assure all residents that your Councillors and I are committed to delivering the services and projects we have promised through our Delivery Program and Operational Plan.

I would like to take this opportunity to congratulate the Council, Mayor Charlie Sheahan, Deputy Mayor Leigh Bowden and their fellow Councillors, for their commitment to serving their communities. My sincerest appreciation is extended to Glen McAtear, who has stepped up to take on the role of Acting General Manager before my appointment and to Matt Stubbs, who has been appointed as Deputy General Manager. Their experience, commitment, and willingness to achieve is to be commended. To the staff, thank you for continuing to serve your communities, going above and beyond, and believing in the process.

Les McMahon
Interim General Manager

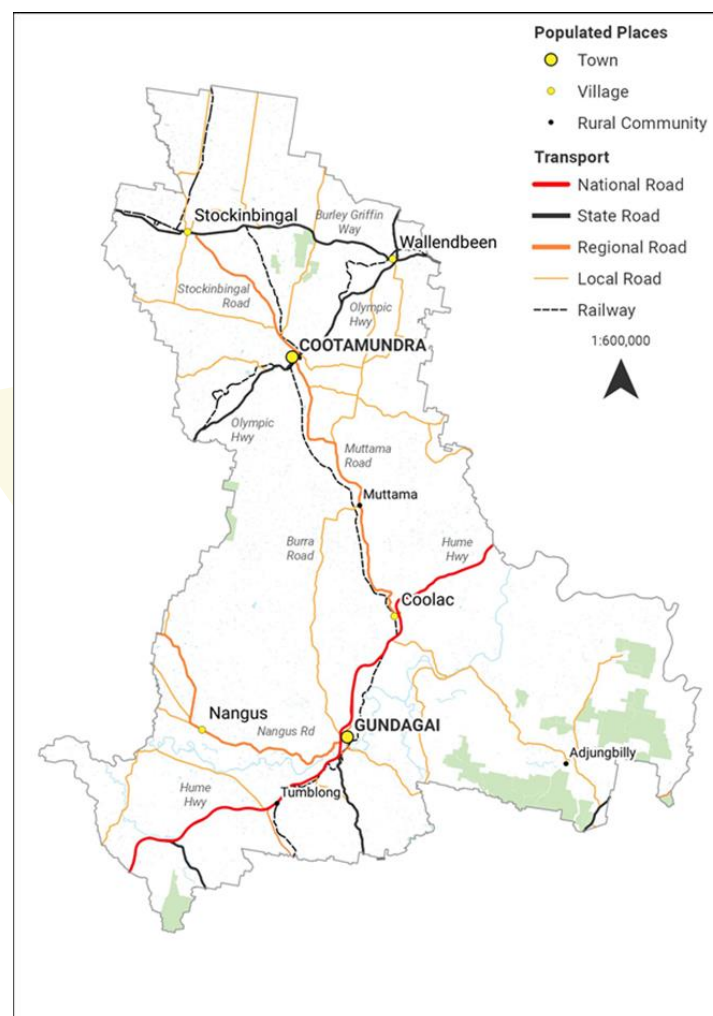


VISION STATEMENT – COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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

ABOUT COUNCIL

Cootamundra-Gundagai Regional Council area is located in the South West Slopes and Riverina Regions of New South Wales, approximately 390 Kilometres south-west of the Sydney CBD, and 95 Kilometres north-west of the Canberra CBD. It encompasses an area of 3,981 square kilometres and has a population of 11,403¹. It includes the towns of **Cootamundra** and **Gundagai**, as well as the villages of **Adjungbilly**, **Coolac**, **Muttama**, **Nangus**, **Stockinbingal**, **Tumblong**, and **Wallendbeen**.



¹ Australian Bureau of Statistics estimated resident population 2021

COUNCILLORS

At the Local Government Election held on 4 December 2021 Cootamundra-Gundagai Regional Council elected 9 representatives to Council.

At the Extraordinary Council Meeting held on Tuesday 10 January 2022, Cr Charlie Sheahan was elected Mayor and Cr Leigh Bowden was elected Deputy Mayor.

Mayor – Cr Charlie Sheahan

Cr Sheahan is serving his first term as mayor for CGRC. With an agricultural background and living locally Cr Sheahan understands the needs of residents and landowners.

“We are fortunate to live in such a diverse, productive and strategically placed area, as a Council we are charged with serving our community, to foster growth, economic sustainability and stimulate business development. Whilst ensuring our residents whether they are young or more mature are being provided with the services needed and a liveable community,” Cr Sheahan said.

Cr Sheahan is no stranger to community service, he is an active member of the Cootamundra Lions Club, a member of Rural Fire Service Coolac Brigade, serves on the Board of Adina Care, and previously served on the Jugiong Park Trust, Jugiong P&C as Secretary and President and the Jugiong Parish Pastoral Council.

Cr Sheahan sits on several Council sub-committees, including the Finance Committee, Muttama Creek Regeneration Group, RECOC, and Aerodrome User Group Committee, along with others, Cr Sheahan’s role as Mayor sees him representing Council at state and federal government levels.

Cr Sheahan is dedicated to his public service, and has embraced the role of mayor, accepted the responsibilities and is looking forward to the challenges and rewards that come with the role. He is willing to embrace change, strive for continuous improvement and ensure that CGRC is financially sustainable.



Deputy Mayor – Cr Leigh Bowden

Cr Leigh Bowden moved to Cootamundra with her husband, Richard White, in March 2012. They were later followed, by Cr Bowden's youngest son, Ossie Campbell, his wife Diana and their two small daughters. Cr Bowden has four children and six grandchildren, who frequently visit Cootamundra.

Cr Bowden holds a BA Dip Ed and postgraduate qualifications in Women's Studies and Indigenous Studies. She has worked as an educator in the school, TAFE, university, and community sectors and is an experienced group facilitator. Cr Bowden has held the positions of CEO and Community Relations Manager at two separate National NGOs and has also run her own successful hospitality business. She is currently the inaugural Chair of The Coota District Co-op.



First elected to the newly formed Cootamundra-Gundagai Regional Council in September 2017, Cr Bowden readily embraced life as an Elected Representative. Now, re-elected, Cr Bowden's priorities for this term are community engagement, economic development, tourism and ensuring a sustainable future for our whole LGA.

Cr David Graham

Cr Graham is a grazier, an accountant and is passionate about his community. Cr Graham understands the "bush" and the people that come together to make communities thrive in rural and regional areas.

Cr Graham is an active member of the Adjungbilly community alongside his enthusiasm for Gundagai and surrounds, Cr Graham brings experience and a working knowledge of fiscal policies.

"The first term of the newly formed Cootamundra-Gundagai Regional Council was challenging, and hard decisions had to be made to ensure the long-term financial status of the Council, we took those decisions forward long before other merged Councils, and many improvements have been made," Cr Graham said.

Serving on Council for over 20 years, Cr Graham has the knowledge and skill to work within a team and appreciate what is needed to ensure the communities across the region are encouraged to grow.



Cr Gil Kelly

Cr Kelly was born in Cootamundra, a father of four and married to Annette. Cr Kelly is a campaigner for community service and volunteering, he is the deputy captain for the local Rural Fire Service, Vice President of the Cootamundra Ex-Services Club as well as serving on several Council sub-committees. Cr Kelly is loud and proud about his community and has pledged his advocacy for all residents within the LGA.

Employed as an Area Manager with a market leading international supply Company. Cr Kelly values honesty, commitment, transparency, and relationships.

As part of the original Councillors team after the merger of the two former Shire Councils, Cr Kelly supported the changes that were needed to deliver a better financial position for council.

"Tough decisions had to be made, and many were not very popular, however we needed to harmonise rates, fees and charges and look at the long-term viability of our Council," Cr Kelly said.

Cr Kelly hopes to continue to promote the region as a prosperous and liveable environment, where businesses flourish, residents are getting the services needed and growth is adding value.

**Cr Penny Nicholson**

Cr Penny Nicholson is serving her second term as a Councillor for CGRC. Born in Gundagai, Cr Nicholson moved away for work, returned home to marry her husband, Mark, and raise their two children. Cr Nicholson and her husband owned a small business for 18 years in Gundagai, recently selling and now enjoying fulfilling employment.

Cr Nicholson was re-elected to CGRC in the December 2021 election and looks forward to the future term as a forward thinking and progressive Council focusing on expansion opportunities to drive business, tourism and facilities in our towns and villages, whilst always being respectful to our history.

Being approachable and honest allows Cr Nicholson to be an advocate for the community. Cr Nicholson said she is very honoured and feels privileged to represent our communities with honour and integrity as a Councillor for CGRC.



Cr Abb McAlister

Cr Abb McAlister has had many years serving his local community, as both councillor and mayor. Residing in Gundagai Cr McAlister is admired and well respected by his peers and community alike.

Cr McAlister has a strong voice and is passionate about his community. A retired stock and station agent and local government advocate, Cr McAlister has a wide network and can communicate at all levels.

Cr McAlister is proud of his community and has overseen the difficult decisions undertaken during his first term in the merged Council.

Cr McAlister brings to the table experience, passion, and a can-do attitude and represents the community to which he serves with enthusiasm and zest.

**Cr Trevor Glover**

This will be Cr Glover's first term as a Councillor. Originally from western Sydney, Cr Glover moved to the area in 1986. For over thirty years, Cr Glover was either a Principal or Assistant Principal in schools around the area. His teaching career and leading teams brings a wealth of knowledge to Council.

Married to Christine, the couple have four children and eight grandchildren. Residing in Coolac, Cr Glover has a small self-replacing merino business, and since retirement from the education sector, Cr Glover has been wool classing and developing his merino flock.

Cr Glover believes his years of prioritising, managing dwindling budgets, and striving for the best outcomes hold him in good stead for the challenges of being a Councillor on the Cootamundra-Gundagai Regional Council.



Cr Logan Collins

Cr Collins is the state's youngest councillor in history and serving his first term.

Born in Camden, Cr Collins and his family traded the busy city life for the country lifestyle and moved to the Cootamundra area in 2006 where his grandparents reside and his father grew up. Cr Collins completed his education locally and is employed at a local law firm where he wishes to enhance his education and serve the community. In addition to his full time employment, he dedicates a considerable amount of time to several community groups, including the Cootamundra Local Health Advisory Committee as chairperson, the local high school P&C, and three Council sub-committees. He is the council delegate to the Local Traffic Advisory Committee, Access & Inclusion Advisory Committee and the Cootamundra Youth Council. Cr Collins also founded the Cootamundra Youth Council in 2020 and served as its first Youth Mayor up until he was elected to Council.



His passion for the regions sees Cr Collins encouraging development and employment in country NSW and wants to see the same level of respect as city council gets for our regional councils.

"Country NSW is the best NSW to live in. The people are great, the landscape is breathtaking, and the lifestyle is dreamlike. It isn't always easy, and we don't have everything accessible like our metropolitan counterparts do, but we make it work and as a community we strive to see our towns prosper," Cr Collins said.

Cr Collins brings a youthful perspective to local government that is often described as a breath of fresh air. Cr Collins is passionate about rural health, employment, housing and youth. He acknowledges that decisions council has to make aren't always easy and can draw conflict, but promotes thought and discussion and is dedicated to serving his community and doing it just.

Cr Les boyd

Cr Les Boyd has commenced his first term as an elected councillor for CGRC, a citizen of Cootamundra for over 50 years, Cr Boyd will bring to role his experience as a team player.

Cr Boyd has a keen interest in football and other sports across the region, and as a company representative for a major brewery understands the strength in building relationships, the needs of businesses, and community expectations.

Cr Boyd felt there was a need for a change in representation and a stronger voice for Cootamundra residents. He hopes his input and experience will help make decisions to address financial stability for Council, address the shortage of housing within the area, and assist all communities within the region to grow and prosper.



Group photo of Cootamundra-Gundagai Regional Council's elected officials.

ACHIEVEMENTS IN IMPLEMENTING THE DELIVERY PROGRAM & OPERATIONAL PLAN

Council delivers a diverse range of services and projects annually, which are published in the yearly Operational Plan.

The following section provides an overview on Council's progress in delivering the actions detailed in the 2021/2022 Operational Plan. This includes the Disability Inclusion Plan actions.

1: A vibrant and supportive community: All members of our community are valued

1.1: Our Community is inclusive and connected

1.1a: A range of programs, activities and events are delivered and promoted across the region to create opportunities for all members of our community to come together and strengthen community cohesion.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1a (1)	Deliver a range of programs, activities and events and ensure they are planned, promoted and executed in an efficient, inclusive and professional manner.	Assist with the promotion of local events through the Council tourism and general social media channels	Manager Community and Culture	Ongoing	Promotion of a range of tourism events during the period.
1.1a (1)		Assist with the promotion of local events through the Council tourism and general social media channels	Manager Business	Completed	Business unit administers the Cootamundra-Gundagai Regional Council Website and Facebook page. Administrators share posts from Gundagai and Cootamundra Tourism pages consistently. Local events are cross promoted across all pages.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1a (1)		Develop and consistently conduct a broad range of community surveys to gauge community interests and expectations in regard to council communications, community sentiment and council managed events	Manager Business	Ongoing	Community Strategy Plan survey used to develop Community Strategic Plan 2022 and associated Integrated Planning & Reporting documentation.
1.1a (1)		Provide agreed in-kind support to major events such as the Beach Volleyball Carnival, Cootamundra and the Busking Festival, Gundagai	Manager Community and Culture	Ongoing	Cootamundra Beach Volleyball planning underway. Gundagai busking in doubt at this stage.
1.1a (1)		Seek grants or support other group grant applications as they relate to Events	Manager Community and Culture	Ongoing	Funding being sought to hold community building events. Event organisers supported with statistical information on event success.
1.1a (3)	Encourage the development of initiatives to welcome new residents and make them aware of the opportunities which exist in the local government area.	Develop and retain current centralised information on the LGA's attributes in the towns and villages including features, events and service, and promote and make available, livability information via council's website	Manager Community and Culture	Ongoing	Information on Country Change website and packs available from Council.
1.1a (4)	Provide modern, vibrant and relevant library services, programs and activities to the community in conjunction with Riverina Regional Library (RRL).	Consider the needs of stakeholders in developing library collections and services in line with Covid-19 requirements	Manager Business	Completed	Ongoing home delivery of books and items to housebound/isolated community members. School holiday programs offered in library for Primary and Youth - Soap making, Vegetable Plot

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1a (4)		Explore options to potentially participate in designated RRL workshop/s	Manager Business	Completed	The Riverina Regional Library workshop / training day was held in April 2022.
1.1a (4)		Implement program to encourage Library membership and increase overall membership numbers	Manager Business	Ongoing	Joined up new members recently at the retirement Village and had a stand at the Seniors Expo. Also been networking with local schools.

1.1b: Cultural and arts facilities and services are promoted and supported.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1b (1)	Build and sustain partnerships with cultural and arts bodies, and the local arts community, to support activities and to secure funding for cultural and arts development in the local government area.	Collaborate with the Local Cultural Committee and regularly attend Committee meetings	Manager Community and Culture	Ongoing	Attended Gundagai Cultural Group Meeting.
1.1b (1)		Continue partnership with Eastern Riverina Arts	Manager Community and Culture	Ongoing	Councillor representative attended Eastern Riverina Arts meeting.
1.1b (1)		Pursue available grant opportunities	Manager Community and Culture	Ongoing	Grant opportunities identified, further planning required to be shovel ready.
1.1b (2)	Provide assistance to art and cultural bodies to promote and develop programs and facilities.	Provide support to the Cootamundra Arts Centre with funding applications	Manager Community and Culture	Ongoing	Facilities Manager providing support with relevant applications.
1.1b (3)	Undertake development of Cootamundra library outdoor area.	Complete refurbishment of Cootamundra Library	Manager Facilities	Ongoing	Meeting undertaken with staff to finalise plans and arrange updated costings, time frames for project to move forward. Received signed executed funding deed from Regional program office.

1.1c: Local groups, clubs, and volunteer organisations are recognised, promoted and supported.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1c (1)	Ensure the best interests of local volunteer and community organisations are promoted where ever possible.	Council to provide space and support for social groups at the Gundagai Library	Manager Community and Culture	Ongoing	Social groups have continued to operate in the main library space as craft room not complete. New furniture purchased for craft room and also the undercover area have been able to be utilised while the weather is good.
1.1c (1)		Provide support to volunteer organisations with funding applications	Manager Community and Culture	Ongoing	Various groups supported with applications.
1.1c (2)	Encourage volunteerism across the local government area.	Assist with promotion of volunteer employment opportunities	Manager Community and Culture	Ongoing	Various volunteer opportunities promoted through newsletter and social media.
1.1c (3)	Provide support and funding where possible to support a range of community groups deliver positive outcomes for the local community.	Develop and implement an Annual Volunteer Grants Program	Manager Community and Culture	Ongoing	Previously managed by Executive Assistant to the Mayor and General Manager.
1.1c (3)		Investigate funding opportunities to assist with community group promotion	Manager Community and Culture	Ongoing	Funding achieved to enable better promotion.

1.1d: Recognise and value the importance and uniqueness of the history and heritage of our area and its communities.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1d (1)	Continue to provide and maintain the local museums both as a repository and for public viewing	Continue to provide and maintain local museums	Manager Community and Culture	Ongoing	Gundagai Museum open again. Museum advisor program to be joined.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1d (1)	of valuable local historical memorabilia.	Investigate a collection exchange or travelling/temporary exhibition options to enhance the attraction of the museums	Manager Community and Culture	Ongoing	Bradman signed Bat acquired as a donation for collection. Trip planned for Bowral late 2022 to look at opportunities for Bradman's Birthplace.
1.1d (1)		Investigate new experiences such as virtual technology, visual media etc to enhance the experience of museum visitors	Manager Community and Culture	Ongoing	Application successful. Elements to be delivered in conjunction with Gundagai Cultural Group.
1.1d (1)		Seek grants to enhance the museum collections	Manager Community and Culture	Ongoing	Museum advisor to be appointed for the region.
1.1d (2)	Seek funding opportunities for the conservation and enhancement of local historical buildings and structures and undertake these activities.	Develop masterplans for the management of Council owned/managed heritage buildings and structures	Manager Community and Culture	Ongoing	Ongoing work on a number of buildings including the Cootamundra Heritage Centre, Bradman's Birthplace and the Old Mill in Gundagai.
1.1d (2)		Investigate funding opportunities to implement masterplan activities	Manager Community and Culture	Ongoing	Captain Moonlite display completed in the infirmary space. Stove purchased and heritage report prepared for upgrade of kitchen facilities.
1.1d (3)	Facilitate the coordination and promotion of the different historical groups and heritage assets within the local government area.	Explore options to potentially provide 'promotional space' at the Gundagai Library for the Gundagai Museum	Manager Community and Culture	Ongoing	Local historical interest items are displayed at library. Promotional space is already offered at Gundagai Visitor Centre which is more frequented by tourists.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1d (3)		Provide promotion of Historical Groups in LGA via newsletters and social media	Manager Community and Culture	Ongoing	Both our libraries and tourism teams connect people with the historical groups as requested. Any events or activities are promoted when asked.

1.1e: Develop and implement a range of activities and initiatives which promote a culture of accessibility and inclusiveness.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1e (1)	Develop and implement accessibility strategies as identified in the Disability Inclusion Access Plan.	Advocate for access to respite services for carers of disabled children	Manager Community and Culture	Ongoing	No action for this quarter.
1.1e (1)		Advocate for the allocation of more resources for education, early intervention and childcare for children with a disability	Manager Community and Culture	Ongoing	No action this quarter.
1.1e (1)		Ensure information concerning accessible public transport including Community Transport is readily available	Manager Community and Culture	Ongoing	Online public toilet map includes this information.
1.1e (1)		Ensure signage on Council buildings is clear and easy to read	Manager Community and Culture	Ongoing	Facilities Manager will update as buildings/signs are upgraded.
1.1e (1)		Ensure that the needs of all stakeholders are considered on all Council committees	Manager Community and Culture	Ongoing	Coordinator Business manages s.355 Committees, manual to be reviewed to ensure this is considered. Review of S.355 Committees to commence August 2022.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1e (1)		Ensure the Council's Community Strategic Plan considers barriers to an inclusive community and any issues raised	Manager Community and Culture	Completed	Council's Community Strategic Plan resolved by Council.
1.1e (1)		Provide appropriate information on the available access in promotional material for community and tourism events	Manager Community and Culture	Ongoing	Space does limit the information able to be provided in some formats but promotional material takes people to website.
1.1e (1)		Provide opportunities for stakeholders to easily report access concerns	Manager Community and Culture	Ongoing	Complaints can generally be reported through Council's complaints process. Members of the Access Inclusion Advisory Committee can also bring concerns to meetings.
1.1e (1)		Provide support to community organisations in seeking funding for accessibility and inclusion projects	Manager Community and Culture	Ongoing	No requests for support this quarter.
1.1e (1)		Review Council documents to make them easy to complete for people of all abilities. All forms to include how people can access assistance in completion	Manager Community and Culture	Ongoing	Council newsletter now issued in a reader friendly version. Manager Finance and Customer Service and Coordinator Business to consider as documents come up for review.
1.1e (1)		Update existing Council channels to ensure that they have the ability to include access information and other stakeholder requirements, and that this is collected	Manager Community and Culture	Ongoing	Manager Finance and Coordinator Business to address as they review channels. CGRC website upgrade to commence 2022.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.1e (1)		When updating mapping and websites include access information on facilities and activities	Manager Community and Culture	Ongoing	CGRC website upgrade to commence 2022.
1.1e (2)	Develop and implement a Youth Strategy which meets the needs of young people within our community.	Implement Youth Strategy	Manager Community and Culture	In Progress	Priorities set for the coming year. Cootamundra Youthspace and the final delivery of the Gundagai Youthspace being key priorities for action.

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

1.2a: Maintain and enhance the amenity of our main streets and public spaces so that they are attractive, clean and people feel safe.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.2a (1)	Enhance the amenity and appearance of our towns' main streets.	Commence intersection improvements for the corner of West and Sheridan Streets in Gundagai	General Manager	Completed	Completed.
1.2a (1)		Implement upgrades to main street and public spaces as funded by grants	Manager Community and Culture	Ongoing	Manager Technical Services and Manager Waste, Parks & Recreation Services are delivering upgrades.
1.2a (2)	Provide and maintain a clean and attractive streetscape.	Continue to maintain and clean main street and public spaces in the Local Government Area	Manager Waste, Parks & Rec Services	Completed	The main-street is maintained within the financial allocations and adopted standards. completed for 2021/22.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.2a (2)		Continue to maintain and clean main street and public spaces in the Local Government Area	Manager Facilities	Ongoing	Main street gardens are continually being maintained and improved as budget allows and is required. Ongoing construction works has slowed the progress of some gardens but these are now being planted out or lawn is being added for ease of maintenance.
1.2a (3)	Plan for and manage the construction of public space upgrades as funding permits.	Investigate options for improving access to local businesses	Manager Community and Culture	Ongoing	Local Road and Community Infrastructure Program (LRCI Program) funding to address access to the edge of the premises.

1.2b: Promote our sense of identity and enhance the attractiveness of our region by investing in town and village entrances.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.2b (1)	Improve the amenity of town and village entrances.	Seek a grant for landscaping plans/works at the Wallendbeen Roundabout & Rest Area and South Gundagai Roundabout to enhance the visual “entrances” to our LGA	Manager Waste, Parks & Rec Services	Ongoing	This is managed in accordance with Councils Grant Policy. to be carried over to the 2022/23 financial year.
1.2b (1)		Seek a grant for landscaping plans/works at the Wallendbeen Roundabout & Rest Area and South Gundagai Roundabout to enhance the visual “entrances” to our LGA	Manager Facilities	On Hold	Currently no funds available.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.2c (1)	Maintain and improve Council buildings and properties in accordance with asset management plans.	Maintain council owned buildings in accordance with councils Asset Management Plan, and budget	Manager Facilities	Ongoing	Investigation into updating the asset register is currently required. Investigations into an online reporting system, as well as the ability for staff to record maintenance issues while in the field is also required. Routine maintenance is being carried out on a re-active basis currently, this is due to the high work load in completing major projects. Future planning for a dedicated maintenance routine and budget is being investigated.
1.2c (1)		Seek additional funding (Grants) to improve council buildings and facilities	Manager Facilities	In Progress	The facilities team are still working on all the currently approved grant projects. We are looking at other grants when time permits to continue to improve all council facilities.
1.2c (2)	Maintain and improve Council library facilities.	Complete meeting space addition to Gundagai Library	Manager Facilities	Ongoing	Discussions with staff have confirmed designs, final drawings are being prepared for application lodgment for Development Application.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.2c (2)		Create programs to cater for ongoing service delivery to isolated residents	Manager Business	Completed	Delivery of Art in the Park during Seniors Week. Delivery of Tech Seniors during Seniors Week. Ongoing Storytime and when possible Music Fun delivery. Presentation of Library tech to Mirrabooka Social group. Development of Science Technology Engineering and Maths (STEM) kits for loan in library for 6-16yrs.
1.2c (3)	Maintain and improve Council's parks and recreation and sporting facilities.	Maintain Council Parks, Gardens and Sporting Grounds across the Local Government Area	Manager Waste, Parks & Rec Services	Completed	In accordance within allocated resources. Completed for 2021/22.
1.2c (3)		Maintain Sporting Grounds as per the current adopted schedules and specifications	Manager Facilities	Ongoing	Inspection and liaising with user groups helps to assist with priorities in ground maintenance and improvements. Regular inspections are undertaken and the booking system assists with programming improvement works.
1.2c (4)	Co-ordinate the provision of Council facilities for community use.	Implement and monitor systems that allow for effective and efficient management and identify availability of Public Open Space and associated facilities to the community and user groups	Manager Waste, Parks & Rec Services	Completed	Completed for 2021/22.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.2c (4)		Implement and monitor systems that allow for effective and efficient management and identify availability of Public Open Space and associated facilities to the community and user groups	Manager Facilities	Ongoing	Council's booking process is through the reception counter and booking forms. Calendars are kept up to date with current bookings. User groups are encouraged to have team sport draws in early for sports seasons.
1.2c (5)	Investigate options to work in partnership and enter into joint venture arrangements to make better use of facilities within the local government area.	Review use of all Council Facilities and report on findings	Manager Facilities	On Hold	Due to high work load with grant builds, this item has stalled. A detailed listing of facilities and current usage, income/expense is yet to be completed. Looking at breaking this into smaller components to achieve reporting requested.

1.3: Our community members are healthy and safe

1.3a: A broad range of services are provided and supported to meet the needs of all members to promote personal health and well-being and encourage a healthy lifestyle.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3a (1)	Continue to consult with local health services providers and identify and advocate for opportunities to improve the quality and range of health services provided in the local government area.	Initiate and participate in Community Drug, Alcohol and Mental Health first response meetings	Manager Community and Culture	Completed	Library and Community Services Manager has attended these meetings.
1.3a (1)		Participate in Interagency Network opportunities	Manager Community and Culture	Ongoing	Cootamundra initial meeting held.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3a (2)	Promote a wide range of health and community services offered by various agencies in the local government area.	Utilise available mediums for promotion of services	Manager Community and Culture	Ongoing	Funding successful for print guide.
1.3a (3)	Provide and maintain Mirrabooka Community Centre building to facilitate health and welfare needs of the community.	Undertake continued improvements at Mirrabooka Community Centre	Manager Community and Culture	Ongoing	Meeting held with Manage Facilities to discuss outstanding maintenance and extension projects.
1.3a (4)	Promote programs which encourage healthy lifestyle choices and activities.	Pursue available grant opportunities, that relates to promoting healthy lifestyle choices and activities, as resources allow	Manager Facilities	Ongoing	Through discussions with user groups, sporting bodies and council, healthy lifestyle programs are encouraged by all and if grant funding is available, this is applied for to increase the length of activities.
1.3a (4)		Pursue available grant opportunities, that relates to promoting healthy lifestyle choices and activities, as resources allow	Manager Waste, Parks & Rec Services	Completed	This is managed in accordance with Council's Grant Policy. Completed for 2021/22.

1.3b: Provide opportunities for the recreational and active use of parks, sporting facilities and swimming pools by ensuring they are promoted, accessible, safe, maintained and managed, and meet the needs of all age groups.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3b (1)	Provide, maintain, renew and promote high quality sporting, swimming and active recreational facilities and programs for the	Finish improvements to the Gundagai Netball Courts lighting and amenities	Manager Facilities	Ongoing	Drawings received, application for planning approval being undertaken and sourcing contractors to carry out works for budget allocated. Users are kept informed.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3b (1)	community, active sporting associations and visitors.	Report any planned improvements to council	General Manager	Ongoing	Reported through Council reports and quarterly budget reviews.
1.3b (1)		Work in partnership with the L&R Group in delivering more improved recreational opportunities to the Cootamundra Community	Manager Waste, Parks & Rec Services	Completed	Working with the Leisure & Recreation Group (L&R Group) in accordance with the terms and conditions of the contract. Completed for 2021/22.
1.3b (2)	Provide and maintain parks and gardens that are aesthetically pleasing, accessible and are available for passive recreational pursuits.	Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility, in the Cootamundra Area	Manager Waste, Parks & Rec Services	Completed	Grant priorities are in accordance with Councils new grant policy. The Division is currently working with local Sporting Clubs with their grant opportunities. This would include access into businesses located within the Central Business District areas. Completed for 2021/22.
1.3b (2)		Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility, in the Gundagai Area	Manager Facilities	Ongoing	Staff are continuing to work on improvements, through talking with residents, user groups, and their own identification of issues which could be improved are highlighting areas of change which is required. Where these changes/improvements are required planning and sourcing funding is investigated and actioned where possible.
1.3b (2)		Seek appropriate grants for the refurbishment and associated signage etc of the Big Bat & Stumps at Bradman Oval, Cootamundra	Manager Waste, Parks & Rec Services	Completed	Completed.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3b (4)	Develop and implement an inspection and maintenance plan for playground equipment.	Continue undertaking routine playground maintenance and inspections as per the program, for Cootamundra	Manager Waste, Parks & Rec Services	Completed	Recreational and open space maintenance is managed within the resources made available. completed for 2021/22.
1.3b (4)		Continue undertaking routine playground maintenance and inspections as per the program, for Gundagai	Manager Facilities	Ongoing	Grounds are inspected and issues addressed as required. The grounds are well attended by schools, sporting groups, and general public. Discussions between Council Staff and User Groups are continuing for further investigate upgrades to the grounds and buildings, as well as options for funding.
1.3b (5)	Undertake improvements to the Cootamundra and Gundagai swimming pool facilities.	Monitor the operation of the Cootamundra Swimming Pool Facilities, ensuring that Council's objectives are achieved	Manager Waste, Parks & Rec Services	Completed	Managed with the Terms and Conditions of the contract. Completed for 2021/22.
1.3b (5)		Monitor the operation of the Gundagai Swimming Pool Facilities, ensuring that Council's objectives are achieved	Manager Facilities	Ongoing	Gundagai pool has been fortunate enough to have substantial funding allocated through grant processes and has seen major upgrades carried out. A master plan has been developed for the site and additional funding is being sourced to complete these works. Council have a lessee in place for running this site. Council, user groups, and the lessee, identify areas of improvement required. Operation of the pool through good communication is continuing throughout the years.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3b (6)	Work in partnership with active sporting associations, community groups and health providers to ensure sporting facilities are fit for current and future community need.	Ensure that all public open space and community facilities are maintained in accordance with WH&S, resource and financial allocations	Manager Waste, Parks & Rec Services	Completed	Maintained in accordance with funding and resources allocated by Council. Completed for 2021/22.
1.3b (6)		Ensure that all public open space and community facilities are maintained in accordance with WH&S, resource and financial allocations	Manager Facilities	Ongoing	All facilities and open space areas are well maintained. Ongoing discussions with sporting clubs to promote ongoing use and holding special events/carnivals are encouraged. All areas are promoted through councils media platforms.
1.3b (6)		Finish construction of the new facility building located at the Gundagai Netball Precinct as part of Recreation Master Plan	Manager Facilities	Ongoing	Final plans supplied and approved by users. Application to be lodged shortly. Currently having issues with sourcing contractors to carry out works for the budget allocated.
1.3b (7)	Programs are developed to ensure the ongoing risk assessment and maintenance of Council facilities.	Carry out and document regular safety inspections and implement work activities that will ensure that all facilities are in a safe and working condition fit for purpose	Manager Waste, Parks & Rec Services	Completed	Procedures implemented as required by Australian Safety Standards. completed with no major incidents reported.
1.3b (7)		Carry out and document regular safety inspections and implement work activities that will ensure that all facilities are in a safe and working condition fit for purpose	Manager Facilities	Ongoing	All open spaces are maintained on a regular basis and within budget allocations.
1.3b (7)		Implement the 'Detail Works Activity Program'	Manager Waste, Parks & Rec Services	Completed	Program completed.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3b (7)		Review existing footpath network and facilities to determine upgrade and connectivity improvement requirements	Manager Civil Works	Ongoing	Prioritised footpath and pedestrian facilities renewed under Local Roads and Community Infrastructure funding. Seek further projects as fund become available.
1.3b (7)		Review existing footpath network and facilities to determine upgrade and connectivity improvement requirements	Deputy General Manager - Operations	Ongoing	Council priority replacements underway. Design works are in progress for externally funded footpath extensions within Gundagai.

1.3c: Work with key partners and members of our community to maintain low levels of local crime and deliver community safety.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3c (1)	Work in partnership with local agencies to identify and advocate for opportunities to improve overall community safety.	Road Safety Officer to work in partnership with TfNSW on Road Safety Campaigns to implement programs	Manager Civil Works	Ongoing	New Road Safety Officer engaged and commenced working with Transport for NSW.
1.3c (2)	Develop and operate safe food handling and public health controls.	Ensure Council buildings are not inconsistent with the principles of Septic Tank Effluent Disposal (STED)	Manager Development, Building and Compliance	Ongoing	Audit of Council facilities has commenced but ongoing.
1.3c (2)		Implement a Food Safety Education Scheme by promoting the benefits of food safety to our communities and educating operators on food safety practices	Manager Development, Building and Compliance	Ongoing	This is an ongoing measure and will continue as part of the annual inspection regime. Food Safety Advice is provided to operators during inspections, provision of factsheets and food safety calendars either annual compliance or in response to complaints.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3c (2)		Work with the community to implement Septic Tank Effluent Disposal (STED) principles for subdivision and buildings through adequate controls within the Development Control Plan (DCP)	Manager Development, Building and Compliance	Ongoing	Applications for subdivision and development that need to consider on site wastewater disposal are assessed in accordance with best practice and Council's On Site Sewage Management Systems (OSSMS) Policy. A series of factsheets are being developed to educate the community on the issues and considerations associated with onsite systems.
1.3c (3)	A range of programs are supported, promoted and controlled to encourage and enforce responsible companion animal ownership.	Analyse data captured through Companion Animals Management System (CAMS) for resource reviews	Manager Regulatory Services	Ongoing	Monthly Report submitted to Council, with Companion Animals Management System data outlining all animals seized and actions taken.
1.3c (3)		Conduct two (2) Education and Awareness Days in regard to Companion Animals	Manager Regulatory Services	Ongoing	2022/23 will include at least 2 educational days across the LGA. These days will include information on Companion Animals, illegal dumping and other Regulatory issues. Days are calendared for next 6 months, Ranger is visiting libraries and schools.
1.3c (3)		Conduct two (2) Free Microchipping Days for Companion Animals	Manager Regulatory Services	Ongoing	At least 2 free microchipping days will be held at the LGA during 2022/23.
1.3c (3)		Continue Companion Animals Audit	Manager Regulatory Services	Ongoing	Monthly update report submitted to Council, on registrations captured through the Companion Animals Audit. Unregistered animals are approaching a manageable level across the Local Government Area.

1.3d: Deliver dependable emergency service management practices and responses which protect our community members.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3d (1)	Co-ordinate between the District and Local Emergency Management Committees and provide effective emergency management assistance as required.	Liaise with the District and Local Emergency Management Committees to ensure coordination of Emergency Management assistance	Manager Regulatory Services	Ongoing	Four (4) meetings held each year, along with regular communication with other Local Emergency Agencies.
1.3d (2)	Develop and maintain effective and well tested emergency management plans.	Conduct annual review and update of the Local Emergency Management Plan and Emergency Management Procedures	Manager Regulatory Services	Ongoing	Continue to work with Local Emergency Organisations to develop a stronger Cootamundra-Gundagai Regional Council Local Government Emergency Management Plan. Portable Generator required for Emergency Operation Centre operations.
1.3d (3)	Maintain an active involvement and positive relationship with FRNSW, RFS and SES, Health, Ambulance, Police, Local Land Services and all emergency services organisations within the legislative framework and for the benefit of the community.	Liaise with Local Emergency Operations Controller to ensure coordination of emergency management assistance	Manager Regulatory Services	Ongoing	Regular meetings held and communication had between the Police Local Emergency Operations Controller (LEOCON) and Councils Local Emergency Management Officer (LEMO).
1.3d (4)	Provide administrative support for the co-ordination of the various emergency services to provide the	Establish and equip functional Emergency Operations Centres at Gundagai	Manager Regulatory Services	Ongoing	Council staff are trained by Resilience NSW in Emergency Management to assist in the Operations Centre during a disaster / emergency.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
1.3d (4)	most effective disaster management for the community.	Provide administrative support to emergency management meetings	Manager Regulatory Services	Ongoing	Councils Local Emergency Management Officer (LEMO) provides regular updates to all Agencies and four (4) meetings are held each year with all Combat Agencies.

2: A prosperous and resilient economy: We are innovative and 'open for business'

2.1: The local economy is strong and diverse

2.1a: Develop and deliver strategies which support the economic sustainability of the Cootamundra-Gundagai region.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1a (1)	Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region.	Arrange two (2) annual joint meetings with the Cootamundra Tourism Action Committee and the Gundagai Tourism Action Committee	Manager Community and Culture	Ongoing	Meeting held February to work on priorities for the next two years.
2.1a (1)		Consider Assess Trails, Art Trails and Walking and Riding Trails, in budget development deliberations inclusive of capital and operational expenditure	Manager Community and Culture	Ongoing	Quotations sought for Rail Trail Study. Proposal put to Riverina Tourism regarding Riverina Cycle Trails Website.
2.1a (1)		Coordinate an annual workshop with businesses and Tourism Action Committees to plan for ongoing growth in the visitor economy	Manager Community and Culture	Ongoing	To be held once Gundagai Business Chamber is formed, and also in Cootamundra towards the end of the year.
2.1a (1)		Determine costing and funding source for an LGA wide promotional documentary	Manager Community and Culture	Ongoing	Potential to use some of our Black Summer Bushfire Recovery money to fund this activity.
2.1a (1)		Implement the Agritourism Strategy	Manager Community and Culture	Ongoing	Grant application successful to undertake business support. Gundagai Business Chamber proposal supported.
2.1a (1)		Implement the Tourism Communications Strategy for Cootamundra and Gundagai	Manager Community and Culture	Ongoing	Actions are separately listed in Integrated Planning & Reporting document.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1a (1)		Maintain Council's tourism websites	Manager Community and Culture	Ongoing	Looking at options for add messenger website to website, online shopping function will go live next quarter.
2.1a (1)		Seek funding to implement masterplan for an outlet for local produce at the Old Gundagai Mill site	Manager Community and Culture	Ongoing	Funding application successful. Tender to be advertised shortly.
2.1a (1)		Seek funding to Implement masterplan improvements to Heritage Centre	Manager Community and Culture	Ongoing	Heritage consultant reviewing plans ahead of Development Application.
2.1a (2)	Work in partnership with individuals, the private sector, other agencies and levels of government to deliver economic development initiatives.	Facilitate and host a meeting with businesses across the LGA annually to discuss business conditions and issues impacting growth	Manager Community and Culture	Ongoing	Meeting held in March at Gundagai which discussed business conditions, Business Cootamundra monitor this in the Cootamundra community.
2.1a (3)	Implement strategies which encourage the growth of the local population.	Participate in Country Change initiative	Manager Community and Culture	Ongoing	Continuing to participate.
2.1a (4)	Actively seek and apply for funding opportunities which deliver additional income and contribute to community objectives.	Pursue available grant opportunities	General Manager	Ongoing	Various grant applications submitted and outlined through Council reports.

2.1b: Develop and implement land-use strategies and management practices which protect our agricultural sector.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1b (1)	Work with land-owners, farmers and other agencies to advocate for the protection of the local agricultural sector through an effective land-use strategy.	Continue to work with agencies and agriculture sector to ensure that development is appropriate for the location to limit land use conflicts and avoid areas of high environmental value	Manager Development, Building and Compliance	Ongoing	Council's comprehensive suite of development control documents will take account of the findings and recommendations from the strategic studies. These documents will be developed in consultation with government agencies and the community.
2.1b (1)		Implement Rural Land Strategy	Manager Development, Building and Compliance	Ongoing	This strategy has been adopted with the recommendations of the strategy being progressively implemented.
2.1b (3)	Provide, maintain and upgrade as funding permits the saleyards facility which allows the regular sale of animals from this and surrounding districts in a suitable environment.	Continue to maintain Saleyards Facility	Manager Regulatory Services	Ongoing	Full time Regulatory Attendant employed to maintain Saleyards and truck washes at Cootamundra and Gundagai along with other regulatory duties. Works closely with Council's Biosecurity Officer to ensure compliance and environmental issues are handled.

2.1c: Ensure transportation networks link our local government area with other regional centres and cities and support economic, environmental and community needs.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1c (1)	Work with key partners to explore and advocate for opportunities to better utilise and develop transportation and freight networks which meet our community needs.	Investigate options to better use and develop transportation and freight networks in the Local Government area	Manager Community and Culture	Ongoing	Investigating funding options for Electric Vehicles charging points.
2.1c (2)	Provide and maintain a safe and well maintained aerodrome for use by commercial and recreational aircraft and promote use by external users.	Develop working relationship with aerodrome users through aerodrome users committee	Manager Civil Works	Ongoing	Quarterly Committee meetings held as required.
2.1c (2)		Investigate potential areas for aerodrome development	Manager Civil Works	Ongoing	Potential development areas identified-progressing on with Quinlan Drive duplication.

2.1d: Ensure communication and electronic technologies are accessible to all, meet the current and future needs of our community, and provide consistent and reliable coverage across the local government area.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1d (1)	Promote the development of efficient telecommunications technology for business, land owners, education and health needs.	Advocate and support funding applications in relation to communication and electronic technologies for the LGA, where applicable	Manager Community and Culture	Ongoing	No applications supported in this quarter.
2.1d (3)	Offer and promote free public wi-fi internet access in key public spaces across the local government area.	Continue to offer free Wi-Fi service at Council Libraries and Administration Centres	Manager Business	Completed	Public Wi-Fi has been consistently available to designated areas.

2.1e: Identify, promote and incentivise the strategic and innovative investment opportunities that exist in our region.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1e (1)	Implement a range of initiatives which support and promote the sustainable development of the towns' Central Business Districts and industrial land.	Develop new LEP, DCP, contributions and servicing plans from the data contained within the land use strategies	Manager Development, Building and Compliance	In Progress	A comprehensive suite of development control documents is to be developed following the implementation of the comprehensive LEP.
2.1e (1)		Implement Cootamundra and Gundagai Town Strategies	Manager Development, Building and Compliance	In Progress	Drafting of the Gundagai Town Strategy is underway.
2.1e (2)	Promote to the community and industry groups potential growth opportunities and development efficiencies.	Facilitate communication mediums for training and funding opportunities for businesses	Manager Community and Culture	Ongoing	Council Social media, Business Cootamundra and Gundagai business newsletters.
2.1e (2)		Identify value adding opportunities (use of new technology, processes and packaging, collaborations, shared transport costs, use of waste materials for new products etc.) to maximise the opportunities in the sectors where Cootamundra-Gundagai's competitive advantage exists	Manager Community and Culture	Ongoing	Continuing to look for suitable opportunities.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1e (3)	Encourage growth in development and construction locally.	Provide education material through factsheets to assist the community understand the various pathways, such as exempt, complying and local development	Manager Development, Building and Compliance	Ongoing	Council has completed a suite of factsheets, guidelines and templates for development to assist the community to understand the planning framework. These are reviewed and updated to ensure that they reflect legislative changes and new processes, such as the introduction of e-Planning.

2.1f: Develop and strengthen effective partnerships with, and between, locally-based organisations and business operators to enhance connectivity and working together.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1f (1)	Work in partnership with agencies and other levels of government to support local businesses.	Facilitate and support local business training opportunities	Manager Community and Culture	Ongoing	Forwarded online training opportunities as this is all our suppliers are offering at the moment.
2.1f (2)	Work with key partners and local business owners, investors and employers to investigate, advocate for and promote opportunities for business development and networking.	Develop a plan with the local Real Estate agents to jointly promote available business opportunities in the LGA	Manager Community and Culture	Ongoing	Not yet actioned.
2.1f (2)		Support potential businesses in finding suitable land for their business, where required	Manager Community and Culture	Ongoing	Low volume of business enquiry this quarter. Working on review of Tourism & Economic Development Officer position into business concierge service to enable better management of enquiries that do occur.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.1f (3)	Maintain a close liaison and continue to work with Regional Development Australia.	Attend Regional Development Australia forums	Manager Community and Culture	Ongoing	No Regional Development Australia (RDA) Forum held in period. Hosted RDA Riverina Board Meeting and bus tour where local projects were advocated for.

2.2: Strategic land-use planning is co-ordinated and needs-based

2.2a: Develop integrated land-use strategies which meet the community's current and future needs.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.2a (1)	Develop a new, comprehensive Local Environmental Plan for the local government area.	Develop a communication strategy to ensure that the community is involved in developing land use controls	Manager Development, Building and Compliance	Ongoing	There are a number of opportunities for community involvement in the drafting of Council's comprehensive suite of development control documents which are contained within legislation. Furthermore Council's Community Participation Plan outlines the processes and milestones when consultation is to occur, these processes and milestones will be followed.
2.2a (2)	Identify and address current and future land-use needs through integrated strategic planning and development.	Commence preparation of new draft Comprehensive Local Environmental Plan	Manager Development, Building and Compliance	In Progress	Preparatory material is currently being collated and additional studies identified.
2.2a (3)	Provide accurate and timely advice regarding existing and proposed	Enquiries are acknowledged within 5 working days	Manager Development, Building and Compliance	Ongoing	This is an ongoing measure with 80% of enquiries being responded to within the agreed timeframes.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.2a (3)	development within the legislative scope of Council.	Inspections undertaken within 48 hours of notification	Manager Development, Building and Compliance	Ongoing	This is an ongoing measure, all inspections are undertaken within agreed timeframes and within staff resources.

2.2b: Provide appropriate land-use development to meet market demand

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.2b (1)	Develop and operate development control plans to ensure compliance with appropriate legislation and to achieve the best possible planning and development outcomes for the community.	Commence preparation of new draft Development Control Plan to ensure that the community desires for development design are appropriately considered	Manager Development, Building and Compliance	In Progress	Development Control Plan will be implemented upon completion of comprehensive LEP. Environmental control chapters are currently being investigated and drafted.
2.2b (2)	Ensure that a supply of industrial and residential land is available at all times to facilitate the orderly expansion of the local government area.	Complete the redesign of Claron Estate Residential Subdivision in Cootamundra, and prepare strategy to build and market the land	General Manager	In Progress	Development Works are currently being designed.
2.2b (2)		Establish a working party to develop a strategy for residential and industrial development opportunities	General Manager	Completed	Working Party established.
2.2b (2)		Subject to funding, Council to commence subdivision of industrial land at Turners Lane in Cootamundra	Manager Civil Works	Ongoing	Development proposal under consideration as part of Strategic Planning Committee

2.3: Tourism opportunities are actively promoted

2.3a: Develop and implement strategies which provide opportunities for increased tourism.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.3a (1)	Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region.	Implement the Tourism and Economic Development Strategy	Manager Community and Culture	Ongoing	Actions are separately included in Integrated Planning & Reporting document.

2.3b: Actively promote the local government area and local programs, activities and events to attract visitors to the region.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.3b (1)	Work co-operatively with key partners to identify opportunities and to further promote the local government area to tourists and visitors.	Include access information on facilities and activities when updating mapping and websites	Manager Community and Culture	Completed	Tourism websites include this information, including our updates to Get Connected. Local information available on CGRC website.
2.3b (2)	Work with the community to develop a marketing strategy for the local government area as a tourist destination.	Implement Branding Marketing Strategy for Tourism and Economic Development of the Local Government Area	Manager Community and Culture	Ongoing	Daytrips from Wagga campaign live, Cootamundra Billboard and villages Caravanning Australia promotions this quarter.
2.3b (3)	Ensure local programs, activities and events are actively promoted via a range of mediums to attract and encourage visitors and tourists.	Continue to maintain and promote Calendar of Activities, Programs and Community Events	Manager Community and Culture	Ongoing	Website and Facebook calendars maintained.
2.3b (3)		Maintain Cootamundra Tourism Website, and continue production of Events Newsletter	Manager Community and Culture	Ongoing	Cootamundra Tourism Website to be updated to include mapping tool in 2022.

2.3c: Invest in improvements to visitor amenity and experiences.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.3c (1)	Provide and maintain Visitor Information Centres which meet the needs of tourists and visitors to our local government area.	Seek funding to Implement masterplan for improvements at the Cootamundra Heritage Centre	Manager Community and Culture	Ongoing	Heritage Consultant making changes to documentation ahead of Development Application.
2.3c (2)	Undertake a redevelopment of the Gundagai Visitor's Information Centre.	Re-develop the Gundagai Visitors Information Centre, including removal of internal visitors toilets, provision of a theatre space and accessibility improvements	Manager Community and Culture	Ongoing	Manager Facilities project managing project. Will be completed in 2022.
2.3c (3)	Provide a high quality accommodation facility at the Caravan Parks in Cootamundra and Gundagai for the use of visitors.	Seek funding to implement Masterplans for the Cootamundra and Gundagai Council managed Caravan Parks	Manager Community and Culture	Ongoing	Manager facilities has notes ready for the plans to be drawn up.
2.3c (4)	Undertake connection of water supply to the Dog on the Tuckerbox site.	Deliver infrastructure for water supply extension to Dog on the Tuckerbox site	Manager Assets	Ongoing	Design and preparation of Review of Environmental Factors has been completed. Additional funds allocation for this project required water fund requires approval from the relevant Minister. Grant funding has been received and Council funds are budget only.
2.3c (5)	Maintain and improve the tourism infrastructure, facilities and services in the local government area to make our area an attractive place to visit.	Develop Strategic Management Plan for WWII inland aircraft fuel depot	Manager Community and Culture	Ongoing	Funding source needs to be determined.
2.3c (5)		Seek funding to continue implementation of the Gundagai Gaol Masterplan	Manager Community and Culture	Ongoing	Moonlite display complete. New stove to be installed in modern kitchen and display being prepared for old kitchen.

2.4: Our local workforce is skilled and workplace ready

2.4a: Develop and implement strategies which increase the knowledge, skills and health of our local workforce.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
2.4a (1)	Promote local employment and training opportunities within the Council organisation.	Develop Council Training Plan	General Manager	Completed	Performance reviews have identified training requirements. Training plans have been developed.
2.4a (1)		Participate in Joint Organisations Skill Shortages Project	General Manager	In Progress	Participation occurring and initiatives commenced.
2.4a (2)	Work with various agencies to promote a range of programs, activities and opportunities which improve the health, well-being and employability of our community.	Facilitate mediums to promote programs activities and opportunities offered in the local government area by other bodies	Manager Community and Culture	Ongoing	Council social media, Business Cootamundra and Gundagai business newsletters.

3: Sustainable natural and built environments: We connect with the places and spaces around us

3.1: The natural environment is valued and protected

3.1a: Develop and implement land-use strategies and management practices which enhance and protect our natural environments and biodiversity.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1a (1)	Develop and operate development control systems which ensure compliance with appropriate legislation and achieve the best possible environmental outcomes.	Continue to assess all development applications against environmental impact and legislative requirements	Manager Development, Building and Compliance	Ongoing	Templates for reporting and assessment have been developed and are used to ensure that all matters required by legislation, including environmental impact, are included in the assessment of development applications.
3.1a (2)	Operate an efficient quarrying service in an environmentally responsible manner that meets all statutory requirements and standards.	Arrange suitable quarry products and have available at all gravel pits for construction needs	Manager Civil Works	Ongoing	Source materials as required
3.1a (3)	Provide and maintain a stormwater disposal system which minimises the carriage of pollutants from the stormwater system to the creek and river systems.	Continue to upgrade stormwater infrastructure in accordance with priorities and availability of funds	Manager Civil Works	Ongoing	Drainage works upgraded as required. Major projects identified as future projects
3.1a (3)		Continue to upgrade stormwater infrastructure in accordance with priorities and availability of funds	Deputy General Manager - Operations	Ongoing	Continual maintenance of stormwater network as required. Capital works allocated on a priority basis and programmed to occur later in financial year.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1a (3)		Continue to upgrade stormwater infrastructure in accordance with priorities and availability of funds	Manager Assets	Ongoing	Further infrastructure upgrade will need to be considered in conjunction with recommendation with Flood Study at Cootamundra. Progress on VHR and VP depending on the funding approval. Application has been lodged for flood study grants from NSW Government for villages, Coolac, Nangus, Darbalara, Wallendbeen and Tumblong
3.1a (4)	Develop and implement a street tree planting plan which enhances amenity and our natural environment.	Continue to undertake Street Tree Planting in accordance with Gundagai Street tree planning Masterplan	Manager Facilities	Ongoing	Street Tree master plan works continuing and are ongoing.

3.1b: Investigate and implement renewable energy technologies to reduce our environmental footprint.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1b (1)	Investigate, identify and promote opportunities that exist within the local government area for implementation of renewable energy technologies.	Negotiate terms of a power partnership agreement on various Council facilities	General Manager	In Progress	Under negotiation.
3.1b (2)	Undertake a review of the environmental impact of Council-owned facilities and infrastructure and implement measures which Council's environmental impact.	Continue to investigate funding sources for solar energy works for Council buildings	Manager Facilities	Ongoing	Currently working with energy consultant to identify further funding opportunities.

3.1c: Investigate and implement sustainable waste and water strategies.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1c (2)	Provide and maintain appropriate rubbish removal, disposal, recycling and greenwaste facilities in the most cost effective, environmentally sustainable and efficient manner.	Undertake improvements at Gundagai Waste Depot as per the Waste Implementation Plan	Manager Waste, Parks & Rec Services	Ongoing	Carried over to the 2022/23 financial year pending the allocation of funds.
3.1c (2)		Upgrade the weighbridge management system as to allow for the management and sale of recycled waste material	Manager Waste, Parks & Rec Services	Completed	Completed.
3.1c (3)	Provide a facility through which used chemical drums can be disposed of correctly.	Continue to provide a drum muster collection service each year at both Cootamundra and Gundagai	Manager Regulatory Services	Completed	DrumMUSTER collections are offered throughout the year. Extra staff have been trained to perform this task.
3.1c (4)	Provide a facility for the composting and re-using of greenwaste.	Prepare a resale area for compost and mulch collection for retail sale to the community	Manager Waste, Parks & Rec Services	Completed	Completed, sales and display area is located adjacent to the compactor pit.
3.1c (5)	Reuse waste water to increase the amenity of Council parks, gardens and recreational facilities and to reduce the demand on the water supply.	Collaborate with Council departments to increase the use of re-treated water to Gundagai ovals	Manager Facilities	Ongoing	Gundagai Golf Course were successful in securing funding to upgrade irrigation systems to golf course. Further funding and licensing agreements are required to complete all works.
3.1c (5)		Prepare a report to Council outlining the current condition of the existing open space irrigation systems and identify future management requirements to ensure the effective and efficient operation of the wastewater reuse system	Manager Assets	In Progress	Recycled Water Management system has been completed Report for Gundagai. The plant dry weather flow being 0.400 MLD, limited recycled water will be available during drought.

3.1d: Deliver, encourage and support a range of programs, activities and projects that promotes awareness and encourages the active protection and sustainability of our natural environment.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1d (1)	Provide programs, information and services to our community to increase awareness of, and participation in, environmentally sustainable activities.	Introduce a Food Organics & Garden Organics (FOGO) service to the Cootamundra community	Manager Waste, Parks & Rec Services	Ongoing	Pending the release of grant funding from the Environmental Protection Authority (EPA) for 2022/23.
3.1d (1)		Investigate opportunities to use raw water	Manager Assets	Ongoing	Approval is required from Natural Resources Access Regulator (NRAR) to proceed with extraction of raw water from the river. Opportunities are being investigated, but limited, and subject to approval from regulatory authorities. Location of major facilities within flood plain at Gundagai poses few challenges.
3.1d (2)	Provide programs, information and services to increase voluntary recycling and reuse to reduce waste to landfill.	Investigate funding opportunities and conduct community consultation and education sessions for the materials recovery facility	Manager Waste, Parks & Rec Services	Completed	Systems are in place including the promotion of recycling methodologies and principals to the community. This has also included review of Landfill operating hours and compost processing and sales. Completed for 2021/22.
3.1d (3)	Encourage the best use of treated water through water saving measures.	Investigate opportunities to increase the use of reuse water	Manager Assets	Ongoing	Recycled water management system, and maximize the use of treated effluent, is considered. Public Works Authority completed Recycled Water Management System at Gundagai. Risk assessment and review of the existing system is required at Cootamundra to expand the existing recycled water reuse facilities,

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1d (4)	Contribute to coordinated planning and reporting across local, regional, state and federal areas for the management of the environment.	Monthly lodgement of ABS statistics	Manager Development, Building and Compliance	Ongoing	This an ongoing measure with requirements for reporting continuing to be met.
3.1d (4)		Monthly lodgement of Building Professionals Board (BPB) statistics	Manager Development, Building and Compliance	Ongoing	This is an ongoing legislative requirement and is continuing to occur and met the legislative timeframes.
3.1d (5)	Seek funding for projects aimed at supporting the protection and sustainability of our natural environment.	Grant Funding opportunities pursued and secured when available	General Manager	Ongoing	Various grant applications submitted and outlined through Council reports.
3.1d (6)	A range of programs are supported, promoted and controlled to reduce and enforce illegal dumping.	Investigate options for technology, to enhance illegal dumping surveillance	Manager Regulatory Services	Ongoing	Council to investigate purchasing surveillance cameras for overt operations. Finances to be accessed via grants. All Illegal dumping incidents are recorded with NSW EPA online in RID to assist with controlling and enforcing these incidents.
3.1d (6)		Undertake illegal dumping surveillance	Manager Regulatory Services	Ongoing	Ranger at Gundagai has had illegal dumping added to his specific tasks. Council are awaiting the results of grant applications to purchase surveillance equipment.

3.1e: Undertake active weeds and pest management practices.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.1e (1)	Noxious weeds will be contained, reduced or eliminated as appropriate.	Develop a Community Education and Awareness program in regards to weed management	Manager Regulatory Services	Ongoing	Further weed information days are currently being planned in conjunction with Local Land Services.
3.1e (1)		Undertake Weed Control program in conjunction with Riverina Regional Strategic Weed Management Plan	Manager Regulatory Services	Ongoing	Biosecurity & Regulatory staff have undertaken weed management control and identification using electronic weed capture and reporting.
3.1e (2)	Promote and deliver programs and initiatives which promote and educate the community on noxious weeds and pest management practices.	Participate in the Managers Established Pest Animals and Weeds Project (MEPAAW)	Manager Regulatory Services	Ongoing	Biosecurity staff working in conjunction with Local Lands Services to address Weed and Pest Animal Management programs.

3.2: Our built environments support and enhance liveability

3.2a: Develop and implement land-use plans and design practices which complement the character of our communities, are considerate of our heritage, support sustainable design practices and respond to changing needs.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2a (1)	Develop and operate development control systems to ensure compliance with appropriate legislation and to achieve the best possible development outcomes for the community.	Continue to assist the community in navigating the NSW Planning portal and associated legislation	Manager Development, Building and Compliance	Ongoing	Council has developed factsheets, Guidelines and templates to assist the community with the transition to ePlanning, and will continue with initiatives such as installation of kiosks, access and training to enable equitable access to the Planning Portal for all in the community.
3.2a (1)		Provide Development Applicants with relevant information concerning Disability Discrimination legislation	Manager Development, Building and Compliance	Ongoing	Disability Discrimination information is included on all applications. Pre-lodgement advice is available to all applicants. For commercial and industrial developments this includes the provision of information regarding inclusion and access for people with a disability.
3.2a (2)	Ensure new development is considerate of our heritage.	Include heritage considerations when assessing all Development Applications, as applicable, and in accordance with the LEP	Manager Development, Building and Compliance	Ongoing	This is a legislative requirement with templates developed which include this as an assessment criteria.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2a (2)		Seek grant funding for the engagement of a heritage consultant to provide advice and assist in the community in redeveloping heritage items	Manager Development, Building and Compliance	In Progress	Heritage consultant has been engaged with grant funding received. This is currently a two year project with the expectation that grant funding will again be available in the latter part of 2022/23.

3.2b: Ensure a variety of housing options are made available.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2b (1)	Ensure that planning and development controls are in place to promote and facilitate a variety of housing options for residents.	Continue preparation of new draft Development Control Plan	Manager Development, Building and Compliance	In Progress	Development Control Plan will be implemented upon completion of comprehensive LEP. Environmental control chapters are currently being investigated and drafted.

3.2c: Deliver and maintain infrastructure to meet the current and future needs of our community.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2c (1)	Operate and maintain a water reticulation system capable of providing potable water to all connected premises with minimum disruption and maximum efficiency.	Implement an Integrated Water Cycle Management (IWCM) Plan	Manager Assets	Ongoing	Proposal for Integrated Water Cycle Management (IWCM) development has been received from Public Work Advisory (PWA) and it is now being reviewed and revised in agreement with Department of Planning, Industry and Environment (DPIE). PWA has been engaged to develop IWCM Strategies subsequent to approval by the Council. Grant funding has been approved by DPIE with 60% subsidy for eligible activities.
3.2c (2)	Undertake Cootamundra Water Main Replacement Program.	Administer ongoing water main replacement work/ annual program to improve the reliability of the water supply system	Manager Assets	Ongoing	Design work completed for Queen Street, Adams Street, Hay Street, Ursula and Parker Street at Cootamundra. Tenders advertised during July 2022 through LGP Panel and no tenders were submitted. It is proposed to re-advertise. A significant increase in unit rate for various construction activities has been reported subsequent to COVID-19 pandemic, which will impact the budget costs.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2c (3)	Investigate options for the connection of a water supply to Nangus Village, and consult with the community.	Partner with Goldenfields Water to prepare business case for connection of water supply to Nangus Village	Manager Assets	Ongoing	Business case completed and the cost of the project is \$8.4m. Lower cost benefit ratio does not justify the implementation on a business point of view. Council representatives met the residents and explained the process. An ultrafiltration treatment unit is being considered as an alternative.
3.2c (4)	Operate and maintain a sewage system and treatment plant capable of removing sewage from all connected premises with minimum disruption and maximum efficiency.	Continue and complete construction of the Gundagai Sewer Treatment Plant replacement	Manager Assets	Ongoing	Construction work has been completed, the sewage treatment plant was tested and commissioned on 20 July 2022. Work on the rising main connection from Sewage Pumping Station Royal Pump Station SPS-G01 is not completed. Alternative route are sought.
3.2c (5)	Provide and maintain a stormwater disposal system which allows the removal of stormwater from the towns in the most economical and efficient manner possible whilst minimising impact on natural environment.	Continue to upgrade stormwater infrastructure in accordance with priorities and availability of funds	Manager Assets	Ongoing	Voluntary House Raising (VHR) and Voluntary Purchasing feasibility assessment has been completed for Gundagai.. Cootamundra Flood study and Risk Assessment has been completed for Cootamundra including VHR and VP assessment. Completion of Flood Study at Cootamundra is scheduled for September/ October 2022.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2c (6)	Undertake Stormwater Mitigation Strategy across Cootamundra and Gundagai.	Prepare Gundagai Flood Study response - Implement VHR, VP (Voluntary House Raising, Voluntary Purchasing)	Manager Assets	Ongoing	Feasibility studies on Voluntary House Raising (VHR) and Voluntary Purchasing (VP) is completed for Gundagai. Grant funding will be required along with council contribution to implement the recommendations. Limited funding sources available to implement for such projects. Application for grant will be lodged during 2023.
3.2c (7)	Manage Council's waste collection, disposal and processing facilities.	Consult & educate the village communities in preparation of closing the Wallendbeen & Stockinbingal Landfill Sites and replace with Transfer Stations	Manager Waste, Parks & Rec Services	Ongoing	Completed for 2021/22 carry over to 2022/23 for implementation.
3.2c (7)		Design and construct a Secondhand Sale Shop for waste recyclables at the Cootamundra Landfill	Manager Waste, Parks & Rec Services	Ongoing	This is to be carried over to 2022/23 pending allocation of funds.
3.2c (7)		Develop a Cootamundra Landfill Land & Environmental Management Plan (LEMP)	Manager Waste, Parks & Rec Services	Completed	Completed.
3.2c (7)		Develop Rehabilitation Plans for the Wallendbeen & Stockinbingal Landfill Sites	Manager Waste, Parks & Rec Services	Ongoing	To be carried over to the 2022/23 financial year pending the allocation of funds.
3.2c (7)		Manage Council's waste collection, disposal and processing facilities in accordance with the Waste Strategy and Implementation Plan	Manager Waste, Parks & Rec Services	Completed	This is implemented within the allocated resources. Completed for 2021/22.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2c (7)		Undertake an efficiency Audit of all current Transfer station Operations	Manager Waste, Parks & Rec Services	Ongoing	Carried over to the 2022/23 financial year pending the allocation of funds.
3.2c (8)	Provide an adequate mix of high quality, disabled accessible and appropriately located public toilet facilities.	Continue monitoring Council Public Toilet Facilities	Manager Facilities	Ongoing	Carberry Park is receiving a new public facility. Plans are complete.

3.2d: Develop and implement strategies to deliver safe and accessible local roads, bridges, footpaths and parking.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2d (1)	Develop and implement strategies to improve safety and accessibility of all road users.	Road Safety Officer to work in partnership with TfNSW on Road Safety Campaigns	Manager Civil Works	Ongoing	Road Safety Officer now engaged. Commenced working on strategies for safety and pedestrian facilities
3.2d (2)	Maintain civil infrastructure including roads, footpaths, bridges and traffic facilities to agreed standards as set out in asset management plans.	Complete capital works program, inclusive of externally funded projects	Deputy General Manager - Operations	Ongoing	Capital works are ongoing. Significant progress made on externally funded Fixing Local Roads and Restart NSW Projects along with Council capital works. Progress impacted due to wet weather, Covid and natural disasters.
3.2d (2)		Complete capital works program, inclusive of externally funded projects	Manager Civil Works	Ongoing	2021/22 Works competed with other works progressing to 22/23 program.
3.2d (2)		Undertake annual Road Maintenance Program	Manager Civil Works	Ongoing	2021/22 works undertaken as required. Works progressing into 22/23.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2d (2)		Undertake annual Road Maintenance Program	Deputy General Manager - Operations	Ongoing	Ongoing asset maintenance as appropriate. Wet weather and natural disasters have increased maintenance demand.
3.2d (3)	Undertake the annual footpath renewal and extension program.	Seek additional grant funds to assist with footpath renewal works	Manager Civil Works	Ongoing	List of potential projects prepared - seek funding when opportunities exist.
3.2d (3)		Seek additional grant funds to assist with footpath renewal works	Deputy General Manager - Operations	Ongoing	Council capital works underway. Funding approved through Local Roads and Community Infrastructure program Phase 3 for a number of extensions within Gundagai.
3.2d (3)		Undertake Footpath Renewal and Extension Program, depending on availability of funds	Deputy General Manager - Operations	Completed	Footpath renewal complete for 21/22.
3.2d (3)		Undertake Footpath Renewal and Extension Program, depending on availability of funds	Manager Civil Works	Ongoing	Works undertaken and completed on approved projects.
3.2d (4)	Develop and implement asset management plans and strategies for all transport assets.	Conduct a water, sewerage and drainage asset valuation	Manager Assets	Ongoing	Tenders were invited twice using Local Government Procurement panel for water and sewerage asset valuation and no tenders were received. Subsequently tenders were invited through LGP panel and one tender was received and the contract has been awarded now and the work is in progress. with completion by end of August 2022.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2d (4)		Review and update condition assessment data across the local government area	Manager Assets	Ongoing	Transport assets were revalued during 2020/21. Further inclusion of these assets in Geographic Information System has been done and a continuous improvement process of data integrity is being considered. Consultant has been engaged to update Reflect data base.

3.2e: Supply local public transport networks to cater for the current and future needs of residents, businesses and visitors.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
3.2e (2)	Advocate for State and Federal departments to improve public transport networks to meet the needs of our community.	Work with Riverina Joint Organisation on identified public transport initiatives	Manager Assets	Ongoing	Working with Riverina Eastern Regional Organisation of Councils (REROC) on procurement and technical cooperation.. This is an ongoing programme.
3.2e (2)		Work with Riverina Joint Organisation on identified public transport initiatives	Manager Assets	Ongoing	Attending meetings and liaising with Riverina Eastern Regional Organisation of Councils (REROC) on common issues related to member councils. This is an ongoing program..

4: Good Governance: An actively engaged community and strong leadership team

4.1: Decision-making is based on collaborative, transparent and accountable leadership

4.1a: Council is representative of the community and works together to meet the needs of our local government area.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1a (1)	Councillors will support and advocate for the needs of all members in our community.	Ensure Councillors are available and contactable by community members	General Manager	Completed	Councillor's contact information is available on Council's website and can also be obtained upon request.
4.1a (2)	Implementation of the Cootamundra-Gundagai Regional Council's suite of plans, including the Community Strategic Plan, Delivery Program, Operational Plan and resourcing plans.	Present quarterly 'Progress Report' on Delivery Program/Operational Plan to Council and the Community	Manager Business	Completed	Quarter four (4) Progress Report to be presented at the August Council Meeting.
4.1a (3)	Council's corporate plans are informed by community expectations and are reviewed and updated on a regular basis to meet the changing needs of our community members.	Conduct reviews and updates on councils Integrated Planning and Reporting (IP&R) documents and resourcing strategies as per Communications Strategy and as detailed in the OLG Guidelines	Manager Business	Completed	2022 Community Strategic Plan, Delivery Program and Annual Operating Plan has been adopted by Council. Reviews will continue through the term of the CSP.

4.1b: Strengthen strategic partnerships with the community, business and all levels of government.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1b (1)	Councillors will use all occasions presented to advocate for funding and assistance from other levels of government and agencies.	Seek funding opportunities when available	General Manager	Ongoing	Various grant applications submitted and outlined through Council reports.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1b (2)	Participation in LG NSW as the representative body of Local Government in order to improve the standing of Local Government in NSW.	Advocate for increases in federal assistance grant funding for Regional NSW	General Manager	Ongoing	Motions are being prepared for various meetings.
4.1b (3)	Participation in relevant REROC activities that will benefit the local government area.	Participation in REROC events and activities	General Manager	Ongoing	Continued participation has taken place in Riverina Eastern Regional Organisation of Councils (REROC) board meetings and other events and activities hosted by REROC.
4.1b (4)	Maintain effective working partnerships with key stakeholder groups such as the Rural Fire Services, Local Land Services and Riverina Regional Library.	Continue to participate in Riverina Regional Library workshops	Manager Business	Completed	<p>Attended Reroc Youth and Community Development Meeting - online</p> <p>Attended South West Zone meeting - online</p> <p>Attended Riverina Regional Library Reboot Event - in person</p> <p>Attended RRL Branch Meeting and Training day</p>
4.1b (5)	Continue to foster and support the Youth Council.	Continue to support the Youth Council	Manager Business	Completed	<p>Delivered successful Youth Week programs in Cootamundra & Gundagai.</p> <p>Ran two training sessions for Cootamundra Youth Council (CYC) members. Developed CYC vision statement for Cootamundra Youth Hub.</p> <p>Market stalls at Sundy n Gundy markets, & recruitment activities in progress for additional Gundagai Youth Council members.</p>

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1b (6)	Work in partnership with community members, businesses and all levels of government to deliver community priorities.	Participation in Stakeholder events and activities	General Manager	Ongoing	Community activities are supported by Councillor and Employee participation.

4.1c: A clear strategic direction is outlined in Council's corporate plans and guides Council's decision-making and future planning.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1c (1)	The development of the Cootamundra-Gundagai Regional Council's integrated suite of plans, including the Community Strategic Plan, Delivery Program, Operational Plan and resourcing plans, provide a clear strategic direction and drives the organisation's activities.	Coordinate development of IPR plans, which consist of the Community Strategic Plan, Delivery Program, Operational Plan and resourcing strategies	Manager Business	Completed	Community Strategic Plan, Delivery Program, Operational Plan, 10 year Long Term Financial Plan and Workforce Management Plan have been adopted. Asset Management plan is being reviewed.
4.1c (2)	Council's decision-making and future planning shows evidence of being linked to Council's integrated suite of plans and the needs of our community.	All decision making reports, including strategies and plans are to show linkages to the relevant objective in the Community Strategic Plan	Manager Business	Completed	Linkages to the Community Strategic Plan are included in the Business Paper Reports and have been added to new template for plans, guides and reports.
4.1c (3)	Determine development applications in an efficient and effective manner based on merit	80% of DAs determined within statutory 40 days' timeframe	Manager Development, Building and Compliance	Ongoing	The majority of development applications are determined within statutory timeframes.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1c (4)	Develop a Place Plan which incorporates the Economic Development, Open Space Recreation, Arts and Cultural and Disability Action Strategies.	Develop Placemaking plan for the planning decision and management of Public Spaces in the Local Government Area	Manager Community and Culture	Ongoing	Being undertaken by Planning team.

4.1d: Monitor, review and report on the outcomes of corporate plans.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1d (1)	Council will track the progress towards the achievement of the corporate plan objectives against measurable outcomes.	Continually identify improvements in operating councils corporate planning software (Pulse)	Manager Business	Ongoing	Legislative Compliance module update and demonstration arranged for end of April. Awaiting data from Kell and Moore Law Firm. Looking to alternative methods of obtaining compliance requirements.
4.1d (3)	Progress on the achievement of corporate plan objectives will be shared with the community via a range of communication methods.	Report to the community on achievements of corporate plans as detailed in the Communications Strategy	Manager Business	Completed	2022 Community Strategic Plan, Delivery Program and Operational Plan resolved by Council June 2022.

4.1e: Elected representatives are trained, skilled, resourced and knowledgeable.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1e (1)	Support for Councillors to attend training, conference and	Attend the Local Government NSW Annual General Conference	General Manager	Ongoing	Mayor, Deputy Mayor and General Manager attend conference each year.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.1e (1)	development opportunities will be provided.	General Manager to facilitate Councillor training requirements	General Manager	Ongoing	Induction training provided. Councillors advised of 'Hit the ground running' training seminars. Councillors are advised of further training opportunities when they become available.
4.1e (2)	Programs and activities which encourage and develop the capacity of current and future community leaders is provided.	Identify programs and activities which encourage and develop the capacity of current and future community leaders	General Manager	Ongoing	Youth council established in both towns and Councillor representatives appointed.
4.1e (3)	Provide and maintain services and infrastructure that assists the efficient and effective undertaking of the duties of the elected Council.	Continue to provide and maintain services and infrastructure to assist elected representatives in undertaking their duties	General Manager	Ongoing	iPads and accessories presented to each Councillor, with necessary training provided and to continue as required.
4.1e (4)	Support Council's elected representatives in undertaking their role in the community.	Continue to provide administrative support to Council's elected representatives to assist in undertaking their role in the community	General Manager	Ongoing	Ongoing support provided as needed.

4.2: Active participation and engagement in local decision-making

4.2a: Ensure opportunities for genuine and robust community consultation and engagement are provided to all members of our community.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.2a (1)	A range of consultation and engagement activities will be offered to our community in order to plan the long term future direction of the local government area and to inform Council's decision-making.	Continue to maintain support for councils Digital Communication Panel	Manager Business	In Progress	Discussions commenced into the success of the Digital Community Panel. Alternate communication options under review.

4.2b: Provide opportunities to review the objectives and delivery of the Community Strategic Plan to ensure it continues to meet the changing needs of the community.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.2b (1)	Council will regularly and continuously seek community feedback to seek additional input to the Community Strategic Plan.	Research and pursue affordable staff training for community engagement	Manager Business	Ongoing	New CSP resolved by Council. The CSP will be reviewed with the implementation of the Organisational Restructure.

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

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.2c (1)	Promote the objectives of the Community Strategic Plan and work in partnership with community members, businesses and other local stakeholders to deliver community priorities.	Develop a Community Engagement Strategy to assist with delivering the objectives in the Community Strategic Plan	Manager Business	Completed	Strategy has been adopted by Council and implemented.

4.2d: Promote and celebrate the achievements of Council and our local community.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.2d (1)	Progress towards the achievement of the Community Strategic Plan objectives will be shared with the community via a range of communication methods.	Collaborate with council departments and Stakeholders to actively promote projects/achievements of the Community Strategic Plan	Manager Business	Completed	Media Officer regularly contacts departments for updates on projects and major works. Media Releases, newsletter, snippets, website articles and Facebook posts ensure appropriate coverage for Councils achievements of the Community Strategic Plan.

4.3: Cootamundra-Gundagai Regional Council is a premier local government Council

4.3a: Maintain a strong and robust financial position that supports the delivery of services and strategies and ensures long-term financial stability.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3a (1)	Ensure Council's long term financial planning supports the delivery of community expectations and financial stability.	Implement the proposed Special Rate Variation	Manager Finance	Completed	Completed.
4.3a (2)	Ensure the availability of finances are managed, controlled, reviewed and regularly reported on in order to provide the appropriate services and facilities within the allocated budget and achieve the maximum value for expenditure.	Prepare and implement procedures to enable all staff with budget responsibility to effectively operate Council's integrated budgeting process	Manager Finance	Ongoing	Regular internal budget reports in place.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3a (3)	Ensure all procurement meets legislative and policy requirements and delivers best value for the community and the Council.	Conduct and file monthly audit reports for audit purposes	Manager Finance	Completed	As per requirements, Audits for Human Resources, Accounts Payable and Administrator access are completed monthly and recorded.
4.3a (3)		Undertake assessment and improvement of procurement processes	Manager Finance	Ongoing	Procurement assessment and processes are continually updated with best practice updates and organisational improvements. Councillor Workshop completed informing new Council of Procurement Policy and Procedure.
4.3a (4)	Identify and follow-up opportunities to increase Council's revenue base including grant funding opportunities to deliver additional income to fund major projects.	Develop new Section 7.11 Development Contribution plan and Section 64 Headworks Charges	Manager Development, Building and Compliance	Not Progressing	A review of Council's contributions plans will be undertaken as projects within the current plans are completed with a full revision undertaken upon completion of the LEP.
4.3a (4)		Identify grant opportunities to fund major projects as they arise, lodge grant applications as appropriate	Manager Development, Building and Compliance	Ongoing	Relevant grants are identified and applications made when available.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3a (5)	Develop Asset Management plans which deliver long-term financial sustainability and asset renewal.	Implement works programs to improve asset condition	Manager Assets	Ongoing	Long term asset planning and renewal requirements are to be identified and implemented with Developer Service Plan (DSP) and head works charges. Capital asset renewal has been identified and 10 year Water and Sewer fund forecast has been identified. Council approval was obtained for renewal of Sewage Pumping Station at Betts Street, and rising main at Cootamundra. Upgrading Cootamundra STP. and reservoir disinfection strategy.
4.3a (5)		Review and improve Asset Management Plans	Manager Assets	In Progress	Quotations are to be invited to review and update asset management plans. Possible completion by October 2022.
4.3a (6)	Improve functionality and amenity within Council's work depots.	Complete planning for improvements to Cootamundra Depot and Bradman Street Depot	Manager Civil Works	Ongoing	Minor works at Depots commenced in Quarter 3 and will run into new financial year.
4.3a (6)		Continue ongoing efficient operation and maintenance of depot	Manager Civil Works	Ongoing	Operational efficiencies being undertaken where identified.
4.3a (6)		Continue ongoing efficient operation and maintenance of depot	Deputy General Manager - Operations	Ongoing	Works depot maintenance undertaken as required.

4.3b: Council meets all legislative requirements and operates within good governance practices and frameworks.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3b (1)	Council ensures statutory compliance is achieved and demonstrates good governance practices.	Continue to participate in the Internal Audit Alliance, coordinate Internal Audit Committee meetings and manage the recommendations identified by the Internal Audit Committee and Audit Office	Manager Business	Completed	Next Internal Audit Alliance Meeting scheduled for November 2022.
4.3b (2)	Support and funding for elections is provided as required.	Make provision in the Long Term Financial Plan for funding of the 2021 Council election	Manager Finance	Completed	Included in September 2021 Quarterly Budget Review.
4.3b (3)	Implement effective integrated risk management strategies and practices.	Implement Council's Enterprise Risk Management Framework and monitor Risk Registers	Manager Business	Ongoing	Council has developed an Enterprise Risk Management Framework. Business Coordinator meeting the Work Health and Safety staff to ensure framework aligns with best practice updates and organisational improvements.
4.3b (3)		Implement Councils Fraud Control Plan	Manager Business	Completed	Council has Implemented a Fraud Control Plan. This Plan will be continually updated with best practice updates and organisational improvements.

4.3c: Information is communicated to our community consistently, reliably and timely, and over a variety of platforms to meet the needs of residents.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3c (1)	Current, informative and easy access to Council information is made available to the community using a range of communication methods, including traditional media and digital channels, Council's website, Community News newsletter and social media.	Develop Community Engagement Strategy to inform the community and receive feedback, including feedback on major projects	Manager Business	Completed	Communication Strategy adopted by Council and implemented.
4.3c (1)		Improve services available on Council's websites through the development of eServices and online forms	Manager Business	In Progress	Council website upgrade scheduled for 2022.

4.3d: Council services the community in a manner that is professional, efficient and promotes an ease of 'doing business'.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3d (1)	Provide quality customer service during all "front line" interactions between Council and the community and in all other interactions between staff, agencies, Council and the community.	Develop and Implement a Customer Service Charter	Manager Business	In Progress	Draft charter prepared, requires further review and discussion prior to presenting to council for adoption.
4.3d (2)	Adopt and maintain information technology and communication services and infrastructure that assists the efficient and effective undertaking of Council's operations, increases productivity and adequately supports the	Investigate options to integrate Civica/Authority (Finance System) and Magiq Documents (EDRMS)	Manager Business	In Progress	Quotes have been obtained. Issues with the Authority System are to be rectified prior to any further Civica Projects being commenced.
4.3d (2)		Review Business Systems and identify services that can be delivered on Council's Website	Manager Business	Ongoing	Council website upgrade to commence 2022.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3d (2)	organisation and our community's needs.	Work with the Customer Service Team to develop an Online Booking System for Council facilities	Manager Business	In Progress	Will be implemented in conjunction with Councils website upgrade.
4.3d (3)	Council's records are managed in compliance with the appropriate legislation and supports efficient and effective work practices.	Continue to undertake improvements to infoXpert workflows to streamline record keeping	Manager Business	Completed	Best practice improvements are continually researched and implemented by Records Staff and communicated to staff.
4.3d (4)	Requests for service are processed in an efficient and effective manner.	Complete Customer Satisfaction Survey to provide comparison data for the benchmark identified in 2018	Manager Business	In Progress	Discussions commenced with Media Officer to develop Customer Satisfaction Survey.
4.3d (4)		Review responsibilities and provide training to enable customer service staff to respond to Planning and Rating enquiries	Manager Business	In Progress	To be prioritised in the coming months.
4.3d (5)	Provide well-maintained cemeteries and efficient, appropriate and dignified cemetery operations and services that create the most peaceful surroundings possible for funeral parties and visitors.	Complete the Mapping of Cemeteries for plot identification, future planning and publishing of information online	Manager Regulatory Services	Ongoing	Six (6) cemetery mapping projects are currently live to the community Cootamundra, Stockinbingal, Wallendbeen, Gundagai North and South and Nangus. Other cemeteries are ongoing.
4.3d (5)		Develop a Cemetery Services Strategic plan	Manager Regulatory Services	Ongoing	Once the digitalisation project has been completed the Cemetery Strategic Plan can be developed around this. This will include a Reflection Centre within the Cootamundra Cemetery and additional signage and seating will be installed at other Cemeteries across the LGA.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3d (5)		Provide additional signage and seating, and maintain Cemeteries in the Local Government Area	Manager Regulatory Services	Ongoing	Signage and markers for the cemeteries require purchasing and installing.
4.3d (6)	Council's fleet of light vehicles and heavy plant is maintained to ensure efficient, cost-effective and timely service delivery.	Undertake plant replacement in accordance with related policies and programs	Deputy General Manager - Operations	Ongoing	Plant replacement program adopted and replacements are taking place in accordance with this program. Preliminary discussions underway for 2022/23 program.

4.3e: Continuous improvement practices are utilised to ensure facilities and services are provided efficiently and meet the changing needs of our community.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3e (1)	Effective day-to-day management and leadership of the organisation conducts service reviews and implements continuous improvement practices to create greater efficiencies and effectiveness across the organisation.	Report quarterly on Efficiencies and Cost Savings	General Manager	Ongoing	Included in Quarterly Budget Review paper.
4.3e (2)	Ensure adequate project management techniques are in place to ensure the delivery of projects which meet the changing needs of our community on time, within budget and to an acceptable standard.	Investigate and implement appropriate Project Management tools	General Manager	Ongoing	Demonstration held on Pulse Project Management system module. Further discussion and final decision still to be made on whether to implement module or to seek other options. Included in Performance Review for responsible Section Manager.

4.3f: Council attracts, retains, develops and supports employees in a safe, healthy and non-discriminatory work environment.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3f (1)	Implement strategies which promote Cootamundra-Gundagai Regional Council as being an employer of choice.	Review and enhance recruitment practices	General Manager	In Progress	Working with Riverina Eastern Regional Organisation of Councils (REROC) on Skills and Shortage Project.
4.3f (2)	Review the efficiency and effectiveness of Council's adopted Organisational Structure and ensure the structure and staffing mix can adequately deliver the activities approved by Council.	Implement Operational Plan activities	General Manager	Ongoing	Operational Plan being delivered and reported on quarterly.
4.3f (3)	Implement the Workforce Management Plan to support all staff in the delivery of community expectations.	Update Workforce Management Plan	General Manager	Completed	Updated plan endorsed by Council in June 2022.
4.3f (4)	Provide a safe and healthy environment for staff and contractors through compliance with all WH&S legislative requirements and minimising risk.	Review monthly WHS reports and statistics discussed at Managers Meetings	Manager Civil Works	Ongoing	Monthly reviews undertaken.
4.3f (4)		Review monthly WHS reports and statistics discussed at Managers Meetings	Deputy General Manager - Operations	Ongoing	Regular updates on Work Health and Safety statistics are being provided to management.
4.3f (5)	Develop and implement a Staff Wellbeing Program	Develop and implement Staff Wellbeing Program	General Manager	In Progress	New wellbeing initiatives to be identified and implemented.

4.3g: Council staff are well-trained, skilled, resourced and knowledgeable.

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
4.3g (1)	Implement a training plan to enhance the skills and knowledge of staff across the organisation.	Develop Staff Training Plan following skills/performance process	General Manager	Ongoing	Training Plans to be developed after performance review process is finalised.
4.3g (2)	Provide learning and development opportunities to staff to develop the individual's potential and meet the needs of the community and organisation.	Implement Performance Review Program, and undertake the first cycle	General Manager	Completed	Performance reviews conducted.
4.3g (3)	Staff are supported in the achievement of organisational objectives by having access to a range of business tools, systems and technologies.	Improve Geographic Information System (GIS) and the interface with Asset Management System	Manager Assets	Ongoing	Asset Management Plans are being renewed as part o Customer Service Plan. Design drawings are prepared now with relevant GPS coordinates and uploaded in the GIS system.

MAJOR PROJECTS

GUNDAGAI SEWAGE TREATMENT PLANT

The new Gundagai Sewage Treatment Plant (STP) is the biggest infrastructure project undertaken by Council in decades. The \$20 million plant will meet projected load increases over the next 30 years.

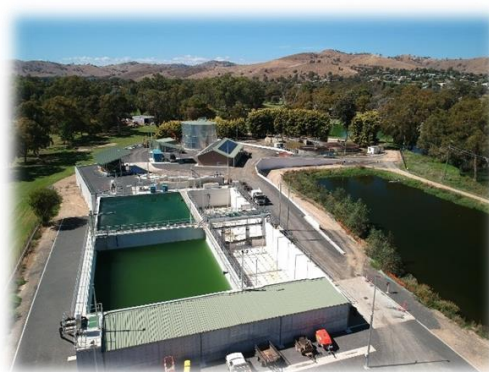
The following benefits will accrue as a result of completing the project.

Construction of a new sewage treatment plant with modern technology to replace existing aging sewage treatment plant which has been cracked and could compromise the treatment process.

Provide a modern telemetry system to control and monitor the plant

New sewage treatment plant capable of producing treated effluent complies with current regulatory requirements. The project will benefit the local community by providing superior treatment of wastewater collected at Gundagai town and due to improved treated water quality an overall improvement of water quality on nearby sensitive waterways creeks and river systems.

Commissioned in July 2022, the plant will be officially opened in December 2022.



LIVVI'S PLACE @ ALBERT PARK COOTAMUNDRA



The partnership formed between Cootamundra-Gundagai Regional Council (CGRC), the Touched by Olivia Foundation, and the dream of 100's of children and adults to deliver a playspace in Cootamundra's iconic Albert Park, was realized with the opening of Livvi's Place in Albert Park Cootamundra. Opened by Member for Cootamundra Steph Cooke and a group of children involved in creating the space in June 2022, the playspace has been a popular and well used site.

Extensive community consultation was undertaken in 2020, consultation with key stakeholders such as the mayor, representatives from the Elouera

Association, LFE Community Supports, CGRC Access and Inclusion Committee, Lions Club, Scouts, and Men's Shed representatives. School Imagineer workshops were held with local schools where 130 students participated and community meetings. As a playspace, the feedback from the children indicated that they wanted to see a space that demonstrated Cootamundra's inclusiveness and promoted the town as a place for visitors. Their feedback also specified the space needed to make everyone feel welcome.



The games they liked to play were centered around running, climbing, jumping, having hiding spaces, negotiating obstacles and being imaginative. They wanted a giant treehouse with a ramp that spirals up the tree so everyone could enjoy the experience. They wanted to climb over rocks and swing on different types of apparatus and have areas that they can buddy up to talk and make new friends. They wanted to see water features that encouraged imagination. Most of all they wanted to be challenged and given a space that allowed them to seek new adventures. The landscape remained foremost, with existing trees maintained and the use of natural materials such as dirt mounds and tree logs be utilised as much as possible.



The adults wanted the area enclosed, so children were secure and safe in the space, without fear of wandering off onto busy roads.

Both groups saw that an area should be designated for quiet and reflective time, a space that encourages people to enjoy nature, the landscape and meeting up with family, friends and making new friends.

They were keen to acknowledge the Indigenous connections to the space, with elements such as the long neck turtle theme to be included. Children and adults with disabilities and special needs indicated they wanted a space that encouraged them and others to play together, they wanted to be included in climbing a

tree, splashing about in water, and rolling down a mound. They wanted to have their senses challenged through touch, feel and smell. Most of all they wanted to meet new friends and experience playtime that is often not possible for them in conventional playgrounds.

Livvi's Place @ Albert Park has delivered all these attributes and more, laughter, fun and discovery are added elements.

LED STREETLIGHT PROJECT

Work to upgrade 960 streetlights to energy efficient technology began in June 2022, as part of a major energy efficiency project that will save hundreds of thousands in electricity bills and reduce greenhouse gas emissions for the ratepayers of Cootamundra-Gundagai Regional Council (CGRC). The switch to LED technology will see a 247 MWh per year reduction in power use, delivering savings of approximately \$60,000 each year in maintenance and electricity costs. Streetlighting is a significant expense for Council, costing around \$130,000 each year, and with more than 960 streetlights across Council's footprint Council is investing approximately \$522,000 to complete the bulk upgrade, with the costs expected to be recouped within 9 years, not including any increase in the price of electricity.

JUBILEE PARK COOTAMUNDRA PUBLIC SPACE LEGACY PROGRAM**STAGE 1 REDEVELOPMENT**

Stage One of the masterplan for Cootamundra's Jubilee Park was completed. Member for Cootamundra Steph Cooke announced a \$2 million grant from the NSW Public Spaces Legacy Program. The NSW Public Spaces Legacy Program is part of ongoing work to protect the health of the community, provide economic and jobs stimulus in response to the COVID-19 pandemic and deliver a legacy of safe, quality public and open space. Stage One consists of native garden beds, and a decomposed granite pathway installed on the area running down alongside the Caravan Park. *(Pictured right).*

**VILLAGE TRANSFER STATION UPGRADE**

Village transfer stations underwent an upgrade to access systems and security providing a more efficient and user-friendly service to the community. Transfer stations in the villages of Nangus, Tumblong, Coolac and Muttama now have infrastructure installed to allow users to gain entry to the sites via an electronic tag. The electronic entry system, combined with the installation of CCTV, will assist Council to monitor the sites more effectively and reduce the occurrence of illegal dumping in these areas resulting in a better service provided to users.

REFURB OF COUNCIL OFFICES

Council's administration offices at Gundagai underwent a long-awaited refurbishment. Built in 1979 the offices have served the community well over the last 42 years. The \$250,000 project was funded from the initial merger implementation funds, set aside when the two former Councils were merged into the Cootamundra-Gundagai Regional Council (CGRC) in 2016. Extensive planning was carried out in consultation with staff. The new office fit out and refurbishment has made way for more accessible computer terminals, economical heating and cooling, hot desking requirements and has been opened up to allow staff interaction. The new office set up is an environment fit for purpose.

**CHAIRS WELCOME AT CEMETERIES**

A meeting with Council's Regulatory staff who look after the region's cemeteries, and the Cootamundra CWA, saw the purchase of 16 white padded foldable chairs for use at graveside services. The branch of the CWA, wanted to contribute to the cost of providing chairs with Council's assistance the chairs were purchased with the generous donation of \$500.00 from the CWA ladies, whilst Council contributed to the cost of covers to protect the chairs whilst in storage and will utilise Council staff to place the chairs out when need at funeral services. *(Pictured left).*

COUNCIL ADDS TO DEFIB NUMBERS

A defibrillator sometimes called a 'defib', or AED (if it's an automated external defibrillator) can save someone's life if they have a cardiac arrest. The sooner a defibrillator is used on a person in cardiac arrest, the greater the person's chances of survival. Council has added to the numbers of AED's already available in council facilities, with the purchase of another five devices to be available at Bradman Birthplace, the Heritage Centre, Arts Centre and two at the Cootamundra Showground. In Gundagai AED's can be found at the Gundagai Council Chambers, Gundagai Swimming Pool, CGRC Works Depot, Gundagai Showground and Mirrabooka, these were purchased with grant funding and income received from user groups.

EXCITING NEW FUTURE AHEAD FOR GUNDAGAI PRESCHOOL KINDERGARTEN

Cootamundra-Gundagai Regional Council (CGRC), in conjunction with Gundagai Preschool Kindergarten Inc will be redeveloping the Preschool. Months of planning, and consultation with Council and Preschool members have resulted in plans being drawn up to see this exciting new redevelopment take place. Tenders were called to undertake construction of the new Gundagai Preschool Kindergarten. The project is to be undertaken in two stages to allow early childcare and preschool activities to continue uninterrupted and safely during the redevelopment.



UNISEX REFEREES ROOM

The installation on new amenities at Cootamundra's Fisher Park to cater for female referees was completed in time for 2022 football season.

NEW KITCHEN @ ELLWOOD'S HALL STOCKINBINGAL

The new kitchen will ensure functions held at the hall in the future are compliant with health and safety standards and will secure the future needs of the popular hall for many years to come.

AGILITY EQUIPMENT FOR DOG PARK



Council installed agility equipment in the Cootamundra Dog Park. The fenced off leash dog park is on the corner of Thompson and Hurley Streets in Cootamundra. The Cootamundra All Breeds Kennel Club were successful in obtaining grant funding to fence the area in 2014 and CGRC have purchased and installed the agility equipment with NSW Companion Animals Registration funding, that CGRC receives from dog and cat registrations in the Council area.

The Dog Park has two separately fenced areas for dogs to interact and play, the quieter area is for smaller dogs or puppies as they get used to interacting with larger, busier dogs. The other area is the active area, and this is for more robust larger adult dogs to run and play. An introduction area is also part of the facility to allow dogs to safely interact with each other through fencing, before being introduced to the agility areas. Some of the items include jumps, seesaws, seating and other agility pieces for dogs and their owners to enjoy the use of the park. This fenced off leash area allows the community and its many visitors with dogs to enjoy a safe and secure environment to play and relax. Picnic tables, drinking water availability, and dog waste bags are some of the inclusions within the park.

WET WEATHER PLACES PRESSURE ON ROAD NETWORK

Council's road network has experienced a lot of pavement deterioration over the last 12 months due to the continual wet weather. Road Crews have been relentlessly undertaking repairs where and when possible, to keep maintaining the bitumen roads.

PROJECTS DELIVERED BY THE LOCAL ROADS AND COMMUNITY INFRASTRUCTURE (LRCI) PROGRAM, FUNDED BY THE AUSTRALIAN GOVERNMENT

These projects were funded by Drought Community Funding and Local Roads and Community Infrastructure Program. The LRCI program aims to protect and create jobs through stimulating additional infrastructure and roads construction within local councils.

ROSEHILL CULVERT UPGRADE

The new culvert structure will provide increased waterway and will cater for two-lane traffic.

REPLACEMENT OF SHARED FOOTBRIDGES TOP END SCOTT AVENUE COOTAMUNDRA & TOP END MACKAY STREET TO INALA PLACE COOTAMUNDRA

The new footbridges are wider with safe approaches and are suitable for mobility assisted users. Identified as a mobility concern in CGRC's Pedestrian Access Mobility Plan (PAMP). These projects saw the old footbridges demolished and anew safer and more accessible footbridges and handrails installed. *(Pictured right).*

**BOURKE STREET FOOTPATH COOTAMUNDRA**

Upgrade of footpath works between Parker Street and Cooper Lane in Cootamundra. The upgraded section will provide safe passage for pedestrians with no trip hazards.

SHERIDAN STREET BLOCK 3 UPGRADE

Work included new concrete, installation of stone pavers and steps have been installed at the entrance to the Gundagai Medical Centre.

REPLACEMENT FOOTPATH ALONG MUTTAMA CREEK BEHIND THE OLD COOTAMUNDRA HOSPITAL

The new footpath provides a safe, off-road travel route for pedestrians and cyclists.

NICOLSON PARK MISSING LINK FOOTPATH

Council crews completed the Nicolson Park missing link of footpath in Bourke Street Cootamundra.

NEW CONCRETE FOOTPATH ALONG MUTTAMA CREEK BEHIND EX SERVICES CLUB

Council crews installed bollards along newly constructed footpath. The bollards will increase the safety of pedestrians separating them from moving vehicles in Cootamundra Ex Services Club car park.



SEALED ACCESS AND CARPARK PIONEER PARK

This project included the formation and reshaping of new table drains, with road and carpark pavement installed. Pioneer Park Cootamundra will be included in a new RV Friendly Town Assessment submission to the Campervan and Motorhome Club of Australia (CMCA) to have Cootamundra included in the Recreational Vehicle Friendly Town program. *(Pictured left).*

**SHERIDAN AND WEST STREET INTERSECTION**

Provides a significantly improved road asset with improvements to the visual amenity and safety.

FIXING LOCAL ROADS PROGRAM

The Fixing Local Roads Program is a targeted program to address smaller road projects across NSW, including pavement rehabilitation, seal extensions and resealing, sealing of unsealed roads, asphalt resurfacing, drainage rehabilitation and routine maintenance including cracks and potholes. Projects for 2021/2022 included:

MACKAY STREET- PAVEMENT REHABILITATION AND KERB REPLACEMENT

This project addressed drainage issues and improved the road surface. *(Pictured right).*

**FOOTPATH REPLACEMENT**

Footpath replacement works were undertaken in Wallendoon Street in front of the Council office to the Library and Bourke Street (Replacement Asphalt) either side of Parker Street, McKay Street from Onley to Poole Streets.

PAVEMENT REHABILITATION WORKS, KILRUSH ROAD, ROSEHILL ROAD & BERTHONG ROAD.

Repair sections of failed pavement by 1.2klms.

**EXTENSION OF SEAL ON MILLVALE ROAD**

This project extended the existing pavement eliminating 1.2klms of gravel surface. *(Pictured left).*

**WIDENING AND REHABILITATION EDWARDSTOWN ROAD**

(Pictured right).

STATE HIGHWAY UNDER THE ROAD MAINTENANCE CONTRACT WITH TfNSW

Council undertakes contracted work on State Highway roads on behalf of Transport for New South Wales.

ANNUAL RESEALING PROGRAM

Various sections of the Olympic Highway and Burley Griffin Way as prioritized by TfNSW were resealed during 2021/2022.

PAVEMENT REHABILITATION AND ASPHALTING ROAD SURFACE YASS ROAD

Rehabilitation works on the Olympic Highway from the rail overpass bridge to the Hovell Street intersection (Yass Road), was undertaken to rectify pavement issues.

The majority of the work was undertaken at night to alleviate disruption to local businesses.

The project involved a 400mm excavation of the existing pavement and sub-base materials and replacing with stabilised sub-base, finishing with asphalt to provide a better wearing surface for light and heavy vehicles. *(Pictured below).*

**PAVEMENT REHABILITATION MUTTAMA ROAD NEAR THE MODEL AERO CLUB UNDER THE REPAIR FUNDING**

Segment 70, Muttama Road, approximately 8km out of Cootamundra roadwork (near the model aero club) roadworks included a pavement rehabilitation continuing on from previous drainage works at this location and will improve the riding quality.

TIMBER HAULAGE ROAD UPGRADES (INCLUDING ADJUNGBILLY AND NANANGROE PROJECTS)

Significant upgrades have been made to various sections of the road pavement on Adjungbilly, Nanangroe and Redhill roads. These roads are subject to heavy vehicle traffic associated with the timber industry and this funding has allowed significant improvements to be made.

**BRIDGE REPLACEMENTS (BURRA ROAD COMPLETED IN 2021/22)**

Council has received funding to replace 6 bridges across the LGA with two completed to date on Burra and Brawlin Roads.

OLD HUME HIGHWAY SEAL EXTENSION (4KM LENGTH, FUNDED BY FLR)

4km of previously unsealed pavement has been stabilised and sealed, dramatically improving the surface for road users.



KERB AND GUTTER PROJECTS

Council completed several Kerb and Guttering projects throughout the year including sections along Mackay Street Cootamundra as part of the street rehabilitation. Kerb replacement along Hurley Street near the Country Club in Cootamundra and in Bourke and Hanley Streets in Gundagai.

ROAD SAFETY INITIATIVES

Road conditions across the LGA were a challenge for all during 2021/2022 with the continual wet weather and flooded causeways, Council urged residents to drive to the conditions. Due to the large amount of wet weather and increased usage, some major roads had significant levels of deterioration.

KYLIE GRYBAITIS NEW RSO

Well-known and respected Cootamundra-Gundagai Regional Council (CGRC) employee Kylie Grybaitis has been appointed to the position of Road Safety Officer (RSO) for Council. Kylie will deliver road safety projects across the Council area with the goal of lowering the number of deaths and casualties. The RSO is responsible for identifying, implementing and completing road safety projects. The aim of the projects is to educate the community about road safety to make the roads safer for all users. Road safety is a shared responsibility, Kylie encourages all road users to take responsibility when using our roads so we can work together Towards Zero deaths or injuries.

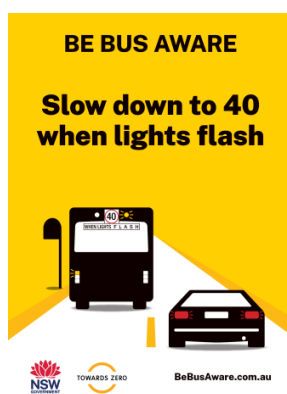
IF IT'S FLOODED FORGET IT!

Council promoted IF IT'S FLOODED FORGET IT message through Council publications, social media and website throughout the year reminding motorists that driving through flooded roads is dangerous and causes more damage to road surfaces.



BE BUS AWARE

Council promotes the Be Bus Aware message, after each school holiday period. Predominately through Councils social media platform the Be Bus Aware educates motorists, children and non-bus users on behaviour around buses. Be Bus Aware highlights the importance of bus safety for all road users. Buses are large, heavy vehicles and can't stop quickly. Each year, Bus Safety Week helps raise awareness for all road users on how to stay safe on and around buses, helping to reduce injuries and fatalities.

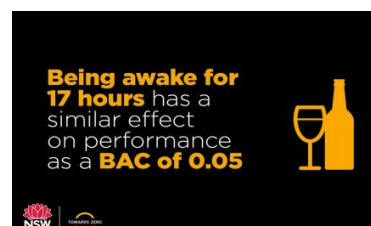


FATALITY FREE FRIDAY

Since its inception in 2007, ARSF's Fatality Free Friday campaign has continued to expand its operation and is now recognised as Australia's largest national community-based road safety program. ARSF's Fatality Free Friday initiative is about much more than just a single day. It operates on the belief that if we can go one day without a death on the road, we can demonstrate the impact a focus on road safety can have every day of the year. Road safety is a global issue that ranks as one of the most pressing matters facing society today. The social, economic, and emotional costs are immense, and these figures are poised to increase unless something is done, now. All road users are encouraged to get involved and to take personal responsibility to help make a significant reduction in road trauma. We are also aiming for a longer-term community change.

**DRIVE SAFE THESE SCHOOL HOLIDAYS**

Council promotes this message prior to school holidays reminding motorists to take regular breaks and plan their trips.

**TOWARDS ZERO**

The Towards Zero Collaboration Hub supports local councils and community organisations with useful information, resources, and best practice examples to implement effective road safety strategies. As part of a local community, we can all play a critical role in reducing road trauma. Your council is well placed to plan, implement, and deliver road safety projects relevant to our community. Become involved, road safety is a shared responsibility.

PLAN B

Drink driving was a contributing factor in 19 per cent of all fatalities and 7 per cent of all serious injuries on NSW roads in 2020. The 'Plan B' campaign aims to encourage NSW drivers to make positive choices to get home safely after drinking. The new 'Terry Godmother' television commercial further promotes the Plan B options available to NSW commuters and highlights the physiological impacts alcohol has on a person's ability to drive. Council promotes PLAN B, through local hotels, bottle shops with the Win A Swag competition.

**ROAD SAFETY INITIATIVES**

Council promotes and encourages motorists to think road safety with initiatives that include:

Plan B – Snake Gully Cup

Driver Reviver

Double Demerit Points

Motorcycles Awareness

Heavy Vehicle Awareness

Harvest Traffic Awareness

Level Crossing Awareness

Rural Road Safety Month

SARAH Group

Fatal Five – Speeding, Seat belts, Drink/Drug Driving, Fatigue, Distraction

COMMUNITY EVENTS**NAIDOC WEEK**

Held each year, in July NAIDOC Week celebrates the history, culture and achievements of Aboriginal and Torres Strait Islander peoples. Get Up! Stand Up! Show Up! Was the theme for 2022 NAIDOC Week celebrations. Flag raising ceremonies were held in Cootamundra and Gundagai.

**SENIORS WEEK**

Seniors were entertained at morning tea events held in Cootamundra and Gundagai. Senior visitors had the opportunity to talk to members of staff, management team and Councillors whilst enjoying a welcome cup of tea and a buffet morning tea.

LOCAL GOVERNMENT WEEK

Cancelled in 2021 due to COVID 19 restrictions.

YOUTH WEEK

"It's Up To You", theme saw a number of activities available for the regions youth to enjoy during Youth Week in April 2022. Painting in the Park saw a number of young people create a collage of painting. Archery Tag, Skating Workshops, Night Nature Walks and outdoor movie nights were some of the events held during Youth Week.

AUSTRALIA DAY

Councils' biggest community event each year, brings visitors and residents together for breakfast in the parks, presentation of Australia Day awards, citizenship ceremonies and addresses from Australia Day Ambassadors. 2022 was no exception, COVID 19 safe events held in Cootamundra and Gundagai saw hundreds of residents gather to celebrate and acknowledge community members who were awarded certificates for Citizen of the Year, Young Citizen of the Year & Sportsman/Sport Achievement awards.



OTHER PROJECTS DELIVERED

2021/2022 a year of turmoil with COVID 19 restrictions impacting the first quarter, months of wet weather, staff shortages and De-merger inquires, our staff have continued to deliver projects that enhance the liveability of our communities.

GUNDAGAI TOWN STRATEGY

Council called public input into the Gundagai Town Strategy. The aim of “Gundagai Survey 2021” is to provide an opportunity for the community to assist in identifying planning opportunities and planning requirements for Gundagai over the next 30 years. The town strategy will provide Council with valuable information about what the community wants. The finalised Gundagai Town Strategy will identify planning control objectives to help strengthen and provide opportunities to grow the Gundagai Township.

DOMESTIC WASTE SERVICES FOR RURAL RESIDENTS

Council adopted the Domestic Rural Waste Initiatives. The initiative has been developed in response to rural community residents’ inquiries regarding free waste disposal and access to the Cootamundra-Gundagai Regional Council (CGRC) landfill sites for domestic waste. By adopting the initiative, rural households will receive free access to their local landfill sites for the purpose of emptying a Council provided wheelie bin used for household domestic waste.

THE BIG IDEA - COMMUNITY STRATEGIC PLAN

Council sort feedback from the community to develop the CGRC Community Strategic Plan (CSP). The Community Strategic Plan is a high-level document designed to guide Council in the areas that matter most to the community and to drive future successes. Over three months, various community consultation sessions, drop in and pop-up stalls, online survey provisions and written submissions were invited and undertaken to give members of the community the opportunity to present their “big idea” for the CSP.

COMMUNITY INVITED TO COMMENT ON DELIVERY PROGRAM & OPERATIONAL PLAN

The Operational Plan (OP) is a council’s action plan for achieving the community priorities detailed in the Community Strategic Plan (CSP) and Delivery Program (DP). An OP is prepared each year and presented to a council for adoption. Each OP identifies the projects, programs and activities that a council will conduct to achieve the commitments of the DP. The community were invited to make submissions to have their say on these important documents.

HELP FOR FARMERS

Council in conjunction with Department of Primary Industry (DPI), Local Lands Services, called on expressions of interest from farmers in the LGA to tackle Thistle infestations. CGRC’s Biosecurity Officer, visited affected landowners to assist with identification and appropriate management and control skills. Chemical control assistance was available for the reduction of Scotch/Illyrian thistle infestations. The program sort to coordinate and utilise the expertise and knowledge of the CGRC Biosecurity staff, working alongside landowners to protect primary production and the general environment from the impacts and problems caused by Scotch and Illyrian thistles.

SHARING THE DIGNITY

The installation of the Share the Dignity Vending Machine in the Cootamundra Library dispenses free #PinkBox Period Packs at the push of a button. Share the Dignity purchase and supply the specially made period packs in the Dignity Vending Machines, which are sponsored by businesses, grants and donations. Local volunteers look after the maintenance and stocking of the machine to ensure products are always readily available.



NEW VISITOR GUIDES

Council have released the new visitor guides, covering the whole Local Government Area (LGA). The printed book flips and has Cootamundra information on one side and Gundagai information on the other side. This is a culmination of twelve months work for CGRC Tourism Administration Trainee Casey Polsen. Casey organised the photography and completed the graphic design in house.

BRADMAN OVAL CRICKET NETS UPGRADE

A brand-new concrete slab that is now the full length of a cricket wicket has been installed. New synthetic turf that covers the entire slab. The Runup section was raised and turfed. Cootamundra Junior Cricket removed the old netting and installed the new netting.



NEW FACILITIES AT GUNDAGAI POOL

A new barbeque, picnic tables and shade shelter at the Gundagai Swimming Pool will be the place for a summer party or family get together. (Pictured Left).

FRIENDSHIP PARK GUNDAGAI



Above: New Shade Shelter in Friendship Park Gundagai

Left: New Seat in Friendship Park Gundagai

SIGNAGE PROJECTS



Above: History Signage at Wallendbeen



Above: Updated Historic Signage at Gundagai



Above: Skatepark workshops



Above: Dog Waste Bags installed at Stockinbinal

OTHER PROJECTS



Above: Tree protection installed Bourke Street Cootamundra, as part of Bourke Street Footpath Upgrade.



Above: Pizza Oven installed at Gundagai Community Garden.



Above: Planting out in Hovell Street Cootamundra.



Above: Preparation of area for carpark in Lindley Park Gundagai.

CITIZENSHIP CEREMONIES

Your Council conducted and hosted Citizenship ceremonies for people who have decided to become Australian Citizens. The ceremonies are a legal requirement for most people to make the Australian citizenship pledge of commitment.

A citizenship ceremony is where the pledge of commitment is made. For most people, this is the final step in the journey to becoming an Australian. Council's citizenship ceremonies are typically held at the Australia Day celebrations whilst others are held during the year.

2021/2022 saw our communities welcome six new Australian residents: Cal Breslin, Aira Calub, Navjeet Singh, Kelly Williams, Stephen Broadley and Ariana Watts.



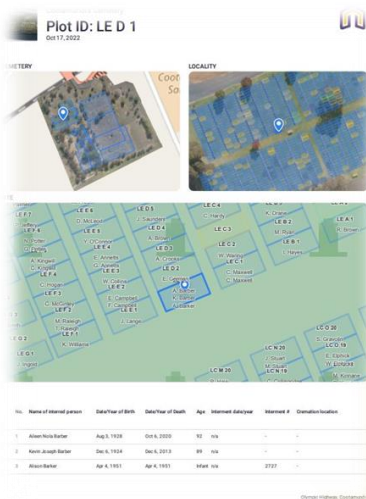
CEMETERY MAPPING PROJECT

DIGITISING COOTAMUNDRA–GUNDAGAI REGIONAL COUNCIL’S CEMETERIES.

The Council embarked upon mapping and digitising the 12 Cemeteries within the Local Government Area, which comprises of, Cootamundra, Stockinbingal, Wallendbeen, North Gundagai, South Gundagai, Nangus, Coolac, Adjungbilly, Mount Adrah, Darbalara, Tumblong and Muttama.

The Council engaged Chronicle, who are a cloud-based cemetery management software company to assist with this work. They combine accurate, high-definition digital plot maps and record storage in an easy-to-use interface.

The project consisted in conducting ground and aerial surveys, accurately mapping each burial plot of which there are approximately 17,000 graves, migrating the records to online storage, and providing a platform for Council staff, the Community, and visitors to access.



Each headstone was also individually documented and photographed, with Council staff wanted to ensure that the information of the deceased was accurately and carefully preserved. This system will help visitors find their loved ones on the ground or sitting in their homes using Chronicle. They can also share a link to this plot or visit the plot with the walk-to-grave technology and research the deceased information which is accessible through any mobile device.



LIBRARY ACTIVITIES

Council's libraries continued to offer a variety of activities, services and information for the residents across the LGA. The COVID-19 pandemic and subsequent restrictions saw our libraries staff be resilient, resourceful and work to maintain services to residents.

Home delivery, Online Storytime, and phone consultations were implemented.

An adapted and unique innovation was the Riverina Local Lands Services Photographic Exhibition. Lock down created a challenge for the exhibition to be open to the public, however our innovative library staff created a window-based exhibition.



Take home craft and creative packs were available for library patrons. Courses run for seniors to assist with mobile phone and technology skills.



Book launches, competitions, exhibitions, music, workshops, games are all regular activities undertaken by the libraries in Cootamundra and Gundagai.



The regions libraries are valuable and worthy facilities, most importantly they offer social interaction, resources, friendship as well as the place to go for a good read.

STATUTORY REPORTING REQUIREMENTS

The following information details Council's response to the statutory reporting requirements of *the Local Government Act 1993* under section 428 Annual Reports, and the more detailed response to *the Local Government (General) Regulation 2021*.

TOTAL RATES AND CHARGES WRITTEN OFF

Local Government General Regulations Cl 132

Pending completion of 2022 financial statements.

MAYORAL AND COUNCILLOR EXPENSES

Local Government General Regulation Cl 217(a1)

Total 1 July 2021 – 31 December 2021		
	Fee	Claimed Expenses
W1001.357.462		
Councillor Fees		
Doug Phillips	\$6,754.92	0
Dennis Palmer	\$6,754.92	\$1,202.76
Penny Nicholson	\$6,754.92	\$332.28
David Graham	\$6,754.92	0
Abb McAlister	\$6,754.92	\$2,783.04
Leigh Bowden	\$6,754.92	\$160.48
Charlie Sheahan	\$6,754.92	\$418.08
Gil Kelly	\$6,754.92	0
Craig Stewart	\$550.00	0
Total	\$54,589.36	\$4,896.64
W1001.479.460		
Mayoral Allowance		
Dennis Palmer	\$7,364.46	
Abb McAlister	\$7,364.46	
Total Mayoral Fee	\$14,728.92	
Total	\$69,318.28	\$4,896.64

Total for 1 January 2022 – 30 June 2022		
	Fee	Claimed Expenses
W1001.357.462		
Councillor Fees		
Charlie Sheahan	\$4,752.94	\$1,809.16
Leigh Bowden	\$4,752.94	\$2,293.57
Penny Nicholson	\$4,752.94	\$132.10
Abb McAlister	\$4,752.94	\$951.60
Gil Kelly	\$4,752.94	0
David Graham	\$4,752.94	0
Les Boyd	\$4,752.94	\$120.16
Logan Collins	\$4,752.94	0
Total	\$42,776.46	\$4,676.59
W1001.479.460		
Mayoral Allowance		
Charlie Sheahan	\$8,869.74	
Leigh Bowden	\$1,500.00	
Total Mayoral Fee	\$ 10,369.74	
Total	\$ 53,146.20	\$4,676.59

Mayor and Councillor Expenses		
Administration expenses	Food & Catering Costs	460.23
	Materials Purchased	501.69
	Stationery & Office Consumables	129.86
Councillor fees	Councillor Fees	97,365.80
	Travel and Accommodation	9,464.73
Internet	Councillor Fees	399.98
	Internet & Other Communication Charges	7,678.88
	Telephone Charges	559.07
Mayoral allowance	Mayoral Allowance	25,098.66
Meetings and conferences	Food & Catering Costs	2,355.95
	Travel and Accommodation	9,173.94
Professional memberships	Professional memberships	72.73
Purchase tools and equipment	Computer Hardware Expensed	17,174.10
	Materials Purchased	1,295.30
Telephone	Telephone Charges	55.00
Training and skill development	Consultants	4,094.36
	Course Fees (LG NSW)	8,400.00
	Food & Catering Costs	175.64
Travel - outside council area (within State)	Travel and Accommodation	80.00
TOTAL		\$184,535.94

**NOTE: Travel and IT Expenses include necessary travel required for Mayor and Councillors to attend meetings and conferences.*

INDUCTION TRAINING AND ONGOING PROFESSIONAL DEVELOPMENT***Local Government General Regulation CI 186***

Induction Training and Professional Development			
	LG NSW Elected Life Induction Training		Blackadder Councillor Induction Programme
Councillor	Day 1	Day 2	
Charlie Sheahan	X		X
Leigh Bowden	X	X	X
Penny Nicholson			
David Graham			X
Abb McAlister			X
Trevor Glover	X	X	X
Logan Collins		X	X
Gil Kelly			X
Les Boyd			X

DETAILS AND PURPOSE OF OVERSEAS VISITS***Local Government General Regulation CI 217 (1)(a)***

During the year no Councillors, Council Officer or other person undertook an overseas visit as part of their Council duties.

CONTRACTORS / WORKS AWARDED**Local Government General Regulation CI 217(a2)**

The following table details contracts awarded by Council during the year for sums of greater than \$150,000.

Contractor Name	Description of Goods, Works or Service	Contract sum or estimate ¹
Boral Asphalt	Annual resealing of bitumen roads and sealing of new works	\$2M
Milbrae Business Group, Bald Hill Quarry	Winning, Blasting & Crushing of Gravel - Panel Contract	\$300,000 (est)
Advance Sweepers, A-Plant Equipment, Bitu-Mill Pty Ltd, BM & NM Smith Mini Diggers, Coates Hire Operations, Conplant Pty Ltd, CRS (NSW) Pty Ltd, Des Winnel Bulldozing Pty Ltd, Downer EDI Works Pty Ltd, FM Rural, GK Hardy Earthmoving, Gundagai Construction Services Pty Ltd, Gundagai Earthmoving Pty Ltd, Hilltops Vegetation Services, J&E McCallum Haulage Pty Ltd, J&M Casnave Earthworks Gundagai, JB Tipper Hire, JR & EG Richards (NSW) Pty Ltd, M&K Smart Pty Ltd, Marchese Excavations & Bin Hire Pty Ltd, MB Earthworks, Porter Excavations Pty Ltd, Rangedale Drainage & Industrial Services Pty Ltd, Riverina Cable Locating Pty Ltd, Rollers Australia Pty Ltd, Stabilco Pty Ltd, Stabilfix Pty Ltd, Summit Open Space Services, Total Drain Cleaning Services Pty Ltd, Tutt Bryant Hire Pty Ltd, Universal Mobile Tower Hire	Wet and Dry Plant Hire – Panel Contract	\$500,000 (est)
Knock Contractors Pty Ltd	Water Main Replacement West Street Gundagai	\$163,680
Play Workshop Pty Ltd aft The Troy Family Trust	Albert Park Inclusive Playspace	\$385,000
Killard Infrastructure Pty Ltd	Water Main Renewal Mackay Street Cootamundra	\$194,742
Murray Valley Piling	Design & Construct 6 Bridges Yass Valley Council (1) and CGRC (5)	\$1,431,100
CRS (NSW) Pty Ltd	Yass Road AC Project	\$639,879
Australis Advisory Group Pty Ltd	Water Sewerage and Stormwater Assets Condition Assessment and Valuation	\$100,000 (est)

**NOTE: All amounts are GST inclusive.*

LEGAL PROCEEDINGS***Local Government General Regulation CI 217(a3)***

Pending completion of 2022 financial statements.

PRIVATE WORKS AND FINANCIAL ASSISTANCE***Local Government Act s67(3) and Local Government General Regulation CI 217(a4)***

Section 67(2) of the Local Government Act permits Council to subsidise the cost of works carried out on private land subject to certain conditions.

Council did not undertake any works on private land where there was any decision to charge less than the approved fee.

AMOUNTS CONTRIBUTED OR OTHERWISE GRANTED***Local Government General Regulation CI 217(a5)***

Pending completion of 2022 financial statements.

FUNCTIONS DELEGATED BY COUNCIL***Local Government General Regulation CI 217(a6)***

To better engage the community and reflect local community views and needs, Council delegates a range of its functions to volunteer committees and other organisations.

The following committees were involved in the planning and management of Council facilities or functions and were appointed in accordance with section 355 of the Local Government Act.

- Cootamundra Showground Users Group
- Wallendbeen Memorial Hall
- Stockinbingal Ellwood's Hall
- Muttama Hall Management Committee
- Muttama Creek Regeneration Group
- Cootamundra Heritage Centre Management
- The Arts Centre Cootamundra
- Tourism Action Committee (Gundagai) (dissolved September 2022)
- Cootamundra Tourism Action Group (dissolved September 2022)
- Bradman Birthplace (formed in April 2022)

CONTROLLING INTEREST STATEMENT

Local Government General Regulation CI 217(a7)

Council held no controlling interests in companies during the 2021-22 year.

EXTERNAL BODIES, COMPANIES OR PARTNERSHIPS

Local Government General Regulation CI 217(a8)

Business Cootamundra

Business Cootamundra is a company limited by guarantee that provides services to Cootamundra businesses, with the objective to develop Cootamundra and district. Council has representation on the board of management. Council benefits from services provided in accordance with a memorandum of understanding, in exchange for a Council contribution of \$33,856 per annum. The services provided relate to tourism and economic development.

Goldenfields Water County Council

Goldenfields Water County Council is a local water authority that provides water directly to residents within the Council area. In addition, Council purchases bulk water from Goldenfields and supplies it to residents within the Cootamundra township. Council has one Council representative on the Goldenfields Water County Council.

Riverina Eastern Regional Organisation of Councils (REROC)

REROC is a voluntary association of 7 General Purpose Councils and 1 water county Council. Initially established with a focus on resource sharing activities which save money for member councils, REROC's activities have grown to encompass regional planning, intergovernmental collaborations and advocacy and lobbying. Virtually every operational area of local government has been touched by the activities of REROC with the purpose of delivering more efficient and effective outcomes by utilising both the number of members and their combined demands and resources to create scale and capacity.

Riverina Joint Organisation

REROC was selected to work with the NSW Government to develop a new model to replace ROCs, called Joint Organisations (JOs). JOs will become legal entities with additional administrative and compliance requirements imposed by legislation. REROC is one of five groups of NSW councils that are piloting the JO structure. Each of the groups has a strong history and a commitment to partnering with the State to address regional priorities such as economic development, transport and infrastructure.

Riverina Regional Library

The Riverina Regional Library (RRL) is the largest regional library service in NSW. It provides library services to approximately 86,846 constituents of 10 local government areas, those being the shires of Bland, Coolamon, Cootamundra-Gundagai, Federation, Greater Hume, Junee, Leeton, Lockhart, Snowy Valleys, Temora and the City of Wagga Wagga. The service consists of 19 stationary library branches and a mobile library spread over an area of 44,258 sq km.

The Riverina.

Council is a member of the peak regional tourism organisation in the Riverina; The Riverina. The key role of the organisation is as a tourism marketing body for the Riverina. Council contributes to the direction of The Riverina as a member, working collaboratively with the other member Councils to promote the region. The Riverina has been responsible for several successful tourism campaigns throughout the year, including TASTE Riverina and monthly email marketing of local attractions and events.

Eastern Riverina Arts (ERA)

ERA enriches, inspires, and connects our region by fostering arts, culture, creative industry and community. ERA are the peak body for arts and cultural development in the region and part of a network of arts organisations across regional New South Wales. Eastern Riverina Arts is supported by the New South Wales Government through Create NSW and is a member of Regional Arts New South Wales.

Softwoods Working Group

Council is a member of the Softwoods Working Group. The group was formed in response to the rapid expansion of the softwood plantation industry. It has a key objective to lobby for adequate funding to upgrade and maintain the road network with a load capacity that can support the heavy haulage vehicles of the timber processing industries.

South East Weight of Loads Group

Council is a member of the South East Weight of Loads Group which was formed to ensure that road pavements are protected against overloaded vehicles in the South Eastern Region of New South Wales. The Group enforces the weight of loads restrictions within the participating local government areas. Council administers the investment of this group, being their unexpended funding, at a fee of 0.25%.

South West Regional Waste Management Group

The South West Regional Waste Management Group is a regional collaboration that jointly manages waste management and has long term contracts with the operator of the Bald Hill Quarry (near Jugiong) to use as a landfill site.

South West Slopes Zone Rural Fire Service

Council is a member of the South West Slopes Zone Rural Fire Service, with Hilltops Council. The Group controls the obligations of both Councils under the Rural Fires Act, 1997 and jointly employs a Fire Control Officer and four other personnel to co-ordinate the activities of the group. All positions are based in the township of Harden and utilise the services of an extensive radio network to maintain contact with the volunteer Bushfire Brigades.

NSW Local Government Mutual Liability Scheme (Statewide)

Statewide Mutual is a discretionary mutual pool scheme providing insurance cover for its member councils major insurable risks. It is a self-insurance mutual which is backed by reinsurance placed through local and international underwriters. Members own each scheme and benefit from building equity resulting from surplus contributions.

EEO MANAGEMENT PLAN IMPLEMENTATION

Local Government General Regulation CI 217(a9)

Equal Employment Opportunity (EEO) focuses on recognising and valuing diversity within the workplace. This means having workplace policies, practices and behaviors that are fair and do not disadvantage people who belong to particular groups.

Council provides many services to a diverse community and aims to promote an environment free from harassment, bullying, victimisation and discrimination. We have an EEO Management Plan with strategies that assist members of EEO groups to overcome past and present disadvantages.

Key EEO activities implemented during the year were:

- Facilitating induction programs for new employees including EEO practices
- Implementing traineeship and apprenticeship programs across Council
- Using merit based recruitment practices
- Reviewing and managing Council's Employee Assistance Program
- Managing the ongoing review and implementation of HR policies and procedures that support staff grievance resolution, anti-discrimination, workplace bullying and harassment.
- Implementing staff training programs.
- Facilitating appropriate workplace communication.

SWIMMING POOL INSPECTIONS

Swimming Pools Act 1992 s22f(2) and Swimming Pool Regulations 2018 CI 23

In 2020/2021, two (2) tourist and visitor accommodation were inspected.

Zero (0) inspections were undertaken for premises with more than 2 dwellings.

Thirteen (13) inspections that resulted in issuance of a certificate of compliance under s22D of the SP Act.

Eight (8) inspections that resulted in issuance of a certificate of noncompliance under cl 21 of the SP Reg.

DISABILITY INCLUSION ACTION PLAN

Disability inclusion Act 2014 s 13(1)

In June 2017 Cootamundra-Gundagai Regional Council adopted the Disability Inclusion Action Plan. The policy will be reviewed within 12 months of an election, and thereafter at four yearly intervals to ensure it meets all statutory requirements.

The goals included in this plan will focus on:-

- Developing positive community attitudes towards people with disability
- Creating a more liveable community for people with a disability
- Equal access to employment within Council for people with a disability
- Provide appropriate service information for people with a disability

TOTAL REMUNERATION FOR GENERAL MANAGER AND SENIOR STAFF***Local Government General Regulation CI 217(b) and (c)***

During the 2021-22 financial year Council's senior officers were comprised of:

Position Title	Total
General Manager	
Phil McMurray	\$206,598
Phil McMurray - Termination payment	\$558,708
Les McMahon	\$58,897
Glen McAtear	\$38,782
Interim Deputy General Manager	
Kay Whitehead	\$3,631
Glen McAtear	\$44,191

PERSONS WHO PERFORMED PAID WORK ON WEDNESDAY 25 MAY 2022***Local Government General Regulation CI 217 (1)(d) (i),(ii),(iii),(iv)***

Permanent full-time employees	130 (including 3 apprentices)
Permanent part-time employees	4
Casual employees	24
Persons employed by the council on a permanent full-time, permanent part-time or casual basis or under a fixed term contract	5
Persons employed by Council as senior staff members	NIL
Persons engaged by Council under contract or other arrangement with the person's employer, wholly or principally for the labour of the person	NIL
Persons supplied to the council, under a contract or other arrangement with the person's employer, as an apprentice or trainee	NIL

STORMWATER LEVIES AND CHARGES***Local Government General Regulation CI 217(e)***

Council levies an annual Stormwater Management Charge to both residential and business properties, subject to exemptions provided for under the Local Government Act 1993. All funds raised are applied to stormwater management improvements, including the following projects completed during the year:

- General drainage improvements works across the LGA

SPECIAL RATE VARIATION EXPENDITURE***Special Rate Variation Guidelines 7.1***

Pending completion of 2022 financial statements.

COMPANION ANIMALS MANAGEMENT***Local Government General Regulation CI 217(f)***

Council has lodged its Animal Care Facility return with The Office of Local Government on 29th July 2022. A copy of this data is included with this report. Council has recorded 27 dog attacks in this period, involving 36 confronting dogs, 1 dog was declared Dangerous, 9 were declared Menacing and 3 declared Nuisance dogs. 3 dogs were Euthanised. 15 infringement notices were issued during this period and Council receipted 296 Registrations totaling \$20,255.00 Companion Animal Registration fees for the 2021/2022 financial year.

Council staff continue to use the CAMS mobile Application—Companion Animals Management System to gather records on Companion Animals activities. This application has assisting staff to record impounding activities and to gather information in regard to any animals that are handled by Council staff. This application assists staff in preparing accurate statistical information for Council reporting.

Council staff have a strong culture and empathy towards the animals that they come into contact with on a daily basis, for the 2021/2022 financial year, 97% of Dogs were returned home or rehomed. Council utilises a very large network of Authorised Rescue Organisations to assist in the safe rehoming of all animals. 53% of all cats seizures were rehomed or given back to their owners. 38 feral or unsuitable to rehome cats were Euthanised and only 3 dogs were Euthanised. Council staff deemed that these animals were unsuitable for rehoming.

The community has been reporting their lost Companion Animals using the Lost and Found page on Councils Website. The advantage of utilizing this site is that the Council staff are immediately advised via an automated email of any lost animal and can initiate appropriate actions.

The Regulatory staff maintain a high profile within the community and are proactive in putting education first before prosecution. Council has two Rangers that regularly patrol townships as well as the villages.

Council currently has two (2) unfenced off leash areas in the township of Cootamundra and one (1) fenced area. Gundagai has two (2) off leash areas in the township. These areas along with most parks and town streets are well serviced with dedicated dog tidy bag dispensers and bins.

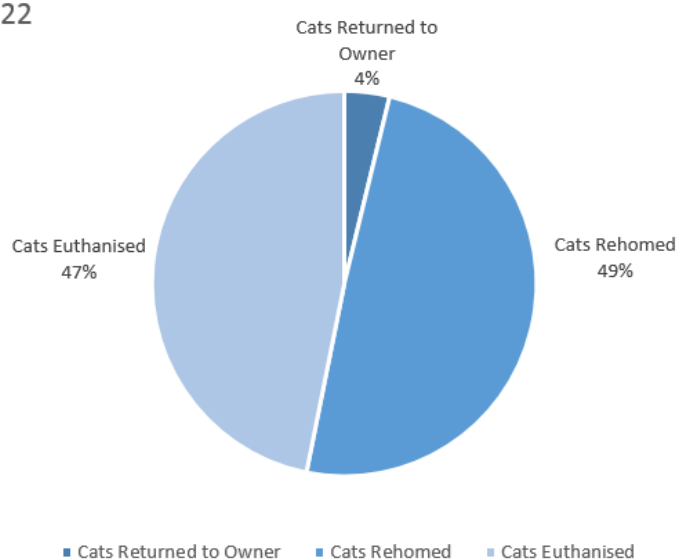
Cats

Seizure details	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
Seized by Ranger	1	3	4	4	4	35	2	10	5	4	5	2	79
Returned to Owner no impounding						1		1		1			3
Transferred to Animal Care Facility	1	3	4	4	4	34	2	9	5	3	5	2	76

Release details	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
Released to Owner from ACF					1			2					3
Released for Rehoming	2	3	3	4	1		2	7	8	3		6	39
Stolen from ACF													
Euthanised	2	3	3	4	1		2	7	8	3		4	37

Summary of Seizures & Impounding's

Cats received	79
Returned to Owner	3
Rehomed	39
Euthanised	37
In Animal Care Facility at 30.6.21	0

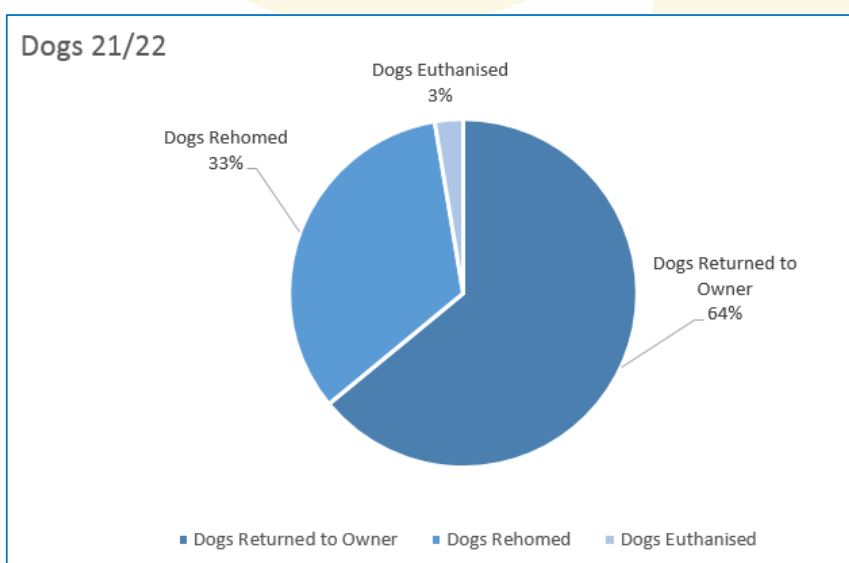
Cats 21/22

Dogs

Seizure details	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
Seized by Ranger	9	5	11	4	4	10	3	9	7	9	10	14	95
Returned to Owner no impounding	1	0	3	1	0	0	0	1	4	1	4	6	21
Transferred to Animal Care Facility	8	5	8	3	4	10	3	8	3	8	6	8	74

Release details	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
Released to Owner from ACF	5	8	1	1	1	5	4	7	1	8	4	7	52
Released for Rehoming	3	2	8	7	2	3	1	4	0	5	1	5	38
Stolen from ACF	0	0	0	0	0	0	0	0	0	0	0	0	0
Euthanised	0	0	0	0	1	0	0	1	0	1	0	0	3

Summary of Seizures & Impounding's	
Dogs received	116
Returned to Owner	21
Released to Owner from ACF	52
Rehomed	38
Euthanised	3
In Animal Care Facility at 30.6.21	2



GOVERNMENT INFORMATION PUBLIC ACCESS (GIPA) ANNUAL REPORT***Government Information (Public Access) Act 2009 section 125 (1)*****Review of proactive release program**

In accordance with section 7 of the GIPA Act, agencies must review their programs for the release of government information to identify the kinds of information that can be made publicly available. This review must be undertaken at least once every 12 months. Council undertook the following initiatives as part of the review of its proactive release program for the reporting period.

- Proactively updating and adding relevant information on Council's website
- Releasing information and keeping the community informed via media channels (social media, media releases, newsletters, website)
- Continual improvements to access to information processes used within Council

Number of access applications received

During the reporting period, Council received a total of three (3) formal access applications. There were no invalid applications. No applications were withdrawn. No applications were transferred to other agencies.

Number of refused applications

No access applications were refused.

Timeliness

All applications were decided within the statutory timeframe (20 days plus extensions).

Reviews

There were no reviews of application requests and no requests for any decisions to be reviewed.

Number of applications by type and outcome								
	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm /deny whether information is held	Application withdrawn
Media	-	-	-	-	-	-	-	-
Members of Parliament	-	-	-	-	-	-	-	-
Private sector business	-	-	-	-	-	-	-	-
Not for profit organisations or community groups	-	-	-	-	-	-	-	-
Members of the public (application by legal representative)	-	1	-	-	-	-	-	-
Members of the public (other)	1		-	-	-	-	-	-

Number of applications by type of application and outcome								
	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm / deny whether information is held	Application withdrawn
Personal information applications	1	-	-	-	-	-	-	-
Access applications (other than personal information applications)	-	1	-	-	-	-	-	-
Access applications that are partly personal information applications and partly other	-	-	-	-	-	-	-	-

PUBLIC INTEREST DISCLOSURES

Public Interest Disclosures Act 1994 s.31 and Regulation 2011 Cl 4

Council has an adopted Internal Reporting Policy in accordance with the requirements of the Public Interest Disclosures Act 1994 (PID Act). The policy provides a mechanism for Council Officials to make disclosures about serious wrongdoing.

During the 2021/2022 financial year, the following disclosures were made under this policy.

	Total
Number of public officials who made public interest disclosures	Nil
Number of public interest disclosures received	Nil

COUNCIL CONTACT DETAILS

For a copy of this report or information concerning documents referred to herein please contact

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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Gundagai Office

Address: 255 Sheridan Street, Gundagai NSW 2722

Phone: 1300 459 689





Disability Inclusion Plan

Adopted 26 June 2017



Introduction

In 2014, the NSW Parliament passed the Disability Inclusion Act, which sets out the need for the NSW Disability Inclusion Plan and the need for each government department, agency and local Council to develop a Disability Inclusion Plan. The Cootamundra-Gundagai Regional Council (CGRC) Disability Inclusion Plan endeavours to assist in the removal of barriers so that people with a disability have a better opportunity to live a meaningful life and enjoy the full benefits of membership in the community.

Cootamundra and Gundagai are both country towns with resident populations acting as service centres for the surrounding agricultural areas for a range of services including business, medical and recreational matters. In addition, there are also a number of villages within the Council area that provide opportunities for day to day social interaction and in some instances daily supplies.

It is therefore vital that Council and other levels of community as well as community based organisations cater for the needs of people with a disability.

Disability may be acquired at birth or early in life, or may be the result of accident, illness or injury throughout life. People experience a range of impacts due to disability, with over 6% of the population experiencing profound or severe disability. Disability is caused by a range of conditions, including intellectual, physical, cognitive, sensory, neurological impairments or mental illness.

People with a disability have the right to full and effective participation in an inclusive society. An inclusive society benefits the whole community not just people with a disability. Inclusion reduces disadvantage, isolation and discrimination. It also has positive impacts across all aspects of life, including health, welfare, education and employment.

The goals included in this Plan will focus on:-

- Developing positive community attitudes towards people with a disability
- Creating a more liveable community for people with a disability
- Equal access to employment within Council for people with a disability
- Provide appropriate service information for people with a disability

This Plan focuses on the services and facilities provided by CGRC and the actions which can contribute towards the goals of the Plan.

As part of the development of this plan stakeholder groups have been consulted with and provided the opportunity to provide input and/or feedback. The plan will be reviewed every three years to ensure that actions remain relevant.

List of Abbreviations

Throughout the Plan some abbreviations have been used. The following are these abbreviations and their full wording: -

CGRC -	Cootamundra-Gundagai Regional Council
DAM -	Director Asset Management
DDC -	Director Development & Community
DIAP -	Disability Inclusion Plan
DO -	Director Operations
HRO -	Human Resources Officer
MF -	Manager Facilities
MGBS-	Manager Governance and Business System
MOF -	Manager of Finance
MSC -	Manager Social and Community
NDIS -	National Disability Insurance Scheme
RO -	Recreation Officer
RSO -	Road Safety Officer
TP -	Town Planner

Strategy	Actions (Statement of Means)	By When	Resp.	Actions Taken
The community has positive attitudes towards people with a disability.	Update existing Council channels to ensure that they have the ability to include access information and other stakeholder requirements, and that this is collected.	Ongoing	MGBS	
	Ensure the Council's Community Strategic Plan considers barriers to an inclusive community and any issues raised.	Ongoing	MGBS	
	Review Council documents to make them easy to complete for people of all abilities. All forms to include how people can access assistance in completion.	Ongoing	MGBS	
	Provide appropriate information on the available access in promotional material for community and tourism events.	Ongoing	MSC/MGBS	
	Ensure that the needs of all stakeholders are considered on all Council committees.	Ongoing	MGBS	

Strategy	Actions (Statement of Means)	By When	Resp.	Actions Taken
CGRC area is accessible for visitors with a disability.	Future Council building upgrades to include all access considerations.	December 2018	MSC	
	Recommend actions for inclusion in the villages (halls etc.) as part of Villages Strategy.	September 2017	TP	
	Adult change station to be installed within the Council area.	December 2018	DDC	
	When updating mapping and websites include access information on facilities and activities.	Ongoing	MGBS	
	Investigate options for improving access to local businesses.	December 2017	MSC	
	Inclusion and Access to be a design outcome of the Development Control Plan.	July 2018	TP	

Strategy	Actions (Statement of Means)	By When	Resp.	Actions Taken
CGRC area is more livable for people with a disability.	Provide opportunities for stakeholders to easily report access concerns.	Ongoing	MGBS	
	Provide Development Applicants with relevant information concerning Disability Discrimination legislation.	Ongoing	DDC	
	In reviewing Council purchasing policy consider ways we can better support businesses which employ people with disabilities.	Ongoing	MGBS	
	Ensure signage on Council buildings is clear and easy to read.	Ongoing	DAM	
	Review existing footpath network and facilities to determine upgrade and connectivity improvement requirements.	June 2018	DAM	
	Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility.	Ongoing	MSC	
	Encourage the pool & gymnasium managers/ leasees to conduct activities for people of all abilities.	Ongoing	MF	
	Provide support to community organisations in seeking funding for accessibility and inclusion projects.	Ongoing	MSC	
	Advocate for access to respite services for carers of disabled children.	Ongoing	MSC	
	Design new Council developments with accessibility to the main entrance.	Ongoing	TP/MF	
	Consider the needs of stakeholders in developing library collections and services.	Ongoing	MSC	
	Conduct a triennial survey of service providers to garner information on access issues in the area.	Ongoing	MSC	

Strategy	Actions (Statement of Means)	By When	Resp.	Actions Taken
Equal access to employment within Council for people with a disability	Relevant discrimination legislation to be included in EEO Policy, Staff Induction and Recruitment Training.	Ongoing	HRO	
	Include consideration for disability inclusion in Council's Workforce Strategy.	Ongoing	HRO	
	Investigate modifications to Council buildings to improve accessibility for staff.	Ongoing	MF	
	Investigate barriers that exist for people with a disability and their carers in accessing employment in council positions and standing for council positions.	June 2018	HRO	

Strategy	Actions (Statement of Means)	By When	Resp.	Actions Taken
Appropriate service information for people with a disability is provided	Investigate options for the production of a Mobility Map.	December 2017	TP	
	Ensure information concerning accessible public transport including Community Transport is readily available.	Ongoing	MSC	
	Advocate for the allocation of more resources for education, early intervention and childcare for children with a disability.	Ongoing	MSC	
	Ensure information is available for users of scooters and electric wheelchair on footpaths. Pedestrian safety information should also be made available.	Ongoing	RSO	

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 Phone: 02 6944 0200
 Fax: 02 6940 2127



8.1.3 DRAFT PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS POLICY

DOCUMENT NUMBER	370747
REPORTING OFFICER	Teresa Breslin, Acting EA to Mayor and General Manager
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.1 Decision-making is based on collaborative, transparent and accountable leadership</p>
FINANCIAL IMPLICATIONS	Financial implications of the draft policy are detailed within the document and subject to its adoption, provision is to be made within Civic budget.
LEGISLATIVE IMPLICATIONS	To comply with s.252 and s.253 of the Local Government Act 1993.
POLICY IMPLICATIONS	The draft policy is presented in accordance with a model policy recommended by the Office of Local Government.
ATTACHMENTS	1. Draft Payment of Expenses and Provision of Facilities for Mayor and Councillors ↓

RECOMMENDATION

- 1. The draft Payment of Expenses and Provision of Facilities Policy for Mayor and Councillors, attached to the report, be publicly exhibited for twenty-eight (28) days.**
- 2. Following the exhibition period, a further report be prepared and submitted to Council, with the inclusion of any submissions received for consideration.**

Introduction

Section 252(1) of the Local Government Act 1993 (the Act) states: Within the first 12 months of a new council, a council must review a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the Mayor, the Deputy Mayor and the other councillors in relation to discharging the functions of civic office.

Discussion

In accordance with Section 253 of the Act a council must give public notice of its intention to adopt or amend its policy for the Payment of Expenses and Provision of Facilities for Mayor and Councillors for 28 days for the making of public submissions. Further, before adopting or amending the policy, Council must consider any submissions received within the time allowed to make any appropriate changes to the draft policy with a further report to be prepared and submitted to Council for consideration.

Council's Manager Finance is currently reviewing Council's Corporate Credit Card policy and procedure with the view of potentially offering corporate credit cards to each Councillor to be used for official duties relevant to the expenses listed in the attached policy. This will facilitate more

efficient purchasing processes which will be guided by appropriate framework that will be developed and presented to council for endorsement.



DRAFT Payment of Expenses and Provision of Facilities for Mayor and Councillors

Policy Approval and Distribution

Approved by	Council resolution
Responsible Officer	General Manager
Council Service Unit	Executive Office
Next Review Date	01-09-2025 (within 12 months following council election)

Version Control

Ref	Date	Description	Council Resolution
0.1	27-02-2018	Presented to Council to facilitate 28 Public Exhibition	40/2018
1.0	24-04-2018	Adopted	82/2018
1.1	22-11-2022	Reviewed and now presented to Council to facilitate 28 Public Exhibition	

Purpose

To provide a policy for the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.

Scope

This policy applies to the Mayor and all Councillors.

General

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2021* (the Regulation) and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

It ensures accountability and transparency and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

Expense or facility	Maximum amount	Frequency
General travel expenses	\$3,000 per Councillor \$6,000 for the Mayor	Per year
Interstate, overseas and long-distance intrastate travel expenses	\$4,000 total for all Councillors	Per year
Accommodation and meals	As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009 , adjusted annually	Per meal/night
Professional development	\$1,000 per Councillor	Per year
Conferences and seminars	\$10,000 total for all Councillors	Per year
ICT expenses	\$1200 per Councillor (for iPad or similar) \$600 per Councillor (for Data Plan)	Per term Per year
Carer expenses	\$500 per Councillor	Per year
Home office expenses	\$100 per Councillor	Per year
Access to meeting room/s [Clause 9.1]	Alby Schultz Room and Gundagai Council Chambers is available to all Councillors when required.	As required
Council vehicle and fuel card [where applicable Clause 10]	Provided to the Mayor and Councillors if required	As required
Staff support for Mayor and Councillors [Clause 10]	EA to Mayor and GM available to support Mayor and Councillors when required	As required
Award/Presentation/Ceremony expenses or donations	\$2000 per year	Per year

Additional costs incurred by a Councillor in excess of these limits are considered a personal expense that is the responsibility of the Councillor.

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

Council's Manager Finance is currently reviewing Council's Corporate Credit Card policy and procedure with the view of offering corporate credit cards to each Councillor to be used for official duties relevant to the expenses listed in the above table. This will facilitate more efficient purchasing processes which will be guided by appropriate framework that will be developed and presented to council for endorsement.

Detailed reports on the provision of expenses and facilities to Councillors will be presented in Councils Annual Report each November. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

Mayoral & Councillor fees and superannuation are determined annually via the Local Government Remuneration Tribunal, and subsequently adopted by Council, and are not referenced or detailed in this policy.

Definitions

The following definitions apply throughout this policy.

Term	Definition
accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor
appropriate refreshments	Means food and beverages, excluding alcohol, provided by Council to support Councillors undertaking official business
Act	Means the <i>Local Government Act 1993</i> (NSW)
clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted
Councillor	Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor
General Manager	Means the General Manager of Council and includes their delegate or authorised representative
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
NSW	New South Wales
official business	Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the local government area, and includes: <ul style="list-style-type: none"> meetings of Council and committees of the whole meetings of committees facilitated by Council civic receptions hosted or sponsored by Council meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by Council
professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor
Regulation	Means the Local Government (General) Regulation 2021 (NSW)
year	Means the financial year, that is the 12 month period commencing on 1 July each year

Legislative Framework

Local Government Act 1993 and Local Government (General) Regulation 2021

Councillor Expenses and Facilities Policy – Better Practice Template issued by the Office of Local Government

Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009

Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities

Local Government Circular 05-08 legal assistance for Councillors and Council Employees

Related CGRC Policies

Code of Conduct Policy for Councillors.

Corporate Credit Card Policy and Procedure (to be reviewed)

Councillor and Staff Interaction Policy

Review Period

This document is to be reviewed within twelve (12) months of the commencement of a new Council term, or as required to ensure that it remains relevant and meets legislative requirements.



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Part A – Introduction

1. Introduction

- 1.1. The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Cootamundra-Gundagai Regional Council.
- 1.2. The community is entitled to know the extent of expenses paid to Councillors, as well as the facilities provided.
- 1.3. The purpose of this policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this policy.
- 1.5. Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a Council may pay each Councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

2. Policy objectives

- 2.1. The objectives of this policy are to:
 - enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties
 - enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties
 - ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors
 - ensure facilities and expenses provided to Councillors meet community expectations
 - support a diversity of representation
 - fulfil the Council's statutory responsibilities.

3. Principles

- 3.1. Council commits to the following principles:
 - **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions
 - **Reasonable expenses:** providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor
 - **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor
 - **Equity:** there must be equitable access to expenses and facilities for all Councillors
 - **Appropriate use of resources:** providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations
 - **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to Councillors.

4. Private or political benefit

- 4.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 4.2. Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected.
- 4.3. Such incidental private use does not require a compensatory payment back to Council.
- 4.4. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse the Council.
- 4.5. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
 - production of election material
 - use of Council resources and equipment for campaigning
 - use of official Council letterhead, publications, websites or services for political benefit
 - fundraising activities of political parties or individuals, including political fundraising events.

Part B – Expenses

5. General expenses

- 5.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 5.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

6. Specific expenses

General travel arrangements and expenses

- 6.1. All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 6.2. Each Councillor may be reimbursed up to a total of \$3,000 per year, and the Mayor may be reimbursed up to a total of \$6,000 per year, for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement:
 - for public transport fares
 - for the use of a private vehicle or hire car
 - for parking costs for Council and other meetings
 - for tolls
 - by Cabcharge card or equivalent
 - for documented ride-share programs, such as Uber, where tax invoices can be issued.
- 6.3. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the [Local Government \(State\) Award](#).
- 6.4. Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

Interstate, overseas and long-distance intrastate travel expenses

- 6.5. In accordance with Section 4, Council will scrutinise the value and need for Councillors to undertake overseas travel. Councils should avoid interstate, overseas and long-distance intrastate trips unless direct and tangible benefits can be established for the Council and the local community. This includes travel to sister and friendship cities.
- 6.6. Total interstate, overseas and long-distance intrastate travel expenses for all Councillors will be capped at a maximum of \$4000 per year.
- 6.7. Councillors seeking approval for any interstate and long-distance intrastate travel must submit a case to, and obtain the approval of, the General Manager prior to travel.
- 6.8. Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel.
- 6.9. The case should include:
 - objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the Councillor's civic duties
 - who is to take part in the travel
 - duration and itinerary of travel
 - a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 6.10. For interstate and long-distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
- 6.11. For interstate journeys by air of more than three hours, the class of air travel may be premium economy.
- 6.12. For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.
- 6.13. Bookings for approved air travel are to be made through the General Manager's office.
- 6.14. For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

Travel expenses not paid by Council

- 6.15. Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Accommodation and meals

- 6.16. In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the General Manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50 kilometres from the meeting location.
- 6.17. Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the Riverina region.
- 6.18. The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the [NSW Crown Employees \(Public Service Conditions of Employment\) Reviewed Award 2009](#), as adjusted annually.
- 6.19. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the General Manager, being mindful of Clause 6.18.
- 6.20. Councillors will not be reimbursed for alcoholic beverages.

Refreshments for Council related meetings

- 6.21. Appropriate refreshments will be available for Council meetings, Council committee meetings, Councillor briefings, approved meetings and engagements, and official Council functions as approved by the General Manager.
- 6.22. As an indicative guide for the standard of refreshments to be provided at Council related meetings, the General Manager must be mindful of Part B Monetary Rates of the [NSW Crown Employees \(Public Service Conditions of Employment\) Reviewed Award 2009](#), as adjusted annually.

Professional development

- 6.23. Council will set aside \$1,000 per Councillor annually in its budget to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies (as defined in section 6.25).
- 6.24. In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 6.25. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 6.26. Approval for professional development activities is subject to a prior written request to the General Manager outlining the:
 - details of the proposed professional development
 - relevance to Council priorities and business
 - relevance to the exercise of the Councillor's civic duties.
- 6.27. In assessing a Councillor request for a professional development activity, the General Manager must consider the factors set out in Clause 6.26, as well as the cost of the professional development in relation to the Councillor's remaining budget.

Conferences and seminars

- 6.28. Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.
- 6.29. Council will set aside a total amount of \$10,000 annually in its budget to facilitate Councillor attendance at conferences and seminars. This allocation is for all Councillors. The General Manager will ensure that access to expenses relating to conferences and seminars is distributed equitably.
- 6.30. Approval to attend a conference or seminar is subject to a written request to the General Manager. In assessing a Councillor request, the General Manager must consider factors including the:
 - relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties
 - cost of the conference or seminar in relation to the total remaining budget.
- 6.31. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the General Manager. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.17-6.20.

Information and communications technology (ICT) expenses

- 6.32. Council will provide an iPad (or similar) to assist in accessing Council information. Appropriate accessories will be provided as necessary, and only one item will be provided per term of Council.
- 6.33. Council will provide internet access on the iPad (or similar) through the provision of a data plan with an approximate cost of \$50 per month.

Special requirement and carer expenses

- 6.34. Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight or hearing impaired Councillors and those with other disabilities.
- 6.35. Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.
- 6.36. In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.
- 6.37. Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum of \$500 per annum for attendance at official business, plus reasonable travel from the principal place of residence.
- 6.38. Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 6.39. In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

Home office expenses

- 6.40. Each Councillor may be reimbursed up to \$100 per year for costs associated with the maintenance of a home office, such as minor items of consumable stationery and printer ink cartridges.

7. Insurances

- 7.1. In accordance with Section 382 of the Local Government Act, Council is insured against public liability and professional indemnity claims.
- 7.2. Council will meet on an annual basis the premium costs of Councillors' liability insurance, personal accident insurance and public liability insurance (for matters arising out of Councillors' performance of their civic duties and/or exercise of their Council functions) and professional indemnity insurance (for matters arising out of Councillors' performance of their civic duties and/or exercise of their functions). This includes payment of the relevant excess in the event of a claim.
- 7.3. Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 7.4. Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.
- 7.5. Appropriate travel insurances will be provided for any Councillors travelling on approved interstate and overseas travel on Council business.

8. Legal assistance

- 8.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
- a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the Councillor
 - a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor
 - a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.
- 8.2. In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.
- 8.3. Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- 8.4. Council will not meet the legal costs:
- of legal proceedings initiated by a Councillor under any circumstances
 - of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
 - for legal proceedings that do not involve a Councillor performing their role as a Councillor.
- 8.5. Reimbursement of expenses for reasonable legal expenses (based on a cost estimate of the legal practitioner) must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

Part C – Facilities

9. General facilities for all Councillors

Facilities

- 9.1. Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:
- the Alby Shultz Room and Gundagai Council Chambers will be available for use by Councillors for activities associated with their role as a Councillor
 - reasonable administrative support will be provided to Councillors by the General Manager's Office during normal office hours for work directly related to the duties of the office of Councillor. Requests for support are to be directed to the General Manager's Office
 - reasonable access to a photocopier and a computer during normal office hours for work directly related to the duties of a Councillor
 - personal protective equipment for use during site visits

- a name badge which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or deputy Mayor.
- 9.2. Councillors may book the Alby Shultz Room or Gundagai Council Chambers for official business in a specified Council building at no cost. Rooms may be booked through the Executive Assistant to the Mayor and General Manager.
- 9.3. The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.

Administrative support

- 9.4. Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by staff in the Mayor's office or by a member of Council's administrative staff as arranged by the General Manager or their delegate.
- 9.5. As per Section 4, Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

10. Additional facilities for the Mayor

- 10.1. Should the Mayor request the provision of a vehicle, Council will provide to a maintained vehicle to a similar standard of other Council vehicles, with a fuel card. The vehicle will be supplied for use on business, professional development and attendance at the Mayor's office.
- 10.2. The Mayor must keep a log book setting out the date, distance and purpose of all travel. This must include any travel for private benefit. The log book must be submitted to Council on a monthly basis.
- 10.3. The Mayoral allowance will be reduced to cover the cost of any private travel recorded in the log book, calculated on a per kilometre basis by the rate set by the [Local Government \(State\) Award](#).
- 10.4. In performing his or her civic duties, the Mayor will be assisted by a small number of staff providing administrative and secretarial support, as determined by the General Manager.
- 10.5. As per Section 4, staff assisting the Mayor are expected to work on official business only, and not for matters of personal or political interest, including campaigning.

Part D – Processes

11. Approval, payment and reimbursement arrangements

- 11.1. Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 11.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 11.3. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
- local travel relating to the conduct of official business
 - carer costs
 - ICT expenditure.

- 11.4. Final approval for payments made under this policy will be granted by the General Manager or their delegate.

Direct payment

- 11.5. Council may approve and directly pay expenses. Requests for direct payment must be submitted to the General Manager for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

- 11.6. All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the General Manager.

Advance payment

- 11.7. Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development.
- 11.8. The maximum value of a cash advance is \$150 per day of the conference, seminar or professional development to a maximum of \$500.
- 11.9. Requests for advance payment must be submitted to the General Manager for assessment against this policy using the prescribed form with sufficient information and time to allow for the claim to be assessed and processed.
- 11.10. Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. This includes providing to Council:
- a full reconciliation of all expenses including appropriate receipts and/or tax invoices
 - reimbursement of any amount of the advance payment not spent in attending to official business or professional development.

Notification

- 11.11. If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.
- 11.12. If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Reimbursement to Council

- 11.13. If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:
- Council will invoice the Councillor for the expense
 - the Councillor will reimburse Council for that expense within 14 days of the invoice date.
- 11.14. If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount from the Councillor's allowance.

Timeframe for reimbursement

- 11.15. Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

12. Disputes

- 12.1. If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the General Manager.
- 12.2. If the Councillor and the General Manager cannot resolve the dispute, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved.

13. Return or retention of facilities

- 13.1. All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.
- 13.2. Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the General Manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the item of equipment.
- 13.3. The prices for all equipment purchased by Councillors under Clause 13.2 will be recorded in Council's annual report.

14. Publication

- 14.1. This policy will be published on Council's website.

15. Reporting

- 15.1. Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.
- 15.2. Detailed reports on the provision of expenses and facilities to Councillors will be presented in Council's Annual Report each November. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

16. Auditing

- 16.1. The operation of this policy, including claims made under the policy, will be included in Council's audit program and an audit undertaken at least every two years.

17. Breaches

- 17.1. Suspected breaches of this policy are to be reported to the General Manager.
- 17.2. Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

8.1.4 DRAFT CODE OF CONDUCT POLICIES

DOCUMENT NUMBER	380778
REPORTING OFFICER	Anne Chamberlain, Acting Governance Officer
AUTHORISING OFFICER	Linda Wiles, Manager Business
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	<ol style="list-style-type: none"> 1. Code of Conduct for Council Staff ↓ 2. Code of Conduct for Councillors ↓ 3. Code of Conduct for Delegates and Committee Members ↓

RECOMMENDATION

The following three (3) reviewed Codes of Conduct policies, attached to the report, be adopted:

- (a) Code of Conduct for Council Staff
- (b) Code of Conduct for Councillors
- (c) Code of Conduct for Delegates and Committee Members

Introduction

Sections 440 of the Local Government Act 1993 respectively require every council to review its adopted Code of Conduct policy/s within 12 months after each ordinary election and make any necessary adjustments it considers appropriate and consistent with this section of the Local Government Act.

Discussion

Councils existing Code of Conduct policies are up to date as per the latest Office of Local Government (OLG) Model/s. OLG have indicated to Cootamundra-Gundagai Regional Council that they do not intend to release another model this year but are however planning on reviewing and consulting with councils next year in relation to updating the current model code/s.

Council's current adopted code/s, which were extensively reviewed and subsequently adopted as per the updated model released by the OLG in 2020, are up to date and meet all legislatively obligations and requirements.

The only change made to the Code/s, attached to the report, was updating the reference made to the Local Government Regulations, which is now prescribed as 2021, not 2005. Relevant staff and the Interim General Manager have reviewed these documents and are content to readopt for a further term, or until a new model is released by the OLG.



**COOTAMUNDRA -
GUNDAGAI** REGIONAL
COUNCIL

Developed using the Model Code of Conduct
for Local Councils in NSW

DRAFT

Code of Conduct for Council Staff

November 2022

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PART 1 INTRODUCTION

This code of conduct applies to members of council staff, including general managers. It is based on the *Model Code of Conduct for Local Councils in NSW* ("the Model Code of Conduct") which is made under section 440 of the *Local Government Act 1993* ("LGA") and the *Local Government (General) Regulation 2021* ("the Regulation").

The Model Code of Conduct sets the minimum standards of conduct for council officials. It is prescribed by regulation to assist council officials to:

- understand and comply with the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in local government.

Section 440 of the LGA requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct. A council's or joint organisation's adopted code of conduct may also include provisions that supplement the Model Code of Conduct and that extend its application to persons that are not "council officials" for the purposes of the Model Code of Conduct (eg volunteers, contractors and members of wholly advisory committees).

A council's or joint organisation's adopted code of conduct has no effect to the extent that it is inconsistent with the Model Code of Conduct. However, a council's or joint organisation's adopted code of conduct may prescribe requirements that are more onerous than those prescribed in the Model Code of Conduct.

Councillors, administrators, members of staff of councils, delegates of councils, (including members of council committees that are delegates of a council) and any other person a council's adopted code of conduct applies to, must comply with the applicable provisions of their council's code of conduct. It is the personal responsibility of council officials to comply with the standards in the code and to regularly review their personal circumstances and conduct with this in mind.

Failure by a member of staff to comply with a council's code of conduct may give rise to disciplinary action.

Note: References in this code of conduct to councils are also to be taken as references to county councils and joint organisations.

Note: In adopting this code of conduct, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".

Note: In adopting this code of conduct, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

PART 2 DEFINITIONS

In this code the following terms have the following meanings:

administrator	an administrator of a council appointed under the LGA other than an administrator appointed under section 66
committee	see the definition of “council committee”
complaint	a code of conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.
conduct	includes acts and omissions
council	includes county councils and joint organisations
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to and the council’s audit, risk and improvement committee
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee, and a person other than a councillor who is a member of the council’s audit, risk and improvement committee
council official	includes councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.16 of the Model Code of Conduct, council advisers
councillor	any person elected or appointed to civic office, including the mayor and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
designated person	a person referred to in clause 4.8
election campaign	includes council, state and federal election campaigns
general manager	includes the executive officer of a joint organisation
joint organisation	a joint organisation established under section 4000 of the LGA
LGA	the <i>Local Government Act 1993</i>

mayor	includes the chairperson of a county council or a joint organisation
members of staff of a council	includes members of staff of county councils and joint organisations
the Office	Office of Local Government
personal information	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
the Procedures	the <i>Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW</i> prescribed under the Regulation
the Regulation	the <i>Local Government (General) Regulation 2021</i>
wholly advisory committee	a council committee that the council has not delegated any functions to

PART 3 GENERAL CONDUCT OBLIGATIONS

General conduct

- 3.1 You must not conduct yourself in a manner that:
- a) is likely to bring the council or other council officials into disrepute
 - b) is contrary to statutory requirements or the council's administrative requirements or policies
 - c) is improper or unethical
 - d) is an abuse of power
 - e) causes, comprises or involves intimidation or verbal abuse
 - f) involves the misuse of your position to obtain a private benefit
 - g) constitutes harassment or bullying behaviour under this code, or is unlawfully discriminatory.
- 3.2 You must act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act. (*section 439*).

Fairness and equity

- 3.3 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 3.4 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.
- 3.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.

Harassment and discrimination

- 3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of age, disability, race (including colour, national or ethnic origin or immigrant status), sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status or political, religious or other affiliation.
- 3.7 For the purposes of this code, “harassment” is any form of behaviour towards a person that:
- a) is not wanted by the person
 - b) offends, humiliates or intimidates the person, and
 - c) creates a hostile environment.

Bullying

- 3.8 You must not engage in bullying behaviour towards others.
- 3.9 For the purposes of this code, “bullying behaviour” is any behaviour in which:
- a) a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons and
 - b) the behaviour creates a risk to health and safety.
- 3.10 Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:
- a) aggressive, threatening or intimidating conduct
 - b) belittling or humiliating comments
 - c) spreading malicious rumours
 - d) teasing, practical jokes or ‘initiation ceremonies’
 - e) exclusion from work-related events
 - f) unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level
 - g) displaying offensive material
 - h) pressure to behave in an inappropriate manner.
- 3.11 Reasonable management action carried out in a reasonable manner does not constitute bullying behaviour for the purposes of this code. Examples of reasonable management action may include, but are not limited to:
- a) performance management processes
 - b) disciplinary action for misconduct
 - c) informing a worker about unsatisfactory work performance or inappropriate work behaviour
 - d) directing a worker to perform duties in keeping with their job
 - e) maintaining reasonable workplace goals and standards
 - f) legitimately exercising a regulatory function
 - g) legitimately implementing a council policy or administrative processes.

Work health and safety

- 3.12 All council officials, including councillors, owe statutory duties under the *Work Health and Safety Act 2011* (WHS Act). You must comply with your duties under the WHS Act and your responsibilities under any policies or procedures adopted by the council to ensure workplace health and safety. Specifically, you must:
- a) take reasonable care for your own health and safety
 - b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons

- c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WHS Act and any policies or procedures adopted by the council to ensure workplace health and safety
- d) cooperate with any reasonable policy or procedure of the council relating to workplace health or safety that has been notified to council staff
- e) report accidents, incidents, near misses, to the general manager or such other staff member nominated by the general manager, and take part in any incident investigations
- f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WHS Act in relation to the same matter.

Land use planning, development assessment and other regulatory functions

- 3.13 You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.
- 3.14 In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

Obligations in relation to meetings

- 3.15 You must comply with rulings by the chair at council and committee meetings or other proceedings of the council unless a motion dissenting from the ruling is passed.
- 3.16 You must not engage in bullying behaviour (as defined under this Part) towards the chair, other council officials or any members of the public present during council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions).
- 3.17 You must not engage in conduct that disrupts council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.

PART 4 PECUNIARY INTERESTS

What is a pecuniary interest?

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
- (a) your interest, or
 - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
 - (c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.

- 4.4 For the purposes of clause 4.3:
- (a) Your “relative” is any of the following:
 - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - ii) your spouse’s or de facto partner’s parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (ii).
 - (b) “de facto partner” has the same meaning as defined in section 21C of the *Interpretation Act 1987*.
- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c):
- (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
 - (b) just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
 - (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

What interests do not have to be disclosed?

- 4.6 You do not have to disclose the following interests for the purposes of this Part:
- (a) your interest as an elector
 - (b) your interest as a ratepayer or person liable to pay a charge
 - (c) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this code
 - (d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this code
 - (e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)
 - (f) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company
 - (g) an interest you have arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership
 - (h) an interest you have arising from the making by the council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:

- i) the performance by the council at the expense of your relative of any work or service in connection with roads or sanitation
 - ii) security for damage to footpaths or roads
 - iii) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council, or by or under any contract
- (i) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person
- (j) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a council committee member

4.7 For the purposes of clause 4.6, “relative” has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

What disclosures must be made by a designated person?

4.8 Designated persons include:

- (a) the general manager
- (b) other senior staff of the council for the purposes of section 332 of the LGA
- (c) a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person’s duty as a member of staff or delegate and the person’s private interest
- (d) a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council’s functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member’s duty as a member of the committee and the member’s private interest.

4.9 A designated person:

- (a) must prepare and submit written returns of interests in accordance with clause 4.18, and
- (b) must disclose pecuniary interests in accordance with clause 4.10.

4.10 A designated person must disclose in writing to the general manager (or if the person is the general manager, to the council) the nature of any pecuniary interest the person has in any council matter with which the person is dealing as soon as practicable after becoming aware of the interest.

4.11 Clause 4.10 does not require a designated person who is a member of staff of the council to disclose a pecuniary interest if the interest relates only to the person’s salary as a member of staff, or to their other conditions of employment.

4.12 The general manager must, on receiving a disclosure from a designated person, deal with the matter to which the disclosure relates or refer it to another person to deal with.

- 4.13 A disclosure by the general manager must, as soon as practicable after the disclosure is made, be laid on the table at a meeting of the council and the council must deal with the matter to which the disclosure relates or refer it to another person to deal with.

What disclosures must be made by council staff other than designated persons?

- 4.14 A member of staff of council, other than a designated person, must disclose in writing to their manager or the general manager the nature of any pecuniary interest they have in a matter they are dealing with as soon as practicable after becoming aware of the interest.
- 4.15 The staff member's manager or the general manager must, on receiving a disclosure under clause 4.14, deal with the matter to which the disclosure relates or refer it to another person to deal with.

What disclosures must be made by a council committee member?

- 4.16 A council committee member must disclose pecuniary interests in accordance with clause 4.25 and comply with clause 4.26.
- 4.17 For the purposes of clause 4.16, a "council committee member" includes a member of staff of council who is a member of the committee.

Disclosure of interests in written returns

- 4.18 A designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the designated person's interests as specified in schedule 1 to this code within 3 months after:
- (a) becoming a designated person, and
 - (b) 30 June of each year, and
 - (c) the designated person 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).
- 4.19 A person need not make and lodge a return under clause 4.18, paragraphs (a) and (b) if:
- (a) they made and lodged a return under that clause in the preceding 3 months, or
 - (b) they have ceased to be a designated person in the preceding 3 months.
- 4.20 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.
- 4.21 The general manager must keep a register of returns required to be made and lodged with the general manager.
- 4.22 Returns required to be lodged with the general manager under clause 4.18(a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.
- 4.23 Returns required to be lodged with the general manager under clause 4.18(c) must be tabled at the next council meeting after the return is lodged.
- 4.24 Information contained in returns made and lodged under clause 4.18 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access)*

Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

Note: For the purpose of clauses 4.25 to 4.32, a “council committee member” includes a member of staff of council who is a member of a council committee.

Disclosure of pecuniary interests at meetings

- 4.25 A council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.
- 4.26 The council committee member must not be present at, or in sight of, the meeting of the committee:
- (a) at any time during which the matter is being considered or discussed by the committee, or
 - (b) at any time during which the committee is voting on any question in relation to the matter.
- 4.27 A disclosure made at a meeting of a council committee must be recorded in the minutes of the meeting.
- 4.28 A general notice may be given to the general manager in writing by a council committee member to the effect that the council committee member, or the council committee member's spouse, de facto partner or relative, is:
- (a) a member of, or in the employment of, a specified company or other body, or
 - (b) a partner of, or in the employment of, a specified person.
- Such a notice is, unless and until the notice is withdrawn or until the end of the term of the council in which it is given (whichever is the sooner), sufficient disclosure of the council committee member's interest in a matter relating to the specified company, body or person that may be the subject of consideration by the council committee after the date of the notice.
- 4.29 A council committee member is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the council committee member has an interest in the matter of a kind referred to in clause 4.6.
- 4.30 A person does not breach clauses 4.25 or 4.26 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.
- 4.31 The Minister for Local Government may, conditionally or unconditionally, allow a council committee member who has a pecuniary interest in a matter with which the council is concerned to be present at a meeting of the committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion that it is in the interests of the electors for the area to do so.
- 4.32 A council committee member with a pecuniary interest in a matter who is permitted to be present at a meeting of the committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 4.31, must still disclose the interest they have in the matter in accordance with clause 4.25.

PART 5 NON-PECUNIARY CONFLICTS OF INTERESTWhat is a non-pecuniary conflict of interest?

- 5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the general manager, such a disclosure is to be made to the staff member's manager. In the case of the general manager, such a disclosure is to be made to the mayor.
- 5.7 If a disclosure is made at a committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:
 - a) a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household
 - b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business

relationship, the frequency of contact and the duration of the friendship or relationship.

- c) an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
- d) membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
- e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
- f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.

5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:

- a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
- b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.25 and 4.26.

5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.

5.12 If you are a member of staff of council other than the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the mayor.

Note: For the purpose of clauses 5.13 and 5.14, a "council committee member" includes a member of staff of council who is a member of a council committee.

Loss of quorum as a result of compliance with this Part

5.13 The Minister for Local Government may, conditionally or unconditionally, allow a council committee member who is precluded under this Part from participating in the consideration of a matter to be present at a meeting of the committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion that it is in the interests of the electors for the area to do so.

5.14 Where the Minister exempts a committee member from complying with a requirement under this Part under clause 5.13, the committee member must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

Other business or employment

- 5.15 The general manager must not engage, for remuneration, in private employment, contract work or other business outside the service of the council without the approval of the council.
- 5.16 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council or that might conflict with the staff member's council duties unless they have notified the general manager in writing of the employment, work or business and the general manager has given their written approval for the staff member to engage in the employment, work or business.
- 5.17 The general manager may at any time prohibit a member of staff from engaging, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council, or that might conflict with the staff member's council duties.
- 5.18 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council if prohibited from doing so.
- 5.19 Members of staff must ensure that any outside employment, work or business they engage in will not:
- a) conflict with their official duties
 - b) involve using confidential information or council resources obtained through their work with the council including where private use is permitted
 - c) require them to work while on council duty
 - d) discredit or disadvantage the council
 - e) pose, due to fatigue, a risk to their health or safety, or to the health and safety of their co-workers.

Personal dealings with council

- 5.20 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a development consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.
- 5.21 You must undertake any personal dealings you have with the council in a manner that is consistent with the way other members of the community deal with the council. You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this code.

PART 6 PERSONAL BENEFIT

- 6.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a council official or someone personally associated with them for their personal use and enjoyment.

- 6.2 A reference to a gift or benefit in this Part does not include:
- a) items with a value of \$10 or less
 - b) a political donation for the purposes of the *Electoral Funding Act 2018*
 - c) a gift provided to the council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual council official or someone personally associated with them
 - d) benefit or facility provided by the council to an employee
 - e) attendance by a council official at a work-related event or function for the purposes of performing their official duties, or
 - f) free or subsidised meals, beverages or refreshments provided to council officials in conjunction with the performance of their official duties such as, but not limited to:
 - i) the discussion of official business
 - ii) work-related events such as council-sponsored or community events, training, education sessions or workshops
 - iii) conferences
 - iv) council functions or events
 - v) social functions organised by groups, such as council committees and community organisations.

Gifts and benefits

- 6.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from the council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.

- 6.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

How are offers of gifts and benefits to be dealt with?

- 6.5 You must not:
- a) seek or accept a bribe or other improper inducement
 - b) seek gifts or benefits of any kind
 - c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty
 - d) subject to clause 6.7, accept any gift or benefit of more than token value as defined by clause 6.9
 - e) accept an offer of cash or a cash-like gift as defined by clause 6.13, regardless of the amount
 - f) participate in competitions for prizes where eligibility is based on the council being in or entering into a customer–supplier relationship with the competition organiser
 - g) personally benefit from reward points programs when purchasing on behalf of the council.
- 6.6 Where you receive a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to your manager or the general manager in writing. The recipient, manager, or general manager must ensure that, at a minimum, the following details are recorded in the council's gift register:
- a) the nature of the gift or benefit
 - b) the estimated monetary value of the gift or benefit
 - c) the name of the person who provided the gift or benefit, and
 - d) the date on which the gift or benefit was received.

- 6.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the council, unless the nature of the gift or benefit makes this impractical.

Gifts and benefits of token value

- 6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$100. They include, but are not limited to:
- a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$100
 - b) gifts of alcohol that do not exceed a value of \$100
 - c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
 - d) prizes or awards that do not exceed \$100 in value.

Gifts and benefits of more than token value

- 6.9 Gifts or benefits that exceed \$100 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.
- 6.10 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$100, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.
- 6.11 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$100 in value.
- 6.12 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

“Cash-like gifts”

- 6.13 For the purposes of clause 6.5(e), “cash-like gifts” include but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

Improper and undue influence

- 6.14 You must not use your position to influence other council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else.
- 6.15 You must not take advantage (or seek to take advantage) of your status or position with council, or of functions you perform for council, in order to obtain a private benefit for yourself or for any other person or body.

PART 7 RELATIONSHIPS BETWEEN COUNCIL OFFICIALSObligations of councillors and administrators

- 7.1 Each council is a body politic. The councillors or administrator/s are the governing body of the council. Under section 223 of the LGA, the role of the governing body of the council includes the development and endorsement of the strategic plans, programs, strategies and policies of the council, including those relating to workforce policy, and to keep the performance of the council under review.
- 7.2 Councillors or administrators must not:
- a) direct council staff other than by giving appropriate direction to the general manager by way of council or committee resolution, or by the mayor or administrator exercising their functions under section 226 of the LGA
 - b) in any public or private forum, direct or influence, or attempt to direct or influence, any other member of the staff of the council in the exercise of the functions of the staff member
 - c) contact a member of the staff of the council on council-related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the general manager.

Obligations of staff

- 7.3 Under section 335 of the LGA, the role of the general manager includes conducting the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council, implementing without undue delay, lawful decisions of the council and ensuring that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their official functions.
- 7.4 Members of staff of council must:
- a) give their attention to the business of the council while on duty
 - b) ensure that their work is carried out ethically, efficiently, economically and effectively
 - c) carry out reasonable and lawful directions given by any person having authority to give such directions
 - d) give effect to the lawful decisions, policies and procedures of the council, whether or not the staff member agrees with or approves of them
 - e) ensure that any participation in political activities outside the service of the council does not interfere with the performance of their official duties.

Inappropriate interactions

- 7.5 You must not engage in any of the following inappropriate interactions:
- a) councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
 - b) council staff approaching councillors and administrators to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
 - c) subject to clause 8.6, council staff refusing to give information that is available to other councillors to a particular councillor
 - d) councillors and administrators who have lodged an application with the council, discussing the matter with council staff in staff-only areas of the council
 - e) councillors and administrators being overbearing or threatening to council staff

- f) council staff being overbearing or threatening to councillors or administrators
- g) councillors and administrators making personal attacks on council staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of this code in public forums including social media
- h) councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make
- i) council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community
- j) council staff meeting with applicants or objectors alone AND outside office hours to discuss planning applications or proposals

PART 8 ACCESS TO INFORMATION AND COUNCIL RESOURCES

Councillor and administrator access to information

- 8.1 The general manager is responsible for ensuring that councillors and administrators can access information necessary for the performance of their official functions. The general manager and public officer are also responsible for ensuring that members of the public can access publicly available council information under the *Government Information (Public Access) Act 2009* (the GIPA Act).
- 8.2 The general manager must provide councillors and administrators with the information necessary to effectively discharge their official functions.
- 8.3 Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to exercise their official functions and in accordance with council procedures.
- 8.4 Members of staff of council who provide any information to a particular councillor in the performance of their official functions must also make it available to any other councillor who requests it and in accordance with council procedures.
- 8.5 Councillors and administrators who have a private interest only in council information have the same rights of access as any member of the public.
- 8.6 Despite clause 8.4, councillors and administrators who are precluded from participating in the consideration of a matter under this code because they have a conflict of interest in the matter, are not entitled to request access to council information in relation to the matter unless the information is otherwise available to members of the public, or the council has determined to make the information available under the GIPA Act.

Refusal of access to information

- 8.7 Where the general manager or public officer determine to refuse access to information requested by a councillor or administrator, they must act reasonably. In reaching this decision they must take into account whether or not the information requested is necessary for the councillor or administrator to perform their official functions (see clause 8.2) and whether they have disclosed a conflict of interest in the matter the information relates to that would preclude their participation in consideration of the matter (see clause 8.6). The general manager or public officer must state the reasons for the decision if access is refused.

Use of certain council information

- 8.8 In regard to information obtained in your capacity as a council official, you must:
- a) subject to clause 8.13, only access council information needed for council business
 - b) not use that council information for private purposes
 - c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your position with council
 - d) only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

Use and security of confidential information

- 8.9 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.
- 8.10 In addition to your general obligations relating to the use of council information, you must:
- a) only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions
 - b) protect confidential information
 - c) only release confidential information if you have authority to do so
 - d) only use confidential information for the purpose for which it is intended to be used
 - e) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
 - f) not use confidential information with the intention to cause harm or detriment to the council or any other person or body
 - g) not disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

Personal information

- 8.11 When dealing with personal information you must comply with:
- a) the *Privacy and Personal Information Protection Act 1998*
 - b) the *Health Records and Information Privacy Act 2002*
 - c) the Information Protection Principles and Health Privacy Principles
 - d) the council's privacy management plan
 - e) the Privacy Code of Practice for Local Government

Use of council resources

- 8.12 You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes, except when supplied as part of a contract of employment (but not for private business purposes), unless this use is lawfully authorised and proper payment is made where appropriate.
- 8.13 Union delegates and consultative committee members may have reasonable access to council resources and information for the purposes of carrying out their industrial responsibilities, including but not limited to:
- a) the representation of members with respect to disciplinary matters
 - b) the representation of employees with respect to grievances and disputes
 - c) functions associated with the role of the local consultative committee.

- 8.14 You must be scrupulous in your use of council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.
- 8.15 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- 8.16 You must not use council resources (including council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- 8.17 You must not use the council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material:
 - a) for the purpose of assisting your election campaign or the election campaign of others, or
 - b) for other non-official purposes.
- 8.18 You must not convert any property of the council to your own use unless properly authorised.

Internet access

- 8.19 You must not use council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage the council's reputation.

Council record keeping

- 8.20 You must comply with the requirements of the *State Records Act 1998* and the council's records management policy.
- 8.21 All information created, sent and received in your official capacity is a council record and must be managed in accordance with the requirements of the *State Records Act 1998* and the council's approved records management policies and practices.
- 8.22 All information stored in either soft or hard copy on council supplied resources (including technology devices and email accounts) is deemed to be related to the business of the council and will be treated as council records, regardless of whether the original intention was to create the information for personal purposes.
- 8.23 You must not destroy, alter, or dispose of council information or records, unless authorised to do so. If you need to alter or dispose of council information or records, you must do so in consultation with the council's records manager and comply with the requirements of the *State Records Act 1998*.

Councillor access to council buildings

- 8.24 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or their delegate) or as provided for in the procedures governing the interaction of councillors and council staff.

- 8.25 Councillors and administrators must ensure that when they are within a staff only area they refrain from conduct that could be perceived to improperly influence council staff decisions.

PART 9 MAINTAINING THE INTEGRITY OF THIS CODE

Complaints made for an improper purpose

- 9.1 You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this code for an improper purpose.
- 9.2 For the purposes of clause 9.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:
- a) to bully, intimidate or harass another council official
 - b) to damage another council official's reputation
 - c) to obtain a political advantage
 - d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
 - e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
 - f) to avoid disciplinary action under the Procedures
 - g) to take reprisal action against a person for making a complaint alleging a breach of this code
 - h) to take reprisal action against a person for exercising a function prescribed under the Procedures
 - i) to prevent or disrupt the effective administration of this code under the Procedures.

Detrimental action

- 9.3 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this code.
- 9.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.
- 9.5 For the purposes of clauses 9.3 and 9.4, a detrimental action is an action causing, comprising or involving any of the following:
- a) injury, damage or loss
 - b) intimidation or harassment
 - c) discrimination, disadvantage or adverse treatment in relation to employment
 - d) dismissal from, or prejudice in, employment
 - e) disciplinary proceedings.

Compliance with requirements under the Procedures

- 9.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.
- 9.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.
- 9.8 You must comply with a practice ruling made by the Office under the Procedures.

Disclosure of information about the consideration of a matter under the Procedures

- 9.9 All allegations of breaches of this code must be dealt with under and in accordance with the Procedures.
- 9.10 You must not allege breaches of this code other than by way of a complaint made or initiated under the Procedures.
- 9.11 You must not make allegations about, or disclose information about, suspected breaches of this code at council, committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.
- 9.12 You must not disclose information about a complaint you have made alleging a breach of this code or a matter being considered under the Procedures except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under the Procedures.
- 9.13 Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the *Public Interest Disclosures Act 1994*.

Complaints alleging a breach of this Part

- 9.14 Complaints alleging a breach of this Part by the general manager are to be managed by the Office. This clause does not prevent the Office from referring an alleged breach of this Part back to the council for consideration in accordance with the Procedures.
- 9.15 Complaints alleging a breach of this Part by other council officials are to be managed by the general manager in accordance with the Procedures.

SCHEDULE 1: DISCLOSURES OF INTERESTS AND OTHER MATTERS IN WRITTEN RETURNS SUBMITTED UNDER CLAUSE 4.18Part 1: PreliminaryDefinitions

1. For the purposes of the schedules to this code, the following definitions apply:

address means:

- a) in relation to a person other than a corporation, the last residential or business address of the person known to the designated person disclosing the address, or
- b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or
- c) in relation to any real property, the street address of the property.

de facto partner has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

disposition of property means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

- a) the allotment of shares in a company
- b) the creation of a trust in respect of property
- c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property
- d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property
- e) the exercise by a person of a general power of appointment over property in favour of another person
- f) a transaction entered into by a person who intends by the transaction to diminish, directly or indirectly, the value of the person's own property and to increase the value of the property of another person.

gift means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money's worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

interest means:

- a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or
- b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

listed company means a company that is listed within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth.

occupation includes trade, profession and vocation.

professional or business association means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

property includes money.

return date means:

- a) in the case of a return made under clause 4.18(a), the date on which a person became a designated person
- b) in the case of a return made under clause 4.18(b), 30 June of the year in which the return is made
- c) in the case of a return made under clause 4.18(c), the date on which the designated person became aware of the interest to be disclosed.

relative includes any of the following:

- a) a person's spouse or de facto partner
- b) a person's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- c) a person's spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- d) the spouse or de facto partner of a person referred to in paragraphs (b) and (c).

travel includes accommodation incidental to a journey.

Matters relating to the interests that must be included in returns

- 2. *Interests etc. outside New South Wales:* A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.
- 3. *References to interests in real property:* A reference in this schedule or in schedule 2 to real property in which a designated person has an interest includes a reference to any real property situated in Australia in which the designated person has an interest.
- 4. *Gifts, loans etc. from related corporations:* For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods or services supplied, to a designated person by two or more corporations that are related to each other for the purposes of section 50 of the *Corporations Act 2001* of the Commonwealth are all given, made or supplied by a single corporation.

Part 2: Pecuniary interests to be disclosed in returns

Real property

- 5. A person making a return under clause 4.18 of this code must disclose:
 - a) the street address of each parcel of real property in which they had an interest on the return date, and
 - b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
 - c) the nature of the interest.

6. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
 - a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
 - b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.
7. An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a designated person.
8. For the purposes of clause 5 of this schedule, “interest” includes an option to purchase.

Gifts

9. A person making a return under clause 4.18 of this code must disclose:
 - a) a description of each gift received in the period since 30 June of the previous financial year, and
 - b) the name and address of the donor of each of the gifts.
10. A gift need not be included in a return if:
 - a) it did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less, or
 - b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
 - c) the donor was a relative of the donee, or
 - d) subject to paragraph (a), it was received prior to the person becoming a designated person.
11. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

Contributions to travel

12. A person making a return under clause 4.18 of this code must disclose:
 - a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
 - b) the dates on which the travel was undertaken, and
 - c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.
13. A financial or other contribution to any travel need not be disclosed under this clause if it:
 - a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or council vehicles), or
 - b) was made by a relative of the traveller, or
 - c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
 - d) did not exceed \$250, unless it was among gifts totalling more than \$250 made by the same person during a 12-month period or less, or
 - e) was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or

- f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
- g) subject to paragraph (d) it was received prior to the person becoming a designated person.

14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

Interests and positions in corporations

15. A person making a return under clause 4.18 of this code must disclose:
- a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
 - b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
 - c) the nature of the interest, or the position held, in each of the corporations, and
 - d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.
16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:
- a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
 - b) required to apply its profits or other income in promoting its objects, and
 - c) prohibited from paying any dividend to its members.
17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
18. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a designated person.

Interests as a property developer or a close associate of a property developer

19. A person making a return under clause 4.18 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.
20. For the purposes of clause 19 of this schedule:

close associate, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the *Electoral Funding Act 2018*.

property developer has the same meaning as it has in Division 7 of Part 3 of the *Electoral Funding Act 2018*.

Positions in trade unions and professional or business associations

21. A person making a return under clause 4.18 of the code must disclose:
- a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and
 - b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
 - c) a description of the position held in each of the unions and associations.

22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a designated person.

Dispositions of real property

23. A person making a return under clause 4.18 of this code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
24. A person making a return under clause 4.18 of this code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
25. A disposition of real property need not be disclosed if it was made prior to a person becoming a designated person.

Sources of income

26. A person making a return under clause 4.18 of this code must disclose:
- a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
 - b) each source of income received by the person in the period since 30 June of the previous financial year.
27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:
- a) in relation to income from an occupation of the person:
 - (i) a description of the occupation, and
 - (ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
 - (iii) if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
 - b) in relation to income from a trust, the name and address of the settlor and the trustee, or
 - c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.
28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500, as the case may be.
29. The source of any income received by the person that they ceased to receive prior to becoming a designated person need not be disclosed.

Debts

30. A person making a return under clause 4.18 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:
- a) on the return date, and
 - b) at any time in the period since 30 June of the previous financial year.

31. A liability to pay a debt must be disclosed by a person in a return made under clause 4.18 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
32. A liability to pay a debt need not be disclosed by a person in a return if:
- a) the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
 - (i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
 - (ii) the amounts to be paid exceeded, in the aggregate, \$500, or
 - b) the person was liable to pay the debt to a relative, or
 - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
 - d) in the case of a debt arising from the supply of goods or services:
 - (i) the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
 - (ii) the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
 - e) subject to paragraph (a), the debt was discharged prior to the person becoming a designated person.

Discretionary disclosures

33. A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

SCHEDULE 2: FORM OF WRITTEN RETURN OF INTERESTS SUBMITTED UNDER CLAUSE 4.18'Disclosures by councillors and designated persons' return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).
2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously

failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

Disclosure of pecuniary interests and other matters by *[full name of councillor or designated person]*

as at *[return date]*

in respect of the period from *[date]* to *[date]*

[councillor's or designated person's signature]

[date]

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest

B. Sources of income

1 Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June
Sources of income I received from an occupation at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)

2 Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee

3 Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
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F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
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H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

I. Dispositions of property

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

J. Discretionary disclosures



**COOTAMUNDRA -
GUNDAGAI** REGIONAL
COUNCIL

Developed using the Model Code of Conduct
for Local Councils in NSW

DRAFT

Code of Conduct for Councillors

November 2022

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PART 1 INTRODUCTION

This code of conduct applies to councillors. It is based on the *Model Code of Conduct for Local Councils in NSW* ("the Model Code of Conduct") which has been prescribed under the *Local Government (General) Regulation 2021* ("the Regulation").

Section 440 of the *Local Government Act 1993* ("LGA") requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct.

The Model Code of Conduct sets the minimum standards of conduct for council officials. It is prescribed by regulation to assist council officials to:

- understand and comply with the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in local government.

This Code of Conduct replicates the model Code and does not include any additional provisions.

Councillors, administrators, members of staff of Council, delegates of Council, (including members of Council committees that are delegates of Council) and any other person Council's adopted code of conduct applies to, must comply with the applicable provisions of Council's code of conduct. It is the personal responsibility of council officials to comply with the standards in the code and to regularly review their personal circumstances and conduct with this in mind.

Failure by a councillor to comply with the standards of conduct prescribed under this code constitutes misconduct for the purposes of the LGA. The LGA provides for a range of penalties that may be imposed on councillors for misconduct, including suspension or disqualification from civic office. A councillor who has been suspended on three or more occasions for misconduct is automatically disqualified from holding civic office for five years.

PART 2 DEFINITIONS

In this code the following terms have the following meanings:

administrator	an administrator of a council appointed under the LGA other than an administrator appointed under section 66
committee	see the definition of “council committee”
complaint	a code of conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.
council	includes county councils and joint organisations
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to and the council’s audit, risk and improvement committee
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee, and a person other than a councillor who is a member of the council’s audit, risk and improvement committee
council official	includes councillors, members of staff of a council, administrators, council committee members, delegates of council and council advisers
councillor	any person elected or appointed to civic office, including the mayor and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
conduct	includes acts and omissions
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
election campaign	includes council, state and federal election campaigns
environmental planning instrument	has the same meaning as it has in the <i>Environmental Planning and Assessment Act 1979</i>
general manager	includes the executive officer of a joint organisation

joint organisation	a joint organisation established under section 400O of the LGA
LGA	the <i>Local Government Act 1993</i>
local planning panel	a local planning panel constituted under the <i>Environmental Planning and Assessment Act 1979</i>
mayor	includes the chairperson of a county council or a joint organisation
members of staff of a council	includes members of staff of county councils and joint organisations
the Office	Office of Local Government
personal information	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
the Procedures	the <i>Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW</i> prescribed under the Regulation
the Regulation	the <i>Local Government (General) Regulation 2021</i>
voting representative	a voting representative of the board of a joint organisation
wholly advisory committee	a council committee that the council has not delegated any functions to

PART 3 GENERAL CONDUCT OBLIGATIONS

General conduct

- 3.1 You must not conduct yourself in a manner that:
- a) is likely to bring the council or other council officials into disrepute
 - b) is contrary to statutory requirements or the council's administrative requirements or policies
 - c) is improper or unethical
 - d) is an abuse of power
 - e) causes, comprises or involves intimidation or verbal abuse
 - f) involves the misuse of your position to obtain a private benefit
 - g) constitutes harassment or bullying behaviour under this code, or is unlawfully discriminatory.
- 3.2 You must act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act (*section 439*).

Fairness and equity

- 3.3 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 3.4 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.
- 3.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.

Harassment and discrimination

- 3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of age, disability, race (including colour, national or ethnic origin or immigrant status), sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status or political, religious or other affiliation.
- 3.7 For the purposes of this code, "harassment" is any form of behaviour towards a person that:
- a) is not wanted by the person
 - b) offends, humiliates or intimidates the person, and
 - c) creates a hostile environment.

Bullying

- 3.8 You must not engage in bullying behaviour towards others.
- 3.9 For the purposes of this code, "bullying behaviour" is any behaviour in which:
- a) a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons, and

- b) the behaviour creates a risk to health and safety.

3.10 Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:

- a) aggressive, threatening or intimidating conduct
- b) belittling or humiliating comments
- c) spreading malicious rumours
- d) teasing, practical jokes or 'initiation ceremonies'
- e) exclusion from work-related events
- f) unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level
- g) displaying offensive material
- h) pressure to behave in an inappropriate manner.

3.11 Reasonable management action carried out in a reasonable manner does not constitute bullying behaviour for the purposes of this code. Examples of reasonable management action may include, but are not limited to:

- a) performance management processes
- b) disciplinary action for misconduct
- c) informing a worker about unsatisfactory work performance or inappropriate work behaviour
- d) directing a worker to perform duties in keeping with their job
- e) maintaining reasonable workplace goals and standards
- f) legitimately exercising a regulatory function
- g) legitimately implementing a council policy or administrative processes.

Work health and safety

3.12 All council officials, including councillors, owe statutory duties under the *Work Health and Safety Act 2011* (WHS Act). You must comply with your duties under the WHS Act and your responsibilities under any policies or procedures adopted by the council to ensure workplace health and safety. Specifically, you must:

- a) take reasonable care for your own health and safety
- b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WH&S Act and any policies or procedures adopted by the council to ensure workplace health and safety
- d) cooperate with any reasonable policy or procedure of the council relating to workplace health or safety that has been notified to council staff
- e) report accidents, incidents, near misses, to the general manager or such other staff member nominated by the general manager, and take part in any incident investigations
- f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WH&S Act in relation to the same matter.

Land use planning, development assessment and other regulatory functions

- 3.13 You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.
- 3.14 In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

Binding caucus votes

- 3.15 You must not participate in binding caucus votes in relation to matters to be considered at a council or committee meeting.
- 3.16 For the purposes of clause 3.15, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the council or committee, irrespective of the personal views of individual members of the group on the merits of the matter before the council or committee.
- 3.17 Clause 3.15 does not prohibit councillors from discussing a matter before the council or committee prior to considering the matter in question at a council or committee meeting, or from voluntarily holding a shared view with other councillors on the merits of a matter.
- 3.18 Clause 3.15 does not apply to a decision to elect the mayor or deputy mayor, or to nominate a person to be a member of a council committee or a representative of the council on an external body.

Obligations in relation to meetings

- 3.19 You must comply with rulings by the chair at council and committee meetings or other proceedings of the council unless a motion dissenting from the ruling is passed.
- 3.20 You must not engage in bullying behaviour (as defined under this Part) towards the chair, other council officials or any members of the public present during council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions).
- 3.21 You must not engage in conduct that disrupts council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.

- 3.22 If you are a councillor, you must not engage in any acts of disorder or other conduct that is intended to prevent the proper or effective functioning of the council, or of a committee of the council. Without limiting this clause, you must not:
- a) leave a meeting of the council or a committee for the purposes of depriving the meeting of a quorum, or
 - b) submit a rescission motion with respect to a decision for the purposes of voting against it to prevent another councillor from submitting a rescission motion with respect to the same decision, or
 - c) deliberately seek to impede the consideration of business at a meeting.

PART 4 PECUNIARY INTERESTS

What is a pecuniary interest?

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
- (a) your interest, or
 - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
 - (c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 4.4 For the purposes of clause 4.3:
- (a) Your “relative” is any of the following:
 - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - ii) your spouse’s or de facto partner’s parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (ii).
 - (b) “de facto partner” has the same meaning as defined in section 21C of the *Interpretation Act 1987*.
- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c):
- (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
 - (b) just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
 - (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

What interests do not have to be disclosed?

- 4.6 You do not have to disclose the following interests for the purposes of this Part:
- (a) your interest as an elector
 - (b) your interest as a ratepayer or person liable to pay a charge

- (c) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this code
- (d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this code
- (e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)
- (f) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company
- (g) an interest you have arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership
- (h) an interest you have arising from the making by the council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:
 - i) the performance by the council at the expense of your relative of any work or service in connection with roads or sanitation
 - ii) security for damage to footpaths or roads
 - iii) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council, or by or under any contract
- (i) an interest relating to the payment of fees to councillors (including the mayor and deputy mayor)
- (j) an interest relating to the payment of expenses and the provision of facilities to councillors (including the mayor and deputy mayor) in accordance with a policy under section 252 of the LGA
- (k) an interest relating to an election to the office of mayor arising from the fact that a fee for the following 12 months has been determined for the office of mayor
- (l) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person
- (m) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a councillor

- (n) an interest arising from the appointment of a councillor to a body as a representative or delegate of the council, whether or not a fee or other recompense is payable to the representative or delegate.

4.7 For the purposes of clause 4.6, “relative” has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

What disclosures must be made by a councillor?

- 4.8 A councillor:
- (a) must prepare and submit written returns of interests in accordance with clause 4.9, and
 - (b) must disclose pecuniary interests in accordance with clause 4.16 and comply with clause 4.17 where it is applicable.

Disclosure of interests in written returns

- 4.9 A councillor must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the councillor’s interests as specified in schedule 1 to this code within 3 months after:
- (a) becoming a councillor, and
 - (b) 30 June of each year, and
 - (c) the 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).
- 4.10 A person need not make and lodge a return under clause 4.9 paragraphs (a) and (b) if:
- (a) they made and lodged a return under that clause in the preceding 3 months, or
 - (b) they have ceased to be a councillor in the preceding 3 months.
- 4.11 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.
- 4.12 The general manager must keep a register of returns required to be made and lodged with the general manager.
- 4.13 Returns required to be lodged with the general manager under clause 4.9(a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.
- 4.14 Returns required to be lodged with the general manager under clause 4.9(c) must be tabled at the next council meeting after the return is lodged.
- 4.15 Information contained in returns made and lodged under clause 4.9 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

Disclosure of pecuniary interests at meetings

- 4.16 A councillor who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.
- 4.17 The councillor must not be present at, or in sight of, the meeting of the council or committee:
- (a) at any time during which the matter is being considered or discussed by the council or committee, or
 - (b) at any time during which the council or committee is voting on any question in relation to the matter.
- 4.18 In the case of a meeting of a board of a joint organisation, a voting representative is taken to be present at the meeting for the purposes of clauses 4.16 and 4.17 where they participate in the meeting by telephone or other electronic means.
- 4.19 A disclosure made at a meeting of a council or council committee must be recorded in the minutes of the meeting.
- 4.20 A general notice may be given to the general manager in writing by a councillor to the effect that the councillor or the councillor's spouse, de facto partner or relative, is:
- (a) a member of, or in the employment of, a specified company or other body, or
 - (b) a partner of, or in the employment of, a specified person.
- Such a notice is, unless and until the notice is withdrawn or until the end of the term of the council in which it is given (whichever is the sooner), sufficient disclosure of the councillor's interest in a matter relating to the specified company, body or person that may be the subject of consideration by the council or council committee after the date of the notice.
- 4.21 A councillor is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the councillor has an interest in the matter of a kind referred to in clause 4.6.
- 4.22 A person does not breach clauses 4.16 or 4.17 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.
- 4.23 Despite clause 4.17, a councillor who has a pecuniary interest in a matter may participate in a decision to delegate consideration of the matter in question to another body or person.
- 4.24 Clause 4.17 does not apply to a councillor who has a pecuniary interest in a matter that is being considered at a meeting if:
- (a) the matter is a proposal relating to:

- (i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or
- (ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and
- (b) the pecuniary interest arises only because of an interest of the councillor in the councillor's principal place of residence or an interest of another person (whose interests are relevant under clause 4.3) in that person's principal place of residence, and
- (c) the councillor made a special disclosure under clause 4.25 in relation to the interest before the commencement of the meeting.

4.25 A special disclosure of a pecuniary interest made for the purposes of clause 4.24(c) must:

- (a) be in the form set out in schedule 3 of this code and contain the information required by that form, and
- (b) be laid on the table at a meeting of the council as soon as practicable after the disclosure is made, and the information contained in the special disclosure is to be recorded in the minutes of the meeting.

4.26 The Minister for Local Government may, conditionally or unconditionally, allow a councillor who has a pecuniary interest in a matter with which the council is concerned to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:

- (a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
- (b) that it is in the interests of the electors for the area to do so.

4.27 A councillor with a pecuniary interest in a matter who is permitted to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 4.26, must still disclose the interest they have in the matter in accordance with clause 4.16.

PART 5 NON-PECUNIARY CONFLICTS OF INTEREST

What is a non-pecuniary conflict of interest?

- 5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter.
- 5.7 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:
 - a) a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of

clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household

- b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship
- c) an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation
- d) membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
- e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
- f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.

5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:

- a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
- b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.16 and 4.17.

5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.

5.12 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.

Political donations

- 5.13 Councillors should be aware that matters before council or committee meetings involving their political donors may also give rise to a non-pecuniary conflict of interest.
- 5.14 Where you are a councillor and have received or knowingly benefitted from a reportable political donation:
- a) made by a major political donor in the previous four years, and
 - b) the major political donor has a matter before council,
- you must declare a non-pecuniary conflict of interest in the matter, disclose the nature of the interest, and manage the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.16 and 4.17. A disclosure made under this clause must be recorded in the minutes of the meeting.
- 5.15 For the purposes of this Part:
- a) a “reportable political donation” has the same meaning as it has in section 6 of the *Electoral Funding Act 2018*
 - b) “major political donor” has the same meaning as it has in the *Electoral Funding Act 2018*.
- 5.16 Councillors should note that political donations that are not a “reportable political donation”, or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interest. Councillors should determine whether or not such conflicts are significant for the purposes of clause 5.9 and take the appropriate action to manage them.
- 5.17 Despite clause 5.14, a councillor who has received or knowingly benefitted from a reportable political donation of the kind referred to in that clause, may participate in a decision to delegate consideration of the matter in question to another body or person.

Loss of quorum as a result of compliance with this Part

- 5.18 A councillor who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non-pecuniary conflict of interest in the matter is permitted to participate in consideration of the matter if:
- a) the matter is a proposal relating to:
 - i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the council’s area, or
 - ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council’s area, and
 - b) the non-pecuniary conflict of interest arises only because of an interest that a person has in that person’s principal place of residence, and
 - c) the councillor discloses the interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part in accordance with clause 5.6.
- 5.19 The Minister for Local Government may, conditionally or unconditionally, allow a councillor who is precluded under this Part from participating in the consideration of a

matter to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:

- a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
- b) that it is in the interests of the electors for the area to do so.

- 5.20 Where the Minister exempts a councillor from complying with a requirement under this Part under clause 5.19, the councillor must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

Personal dealings with council

- 5.21 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a development consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.
- 5.22 You must undertake any personal dealings you have with the council in a manner that is consistent with the way other members of the community deal with the council. You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this code.

PART 6 PERSONAL BENEFIT

- 6.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a council official or someone personally associated with them for their personal use and enjoyment.
- 6.2 A reference to a gift or benefit in this Part does not include:
- a) items with a value of \$10 or less
 - b) a political donation for the purposes of the Electoral Funding Act 2018
 - c) a gift provided to the council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual council official or someone personally associated with them
 - d) a benefit or facility provided by the council to an employee or councillor
 - e) attendance by a council official at a work-related event or function for the purposes of performing their official duties, or
 - f) free or subsidised meals, beverages or refreshments of token value provided to council officials in conjunction with the performance of their official duties such as, but not limited to:
 - i) the discussion of official business
 - ii) work-related events such as council-sponsored or community events, training, education sessions or workshops
 - iii) conferences
 - iv) council functions or events
 - v) social functions organised by groups, such as council committees and community organisations.

Gifts and benefits

- 6.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from the council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.
- 6.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

How are offers of gifts and benefits to be dealt with?

- 6.5 You must not:
- a) seek or accept a bribe or other improper inducement
 - b) seek gifts or benefits of any kind
 - c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty
 - d) subject to clause 6.7, accept any gift or benefit of more than token value as defined by clause 6.9

- e) accept an offer of cash or a cash-like gift as defined by clause 6.13, regardless of the amount
 - f) participate in competitions for prizes where eligibility is based on the council being in or entering into a customer–supplier relationship with the competition organiser
 - g) personally benefit from reward points programs when purchasing on behalf of the council.
- 6.6 Where you receive a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to the general manager in writing. The recipient or general manager must ensure that, at a minimum, the following details are recorded in the council's gift register:
- a) the nature of the gift or benefit
 - b) the estimated monetary value of the gift or benefit
 - c) the name of the person who provided the gift or benefit, and
 - d) the date on which the gift or benefit was received.
- 6.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the council, unless the nature of the gift or benefit makes this impractical.

Gifts and benefits of token value

- 6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$50. They include, but are not limited to:
- a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$100
 - b) gifts of alcohol that do not exceed a value of \$100
 - c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
 - d) prizes or awards that do not exceed \$100 in value.

Gifts and benefits of more than token value

- 6.9 Gifts or benefits that exceed \$100 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.
- 6.10 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$100, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.
- 6.11 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the

same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$100 in value.

- 6.12 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

“Cash-like gifts”

- 6.13 For the purposes of clause 6.5(e), “cash-like gifts” include, but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

Improper and undue influence

- 6.14 You must not use your position to influence other council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials through the proper exercise of their role as prescribed under the LGA.
- 6.15 You must not take advantage (or seek to take advantage) of your status or position with council, or of functions you perform for council, in order to obtain a private benefit for yourself or for any other person or body.

PART 7 RELATIONSHIPS BETWEEN COUNCIL OFFICIALS

Obligations of councillors and administrators

- 7.1 Each council is a body politic. The councillors or administrator/s are the governing body of the council. Under section 223 of the LGA, the role of the governing body of the council includes the development and endorsement of the strategic plans, programs, strategies and policies of the council, including those relating to workforce policy, and to keep the performance of the council under review.
- 7.2 Councillors or administrators must not:
- a) direct council staff other than by giving appropriate direction to the general manager by way of council or committee resolution, or by the mayor or administrator exercising their functions under section 226 of the LGA
 - b) in any public or private forum, direct or influence, or attempt to direct or influence, any other member of the staff of the council or a delegate of the council in the exercise of the functions of the staff member or delegate
 - c) contact a member of the staff of the council on council-related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the general manager
 - d) contact or issue instructions to any of the council's contractors, including the council's legal advisers, unless by the mayor or administrator exercising their functions under section 226 of the LGA.
- 7.3 Despite clause 7.2, councillors may contact the council's external auditor or the chair of the council's audit risk and improvement committee to provide information reasonably necessary for the external auditor or the audit, risk and improvement committee to effectively perform their functions.

Obligations of staff

- 7.4 Under section 335 of the LGA, the role of the general manager includes conducting the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council, implementing without undue delay, lawful decisions of the council and ensuring that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their official functions.
- 7.5 Members of staff of council must:
- a) give their attention to the business of the council while on duty
 - b) ensure that their work is carried out ethically, efficiently, economically and effectively
 - c) carry out reasonable and lawful directions given by any person having authority to give such directions
 - d) give effect to the lawful decisions, policies and procedures of the council, whether or not the staff member agrees with or approves of them
 - e) ensure that any participation in political activities outside the service of the council does not interfere with the performance of their official duties.

Inappropriate interactions

7.6 You must not engage in any of the following inappropriate interactions:

- a) councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
- b) council staff approaching councillors and administrators to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
- c) subject to clause 8.6, council staff refusing to give information that is available to other councillors to a particular councillor
- d) councillors and administrators who have lodged an application with the council, discussing the matter with council staff in staff-only areas of the council
- e) councillors and administrators approaching members of local planning panels or discussing any application that is either before the panel or that will come before the panel at some future time, except during a panel meeting where the application forms part of the agenda and the councillor or administrator has a right to be heard by the panel at the meeting
- f) councillors and administrators being overbearing or threatening to council staff
- g) council staff being overbearing or threatening to councillors or administrators
- h) councillors and administrators making personal attacks on council staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of this code in public forums including social media
- i) councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make
- j) council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community
- k) councillors attending on-site inspection meetings with lawyers and/or consultants engaged by the council associated with current or proposed legal proceedings unless permitted to do so by the council's general manager or, in the case of the mayor or administrator, unless they are exercising their functions under section 226 of the LGA.

PART 8 ACCESS TO INFORMATION AND COUNCIL RESOURCES

Councillor and administrator access to information

- 8.1 The general manager is responsible for ensuring that councillors and administrators can access information necessary for the performance of their official functions. The general manager and public officer are also responsible for ensuring that members of the public can access publicly available council information under the *Government Information (Public Access) Act 2009* (the GIPA Act).
- 8.2 The general manager must provide councillors and administrators with the information necessary to effectively discharge their official functions.
- 8.3 Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to exercise their official functions and in accordance with council procedures.
- 8.4 Members of staff of council who provide any information to a particular councillor in the performance of their official functions must also make it available to any other councillor who requests it and in accordance with council procedures.
- 8.5 Councillors and administrators who have a private interest only in council information have the same rights of access as any member of the public.
- 8.6 Despite clause 8.4, councillors and administrators who are precluded from participating in the consideration of a matter under this code because they have a conflict of interest in the matter, are not entitled to request access to council information in relation to the matter unless the information is otherwise available to members of the public, or the council has determined to make the information available under the GIPA Act.

Councillors and administrators to properly examine and consider information

- 8.7 Councillors and administrators must ensure that they comply with their duty under section 439 of the LGA to act honestly and exercise a reasonable degree of care and diligence by properly examining and considering all the information provided to them relating to matters that they are required to make a decision on.

Refusal of access to information

- 8.8 Where the general manager or public officer determine to refuse access to information requested by a councillor or administrator, they must act reasonably. In reaching this decision they must take into account whether or not the information requested is necessary for the councillor or administrator to perform their official functions (see clause 8.2) and whether they have disclosed a conflict of interest in the matter the information relates to that would preclude their participation in consideration of the matter (see clause 8.6). The general manager or public officer must state the reasons for the decision if access is refused.

Use of certain council information

- 8.9 In regard to information obtained in your capacity as a council official, you must:
- a) only access council information needed for council business
 - b) not use that council information for private purposes
 - c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your office with council
 - d) only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

Use and security of confidential information

- 8.10 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.
- 8.11 In addition to your general obligations relating to the use of council information, you must:
- a) only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions
 - b) protect confidential information
 - c) only release confidential information if you have authority to do so
 - d) only use confidential information for the purpose for which it is intended to be used
 - e) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
 - f) not use confidential information with the intention to cause harm or detriment to the council or any other person or body
 - g) not disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

Personal information

- 8.12 When dealing with personal information you must comply with:
- a) the *Privacy and Personal Information Protection Act 1998*
 - b) the *Health Records and Information Privacy Act 2002*
 - c) the Information Protection Principles and Health Privacy Principles
 - d) the council's privacy management plan
 - e) the Privacy Code of Practice for Local Government

Use of council resources

- 8.13 You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes unless this use is lawfully authorised and proper payment is made where appropriate.
- 8.14 You must be scrupulous in your use of council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.

- 8.15 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- 8.16 You must not use council resources (including council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- 8.17 You must not use the council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material:
- a) for the purpose of assisting your election campaign or the election campaign of others, or
 - b) for other non-official purposes.
- 8.18 You must not convert any property of the council to your own use unless properly authorised.

Internet access

- 8.19 You must not use council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage the council's reputation.

Council record keeping

- 8.20 You must comply with the requirements of the *State Records Act 1998* and the council's records management policy.
- 8.21 All information created, sent and received in your official capacity is a council record and must be managed in accordance with the requirements of the *State Records Act 1998* and the council's approved records management policies and practices.
- 8.22 All information stored in either soft or hard copy on council supplied resources (including technology devices and email accounts) is deemed to be related to the business of the council and will be treated as council records, regardless of whether the original intention was to create the information for personal purposes.
- 8.23 You must not destroy, alter, or dispose of council information or records, unless authorised to do so. If you need to alter or dispose of council information or records, you must do so in consultation with the council's records manager and comply with the requirements of the *State Records Act 1998*.

Councillor access to council buildings

- 8.24 Councillors and administrators are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors

and administrators needing access to these facilities at other times must obtain authority from the general manager.

- 8.25 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or their delegate) or as provided for in the procedures governing the interaction of councillors and council staff.
- 8.26 Councillors and administrators must ensure that when they are within a staff only area they refrain from conduct that could be perceived to improperly influence council staff decisions.

PART 9 MAINTAINING THE INTEGRITY OF THIS CODE

Complaints made for an improper purpose

- 9.1 You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this code for an improper purpose.
- 9.2 For the purposes of clause 9.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:
- a) to bully, intimidate or harass another council official
 - b) to damage another council official's reputation
 - c) to obtain a political advantage
 - d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
 - e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
 - f) to avoid disciplinary action under the Procedures
 - g) to take reprisal action against a person for making a complaint alleging a breach of this code
 - h) to take reprisal action against a person for exercising a function prescribed under the Procedures
 - i) to prevent or disrupt the effective administration of this code under the Procedures.

Detrimental action

- 9.3 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this code.
- 9.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.
- 9.5 For the purposes of clauses 9.3 and 9.4, a detrimental action is an action causing, comprising or involving any of the following:
- a) injury, damage or loss
 - b) intimidation or harassment
 - c) discrimination, disadvantage or adverse treatment in relation to employment
 - d) dismissal from, or prejudice in, employment
 - e) disciplinary proceedings.

Compliance with requirements under the Procedures

- 9.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.

9.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.

9.8 You must comply with a practice ruling made by the Office under the Procedures.

Disclosure of information about the consideration of a matter under the Procedures

9.9 All allegations of breaches of this code must be dealt with under and in accordance with the Procedures.

9.10 You must not allege breaches of this code other than by way of a complaint made or initiated under the Procedures.

9.11 You must not make allegations about, or disclose information about, suspected breaches of this code at council, committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.

9.12 You must not disclose information about a complaint you have made alleging a breach of this code or any other matter being considered under the Procedures except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under the Procedures.

9.13 Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the *Public Interest Disclosures Act 1994*.

Complaints alleging a breach of this Part

9.14 Complaints alleging a breach of this Part by a councillor or an administrator are to be managed by the Office. This clause does not prevent the Office from referring an alleged breach of this Part back to the council for consideration in accordance with the Procedures.

SCHEDULE 1: DISCLOSURES OF INTERESTS AND OTHER MATTERS IN WRITTEN RETURNS SUBMITTED UNDER CLAUSE 4.9

Part 1: Preliminary

Definitions

1. For the purposes of the schedules to this code, the following definitions apply:

address means:

- a) in relation to a person other than a corporation, the last residential or business address of the person known to the councillor disclosing the address, or
- b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or
- c) in relation to any real property, the street address of the property.

de facto partner has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

disposition of property means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

- a) the allotment of shares in a company
- b) the creation of a trust in respect of property
- c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property
- d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property
- e) the exercise by a person of a general power of appointment over property in favour of another person
- f) a transaction entered into by a person who intends by the transaction to diminish, directly or indirectly, the value of the person's own property and to increase the value of the property of another person.

gift means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money's worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

interest means:

- a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or

- b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

listed company means a company that is listed within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth.

occupation includes trade, profession and vocation.

professional or business association means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

property includes money.

return date means:

- a) in the case of a return made under clause 4.9(a), the date on which a person became a councillor
- b) in the case of a return made under clause 4.9(b), 30 June of the year in which the return is made
- c) in the case of a return made under clause 4.9(c), the date on which the councillor became aware of the interest to be disclosed.

relative includes any of the following:

- a) a person's spouse or de facto partner
- b) a person's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- c) a person's spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- d) the spouse or de facto partner of a person referred to in paragraphs (b) and (c).

travel includes accommodation incidental to a journey.

Matters relating to the interests that must be included in returns

2. *Interests etc. outside New South Wales:* A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.
3. *References to interests in real property:* A reference in this schedule or in schedule 2 to real property in which a councillor has an interest includes a reference to any real property situated in Australia in which the councillor has an interest.

4. *Gifts, loans etc. from related corporations:* For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods or services supplied, to a councillor by two or more corporations that are related to each other for the purposes of section 50 of the *Corporations Act 2001* of the Commonwealth are all given, made or supplied by a single corporation.

Part 2: Pecuniary interests to be disclosed in returns

Real property

5. A person making a return under clause 4.9 of this code must disclose:
- a) the street address of each parcel of real property in which they had an interest on the return date, and
 - b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
 - c) the nature of the interest.
6. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
- a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
 - b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.
7. An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a councillor.
8. For the purposes of clause 5 of this schedule, “interest” includes an option to purchase.

Gifts

9. A person making a return under clause 4.9 of this code must disclose:
- a) a description of each gift received in the period since 30 June of the previous financial year, and
 - b) the name and address of the donor of each of the gifts.
10. A gift need not be included in a return if:
- a) it did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less, or
 - b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
 - c) the donor was a relative of the donee, or
 - d) subject to paragraph (a), it was received prior to the person becoming a councillor.
11. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

Contributions to travel

12. A person making a return under clause 4.9 of this code must disclose:
- a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
 - b) the dates on which the travel was undertaken, and
 - c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.
13. A financial or other contribution to any travel need not be disclosed under this clause if it:
- a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or council vehicles), or
 - b) was made by a relative of the traveller, or
 - c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
 - d) did not exceed \$250, unless it was among gifts totalling more than \$250 made by the same person during a 12-month period or less, or
 - e) was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
 - f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
 - g) subject to paragraph (d) it was received prior to the person becoming a councillor.
14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

Interests and positions in corporations

15. A person making a return under clause 4.9 of this code must disclose:
- a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
 - b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
 - c) the nature of the interest, or the position held, in each of the corporations, and
 - d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.
16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:

- a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
- b) required to apply its profits or other income in promoting its objects, and
- c) prohibited from paying any dividend to its members.

17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.

18. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a councillor.

Interests as a property developer or a close associate of a property developer

19. A person making a return under clause 4.9 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.

20. For the purposes of clause 19 of this schedule:

close associate, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the *Electoral Funding Act 2018*.

property developer has the same meaning as it has in Division 7 of Part 3 of the *Electoral Funding Act 2018*.

Positions in trade unions and professional or business associations

21. A person making a return under clause 4.9 of the code must disclose:

- a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and
- b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
- c) a description of the position held in each of the unions and associations.

22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a councillor.

Dispositions of real property

23. A person making a return under clause 4.9 of this code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.

24. A person making a return under clause 4.9 of this code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
25. A disposition of real property need not be disclosed if it was made prior to a person becoming a councillor.

Sources of income

26. A person making a return under clause 4.9 of this code must disclose:
- a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
 - b) each source of income received by the person in the period since 30 June of the previous financial year.
27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:
- a) in relation to income from an occupation of the person:
 - (i) a description of the occupation, and
 - (ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
 - (iii) if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
 - b) in relation to income from a trust, the name and address of the settlor and the trustee, or
 - c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.
28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500, as the case may be.
29. The source of any income received by the person that they ceased to receive prior to becoming a councillor need not be disclosed.
30. A fee paid to a councillor or to the mayor or deputy mayor under sections 248 or 249 of the LGA need not be disclosed.

Debts

31. A person making a return under clause 4.9 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:
- a) on the return date, and

- b) at any time in the period since 30 June of the previous financial year.
32. A liability to pay a debt must be disclosed by a person in a return made under clause 4.9 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
33. A liability to pay a debt need not be disclosed by a person in a return if:
- a) the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
 - (i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
 - (ii) the amounts to be paid exceeded, in the aggregate, \$500, or
 - b) the person was liable to pay the debt to a relative, or
 - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
 - d) in the case of a debt arising from the supply of goods or services:
 - (i) the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
 - (ii) the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
 - e) subject to paragraph (a), the debt was discharged prior to the person becoming a councillor.

Discretionary disclosures

34. A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this schedule.

**SCHEDULE 2: FORM OF WRITTEN RETURN OF INTERESTS SUBMITTED UNDER
CLAUSE 4.9****'Disclosures by councillors' return**

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by schedule 1 of the *Model Code of Conduct for Local Councils in NSW*.
2. If this is the first return you have been required to lodge with the general manager after becoming a councillor, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor.
3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

This information is being collected for the purpose of complying with clause 4.9 of the Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.11 of the Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.9 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

Disclosure of pecuniary interests and other matters by [full name of councillor]

as at [return date]

in respect of the period from [date] to [date]

[councillor's signature]

[date]

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

B. Sources of income

1 Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June
Sources of income I received from an occupation at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
---------------------------	--	--

2 Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June
Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee
-----------------------------	-----------------------------

3 Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June
Sources of other income I received at any time since 30 June
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

I. Dispositions of property

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

J. Discretionary disclosures

SCHEDULE 3: FORM OF SPECIAL DISCLOSURE OF PECUNIARY INTEREST SUBMITTED UNDER CLAUSE 4.25

1. This form must be completed using block letters or typed.
2. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

Important information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.24(c) of the Code of Conduct for Councillors (the Code of Conduct).

The special disclosure must relate only to a pecuniary interest that a councillor has in the councillor's principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Code of Conduct) has in that person's principal place of residence.

Clause 4.3 of the Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.

"Relative" is defined by clause 4.4 of the Code of Conduct as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting at which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

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Special disclosure of pecuniary interests by *[full name of councillor]*

in the matter of *[insert name of environmental planning instrument]*

which is to be considered at a meeting of the *[name of council or council committee (as the case requires)]*

to be held on the day of 20 .

Pecuniary interest	
Address of the affected principal place of residence of the councillor or an associated person, company or body (the identified land)	
Relationship of identified land to the councillor <i>[Tick or cross one box.]</i>	<input type="checkbox"/> The councillor has an interest in the land (e.g. is the owner or has another interest arising out of a mortgage, lease, trust, option or contract, or otherwise). <input type="checkbox"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has an interest in the land.
Matter giving rise to pecuniary interest ¹	
Nature of the land that is subject to a change in zone/planning control by the proposed LEP (the subject land) ² <i>[Tick or cross one box]</i>	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	

¹ Clause 4.1 of this Code of Conduct for Councillors (Code of Conduct) provides that a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Code of Conduct.

² A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in clause 4.3 of the Code of Conduct has a proprietary interest.

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Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	
Effect of proposed change of zone/planning control on councillor or associated person <i>[Insert one of the following: "Appreciable financial gain" or "Appreciable financial loss"]</i>	

[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest.]

Councillor's signature

Date

[This form is to be retained by the council's general manager and included in full in the minutes of the meeting]



**COOTAMUNDRA -
GUNDAGAI** REGIONAL
COUNCIL

Developed using the Model Code of Conduct
for Local Councils in NSW

DRAFT

Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers

November 2022

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PART 1 INTRODUCTION

This code of conduct applies to council committee members and delegates of council who are not councillors or staff of the council. It also applies to advisers of council for the purposes of clause 4.12. It is based on the *Model Code of Conduct for Local Councils in NSW* ("the Model Code of Conduct") which is made under section 440 of the *Local Government Act 1993* ("LGA") and the *Local Government (General) Regulation 2021* ("the Regulation").

The Model Code of Conduct sets the minimum standards of conduct for council officials. It is prescribed by regulation to assist council officials to:

- understand and comply with the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in local government.

Section 440 of the LGA requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct. A council's or joint organisation's adopted code of conduct may also include provisions that supplement the Model Code of Conduct and that extend its application to persons that are not "council officials" for the purposes of the Model Code of Conduct (eg volunteers, contractors and members of wholly advisory committees).

A council's or joint organisation's adopted code of conduct has no effect to the extent that it is inconsistent with the Model Code of Conduct. However, a council's or joint organisation's adopted code of conduct may prescribe requirements that are more onerous than those prescribed in the Model Code of Conduct.

Councillors, administrators, members of staff of councils, delegates of councils, (including members of council committees that are delegates of a council) and any other person a council's adopted code of conduct applies to, must comply with the applicable provisions of their council's code of conduct. It is the personal responsibility of council officials to comply with the standards in the code and to regularly review their personal circumstances and conduct with this in mind.

Failure by a council committee member or delegate of the council to comply with a council's code of conduct may give rise to disciplinary action.

Note: References in this code of conduct to councils are also to be taken as references to county councils and joint organisations.

Note: In adopting this code of conduct, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".

Note: In adopting this code of conduct, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

PART 2 DEFINITIONS

In this code the following terms have the following meanings:

committee	see the definition of “council committee”
complaint	a code of conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.
conduct	includes acts and omissions
council	includes county councils and joint organisations
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to and the council’s audit, risk and improvement committee
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee, and a person other than a councillor who is a member of the council’s audit, risk and improvement committee
council official	includes councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.12, council advisers
councillor	any person elected or appointed to civic office, including the mayor and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
designated person	a person referred to in clause 4.8
election campaign	includes council, state and federal election campaigns
general manager	includes the executive officer of a joint organisation
joint organisation	a joint organisation established under section 4000 of the LGA
LGA	the <i>Local Government Act 1993</i>
mayor	includes the chairperson of a county council or a joint organisation
members of staff	

of a council	includes members of staff of county councils and joint organisations
the Office	Office of Local Government
personal information	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
the Procedures	the <i>Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW</i> prescribed under the Regulation
the Regulation	the <i>Local Government (General) Regulation 2021</i>
wholly advisory committee	a council committee that the council has not delegated any functions to

PART 3 GENERAL CONDUCT OBLIGATIONSGeneral conduct

- 3.1 You must not conduct yourself in a manner that:
- a) is likely to bring the council or other council officials into disrepute
 - b) is contrary to statutory requirements or the council's administrative requirements or policies
 - c) is improper or unethical
 - d) is an abuse of power
 - e) causes, comprises or involves intimidation or verbal abuse
 - f) involves the misuse of your position to obtain a private benefit
 - g) constitutes harassment or bullying behaviour under this code, or is unlawfully discriminatory.
- 3.2 You must act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act. (*section 439*).

Fairness and equity

- 3.3 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 3.4 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.
- 3.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.

Harassment and discrimination

- 3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of age, disability, race (including colour, national or ethnic origin or immigrant status), sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status or political, religious or other affiliation.
- 3.7 For the purposes of this code, "harassment" is any form of behaviour towards a person that:
- a) is not wanted by the person
 - b) offends, humiliates or intimidates the person, and
 - c) creates a hostile environment.

Bullying

- 3.8 You must not engage in bullying behaviour towards others.
- 3.9 For the purposes of this code, "bullying behaviour" is any behaviour in which:
- a) a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons, and
 - b) the behaviour creates a risk to health and safety.
- 3.10 Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:
- a) aggressive, threatening or intimidating conduct
 - b) belittling or humiliating comments

- c) spreading malicious rumours
- d) teasing, practical jokes or 'initiation ceremonies'
- e) exclusion from work-related events
- f) unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level
- g) displaying offensive material
- h) pressure to behave in an inappropriate manner.

3.11 Reasonable management action carried out in a reasonable manner does not constitute bullying behaviour for the purposes of this code. Examples of reasonable management action may include, but are not limited to:

- a) performance management processes
- b) disciplinary action for misconduct
- c) informing a worker about unsatisfactory work performance or inappropriate work behaviour
- d) directing a worker to perform duties in keeping with their job
- e) maintaining reasonable workplace goals and standards
- f) legitimately exercising a regulatory function
- g) legitimately implementing a council policy or administrative processes.

Work health and safety

3.12 All council officials, including councillors, owe statutory duties under the *Work Health and Safety Act 2011* (WHS Act). You must comply with your duties under the WHS Act and your responsibilities under any policies or procedures adopted by the council to ensure workplace health and safety. Specifically, you must:

- a) take reasonable care for your own health and safety
- b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WHS Act and any policies or procedures adopted by the council to ensure workplace health and safety
- d) cooperate with any reasonable policy or procedure of the council relating to workplace health or safety that has been notified to council staff
- e) report accidents, incidents, near misses, to the general manager or such other staff member nominated by the general manager, and take part in any incident investigations
- f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WHS Act in relation to the same matter.

Land use planning, development assessment and other regulatory functions

3.13 You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.

3.14 In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

Obligations in relation to meetings

- 3.15 You must comply with rulings by the chair at council and committee meetings or other proceedings of the council unless a motion dissenting from the ruling is passed.
- 3.16 You must not engage in bullying behaviour (as defined under this Part) towards the chair, other council officials or any members of the public present during council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions).
- 3.17 You must not engage in conduct that disrupts council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.

PART 4 PECUNIARY INTERESTSWhat is a pecuniary interest?

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
- (a) your interest, or
 - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
 - (c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 4.4 For the purposes of clause 4.3:
- (a) Your “relative” is any of the following:
 - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - ii) your spouse’s or de facto partner’s parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (ii).
 - (b) “de facto partner” has the same meaning as defined in section 21C of the *Interpretation Act 1987*.
- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c):
- (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
 - (b) just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
 - (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

What interests do not have to be disclosed?

4.6 You do not have to disclose the following interests for the purposes of this Part:

- (a) your interest as an elector
- (b) your interest as a ratepayer or person liable to pay a charge
- (c) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this code
- (d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this code
- (e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)
- (f) if you are a council committee member, an interest you have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if you have been appointed to represent the organisation or group on the council committee
- (g) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company
- (h) an interest you have arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership
- (i) an interest you have arising from the making by the council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:
 - i) the performance by the council at the expense of your relative of any work or service in connection with roads or sanitation
 - ii) security for damage to footpaths or roads
 - iii) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council, or by or under any contract
- (j) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person
- (k) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a council committee member

4.7 For the purposes of clause 4.6, “relative” has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

What disclosures must be made by a designated person?

4.8 Designated persons include:

- (a) a person who is a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their

exercise, could give rise to a conflict between the person's duty as a delegate and the person's private interest

- (b) a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.

4.9 A designated person:

- (a) must prepare and submit written returns of interests in accordance with clause 4.15, and
- (b) must disclose pecuniary interests in accordance with clause 4.10.

4.10 A designated person must disclose in writing to the general manager the nature of any pecuniary interest the person has in any council matter with which the person is dealing as soon as practicable after becoming aware of the interest.

4.11 The general manager must, on receiving a disclosure from a designated person, deal with the matter to which the disclosure relates or refer it to another person to deal with.

What disclosures must be made by council advisers?

4.12 A person who, at the request or with the consent of the council or a council committee, gives advice on any matter at any meeting of the council or committee, must disclose the nature of any pecuniary interest the person has in the matter to the meeting at the time the advice is given. The person is not required to disclose the person's interest as an adviser.

4.13 A person does not breach clause 4.12 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

What disclosures must be made by a council committee member?

4.14 A council committee member must disclose pecuniary interests in accordance with clause 4.22 and comply with clause 4.23.

Note: A council committee member identified by council as a "designated person" for the purposes of clause 4.8(b) must also prepare and submit written returns of interests in accordance with clause 4.15.

Disclosure of interests in written returns

4.15 A designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the designated person's interests as specified in schedule 1 to this code within 3 months after:

- (a) becoming a designated person, and
- (b) 30 June of each year, and
- (c) the designated person 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).

4.16 A person need not make and lodge a return under clause 4.15, paragraphs (a) and (b) if:

- (a) they made and lodged a return under that clause in the preceding 3 months, or

(b) they have ceased to be a designated person in the preceding 3 months.

- 4.17 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.
- 4.18 The general manager must keep a register of returns required to be made and lodged with the general manager.
- 4.19 Returns required to be lodged with the general manager under clause 4.15(a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.
- 4.20 Returns required to be lodged with the general manager under clause 4.15(c) must be tabled at the next council meeting after the return is lodged.
- 4.21 Information contained in returns made and lodged under clause 4.15 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

Disclosure of pecuniary interests at meetings

- 4.22 A council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.
- 4.23 The council committee member must not be present at, or in sight of, the meeting of the committee:
 - (a) at any time during which the matter is being considered or discussed by the committee, or
 - (b) at any time during which the committee is voting on any question in relation to the matter.
- 4.24 A disclosure made at a meeting of a council committee must be recorded in the minutes of the meeting.
- 4.25 A general notice may be given to the general manager in writing by a council committee member to the effect that the council committee member, or the council committee member's spouse, de facto partner or relative, is:
 - (a) a member of, or in the employment of, a specified company or other body, or
 - (b) a partner of, or in the employment of, a specified person.Such a notice is, unless and until the notice is withdrawn or until the end of the term of the council in which it is given (whichever is the sooner), sufficient disclosure of the council committee member's interest in a matter relating to the specified company, body or person that may be the subject of consideration by the council committee after the date of the notice.
- 4.26 A council committee member is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the council committee member has an interest in the matter of a kind referred to in clause 4.6.

- 4.27 A person does not breach clauses 4.22 or 4.23 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.
- 4.28 The Minister for Local Government may, conditionally or unconditionally, allow a council committee member who has a pecuniary interest in a matter with which the council is concerned to be present at a meeting of the committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion that it is in the interests of the electors for the area to do so.
- 4.29 A council committee member with a pecuniary interest in a matter who is permitted to be present at a meeting of the committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 4.28, must still disclose the interest they have in the matter in accordance with clause 4.22.

PART 5 NON-PECUNIARY CONFLICTS OF INTEREST

What is a non-pecuniary conflict of interest?

- 5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter.
- 5.7 If a disclosure is made at a committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.

- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:
- a) a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household
 - b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
 - c) an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
 - d) membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
 - e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
 - f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.
- 5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:
- a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
 - b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.22 and 4.23.
- 5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.
- 5.12 Council committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the council committee.

[Loss of quorum as a result of compliance with this Part](#)

- 5.13 The Minister for Local Government may, conditionally or unconditionally, allow a council committee member who is precluded under this Part from participating in the consideration of a matter to be present at a meeting of the committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion that it is in the interests of the electors for the area to do so.
- 5.14 Where the Minister exempts a committee member from complying with a requirement under this Part under clause 5.13, the committee member must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

Personal dealings with council

- 5.15 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a development consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.
- 5.16 You must undertake any personal dealings you have with the council in a manner that is consistent with the way other members of the community deal with the council. You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this code.

PART 6 PERSONAL BENEFIT

- 6.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a council official or someone personally associated with them for their personal use and enjoyment.
- 6.2 A reference to a gift or benefit in this Part does not include:
- a) items with a value of \$10 or less
 - b) a political donation for the purposes of the *Electoral Funding Act 2018*
 - c) a gift provided to the council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual council official or someone personally associated with them
 - d) attendance by a council official at a work-related event or function for the purposes of performing their official duties, or
 - e) free or subsidised meals, beverages or refreshments provided to council officials in conjunction with the performance of their official duties such as, but not limited to:
 - i) the discussion of official business
 - ii) work-related events such as council-sponsored or community events, training, education sessions or workshops
 - iii) conferences
 - iv) council functions or events
 - v) social functions organised by groups, such as council committees and community organisations.

Gifts and benefits

- 6.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from the council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.

- 6.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

How are offers of gifts and benefits to be dealt with?

- 6.5 You must not:
- a) seek or accept a bribe or other improper inducement
 - b) seek gifts or benefits of any kind
 - c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty
 - d) subject to clause 6.7, accept any gift or benefit of more than token value as defined by clause 6.9
 - e) accept an offer of cash or a cash-like gift as defined by clause 6.13, regardless of the amount
 - f) participate in competitions for prizes where eligibility is based on the council being in or entering into a customer–supplier relationship with the competition organiser
 - g) personally benefit from reward points programs when purchasing on behalf of the council.
- 6.6 Where you receive a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to the general manager in writing. The general manager must ensure that, at a minimum, the following details are recorded in the council's gift register:
- a) the nature of the gift or benefit
 - b) the estimated monetary value of the gift or benefit
 - c) the name of the person who provided the gift or benefit, and
 - d) the date on which the gift or benefit was received.
- 6.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the council, unless the nature of the gift or benefit makes this impractical.

Gifts and benefits of token value

- 6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$100. They include, but are not limited to:
- a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$100
 - b) gifts of alcohol that do not exceed a value of \$100
 - c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
 - d) prizes or awards that do not exceed \$100 in value.

Gifts and benefits of more than token value

- 6.9 Gifts or benefits that exceed \$100 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.
- 6.10 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$100, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.

- 6.11 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$100 in value.
- 6.12 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

“Cash-like gifts”

- 6.13 For the purposes of clause 6.5(e), “cash-like gifts” include but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

Improper and undue influence

- 6.14 You must not use your position to influence other council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else.
- 6.15 You must not take advantage (or seek to take advantage) of your status or position with council, or of functions you perform for council, in order to obtain a private benefit for yourself or for any other person or body.

PART 7 ACCESS TO INFORMATION AND COUNCIL RESOURCES

Use of certain council information

- 7.1 In regard to information obtained in your capacity as a council official, you must:
- a) only access council information needed for council business
 - b) not use that council information for private purposes
 - c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your position with council
 - d) only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

Use and security of confidential information

- 7.2 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.
- 7.3 In addition to your general obligations relating to the use of council information, you must:
- a) only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions
 - b) protect confidential information
 - c) only release confidential information if you have authority to do so
 - d) only use confidential information for the purpose for which it is intended to be used
 - e) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
 - f) not use confidential information with the intention to cause harm or detriment to the council or any other person or body

- g) not disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

Personal information

7.4 When dealing with personal information you must comply with:

- a) the *Privacy and Personal Information Protection Act 1998*
- b) the *Health Records and Information Privacy Act 2002*
- c) the Information Protection Principles and Health Privacy Principles
- d) the council's privacy management plan
- e) the Privacy Code of Practice for Local Government

Use of council resources

7.5 You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes unless this use is lawfully authorised and proper payment is made where appropriate.

7.6 You must be scrupulous in your use of council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.

7.7 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.

7.8 You must not use council resources (including council staff), property or facilities for the purpose of assisting the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.

7.9 You must not use the council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material:

- a) for the purpose of assisting your election campaign or the election campaign of others, or
- b) for other non-official purposes.

7.10 You must not convert any property of the council to your own use unless properly authorised.

Internet access

7.11 You must not use council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage the council's reputation.

Council record keeping

7.12 You must comply with the requirements of the *State Records Act 1998* and the council's records management policy.

- 7.13 All information created, sent and received in your official capacity is a council record and must be managed in accordance with the requirements of the *State Records Act 1998* and the council's approved records management policies and practices.
- 7.14 All information stored in either soft or hard copy on council supplied resources (including technology devices and email accounts) is deemed to be related to the business of the council and will be treated as council records, regardless of whether the original intention was to create the information for personal purposes.
- 7.15 You must not destroy, alter, or dispose of council information or records, unless authorised to do so. If you need to alter or dispose of council information or records, you must do so in consultation with the council's records manager and comply with the requirements of the *State Records Act 1998*.

PART 8 MAINTAINING THE INTEGRITY OF THIS CODE

Complaints made for an improper purpose

- 8.1 You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this code for an improper purpose.
- 8.2 For the purposes of clause 8.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:
 - a) to bully, intimidate or harass another council official
 - b) to damage another council official's reputation
 - c) to obtain a political advantage
 - d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
 - e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
 - f) to avoid disciplinary action under the Procedures
 - g) to take reprisal action against a person for making a complaint alleging a breach of this code
 - h) to take reprisal action against a person for exercising a function prescribed under the Procedures
 - i) to prevent or disrupt the effective administration of this code under the Procedures.

Detrimental action

- 8.3 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this code.
- 8.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.
- 8.5 For the purposes of clauses 8.3 and 8.4, a detrimental action is an action causing, comprising or involving any of the following:
 - a) injury, damage or loss
 - b) intimidation or harassment
 - c) discrimination, disadvantage or adverse treatment in relation to employment
 - d) dismissal from, or prejudice in, employment
 - e) disciplinary proceedings.

Compliance with requirements under the Procedures

- 8.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.
- 8.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.
- 8.8 You must comply with a practice ruling made by the Office under the Procedures.

Disclosure of information about the consideration of a matter under the Procedures

- 8.9 All allegations of breaches of this code must be dealt with under and in accordance with the Procedures.
- 8.10 You must not allege breaches of this code other than by way of a complaint made or initiated under the Procedures.
- 8.11 You must not make allegations about, or disclose information about, suspected breaches of this code at council, committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.
- 8.12 You must not disclose information about a complaint you have made alleging a breach of this code or a matter being considered under the Procedures except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under the Procedures.
- 8.13 Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the *Public Interest Disclosures Act 1994*.

Complaints alleging a breach of this Part

- 8.14 Complaints alleging a breach of this Part by a council committee member or delegate of council are to be managed by the general manager in accordance with the Procedures.

**SCHEDULE 1: DISCLOSURES OF INTERESTS AND OTHER MATTERS IN WRITTEN RETURNS
SUBMITTED UNDER CLAUSE 4.15**

Part 1: Preliminary

Definitions

1. For the purposes of the schedules to this code, the following definitions apply:

address means:

- a) in relation to a person other than a corporation, the last residential or business address of the person known to the designated person disclosing the address, or
- b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or
- c) in relation to any real property, the street address of the property.

de facto partner has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

disposition of property means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

- a) the allotment of shares in a company
- b) the creation of a trust in respect of property
- c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property
- d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property
- e) the exercise by a person of a general power of appointment over property in favour of another person
- f) a transaction entered into by a person who intends by the transaction to diminish, directly or indirectly, the value of the person's own property and to increase the value of the property of another person.

gift means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money's worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

interest means:

- a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or
- b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

listed company means a company that is listed within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth.

occupation includes trade, profession and vocation.

professional or business association means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

property includes money.

return date means:

- a) in the case of a return made under clause 4.15(a), the date on which a person became a designated person
- b) in the case of a return made under clause 4.15(b), 30 June of the year in which the return is made
- c) in the case of a return made under clause 4.15(c), the date on which the designated person became aware of the interest to be disclosed.

relative includes any of the following:

- a) a person's spouse or de facto partner
- b) a person's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- c) a person's spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- d) the spouse or de facto partner of a person referred to in paragraphs (b) and (c).

travel includes accommodation incidental to a journey.

Matters relating to the interests that must be included in returns

- 2. *Interests etc. outside New South Wales:* A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.
- 3. *References to interests in real property:* A reference in this schedule or in schedule 2 to real property in which a designated person has an interest includes a reference to any real property situated in Australia in which the designated person has an interest.
- 4. *Gifts, loans etc. from related corporations:* For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods or services supplied, to a designated person by two or more corporations that are related to each other for the purposes of section 50 of the *Corporations Act 2001* of the Commonwealth are all given, made or supplied by a single corporation.

Part 2: Pecuniary interests to be disclosed in returnsReal property

5. A person making a return under clause 4.15 of this code must disclose:
 - a) the street address of each parcel of real property in which they had an interest on the return date, and
 - b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
 - c) the nature of the interest.
6. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
 - a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
 - b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.
7. An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a designated person.
8. For the purposes of clause 5 of this schedule, “interest” includes an option to purchase.

Gifts

9. A person making a return under clause 4.15 of this code must disclose:
 - a) a description of each gift received in the period since 30 June of the previous financial year, and
 - b) the name and address of the donor of each of the gifts.
10. A gift need not be included in a return if:
 - a) it did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less, or
 - b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
 - c) the donor was a relative of the donee, or
 - d) subject to paragraph (a), it was received prior to the person becoming a designated person.
11. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

Contributions to travel

12. A person making a return under clause 4.15 of this code must disclose:
 - a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
 - b) the dates on which the travel was undertaken, and
 - c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.
13. A financial or other contribution to any travel need not be disclosed under this clause if it:

- a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or council vehicles), or
- b) was made by a relative of the traveller, or
- c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
- d) did not exceed \$250, unless it was among gifts totalling more than \$250 made by the same person during a 12-month period or less, or
- e) was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
- f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
- g) subject to paragraph (d) it was received prior to the person becoming a designated person.

14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

Interests and positions in corporations

15. A person making a return under clause 4.15 of this code must disclose:
- a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
 - b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
 - c) the nature of the interest, or the position held, in each of the corporations, and
 - d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.
16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:
- a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
 - b) required to apply its profits or other income in promoting its objects, and
 - c) prohibited from paying any dividend to its members.
17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
18. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a designated person.

Interests as a property developer or a close associate of a property developer

19. A person making a return under clause 4.15 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.
20. For the purposes of clause 19 of this schedule:

close associate, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the *Electoral Funding Act 2018*.

property developer has the same meaning as it has in Division 7 of Part 3 of the *Electoral Funding Act 2018*.

Positions in trade unions and professional or business associations

21. A person making a return under clause 4.15 of the code must disclose:
- a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and
 - b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
 - c) a description of the position held in each of the unions and associations.
22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a designated person.

Dispositions of real property

23. A person making a return under clause 4.15 of this code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
24. A person making a return under clause 4.15 of this code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
25. A disposition of real property need not be disclosed if it was made prior to a person becoming a designated person.

Sources of income

26. A person making a return under clause 4.15 of this code must disclose:
- a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
 - b) each source of income received by the person in the period since 30 June of the previous financial year.
27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:
- a) in relation to income from an occupation of the person:
 - (i) a description of the occupation, and
 - (ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
 - (iii) if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
 - b) in relation to income from a trust, the name and address of the settlor and the trustee, or

- c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.
- 28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500, as the case may be.
- 29. The source of any income received by the person that they ceased to receive prior to becoming a designated person need not be disclosed.
- 30. A fee paid to a councillor or to the mayor or deputy mayor under sections 248 or 249 of the LGA need not be disclosed.

Debts

- 31. A person making a return under clause 4.15 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:
 - a) on the return date, and
 - b) at any time in the period since 30 June of the previous financial year.
- 32. A liability to pay a debt must be disclosed by a person in a return made under clause 4.15 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
- 33. A liability to pay a debt need not be disclosed by a person in a return if:
 - a) the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
 - (i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
 - (ii) the amounts to be paid exceeded, in the aggregate, \$500, or
 - b) the person was liable to pay the debt to a relative, or
 - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
 - d) in the case of a debt arising from the supply of goods or services:
 - (i) the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
 - (ii) the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
 - e) subject to paragraph (a), the debt was discharged prior to the person becoming a designated person.

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Discretionary disclosures

34. A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

SCHEDULE 2: FORM OF WRITTEN RETURN OF INTERESTS SUBMITTED UNDER CLAUSE 4.15'Disclosures by councillors or designated persons' return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).
2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access)*

Act 2009, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

Disclosure of pecuniary interests and other matters by [full name of councillor or designated person]

as at [return date]

in respect of the period from [date] to [date]

[councillor's or designated person's signature]
[date]

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest

B. Sources of income

1 Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June
Sources of income I received from an occupation at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)

2 Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June
Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee

3 Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June
Sources of other income I received at any time since 30 June
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth

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undertaken by me at any time since 30 June	and overseas countries in which travel was undertaken
---	--

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
---	--------------------------------	-------------------------------------	--

**F. Were you a property developer or a close associate of a property developer on the
return date? (Y/N)**

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
--	-------------------------

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June
--

I. Dispositions of property

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
--

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

J. Discretionary disclosures

8.1.5 CODE OF CONDUCT COMPLAINT STATISTICS

DOCUMENT NUMBER	380293
REPORTING OFFICER	Anne Chamberlain, Acting Governance Officer
AUTHORISING OFFICER	Linda Wiles, Manager Business
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	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	In accordance with the adopted procedures for the administration of the Code of Conduct.
ATTACHMENTS	Nil

RECOMMENDATION

The report on Code of Conduct complaint statistics for the period 1st September 2021 to 31st August 2022, be received and noted.

Introduction

In accordance with part 11.1 of Council's adopted Procedures for the Administration of the Code of Conduct for Councillors (Reporting on Complaints Statistic) the complaints coordinator must arrange for the following statistics to be reported to the Council within 3 months of the end of September of each year:

- (a) the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period);
- (b) the number of code of conduct complaints referred to a conduct reviewer during the reporting period;
- (c) the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints;
- (d) the number of code of conduct complaints investigated by a conduct reviewer during the reporting period;
- (e) without identifying matters, the outcome of investigations completed under these procedures during the reporting period;
- (f) the number of matters reviewed by the Office of Local Government during the reporting period and, without identifying particular matters, the outcome of the reviews; and
- (g) the total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, including staff costs.

Council is also required to provide the Office of Local Government (OLG) with a report containing the statistics referred to above within 3 months of the end of September of each year.

Discussion

During the reporting period Council has received zero (0) Code of Conduct complaint, received about Councillors or the General Manager.

All staff and Councillors are bound to comply with the Council's Code of Conduct. All complaints are investigated and dealt with in accordance with the Code of Conduct Policy and Procedure.

In accordance with the requirements, the Office of Local Government has been advised accordingly.

The following statistics are reported about code of conduct complaints made during the period 1st September, 2021 to 30th August, 2022.

Number of Complaints		
1	a The total number of complaints received in the period about councillors and the General Manager (GM) under the code of conduct	0
	b The total number of complaints finalised in the period about councillors and the GM under the code of conduct	0
Overview of Complaints and Cost		
2	a The number of complaints finalised at the outset by alternative means by the GM or Mayor	0
	b The number of complaints referred to the Office of Local Government (OLG) under a special complaints management arrangement	0
	c The number of code of conduct complaints referred to a conduct reviewer	0
	d The number of code of conduct complaints finalised at preliminary assessment by conduct reviewer	0
	e The number of code of conduct complaints referred back to GM or Mayor for resolution after preliminary assessment by conduct reviewer	0
	f The number of finalised code of conduct complaints investigated by a conduct reviewer	0
	g The number of finalised complaints investigated where there was found to be no breach	0
	h The number of finalised complaints investigated where there was found to be a breach	0
	i The number of complaints referred by the GM or Mayor to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police	0
	j The number of complaints being investigated that are not yet finalised	0
	k The total cost of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs	0
Preliminary Assessment Statistics		
3	The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:	
	a To take no action (clause 6.13(a) of the 2018 and 2020 Procedures)	0

- | | | |
|---|--|---|
| b | To resolve the complaint by alternative and appropriate strategies (clause 6.13(b) of the 2018 and 2020 Procedures) | 0 |
| c | To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies (clause 6.13(c) of the 2018 and 2020 Procedures) | 0 |
| d | To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police (clause 6.13(d) of the 2018 and 2020 Procedures) | 0 |
| e | To investigate the matter (clause 6.13(e) of the 2018 and 2020 Procedures) | 0 |

Investigation Statistics

- | | | |
|---|---|---|
| 4 | The number of investigated complaints resulting in a determination that there was no breach , in which the following recommendations were made: | |
| a | That the council revise its policies or procedures | 0 |
| b | That a person or persons undertake training or other education (clause 7.37 of the 2018 Procedures or clause 7.40 of the 2020 Procedures) | 0 |
| 5 | The number of investigated complaints resulting in a determination that there was a breach in which the following recommendations were made: | |
| a | That the council revise any of its policies or procedures (clause 7.36(a) of the 2018 Procedures or clause 7.39 of the 2020 Procedures) | 0 |
| b | In the case of a breach by the GM, that action be taken under the GM's contract for the breach (clause 7.36(h) of the 2018 Procedures or clause 7.37(a) of the 2020 Procedures) | 0 |
| c | In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 (clause 7.36(i) of the 2018 Procedures or clause 7.37(b) of the 2020 Procedures) | 0 |
| d | In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 and that the matter be referred to OLG for further action (clause 7.36(j) of the 2018 Procedures or clause 7.37(c) of the 2020 Procedures) | 0 |
| 6 | Matter referred or resolved after commencement of an investigation (clause 7.20 of the 2018 or 2020 Procedures) | |

Categories of misconduct

- | | | |
|---|---|---|
| 7 | The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct: | |
| a | General conduct (Part 3) | 0 |
| b | Non-pecuniary conflict of interest (Part 5) | 0 |
| c | Personal benefit (Part 6) | 0 |
| d | Relationship between council officials (Part 7) | 0 |

e Access to information and resources (Part 8)

0

Outcome of determinations

- 8 The number of investigated complaints resulting in a determination that there was a breach in which the council failed to adopt the conduct reviewer's recommendation
- 9 The number of investigated complaints resulting in a determination that there was a breach in which the council's decision was overturned following a review by OLG

0

0

8.1.6 MUTTAMA CREEK REGENERATION GROUP S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	379804
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 Creek Regeneration Group s.355 Committee Meeting Minutes 8 August 2022 ↓

RECOMMENDATION

The Minutes of the Muttama Creek Regeneration Group s.355 Committee meeting held 8th August 2022 attached to the report be, received and noted.

Introduction

The attached Minutes of the Muttama Creek Regeneration Group s.355 Committee meeting held on 8th August 2022, is submitted for the information of council and the community.

Muttama Creek Regeneration Group

Minutes: Monday, 8 August, 2022

Muttama Creek



Regeneration
Group

Present: Graeme Johnson, Di Pearton, Win Main, Doug Butler, Paulina Butler, Lin Chaplin, Betti Punnet, Charlie Sheahan.

Apologies: Steve Mills.

Welcome: Meeting opened at 5.05 pm

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

GJ read the 6 June meeting minutes and they were accepted by Paulina Butler, seconded by Di Pearton.

Business Arising:

- **Exotic Removal-** Our major continuing concern is the exotic removal- Remove exotic trees that are growing within the stream. (Bacon's Summary page iii, priority action 2)- The meeting discussed asking Stephanie Cooks office re possible grants the group could apply to facilitate Exotic removal as the Council, while aware of the concern have not been able to get to the works. The group passed a resolution last meeting to approach the council to obtain updated quotes from local private contractor tree services to remove the exotics from the creek area from the area behind the beach volleyball courts to the Stratton Bridge, as they do not have the maintenance staff to remove the exotics – Council was emailed 25 May, and old quotes attached- no response to date.
- **Flood planning committee-** Steve Mills not present at today's meeting, no flood meeting report.
- **Callistemons/River redgums** Further plants to be sourced by CS and continued planting after rain.
- **Casuarina Walk-** Extension of the garden into the north corner- Still no mounds of earth delivered, GJ to contact Stuart Moorby again
- **Monitoring of water quality-** Alasdair Sides- CHS Science teacher, emailed Muttama Creek water testing results, group discussed.
- **Working bees-** At our last working bees weeding and planting was done on the Casuarina Walk, and northern end of Birdwalk.

GENERAL BUSINESS

Working bees- Saturday 13 Aug at 9am, Mackay Street
Saturday 7th May at 9am, Mackay Street.

Meeting closed at 6.10 pm

Next Meeting: Monday 17 October, 5pm, Stephen Ward Rooms

8.1.7 THE ARTS CENTRE COOTAMUNDRA S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	380301
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. The Arts Centre Cootamundra s.355 Committee Meeting Minutes 20 October 2022. ↓

RECOMMENDATION

The Minutes of The Arts Centre Cootamundra s.355 Committee Meeting Held 20 October 2022 attached to the report, be received and noted.

Introduction

The attached Minutes of The Arts Centre Cootamundra s.355 Committee meeting held on 20 October 2022, is submitted for the information of Council and the community.

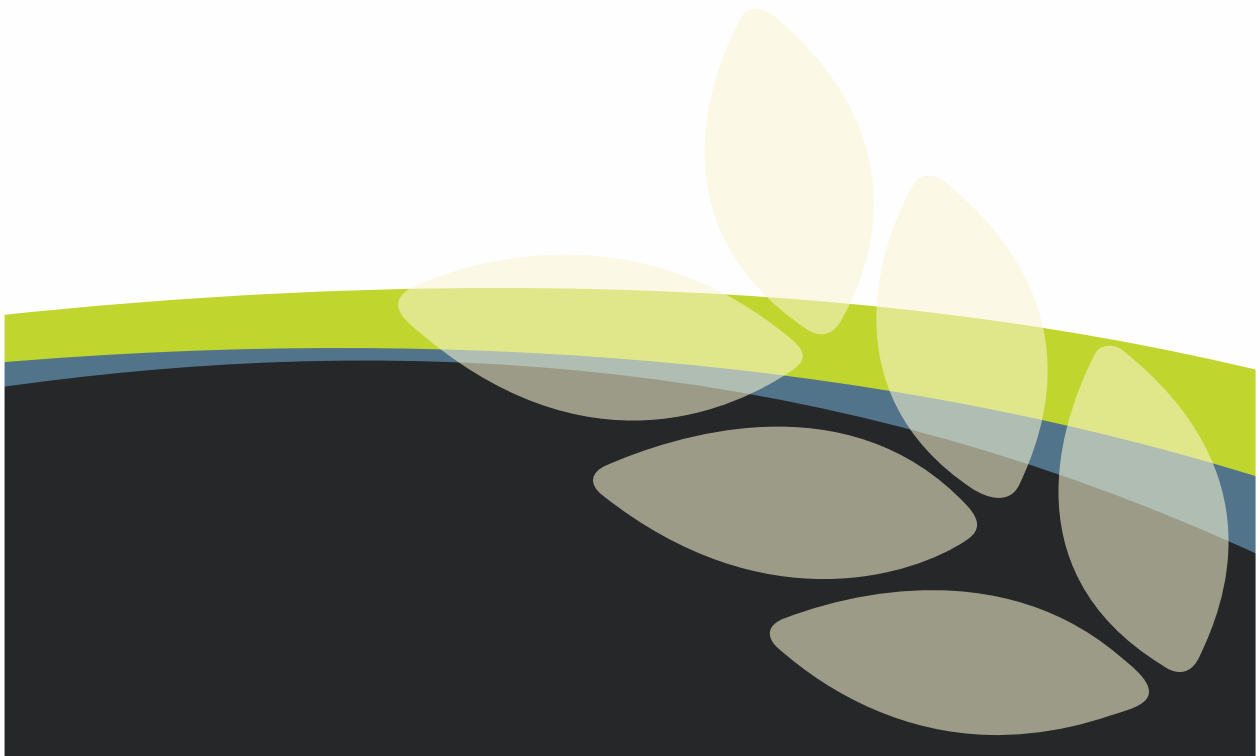


Minutes

THE ARTS CENTRE COOTAMUNDRA SECTION 355 COMMITTEE

THE ARTS CENTRE COOTAMUNDRA, 18 WALLENDON STREET

5.25PM, THURSDAY 20 OCTOBER 2022



Minutes

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1.7.1	CEO Report	2
1.7.2	Financial Report	2
1.7.3	Report for Visual Arts	3
1.7.4	Report from Performing Arts	3
1.7.5	Report for Administration & Movies.....	3
1.8	Business Arising from previous Minutes:	3
1.9	New General Business.....	4
1.10	Date and Time of Next Meeting.....	4
1.11	Time Meeting Closed.....	4

1 MINUTES

1.1 Attendance and Confirmation of Quorum

Present: **President/Chairperson:** Amanda-lee Boatswain
Vice Chairperson: Julie Cowell
Secretary: Natalie Cowled
Treasurer: Shane Kovacs
Council Representative: Leigh Bowden
General Members: Rosie Fowler-Sullivan, Eric Steinke, Isabel Scott, Daya Saraswati, Ollie Carberry
Other Attendees: Lucy Main, Hans Bruitzman

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

Bec Hogan, 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 15 September 2022.

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

1.5 Correspondence in/out:

- Julie sent \$100 sponsorship and letter to CHS as per last meeting action.

1.6 WHS

- Carpet in theatre to be reglue or repaired – Julie to speak to Carpet Court

1.7 Reports:

1.7.1 CEO Report

- Amanda-lee has started organising/cleaning in Arts room – has thrown a lot out but was also able to find a lot for use. Amanda-lee to let everyone know when next working bee on.
- Amanda-lee and Shane looking at databases – Amanda-lee to send narrowed down list to Natalie for testing
- Emails being worked on, conversation to be had with Anabelle.

1.7.2 Financial Report

- Creative Voice funds yet to be received from Council – Isabel & Shane to chase up. Phase 1 acquittals complete, but funds not yet paid.
- Everything is currently making at least some profit

1.7.3 Report for Visual Arts

- Plans underway for 2023

1.7.4 Report from Performing Arts

- Fling going well
- Concerns that soundboard is malfunctioning, dropping channels. Eric to speak to Michael Van Bast or Shane to check out the gear and review options/requirements to upgrade or repair
 - Addendum – Eric and Shane spent time after meeting and looked at soundboard – not issues, problems were caused by user error.
- Emilee has requested hire of lights for use in her studio in Harden. Eric to discuss with Emilee and look at costs (his labour included)

Action: Natalie made a motion for Julie to speak to Andrew/Facilities Manager about getting all untagged/tested equipment completed.

Seconded: General consensus

1.7.5 Report for Administration & Movies

- Emilee's MOU updated. Baptist Care & Christine Emery's MOUs to be updated
- Amanda-lee to speak to Kate Davidson at Baptist Care
- Fridge needs to be fixed, Julie to speak to electricians in Coota, if not available, Young.

(Moved: Julie Cowell, Seconded: Eric Steinke)

1.8 Business Arising from previous Minutes:

- Membership for centre – Amanda-lee to put together spreadsheet over weekend, to be stored on the google drive so we can start signing up members. Natalie to come in Monday and sign up as first member.
- Refresh of facilities – see CEO reports
- Events updates
 - Calendar or events (Natalie) – 2023 planned out for Visual & Performing arts
 - Lucy to email out notice that bookings for 2023 are open
 - Marquee/tent (Julie/Eric) – Motion: Natalie to buy Marquee (white or Yellow) \$500 (inclusive of printing)
 - Fibrefest (Natalie) – Chasing up stall holders, but all organised on TACC end.
- **Update on actions:**
 - IT – emails & digitising forms (Amanda-lee & Shane) – In progress
 - Amanda-lee to write a proposal (Amanda-lee) – social media and website.
 - Dolly for piano (Shane) – Shane expecting to have complete this weekend.
 - Tarkett purchase (Julie) – waiting on quote.
 - Screen listing on eBay (Julie) – Listed on gumtree & Facebook, issues with eBay. If not sold by Jan 1, other options to be looked at.
 - Bar Upgrade (Julie) – Waiting on facilities manager to talk about costs/works
 - Multimedia/Conferencing space (Julie) – Waiting on facilities manager to talk about costs/works

Action: Julie to speak to facilities manager/council about Stronger Communities Grant funding set aside for rehearsal space/online learning area.

Seconded: General consensus

- Volunteers (Julie) – Handbooks updated. Julie to email volunteers to look at cleaning up database.
- Fundraising discussion – Trivia night 25th January, Natalie to chat to Michael Perry (runs trivia at Central) – approach local businesses for prizes. Amanda-lee to lead with Eric.
- Carmen – 4 people booked
- Creative Youth/Fling update – Natalie to email Isabel's documents.
- Eric to organise with Shane who is willing to come in with Eric to adjust lights – to go over with Michael Van Bast.
- Julie to chase up Andrew up re: new ladder

Action: Broken ladder to be removed and replaced as per previous minutes

- Complete - Julie to organise with Andrew to arrange plumber for toilet – Julie fixed.
- Amanda-lee to speak to Andrew re: Men's shed. Date for exit.
- Complete - Natalie to organise meeting re: calendar planning
- Complete - Natalie to put together market stall application forms

(Moved: Rosie, Seconded: Ollie)

1.9 New General Business

- Celebration 2024 – (Isabel) – Isabel driving and looking at bringing on board local businesses, prior volunteers, and community members. 18-month lead in. Lucy to review and post on the socials.
 - Appendix H
 - Appendix I
- BaptistCare/Studio 2 – See admin/movies report.
- Advertising of private hire/group hire – Lucy to see about adding a line into comms
- Annabel's email list – Lucy to ask Annabel for the list of people that she regularly contacts for TACC events
- Fees: after quoting a high cost, quote was reviewed to have no cost on studio 7 (when hired with other rooms) and 25% discount for hire over a week.
- Julie looking for volunteers for Tuesday afternoon 1pm for cleaning and moving furniture.
- Isabel and Daya speaking to Probus club on Tues 25th.
- Lee Barker – tables of 6, includes platter, bar open. Lucy working on comms. Eric working on supporting act.
- Flyers to be given to friendship group leaders and movie ticket sellers to give to attendees.

Action: Amanda-lee and Natalie to attend next council meeting to get confirmed details about stronger communities grant funds that were applied for work at TACC and are managed by council – TACC seeking confirmation that funds are still available, exact amount of funds available and that they will remain available to TACC for future works with demerger in progress.

1.10 Date and Time of Next Meeting

November 18th 2022, 5pm

1.11 Time Meeting Closed

7.05pm

8.1.8 COOTAMUNDRA HERITAGE CENTRE MANAGEMENT S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	380428
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	<ol style="list-style-type: none"> 1. Cootamundra Heritage Centre Management s.355 Committee Meeting Minutes 10 October 2022 ↓ 2. Cootamundra Heritage Centre Management s.355 Committee Meeting Minutes 7 November 2022 ↓

RECOMMENDATION

The Minutes of the Cootamundra Heritage Centre Management s.355 Committee Meeting held 10 October 2022 and 7 November 2022, attached to the report, be received and noted.

Introduction

The attached Minutes of the Cootamundra Heritage Centre Management s.355 Committee meeting held on 10 October 2022 and 7 November 2022, are submitted for the information of Council and the community.

**THE REPORT AND RECOMMENDATIONS OF THE COOTAMUNDRA HERITAGE CENTRE
MANAGEMENT COMMITTEE MONTHLY MEETING HELD AT THE COOTAMUNDRA HERITAGE
CENTRE ON MONDAY 10 OCTOBER 2022 COMMENCING AT 4.03PM**

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

Apologies: Anne Chamberlain, Craig Stewart

Chairperson Geoff Larsen led members in acknowledging the death of long time volunteer Joyce Orgill. She will be sadly missed.

Disclosure of Interest: There was no disclosure of interest.

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

CARRIED

Business Arising: * Timothy McLaren's rowing scull - nothing further. Betti Punnett to speak with Maureen McLaren

* Olympic torch - now on display. Thanks to Craig Stewart for installing Curtrax

* HMV sign - nothing further. Betti Punnett to check with Glen Berg.

* **COOTAMUNDRA** sign - Craig Stewart attending to its repair.

* Stockinbingal group - visiting 20 October. Unknown number. Yvonne Forsyth providing morning tea.

Financial Report: Betti Punnett presented the Financial Report with September CHC 280 \$529.45; VIC 207 Souvenirs \$353.00; Total \$882.45. Moved Betti Punnett, seconded by Betty Brown.

CARRIED

Correspondence: OUT: * September meeting Minutes

IN * Life Membership pin from Leonie Bennett - a past CHC volunteer - no longer in Cootamundra. Thinks picked up the pin when she bought a box of items at a garage sale when living here. Gold pin - "Life Member Cootamundra D R L F C" Inscribed on the back "C H Myers" Betti Punnett has spoken with Clarrie Powers, who is trying to trace CH Myers' history.

General Business: * 3 light bulbs need replacing

* Council photographs - 30+ large framed photographs of Cootamundra Shire Councillors dating from 1880s were delivered to CHC. At present they are stored in verandah storeroom. If any/all are to be displayed Curtrax needs to be purchased as no hooks and only a few lines and 2 tracks are in stock. Betti Punnett informed members she had spoken to Andrew Brock re purchasing more Curtrax. He advised that a detailed quote must be obtained in order to go ahead with the purchase. As more Curtrax is needed at present, members agreed to ask for a quote on 6 x2m tracks, 10 lines and 20 hooks + freight. No decision was taken as to how many, if any, pictures should be displayed.

* Large stool to be dispensed with from front verandah - Jade Summers answered Facebook notice and offered \$100 which Betti Punnett accepted verbally, but no further contact was made. Hoax call?? Volunteer, Dennis Orgill, expressed interest in using it, so to be offered to him

* Volunteers Janet Elliott, Sabine Hatty and Joyce Orgill are no longer on our roster and we thank them for their service. New volunteers Robyn Williams and Frances Redden are being contacted. It was suggested that Peter Hines might be interested in volunteering.

* Painting of CHC interior and the railway gantry - Betti Punnett had contacted ARTC and advised to make application for painting. Painters at Albion Hotel also to be asked to quote on painting the gantry (Betti Punnett).

* Invoice for tea towels - Dotti Le Sage - had been submitted to C/GRC.

* *Cootamundra Times* - 2020 and 2021 editions had been given to CHC from the Cootamundra Library and are now stored in the verandah storeroom.

* A notice to be placed at the back door by the bell (Betti Punnett).

* A larger sign to be displayed on the noticeboard with the telephoner number of the Cootamundra Railway Station. Many phone calls are being taken from people thinking CHC number the station. Sydney HQ has been informed, but no action taken as yet.

* Betty Brown requested that toilet cleaning material be purchased (*Betti Punnett*).

* Yvonne Forsyth reported on a successful tour group stopping at Cootamundra West railway station. Another group expected on the following Friday. 20 chairs were to be provided again (C/GRC).

* Moved Michele Pigram, seconded Helen Hamilton that the CHC Annual General Meeting be held on Monday 6 February 2023. **CARRIED**

There being no further business, the meeting closed at 4.58pm.

Betti Punnett Secretary/Treasurer

Next Meeting 4.00pm 7 November

**THE REPORT AND RECOMMENDATIONS OF THE COOTAMUNDRA HERITAGE CENTRE
MANAGEMENT COMMITTEE MONTHLY MEETING HELD AT THE COOTAMUNDRA HERITAGE
CENTRE ON MONDAY 7 NOVEMBER 2022 COMMENCING AT 4.05PM**

Present: , Craig Stewart (Vice Chairperson). Yvonne Forsyth, Helen Hamilton, Betti Punnett, Frances Redden, Judy Ward (Visitor)

Apologies: Geoff Larsen (Chairperson), Betty Brown, Anne Chamberlain, Ros Wight

Disclosure of Interest: There was no disclosure of interest.

Minutes from the Previous Meeting: Read and confirmed on the motion of Betti Punnett, seconded by Helen Hamilton **CARRIED**

Business Arising: * Timothy McLaren's rowing scull - being stored in C/GRC store.

* HMY sign - message from Glen Berg that John Scrivener has checked everything and new starters and fluorescent tubes are needed. Yvonne Forsyth reported that Rob Junge had said he'd pay any expenses.

* **COOTAMUNDRA** sign - repaired by Craig Stewart

* Stockinbingal group, several people from south coast and 37 visitors from Bundanoon had all visited on 20 October. Very successful day and good comments from all.

* Large stool - Dennis Orgill had collected the stool

* Signs for bell on back verandah and Cootamundra Railway Station now in place.

* Expo in the Park had been cancelled and a CHC display was not organized at the Cootamundra Show

Financial Report: Betti Punnett presented the Financial Report with October CHC 214 16 children \$431.90; VIC 142 Souvenirs \$347.00; Total \$778.90. Moved Betti Punnett, seconded by Yvonne Forsyth. **CARRIED**

Correspondence: **OUT:** * October meeting Minutes

General Business: * 1 light bulb need replacing in 87 Adams St Gallery

* Yvonne Forsyth reported that more tea towels had been ordered, but that cost of linen had risen so would possibly cost more.

* Marg Pavitt and Patsy Smith have replenished the Lucky Dip

* Visitor Judy Ward informed members that the large cabinet and display of hospital/medical memorabilia which had been featured in the vestibule of the Cootamundra Hospital had been removed and was being discarded. She asked if it could be added to the CHC collection. Dr John Ward had donated this cabinet, his medical bag, a cot, wheel chair and display in past years. Dr Ward was born in Cootamundra, attended school here and practised medicine here all his life. The collection is a valuable Cootamundra asset.

It was moved Helen Hamilton, seconded Yvonne Forsyth that the cabinet and collection be accepted by CHC. **CARRIED**

However, at present there is no room to accommodate it, nor even to store it. In the discussion which followed, members suggested that Cootamundra Gundagai Regional Council be asked as to the progress being made to establish a more satisfactory Information Centre, which would provide the much needed space for the ever-growing CHC collection. Members resolved to attend C/GRC meeting to lobby for a better VIC in Cootamundra. In the meantime, Yvonne Forsyth, Helen Hamilton and Craig Stewart offered to store items at their places.

* Members expressed concern that C/GRC representative, Cr Les Boyd, had not been attending meetings. Members felt they had no ability to raise CHC matters with C/GRC apart from the written word.

* The spotlights in House & Home Gallery continue to cause problems. It was decided the outdated system should be replaced by LED fixtures and that this be an item on CHC's budget for 2023.

* Yvonne Forsyth reported that a new VIC flag had been ordered (the present one being second hand and quite badly torn).

* Betti Punnett showed members 3 large posters of the 1AOS donated by the Cootamundra Local History Society Inc. No decision as yet on how to display them.

* Helen Hamilton suggested that C/GRC be asked to update the map of Cootamundra presently being given to visitors.

* Christmas Party - Betti Punnett suggested that CHC and Bradman's Birthplace revert to the practice of a simple morning tea (taken in turns) for volunteers. C/GRC to be consulted (*Betti Punnett*).

* Betti Punnett presented a box of booklets on the Hume Highway (from CLHS Inc). These may be given to visitors free of charge.

There being no further business, the meeting closed at 5.09pm.

Betti Punnett Secretary/Treasurer

Next Meeting 4.00pm 5 December

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

DOCUMENT NUMBER	380430
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. Stockinbingal Ellwood's Hall s.355 Committee Meeting Minutes 27 October 2022 ↓

RECOMMENDATION

The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee meeting held 27 October 2022 attached to the report be received and noted.

Introduction

The attached Minutes of the Stockinbingal Ellwood's Hall s.355 Committee meeting held on 27 October 2022, is submitted for the information of Council and the community.

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

Agenda

STOCKINBINGAL ELLWOOD'S HALL SECTION 355

ELLWOOD'S HALL STOCKINBINGAL

4.30PM THURSDAY 27 OCTOBER 2022

1. Attendance and Confirmation of Quorum

Present: President/Chairperson: Carmel Payne
Secretary: Lorna Nixon
Treasurer: Alan Pether
Councillor:
General Members: Steve Neave, Robyn Gray, Sue Caldwell, Sara Williams,
Lynn Basham, Michelle Harper

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

2. **Apologies:** Leigh Bowden, Russell Vincent, James Preston.

3. **Disclosure of Interests:** Nil.

4. Confirmation of previous meeting Minutes

The minutes of the last **Ellwood's Hall Stockinbingal Section 355 Committee** dated 22 September 2022 were confirmed as true and correct. Moved: Carmel Payne, Seconded Stephen Neave.

5. Business Arising from previous Minutes:

- Heritage Grant for new Heritage Room: Has been granted!
- No word from council re leaking in Meeting room. Andrew Brock emailed 24 Oct.
- SCCF 5 grant applications will be notified in November.
- Mark Pitchford will install the front door late November - early December.
- Leigh took questions on notice to council meeting in September - no replies so far.
- Sponsorship for Bush Dance - see General Business
- Drainage Issues around the village related to the Inland Rail - to go to Council Meeting in October. We may need to write a separate letter.

6. Correspondence in/out:

- 26.09.2022: From Lauren Eccleston at CGRC advising that our application for the new toilet block was submitted on time. Results will be in November.
- 11.10.2022: Teresa Breslin advising that Anne Chamberlain is now acting in the Governance Officer position. Teresa is the EA to the GM and Mayor.
- 24.10.2022: to Andrew Brock re leaking in meeting room.
- 24.10.2022: Anne Chamberlain re details of new members on committee
- 24.10.2022: CGRC: Enquiring about the Heritage grants and who were the recipients.
-

Minutes: stockinbingal ellwood's hall SECTION 355 COMMITTEEPage 1

-
-
- 25.10.2022: From Craig Perrin from CGRC advising that we were successful in our grant application for funds to renovate the old supper room for the new Heritage Room.
- 26.10.2022: From Craig Perrin at CGRC with Project acceptance documents.
- 26.10.2022: To Mark Pitchford notifying him of our heritage grant success and that we would like him to do the job.
- 26.10.2022: Submission for a grant with ARTC to assist with the new Heritage Room.
- 26.10.2022: Acknowledgement of the ARTC grant application being received.
- 26.10.2022: To Andrew Brock to see if there were any approvals required by the local council for the Heritage Room proposed work.

7. Report from the Treasurer:

- o Opening Balance:\$13,581.00
- o Income: 280.00 Stall payments for Twilight Markets
- o Expenses: 400.00.....Card Account
- o Closing Balance: \$13,461.49

Bills to Pay: Nil

Alan moved that his report be adopted. Seconded: Steve Neave

8. General Business:

- 1) Twilight Markets: 22 stalls have been booked. About half have paid their fees.

Rosalie Dale will start advertising each stall on the Ellwood's Hall Facebook page.

Posters to be made and put around town. Lorna to print these off and laminate. Carmel will place them around Coota.

Left over meat from Model Train Weekend to be sold to the School P & C for their BBQ at the markets.

It was a decided to hold a raffle on the market day. Carmel has a cutlery set to contribute.

Other items may be added to this.

Steve has asked his neighbour Richard if he will provide some back ground music and he has accepted. The school may also provide an item of singing and Grace Large would like to perform an item.

Action: a/a

- 2) Bush Dance:Written invoice from the tin Shed Rattlers is required for grant applications. Lorna to request this.

Sponsorship: All committee members to work on this. Alan to contact Daryl Sedgwick and Sue to contact Manildra.

Action: a/a

- 3) Grants: Michelle is investigating another grant possibility.
Lorna has sent in another application to the ARTC.

9. Date and Time of Next Meeting: 4.30 on Thursday 17 November 2022

10. Time Meeting Closed: 5.50pm

Carmel Payne
Chairperson

Lorna Nixon
Secretary

8.2 FINANCE

8.2.1 EXTENSION FOR LODGEMENT OF FINANCIAL STATEMENTS

DOCUMENT NUMBER	380805
REPORTING OFFICER	Zac Mahon, Manager Finance
AUTHORISING OFFICER	Paul Woods, Acting Deputy General Manager - CCD
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. Extension Request Response ↓

RECOMMENDATION

That the report relating to the lodgement of the Financial Statements, be received and noted.

Discussion

Council has applied for an extension for the lodgement of the 2022 Financial Statements due to staff shortages and delays in revaluation reports for stormwater, water and sewer assets. This extension was approved by the Office of Local Government but only to 15 December 2022. Council is in the process of applying for another extension to February 2023 as this timeframe is not feasible due to auditor unavailability and still waiting on the revaluation of stormwater assets.



Office of Local Government

5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541

Our Reference: A837221
Your Reference:
Contact: David Chamberlain
Phone: 02 4428 4148

Mr Glen McAtear
Acting General Manager
Cootamundra-Gundagai Regional Council
PO Box 420
COOTAMUNDRA NSW 2590

Email: phil.chapman@cgrc.nsw.gov.au

31 October 2022

Dear Mr McAtear

Thank you for your letter of 20 September 2022 seeking an extension of time for the lodgement of Cootamundra-Gundagai Regional Council's 2021-22 Financial Statements to 28 February 2023.

I appreciate the reasons for Council's extension request including the challenges faced in recruiting and retaining a permanent General Manager and Finance Manager, revaluation of assets, unavailability of staff including Audit staff, and the proposed demerger.

Having considered the information provided to me, I am approving an extension to 15 December 2022 for Council to complete its 2021-22 Financial Statements.

However, the *Local Government Act, 1993* (the Act) does not authorise a similar extension in relation to a council's annual report, of which the audited financial statements form a part. Section 428(1) of the Act currently provides that a council must prepare an annual report within five months after the end of the financial year. Section 428(5) of the Act requires councils to place a copy of the annual report on the council website and provide a copy to the Minister for Local Government.

Council will need to consider how it intends to address this issue, as the Office of Local Government cannot provide legal advice in this situation. Council will also need to consider the implication of non-compliance with the Act.

Should you need to discuss this further, please contact the Office of Local Government's Performance Team on 4428 4100.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Karin Bishop'.

Karin Bishop
Director, Sector Performance and Intervention

T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 20 770 707 468



8.2.2 REQUEST FOR DONATION FROM GUNDAGAI HISTORICAL BRIDGES COMMITTEE REGARDING LEASE LSE 280490 AT MIDDLETON DRIVE GUNDAGAI

DOCUMENT NUMBER	380124
REPORTING OFFICER	Zac Mahon, Manager Finance
AUTHORISING OFFICER	Paul Woods, Acting Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Collaborative and progressive leadership 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	Reduction of income of \$1,966.50 and increase of donation expense \$1,966.50 for a net financial implication of \$1,966.50
LEGISLATIVE IMPLICATIONS	Compliance with of the Local Government Act, 1993
POLICY IMPLICATIONS	CGRC Donations Policy
ATTACHMENTS	1. Email from Robert Butcher ↓

RECOMMENDATION

1. Council notes that the lease LSE 280490 at Middleton Drive Gundagai is rateable as it is leased by the Gundagai Historic Bridges Committee Inc. from the Crown and used for private purposes and, as such, the levied rates cannot be waived.
2. Council to donate the amount of \$1,966.50 to the Gundagai Historic Bridges Committee Inc.
3. Council to endorse the reduction of the Finance Budget, and increase to the Donations Budget, by the amount of \$1,966.50 to accommodate the donation.

Introduction

A service request has been received from The Gundagai Historic Bridges Committee Inc. requesting Council pay a donation in kind for rates payable as detailed in Assessment Details for lease LSE 280490 at Middleton Drive Gundagai.

Discussion

It is recommended that Council donate the amount of \$1,966.50 to the Gundagai Historic Bridges Committee Inc. and endorse the reduction of the Rates budget and increase to the donations budget by the amount of \$1,966.50 to accommodate the donation as the assessment is used to benefit the community.

For next year, the society will be required to apply for the donation in May/June in line with council policy.

Zac Mahon

From: Robert Butcher <robertbutcher@bigpond.com>
Sent: Tuesday, 11 October 2022 4:26 PM
To: Mail
Subject: Gundagai Historic Bridges Inc. rates.
Categories: Orange Category

The General Manager

Dear Sir,

It would be very much appreciated if you could please reverse the rates applied to GHBI Inc. They have previously been waived for many years in the past, as GHBI is a non profit organisation voluntarily supervising the historic railway station at Gundagai. We have always been considered in the same category as the Gaol, Pre school, Museum etc. Thank you for reviewing this.

Robert Butcher
Honorary Treasurer
Gundagai Historic Bridges Inc
Phone 0418 901490

Suy
Sent from my iPad

8.2.3 ROADS TO RECOVERY - INDEPENDENT AUDITOR'S REPORT 2022

DOCUMENT NUMBER	380606
REPORTING OFFICER	Zac Mahon, Manager Finance
AUTHORISING OFFICER	Paul Woods, Acting Deputy General Manager - CCD
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. Roads to Recovery - Independent Auditor's Report 2022 ↓

RECOMMENDATION

The Independent Auditor's Report, attached to the report, be received and noted.

Introduction

The audit of the Statement for the Roads to Recovery Program for Cootamundra-Gundagai Regional Council is now complete. Please find attached the Independent Auditor's Report for the year ended 30 June 2022.



INDEPENDENT AUDITOR'S REPORT

Part 1 - Chief Executive Officer's Financial Statement for the Roads to Recovery Program under the *National Land Transport Act 2014*

Cootamundra-Gundagai Regional Council

To the General Manager of Cootamundra-Gundagai Regional Council

Opinion

I have audited the accompanying special purpose financial statement presented in Part 1 – Chief Executive Officer's Financial Statement for the Roads to Recovery Program (the Program), which comprises a statement of receipts and expenditure (the Statement) for the year ended 30 June 2022.

The Statement has been prepared by the Cootamundra-Gundagai Regional Council (the Council) in accordance with the requirements of section 90 of the *National Land Transport Act 2014* (the Act) and the Roads to Recovery Funding Conditions 2019 (the Conditions).

In my opinion, in all material respects:

- the Statement is based on, and in agreement with proper accounts and records
- the amount reported in the Statement as expended during the year was used solely for expenditure on the maintenance or construction of roads
- the amount certified by the Chief Executive Officer of the Council in the Statement as its own source expenditure on roads during the year is based on, and in agreement with proper accounts and records.

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Statement' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants (including Independence Standards)' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as the auditor of councils
- precluding the Auditor-General from providing non-audit services.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Emphasis of Matter - Basis of Accounting

Without modifying my opinion, I draw attention to the special purpose framework used to prepare the Statement. The Statement has been prepared for the purpose of fulfilling the Council's reporting obligations to the Australian Government Department of Infrastructure, Transport, Regional Development, Communications and the Arts under the Act and Conditions. As a result, the Statement may not be suitable for another purpose.

Other Information

Other information comprises the information accompanying the Statement, such as Parts 2, 3 and 4 for the year ended 30 June 2022. The Chief Executive Officer is responsible for the other information.

My opinion on the Statement does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information.

In connection with my audit of the Statement, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the Statement or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement in the other information, I must report that fact.

I have nothing to report in this regard.

The Chief Executive Officer's Responsibilities for the Statement

The Chief Executive Officer is responsible for the preparation of the Statement in accordance with the requirements of the Act and Conditions, and for such internal control as the Chief Executive Officer determines is necessary to enable the preparation of the Statement that is free from material misstatement, whether due to fraud or error.

In preparing the Statement, the Chief Executive Officer is responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

Auditor's Responsibilities for the Audit of the Statement

My objectives are to:


- obtain reasonable assurance about whether the Statement is free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the Statement.

A description of my responsibilities for the audit of the Statement is located at the Auditing and Assurance Standards Board website at www.auasb.gov.au/auditors_responsibilities/ar8.pdf. The description forms part of my auditor's report.

The scope of my audit does not include, nor provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- about the security and controls over the electronic publication of the audited Statement on any website where it may be presented
- about any other information which may have been hyperlinked to/from the Statement.

A handwritten signature in dark ink, reading "Nirupama Mani". The signature is written in a cursive style with a small flourish at the end.

Nirupama Mani
Director, Financial Audit

Delegate of the Auditor-General for New South Wales

1 November 2022
SYDNEY

8.2.4 RURAL FIRE SERVICE (RFS) ASSETS RECOGNITION UPDATE

DOCUMENT NUMBER	380615
REPORTING OFFICER	Zac Mahon, Manager Finance
AUTHORISING OFFICER	Paul Woods, Acting Deputy General Manager - CCD
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	<ol style="list-style-type: none"> 1. Letter regarding RFS Assets ↓ 2. Financial Implications regarding RFS Assets ↓

RECOMMENDATION

The Rural Fire Service Assets Recognition update report, be received and noted.

Discussion

Council resolved to not recognise RFS assets in the 2022 financial statements. However, considering the below correspondence from the Local Government Minister, the finance department decided to further investigate.

To complete this investigation a review of the letter was completed and a request for information was sent to every council in NSW. Several councils provided feedback, after reviewing this feedback it is recommended that Council's original resolution is still valid.



The Hon. Wendy Tuckerman MP
Minister for Local Government

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6 October 2022
Ref: A833480

Cr Darriea Turley AM
President
Local Government NSW
L8, 28 Margaret Street
SYDNEY NSW 2000

By email: President@lgnsw.org.au

Dear Cr Turley

The NSW Government is committed to working constructively with the local government sector regarding the accounting treatment of rural fire assets.

To support councils to undertake the recommended stocktake of vested assets, I understand that Treasury wrote to Local Government NSW (LGNSW) on 4 August 2022 providing a current list of red fleet assets compiled by the Rural Fire Service (RFS), as well as standard costing information for these assets, also prepared by RFS.

I am advised that on 6 September 2022 the RFS Commissioner wrote to all RFS Area Commanders and District Managers highlighting the importance of working with councils to provide information that they require in relation to the assets. The Commissioner indicated that RFS District Offices should support councils where they require access to inspect or maintain these assets.

As you will be aware, some councils have expressed concern that recognising the assets has, or would have, an adverse impact on their financial position. To assist in clarifying this matter, I have attached a short summary prepared by officers in Treasury that attempts to:

- set out simply the practical accounting entries that demonstrate that over time councils bear no profitability impact and have no direct cash impact from recognising the assets;
- elaborate on the amended Treasury Corporation assessment of credit for councils that mitigates any impact from including these assets in financial statements; and
- provide a short summary of the key technical accounting arguments.

In addition, I am aware councils are currently working with the Audit Office to finalise their 2021-22 financial statements. We understand that councils have raised potential concerns about the impact of reporting depreciation for RFS assets on local government performance measures. The Office of Local Government (OLG) is aware of these concerns and will take this into account when it undertakes sector monitoring and make appropriate adjustments to the assessment of performance.

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GPO Box 5341 Sydney NSW 2001 ■ P: (02) 8574 5280 ■ W: nsw.gov.au/ministertuckerman

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The Office of Local Government will be in contact shortly to issue invitations to online workshops to enable Treasury to explain the financial arrangements for the recognition of the red fleet assets, including the information attached. Officers from RFS will support Treasury with these discussions.

I trust this information is of assistance and if you require any further information please contact Stewart Walters at stewartwalters@treasury.nsw.gov.au or Ally Dench at ally.dench@olg.nsw.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Wendy Tuckerman', followed by three dots.

The Hon. Wendy Tuckerman MP
Minister for Local Government

Encl: Summary of financial implications Rural Fire Assets

CC:

The Hon. Matt Kean MP, Treasurer, Minister for Energy

The Hon. Step Cooke MP, Minister for Emergency Services and Resilience, Minister for Flood Recovery

NSW Local Government Councils

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2



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Treatment of Red Fleet Assets (RFA) by councils – summary of expected impacts (September 2022)

Assumptions

1. RFA are purchased predominantly using funds from the Rural Firefighting Fund (RFFF) by the Rural Fire Service (RFS) and provided to (and formally vested at that time in) Councils
2. Councils are not required to pay for these assets (so no cash or funding impact)
3. Operating expenses associated with the RFA are predominantly funded from the RFFF
4. Typically, the RFA will be replaced by RFS after the assets are no longer fit for purpose or if it is decided appropriate and agreed to provide a new asset (and sometimes repurpose the asset to another council)

Expected Accounting treatment

Assumes the example of a firefighting vehicle costing \$450,000 with a notional useful life of 25 years.

	Transaction	Impact on Operating Statement	\$	Impact on Balance Sheet and Net Worth of the Council	\$
1	RFA provided to Council	Increases Income Year 1	+450,000	Increases Asset base and Net Worth	+450,000
2	Year 1 of ownership	Depreciation of RFA (\$450,000 / 25 years)	(18,000)	Written Down Value of Asset (WDV) and Net Worth reduced by the depreciation	(18,000)
3	End of Year 1 position		(18,000)		\$432,000
4	Each year thereafter	Annual depreciation to Year 25, cumulative	(450,000)	Annual decrement of WDV of asset and Net Worth of the Council	(450,000)
5	Net Position at Year 25		0		0

Thus, in year 1 the council reflects a \$450,000 income and a \$450,000 increase in its assets and Net Worth that reverses year by year until year 25 at which point it is back to a net zero impact.

Throughout the 25 years, all these entries are non-cash so there is no impact on the cash or funding available for other council operations.

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Credit Worthiness and Borrowings status as a result of the RFA being brought into the Operating Statement and Balance Sheet of the Council

1. TCorp has communicated that they have recently amended their credit methodology relating to the assessment of councils' operating performance to exclude depreciation (as a non-cash item) from operating expenses whilst including scheduled principal repayments to give a more accurate view of councils' ability to contain operating expenditure within operating revenue
2. Hence were depreciation to be included in the operating statement of a council when recognising the RFA, this should have no adverse impact on a council's ability to borrow from TCorp
3. Further, it is noted that from a debt service coverage and interest coverage perspective, TCorp's ratios are based on an EBITDA calculation which adds back depreciation (as a non-cash item) to earnings and therefore does not impact council's ability to borrow if they were to seek to a loan from TCorp.

Accounting Assessment of Control of Red Fleet Assets

1. Under Australian Accounting Standard AASB 116 *Property, Plant and Equipment*, issued by the Australian Accounting Standards Board (AASB) an entity recognises items of property, plant and equipment **in its financial statements**. Therefore, who controls an item is important.
2. AASB 15 (Revenue from Contracts with Customers) defines control as; *'the ability to direct the use of, and obtain substantially all of the remaining benefits from, the asset. **Control includes the ability to prevent other entities from directing the use of, and obtaining the benefits from, an asset***
3. AASB 16 also includes in the right to control **the right to direct the use of the identified asset** (paras B24-B30)
4. *Framework for the Preparation and Presentation of Financial Statements* (para Aus49.1) states that 'An asset is a resource controlled by the entity as a result of past events and from which future economic benefits are expected to flow to the entity.' and that 'In respect of not-for-profit entities in the public or private sector Future economic benefits is synonymous with the notion of service potential.'
5. AASB *Conceptual Framework for Financial Reporting* in para 4.21 states that 'An entity has the present ability to direct the use of an economic resource if it has the right to deploy that economic resource in its activities, or to allow another party to deploy the economic resource in that other party's activities'

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Key technical arguments that, taken together, conclude control by councils

Ability to direct the use of RFA	Councils are the legal owners of the assets when vested from RFS under S119(2) of the Act
	Under the Service Level Agreements, councils have the ability to allow or prevent RFS from directing the use of and obtaining the benefits from RFA
Obtaining economic benefit from the RFA	Councils have responsibility under the Rural Fires Act (Part 4 – <i>Bush Fire Prevention</i>), to take practicable steps to prevent occurrence of bush fires. Therefore, councils receive the most benefit from the RFA in fulfilment of their statutory obligations. (In practice, brigades carry out this work on behalf of councils)
Preventing other entities from obtaining the benefits from an asset	Councils can prevent RFS from obtaining benefits from the RFA by not entering into service agreements with the RFS
	The Rural Fires Act requires councils to maintain RFA and if lost or destroyed, funds within the RFFF are used to replace RFA, which are again vested in councils

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8.2.5 RESTRICTED CASH RECONCILIATION

DOCUMENT NUMBER	380581
REPORTING OFFICER	Zac Mahon, Manager Finance
AUTHORISING OFFICER	Paul Woods, Acting Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Collaborative and progressive leadership 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	If resolved, financial implication would be the transfer of 2.6 million from internally restricted funds to unrestricted funds.
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 Restricted Cash Reconciliation report be received and noted.**
- 2. Council approve the transfer of \$1.6 million from the plant reserve fund and \$1 million from the development fund to unrestricted funds, for reasons detailed in the report.**

Position as at 30 June 2022

As at the 30 June 2022 the council had \$22.9 million cash. Internal and external restrictions were calculated in line with the restricted assets policy and the balance of these restrictions was \$30.1 million cash, leaving unrestricted cash at negative \$7.2 million. There was \$5.02 million worth of outstanding grant funding that hadn't been acquitted.

Recommended Adjustments

To improve the cash position of the Council, it is recommended that Council resolve to transfer \$1.6 million from the plant reserve fund and \$1 million from the development fund to unrestricted funds. The plant reserve will build up through the year due to plant hire income and the moratorium on plant purchases will ensure that the reserve won't decrease through outgoings to purchase plant. The building reserve will be increased by the sale of council property and can be topped up through council resolution in the future.

The Future

The Finance department is focused on acquitting grants when the project has been completed so that this outstanding money can be returned to unrestricted funds and be invested and begin earning interest income.

The balances of the restricted cash and grant debtors will be reported to Council every month so that progress can be tracked.

Cootamundra Gundagai Regional Council				
Restricted Cash, Cash Equivalents & Investments				
Item	Bal 30 June 2021	Transfers To	Transfers From	Bal 30 June 2022
Internal Restrictions				
Aerodrome Bitumen Resurfacing	165,588	0	0	165,588
Bradman's Birthplace	64,457	11,658	0	76,115
Cootamundra Caravan Park	112,861	17,196	0	130,057
Development - Land & Buildings	1,896,627	463,066	0	2,359,693
Employee Leave Entitlements	1,752,000	106,493	0	1,858,493
Financial Assistance Grant	2,801,975	0	(2,801,975)	0
Quarries & Pit Restoration	239,298	318,052	0	557,351
Heritage Centre	16,502	3,188	0	19,690
Plant Replacement	1,645,310	4,081,200	(3,482,039)	2,244,471
Saleyards	15,429	178,110	(175,461)	18,078
Swimming Pool Pump & Equipment	0	0	0	0
Cemetery	59,315	307,227	(321,865)	44,677
Southern Phone	779,918	0	(177,381)	602,536
Waste Management	887,569	2,333,488	(1,184,559)	2,036,498
Internal Restriction Total	10,436,849	7,819,678	(8,143,279)	10,113,250

Externally Restricted Reserves				
Domestic Waste	1,038,570	2,147,061	(2,147,061)	1,038,570
Water Supply	3,713,480	797,299	0	4,510,779
Sewerage Service	6,514,473	0	(337,750)	6,176,724
Stormwater Infrastructure Renewal	59,616	126,917	(7,349)	179,184
New Council Implementation Fund (2)	0	0	(304,514)	0
Developer Contributions	290,559	354,652	(7,831)	637,380
General Fund Unspent Grants & Contributions	2,591,657	5,727,654	(3,730,210)	7,449,701
External Restriction Total	14,208,355	9,153,584	(6,534,716)	19,992,338
GRAND TOTAL	24,645,203	16,973,263	(14,677,995)	30,105,585

Restricted Cash Reconciliation

Restricted Cash	\$30,105,585
Cash at 30 June 2022	\$22,905,046
Unrestricted Balance	(\$7,200,539)
Grant Debtors Outstanding	\$5,019,549
Balance	(\$2,180,990)

Proposed Restricted Cash after recommendations

Restricted Cash	\$27,505,585
Cash at 30 June 2022	\$22,905,046
Unrestricted Balance	(\$4,600,539)
Grant Debtors Outstanding	\$5,019,549
Balance	\$419,010

8.2.6 FINANCE UPDATE - CAPITAL AND OPERATIONAL EXPENDITURE

DOCUMENT NUMBER	380561
REPORTING OFFICER	Zac Mahon, Manager Finance
AUTHORISING OFFICER	Paul Woods, Acting Deputy General Manager - CCD
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. Reconnecting Regional NSW Funding Deed ↓

RECOMMENDATION

The Finance Update report, be received and noted.

Report

The finance update for the year-to-date expenses to 31 October 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 and further details are shown below.

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

Operations

Finance will complete a detailed review of internal overheads and plant hire rates and ensure they are being coded properly. This has been delayed due to deadlines regarding the demerger and draft financial statements.

The stormwater operational expenditure will be discussed with operations to prepare a schedule of works.

The community donations budget will require a QBR adjustment of 239k to increase income and expenses for the grant received "Reconnecting Regional NSW – Community Events Program" (deed attached). This expense is covered by the grant, not council reserves.

Capital

Operations department is working together with the finance manager to prepare a schedule of capital works for 2023. There has been delays due to the weather and flood conditions that have impacted the council area.

Operating Expense Finance Update

Department	Actual YTD	Commitments	Total Amount	Budget	Budget Remain \$	Budget Spent %	Performance	Comments
AERODROME	38,814.57	1,363.64	40,178.21	119,700.00	79,521.79	34%	😊	
ANIMALCONTROL	61,832.32	208.37	62,040.69	160,400.00	98,359.31	39%	😊	
ASSETMANAGEMENT	78,774.66	16,399.39	95,174.05	347,700.00	252,525.95	27%	😊	
BUILDINGPROPERTY	309,802.77	2,949.24	312,752.01	1,306,054.00	993,301.99	24%	😊	
CARAVANPARK	6,122.16	-	6,122.16	45,400.00	39,277.84	13%	😊	
CEMETERY	89,821.04	9,885.57	99,706.61	358,800.00	259,093.39	28%	😊	
CIVICLEADERSHIP	66,840.91	-	66,840.91	211,000.00	144,159.09	32%	😊	
COMMUNICATION	28,784.83	6,066.64	34,851.47	157,100.00	122,248.53	22%	😊	
COMMUNITYDONATION	213,915.57	108,172.33	322,087.90	126,399.00	- 195,688.90	255%	😞	Update Provided
COMMUNITYEVENT	25,764.95	504.55	26,269.50	62,800.00	36,530.50	42%	😊	
COMMUNITYSERVICE	42,494.23	66,926.91	109,421.14	234,773.00	125,351.86	47%	😊	
COOTASEWER	355,967.85	23,498.41	379,466.26	1,033,900.00	654,433.74	37%	😊	
COOTAWATER	507,325.17	5,454.70	512,779.87	2,581,846.00	2,069,066.13	20%	😊	
CUSTOMERSERVICE	109,280.26	1,856.11	111,136.37	387,000.00	275,863.63	29%	😊	
DEVELOPMENTBUILDING	555,261.36	29,705.00	584,966.36	1,128,200.00	543,233.64	52%	😊	
EMERGENCYSERVICES	306,439.85	22,742.54	329,182.39	956,300.00	627,117.61	34%	😊	
EXECUTIVEOFFICE	325,166.06	3,522.73	328,688.79	712,600.00	383,911.21	46%	😊	
FINANCEMANAGEMENT	315,247.91	41,943.00	357,190.91	1,020,700.00	663,509.09	35%	😊	
GOVERNANCEBUSINESS	55,925.89	1,473.66	57,399.55	233,500.00	176,100.45	25%	😊	
GUNDISEWER	201,939.12	24,611.48	226,550.60	552,900.00	326,349.40	41%	😊	

Department	Actual YTD	Commitments	Total Amount	Budget	Budget Remain \$	Budget Spent %	Performance	Comments
GUNDIWATER	139,286.98	14,955.27	154,242.25	921,700.00	767,457.75	17%	😊	
HUMANRESOURCE	107,118.07	2,784.66	109,902.73	567,500.00	457,597.27	19%	😊	
INFOTECHNOLOGY	328,681.05	15,509.51	344,190.56	922,100.00	577,909.44	37%	😊	
INTERNALOVERHEADS	256,876.54	-	256,876.54	-1,259,100.00	-1,515,976.54	-20%	😞	Finance to review
INTERNALOVERWS	84,810.02	-	84,810.02	46,100.00	- 38,710.02	184%	😞	Finance to review
LANDDEVELOPMENT	1,985.25	-	1,985.25	4,600.00	2,614.75	43%	😊	
LANDFILLOPERATION	329,287.21	5,554.63	334,841.84	1,411,000.00	1,076,158.16	24%	😊	
LIBRARY	181,472.77	555.26	182,028.03	916,872.00	734,843.97	20%	😊	
LOCALRURALROAD	900,015.75	7,136.82	907,152.57	5,902,700.00	4,995,547.43	15%	😊	
MUSEUMANDART	85,937.04	31.04	85,968.08	229,400.00	143,431.92	37%	😊	
NOXIOUSWEEDS	38,309.61	-	38,309.61	143,600.00	105,290.39	27%	😊	
OPERATIONS	357,979.04	222.24	358,201.28	1,241,700.00	883,498.72	29%	😊	
PARK	458,051.00	7,140.28	465,191.28	1,450,700.00	985,508.72	32%	😊	
PLANT	69,041.06	27,357.07	96,398.13	- 274,289.00	- 370,687.13	-35%	😞	Finance to review
PRIVATEWORKS	70,912.36	835.10	71,747.46	183,000.00	111,252.54	39%	😊	
PROCUREMENT	55,685.39	-	55,685.39	143,200.00	87,514.61	39%	😊	
PUBLICTOILET	79,941.36	533.90	80,475.26	258,900.00	178,424.74	31%	😊	
QUARRY	18,448.67	-	18,448.67	129,400.00	110,951.33	14%	😊	
REGIONALROADS	451,897.45	69,859.58	521,757.03	1,205,700.00	683,942.97	43%	😊	
REGULATORYSERVICE	88,553.28	-	88,553.28	274,200.00	185,646.72	32%	😊	

Department	Actual YTD	Commitments	Total Amount	Budget	Budget Remain \$	Budget Spent %	Performance	Comments
RISKMANAGEMENT	399,961.78	6,500.00	406,461.78	382,700.00	- 23,761.78	106%	😊	Insurance paid for 2023
SALEYARD	60,432.12	8.92	60,441.04	315,300.00	254,858.96	19%	😊	
SEWERMANAGEMENT	18,119.11	2,500.00	20,619.11	931,961.00	911,341.89	2%	😊	
SPORTINGGROUND	96,575.98	1,730.00	98,305.98	561,400.00	463,094.02	18%	😊	
SPORTSTADIUM	25,588.82	-	25,588.82	98,400.00	72,811.18	26%	😊	
STATEROADS	430,877.00	45,290.42	476,167.42	2,550,000.00	2,073,832.58	19%	😊	
STORMWATER	-	-	-	187,000.00	187,000.00	0%	😞	Finance to review
SWIMMINGPOOL	392,617.39	3,412.54	396,029.93	1,286,204.00	890,174.07	31%	😊	
TOURISMECODEVELOP	137,147.05	9.81	137,156.86	471,500.00	334,343.14	29%	😊	
TOWNVILLAGESTREET	802,870.87	8,462.27	811,333.14	3,040,809.00	2,229,475.86	27%	😊	
TRANSFERSTATION	172,850.64	-	172,850.64	590,600.00	417,749.36	29%	😊	
VISITORINFORMATION	55,639.19	869.02	56,508.21	166,000.00	109,491.79	34%	😊	
WASTECOLLECTION	181,862.01	-	181,862.01	1,161,900.00	980,037.99	16%	😊	
WATERMANAGEMENT	246,874.79	219,944.76	466,819.55	916,700.00	449,880.45	51%	😞	Finance to review
WORKHEALTHSAFETY	315,580.96	32.28	315,613.24	1,220,000.00	904,386.76	26%	😊	
DEPRECIATION			3,202,000				😊	
TOTAL	11,139,904	808,520	15,150,424	40,036,529	28,088,105	30%	😊	

Capital Finance Update

Asset Class	Total YTD	Current Budget	Budget Remain \$	Budget Spent %	Performance	Notes
BRIDGES	716,396.18	1,188,939.00	472,542.82	60%	😊	
BUILDING	367,964.88	1,133,231.00	765,266.12	32%	😊	
LAND	53,957.58	175,000.00	121,042.42	31%	😊	
PLANT	627,674.08	718,434.00	90,759.92	87%	😊	Moratorium on plant replacement for 2022/23
POOLS	2,321.50	439,915.00	437,593.50	1%	😐	Review of Underspend required
RECREATION	381,565.18	2,190,237.00	1,808,671.82	17%	😊	
ROADS	819,852.22	7,994,887.00	7,175,034.78	10%	😐	Review of Underspend required
SEWER	276,855.67	3,200,000.00	2,923,144.33	9%	😐	Review of Underspend required
STRUCTURE	2,052.15	1,128,000.00	1,125,947.85	0%	😐	Review of Underspend required
WATER	33,092.81	3,395,023.00	3,361,930.19	1%	😐	Review of Underspend required
Grand Total	3,281,732.25	21,563,666.00	18,281,933.75	15%		



The Hon. Paul Toole MP
Deputy Premier
Minister for Regional New South Wales
Minister for Police

OFFICIAL

ref: RVF21/4357

Clr Charlie Sheahan
Mayor
Cootamundra-Gundagai Regional Council
PO Box 420
COOTAMUNDRA NSW 2590
CC: Mr Glen McAtear, Acting General Manager
E: mail@cgrc.nsw.gov.au

Dear Councillor Sheahan

Reconnecting Regional NSW – Community Events Program

The NSW Government recently unveiled a \$200 million Regional Recovery Package that will create new jobs and support community events, shows and festivals to boost tourism across the state.

As part of this package, I am pleased to announce the NSW Government's Reconnecting Regional NSW – Community Events Program. This \$25 million commitment will promote economic and social recovery across all regional NSW local government areas.

This will be achieved by supporting regional NSW councils, the Lord Howe Island Board and Regional Development Far West to deliver COVID-Safe community events and festivals that are open for the entire community to attend, providing immediate positive outcomes for regional communities.

A dedicated allocation of **\$239,651** is available to the Cootamundra-Gundagai Regional Council to apply for funding towards these events. We encourage you to engage with the local community and employ local external event coordinators and businesses to support local recovery.

How to apply

- Applications for Reconnecting Regional NSW – Community Events Program grants will open 7 April 2022 and will close on the 24 June 2022.
- Events must be held by 31 March 2023.
- Please visit <https://rgf.smartygrants.com.au/CEP> to make an application.
- Once your completed application is submitted, assessment and approval will be within 20 business days. A funding deed will be issued shortly after, followed by an 80% upfront payment. The remaining 20% will be paid upon completion of the project and acceptance of your submitted completion report.

Assistance to prepare applications

You are encouraged to work with your local Department of Regional NSW representative Jane Barnes on your application. Ms Barnes can be contacted on jane.barnes@regional.nsw.gov.au or 0428 424 568.

For any further information on the program please visit www.nsw.gov.au/CommunityEvents.

Thank you for your ongoing collaboration and I look forward to seeing your community's events go live.

Yours sincerely

A handwritten signature in black ink that reads 'Paul Toole'.

The Hon. Paul Toole MP
Deputy Premier
Minister for Regional New South Wales
Minister for Police

OFFICIAL

GPO Box 5341 Sydney NSW 2001 ■ P: (02) 8574 7000 ■ W: nsw.gov.au/deputypremier

8.2.7 INVESTMENT REPORT - OCTOBER 2022

DOCUMENT NUMBER	380456
REPORTING OFFICER	Zac Mahon, Manager Finance
AUTHORISING OFFICER	Paul Woods, Acting Deputy General Manager - CCD
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 decreased by \$768,490.43 from \$24,383,820.83 as at 30 th September 2022 to \$23,615,330.40 as at 31 st October 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 31 October 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.

Report

Council's cash and investment portfolio decreased by \$768,490.43 from \$24,383,820.83 as at 30th September 2022 to \$23,615,330.40 as at 31st October 2022. This drop is due to expenses paid in October and the latest rate instalment not being due until 30 November. Council is proactively acquitting grants to receive outstanding grant money that will also increase the cash figure.

Cash and Investment Portfolio

Type	Long Rating	Short Rating	Issuer	Frequency	Purchase	Maturity	Days	Rate	Benchmark*	Principal
TD	BBB+	A2	Bendigo	At Maturity	11/10/2022	15/11/2022	35	2.65	2.83	\$1,000,000.00
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	3.26	3.06	\$1,000,000.00
TD	A+	A2	Macquarie Bank	At Maturity	11/10/2022	10/01/2023	91	3.84	3.06	\$1,000,000.00
TD	AA-	A1+	NAB	At Maturity	11/10/2022	10/01/2023	91	3.47	3.06	\$3,000,000.00
TD	A+	A1	Macquarie Bank	At Maturity	1/03/2022	24/01/2023	329	0.95	3.06	\$1,000,000.00
TD	A+	A2	Macquarie Bank	At Maturity	11/10/2022	7/02/2023	119	3.84	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	Bank of QLD	At Maturity	18/10/2022	18/04/2023	182	3.90	3.06	\$2,000,000.00
TD	AA-	A1+	CBA	At Maturity	18/10/2022	18/04/2023	182	3.86	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	2.60	\$1,971,615.11
CASH	AA-	A1+	CBA	Monthly				1.85	2.60	\$571,629.98
CASH	AA-	A1+	NAB	Monthly				1.77	2.60	\$24,889.48

TOTAL:**\$23,615,330.40**

*Benchmarks

On Call - RBA Cash

Floating Rate Deposit - 3m BBSW

Term Deposit - BBSW

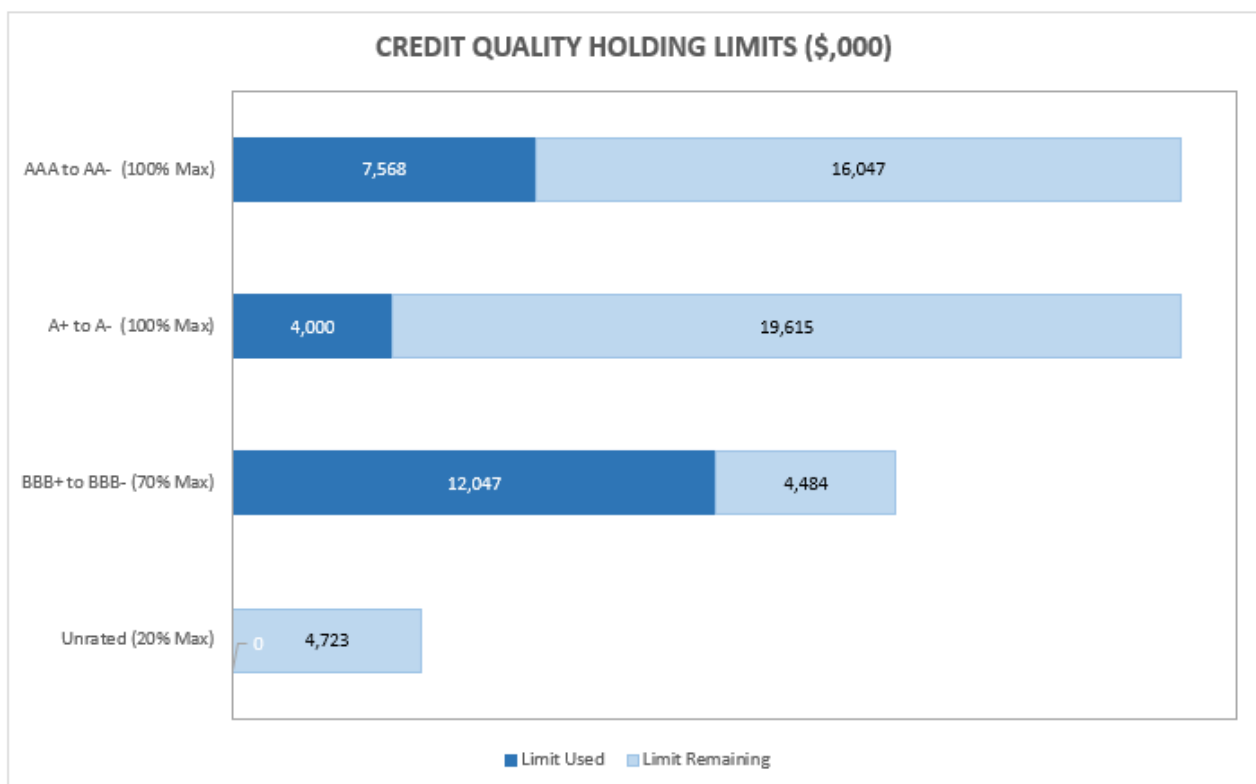
Performance

Cootamundra-Gundagai Regional Council's investment portfolio outperformed the relevant BBSW Index benchmark by 2.02%. The average weighted yield for October was 3.03%, over an average weighted term of 109 days, with a benchmark of 2.97%.

Total Cost 23,615,330	Yearly Interest Received 85,945	Weighted Average Term 109 Days
Total Value 23,615,330	Monthly Interest Received 46,878	Weighted Average Yield 3.03%

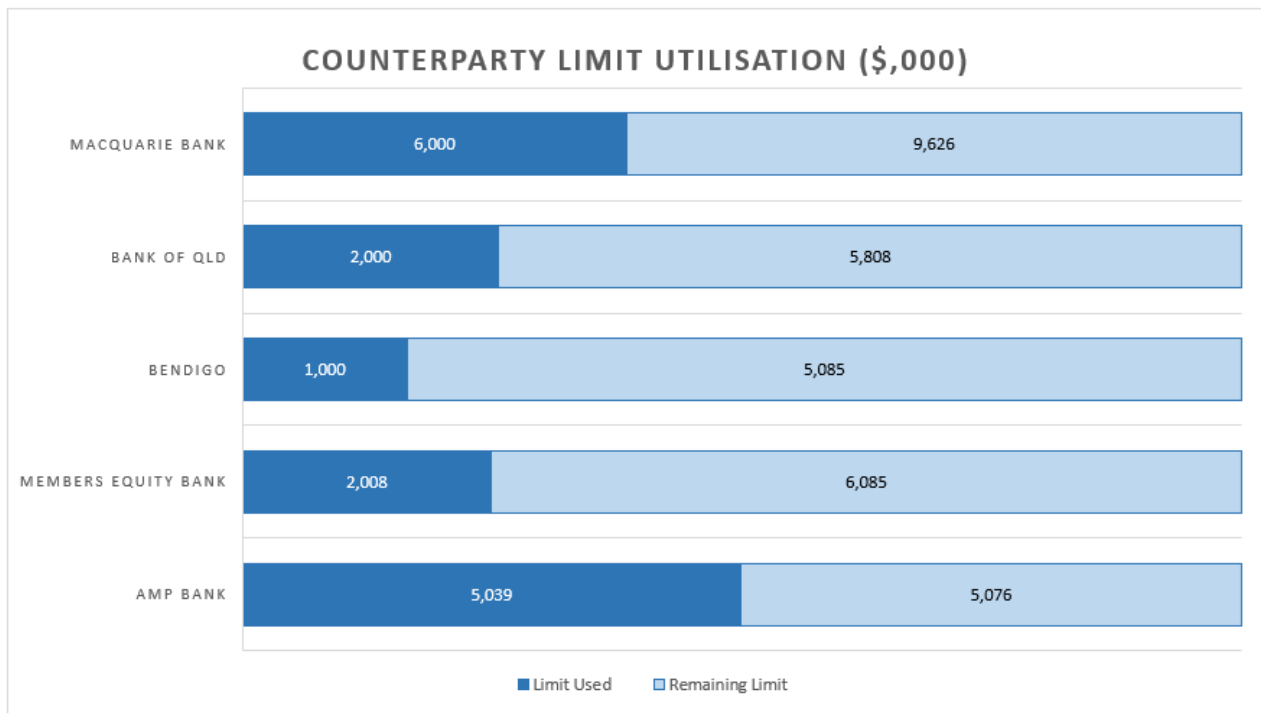
Credit Quality Compliance

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



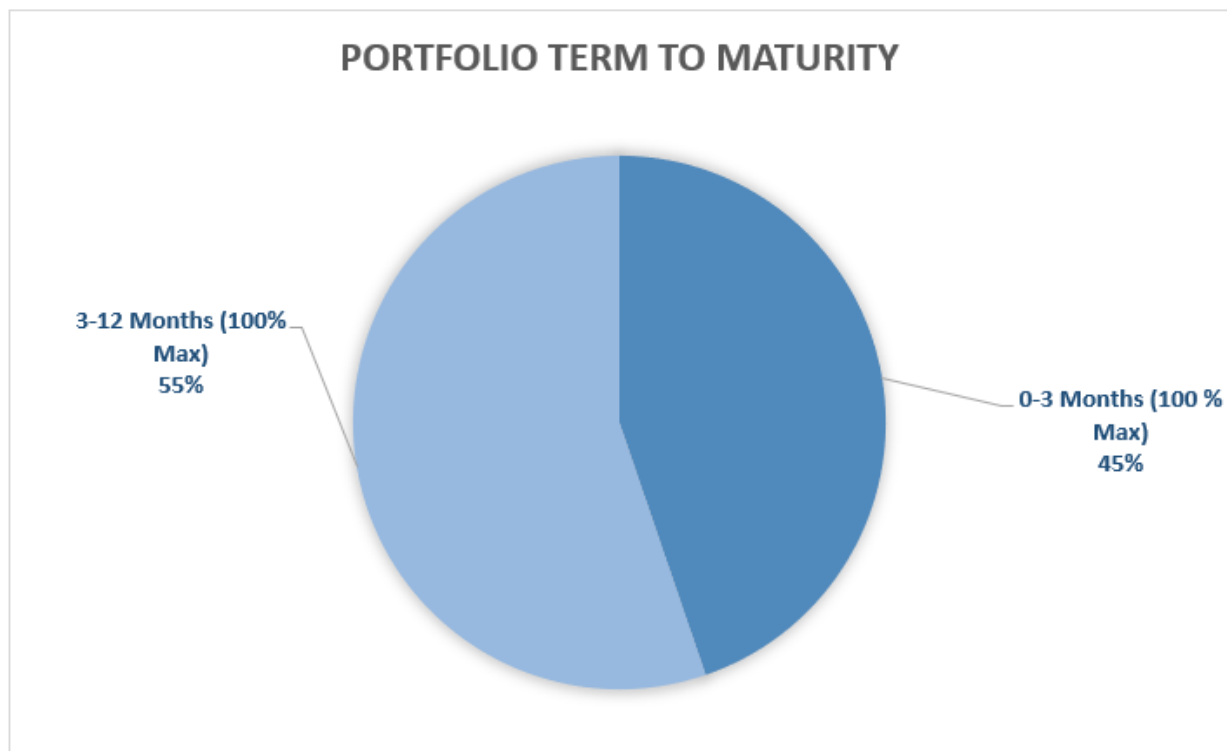
Counter Party Compliance

As at the end of October, 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

A handwritten signature in black ink that reads "Zac Mahon". The signature is written in a cursive, flowing style.

Zac Mahon
Responsible Accounting Officer

8.3 COMMUNITY AND CULTURE

8.3.1 GUNDAGAI TOURISM ACTION GROUP (ADVISORY COMMITTEE) MONDAY 7TH NOVEMBER 2022 - MINUTES

DOCUMENT NUMBER	381017
REPORTING OFFICER	Casey Polsen, Tourism Development Officer
AUTHORISING OFFICER	Paul Woods, Acting Deputy General Manager - CCD
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	There are no Policy implications associated with this report.
ATTACHMENTS	1. Gundagai Toursim Action Group Advisory Committee - Minutes November ↓

RECOMMENDATION

The Minutes of the Gundagai Tourism Advisory Group meeting held Monday 7th November 2022, attached to the report, be noted.

Introduction

The Minutes of the Gundagai Tourism Advisory Group meeting held Monday 7th November 2022 are 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

GUNDAGAI TOURISM ACTION GROUP ADVISORY COMMITTEE

MEETING NO: 125
GUNDAGAI COUNCIL CHAMBERS
4.30PM, MONDAY 7TH NOVEMBER 2022

1 AGENDA ITEMS

Meeting started: 4:32pm

1.1 Attendance and Apologies

Attendees: Casey Polsen, Lauren Eccleston, Abb McAlister, Mike Kingwill, Jim Morton

Apologies: Penny Nicholson, Bonita Taylor, Izzy Perko, Peter Smith

1.2 Confirmation of previous meeting Minutes

The Committee confirmed the minutes of Meeting Monday 5th September 2022

1.3 Correspondence

No correspondence

1.4 For Discussion

1. The Dog on the Tuckerbox 90th Birthday

Event to be held on Sunday 27th November at DOTB. Casey invited – Governor General, Minister for Local Government, and Member for Cootamundra. The day begins at 9:00am finishes at 1:00pm. Market stalls, live entertainment by local bands, terrier races held by the Tumblong Hall committee, free microchipping, and kids' entertainment. Jim Scoobie will be MC. Jim will also recite some poetry.

2. Old Gundagai Gaol Update

Ghost Hunt on Saturday 19th November. Captain Moonlite Launch and Bald Archy volunteer thank you was held on Thursday October 6th, 2022. Overall, a good evening with approximately half of the volunteers attending and previous Friends of the Old Gundagai Gaol committee members. A thank you gift was given to volunteers.

3. Gundagai Railway Station

The Gundagai Visitor Information Centre has been receiving some complaints over the past few months about the condition of the railway tracks, Council has a lease on the tracks around the Station and staff at the Gundagai VIC has requested the weeds/long grass to be sprayed. VIC staff have also requested clarification from the Historic Bridge Society on the entry fees to the station, as there has been feedback regarding the caretaker denying visitors entry without paying the fee. Gundagai VIC staff will follow up on these issues with the Gundagai Historic Bridge Society & Council. Abb will speak with Robert Butcher about the issues also.

4. Gundagai Networking Group

Christmas on Sheridan – Friday December 9th, 2022. No further updates for tourism committee.

5. MAWANG Update

No update – no committee members present

6. Gundagai Historical Museum Update

Izzy Perko – Report: Monday 7th November:

Gundagai Historical Museum has finally fixed up the entrance front ramp, replacing the chipped slate with safer nicer nonslip tiles more suitable for wheelchairs. The architectural team from Conrad Gargett of Brisbane commissioned by the town to memorialise the Prince Alfred Bridge came in last Wednesday 2 Nov, to get more ideas and images of bridge especially in the later years (1960s & 1970s) when it had more traffic; very few images or videos exist when it was a busy part of the Hume Hwy. They might even put out a call through the local media to see if anybody does have such images or videos. We've been searching for old copies of the Gundagai Independent through 1966 and 1967 to find out the origins of a prehistoric bone thought to belong to a whale, discovered locally as a recent visitor was very excited by it.

7. Gundagai Tourism Action Group Advisory Committee – 2023

Casey and Lauren raised the issue that the committee has become a place where Council employees report to the committee/community not the other way around. We need fresh ideas that align with our tourism and economic strategies, the committee also needs to attract local and external tourism professionals in the region. Lauren will reach out to other Economic & Tourism Officers in the region to see how their Councils operate their tourism committees. Casey will email committee members who didn't attend for further feedback. Casey and Lauren will amend the Charter with these ideas in mind and send back to the group for comments.

1.5 General Business

1. Hipcamp – Lauren to follow up with Sally regarding State Government and Local Government LEP's. Council staff to email Mike & committee the documents from NSW Planning released regarding the new agritourism opportunities.
2. The committee discussed the opportunities the Gundagai Sportsman's Club presents as a conference and event space that is not utilised to the best of its ability.

Meeting closed: 5:34pm

1.6 Next Meeting

Next Meeting: **Christmas Catch-up**

Monday 5th December at the Criterion Hotel - 5:00pm - 7:00pm

8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

8.4.1 DEVELOPMENT APPLICATIONS APPROVED OCTOBER 2022

DOCUMENT NUMBER	380885
REPORTING OFFICER	Sally Atkinson, Environmental Health Officer
AUTHORISING OFFICER	Paul Woods, Acting Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Protected and enhanced environment 3.1 A natural environment is valued and protected
FINANCIAL IMPLICATIONS	As detailed in the report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

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

Introduction

The Development Applications approved in October 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 October 2022.

APP. NO.	PROPOSED DEVELOPMENT	PROPERTY DESCRIPTION
10.2022.122.1	Proposed New Deck	Lot 13 DP1092831 Old Cootamundra Road, Cootamundra
10.2022.136.1	Proposed Use – Alterations to Existing Dwelling	Lot 1 DP1083214 Old Cootamundra Road, Cootamundra
10.2022.121.1	Proposed New Shed	Lot 11 DP1092831 Old Cootamundra Road, Cootamundra
10.2022.120.1	Proposed New Transportable Dwelling	Lot 23 DP872049 Tarrabandra Road, South Gundagai
10.2022.114.1	Proposed Alterations & Additions to Existing Dwelling	Lot 1 DP219961 Reno Road, Gundagai
10.2022.113.1	Proposed Alterations & Additions to Existing Dwelling	Lot 6 Sec 2 DP758915 Tumut Street, Gundagai
10.2022.102.1	Proposed New Dwelling	Lot 271 DP751420 Bethungra Road, Nangus

10.2022.96.1	Proposed 2 x Lot Rural Residential Subdivision	Lot 453 DP753601 Netherleigh Lane, Cootamundra
10.2022.45.1	Proposed Earthworks/Change in Levels	Lot 1 DP110272 Hanley Lane, Gundagai
18.2022.17.1	New Swimming Pool	Lot 201 DP1182797 Nangus Road, Gundagai
18.2022.14.1	Proposed New Shed	Lot 23 DP1270489 Oliver Selwyn Drive, Cootamundra
18.2022.13.1	New Swimming Pool	Lot 84 DP753620 Berthong Street, Wallendbeen
18.2022.12.1	New Swimming Pool	Lot 2 DP612148 Mount Street, South Gundagai

VALUE OF WORK REPORTED TO THIS MEETING: **\$ 1,494,455.00**
VALUE OF WORK REPORTED FINANCIAL YEAR TO DATE **\$ 9,751,139.00**

THIS TIME LAST YEAR:
 VALUE OF WORK – OCTOBER 2021 \$ 4,316,625.00
 VALUE OF WORK – YTD 2021 \$ 31,197,549.00

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 CIVIL WORKS AND TECHNICAL SERVICES REPORT - OCTOBER 2022

DOCUMENT NUMBER	380199
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 October 2022 be noted.

Introduction

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

Discussion

Fixing Local Roads Projects:

Limited work has been achievable on both Brawlin Road (Cootamundra) and Warralong Roads (Cootamundra) due to the continual wet conditions.

Most of the gas services have now been replaced in Cooper Lane, Cootamundra. Box culverts have been delivered for the Salt Clay Lane (Cootamundra) reconstruction and pipes delivered for the next stage of the Old Gundagai (Cootamundra) road works.

Local Roads & Community Infrastructure (LRCI) Program:

The new footpath along Sutton Street (Cootamundra) between Muttama Creek and Hurley Street should be completed by early November.

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:

Abutment works have been completed on the Brawlin Road Bridge.

Department of Primary Industries approval and designs have been obtained for two bridges on Lucerndale Road, Tumblong.

Flood Event – 31 October 2022

Over 100 properties (including Council assets) were impacted by the with flood waters, that raged down Muttama Creek (Cootamundra) after the heavy rainfall that fell across the Muttama Creek and Jindalee Creek catchments areas on Monday afternoon. Reports of 50mm or more of rain was recorded in the area, causing a flash flood. The waters rose quickly with residents in low lying areas around Muttama Creek in Cootamundra being evacuated from their homes late on Monday night.

All rivers, creeks and streams in the Local Government Area rose very quickly with flash flooding occurring resulting in numerous roads and bridges being closed across the whole Council area.

Council staff have worked tirelessly since this event, not only doing Council work but some are also volunteers with emergency services. Many worked through the night on Monday night, rescuing people, providing assistance at evacuation centres, and implementing and advising traffic at road closures, along with those who were taking calls and directing assistance.

Road conditions in the Local Government Area are in varying states of degradation and have been eroded considerably. Once a full evaluation of inspections has been compiled Council will endeavour to undertake repairs. Council is anticipating another natural disaster declaration for this specific event, or the existing natural disaster event (AGRN1034) declared on 14 September 2022 will be extended. Property damage to Council buildings will be dealt with through our insurances. Funding for the road and bridge repairs will be sought through Transport for New South Wales, however, the claims process is expected to take 6 – 12 months and urgent repair works will be undertaken in the meantime.

Local groups including primary producers, transport operators, small businesses, not for profits and sporting clubs who were impacted by the flooding are encouraged to apply to the NSW government under this declaration. Varying amounts are available, up to \$130,000 depending on the applicant.

General Works:

Maintenance Grading has been completed on Hopewood Road (Gundagai) and Brawlin Springs Road (Gundagai).

Patching crews continue to patch and repair roads as conditions permit. The continual wet weather not only create problems with product adhering to the damaged road surface, but wet weather limits the works due to rain as well as safety when working on wet roads.

Table drain cleaning is underway on the Olympic Highway north of Cootamundra. This work was prioritised by Transport for NSW in order to clean and reshape the table drains to assist with better pavement drainage.

Stabilisation works have been undertaken on various sections along Muttama Road.

Slashing and roadside spaying has been undertaken on various roads but not limited to Muttama Road, Nangus Road, Gobarralong Road, Adelong Road, Brungle Road and in towns/villages around the whole Local Government area.

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

8.9.1 FLOOD RECOVERY

DOCUMENT NUMBER	380879
REPORTING OFFICER	Andrew Brock, Manager Facilities
AUTHORISING OFFICER	Matt Stubbs, Deputy General Manager - Operations
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	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

The Flood Recovery report, be received and noted.

Introduction

On the 31st of October 2022 Cootamundra-Gundagai Regional Council area was impacted by a major flooding event, which included flash flooding in Cootamundra. This report will discuss the impact this has had on our community and the actions Council is currently undertaking.

This report has been prepared to provide information to our community and council in relation to the flood recovery process.

Discussion

Monday evening, council was called into action to start closing roads throughout its road network after several days of significant rainfall. This event had resources stretched throughout the Local Government Area (LGA) and staff worked tirelessly to keep people safe, and road networks closed where needed.

As the conditions worsened and the impact of flood waters were realised, an Emergency Operations Centre was opened in Harden and attended by our Local Emergency Management Officer (LEMO) to help co-ordinate an appropriate response. Emergency Services were activated, and further resources were called upon from our neighbouring towns. Cootamundra was impacted by a flash flood with the urgency to evacuate residents throughout the township. Emergency centres were opened in several locations to accommodate residents and pets. A total of 95 residents were evacuated to the 3 centres around town. Once again, staff, councillors and volunteers assisted with looking after affected residents during this event.

Once water receded, staff began organising for skip bins to be placed in strategic locations to allow the community to start the clean-up process. Staff and volunteer groups have been working to assist residents to remove flood affected material. Council has been working closely with Resilience NSW and other agencies to offer any assistance possible.

A door knock was undertaken to talk with residents whose properties were uninhabitable and to help where required. There is a mix of residential, business and sporting clubs who have been affected and with council running a registration process, we have been able to capture more information on the full scale of damaged areas.

Council recently organised a Recovery Assistance Point in the Civic Hall, Cootamundra. This was well received, with 86 people stopping in for legal advice, financial and Red Cross assistance. Council staff were onsite to take registrations and hear individual's stories and obtain a better understanding of resident's needs.

- Service NSW
- Services Australia
- Rural financial counselling service
- Legal Aid
- Red Cross
- Rural Adversity Mento Health Program (Sat only)
- Resilience NSW
- CGRC

Council and Resilience NSW are working towards having several mobile drop-in sessions at the villages and Gundagai within the next 2 weeks to try and capture rural properties who have been affected. Discussions have been underway with Blaze aid to assist both residents and rural farmers to undertake clean-up works and fencing. We are awaiting a confirmed date for them to arrive in town and set-up at the Cootamundra Showground.

To provide a snapshot of the damaged assessed by SES and FRNSW in the Rapid Assessment process, there are 22 homes uninhabitable in the initial assessment. There is a mix of insured and uninsured within these totals and assistance is being offered to the families.

Councils' roads, bridges, causeways, sporting fields and facilities have all been impacted and are currently being assessed to tally the value of damage incurred. Crews have been working to remove debris and make safe these areas, to allow people to carry out their day-to-day activities, as quickly as possible.

Media releases are continuing to be sent out, as new information on funding or health warnings are provided to Council.

Further updates will be provided as works progress.

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